wollongong
city of innovation

BUSINESS PAPER

ORDINARY MEETING OF COUNCIL

To be held at 6:00 PM on

Monday 25 August 2025

Council Chambers, Level 10,
Council Administration Building, 41 Burelli Street, Wollongong
(Note: In accordance with the Code of Meeting Practice, Councillors will be able to attend and participate in this meeting via audio-visual link)

Order of Business

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

Members

Lord Mayor –
Councillor Tania Brown (Chair)
Deputy Lord Mayor –
Councillor Linda Campbell
Councillor Andrew Anthony
Councillor David Brown
Councillor Kit Docker
Councillor Dan Hayes
Councillor Ann Martin
Councillor Richard Martin
Councillor Ryan Morris
Councillor Tiana Myers
Councillor Thomas Quinn
Councillor Deidre Stuart
Councillor Jess Whittaker

QUORUM – 7 MEMBERS TO BE PRESENT

Statement of Ethical Obligations

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

OATH OR AFFIRMATION OF OFFICE

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

CONFLICTS OF INTEREST

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

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

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

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

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MINUTES

ORDINARY MEETING OF COUNCIL

at 6:00 PM

Monday 28 July 2025

Present

Lord Mayor – Councillor Tania Brown (in the Chair)
Deputy Lord Mayor – Councillor Linda Campbell
Councillor Andrew Anthony
Councillor David Brown
Councillor Kit Docker
Councillor Dan Hayes
Councillor Ann Martin
Councillor Richard Martin
Councillor Ryan Morris
Councillor Tiana Myers
Councillor Thomas Quinn
Councillor Deidre Stuart
Councillor Jess Whittaker

In Attendance

General Manager	Greg Doyle
Director Community Services, Creative + Innovative City (Acting)	Sue Savage
Director Corporate Services, Connected + Engaged City	Renee Campbell
Director Infrastructure + Works, Connectivity Assets + Liveable City (Acting)	Jeremy Morgan
Director Planning + Environment, Future City + Neighbourhoods	Linda Davis
Chief Financial Officer	Brian Jenkins
Manager City Strategy	Chris Stewart
Manager City Works (Acting)	Len Gervay
Manager Commercial Operations + Property (Acting)	Roisin OSullivan
Manager Customer + Business Integrity	Todd Hopwood
Manager Infrastructure Strategy + Planning	Nathan McBriarty
Manager Open Space + Environmental Services	Paul Tracey
Manager Sport + Recreation (attended via audio-visual link)	Mark Berriman

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

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CONFLICTS OF INTERESTS

Councillor Andrew Anthony declared a pecuniary conflict of interest in Item 5 - Road closure and sale of portion of Globe Lane, Wollongong and sale of portion of operational land at Globe Way, Wollongong, due to being related to a design and technical advisor on the electrical easement and substation being constructed on the site. Councillor Anthony advised he would depart the meeting during debate and voting on the item.

Councillor Ann Martin declared a not-significant, non-pecuniary interest in Item 1 - Public Exhibition - West Dapto Minor Amendments Planning Proposal, Item 2 - Public Exhibition - Wollongong Development Control Plan 2009 Chapter E15 - Water Sensitive Urban Design, Item 3 - Post Exhibition - Draft Wollongong Local Strategic Planning Statement 2025-2045 and Item 4 - Post Exhibition - Review of Wollongong DCP 2009 - Appendix 4 Definitions, due to her employment at the Department of Planning, Housing and Infrastructure. As she is not involved in planning matters related to the Wollongong LGA, Councillor A Martin advised she would remain in the meeting during debate and voting on the items.

PETITION – HEALTHY CITIES AUSTRALIA – ELECTRIFY WOLLONGONG

Councillor Ann Martin tabled a petition with 350 signatures from Healthy Cities Australia calling on Wollongong City Council to use its planning powers to ensure all new developments in Wollongong are all electric.

CONFIRMATION OF MINUTES OF ORDINARY MEETING OF COUNCIL HELD ON MONDAY, 30 JUNE 2025

91 COUNCIL'S RESOLUTION - RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor Quinn that the Minutes of the Ordinary Meeting of Council held on Monday, 30 June 2025 (a copy having been circulated to Councillors) be taken as read and confirmed.

PUBLIC ACCESS FORUM

ITEM NO	TITLE	NAME OF SPEAKER
9	COUNCILLOR ATTENDANCE AT CONFERENCES	SHOSHANA DREYFUS **AGAINST RECOMMENDATION**

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

CALL OF THE AGENDA

93 COUNCIL'S RESOLUTION - RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor Campbell that the staff recommendations for Items 1 and 2 then Item 4 and Items 7 and 8 be adopted as a block.

URGENT MATTER WITHOUT NOTICE

Councillor Whittaker moved a PROCEDURAL MOTION that an Urgency Item be brought forward in relation to a ban on e-rideables on NSW trains, to be considered at the end of the numbered business items.

94 COUNCIL'S RESOLUTION - RESOLVED UNANIMOUSLY on the motion of Councillor Whittaker seconded Councillor Docker that Council, as a matter of urgency, consider Business Without Notice regarding a ban on e-rideables on NSW trains.

Following the Resolution of Council, the Lord Mayor, Councillor Tania Brown, ruled in accordance with Clause 9.3(b) of Council's Code of Meeting Practice that the matter was of great urgency and required a decision by the Council before the next scheduled ordinary meeting of Council.

A PROCEDURAL MOTION was MOVED by Councillor D Brown seconded Councillor Docker that the Urgency Item be considered after the ordinary reports to Council.

ITEM 1 - PUBLIC EXHIBITION - WEST DAPTO MINOR AMENDMENTS PLANNING PROPOSAL

The following staff recommendation was adopted as part of the Block Adoption of Items (refer minute number 93)

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

1 A Planning Proposal be prepared to amend Wollongong Local Environmental Plan 2009 for the West Dapto Release Area to:

   a Amend Clause 4.1B Lot Averaging clause.

   b Amend the Land Zoning Map to make minor changes to the C2 Environmental Conservation zoning boundaries, along with consequential amendments to the Floor Space Ratio, Minimum Lot Size and Height of Buildings Maps, as outlined in the report.

   c Amend the Land Reservation Acquisition Map to reflect the revised road design corridors.

   d Amend the Natural Resources Sensitivity – Biodiversity Map and Clause 7.2 Natural resource sensitivity - biodiversity

2 The Planning Proposal request be referred to the NSW Department of Planning, Housing and Infrastructure for a Gateway Determination.

3 Following the Gateway Determination, the Planning Proposal be exhibited for a minimum period of 28 days.

4 The NSW Department of Planning Housing and Infrastructure be requested to issue authority to the General Manager to exercise plan making delegation in accordance with Council's resolution of 26 November 2012.

ITEM 2 - PUBLIC EXHIBITION - WOLLONGONG DEVELOPMENT CONTROL PLAN 2009 CHAPTER E15 - WATER SENSITIVE URBAN DESIGN

The following staff recommendation was adopted as part of the Block Adoption of Items (refer minute number 93)

COUNCIL'S RESOLUTION - RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor Campbell that the draft Wollongong Development Control Plan 2009 Chapter E15 - Water Sensitive Urban Design (Attachment 1) be exhibited for a minimum period of 28 days.

ITEM 3 - POST EXHIBITION - DRAFT WOLLONGONG LOCAL STRATEGIC PLANNING STATEMENT 2025-2045

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

1 a The amended Wollongong Local Strategic Planning Statement 2025–2045 (Attachment 2) be adopted to guide the land use planning vision for the local government area.

b Replace sentence on page 47 of LSPS which reads "Council work with TfNSW to introduce more extensive use of 30 km per hour speed limits in retail and business centres, foreshore areas and around all schools" with "Council will work with TfNSW for safe and sustainable transport."

2 The Wollongong Local Strategic Planning Statement 2025–2045 be published on Council's website.

3 The Wollongong Local Strategic Planning Statement 2025–2045 be forwarded to the Secretary of the NSW Department of Planning, Housing and Infrastructure for endorsement as a strategic document and be published on the NSW Planning Portal.

4 The Wollongong Local Strategic Planning Statement 2020–2040 be retired as a supporting document.

Variation *The variation moved by Councillor Hayes (the addition of point 1b) was accepted by the mover.*

ITEM 4 - POST EXHIBITION - REVIEW OF WOLLONGONG DCP 2009 - APPENDIX 4 DEFINITIONS

The following staff recommendation was adopted as part of the Block Adoption of Items (refer minute number 93)

COUNCIL'S RESOLUTION - RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor Campbell that the Wollongong Development Control Plan 2009 Appendix 4 Definitions (Attachment 1) be adopted and a notice be placed on Council's website advising of the adoption.

DEPARTURE OF COUNCILLOR

Due to a disclosed conflict of interest, Councillor Anthony departed the meeting at 6:22 pm and was not present for the debate nor voting on Item 5. Councillor Anthony returned to the meeting at 6:26 pm at the conclusion of Item 5.

ITEM 5 - ROAD CLOSURE AND SALE OF PORTION OF GLOBE LANE, WOLLONGONG AND SALE OF PORTION OF OPERATIONAL LAND AT GLOBE WAY, WOLLONGONG

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

1 Council closes the portion of public road in Globe Lane, Wollongong (Attachment 1) and sell that closed portion of road to the adjoining property owner.

2 Upon closure of the road, the land vest to Council as Operational land.

3 The closure of the road be subject to the grant of an easement in favour of Wollongong City Council for a right of way for vehicular and pedestrian movement.

4 The closure be subject to an easement in favour of Endeavour Energy for underground cables three metres wide.

5 The closure be subject to an easement in favour of Jemena for gas main three metres wide.

6 Council resolves to dispose of a portion of operational land known as Lot 402 DP 881597 in Globe Way, Wollongong (Attachment 2).

7 The General Manager be authorised to approve the negotiations and final sale price relating to the disposal of the subject sites in Globe Lane and Globe Way.

8 The Lord Mayor and General Manager be granted authority to affix the Common Seal of Council to any documentation required to give effect to this resolution and the General Manager be granted authority to sign any documentation necessary to give effect to this resolution.

ITEM 6 - PROPOSED ACQUISITION AND GRANT OF LEASE OF LOT 1 DP 779479 BEING 267 KEIRA STREET, WOLLONGONG

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

1 Council acquires Lot 1 DP 779479 being 267 Keira Street, Wollongong.

2 Following acquisition, Council approves the granting of a lease to the current owners of Lot 1 DP 779479 being 267 Keira Street, Wollongong for an initial term of six (6) months, with two (2) option periods to extend of five (5) years each.

3 The General Manager be authorised to approve the acquisition and leasing strategy and finalise the terms, including the purchase price and rent of the acquisition and lease.

4 The Lord Mayor and General Manager be granted authority to affix the Common Seal of Council to any documentation required to give effect to this resolution and the General Manager be granted authority to sign any documentation necessary to give effect to this resolution.

5 Upon acquisition the land becomes classified as Operational Land.

ITEM 7 - 2024-2025 ANNUAL REPORT ON THE ACTIVITIES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE

The following staff recommendation was adopted as part of the Block Adoption of Items (refer minute number 93)

COUNCIL'S RESOLUTION - RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor Campbell that Council note the 2024-25 Annual Report on the Activities of the Audit, Risk and Improvement Committee to be published in the 2024-2025 Council Annual Report.

ITEM 8 - LORD MAYOR TRAVEL TO KAWASAKI CITY IN JAPAN

The following staff recommendation was adopted as part of the Block Adoption of Items (refer minute number 93)

COUNCIL'S RESOLUTION - RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor Campbell that the Lord Mayor be approved to travel to Kawasaki City in Japan between 6 and 10 October 2025.

A PROCEDURAL MOTION was MOVED by Councillor D Brown seconded Councillor Campbell that Item 9 be split to consider Points 1-3 separately to Point 4. The PROCEDURAL MOTION on being PUT to the VOTE was CARRIED.

ITEM 9(A) - COUNCILLOR ATTENDANCE AT CONFERENCES

98 COUNCIL'S RESOLUTION - RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor Campbell that Council –

1 Council approve the attendance of Lord Mayor Cr Tania Brown, Deputy Lord Mayor Cr Linda Campbell, Cr Ann Martin, Cr Dan Hayes, Cr David Brown, Cr Deidre Stuart, Cr Jess Whittaker, Cr Richard Martin and Cr Thomas Quinn at the Local Government NSW Annual Conference, to be held in Penrith between 23 and 25 November 2025.

2 Council nominate the Lord Mayor, Deputy Lord Mayor, Cr Hayes, Cr A Martin, Cr R Martin, Cr Whittaker and Cr Quinn to be voting delegates to the 2025 Local Government NSW Annual Conference.

3 Council delegate to the General Manager authority to approve attendance of any additional Councillors requesting to attend the Local Government NSW Annual Conference.

ITEM 9(B) - COUNCILLOR ATTENDANCE AT CONFERENCES

99 COUNCIL'S RESOLUTION – RESOLVED on the motion of Councillor D Brown seconded Councillor Hayes that Council approve the attendance of Cr Ryan Morris at the 2025 Australian Mayors Summit Against Antisemitism from 3 to 5 September 2025 on the Gold Coast Queensland.

In favour Councillors Hayes, R Martin, D Brown, Myers, A Martin, Campbell, Morris, T Brown

Against Councillors Quinn, Anthony, Whittaker, Docker, Stuart

A PROCEDURAL MOTION was MOVED by Councillor Docker seconded Councillor A Martin that Councillor Stuart be granted an additional 1 minute to address the meeting in relation to Item 9(b).

A PROCEDURAL MOTION was MOVED by Councillor Docker seconded Councillor Quinn that Councillor Morris be granted an additional 1 minute to address the meeting in relation to Item 9(b).

URGENT MATTER WITHOUT NOTICE – TFNSW BAN ON E-RIDEABLES ON NSW TRAINS

100 COUNCIL'S RESOLUTION - RESOLVED UNANIMOUSLY on the motion of Councillor Whittaker seconded Councillor Docker that Council –

1 Write to the NSW Government seeking clarification of recent issues surrounding e-bikes (and similar transport devices) on public transport.

2 Urges the NSW and Commonwealth Governments come to a prompt resolution of safety regulations for E-bikes (and similar transport devices), with respect to both public transport and generally.

Variation *The variation moved by Councillor D Brown (the MOTION to read:*

That Council –

1 Write to the NSW Government seeking clarification of recent issues surrounding e-bikes (and similar transport devices) on public transport.

2 Urges the NSW and Commonwealth Governments come to a prompt resolution of safety regulations for E-bikes (and similar transport devices), with respect to both public transport and generally.)

was accepted by the mover.

Original motion prior to variation:

That council writes to the state government requesting Transport for NSW to remove the ban on E-bikes, E-scooters and E-skateboards on trains that has been notified to commence in September 2025.

THE MEETING CONCLUDED AT 7:22 PM

Confirmed as a correct record of proceedings at the Ordinary Meeting of the Council of the City of Wollongong held on Monday 25 August 2025.

Chairperson

ITEM A LORD MAYORAL MINUTE - WESTERN SYDNEY INTERNATIONAL AIRPORT PRELIMINARY DRAFT MASTER PLAN

Wollongong City Council has initiated a strategic collaboration with Camden, Campbelltown, Wollondilly, Wingecarribee, Shellharbour, Kiama and Shoalhaven Councils. The objective of the "LG8" is to advocate collectively on major regional priorities – focusing on connectivity, housing and economic development - and to partner with State and Federal Government. This builds on existing strong local government alliances and will compliment these partnerships.

Western Sydney Airport has the potential to deliver significant benefits for the LG8 region. The Airport is in the process of preparing a Master Plan to provide a framework for the ongoing development of the airport while addressing community, environmental and future commercial needs.

It is vital that Government plans for and delivers appropriate transport infrastructure from the Western Sydney Airport to South-West Sydney and through to the Illawarra. Delivering improved public transport, road and rail connectivity will be a critical enabler of economic and visitor economy opportunities for Wollongong and the extended region.

Western Sydney International Airport is currently calling for feedback on a Preliminary Draft Master Plan with submissions closing on 2 September 2025.

RECOMMENDATION

That Wollongong City Council provides a submission on the Western Sydney International Airport Preliminary Draft Master Plan, calling for engagement with Councils in the Macarthur, Southern Highlands and Illawarra-Shoalhaven region to maximise the social and economic benefit of the Western Sydney Airport for our communities.

ATTACHMENTS

There are no attachments for this report.

ITEM 1 DRAFT QUARTERLY REVIEW STATEMENT JUNE 2025

The Quarterly Review Statement outlines progress towards the achievement of Council's Strategic Planning documents, in particular, the Delivery Program 2022–2026 and Operational Plan 2024–2025. The Statement addresses the operational and financial performance of Council at the end of the financial year and marks the final Quarterly Review under this previous set of plans.

On 30 June 2025, Council adopted the new Our Wollongong Our Future 2035 Community Strategic Plan, Resourcing Strategy 2025–2035, and Delivery Program 2025–2029 and Operational Plan 2025–2026. Future Quarterly Review Statements, commencing from the September 2025 quarter, will report against this new framework.

RECOMMENDATIONS

1 The draft Quarterly Review Statement June 2025 be adopted.

2 Projects in progress at the end of 2024-2025 be introduced into the 2025-2026 budget.

3 The funds remaining from the Capital Budget saving ($4.4M) and the Operating Budget ($3.5M) be transferred to the Strategic Projects Restricted Asset in 2025-2026.

REPORT AUTHORISATIONS

Report of: Brian Jenkins, Chief Financial Officer
Authorised by: Renee Campbell, Director Corporate Services - Connected + Engaged City

ATTACHMENTS

1 Draft Quarterly Review Statement June 2025

BACKGROUND

Council's draft Quarterly Review Statement June 2025 outlines the operational performance of Council's Strategic Planning documents - the Delivery Program 2022-2026 and Operational Plan 2024-2025.

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

Significant events and highlights during the quarter include:

- Council adopted the Our Wollongong Our Future 2035 Community Strategic Plan and the West Dapto Development Contributions Plan.
- Council accepted a $41.7M tender for the Southern Suburbs Community Centre and Library. The package of works includes the finalisation of design and construction of a three-story building containing a community centre, district library, lease holder accommodation and support function areas, landscaping and public domain works, and car parking.
- Wollongong was awarded the UCI Bike City Award for our inclusive Community Partners Program.
- More than 8,000 people attended Comic Gong 2025, our largest pop culture event to date.
- Sculpture in the Garden attracted record in-person and online engagement.
- Council proudly supported the fourth Illawarra Reconciliation and Truth Telling Conference.
- Two-time mixed martial arts Ultimate Fighting Championship featherweight champion, Alex Volkanovski, was presented the Keys to the City.
- The Illawarra Shoalhaven Community Renewables Program launched, boosting access to clean energy.
- Council submitted over $15M in grant applications to support a range of city-wide projects.

CONSULTATION AND COMMUNICATION

Executive Management Committee

Senior Leadership Team

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong Our Future 2035 goal 4 “We have a healthy, respectful, and inclusive community”. It specifically delivers on the following:

Community Strategic Plan 2035	Delivery Program 2025-2029
Strategy	Service
4.14 Council demonstrates responsible leadership that is customer focused, demonstrates respect and inclusion, and uses resources that are managed effectively to ensure long-term sustainability.	Corporate Strategy

FINANCIAL IMPLICATIONS

The preliminary pre-audit results show a Funds Result surplus of $4.8M, a favourable variance of $21.0M against the current budget. This is made up of a $4.4M favourable position in the capital budget spend from general revenue and a $16.6M favourable position in the operating budget. The operating budget has been positively impacted by the early payment of part of the 2025-2026 Financial Assistance Grant ($12.0M) and projects in progress at the end of the year that will need to continue in 2025-2026 ($2.0M partly offset by $0.9M of funding), leaving a realisable operating funds savings of $3.5M.

It is proposed that the 2025-2026 budget be adjusted to reintroduce the projects in progress at the end of 2024-2025 that will need to continue in 2025-2026 (Refer to Appendix 1 of Attachment 1). It is also recommended that the funds remaining from the Capital Budget savings ($4.4M) and the Operating Budget ($3.5M), discussed above totalling $7.9M, be transferred to the Strategic Projects Restricted Asset in line with the Financial Sustainability Policy.

Additional financial reporting is included in the End of Year Budget Review Statement within the Draft Quarterly Review Statement June 2025.

CONCLUSION

This draft Quarterly Review Statement June 2025 has been prepared following input and assistance from all Divisions. It is submitted for consideration and adoption by Council.



Image: Children on Corrimal Beach

Wollongong City Council

Draft Quarterly Review Delivery Program 2022-2026 and Operational Plan 2024-2025

April – June 2025

wollongong
city of innovation

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General Manager's Message

This Quarterly Review Statement (April to June 2025) provides an update on our progress toward the five Councillor Strategic Priorities outlined in the Delivery Program 2022-2026 and Operational Plan 2024-2025. Services updates are grouped under the six Community Goals from the Our Wollongong Our Future 2032 Community Strategic Plan, along with Council's internal Support Services.

This quarter marks the final report under the previous Delivery Program 2022-2026 and Operational Plan 2024-2025. Council adopted the new Community Strategic Plan 2035, Resourcing Strategy 2025-2035 and Delivery Program 2025-2029 and Operational Plan 2025-2026 at the Council meeting on 30 June 2025. These documents will guide future reporting, commencing with the September 2025 Quarterly Review Statement.

Highlights from this quarter include:

- Council adopted the Our Wollongong Our Future 2035 Community Strategic Plan and the West Dapto Development Contributions Plan.
- Council accepted a $41.7M tender for the Southern Suburbs Community Centre and Library.
- Wollongong was awarded the UCI Bike City Award for our inclusive Community Partners Program.
- More than 8,000 people attended Comic Gong 2025, our largest pop culture event to date.
- Sculpture in the Garden attracted record in-person and online engagement.
- Council proudly supported the fourth Illawarra Reconciliation and Truth Telling Conference.
- Alex Volkanovski was presented the Keys to the City.
- The Illawarra Shoalhaven Community Renewables Program launched, boosting access to clean energy.
- Council submitted over $15M in grant applications to support a range of city-wide projects.

This Delivery Program supported major infrastructure projects and asset renewal to meet the needs of our growing community, while providing opportunities for local contractors, suppliers and businesses.

Our focus remains on supporting liveability and delivering quality services. Upgrades to roads, footpaths, shared paths and cycleways continued, improving safety and encouraging active transport. Council also invested in stormwater infrastructure to reduce flood risks and continued advocating for recovery and resilience funding from the New South Wales and Commonwealth Governments.

Council maintains a strong financial position, but ongoing economic pressures and severe weather events remain a challenge. Two natural disasters were declared in 2024 – bringing the total since 2019 to seven – causing significant damage to community assets, Council buildings and infrastructure. Recovery work will continue to influence Council's financial outlook, and we remain committed to managing community resources responsibly.

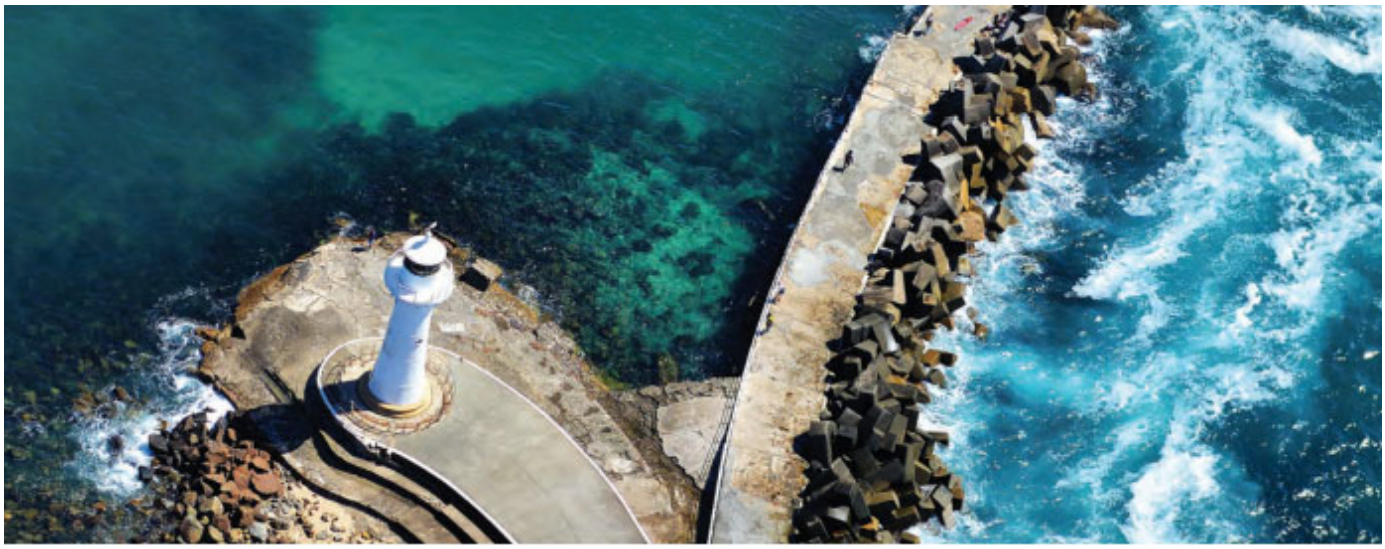
During the quarter, Council exhibited and subsequently adopted the draft Delivery Program 2025–2029 and Operational Plan 2025-2026. These plans will guide the city's direction in the years ahead and continue our work to build a connected, sustainable and inclusive Wollongong.

During the quarter, Council finalised the transition of community transport services to Coast and Country Community Services, a specialist provider with a strong track record in the sector. This change follows national aged care reforms, including the introduction of the new Aged Care Act, and reflects the evolving delivery model for transport support. Council acknowledges and sincerely thanks the many staff and volunteers who delivered this service with care and dedication to communities in Wollongong and Shellharbour for more than three decades.

We remain focused on improving customer service and are committed to being the best possible local government authority we can be to make Wollongong a great place to live, work and play.

I would like to thank all staff and the community for their contributions to the achievements identified in this Quarterly Review Statement. This Review will inform the Annual Report, due in November 2025.

Greg Doyle
General Manager



About this Report

The Quarterly Review provides an update on Council's progress and outcomes against the services and actions outlined in the Delivery Program and Operational Plan. This Quarterly Review for June 2025 also presents Council's preliminary pre-audit end of year financial position against the current budget.

Regular reporting provides transparency and helps keep the community informed about the delivery of Council's plans – highlighting achievements as well as any changes or delays. While Council aims to deliver all services as planned, adjustments may be required due to a range of external or operational factors. This report provides a regular opportunity to share progress updates with our community.

This Quarterly Progress Review reflects activities and outcomes against the Delivery Program 2022-2026 and Operational Plan 2024-2025 for the June 2025 quarter.

Council's services form the foundation of the Delivery Program and Operational Plan. These services are grouped under their best fit community goal. Internal services are included as a group called Support Services to reflect their role in supporting the delivery of all goals.

Council monitors its service delivery as part of a continuous improvement approach informed by community feedback, with a focus on improving efficiency and outcomes for the community.

Progress is reported through this Quarterly Review Statement and annually through the Annual Report. Council also tracks long-term progress towards the Community Strategic Plan through the State of our City Report. These reports are available on Council's website - Progress Reports | City of Wollongong.



STRATEGIC PRIORITIES



Strategic Priorities

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



Council continued working with community partners to support graffiti removal and local clean-up efforts, with Graff Off events held in collaboration with Lake Illawarra Police Command.

Youth development opportunities were delivered across Bellambi, Bundaleer Estate, Dapto and Warrawong, providing young people with safe, engaging spaces to connect and participate.

Paint the Gong REaD was celebrated at Dapto Mall, marking the birthday of reading mascot Bright Spark and encouraging early literacy through fun, family-friendly activities.

In partnership with Gawura Men's Shed, the Planting Purrah Bay: Community Day Restoring Lake Illawarra Foreshore was held at Kanahooka. Volunteers participated in a planting day and community barbeque, helping restore the foreshore with a variety of native species.

Comic Gong, Wollongong's signature pop culture event, returned to the suburbs and attracted more than 8,000 attendees to Dapto Ribbonwood Centre and Library on 24 May 2025.



Progress continued on a range of initiatives aimed at enhancing sustainability across the city. As part of the Climate Change Mitigation Plan, Council partnered with the Illawarra Shoalhaven Joint Organisation to launch the Illawarra Shoalhaven Community Renewables Program. A list of suitable electric vehicle charge point operators was also established to support the future rollout of charging infrastructure. These initiatives aim to encourage locally generated renewable energy, expand electric vehicle infrastructure and help reduce household energy costs in the region.

Council adopted amendments to Chapter A2 – Ecologically Sustainable Development of the Wollongong Development Control Plan 2009. This chapter outlines sustainability considerations for new development, including support for all-electric building options. These principles will inform future reviews of additional chapters of the Development Control Plan to help deliver more sustainable development outcomes.

Council also continued communication and engagement activities, including attendance at the Go Electric Open Day hosted by Renew Illawarra. The

STRATEGIC PRIORITIES

Sustainable Wollongong

Electrify Wollongong website and *Sustainable Wollongong* newsletter remain key tools for promoting practical, sustainable alternatives to everyday living.

Active Transport and Connectivity

Council continues to implement the Wollongong Cycling Strategy 2030, adopted on 16 November 2020. Engagement with the consultant responsible for the Cycling Network Plan and Program has now concluded, with work progressing on the final version. This Plan delivers on multiple actions of the Cycling Strategy and will help guide future investment in cycling infrastructure. Community workshops are being developed to engage local cyclists, Councillors and staff, with the final Plan expected to be issued in 2025 following public feedback.

Once the Cycling Network Plan is completed, work will commence on a new Footpath Network Plan, subject to funding. This will help integrate active transport networks across the city and inform the Safer Routes to School planning, which identifies key priorities and addresses missing links.

Council staff have also been actively engaged with the NSW Government on the Strategic Cycling Corridors project. Feedback and recommendations were provided to help align the draft proposals with Council's Cycling Network Plan and to ensure strong connections between local and regional cycleway routes. The Strategic Cycleway Corridors Illawarra–Shoalhaven Overview has identified three connections within the Wollongong Local Government Area. Detailed design is required to support the development of a future business case for funding. As part of this project, Council staff also reviewed a concept design for a route between Figtree and Coniston Train Station and are now awaiting the next steps in design development.

The draft Lake Illawarra Shared Path Master Plan will be finalised in 2025. Options for completing the loop will be shared following further engagement with key stakeholders and the community.

Council's Safer Routes to School program remains ongoing, supporting short and long-term actions that encourage active travel across the Local Government Area.

Business and Investment

Wollongong has achieved 100 per cent of its jobs target from the Economic Development Strategy 2019–2029, reaching this milestone four years ahead of schedule. Between 2017–2018 and 2023–2024, local employment increased by 10,612 jobs—an 11.5 per cent rise—bringing the total number of jobs in the Wollongong Local Government Area to 102,957.

Invest Wollongong sponsored a feature article in the *Australian Financial Review* titled *Wollongong: The coastal city leading an entrepreneurial revolution*. The article highlighted Wollongong's growing innovation economy and included case studies on iAccelerate, Sicona Battery Technologies and MitchCap.

Two additional videos were released in the *Business Leaders Series*, featuring i3Net—Wollongong's industry network for heavy industry—and Green Connect, a local social enterprise that supports young people and former refugees through urban farming, training and employment.

Council continued its collaboration with Service NSW and Enterprise Plus to deliver two business workshops in response to feedback from the August 2024 Wollongong Business Survey. Topics included the use of artificial intelligence and advanced social media tools. Business Health Check sessions previously

STRATEGIC PRIORITIES

Business and Investment

delivered in Wollongong, Dapto and Thirroul were expanded to Helensburgh and Port Kembla to support more businesses across the Local Government Area.

Council also participated in the Reserve Bank of Australia's regional economic engagement program and hosted an international trade delegation from Longyan, China in April.

West Dapto

On 7 April 2025, Council adopted the West Dapto Development Contributions Plan 2025. This is a significant milestone that will ensure development contributions reflect current infrastructure costs and support the delivery of essential services in the West Dapto Urban Release Area.

During the quarter, the first Concept Development Application in West Dapto was approved. Concept DA-2023/481, located in Stage 5, provides approval for eight development stages with the potential for 1,600 residential lots. This approval also includes consent for the Stage 1 subdivision, which will deliver 113 residential lots. Future stages (2 to 8) will require separate Development Applications. Concept Development Applications are submitted by applicants in lieu of Neighbourhood Plans, as permitted under the New South Wales Environmental Planning and Assessment Act 1979.

Council staff continued work on key infrastructure projects in West Dapto, including those supported by Commonwealth and NSW Government funding. This includes the Darkes District Sports Facility and the West Dapto Road urban upgrade. Progress was also made on the Cleveland Road upgrade, with Council's works team completing Stage 1, from Fowlers Road to Cleveland Road.

Council's advocacy continued for a NSW Government commitment to the delivery of the Western Ring Road, including the important Northcliffe Drive extension.

Reporting against the Delivery Program 2022-2026 and Operational Plan 2024-2025

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





Summary of Progress by Goal
Status of Actions for June Quarter

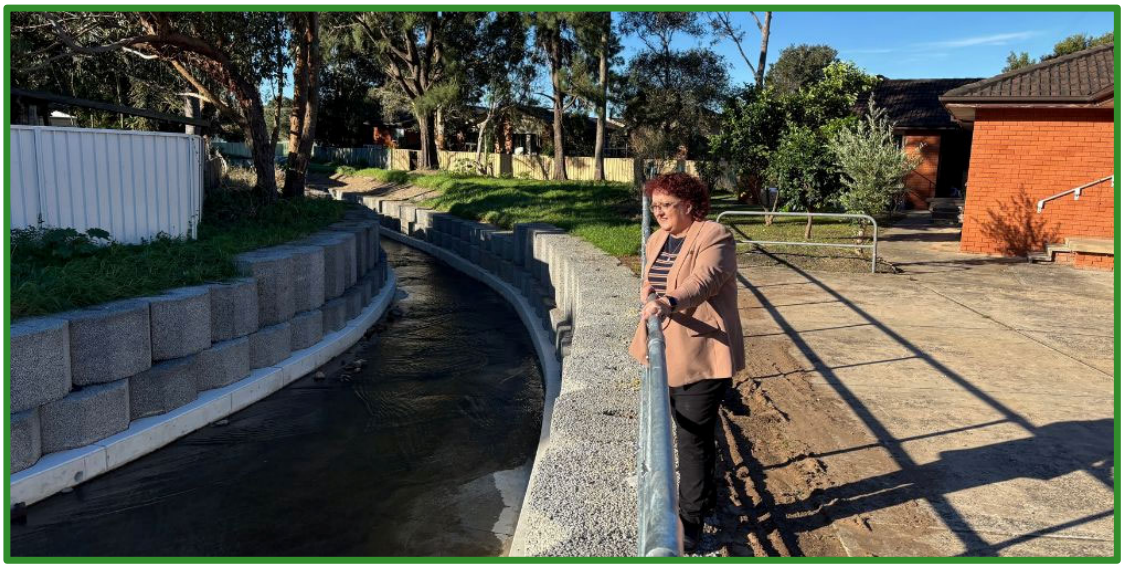
Status	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Goal 6	Support Services	Overall %
On-Track/ Complete Action is progressing or achieved as planned	96% *(23/24)*	100% *(8/8)*	100% *(9/9)*	100% *(22/22)*	64% *(18/28)*	86% *(6/7)*	86% *(12/14)*	88% *(98/112)*
Deferred A decision has been made to reschedule the timing of the project or actions	4% *(1/24)*	0% *(0/8)*	0% *(0/9)*	0% *(0/22)*	11% *(3/28)*	0% *(0/7)*	7% *(1/14)*	4% *(5/112)*
Not scheduled to commence The action was not due to commence during the reporting quarter	0% *(0/24)*	0% *(0/8)*	0% *(0/9)*	0% *(0/22)*	0% *(0/28)*	0% *(0/7)*	0% *(0/14)*	0% *(0/112)*
Delayed Unforeseen event has changed the timing of a project or action	0% *(0/24)*	0% *(0/8)*	0% *(0/9)*	0% *(0/22)*	25% *(7/28)*	14% *(1/7)*	7% *(1/14)*	8% *(9/112)*

GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

June Quarter Highlights



Rise and Shine Lake Illawarra monthly clean up event. Community members were joined by Council staff, removing approximately 300kg of litter and larger items from the Primbee foreshore.



Lord Mayor of Wollongong Councillor Tania Brown inspects completed Bellambi Gully flood mitigation works. The extensive upgrades were recommended in the Floodplain Risk Management Study and Plan for the combined Catchments of Whartons, Collins and Farrahars Creeks, Bellambi Gully and Bellambi Lake.

GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

Development Assessment

Responsibility *Manager Development Assessment and Certification*

About this Service

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

Quarterly Progress Update

Council continued to assess a diverse range of development applications during the quarter. Improving processing times and customer service remained a key focus, supported by the ongoing implementation of recommendations from the recent customer experience review. Pre-lodgement advice was also provided to a range of stakeholders.

Council continues to offer services as a Principal Certifying Authority for buildings and subdivisions, providing an alternative to private sector certification.

The Design Review Panel was engaged to support design excellence, providing advice on three matters during the quarter. The Wollongong Local Planning Panel considered and determined four matters, while the Southern Regional Planning Panel was briefed on one matter and determined two development applications.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Progress the outcomes resulting from the review of customer experience around access to information related to Development Assessment.	On-Track	Progress was made on the remaining nine recommendations. Eight recommendations were completed, with the final item on track for completion in the September 2025 quarter. As part of this work, Council's website was updated to improve access to planning and development information, with all related content now consolidated under the 'Plan and Build' section. This action will continue under the 2025-2026 Operational Plan.
Administer Design Review Panel in relation to key sites or significant development	On-Track	Council continued to work with the Design Review Panel to support design excellence in the assessment and determination of Development Applications. During the quarter, the Panel provided advice on six matters.
Administer the Wollongong Local Planning Panel	On-Track	Council continued to work with the Wollongong Local Planning Panel to support the assessment and determination of Development Applications. During the quarter, the Panel determined 14 matters.
In conjunction with the Department of Planning, Industry and Environment administer the Southern Regional Planning Panel	On-Track	Council continued to work with the Southern Regional Planning Panel on the assessment and determination of regionally significant Development Applications. During the quarter, the Panel determined one matter and was briefed on one additional application.

GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

Emergency Management

Responsibility *Manager Infrastructure Strategy and Planning*

About this Service

The service provides support in the planning and preparation for significant emergencies that may impact the safety and security of residents and visitors to the city.

Quarterly Progress Update

Council continued to meet its core emergency management responsibilities, supporting both the Local Emergency Management Committee and the Local Rescue Committee to undertake their legislated functions.

Council's Emergency Management Officer provided on-ground support to the NSW State Emergency Service during a recent rain event and is currently part of the control team planning a large-scale, multi-agency emergency exercise. The officer is also contributing to the planning and operations committee for the upcoming World Triathlon Championship Finals.

On 21 June, the *BUSted* training exercise was held, simulating a serious collision between a bus and car on Mount Ousley Road involving 26 passengers. The exercise was planned and overseen by Council's Emergency Management Officer and involved 130 emergency services personnel. The scenario tested the multi-agency response to a major road crash and supported ongoing readiness across emergency services.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Partner with the State Emergency Service to upgrade Wollongong Unit facilities at Montague Street	On-Track	Council has agreed to partner with the NSW State Emergency Service (SES) to deliver minor upgrade works to the existing Wollongong SES Unit on Montague Street. These works will be fully funded by the SES. Project scoping is continuing in collaboration with SES representatives.
Continue to advocate for funding from the State and Federal Government to Support disaster recovery and future resilience	On-Track	The Illawarra and Southern Highlands Regional Recovery Committee, established following the 6 April 2024 flood event, has now concluded. Council has commenced preparing claims under the joint Commonwealth–State Disaster Recovery Funding Arrangements (DRFA) to recover costs associated with clean-up activities and repairs to damaged infrastructure resulting from the April storm event. Council has received confirmation from Transport for NSW that an emergency works claim, valued at approximately $650,000, has been approved. Preliminary advice has also been received from NSW Public Works regarding the estimated value of Council's remaining emergency works; however, this has not yet been formalised. Council has submitted a grant application under Round 3 of the Disaster Ready Fund for a Disaster Resilience Innovation Pilot. The project aims to strengthen recovery and resilience capability within the Wollongong Local Government Area.

GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

Environmental Services

Responsibility *Manager City Strategy*

About this Service

This service involves Council working with the community in relation to local climate change mitigation, adaptation, monitoring and reporting, coastal and estuary management, biodiversity planning, contaminated lands controls, development assessment for environmental impacts, environmental education, volunteer management and partnerships, waste minimisation and environmental advocacy.

Quarterly Progress Update

Waste education programs continued, with a focus on diverting waste from landfill through the Food Organics and Garden Organics (FOGO) system. This included several public tours of the Soilco facility, where Council's FOGO waste is processed.

Community planting activities also took place across a number of natural areas. Highlights included the Streamhill Community Day, the planting of 650 native species at Judy Masters Oval by Bushcare volunteers, and the planting of 1,000 food trees as part of the Glossy Black Cockatoo Project to support this threatened species. Additional community foreshore plantings were completed at City Beach, Puckeys and Stuart Park.

Bushcare volunteers planted a total of 2,235 canopy trees and 2,749 native plants. In addition, Council planted 720 trees, including 633 street trees. A further 254 trees are scheduled to be planted during the current winter season. During the quarter, 421 trees were removed. When combining natural area canopy trees and street tree plantings, the overall replacement ratio achieved was seven trees planted for every one tree removed for the June 2025 quarter.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Deliver commitments made under the Global Covenant of Mayors including the implementation of Council's Climate Change Mitigation Plan 2023-2030	On-Track	A key achievement this quarter was the adoption of the revised Chapter A2 – Ecologically Sustainable Development in the Wollongong Development Control Plan. As the introductory chapter, it sets out focus areas and objectives for sustainable development, with guidance and examples to support assessment of development applications. The Illawarra Shoalhaven Community Renewables Program was also launched, led by the Illawarra Shoalhaven Joint Organisation and supported by the four regional councils. The program promotes fair access to renewable energy for households and small businesses. Delivery partner ShineHub is offering discounted solar and battery systems, along with participation in a virtual power plant. This supports goals in the Community Strategic Plan and is an endorsed action in Council's Climate Change Mitigation Plan. Financial support is available through Australian and New South Wales Government incentives. Council submitted a grant application under Round 2 of the Community Energy Upgrade Fund to support electrification and solar installation at Wollongong Town Hall and the Art Gallery. Support was also provided to charge point operators who secured NSW Government funding for kerbside electric vehicle charging. Further progress included advocacy to strengthen sustainability in State planning instruments, development of a new energy access and poverty pillar, and internal workshops promoting sustainability as an organisational priority commenced.

GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

Environmental Services Continued

Operational Plan 2024-2025 Update

Actions	Status	Comment
Implement priority actions of the certified Coastal Management Program for Lake Illawarra	On-Track	Significant progress was made this quarter in reviewing Chapter E15 – Water Sensitive Urban Design of the Wollongong Development Control Plan. This review is incorporating outcomes from the Risk-Based Framework for water quality in Lake Illawarra. As part of the review, developer guidelines and engineering drawings have been prepared. It is anticipated that the revised chapter will be presented to Council in the first quarter of 2025–2026, with a recommendation to place it on public exhibition. New community representatives and an Independent Scientific Advisor were appointed to the Lake Illawarra Implementation Group, which held its first meeting in June 2025. Clean-up events around the lake also continued during the quarter, with strong community participation. The most recent event in June resulted in the collection of approximately 300 kilograms of rubbish. In late May 2025, both Wollongong and Shellharbour City Councils resolved to write to the NSW Government, requesting that it resource and undertake a Strategic Business Case to deliver a long-term management solution for the Lake Illawarra entrance. This request aligns with Action EC1 of the Lake Illawarra Coastal Management Program and was supported by a community engagement report outlining options for the entrance. Environmental DNA sampling was completed at 21 sites across the lake and its catchment. This sampling will help track fish movement, monitor local flora and fauna, and assess broader environmental health indicators. The surveys were supported by Bushcare and Landcare volunteers, as well as students from TAFE NSW and the University of Wollongong.
Prepare the Coastal Management Program for the Wollongong Open Coast	On-Track	Several technical studies were completed this quarter as part of Stage 2 of the Wollongong Coastal Management Program. These included the Coastal and Estuary Processes Study, Cliff Instability Study, Coastal Entrance and Estuary Foreshore Erosion Study, Coastal and Tidal Inundation Study, and the Aboriginal Coastal Cultural Values Report. Additional studies are also well progressed. These include the Coastal Erosion Study, the identification and vulnerability assessment of Aboriginal cultural heritage values and assets, and updated mapping of littoral rainforest and coastal wetlands. Coastal risk workshops involving both internal staff and external agencies were also completed, supporting the next stages of program development.

GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

Environmental Services Continued

Operational Plan 2024-2025 Update

Actions	Status	Comment
Carry out sustainability and environmental education programs	On-Track	The Stream Hill Community Day, held on 14 April 2025, was led by the Department of Climate Change, Energy, Environment and Water in partnership with Landcare and Council. The event attracted strong attendance and celebrated the endangered Lowlands Grassy Woodland plant community with nature-based activities, guided walks, stalls and planting. It also provided a valuable opportunity to connect with residents from Stream Hill and surrounding suburbs. The Rise and Shine program commenced a series of monthly clean-up events around Lake Illawarra. Held on the first Friday of each month, these clean-ups aim to build community momentum and encourage local groups to continue regular, independent clean-up efforts in key areas around the lake. In early May, Council partnered with the Department of Climate Change, Energy, Environment and Water's Saving Our Species program and Illawarra Intrepid Landcare to plant 1,000 food trees for the Glossy Black Cockatoo across reserves in Berkeley and Port Kembla. Seventy volunteers took part over two days to help establish a tree corridor between the coast and escarpment. Additional volunteer events supported planting and bush restoration across the Local Government Area. PricewaterhouseCoopers volunteers planted 300 native species and removed waste at Stuart Park and Puckeys Estate. Dunecare hosted a planting at City Beach, installing 350 coastal plants with support from ALSCO and Port Kembla Coal Terminal volunteers. Endeavour Energy staff took part in two volunteering days at Puckeys Estate, planting over 600 native plants and targeting weed removal. Bushcare volunteers also planted 650 native plants at Judy Masters Park to improve canopy cover, biodiversity and creek bank stability. Council completed a Waste Education Strategy during the quarter, including the launch of a new education webpage and the delivery of community workshops, school incursions and Botanic Garden excursions. A promotional postcard was developed, and International Compost Awareness Week was marked with pop-up events, radio advertising and giveaways. Around 200 seedling pots filled with FOGO compost were distributed, and 60 residents participated in behind-the-scenes tours at the Soilco facility.

GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

Land Use Planning

Responsibility *Manager City Strategy*

About this Service

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

Quarterly Progress Update

A range of strategic planning matters progressed during the quarter.

The Planning Proposal to rezone land in Gwynneville was publicly exhibited. This proposal has the potential to increase housing capacity from 125 existing dwellings to approximately 1,250 new dwellings, including a target of 50 per cent social and affordable housing. A Planning Proposal to exempt events held on Council and Crown land from requiring development consent was also exhibited.

Council supported the exhibition of a Planning Proposal reviewing land zoned R2 under Council ownership, as well as a separate proposal to enable a café at 190 Military Road, Port Kembla. A request to reduce the minimum lot size at 365 Marshall Mount Road, Marshall Mount was not supported.

The revised draft Wollongong Local Strategic Planning Statement was exhibited during the quarter. This statement outlines an updated land use vision for the Wollongong Local Government Area.

Council adopted several updates to the Wollongong Development Control Plan. This included Chapter A2 – Ecologically Sustainable Development, Chapter E3 – Car Parking, and an update to Chapter D16 – West Dapto to incorporate two additional Neighbourhood Plans.

Council also endorsed the Wollongong City Foreshore Plan of Management following consideration of feedback received during the public exhibition and community engagement process. The Plan provides guidelines for the use and management of Crown and Council reserves along the Wollongong central foreshore, extending from Stuart Park and JP Galvin Park in the north to Coniston Beach and Swan Street in the south.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Review the Local Strategic Planning Statement	On-Track	On 7 April 2025, Council endorsed the draft Wollongong Local Strategic Planning Statement for public exhibition. The draft Statement was exhibited alongside the Community Strategic Plan from 9 April to 7 May 2025. Submissions received during the exhibition period are currently being reviewed and will inform the final version of the Statement, which is expected to be reported to Council for adoption in the first quarter of 2025–2026. This action will continue through to the 2025-2026 Operational Plan and remains on-track.
Continue the review of the West Dapto Land Release Area by developing a Local Infrastructure and Development Strategy	On-Track	On 7 April 2025, Council adopted the West Dapto Development Contributions Plan 2025. The updated Plan reflects the rising infrastructure costs that have occurred since the previous version was adopted in December 2020. It will also inform the development of the West Dapto Infrastructure Development Strategy. During the quarter, Council sought quotation submissions from technical specialists to support the preparation of the draft Strategy. A consultant has now been appointed and is expected to undertake the majority of the work during the first quarter of the 2025–2026 financial year.

GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

Land Use Planning Continued

Operational Plan 2024-2025 Update

Actions	Status	Comment
Undertake studies to inform the periodic review of the West Dapto Development Contribution Plan	On-Track	The informing studies that supported the development of the West Dapto Development Contributions Plan 2025, adopted on 7 April 2025, were completed in 2023. Council staff will deliver the West Dapto Water Management Master Plan during the 2025–2026 financial year, which will inform the next major review of the Contributions Plan. In addition, the West Dapto Infrastructure and Development Strategy will be completed during 2025–2026, following the successful procurement of a consultant in June 2025. This Strategy will also support the ongoing review and refinement of the Contributions Plan.
Progress the City Centre Planning Strategy	On-Track	During the quarter, consultation continued with key stakeholders, including Councillors, to refine the draft Phase 1 implementation package of the City Centre Planning Review. Proposed incentives to encourage commercial office and business premises were implemented through amendments to Chapter E3 of the Wollongong Development Control Plan 2009. These changes include reduced car parking requirements for eligible developments. The Wollongong Health Precinct Strategy and the Wollongong Train Station Master Plan were publicly exhibited by the relevant NSW Government agencies. Council provided submissions on both documents, including feedback aligned with the City Centre Planning Review. Work also progressed on the Flinders Street Precinct Review, which will inform future amendments to the Local Environmental Plan and Development Control Plan within the City Centre boundary. A report recommending the exhibition of the City Centre Phase 1 implementation package is expected to be presented to Council in late 2025.
Develop and install the Sandon Point Aboriginal Place Interpretive Strategy and Indigenous Art Project	Deferred	The Sandon Point Interpretation Strategy has been completed and four interpretive signs have been erected. The delivery of Sandon Point Art Project will be considered following consultation with stakeholders associated with the Sandon Point Aboriginal Place.

GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

Land Use Planning Continued

Operational Plan 2024-2025 Update		
Actions	**Status**	**Comment**
Finalise the development of the Housing Strategy and commence implementation on initial priorities	On-Track 	During the quarter, Council progressed a range of implementation actions from the Housing Strategy. The Planning Proposal for housing uplift in Gwynneville, which proposes up to 1,250 dwellings including 50 per cent social and affordable housing, was publicly exhibited. Council also endorsed the public exhibition of a review of Council-owned land with potential for future housing opportunities. In Horsley, a Planning Proposal to align zone boundaries with designated open space areas within the Forest Reach subdivision was endorsed to be finalised. In the West Dapto Urban Release Area, two additional Neighbourhood Plans were finalised to guide future development. Council continued to monitor NSW Government housing initiatives, including the proposed Transport Oriented Development precinct in North Wollongong and recent announcements by the Housing Delivery Authority.

GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

Natural Area Management

Responsibility *Manager Open Space and Environmental Services*

About this Service

Manage Council's natural areas restoration works program, carry out weed and pest management and coordinate volunteer programs in natural areas. Management and restoration of natural areas under Council care and control and conservation of endangered ecological communities and threatened species. These activities are funded through a combination of Council's own operating funds, external grants, partnerships with other organisations and the support of community volunteers.

Quarterly Progress Update

As part of National Volunteer Week, Council celebrated and acknowledged the valuable contributions of community volunteers involved in the Friends of the Botanic Garden, Bushcare, Dunecare, Firedy and Rise and Shine programs.

Deer control activities also continued in partnership with South East Local Land Services through the Illawarra Feral Deer Management Program.

Council successfully secured external funding for natural area restoration at several Crown land sites. This includes $75,000 for Fishermans Beach, Port Kembla, $23,000 for Perkins Beach, Windang, and $52,000 for Harry Morton Park, Port Kembla. The funding will support weed control and the restoration of native vegetation across these reserves.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Implement annual bushfire hazard reduction works program for Asset Protection Zones on Council managed lands	On-Track	Asset Protection Zone maintenance was undertaken through scheduled slashing and contracted works in line with Council's Asset Protection Zone Maintenance Program. NSW Rural Fire Service grant-funded works were completed during the quarter and are now awaiting acquittal. Vegetation maintenance was carried out on the Puckey's and Mount Keira fire trails. An inspection of the Otford trail network was completed in June 2025, identifying minor vegetation clearing and surface work required on the Station Road trail. All other trails in the network were assessed to be in good condition. At Hooka Point and Fred Finch Park, Berkeley, a new fire trail was established with the support of external grant funding.

GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

Regulatory Compliance

Responsibility *Manager Regulation and Enforcement*

About this Service

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

Quarterly Progress Update

During the June quarter, Council staff continued to deliver a wide range of regulatory compliance services and programs in response to high volumes of community requests. These services covered general compliance, parking, animal management and illegal dumping.

Across the quarter, staff responded to 526 reports of abandoned vehicles, 42 hoarding or squalor incidents, 58 footpath obstructions, 71 cases of overgrown land, 929 parking incidents, 133 aggressive dog or dog attack cases, 129 barking dog complaints, 282 reports of roaming dogs or cats, and 251 instances of illegal dumping or kerbside waste issues.

Development and Environment Compliance programs continued, with staff actioning over 370 customer service requests relating to potential breaches of the Environmental Planning and Assessment Act and the Protection of the Environment Operations Act. Where appropriate, regulatory action was taken through the issue of fines, notices and orders to ensure compliance.

The Building Sites Compliance Program remained active, with staff conducting more than 110 proactive inspections to monitor environmental management on development sites. Ten fines were issued for legislative breaches, and regulatory tools such as Clean-up Notices were used to mitigate environmental impacts. Staff also worked with Private Principal Certifiers to resolve compliance matters that could be addressed through their appointed responsibilities.

Council's Animal Care and Impounding Service continued to manage the needs of lost, stray and surrendered animals. A total of 147 cats and 88 dogs were impounded during the quarter. Strong rehoming results were achieved, with 136 animals adopted into new homes and 164 placed into foster care, helping to reduce demand on facility space and support animal wellbeing. A further 24 animals were transferred to rehoming organisations following their impoundment period.

The Foster Care Program continued to perform strongly, with more than 50 per cent of animals in care at times supported through foster homes rather than within the facility, reflecting growing community involvement and program capacity.

Social media engagement also increased during the quarter, with the "Wollongong Pet Connection" Facebook page surpassing 2,400 followers, highlighting strong community interest and support for Council's companion animal services.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Carry out a proactive surveillance and inspection program of known dumping hot-spots and implement education and awareness raising programs aimed at reducing illegally dumped waste	On-Track	During the quarter, 120 investigations into illegal dumping incidents across the Wollongong Local Government Area were undertaken. These investigations resulted in four verbal clean-up directions, two cautions or warnings, and eight Penalty Infringement Notices, totalling $98,500. Public education remains a key component, with ongoing efforts to raise awareness and encourage responsible waste disposal practices across the community.

GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

Regulatory Compliance Continued

Operational Plan 2024-2025 Update		
Actions	**Status**	**Comment**
Maintain a proactive compliance program for companion animals in public places, including beaches, foreshore areas and parks.	On-Track 	Council staff carried out 275 patrols across beach and foreshore locations, monitoring dog behaviour and owner compliance with relevant regulations. These patrols resulted in the issue of 75 penalty notices, along with 40 verbal warnings and 22 written warnings. Staff also engaged in 68 educational discussions with community members during patrols to promote responsible pet ownership and awareness of designated beach and foreshore rules.
Develop and implement an education and awareness raising program regarding swimming pool barriers	On-Track 	The Swimming Pool Safety Barrier Program continued to be implemented, with a focus on community safety and education. A total of 56 customer service requests were actioned, and 40 Compliance Certificate applications were processed under the Swimming Pools Act. To help promote safety awareness more broadly, Council staff included the Swimming Pool Safety Handbook with all external correspondence relating to pool compliance.

GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

Stormwater Services

Responsibility *Manager Infrastructure Strategy and Planning*

About this Service

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

Quarterly Progress Update

Council's stormwater team continued to progress stormwater design projects aimed at improving catchment management and protecting the local environment.

As part of an international knowledge-sharing initiative, the team hosted a delegation of stormwater and catchment managers from India and Nepal. The visit included a full-day lecture delivered by Council staff as part of a fellowship program designed to enhance the delegates' understanding of stormwater management practices and showcase current and future projects underway in Wollongong.

The program was supported by the Australian Department of Foreign Affairs and Trade, with contributions from the Institute for Study and Development Worldwide and Western Sydney University. Wollongong City Council was selected to deliver the lecture in recognition of its strong reputation in the field of stormwater management.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Develop and implement the Floodplain Risk Management Plans	On-Track	Council's Floodplain Management team engaged with the community through newspaper advertisements, social media and Council's website to encourage participation in the Floodplain Management Committees for the current Council term. Committees have now been appointed for the northern, central and southern areas of the Local Government Area. All members will be inducted at the start of the next quarter, with the first meeting of the Northern Committee to follow shortly after. A further highlight during the quarter was the formal acquisition of two properties located in high-risk flood zones. Both properties, situated on Mirrabooka Road in Lake Heights, were purchased under the NSW Voluntary Purchase Scheme, which was partially funded by the State Government.
Plan and deliver stormwater maintenance, renewal and upgrade works	On-Track	Stormwater projects and maintenance works continued throughout the final quarter of the financial year, with several key projects completed. These included flood mitigation works at Bellambi Gully, where channel lining and bank support were constructed to improve flow and reduce flood risk. At The Drive, Stanwell Park, a major structural relining was completed on a large brick arch culvert situated on a steep and constrained site. This complex project preserved an important drainage asset despite significant access and engineering challenges. Further works included pipe reconstruction at Morrison Avenue, Wombarra, delivered as part of Council's declared disaster recovery program. In addition, stormwater pipe relining was accelerated under the Stormwater Renew Program to support asset longevity and reduce future maintenance demands.

GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

Waste Management

Responsibility *Manager Open Space and Environmental Services*

About this Service

Deliver high quality, value for money, customer focused municipal waste services to the Wollongong community in the form of waste facilities and collection services.

The service includes community education programs, waste collection and recycling, operation of the Wollongong Waste and Resource Recovery Park, public domain waste collection and facilities cleaning.

Quarterly Progress Update

Construction of the new landfill cell at Whytes Gully is progressing and is expected to be completed by December 2025.

The tender for Domestic Waste Kerbside Collections closed in June and is currently under assessment. A report is scheduled to be presented to Council by the end of September 2025.

The first deliveries of recycled polystyrene collected at Whytes Gully were successfully transported to Wetherill Park for reuse, marking a milestone in Council's waste recovery efforts.

Following the February 2025 fire at the Cleanaway facility, most problematic waste items have now resumed collection through the Community Recycling Centre. Embedded batteries remain temporarily excluded but are expected to be accepted again shortly. In the meantime, residents can dispose of embedded batteries at the next Household Chemical CleanOut event scheduled for Sunday, 31 August at Fred Finch Park, Berkeley.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Educate and continue to deliver waste diversion programs aligned with problematic waste streams	On-Track	Events and promotions during the June quarter included community tours of the Soilco facility as part of International Compost Awareness Week and weekly waste education pop-ups at local shopping centres and the Thirroul Seaside Festival. Council also contributed to a waste-focused community newsletter distributed in June 2025. New bin stickers and a waste services guide were promoted across the Local Government Area to support correct waste disposal. Council continued to provide regular updates through the website and the Wollongong Waste app to keep the community informed.
Continue to develop and implement the landfill gas management system at Whytes Gully	On-Track	During the June quarter, the landfill gas system at Whytes Gully abated an estimated 5,209 tonnes of carbon dioxide equivalent. This system plays a key role in reducing greenhouse gas emissions and supporting Council's ongoing commitment to environmental sustainability.

GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

Measuring Success

Measure	Target/Desired Trend	Comparative Data (where available)	Result
		June 2024	June 2025
Development Assessment			
Outstanding DAs < 90 days #	200	163	180
Outstanding DAs >90 days #	50	115	38
Average net determination days	100[1]	New measure	81[2]
Environmental Services			
Number of participants in education programs*	Increase	9,577	4,213[3]
Number of participants in environmental programs*	At least 85,000 per annum	66,399	20,815[4]
Tonnes of waste collected from clean-up activities*	Decrease	19.8	39.8
Net zero emissions from Council operations by 2030	Zero by 2030	105K tonnes CO_2e	99K tonnes CO_2e
Proportion of residents satisfied with environmental programs and education	Increase	3.40 (result from 2023)	*(next survey late 2025)*
Land Use Planning			
Proportion of residents satisfied with planning controls for development in your local area/ town centre	Increase	2.76 (result from 2023)	*(next survey late 2025)*

GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

Measuring Success

Measure	Target/Desired Trend	Comparative Data (where available)	Result
		June 2024	June 2025
Natural Area Management			
Number of volunteers worked at Bushcare, Dunecare and FIReady sites^	Increase	217	203
Ratio of trees planted versus trees removed	2:1	4.4:1	2:1
Proportion of residents satisfied with protection of our natural environment	At least 3.75 on a scale of 5.00	3.30 (result from 2023)	*(next survey late 2025)*
Regulatory Compliance			
Proportion of residents satisfied with companion animal compliance	At least 3.75 on a scale of 5.00	3.50 (result from 2023)	*(next survey late 2025)*
Proportion of residents satisfied with compliance and regulation of parking	At least 3.75 on a scale of 5.00	3.10 (result from 2023)	*(next survey late 2025)*

GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

Measuring Success

Measure	Target/Desired Trend	Comparative Data (where available)	Result
		June 2024	June 2025
Waste Services			
Percentage of waste diverted from landfill^	Increase	49%[5]	55
Number of waste education workshops and events*	Increase	150	71[4]
Number of participants in waste education workshops and events*	Increase	18,845	6,457
Tonnes of waste removed from our creek and waterway Stormwater Quality Improvement Devices and trash racks*	Decrease	157	141
Percentage of recycling contamination in public waste bins	Decrease	31%	Not Available[6]
Proportion of residents satisfied with street cleaning	At least 3.75 on a scale of 5.00	3.60 (result from 2023)	*(next survey late 2025)*
Proportion of residents satisfied with public bin collection	At least 3.75 on a scale of 5.00	4.00 (result from 2023)	*(next survey late 2025)*
Proportion of residents satisfied with waste disposal depot facilities	At least 3.75 on a scale of 5.00	3.80 (result from 2023)	*(next survey late 2025)*

[#] Result as at 30 June

*Figures (including comparatives) have been prepared on an accumulative, annual basis.

[^] Figures have been prepared as an average on annual basis.

[1] Target reflects the change in NSW Government reporting requirements to average net determination days. This replaces the previous reporting requirements from median processing times with a target of 50.

[2] Result calculated based on a 5-day week, excluding public holidays and any pauses to the assessment time. Note data in the NSW Department of Planning's League Tables is calculated based on a 7-day week with no exclusions for weekends, public holidays or pausing of assessment time.

[3] Numbers dropped due to a shift from face to face to online waste education, and redesign of the Discovery Centre program to onboard external providers. Note 2024 figure includes an online Red Room poetry national event which inflated the numbers.

[4] Numbers dropped due to changes in reporting to not include special events such as Sculpture and Cinema at the Botanic Garden as requested by Councillors.

[5] Result impacted by the volume of flood damaged waste and sediment received from 6 April 2024.

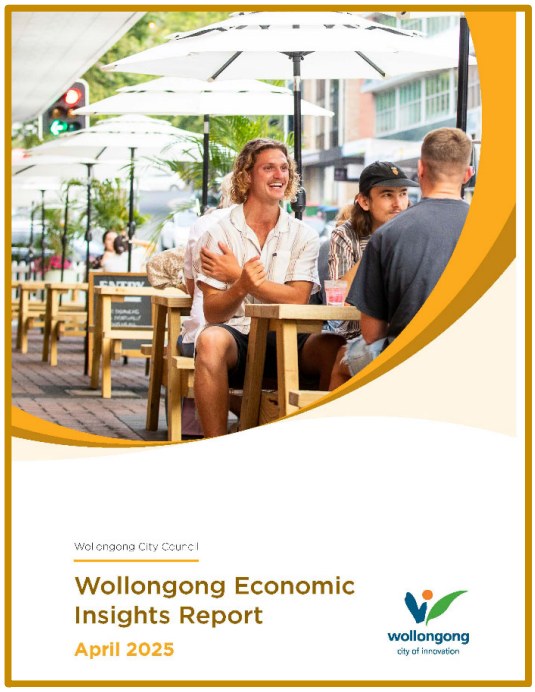
[6] Data for 2025 is unavailable due to the removal of public place recycling bins along foreshore areas. This follows the conclusion of a three-year trial and a review of contamination rates and low recovery volumes. This initiative was supported by a temporary program that included third party sorting.

GOAL 2 | WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY

June Quarter Highlights



The Wollongong Triathlon Festival was held in April 2025.



Council released the April 2025 Economic Insights Report, providing key updates on population forecasts, office market vacancy rates and local spending data.

GOAL 2 | WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY

City Centre Management

Responsibility *Manager Community Culture and Engagement*

About this Service

From Wollongong Station to the foreshore, City Centre Management supports the revitalisation of the City Centre through the coordination and delivery of a range of strategies in collaboration with various stakeholders. The service also ensures the smooth operation of the City Centre, particularly Crown Street Mall, which is funded by the Special Mall Levy.

Quarterly Progress Update

City Centre Management continued to deliver its core operations, enhancing the Wollongong central business district through targeted place activation, business engagement and strategic marketing. A precinct-based approach remained central to this work, providing valuable insights into local business conditions and informing tailored support.

Partnerships with organisations such as the Live Music Office continued to support the live music and night-time economy. This included initiatives like Live@Local and the Tune In Wollongong microfestival.

Infrastructure improvements progressed across the city centre, with bus shelter refurbishments and the installation of creative wayfinding elements. A review of pedestrian counts in Crown Street Mall was also undertaken to improve the accuracy of foot traffic data.

The team supported Crown Street market operations and participated in the Globe Lane internal working group to help businesses navigate the impacts of ongoing redevelopment in the precinct.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Deliver increased City Centre marketing and activation initiatives to support the local and regional economy	On-Track	During the April 2025 school holidays, City Skate 2025 returned with a dedicated marketing campaign that reached more than 66,000 people across Wollongong CBD's social media channels, including Facebook and Instagram, through both paid and organic activity. The Live@Lunch program continued to activate public spaces in the city centre, providing professional performance opportunities for musicians and supporting local food and beverage operators. Wollongong CBD also celebrated Make Music Day with a series of free performances in Crown Street Mall, delivered in partnership with the Wollongong Conservatorium of Music. The inaugural Wollongong Chilli Festival attracted food enthusiasts with a wide range of spicy products, live entertainment and a popular chilli eating competition, contributing to a vibrant and diverse city event calendar. Ongoing marketing campaigns continued to position Wollongong CBD as a destination for shopping, entertainment, dining and nightlife. During the quarter, wollongongcbd.com.au recorded 29,000 page views. Facebook activity reached 87,200 people with 2,600 content interactions, while Instagram reached 40,100 people with 4,100 content interactions.

GOAL 2 | WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY

City Centre Management Continued

Operational Plan 2024-2025 Update

Actions	Status	Comment
Implement a range of activation initiatives across the City Centre Precincts	On-Track	During the quarter, Council continued to focus on events and placemaking projects aimed at increasing activation and vibrancy in the city centre. Through the Lower Crown Street Placemaking Project, outdoor dining areas were refreshed with newly painted picnic tables, additional umbrellas, and large coloured planter boxes filled with greenery to enhance the space and encourage use. Bus shelters along Burelli Street, Wollongong, were revitalised with creative artworks on the back and side panels, improving the amenity for public transport users. In addition, seating around the creative light towers on Crown Street West was upgraded, making the area more welcoming and accessible for visitors. To support the local economy and live music industry, Council delivered the Live@Local Strategic Initiative in partnership with the Live Music Office. This included business capacity-building activities and live music activations throughout the city. A highlight of this initiative was the “Tune In Wollongong” microfestival, which featured 30 local musicians performing across 20 venues, celebrating and promoting the city’s live music scene.
Deliver an integrated marketing campaign that reflects the ‘city experience’	On-Track	An integrated digital marketing campaign continued throughout the quarter to promote the Wollongong city centre experience and support local businesses. The Wollongong CBD website recorded 29,000 page views, with over 6,100 outbound clicks to local businesses and events. Social media engagement remained strong, with Facebook reach at 87,200 and 2,600 content interactions, and Instagram reaching 40,100 with 4,100 interactions. Targeted campaigns also supported key activations. The "Tune In Wollongong" microfestival achieved a reach of more than 175,000 across Facebook and Instagram through paid and organic activity. Similarly, the City Skate 2025 campaign reached 66,000 people during the April school holidays. In response to access changes linked to construction of The Globe development, Council delivered a dedicated communications and marketing campaign to support Globe Lane businesses. This included updated web content, social media promotion, editorial support in local publications and radio advertising. Positive stories and promotional content about Globe Lane will continue to be shared over the coming months.

GOAL 2 | WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY

City Centre Management Continued

Operational Plan 2024-2025 Update

Actions	Status	Comment
Develop and implement City Centre Wayfinding	Complete	New creative wayfinding elements were completed in Ethel Hayton Walkway (between Crown and Burelli Streets, Wollongong) enhancing nighttime vibrancy, visual appeal and local place identity. Improvements included ambient overhead lighting and upgraded illumination of the community art exhibition boxes to support a more welcoming and accessible environment. The Creative Wayfinders along western Crown Street, Wollongong, also received a fresh coat of paint and lighting upgrades. This project, as part of the broader wayfinding program, is now complete.

GOAL 2 | WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY

Economic Development

Responsibility *Manager Community Culture and Engagement*

About this Service

This service promotes sustainable economic development across the Wollongong Local Government Area working with business and industry to attract business, support educational and employment opportunities, to retain young people, local talent and create employment pathways for the unemployed. The service contributes to a number of economic development programs and initiatives in partnership with business, government, the University of Wollongong and a range of business and industry stakeholders.

Quarterly Progress Update

Council staff responded to 18 business and investor enquiries, ranging from requests for general business support and information to the facilitation of larger projects through Invest Wollongong.

Council's monthly Economic Development business newsletter continues to reach more than 28,000 business contacts across the Local Government Area, providing updates on programs, opportunities and local economic activity.

In partnership with the Service NSW Business Bureau's Business Connect program, Council supported the delivery of Business Health Checks at various locations across the city. Two free workshops were also offered to local businesses during the quarter—one focused on artificial intelligence and the other on advanced social media, in response to feedback from the Wollongong Business Survey.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Deliver the Economic Development Strategy 2019-2029	On-Track	Wollongong achieved 100 percent of the jobs target set out in the Economic Development Strategy 2019–2029—four years ahead of schedule. Between 2017–2018 and 2023–2024, local jobs increased by 10,612 (11.5 percent), with the most recent data indicating there are now 102,957 jobs across the Local Government Area. Council released the April 2025 Economic Insights Report, providing key updates on population forecasts, office market vacancy rates and local spending data. The mid-point review of the Economic Development Strategy continued during the quarter. The third and final meeting of the external reference group was held in June, with internal engagement across Council ongoing to inform development of the new Strategy. Council maintained its collaboration with Service NSW and Enterprise Plus, hosting two business workshops focused on artificial intelligence and advanced social media—delivered in response to feedback from the 2024 Wollongong Business Survey. The Business Health Check program, previously delivered in the Wollongong central business district, Dapto and Thirroul, was expanded to Helensburgh and Port Kembla to improve accessibility for more local businesses. Council also participated in the Reserve Bank of Australia's regional economic engagement program during the quarter.

GOAL 2 | WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY

Economic Development Continued

Operational Plan 2024-2025 Update

Actions	Status	Comment
In partnership with NSW Government and the University of Wollongong, deliver the Invest Wollongong program	On-Track	Invest Wollongong continued its year-round digital marketing campaign during the June quarter, including the publication of a feature article in the *Australian Financial Review* titled *Wollongong: The coastal city leading an entrepreneurial revolution*. The article highlighted Wollongong's growing entrepreneurial ecosystem, featuring case studies from local success stories such as iAccelerate, Sicona Battery Technologies and MitchCap. Two new videos were also released as part of the Invest Wollongong Business Leader's Series. The videos profiled i3Net—Wollongong's industry networking association for heavy industry—and Green Connect, a social enterprise urban farm that produces organic veggie boxes while providing employment and training for young people and former refugees. These case studies showcase the city's business diversity and innovation, while promoting Wollongong as a competitive location to live and do business. The marketing campaign achieved strong results for the quarter, with 1.3 million impressions, more than 17,000 visits to the Invest Wollongong website, and 194 additional downloads of the Investment Prospectus. Council also hosted a visiting international trade delegation from Longyan, China, further strengthening Wollongong's global economic connections.
Report against the five pillars of the Destination Wollongong Funding Agreement 2021-2026 including: Marketing, Major Events, Business Visitor Economy, Tourism Infrastructure and Product Development and Cycling	On-Track	A key highlight for the quarter was Wollongong receiving the global Union Cycliste Internationale (UCI) Bike City Award in recognition of the Bike City Community Partners Program. This prestigious award reflects Council's ongoing commitment to cycling and community engagement. The Coast Villages campaign, *Discover the Hidden Gems of the Illawarra*, achieved a reach of 296,000 and generated 3,600 visits to the campaign landing page. A related partnership drive resulted in 102 business leads, with three confirmed partnerships secured during the quarter. Destination Wollongong sponsored four events during the period, including the Wollongong Triathlon Festival and the inaugural Run Wollongong. These events attracted a combined attendance of 8,634 people and contributed an estimated $3.56M in economic impact to the region.

GOAL 2 | WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY

Tourist Parks

Responsibility *Manager Commercial Operations and Property*

About this Service

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

Quarterly Progress Update

Following a busy April school holiday period, which included both Easter and Anzac Day falling on weekends one week apart, staff have been preparing for the delivery of the winter works program. This has included identifying maintenance and deep cleaning needs across infrastructure such as cabins, amenities and camp kitchens.

Staff are also working in collaboration with Council's environment team to develop a scope of future works at the Bulli and Windang sites. This will help inform the preparation of an Aboriginal Heritage Impact Permit, aimed at supporting the timely and efficient implementation of future upgrades.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Commercially manage Council's three tourist parks at Bulli, Corrimal and Windang to optimise service delivery and contribute to Council's financial sustainability	On-Track	During the June quarter, both the Corrimal and Bulli kiosks were handed over to new tenants, who have now commenced trade. These new offerings have enhanced the visitor experience and provided welcome services for the local visitor economy. Guest satisfaction across Council's three holiday parks remains high, with an overall rating of 91 percent recorded through post-stay surveys.

GOAL 2 | WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY

Measuring Success

Measure	Target/Desired Trend	Comparative Data (where available)	Result
		June 2024	June 2025
City Centre Management			
Number of people movements within Crown Street Mall[1]	1,000,000 (annual)	1,200,000	3,753,641
Economic Development			
Number of business enquiries facilitated*	Increase	98	111
Tourist Parks			
Tourist park occupancy rate of cabins^	Greater than 60%	70%	65%
Tourist parks occupancy rate of powered sites^	Greater than 50%	52%	50%

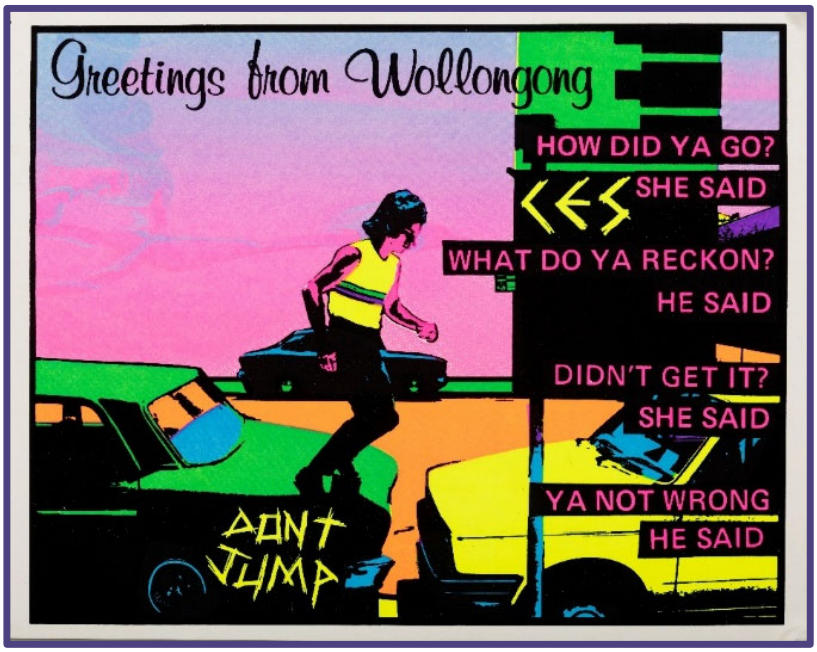
* Figures (including comparatives) have been prepared on an accumulative, annual basis.

^ Figures have been prepared as an average on annual basis.

[1] Estimated using Crown Street Mall entry points via surrounding streets and laneways (bottom of Mall; Church Street South; Crown Central, Church Street; Keira Street North; Lower Globe Lane; top of Mall). It does not measure people entering via Wollongong Central or car parks.

GOAL 3 | WOLLONGONG IS A CREATIVE, VIBRANT CITY

June Quarter Highlights



The Greetings from Wollongong exhibition opened at the Wollongong Art Gallery. The exhibition looks back at how the city's politics and community diversity have influenced the city's political and creative scene.



Two-time mixed martial arts Ultimate Fighting Championship featherweight champion Alex Volkanovski was presented the Keys to the City, by Wollongong Lord Mayor Tania Brown at a civic reception in May 2025.

GOAL 3 | WOLLONGONG IS A CREATIVE, VIBRANT CITY

Cultural Services

Responsibility *Manager Community Culture and Engagement*

About this Service

Provide direction for the creative sector, support and grow creative industries and support community participation in creative life and celebrate our unique places and spaces.

Quarterly Progress Update

There was strong attendance at performances at both the Illawarra Performing Arts Centre and Wollongong Town Hall, with highlights including *The Dictionary of Lost Words* by the State Theatre Company of South Australia and Sydney Theatre Company, which attracted excellent ticket sales and audience feedback. *The Hungry Caterpillar Show* was another standout, selling out to an excited audience of pre-schoolers. The Australian Chamber Orchestra also returned to the Town Hall, presenting the extraordinary talent of Abel Selaocoe to a full house and critical acclaim.

Council's support for the city's 24-hour economy continued, including the hosting of the NSW Government's 24-Hour Economy Office for a 'Data After Dark' platform workshop in April. This session provided valuable insights into opportunities to support night-time activity across the city. The Draft Economic Development Strategy 2025–2035, currently in development, will further embed actions to strengthen the 24-hour economy in alignment with *Creative Wollongong 2024–2033*. The Wollongong Central Business District Night Time Economy Policy continued to be applied to support extended trading hours for eligible businesses.

Council continued to work with the Department of Veterans' Affairs and NSW Ports regarding the Breakwater Battery Museum and its collection. Preparations also continued for the upcoming World Triathlon Championship Finals, to be held in October 2025.

Wollongong Art Gallery welcomed more than 330 visitors to the opening of *Greetings from Wollongong*, an exhibition supported by a bequest from the Keir Foundation. Community engagement with local creative practice was also supported through the *Creative Dialogues* event, which attracted approximately 400 people across four venues in Port Kembla.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Deliver community cultural development festival	On-Track	Planning for the third Culture Mix event progressed during the June quarter, with a focus on program development and operational planning. Twelve Community Development Grants were awarded to support event participation, and expressions of interest were held for performance groups and stallholders. Approximately 16 food vendors, 25 cultural stalls and a range of free community activities have been confirmed. Final programming for the stage performances is scheduled for completion by late June 2025.
Develop a new Cultural Plan	Complete	The new Cultural Plan, Creative Wollongong 2024-2033, was endorsed by Council on 29 July 2024.

GOAL 3 | WOLLONGONG IS A CREATIVE, VIBRANT CITY

Cultural Services Continued

Operational Plan 2024-2025 Update

Actions	Status	Comment
Implement priorities from Framing our Future: Wollongong Art Gallery Strategic Plan 2020-2025	On-Track	This quarter, Wollongong Art Gallery delivered a dynamic program of exhibitions and community engagement. Highlights included *Rise and Fall* by Karla Dickens, *A Road Less Travelled* by John Kuczwal, and new exhibitions by Teo Treloar and Patrick Pound. The winter flagship exhibition *Greetings from Wollongong*, opened on 14 June and attracted over 330 attendees, contributing to a 4.5 percent increase in website traffic. The Gallery also presented *Seeing Things*, a curated collection display, and two exhibitions as part of the Community Gallery Program—*The Creative Wollongong Studio Artists* and *Dawdle*. Eleven new works were acquired, including a suite from internationally recognised Illawarra-based artist Derek Kreckler. Education and public programs remained a focus, with 34 education activities reaching 527 participants and public programs attracting 915 attendees. Digital engagement saw significant growth, with website traffic up 41 percent year-on-year, Facebook reach increasing 320 percent and Instagram up 50 percent. Marketing and media coverage further supported visibility, including high-performing posts for the 2026 Artist and Curator Callout and *Greetings from Wollongong*.
Implement the 'Animating Wollongong: Public Art Strategy 2022-2032'	On-Track	Sculpture in the Garden Wollongong attracted record engagement both in person and online. The introduction of a new Ephemeral Prize (for temporary or non-permanent works) drew new audiences and received positive feedback. Melbourne artist Jenny Reddin won the $30,000 acquisitive prize for her work *Affinity*, with Stephanie Quirk and Dr Virginia Keft (Muruwari) receiving the Ephemeral Prize and People's Choice award, respectively. Council's public art maintenance crew continued implementation of the updated maintenance schedule, with a key milestone being the major restoration of Col Henry's *Reflect* sculpture, completed using newly developed techniques. Helensburgh artist Sarah Rowan commenced a large-scale mural at the Rex Jackson Oval water tanks, while planning for a new public artwork in Ward 3 also began. Photographer Tad Souden was commissioned to deliver the *At Work* portrait series, celebrating cultural diversity. This will be installed in the Bonacina Walkway beside the Council Administration Building, Burelli Street, Wollongong. A new Public Art Specialist was appointed following a highly competitive recruitment process, with over 70 applications received from across Australia and internationally.

GOAL 3 | WOLLONGONG IS A CREATIVE, VIBRANT CITY

Engagement, Communication and Events

Responsibility *Manager Community Culture and Engagement*

About this Service

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

Quarterly Progress Update

This quarter focused on celebrating community diversity and contributions, while continuing support for the development of the Our Wollongong Our Future 2035 Community Strategic Plan and Delivery Program 2025-2029 and Operational Plan 2025-2026.

Council supported the Wollongong Return Services League Sub Branch with the Anzac Day March and Dawn Service. The Lord Mayor presented Illawarra Academy of Sport scholarships to local athletes and awarded the Keys to the City to Alexander Volkanovski in recognition of his achievements as a two-time UFC World Featherweight Champion.

Key project updates—including the Lake Illawarra Options Study, West Dapto road upgrades, Beaton Park plans, and infrastructure works in Helensburgh and Bellambi—were promoted across multiple channels. Council also promoted the Sculpture in the Garden Wollongong Acquisitive Prize through paid advertising.

The Visual Strategy team delivered content for the community newsletter, National Aboriginal and Islanders Day Observance Committee (NAIDOC) Week, Comic Gong, and Helensburgh Community Centre window display, as well as producing visuals for the Reconciliation Week Conference and drone footage of aquatic facilities.

Council continued to prioritise face-to-face engagement, attending events and connecting with communities in Bulli, Unanderra and Berkeley through the L*et's Talk* series. Community participation was achieved for projects such as the Draft Local Strategic Planning Statement, the Draft Riparian Corridor Management Strategy for West Dapto, and a range of planning proposals.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Host six major events reflecting priority sectors and contribute to the acquisition and management of signature events	On-Track	Wollongong hosted four major events, all classified as tier three events from the sports sector. These events continue the post-pandemic trend of sport and participation-focused experiences. Highlights included the city's inaugural marathon, Run Wollongong, as well as the Touch Rugby League NSW & VIC State Championships, the Wollongong Triathlon, and Rodeo 4 Life.
Deliver civic activities which recognise and celebrate the city's people	On-Track	Council delivered three events during the quarter that recognised and celebrated the achievements and contributions of the city's people. On 2 April 2025, the Lord Mayor presented 70 athletes with Illawarra Academy of Sport Scholarships. On 25 April 2025, Council supported the delivery of the Wollongong Anzac Day Dawn Service and March. On 22 May 2025, Council presented Alexander Volkanovski with the Key to the City in recognition of his global sporting achievements, community service and efforts to raise Wollongong's profile internationally as a two-time Ultimate Fighting Championship World Featherweight Champion.

GOAL 3 | WOLLONGONG IS A CREATIVE, VIBRANT CITY

Engagement, Communication and Events Continued

Operational Plan 2024-2025 Update

Actions	Status	Comment
Deliver a diverse range of community engagement opportunities to receive feedback and guide Council's services	On-Track	Council provided opportunities for community input across a range of projects during the quarter. These included the Draft Community Strategic Plan 2035, Permit Plug Play Business Surveys, Draft Delivery Program 2025–2029 and Operational Plan 2025–2026, Draft Local Strategic Planning Statement, a Planning Proposal to exempt temporary events from development consent, and the review of the Events Management chapter of the Wollongong Development Control Plan 2009. Consultation also occurred on the Asset Plan 2025–2035, a review of the Definitions appendix of the Development Control Plan, the Draft Riparian Corridor Management Strategy for West Dapto, a Planning Proposal for 21 Barham Place, Horsley, and a community activity to 'Pick your favourite image of Dapto'. Targeted engagement with local Aboriginal communities took place as part of the consultation for the Draft Community Strategic Plan, the Draft Local Strategic Planning Statement, and the Riparian Corridor Management Strategy for West Dapto.
Develop and deliver an organisational Brand Strategy	On-Track	Council continued to implement the Brand Strategy. This included refreshed visual designs for environment program materials, development of 'go electric' messaging and outdoor advertising, and the alignment of internal messaging relating to organisational values, staff recognition and safety. Perceptions research is currently underway and will guide the next phase of this work. Council also maintained its focus on diversifying advertising channels to help increase community awareness and engagement with key services and priorities.
Review Council's Community Engagement Strategy	Complete	Council's Community Engagement Strategy Council Policy has been reviewed in accordance with the NSW Integrated Planning and Reporting framework best practice approach. The Policy was adopted by Council on 16 December 2024.

GOAL 3 | WOLLONGONG IS A CREATIVE, VIBRANT CITY

Measuring Success

Measure	Target/Desired Trend	Comparative Data (where available)	Result
		June 2024	June 2025
Cultural Services			
Number of Wollongong Art Gallery partnership projects engaging with First Nations and CALD communities	2 per annum	9	16
Provision of subsidised artist studio space – number of opportunities accessed	6 per annum	9	6
Visitation to Wollongong Art Gallery*	Increase	51,228	52,265
Visitation to Illawarra Performing Arts Centre and Town Hall Visitation*	Increase	123,202	129,480
Proportion of residents satisfied with Wollongong Art Gallery	At least 3.75 on a scale of 5.00	4.10 (result from 2023)	*(next survey late 2025)*
Proportion of residents satisfied with Illawarra Performing Arts Centre and Town Hall	At least 3.75 on a scale of 5.00	4.30 (result from 2023)	*(next survey late 2025)*
Engagement, Communications and Events			
Followers, reach and engagement across Council's social media channels^	Increase	77,658	79,263
Proportion of residents satisfied with Council's effectiveness in informing the community about its services, facilities and overall achievements	Increase	3.10 (result from 2023)	*(next survey late 2025)*
Participation rate in Council community engagement activities	Increase	47% (result from 2023)	*(next survey late 2025)*

* Figures (including comparatives) have been prepared on an accumulative, annual basis.

^ Figures have been prepared as an average on annual basis.

GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

June Quarter Highlights



Participants at the 2025 Comic Gong pop culture festival at Dapto Ribbonwood Centre, 24 May 2025.



On 30 June 2025, Council accepted the tender for works on the Southern Suburbs Community Centre and Library for the sum of $41.7M. The package of works includes the finalisation of design and construction of a three-story building containing a community centre, district library, lease holder accommodation and support function areas, landscaping and public domain works, and car parking.
Above: artist impression of the facility.

GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

Aged and Disability Services

Responsibility *Manager Library and Community Facilities*

About this Service

Build the capacity of older people and people with disability to participate fully in community life. Enhance access to services for frail, older people and people with disability and their carers to enable them to continue to live independently in the community.

Quarterly Progress Update

On 5 May 2025, Council resolved not to accept the funding offer for community transport services, in light of ongoing changes in the sector, national aged care reforms and the anticipated implementation of the new Aged Care Act. From 1 July 2025, the community transport service will transition to Coast and Country Community Services, a not-for-profit organisation. Council acknowledges and sincerely thanks the staff and volunteers who have delivered a high-quality service to the Wollongong and Shellharbour communities over many years.

Social Support services will transition over the coming year, in line with an agreed transition plan.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Support the delivery of programs providing social connection for frail aged people and their carers	On-Track	Social Support services continue to operate under funding from the Department of Health and Aged Care. On 5 May 2025, Council resolved to explore transitioning the service to an alternative local provider. This process has commenced, with investigations underway to support a transition over the coming year.
Deliver the Community Transport Services Program across the Wollongong and Shellharbour Local Government Areas	Complete	Community transport continued to be provided to the community in the quarter. The transition plan was successfully undertaken to transition the service to Coast and Country Community Services from 1 July 2025.
Investigate options for alternative service delivery models for Community Transport, in response to Commonwealth and NSW Government policy	Complete	On 5 May 2025, a Council resolved to begin the transition of Community Transport services to an alternative provider. Council declined the funding offer and completed the necessary process with Transport for NSW to transition the service to Coast and Country Community Services. This change took effect on 30 June 2025, with the new provider commencing from 1 July 2025.

GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

Community Programs

Responsibility *Manager Library and Community Facilities*

About this Service

Community programs deliver support to people living in Wollongong Local Government Area. These services deliver community programs, building community capacity and wellbeing related to target groups and communities, including placemaking, community safety and community and cultural planning.

Quarterly Progress Update

A range of community development activities and programs were delivered during the quarter, with a focus on diversity, access, inclusion, capacity building and community safety.

The Reconciliation and Truth Telling Conference was held in May 2025 and attended by 220 delegates. Council provided National Aboriginal and Islanders Day Observance Committee (NAIDOC) Week small grants to support not-for-profit organisations to hold community events, encouraging broad participation and celebration of the history, culture and achievements of local Aboriginal and Torres Strait Islander communities.

Initiatives were also supported to help reduce social isolation among older men, and Council assisted with the Koonawarra, Warrawong and Bellambi Reconciliation Walks, as well as the Saltwater Festival at Bundaleer Estate.

To support people sleeping rough, a pocket-sized resource card detailing available services was developed. Council also worked with the Wollongong Homeless Hub to plan outreach services at the Fairy Meadow Hub. Planning also commenced for a series of events and staff education activities for Homelessness Week in August 2025.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Deliver the Child Safe Implementation Plan	Complete	Council continues to actively participate in the Local Government Child Safe Network. During the quarter, Child Safe eLearning modules were made available to staff to support awareness and understanding of child safety responsibilities.
Review and deliver the Reconciliation Action Plan 2021-2023	On-Track	The Reconciliation and Truth Telling Conference was held in May 2025, with 220 delegates in attendance. Planning and delivery of the 2025 Aboriginal and Torres Strait Islander Business Expo has been transferred to an Aboriginal-led business, with Council continuing to participate as a member of the advisory group. Council has been working closely with the Illawarra Local Aboriginal Land Council and other community groups to support environmental restoration projects that integrate traditional knowledge with western ecological practices. This includes a grant application for Mount Kembla and initiatives such as Glossy Black Cockatoo habitat plantings and the “Planting Purrah Bay” community day, which have involved the Land Council, local volunteers and Aboriginal contractors. These projects enhance biodiversity and strengthen cultural engagement. Wollongong Art Gallery programs this quarter also highlighted Aboriginal voices through exhibitions, cultural workshops and film screenings. Elders continued to be invited to provide Welcome to Country at key events.

GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

Community Programs Continued

Operational Plan 2024-2025 Update

Actions	Status	Comment
Deliver a range of community development activities and programs that focus on diversity, access, inclusion, and capacity building	On-Track	The Living Books event was held at Figtree High School and Illawarra Sports High, Berkeley, engaging 109 and 128 students respectively. A pocket-sized support card was developed to assist people experiencing homelessness by providing easy access to local service information. Council also participated in Food Fairness Illawarra committee and Food Relief meetings and provided support for the Saltwater Festival at Bundaleer Estate.
Deliver the Disability Inclusion Action Plan 2020-2025	On-Track	Council convened a Community Social Procurement workshop bringing together local social enterprises and staff to explore opportunities for inclusive and values-based procurement. A Quiet Space was provided at Comic Gong at Ribbonwood Community Centre, supporting accessibility and inclusion at the event. Digital screens were also installed across community centres and libraries, enhancing access to information in alternative formats.
In partnership with South32 develop a plan that reflects the values and aspirations of the Mt Kembla and Kembla Heights stakeholders.	Complete	Kembla Vision: A Plan for the Future was finalised and shared with the community and key stakeholders.
Deliver the Community Safety Action Plan 2021 2025	On-Track	Council continues to work with community partners to reduce graffiti and support local clean-up initiatives. Graff Off events were delivered in collaboration with Lake Illawarra Police, providing opportunities for young people to be involved in improving public spaces. Development of the next Community Safety Plan is progressing and informed by findings from the recent community safety survey, staff workshops and stakeholder engagement. Council participated in local and regional safety networks and presented crime data to the Wollongong Liquor Accord. Safety advice was provided for several locations, including the proposed Thirroul Skate Park site, Riley Park in Unanderra, Wollongong Train Station and surrounding precincts, extended dining hours for a central business district venue, and various central business district hot spots. An in-person scams awareness session, supported by an Australian Sign Language interpreter, was also held at Wollongong Library.

GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

Community Programs Continued

Operational Plan 2024-2025 Update

Actions	Status	Comment
Initiate opportunities and projects to support the community	On-Track	ClubGRANTS were made available to support a variety of services and initiatives aimed at improving the living standards of people experiencing disadvantage or living on low incomes. Initiatives supporting older men to build social connections and reduce isolation were also supported. Council continued its involvement in local reconciliation events, including the Reconciliation Walks in Koonawarra, Warrawong and Bellambi, and supported the Saltwater Festival held at Bundaleer Estate. As part of Refugee Week, Council supported the Vietnamese community to host an exhibition at Wollongong Library, showcasing the experiences, achievements and contributions of early arrivals to Wollongong over the past 50 years.

GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

Corporate Strategy

Responsibility *Chief Financial Officer*

About this Service

Corporate Strategy responds to the community's needs from engagement, prepares, monitors and reports on Council's progress to our community, coordinates research and performance measurement and carries out strategic and business improvement projects.

Quarterly Progress Update

A key achievement this quarter was the adoption of *Our Wollongong Our Future 2035* integrated planning documents. This includes the new Community Strategic Plan 2035, Resourcing Strategy 2025–2035, Delivery Program 2025–2029, and Operational Plan 2025–2026.

The March Quarterly Review Statement was also finalised and adopted by Council on 26 May 2025.

Work continued to embed Council's Project Management Framework across the organisation, with training sessions delivered throughout the quarter to support staff capability and consistent use of the framework.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Coordinate Council's Service Optimisation Program	On-Track	Council's Service Optimisation Program continues to progress. The findings report for the Rates Customer Service Optimisation has been finalised. Work is also advancing on the review of the stormwater pits and drains customer interface, with staff workshops currently underway. The Road Signage Service Optimisation is underway with detailed data analysis being undertaken. Implementation of actions from the first service optimisation—focused on the Development Assessment customer interface—has continued, with the majority of actions now completed.
Coordinate the preparation and review of Council's Delivery Program and Operational Plan	Complete	The draft Delivery Program 2025-2029 and Operational Plan 2025-2026, including attachments were exhibited during the period 9 April to 7 May 2025. A total of 107 submissions were received from the community during the exhibition period that assisted and informed the finalisation of the Plan. On the 30 June 2025, Council adopted the Delivery Program 2025-2029 and Operational Plan 2025-2026 including attachments: Budget 2025-2026, Infrastructure Delivery Program 2025-2026 to 2028-2029 and Revenue Policy, Rates, Annual Charges and Fees 2025-2026. Adoption by Council marks the completion of this Operational Plan action.

GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

Corporate Strategy Continued

Operational Plan 2024-2025 Update

Actions	Status	Comment
Facilitate the review of the Community Strategic Plan	Complete 	The draft Our Wollongong Our Future 2035 Community Strategic Plan was exhibited during the period 9 April to 7 May 2025, as part of the Phase 2 'Checking In' community engagement process. A total of 50 submissions relating to Our Wollongong Our Future Community Strategic Plan were received from the community during the exhibition period that assisted and informed the finalisation of the Plan On the 30 June 2025, Council adopted the Community Strategic Plan as part of the Our Wollongong Our Future 2035 suite of documents. Adoption by Council marks the completion of this Operational Plan action. A communications plan has been developed and will be implemented during the first quarter of 2025-2026 to ensure awareness of the new Community Strategic Plan.

GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

Integrated Customer Service

Responsibility *Manager Customer and Business Integrity*

About this Service

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

Quarterly Progress Update

Council has continued to strengthen operations within the Customer Service Centre, with an ongoing focus on improving clarity, consistency and responsiveness across all service channels. The onboarding of the new Customer Experience Manager has brought renewed leadership to customer service initiatives, with a dedicated training support role established from within existing staff resources. Targeted 'Power Up' training sessions were delivered to build staff capability and support a consistent approach across the team.

During the quarter, the Customer Service Policy was revised and a new Customer Service Charter was developed, reinforcing Council's commitment to service excellence. The Charter is scheduled for a Council briefing in August 2025. The launch of the internal Customer Service Hub Page has also helped to centralise resources and support improved internal service delivery.

Council is also progressing a number of initiatives to enhance security, accessibility and smarter service delivery. Planning for the introduction of Multi-Factor Authentication for online services is well underway, with rollout anticipated in the coming quarters. Improvements are being made to the Authority to Act and Managing Agent Agreement processes, while the internal Knowledge Base continues to expand—particularly in collaboration with the Rates and Pits and Drains Service Optimisation Programs.

Weekly reporting is now in place to improve visibility of service performance and customer trends. In addition, strong engagement is underway with Council's after-hours service provider to ensure accurate triaging and appropriate escalation. These actions support Council's commitment to a more integrated, accessible and customer-focused service experience.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Review and enhance Council's customer service and engagement channels with a focus on inclusion and participation	On-Track	Council continues to make progress in improving customer service and engagement, with a strong focus on accessibility and inclusion. The Customer Service – Service Optimisation's remain centred on detailed analysis of customer data and insights to inform future service improvements. The Rates function is currently the focus area and has progressed into the analysis and recommendations phase. This work is identifying valuable insights into customer interactions and service challenges, which will help shape more targeted improvements aligned with community needs. Implementation of recommendations from the earlier review of the development application customer interface is also well underway. These changes are already contributing to a more streamlined and user-friendly experience, supporting better transparency and ease of access for a wider cross-section of the community. As the program progresses, the integration of data-driven insights alongside staff and community feedback continues to guide the development of practical, people-centred improvements. This work supports a stronger foundation for ongoing transformation in the way Council connects with and supports its diverse community.

GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

Integrated Customer Service Continued

Operational Plan 2024-2025 Update

Actions	Status	Comment
Review the customer service journey across targeted, high priority operations as part of the Service Optimisation Program and identify opportunities for improvement	On-Track 	The Service Optimisation's for customer service continued throughout the quarter, progressing in line with the established project plan. Work also continued in collaboration with business units to strengthen processes that support First Contact Resolution. This includes expanding the information and resources available to Customer Service staff to reduce the need for transferring calls or requests to other teams, ultimately improving responsiveness and customer experience.

GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

Libraries

Responsibility *Manager Library and Community Facilities*

About this Service

Wollongong City Libraries delivers information, learning outcomes and access to resources for residents and visitors to the Wollongong Local Government Area. The service is delivered from seven libraries and 10 street libraries across the city and through the Home Library Service and a range of online services.

Quarterly Progress Update

A new membership campaign was launched to grow engagement, with initial outreach through flyer inserts in rates notices, followed by a city centre poster campaign and social media promotion. The campaign highlights the many benefits of library membership and aims to reach new audiences.

In May, Council surveyed Comic Gong attendees using Culture Counts, a tool designed to measure the social and cultural value of events. The feedback provided insights into participants' experiences and will help shape future programming. Staff development remains a priority, with the learning portal now in final development stages and scheduled for soft launch.

Pride programming featured across all ages during the quarter, including preschool Storytimes, children's craft sessions, and social events for young adults and adults, attracting over 90 participants in total.

Use of the library catalogue to place reservations remained strong, with over 54,000 reservations projected for the quarter. Physical loans again exceeded 250,000, maintaining the highest usage rates in six years, while online circulation continued to rise, expected to surpass 94,000 this quarter. To support this demand, Council prioritised both physical and digital collections, with budget allocated accordingly. Extra copies of high-demand titles and diverse materials were acquired, including resources focused on LGBTQI+ themes, language and literacy.

Work also continued on preserving and promoting the Local Studies Collection. Over 1,200 items were catalogued and nearly 800 digitised, including 500+ under the Illawarra Mercury image digitisation project. Five new oral histories were added, and community engagement included exhibitions and presentations exploring local stories such as the Peave Movement and Hill 60.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Deliver the Comic Gong Festival	Complete	On 24 May 2025, more than 8,000 people attended Comic Gong at the Dapto Ribbonwood Centre and Library for a celebration of pop culture. The event featured cosplay competitions, glitter tattoos, face painting, badge making and a wide variety of comics, art and merchandise across 67 stalls. Popular attractions such as Batman and his Batmobile, Cosplay Guardian, the 501st Legion and Sydney Lego Users Group returned for another successful year. The cosplay competition, supported by Friends of the Library, the Illawarra Mercury and Illustris Models, attracted 90 entrants and drew over 1,000 spectators. Across the day, 150 glitter tattoos, 190 face paintings and 338 badges were made, while the Quiet Space welcomed 300 visitors. Community groups including Rainbow South Coast engaged more than 200 people. Survey feedback showed 83 percent of visitors and stallholders had a positive experience, with 80 percent feeling safe and welcomed, and 72 percent feeling a connection to others. Almost all stallholders and 81 percent of visitors expressed interest in returning to a future event.

GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

Libraries Continued

Operational Plan 2024-2025 Update

Actions	Status	Comment
Implement the Wollongong Learning City Project based on the United Nations Educational, Scientific and Cultural Organization framework and principles	Complete	The Learning City Project progressed significantly this quarter, with the initial development phase now complete. Following consultation with stakeholders, the project now reflects a broad range of learning activities across Council. In June 2025, Council submitted its application to join the United Nations Educational, Scientific and Cultural Organization (UNESCO) Global Network of Learning Cities. Ongoing implementation of the Learning City approach will continue as part of Libraries core business and operations.
Deliver tailored library programs to facilitate access and participation of people with disability	Complete	A social evening was added to this quarter's program for people living with disability to come together and connect. The event received positive feedback, with attendees offering suggestions for future activities. At Wollongong Library, the regular Knit Stitch Yarn program continues to welcome a group from a care home each week, along with a participant supported by their National Disability Insurance Scheme (NDIS) carer. Comic Gong also attracted many diverse attendees, including people attending with carers, reinforcing the event's reputation as inclusive and welcoming. Other inclusive programs included a "Let's Draw with a drag queen" event with an Auslan interpreter, which attracted 29 participants. Ukrainian doll making and cookie decorating workshops designed for people living with disability drew 31 attendees across two sessions. A social evening for people living with disability welcomed 19 participants, while three sessions of the vision-impaired yarners program attracted 17 attendees. Corrimal Library's ongoing Quiet Hour continues to offer a peaceful, low-sensory environment for visitors who may find busy spaces overwhelming.

GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

Libraries Continued

Operational Plan 2024-2025 Update

Actions	Status	Comment
Deliver library programs that recognise, reflect and celebrate the cultural diversity of our community	Complete	In partnership with NSW Health and the Multicultural Communities Council of Illawarra (MCCI), a World Café event exploring cultural humility was held, with 13 participants attending. Relationships with multicultural communities have been further strengthened through Tech Savvy funding, which enabled Community Connections and Learning to deliver watercolour workshops for the Chinese community following digital literacy sessions. This quarter's highlights included Ukrainian cultural workshops for people living with disability, offering doll making and cookie decorating sessions that attracted 31 participants. These workshops followed the success of the facilitators' previous involvement in Culture Mix 2024. A Vietnamese migration exhibition was also held, commemorating 50 years since the arrival of refugees from Vietnam, and included guest speakers at the launch event. Pride programming continued across libraries, with preschool Storytimes held in five locations, children's craft sessions for those aged eight and above, and social events for both adults and young people aged 12–24. These activities welcomed over 90 attendees across the various age groups. Digital literacy sessions were delivered in Mandarin, Persian, Indian and Karenni languages, helping 32 participants to build their skills and confidence online. A flu vaccination clinic was also run in partnership with MCCI NSW Multicultural Health, resulting in 48 community members being vaccinated.

GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

Property Services

Responsibility *Manager Commercial Operations and Property*

About this Service

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

Quarterly Progress Update

Council finalised a leasing tender for the Market Street Carpark during the quarter, with a recommendation report considered at the Council meeting on 30 June 2025.

New leases have also been secured for the Auburn Street Carpark, Wollongong, and 55 Reddalls Road, Kembla Grange.

Council's city centre carparks continue to experience high occupancy rates.

In West Wollongong, Council resolved to dispose of surplus land, with sale terms now agreed with the prospective purchaser. Council also resolved to grant an easement required to support the Cleveland Road Upgrade Project.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Identify and implement business improvement initiatives to enhance commercial returns on Council's property portfolio	On-Track	A successful tender and lease was finalised for the Stanwell Park Kiosk, with new tenants also commencing trade at the Bulli and Corrimal Beach Tourist Park kiosks. Council's City Centre paid surface carparks continue to operate at high occupancy, with waitlists currently closed. The Auburn Street Carpark was closed on 28 May 2025 and leased to Transport for NSW, following the relocation of the bus layover site from Lang Park.

GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

Youth Services

Responsibility *Manager Community Culture and Engagement*

About this Service

Youth Services provides a program of recreation, cultural and education activities to meet the needs of young people aged 12-24 at Wollongong Youth Centre and across the Wollongong Local Government Area.

Council funds the Neighbourhood Youth Work Program (NYWP) in three areas (Port Kembla, Berkeley and Dapto and surrounds) to support the needs of young people in the community.

Quarterly Progress Update

A variety of recreation, cultural and education activities were delivered for young people aged 12 to 24 at the Wollongong Youth Centre and across the Wollongong Local Government Area.

Youth Week took place from 9 to 17 April 2025, with highlights including the Wollongong Youth Week Awards and Youth Week Markets, which celebrated and showcased the achievements of young people.

Council staff also visited local high schools to promote available youth services and programs. Support for the youth sector continued through the coordination of the Wollongong Youth Network and funding for the Neighbourhood Youth Work Program.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Deliver a range of youth development opportunities with a focus on engagement, inclusion, skill development, sector development and support.	On-Track	A range of youth development opportunities were delivered this quarter, including programs such as Bellambi Connect, Study Sessions, Dungeons and Dragons, Crafts and Chat, Bundaleer Connect, Be Proud and Empowered, Teenz Connect, Youth in Fashion, and a mix of music, art, work readiness and wellbeing workshops. School holiday activities featured creative sessions including Street Art, Dungeons and Dragons, and hands-on workshops.
Provide opportunities for young people to develop skills, experience and exposure in creative industries	On-Track	The new *Through Our Lens* exhibition was installed during the quarter, celebrating Youth Week's theme *We are the future, and the future is now*. A fully equipped music rehearsal space remained available to young people, with a regular weekly performance space hosting bands, open mic sessions and world music nights. The *Crafts and Chat* program continued throughout the quarter, offering creative skill-building opportunities.

GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

Measuring Success

Measure	Target/Desired Trend	Comparative Data (where available) – June 2024	Result – June 2025
Aged and Disability Services			
Number of people over 65 using community transport#	Increase	2,425	3,031
Hours of social support provided to people aged over 65*	Maintain	26,801	28,629
Proportion of residents satisfied with services for older people	At least 3.75 on a scale of 5.00	3.40 (result from 2023)	*(next survey late 2025)*
Proportion of residents satisfied with services for people with disability	At least 3.75 on a scale of 5.00	3.30 (result from 2023)	*(next survey late 2025)*
Community Programs			
Proportion of residents satisfied with children's services	At least 3.75 on a scale of 5.00	3.50 (result from 2023)	*(next survey late 2025)*
Proportion of residents satisfied with inclusive services	At least 3.75 on a scale of 5.00	3.50 (result from 2023)	*(next survey late 2025)*
Proportion of residents satisfied with graffiti prevention and removal	At least 3.75 on a scale of 5.00	3.40 (result from 2023)	*(next survey late 2025)*
Integrated Customer Service			
Percentage of customer enquiries answered at the first point of contact^	Increase	New measure	51%
Percentage of customer requests responded to within 10 days^	90%	New measure	89%
Correspondence Met to Target^	90%	90%	96%
Proportion of residents satisfied with customer service centre	At least 3.75 on a scale of 5.00	3.90 (result from 2023)	(next survey late 2025)

GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

Measuring Success

Measure	Target/Desired Trend	Comparative Data (where available) – June 2024	Result – June 2025
Libraries			
Visitation to library*	Increase	470,918	521,207
Number of library memberships^	Increase	81,243	84,587
Number of library loans (physical and digital)*	Increase	1,311,111	1,382,610
Number of library learning programs*	Increase	2,497	2,691
Number of participants in library learning programs*	Increase	46,646	53,947
Proportion of residents satisfied with libraries	At least 3.75 on a scale of 5.00	4.40 (result from 2023)	*(next survey late 2025)*
Proportion of residents satisfied with library services	At least 3.75 on a scale of 5.00	4.20 (result from 2023)	*(next survey late 2025)*
Property Services			
Occupancy rates of commercial buildings^	95%	97%	97%
Youth Services			
Participation in programs and activities delivered to young people*	24,000 per annum	27,074	24,297

* Figures (including comparatives) have been prepared on an accumulative, annual basis.

^ Figures have been prepared as an average on annual basis.

Figures represent the number of unique clients using the service. Previously reported figures included an accumulative total of clients using the service.

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

June Quarter Highlights



Aristo Park Playground, Mount Ousley, refurbishment works were completed in April 2025.



Sculpture in the Garden Acquisitive Prize winner for 2025, Jenny Reddin, with her work Affinity.

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

Aquatic Services

Responsibility *Manager Sport and Recreation*

About this Service

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

Quarterly Progress Update

Corrimal Pool recorded 21,000 attendances, slightly below the three-year average of 22,500. This decrease may be linked to ongoing challenges in maintaining consistent water temperature. In contrast, Dapto Pool performed above average, attracting 11,500 visits compared to a three-year average of 10,000, likely due to the improved performance of its new heating system. Seasonal closures took place as scheduled, with all beaches except North Wollongong closing on Sunday 27 April. Berkeley, Wests and Helensburgh Pools closed in April, followed by Thirroul and Port Kembla Pools in May. Lifeguard staff have been reallocated to support winter pool and beach operations, while also assisting with administration and maintenance across Council services.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Work with the North Wollongong Surf Life Saving Club to explore storage options	Delayed	A preferred site has been proposed, with further discussions with the club to be undertaken on storage requirements and building layout. The Club has requested Council to reconsider the boat storage opportunities. The project will remain delayed until such time this is resolved.
Plan, design and undertake renewal works at Council's Community, Commercial Pools and Ocean Rock Pools in accordance with the Infrastructure Delivery Program	On-Track	Works at Helensburgh Pool are being procured in packages, with grant funding secured through the NSW Government Multi Sport Community Facility Fund. Grant-funded works must be completed by 31 December 2025. All pool sites require ongoing maintenance and renewal to ensure they remain fit for purpose. Sand removal from ocean pools continues, with progress dependent on tidal and wave conditions.
Progress concept plans, investigations, and detailed designs for a Community Recreation & Aquatic Centre at Cleveland to service the Southern Suburbs	Deferred	Several strategic considerations still require further deliberation before concept planning can be finalised. During the financial year, Council commenced a feasibility review of the Beaton Park Regional Precinct Master Plan, alongside the development of the Aquatic Facilities and Indoor Sports Strategy. These documents aim to guide future investment and service delivery. Once adopted, they will provide updated insights to inform and align the progression and finalisation of concept planning. The project will remain deferred until the finalisation of the above strategies expected in March 2026.

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

Botanic Garden and Annexes

Responsibility *Manager Open Space and Environmental Services*

About this Service

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

Quarterly Progress Update

Wollongong Botanic Garden welcomed 141,088 visitors. The Friends of the Botanic Garden contributed 1,266 volunteer hours across 44 members, supporting a range of activities. The Nursery produced 14,110 locally sourced native plants and distributed 18,631 plants. Through the Greenplan program, 828 customers purchased 5,672 native plants. Annex inspections and scheduled maintenance works remain on track.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Deliver priority actions from the Urban Greening Program	On-Track	Community planting activities were undertaken across several natural areas, including the Streamhill Community Day, foreshore plantings at City Beach, Puckeys and Stuart Park, and Bushcare events such as the planting of 650 natives at Judy Masters Oval. The Glossy Black Cockatoo Project saw 1,000 food trees planted to support this threatened species. In total, Bushcare volunteers planted 2,235 canopy trees and 2,749 plants. Council's public tree management program delivered 720 new tree plantings, including 633 street trees, and 421 trees were removed. A further 254 trees are scheduled for planting during the winter season. When combined, natural area canopy tree plantings and parks and open space planting delivered a local government area replacement ratio of seven trees planted for every one tree removed.
Enhance Botanic Garden visitor experience with programs, interpretation, education, events and priority actions from the Masterplan	On-Track	Two new education delivery partners—Green Connect Farm and Gumarraa Aboriginal Education—were introduced. Training sessions and updated processes were implemented to support quality program delivery and effective bookings. Autumn school holiday activities included family-friendly programs aligned with Sculpture in the Garden, as well as interactive composting activities during Botanic Garden Day. The draft Botanic Garden Masterplan was also reported to Council and placed on public exhibition, with community feedback to be considered during the September 2025 quarter.
Implement priority actions from the Botanic Garden Masterplan	On-Track	The Kawasaki Bridge restoration design investigations continued during the quarter. Heritage restoration works on the Gleniffer Brae building were also ongoing. Pathway renewals were completed to remove trip hazards.
Manage the Mt Keira Summit Park in accordance with the Plan of Management	On-Track	Regular weekly safety inspections and landscape maintenance works occurred throughout the quarter.

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

Community Facilities

Responsibility *Manager Library and Community Facilities*

About this Service

This service manages and operates 56 Council-owned community facilities across the Wollongong Local Government Area. This includes Neighbourhood Centres, Senior Citizens Centres, Childcare Centres, Libraries, Community Centres and Community Halls.

Quarterly Progress Update

Community participation and hire of Council's community facilities remained strong this quarter, particularly at the district centres in Dapto, Corrimal and Thirroul. These centres reported increased bookings and a growing number of walk-ins, including small business users. Eight new regular hirers were welcomed, and one regular user at Corrimal outgrew the space, expanding from 6 to 50 attendees—an encouraging result.

A range of events were hosted during the quarter, including the Federal Election and pre-polling, Comic Gong, Citizenship Ceremonies, Thirroul Seaside Festival, and bookings by groups such as the Illawarra Muslim Youth Girls, Wollongong Embroiders Guild, Vietnamese Association of Wollongong and Dress for Success, reflecting the diverse use of Council's spaces. Eleven fee waivers were approved.

Following the announcement of 53–55 Walker Street, Helensburgh, as the site for the new Helensburgh Community Centre and Library, a project website was launched and NSW Public Works appointed as project managers. At the Southern Suburbs Community Centre and Library, demolition was completed and a Remediation Action Plan developed.

Design work progressed on refurbishments and air conditioning upgrades at Corrimal and Dapto, while construction at Thirroul will soon commence to expand hireable space. Additional upgrades were completed at Bellambi, Bulli, Balgownie, Figtree, Port Kembla, Otford, Helensburgh, Wongawilli and Coledale facilities.

Ten licence applications were approved for tenant works and 14 site inspections conducted. Works also continued across both stages of the Darkes Sporting and Community Hub project.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Plan for a new Community Centre and Library at Warrawong to serve Wollongong's southern suburbs	On-Track	Council accepted a $41.7M tender for the Southern Suburbs Community Centre and Library. The package of works includes the finalisation of design and construction of a three-story building containing a community centre, district library, lease holder accommodation and support function areas, landscaping and public domain works, and car parking. Completion of early site works is expected by the end of June 2025. Council has engaged a contractor to undertake contaminated soil investigations and prepare a Remedial Action Plan to guide future remediation. In support of the project's delivery, Council has submitted a grant application for $4M under the NSW Government Regional Economic Development and Community Infrastructure Program and is currently awaiting the outcome.

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

Community Facilities Continued

Operational Plan 2024-2025 Update

Actions	Status	Comment
Plan for a new Community Centre and Library to meet the needs of the community in Helensburgh and surrounding suburbs	On-Track	Work is progressing on the new Helensburgh Community Centre and Library at 53–55 Walker Street. NSW Public Works has been engaged to provide procurement and project management services through the design and construction phases, with the project inception meeting held in May. A dedicated project website has been launched and will be updated regularly to keep the community informed. Meanwhile, the existing Helensburgh Community Rooms continue to attract strong interest, with firm bookings and an increasing number of regular hirers now established.
Progress planning and construction of Wongawilli Hall extension and refurbishment	On-Track	Planning and design for the refurbishment of Wongawilli Community Hall continued this quarter. Site visits were completed in May to confirm the scope of works, and concept design is currently underway, with detailed design to follow. The refurbishment is scheduled to take place across the 2025–2026 and 2026–2027 financial years, as outlined in Council's Infrastructure Delivery Program.
Develop and deploy 'Places for People' Forward Directions Plan 2022-2036 (Implementation Plan)	On-Track	Implementation of the Forward Directions Plan continued this quarter, with progress across multiple sites. The development application for Otford Community Hall is under assessment and expected to be considered by the Local Planning Panel in June 2025. At Dapto Ribbonwood Community Centre and Library, the declined lift replacement tender is now under negotiation. Demolition of onsite structures at the Southern Suburbs Community Centre and Library is complete. New South Wales Public Works has been appointed to manage the design and construction of the new Helensburgh Community Centre and Library. At Thirroul District Community Centre and Library, plans to repurpose the former café space and remove an internal wall are included in the 2025–2026 Infrastructure Delivery Program, with a project nomination submitted for adjacent footpath works. Work continues on the interim layout for the Darkes Town Centre Sports and Community Hub, with Stage I scheduled to commence in the next financial year. Wongawilli Community Hall refurbishment will now span the 2025–2026 and 2026–2027 financial years, following a revised scope focused on upgrading the existing facility. The feasibility study for Bong Bong Community Centre and Library will begin once the structure plan is complete. At Yallah Marshall Mount Community Centre, a site feasibility study has been finalised.

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

Leisure Centres

Responsibility *Manager Sport and Recreation*

About this Service

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

Quarterly Progress Update

Visitations across both facilities continued to see growth across usage and programming. A total of 135,136 visits were recorded across this period, attributed largely to track and field carnivals held in the quarter. Memberships have grown and learn to swim occupancy is currently sitting at 86%. Maintenance works occurred in April at Beaton Park which included refurbishing pool concourse and plant equipment.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Deliver the renewal and relocation of Beaton Park Tennis Courts in accordance with the Beaton Park Master Plan	Delayed	The project is partially completed, with courts in operation and use. Final stage includes rectification works.

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

Memorial Gardens and Cemeteries

Responsibility *Manager Commercial Operations and Property*

About this Service

This service provides memorial, burial and funeral service facilities at six sites across the Local Government Area. These include Wollongong Memorial Gardens, Wollongong Lawn Cemetery, Wollongong Cemetery, Bulli Cemetery, Scarborough Cemetery and Helensburgh Cemetery. The service also maintains three non-operational sites of historical and cultural significance. These include Berkeley Pioneer Cemetery, Settler's Cemetery and Waterfall General Cemetery.

Quarterly Progress Update

A second volunteer day was held at the Memorial Gardens this quarter, attracting 15 participants who supported staff with rose pruning throughout the day. A new compost management system was also installed at the site, which will help divert a significant volume of green waste. Staff across all sites continued to receive strong community appreciation for the care and dedication shown in delivering this valued service. A Development Application was submitted for beautification works at the entrance of Helensburgh Cemetery.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Manage Council's commercial businesses to optimise service delivery at Wollongong Memorial Gardens and cemeteries	On-Track	Construction of more than 200 new interment positions at Wollongong Memorial Gardens has been completed, with sales to commence from 1 July 2025. At Wollongong Lawn Cemetery, three new beams were installed, creating over 100 additional burial spaces in areas of high demand. At Scarborough Cemetery, work continued to identify vacant burial opportunities through detailed mapping and the use of ground penetrating radar. This process confirms whether sites are undisturbed and suitable for future burials, with more than 30 new burial spaces already identified in previously full cemeteries.

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

Parks and Sports Fields

Responsibility *Manager Sport and Recreation*

About this Service

This service operates 493 parks, 65 sports fields, 220 playing fields, 7 outdoor fitness stations, 9 turf wickets and 154 playgrounds across the Wollongong Local Government Area and includes Russell Vale Golf Course. Provision of passive access to community parks and playgrounds and affordable and equitable access to sports fields and facilities. Twenty two sports fields are licensed by volunteer or semi-professional sporting clubs.

Quarterly Progress Update

A total of 260 customer requests, 268 park bookings and 3,043 sports field bookings were managed this period. Thomas Dalton Park, Fairy Meadow, hosted a national training camp for the Australian Touch Football team and a National Ultimate Frisbee tournament. Council also confirmed it will host two Masters Cricket National Championship events during the December 2025 quarter.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Progress the development of the Lang Park Masterplan	On-Track	Further refinements of the scope were undertaken and the draft consultant brief was finalised. This action is included in the adopted 2025-2026 Operational Plan, and the draft Masterplan is expected to be presented to Council in the March 2026 quarter for endorsement.
Finalise the Bulli Showground Masterplan	Deferred	The Bulli Showground Master Plan remains on hold while Council awaits updates from Greyhound Racing NSW and Transport for NSW. Greyhound Racing NSW is currently reviewing the number and location of racing tracks across the state as part of its 'Racing Footprint Optimisation' strategy, which is expected to be released and implemented in 2025–2026. Transport for NSW is also progressing a study into the proposed Bulli Bypass, including an extension of Memorial Drive to ease traffic through the town centre. This work is assessing various locations and design options to support long-term transport and land use planning in the area. Once this information is available, the Bulli Showground Master Plan will be reviewed to ensure alignment with the outcomes of both projects.
Implement the Landscape Masterplan recommendations for Hill 60 Reserve, Port Kembla	On-Track	Detailed Design works and investigations are underway for two areas within the adopted Hill 60 Landscape Master Plan that would enable future funding to be pursued to deliver the adopted Hill 60 Master Plan in a staged manner.
Collaborate with Destination Wollongong and the Australian Baseball League to establish Wollongong as a home base location for a National Baseball League team	On-Track	During the quarter, Council staff continued to progress site investigations to finalise a report for consideration.

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

Parks and Sports Fields Continued

Operational Plan 2024-2025 Update

Actions	Status	Comment
Progress the planning and development of a Wollongong City Centre Skate Park	Delayed	Council has met with key stakeholders to discuss potential locations for a city centre skate park within MacCabe Park, Wollongong. The scope of the project is currently under review to ensure it aligns with community needs and the broader vision for the site.
Deliver funded sportsfield irrigation and drainage infrastructure projects	On-Track	Works for St James Park, Coledale, has been confirmed, to commence in late August 2025, with completion expected approximately four weeks after commencement. The contract for JJ Kelly Park, Wollongong, has also been awarded, with a start date anticipated for September 2025.
Progress the planning and development of a Northern Suburbs Skate Park	Delayed	The project timeline is delayed as funding and consultation for the Port Kembla Skate facility was expedited, and the Northan Suburbs required further comprehensive review of potential locations in the Northern Suburbs. Four shortlisted sites have been assessed in detail. Council is now progressing with targeted site investigations to determine the most suitable location for the new skate park. Feasibility work is well underway, alongside early engagement with stakeholders to help guide the next stage of planning.
Deliver amenities upgrade at Figtree Oval, Figtree	Delayed	Initial scope, including building requirements, is currently being prepared. Procurement is anticipated to commence during the December 2025 quarter.
Deliver amenities upgrade at Thomas Gibson Park, Thirroul	On-Track	The tender for construction activities were completed, advertised and assessed. The tender assessment report was presented to Council on the 5 May 2025, and subsequently accepted.
Install funded sportsfield lighting at priority locations in accordance with the Sportsgrounds and Sporting Facilities Strategy 2023-2027	Delayed	Tender documentation for Field 1 at Towradgi has been approved. Procurement has been temporarily delayed to allow the integration of main field lighting replacement with the original outer field upgrade. These works will now proceed as one coordinated project, delivered in two stages, with the main field prioritised for delivery.
Support the Illawarra Stingrays Football Club with establishing a home ground location at Lakelands Oval, Dapto by delivering funded drainage upgrades, finalising a long-term licence and supporting the Club with carrying out their grant funded works	On-Track	Council has signed a Heads of Agreement with the Illawarra Stingrays Football Club and adopted a 21-year licence for the Club's use of Lakelands Oval, Dapto. Improvement works are currently underway, supporting the establishment of a long-term home ground for the Club.

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

Parks and Sports Fields Continued

Operational Plan 2024-2025 Update

Actions	Status	Comment
Deliver complementary infrastructure to support increased visitation and activation resulting from the Illawarra Escarpment Mountain Bike Network	Delayed	Council is currently investigating access points to trail network in conjunction with local sports clubs who currently occupy end of trail locations. National Parks and Wildlife Service is expected to complete trail network as scheduled during the December 2025 quarter.
Preparation of the Bellambi Foreshore Precinct Plan	Deferred	Council continued to engage with external stakeholders including the Illawarra Local Aboriginal Land Council, Sydney Water and Homes NSW. Feedback on potential road access and alignment within the precinct has been received from relevant stakeholders. Council is awaiting future plans from the NSW Government regarding boating and foreshore infrastructure to inform further planning.

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

Public Health and Safety

Responsibility *Manager Regulation and Enforcement*

About this Service

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

Quarterly Progress Update

Public health and safety programs continued, with Council staff completing 78 inspections of hairdressers, beauty salons and cooling towers. Staff also assessed 18 applications for approval to operate and eight for installation of onsite wastewater management systems.

School zone patrols were implemented to promote safe and legal parking around primary schools. Staff conducted 153 patrols, issued 71 fines and engaged in 53 educational conversations with parents and carers. More than 900 customer service requests related to car parking were also actioned.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Inspect all medium and high-risk retail food premises annually	On-Track	Council staff continued delivering the food safety program under the Food Safety Partnership with the NSW Food Authority. During the quarter more than 610 proactive inspections were carried out across fixed, mobile and temporary food businesses to assess compliance with the Food Act and Food Safety Standards. Where non-compliance was identified, seven Improvement Notices and two Prohibition Orders were issued to ensure public safety.
Maintain inspection programs for public swimming pools, places of shared accommodation and mortuaries	On-Track	During the quarter, staff completed 12 Inspections for shared accommodation premises and three inspections of mortuaries across the Wollongong Local Government Area. Staff also completed 28 inspections of public swimming pools.

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

Measuring Success

Measure	Target/Desired Trend	Comparative Data (where available) – June 2024	Result – June 2025
Aquatic Services			
Visitation to Council commercial heated pools (Corrimal and Dapto)*	At least 180,000 per annum	227,093	243,866
Proportion of residents satisfied with patrolled beaches	At least 3.75 on a scale of 5.00	4.50 (result from 2023)	*(next survey late 2025)*
Proportion of residents satisfied with ocean rock pools	At least 3.75 on a scale of 5.00	4.20 (result from 2023)	*(next survey late 2025)*
Proportion of residents satisfied with Council commercial heated pools	At least 3.75 on a scale of 5.00	4.10 (result from 2023)	*(next survey late 2025)*
Proportion of residents satisfied with public swimming pools (free)	At least 3.75 on a scale of 5.00	4.10 (result from 2023)	*(next survey late 2025)*
Botanic Garden and Annexes			
Visitation to Wollongong Botanic Garden*	At least 400,000 per annum	261,863	392,446
Proportion of residents satisfied with Botanic Garden	At least 3.75 on a scale of 5.00	4.60 (result from 2023)	*(next survey late 2025)*
Community Facilities			
Hours of use of Direct-Run District Level Community Facilities (Thirroul, Corrimal and Dapto)*	Increase	34,793	36,002
Visitation to Direct-Run District Level Community Facilities (Thirroul, Corrimal and Dapto)*	Increase	229,637	228,976
Hours of use of community halls/ centres *	Increase	10,280	11,559
Visitation to community halls/ centres*	Increase	32,412	21,394

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

Measuring Success

Measure	Target/Desired Trend	Comparative Data (where available) – June 2024	Result – June 2025
Community Facilities Continued			
Proportion of residents satisfied with community centre at Thirroul, Corrimal and Dapto	At least 3.75 on a scale of 5.00	4.30 (result from 2023)	*(next survey late 2025)*
Proportion of residents satisfied with community halls/centres	At least 3.75 on a scale of 5.00	3.90 (result from 2023)	*(next survey late 2025)*
Leisure Centres			
Proportion of residents satisfied with leisure centres	At least 3.75 on a scale of 5.00	3.90 (result from 2023)	*(next survey late 2025)*
Parks and Sports Fields			
Proportion of residents satisfied with parks, open spaces and sports fields for active sport or recreation activities	At least 3.75 on a scale of 5.00	4.00 (result from 2023)	*(next survey late 2025)*
Proportion of residents satisfied with parks, open spaces and sports fields for passive recreation purposes	At least 3.75 on a scale of 5.00	4.10 (result from 2023)	*(next survey late 2025)*
Proportion of residents satisfied with children's playgrounds	At least 3.75 on a scale of 5.00	3.90 (result from 2023)	*(next survey late 2025)*
Proportion of residents satisfied with hours Council public toilets are open	At least 3.75 on a scale of 5.00	3.60 (result from 2023)	*(next survey late 2025)*
Proportion of residents satisfied with Russell Vale Golf Course	At least 3.75 on a scale of 5.00	4.20 (result from 2023)	*(next survey late 2025)*

* Figures (including comparatives) have been prepared on an accumulative, annual basis.

GOAL 6 | WE HAVE AFFORDABLE AND ACCESSIBLE TRANSPORT

June Quarter Highlights



CycleAbility by the Disability Trust is an all ages, all abilities cycle skills program that is part of Wollongong's Bike City Community Partners Program which won the prestigious UCI Bike City Award.



Work is underway on major road upgrades to Fowlers Road between Fairwater Drive and Cleveland Road, West Dapto. These works form Stage 1 of Cleveland Road upgrade and include road-widening, new shared paths, stormwater works, street lighting and tree planting to improve access for traffic and pedestrians.

GOAL 6 | WE HAVE AFFORDABLE AND ACCESSIBLE TRANSPORT

Transport Services

Responsibility *Manager Infrastructure Strategy and Planning*

About this Service

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

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

Quarterly Progress Update

Council's Safer Routes to School Working Group continued site audits and collaboration with school principals and parent groups. Reports are being prepared, alongside a costed action list to support a Councillor Notice of Motion and advocacy with Transport NSW and the NSW Department of Education. Grant applications have been submitted under programs including Safer Local Roads and Infrastructure, Get NSW Active 2025–2026, the Black Spot Program and the Active Transport Fund. This quarter, Council secured funding for a cycleway along Military Road, Port Kembla.

209 National Heavy Vehicle Requests were processed. Council continues to collaborate with Transport for NSW and the National Heavy Vehicle Regulator on the Heavy Vehicle Automated Access Program, including a new Memorandum of Understanding to support data collection. The next phase will automate access approvals, reducing the number of manual consent requests.

Council participated in the NSW Roads Act Review as a member of the Peer Reference Group and provided a formal submission. This review presents a significant opportunity to modernise road and street management.

Three Wollongong Local Traffic Committee meetings were held, with 32 items considered and 28 locations referred to NSW Police through the Dob in a Hoon initiative. Process improvements were progressed in consultation with applicants and internal stakeholders.

More than 100 customer requests were actioned, covering e-bike management, traffic calming, and expanded footpath networks. Council also continues to work with Transport for NSW on key projects and now has access to broader data sources—such as tube counts, intersection counts and Place Intelligence insights—to support future planning.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Collaborate with the New South Wales Government to fund and deliver the Safe Routes to School Program	On-Track	Two reports were finalised for Stanwell Park and Figtree Public Schools, with six draft reports shared with schools for feedback and investigations underway at 27 additional sites. Meetings were held with Windang Public School, Keira High School, Wollongong High School, St Mary's Star of the Sea College and Lindsay Park Primary School. Council's dedicated Safer Routes to School webpage was refreshed this quarter to support proactive community messaging. The site now includes completed school reports and identifies those currently in development. Council also supported Transport for NSW with a speed zone review outside Port Kembla Public School, which is expected to result in a speed limit reduction from 60 to 50 kilometres per hour by September. Two school crossing upgrades—at Nolan Street, Berkeley, and Jacaranda Avenue, Figtree were submitted to the Local Traffic Committee for consideration.

GOAL 6 | WE HAVE AFFORDABLE AND ACCESSIBLE TRANSPORT

Transport Services Continued

Operational Plan 2024-2025 Update

Actions	Status	Comment
Implement actions from the Wollongong Cycling Strategy 2030	On-Track	This quarter, engagement concluded with the consultant who developed Council's Cycling Network Plan and Program, which delivers on several key actions of the Cycling Strategy. Work is now progressing on the final version, with workshops planned to engage the cycling community, Councillors and staff. The final plan, due for release in 2025 following community feedback, will outline a 10-year program for new cycleway infrastructure and identify key strategic corridors to support grant applications. Identified routes from the Wollongong Cycling Strategy 2030 Map are being assessed, including typical infrastructure treatments, cost estimates, and design considerations tailored to the existing road environment. Following the completion of the Cycling Network Plan, the Footpath Network Plan is scheduled to commence, subject to funding. This will help complete an integrated active transport network, working alongside Safer Routes to School planning to close network gaps and prioritise future projects. Council staff also contributed feedback on the NSW Government's Strategic Cycleway Corridors initiative to ensure alignment with Council's own planning. The Illawarra–Shoalhaven overview identified three corridor connections within the Wollongong Local Government Area. Concept planning is advancing for the Figtree to Coniston Train Station route, with Council awaiting next steps toward detailed design.
Develop and implement the Integrated Transport Strategy	On-Track	Councillors were briefed during the quarter on the feedback from the community and the revised draft Transport Strategy. A final workshop has been planned in the coming months. Following this workshop, the draft Transport Strategy will be updated and a report prepared seeking Council endorsement.

GOAL 6 | WE HAVE AFFORDABLE AND ACCESSIBLE TRANSPORT

Transport Services Continued

Operational Plan 2024-2025 Update

Actions	Status	Comment
Work with key agencies and partners to progress the Illawarra Regional Transport Plan	On-Track	Forty-six of the 71 initiatives in the Regional Transport Plan directly benefit the Wollongong Local Government Area. Three major Transport for NSW projects progressed this quarter: the Mount Ousley Interchange, M1 South Facing Ramps at Dapto, and the Bulli Bypass. Transport for NSW has begun reviewing the current Plan. The revised strategy – Illawarra–Shoalhaven Strategic Regional Integrated Transport Plan is expected to go on exhibition in mid-2025, with Council preparing a formal submission. Advocacy for improved public transport planning and investment remains a key priority. Council continues to collaborate with Transport for NSW on the M1 South Facing Ramps and the Business Case for the Bulli Bypass, which also considers streetscape improvements in Bulli Town Centre. Council remains an active stakeholder in the Mount Ousley Interchange project. Staff provided detailed feedback on the current design, including technical elements and community input. This includes a proposed active transport link from Dumfries Avenue, Mount Ousley to the University of Wollongong and calls for a safer, calmer road environment along Dumfries Avenue.
Develop road safety programs, education and promotion of sustainable multi-modal transport options	On-Track	The Wollongong e-scooter trial, in its second year, continues to provide a smart, sustainable transport option across key areas of the city. During the quarter, 15,823 trips were recorded, covering over 26,086 kilometres. The trial is continually monitored, with additional designated parking zones installed, marked by stickers and supported by geofencing to address poor parking behaviour. Council has provided input to the NSW Government legislation review and awaits its outcome before any expansion of the trial area. An education campaign targeting e-bike users continued, including expanded signage outlining road rules, messaging about rider awareness and safety, and a targeted social media campaign focused on Generation Z. Engagement across platforms was strong.
Review the management of road signage as part of the Service Optimisation Program	Delayed	Initial stakeholder engagement for the Road Signage Optimisation Program has been undertaken. The deep dive analysis will be completed as part of the service optimisation once the outcomes of the Intelligent Defect Management review for Road Signage is finalised.

GOAL 6 | WE HAVE AFFORDABLE AND ACCESSIBLE TRANSPORT

Transport Services Continued

Operational Plan 2024-2025 Update

Actions	Status	Comment
Develop and deploy a pilot program to slow vehicle speeds and improve pedestrian safety at key crossing locations throughout the city	On-Track	Council staff are developing standardised shovel ready designs, approvals and Guidelines that can be utilised for easily deployed projects to support slower speed environments and pedestrian safety. This will include consideration of innovative materials and modular systems. The draft Guidelines are being developed, an assessment matrix has been applied to the traffic facilities request list and the templates for approvals and designs has been drafted. Over the next two years, eight locations for traffic calming, four for kerb ramps, two for bike parking and one accessible parking spaces have been identified to go through this program. Scopes have been prepared and progressing through design for construction.

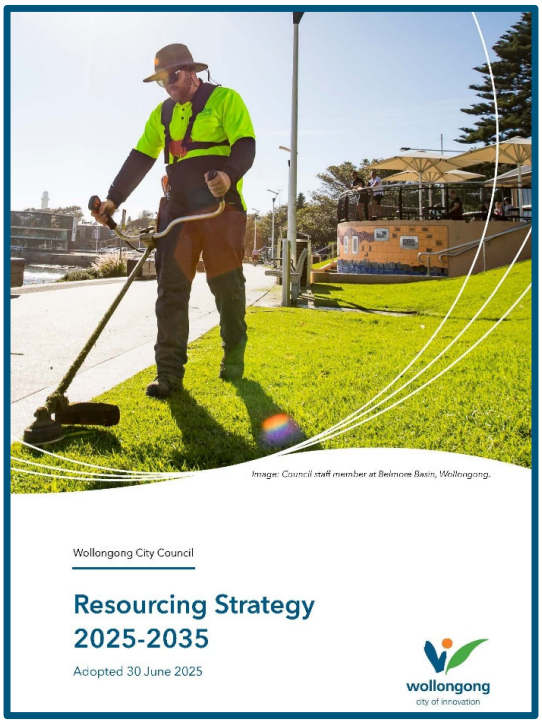
GOAL 6 | WE HAVE AFFORDABLE AND ACCESSIBLE TRANSPORT

Measuring Success

Measure	Target/Desired Trend	Comparative Data	Result June 2025
Transport Services			
Proportion of residents satisfied with maintenance of local roads	At least 3.75 on a scale of 5.00	2.80 (result from 2023)	*(next survey late 2025)*
Proportion of residents satisfied with maintenance of footpaths, cycleways and shared use paths	At least 3.75 on a scale of 5.00	3.30 (result from 2023)	*(next survey late 2025)*
Proportion of residents satisfied with availability of footpaths, cycleways and shared use paths	At least 3.75 on a scale of 5.00	3.60 (result from 2023)	*(next survey late 2025)*

SUPPORT SERVICES

June Quarter Highlights



The Resourcing Strategy, a key strategic document, which explains how Council manages its core resources – finance, assets, workforce, and digital technology to implement the Delivery Program, was adopted by Council on the 30 June 2025.



Council staff attend the Women in Careers Expo, at St Mary's Star of the Sea College, Wollongong.

SUPPORT SERVICES

Employee Services

Responsibility *Senior Manager People and Culture*

About this Service

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

Quarterly Progress Update

Council continued to progress key workforce initiatives to support the delivery of strategic human resource functions and quality services to the community.

Implementation of Divisional Workforce Plans continued under the Workforce Strategy 2022–2026.

The Workforce Management Strategy 2025–2029 was adopted as part of the Resourcing Strategy 2025-2035 on the 30 June 2025. The strategy focuses on four priorities: inclusive and engaged workforce; aligned and accountable teams; capable and enabled workforce; and a healthy and safe work environment.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Review and implement the Workforce Strategy 2022-2026	Complete	Key elements of the 2022-2026 Workforce Strategy have been implemented, and work during this quarter focused on exhibition of the next Workforce Management Strategy 2025-2029. The draft Workforce Management Strategy 2025-2029 went out for public exhibition during the quarter. This key document forms part of Council's Our Resourcing Strategy 2035 and will support the implementation of the draft Delivery Program 2025-2029. No feedback was received from the community. The document was adopted by Council on the 30 June 2025.
Enhance Council's Diversity, Inclusion and Belonging Programs	On-Track	Council continued to deliver on key initiatives aligned with the Equal Employment Opportunity Management Plan. A highlight was receiving a Highly Commended award at the Local Government NSW Business Excellence Awards for the employment of a person with disability through the IncludeAbility program. Council also joined the Future Women Jobs Academy program, funded by the NSW Government. This program supports increased workforce participation, job readiness and economic security for women across the state.
Implement Safety and Wellbeing Programs	On-Track	Progress includes the finalisation of Divisional Safety Plans, which aims to identify the unique risks and controls for each work area. As part of this process, a focus has been on the top four critical risks at each work area. This quarter featured new reporting on mandatory accreditations within the OneCouncil system. Training for Infrastructure and Works will run from July 2025 to September 2026. Council also launched an occupational violence program, including resilience and de-escalation training, which will continue through to 2027.

SUPPORT SERVICES

Employee Services Continued

Operational Plan 2024-2025 Update		
Actions	**Status**	**Comment**
Refresh Council's Attraction and Retention Strategies	On-Track 	Recruitment processes and strategies continue to be improved to ensure Council attracts and retains high-quality candidates who can support service delivery to the community. Council expanded its advertising reach to attract a more diverse pool of applicants and fill vacancies efficiently. Recruitment practices remained flexible and inclusive, with efforts to improve accessibility for all applicants. A new inclusive hiring approach was also piloted to support the recruitment of First Nations applicants, reinforcing Council's commitment to workforce diversity. In addition, knowledge and best practice sharing continued through collaboration with other councils.

SUPPORT SERVICES

Financial Services

Responsibility *Chief Financial Officer*

About this Service

Wollongong City Council is a large and diverse organisation that provides services from the funding it receives from its community through rates, grants, fees and charges. Financial sustainability, conservation of Council's capital and operational efficiency are aims of this service. This is achieved through financial strategy, policy, budgets and controls; while ensuring Council meets its taxation obligations, investment return and internal and external reporting that provides transparency about decision-making. A key focus of the service is to maintain a high level of customer service to its internal and external stakeholders.

Quarterly Progress Update

Council has finalised and adopted a suite of Integrated Planning and Reporting documents following community engagement. These include the Our Wollongong Our Future 2035 Community Strategic Plan, Financial Sustainability Policy and Resourcing Strategy 2025–2035; Delivery Program 2025–2029 and Operational Plan 2025–2026, which includes the Draft Budget 2025–2026 and Infrastructure Delivery Program 2025–2026 to 2028–2029; and the Revenue Policy, Rates, Annual Charges and Fees 2025-2026.

Council also submitted the annual Fringe Benefits Tax return to the Australian Taxation Office and met all other taxation compliance requirements for the quarter. Across the 2024–2025 period, financial planning and reporting functions have been delivered as scheduled, including the annual budget, quarterly reviews and monthly financial reporting. Financial support services to the organisation continued as required.

Supplier payments have remained consistent, with weekly payment cycles maintained for suppliers. Monthly financial and investment reports have been provided to both Council and the community, and annual rates instalment notices for 2025–2026 were issued to approximately 65,000 ratepayers.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Review the rating structure to align to legislative changes	Deferred 	Council has reviewed its rating structure and pricing as part of the Integrated Planning and Reporting process and determined its Revenue Policy based on that review. The rating structure remained unchanged as the anticipated legislative change, that is required to provide further relevant options for Council, has not been progressed.

SUPPORT SERVICES

Governance and Administration

Responsibility *Manager Customer and Business Integrity*

About this Service

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

Quarterly Progress Update

Ongoing support continued to be provided to the organisation with the governance, Councillor support and risk management functions. Support was provided for five Council meetings and one Audit Risk and Improvement Committee (ARIC) Meeting. In accordance with the Local Government Act the Codes of Conduct and Code of Meeting Practice were placed on public exhibition and an updated four-year strategic ARIC Workplan was adopted by Council.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Deliver the Internal Audit Program	Delayed	The 2024-2025 Internal Audit Program was completed with the exception of one internal audit which has been drafted but not yet finalised. This was due to the unexpected and unavoidable absence of key staff. This audit is expected to be complete by end of August 2025.
Facilitate the Local Government Elections in September 2024 and onboarding of the new Council	Complete	The Local Government election was held on 14 September 2024, with polls declared on 2 October. Councillors have completed a comprehensive induction and development program.

SUPPORT SERVICES

Information Management and Technology

Responsibility *Chief Digital + Information Officer*

About this Service

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

Quarterly Progress Update

Council has reached a major milestone with the successful completion of the OneCouncil project—our most significant technology transformation to date.

The program began in September 2018 and has progressively delivered improvements across a wide range of business functions. Early achievements included the migration of financial systems to a cloud-based platform, followed by the staged rollout of modules supporting asset and request management, contracts and sourcing, property and rating systems, and human resources and payroll. This also included the introduction of several online customer portals.

The delivery of OneCouncil represents a major shift from multiple legacy systems to a unified Enterprise Resource Planning solution. This new platform integrates Council's core systems, improving access to data and enabling more secure, efficient and flexible ways of working.

This achievement enhances Council's ability to serve the community, improve service delivery and safeguard important information. The outcome reflects a sustained and collaborative effort across many areas of Council and marks a significant step forward in modernising operations.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Implement the Cyber Security Strategy	On-Track	Council has completed an audit of systems containing personal information, supporting our ongoing commitment to privacy and data security. Based on advice from Cyber Security New South Wales, the Ivanti Pulse remote access system has been replaced to strengthen system protection. Council remains on track to meet Level One maturity under the Australian Government's Essential Eight cyber security framework.
Finalise the Information Technology Cloud Transformation Program	Complete	This quarter all legacy data was migrated into an archive platform. This platform has been handed over to staff to ensure they have access to the historic records not held in the transactional system. Legacy systems have now been decommissioned, further mitigating cyber security risks posed. All corporate directories have been migrated to the cloud and are now available from any secured device, at anytime, anywhere. Next steps will include procuring and configuring a small on-premise footprint for those services that cannot be migrated to the cloud.
Implement the CCTV Strategy	Complete	Project is complete and maintenance activities have been embedded into business-as-usual operations.

SUPPORT SERVICES

Information Management and Technology Continued

Operational Plan 2024-2025 Update		
Actions	**Status**	**Comment**
Pilot and expand the use of robust SMART technologies across Council	On-Track 	The Intelligent Defect Management (IDM) trial has continued, with defects raised through the system now linked to work orders and prioritised using 'required by' dates. With only minor items remaining, the project is entering a caretaker phase ahead of formal closure and transition to business-as-usual operations. A tender evaluation will be reported to Council in the coming month. Work also continued on dam monitoring systems, with investigations underway to determine the most appropriate power source based on site-specific conditions. At six sportsfields, remote sensors for soil moisture are now operational. Data collection has commenced to support the development of benchmarks for field closures, which will inform future stages of the sportsfield monitoring program.

SUPPORT SERVICES

Infrastructure Strategy and Support

Responsibility *Manager Infrastructure Strategy and Planning*

About this Service

This service includes the strategic management and technical planning of Council's infrastructure that supports all Council Services.

Quarterly Progress Update

Council's draft Infrastructure Delivery Program 2025-2026 to 2028-2029 was placed on public exhibition from the 9 April to 7 May 2025. Several amendments were made to the draft based on community feedback and new information received during the exhibition. The Infrastructure Delivery Program 2025-2026 to 2028-2029 was adopted on 30 June 2025.

Operational Plan 2024-2025 Update

Actions	Status	Comment
Develop and regularly review Asset Management Plans to ensure appropriate investment in Council's asset base	On-Track	A comprehensive review has been completed and an asset management plan covering all assets has been drafted. It considers the future demands, challenges and risks that influence decisions regarding investment over the lifecycle of assets. The plan includes over 180,000 assets across transport, stormwater and floodplain, open space and recreation, buildings, plant and equipment, library collection, information management and technology, and artwork. On 5 May 2025, Council resolved to exhibit the draft Asset Management Plan 2025-2035 for community feedback. Exhibition closed on 4 June 2025, with one submission received supporting the draft. Council subsequently adopted the Plan on the 30 June 2025.
Seek external funding to support core services that Council provides in the Infrastructure Delivery Program	On-Track	More than $15M of funding has been applied for during the quarter to support the delivery of projects across the city, including the Warrawong Town Centre Precinct, Voluntary House Purchasing Scheme, Disaster Resilience Innovation Pilot and Wollongong Art Gallery and Town Hall Heating, Ventilation and Air Conditioning Upgrade. During this same period, Council was notified that it had been awarded $765,000 in grant funding from the NSW Government for the North Beach Kiosk Building Repair Works and a shared use path at Military Road; Church Street to Olympic Boulevard, Port Kembla.
Progressively implement the Asset Management Improvement Program	On-Track	A revised Asset Management Improvement Program has been documented in Council's Asset Management Plan, adopted by Council on 30 June 2025 as part of the new Resourcing Strategy. Several key actions within the program are already underway. These include consideration of adjustments to the useful lives of stormwater assets, the commencement of condition assessments for swimming pool assets across the Wollongong Local Government Area, and the revaluation of all open space and swimming pool assets.

SUPPORTING SERVICES

Measuring Success

Measure	Target/Desired Trend	Comparative Data	Result
		June 2024	June 2025
Financial Services			
Available funds#*	3.5% to 5.5% Operational Revenue (Pre-Capital)	$40.2M or 12.5%	$46.5M or 13.5%
Operating result pre capital income, including depreciation#*	Small Operational Surplus (average over 3 years)	-$39.3M	-$56.3M[3]
Information Management and Technology			
Formal Government Information Public Access Applications Processed Within 20 Days^	100%	98.6%	98.3%
Records and Information Management maturity (as defined by NSW State Archives and Records Authority)	Increase	65%[1]	Not available[2]

* Preliminary Pre-Audit Financial Results.

Result as at 30 June 2025.

^ Figures have been prepared as an average on annual basis.

[1] Result exceeds the NSW State benchmark of 60%.

[2] NSW State Archives and Records Authority changed reporting requirement from mandatory annual reporting to biennially. Reporting will recommence in the first quarter of 2025-2026.

[3] The reported Operational Result (Pre-Capital Income) deficit reflects several one-off and non-cash accounting adjustments. These include asset depreciation, the return of unspent grant funds associated with the transition of the community transport service to a new provider, the write-off of prior-year capital works in progress, and the reclassification of some current-year capital expenditure to operating. In addition, some employee costs have remained operating rather than being allocated to capital projects, primarily due to resources being directed toward natural disaster response.



End of Year Budget Review Statement

As at 30 June 2025

Introduction

The End of Year Budget Review Statement provides financial information and updates to the Council and the community on income and expenses in comparison with the approved annual budget. It outlines the Original Budget, Current Budget (March) and preliminary pre-audit actual results, as well as details of variations between the Current Budget and the actuals at 30 June 2025.

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

1 Income and Expenses and Capital Budget Commentary

2 Combined Income and Expenses Statement

3 Summary of Variations – Operational and Capital

4 Budget Review Cash and Investments Position

5 Budget Review Key Performance Indicators

Appendix 1 – Supporting Documents Report

Appendix 2 – Capital Project Reports by Asset Class

Income and Expense Statement

This Budget Review Statement includes preliminary pre-audit performance of income and expenses for the 2024-2025 financial year. The Income and Expenses Statement can be found in Table 1.

Commentary: Council commenced 2024-2025 with a budgeted surplus Operating Result [pre capital] of $13.9M. Throughout the year, this budgeted result was adjusted to a deficit of $31.5M mainly associated with increases to the budgeted depreciation caused by year end indexation of infrastructure assets ($11.6M), the removal of the 2024-2025 Financial Assistance Grant income which was paid early in 2023-2024 ($18.5M), adjustments related to variations between Capital and Operating Budgets ($17.7M), adjustment to Commercial Tipping ($1.0M) and an increase in the EPA Levy ($0.8M).

The preliminary pre-audit results include an Operating Result [pre capital] deficit of $56.3M and a $24.8M unfavourable variance against the Current Budget. This variation is inclusive of the negative impacts of a delay in the settlement of a significant land sale in West Dapto ($29.1M), the transitioning of Community Transport to a third party ($6.7M), prior year works in progress that cannot be recognised as an asset ($2.1M), impacts of the April 2024 storm event ($1.1M) and current year capital transferred to operating ($0.6M). On the positive side, the early payment of around 50% of the 2025-2026 Financial Assistance Grant ($12.0M), projects still in progress and underspend at the end of the year ($2.9M), and other minor variations have provided some offset.

Following the March Quarterly Budget Review, the anticipated Funds Result was a deficit of $16.2M. The preliminary pre-audit results show a Funds Result surplus of $4.8M and a favourable variance of $21.0M against the current budget. This is made up of a $4.4M favourable position in the capital budget spend from general revenue and a $16.6M favourable position in the operating budget. The operating budget has been positively impacted by the early payment of part of the 2025-2026 Financial Assistance Grant ($12.0M) and projects in progress at the end of the year that will need to continue in 2025-2026 ($2.0M partly offset by $0.9M of funding), leaving a realisable operating funds savings of $3.5M.

It is proposed that the 2025-2026 budget be adjusted to reintroduce the projects in progress at the end of 2024-2025 that will need to continue in 2025-2026 (Refer to Appendix 1). It is also recommended that the funds remaining from the Capital Budget savings ($4.4M) and the Operating Budget ($3.5M), discussed above totalling $7.9M, be transferred to the Strategic Projects Restricted Asset in line with the Financial Sustainability Policy.

A table of variations is included in the report below.

Supporting Documents

Council's Supporting Documents (strategy and plan development) have an important role in planning for the future community and are prioritised in the development of the Delivery Program and Operational Plan.

Supporting Document expenditure of $1.9M was achieved for 2024-2025 against the Current Budget of $2.4M, a favourable variance of $0.5M. Several project budgets were not fully expended in 2024-2025 and will continue to progress into 2025-2026. It is proposed that these project budgets be reintroduced into 2025-2026 without the overall budget for completion of Supporting Document works being increased. Progress of the full program will be carefully monitored throughout the year to ensure progress and or report variations to plans and funding as required. It is currently anticipated that the Current Budget should be sufficient to meet the 2025-2026 funding requirements.

Refer to Appendix 2 for the detailed report showing further information on these projects.

Capital Budget Statement

The Capital Budget Statement provides the Original and Current Budget as well as preliminary pre-audit Actuals as at 30 June 2025. Additional Project Capital Budget Reports and variations by asset classes are provided in Appendix 3.

Commentary: The preliminary pre-audit financial results include the delivery of a Capital Program of $88.1M against a budget of $95.7M, a favourable variance of $7.6M. This includes underspends of $3.2M of funded projects, resulting in a net impact of $4.4M on the Funds Result.

Table 1

Wollongong City Council

June Quarter 2025

Income and Expense Statement

	2024/25 Original Budget $'000	2024/25 Current Budget $'000	2024/25 Actual YTD $'000	Actual v Current Variance $'000
Income From Continuing Operations				
Rates and Annual Charges	247,048	247,558	247,517	(41)
User Charges and Fees	39,990	38,629	40,087	1,458
Interest and Investment Revenues	6,197	10,650	10,980	330
Other Revenues	6,074	7,107	7,285	178
Rental Income	7,028	6,839	7,035	196
Grants & Contributions provided for Operating Purposes	33,212	17,110	31,646	14,537
Grants & Contributions provided for Capital Purposes	27,454	29,997	45,474	15,477
Profit/Loss on Disposal of Assets	28,516	28,516	(6,276)	(34,792)
Total Income from Continuing Operations	**395,519**	**386,407**	**383,749**	**(2,658)**
Expenses From Continuing Operations				
Employee Costs	164,095	168,714	168,817	(102)
Borrowing Costs	557	1,055	1,143	(88)
Materials & Services	102,189	119,539	112,174	7,365
Other Expenses	24,257	25,028	31,549	(6,522)
Depreciation, Amortisation + Impairment	87,113	97,803	98,098	(295)
Labour Internal Charges	(21,690)	(21,892)	(15,546)	(6,346)
Non-Labour Internal Charges	(2,323)	(2,305)	(1,627)	(678)
Total Expenses From Continuing Operations	**354,198**	**387,942**	**394,608**	**(6,665)**
Operating Result	**41,322**	**(1,535)**	**(10,859)**	**(9,324)**
Operating Result [pre capital]	**13,868**	**(31,533)**	**(56,333)**	**(24,801)**

Funding Statement

Net Operating Result for the Year	41,322	(1,535)	(10,859)	(9,324)
Add back :				
- Non-cash Operating Transactions	106,241	104,483	141,297	36,814
- Restricted cash used for operations	14,601	19,882	27,499	7,616
- Income transferred to Restricted Cash	(79,972)	(57,953)	(73,056)	(15,103)
Leases Repaid	(132)	(496)	(507)	(11)
Payment of Employee Entitlements	(15,763)	(15,763)	(19,205)	(3,441)
Funds Available from Operations	**66,297**	**48,618**	**65,169**	**16,552**
Loans Repaid	(656)	(656)	(657)	(1)
Operational Funds Available for Capital Budget	**65,642**	**47,962**	**64,512**	**16,550**

Capital Budget Statement

Assets Acquired	(105,995)	(95,734)	(88,087)	7,647
Contributed Assets	(7,014)	(7,014)	(13,674)	(6,659)
Transfers to Restricted Cash	(2,607)	(31,123)	(2,123)	29,000
Funded From :-				
- Operational Funds	65,642	47,962	64,512	16,550
- Sale of Assets	3,550	32,066	2,067	(29,999)
- Internally Restricted Cash	13,920	12,734	10,608	(2,126)
- Capital Grants	15,875	11,035	10,381	(655)
- Developer Contributions (Section 94)	5,135	5,592	5,980	388
- Other Externally Restricted Cash	1,547	400	93	(307)
- Other Capital Contributions	9,161	7,908	15,033	7,124
TOTAL FUNDS SURPLUS / (DEFICIT)	**(788)**	**(16,174)**	**4,790**	**20,964**

Summary of Variations

Variations between Current Budget and Actuals include the following material items:

Variations	Net by Type $000's +'ve /(-'ve)
Rates & Annual Charges	(41)
User Fees and Charges The favourable position in User Fees and Charges is mainly associated with Waste Management ($885K), Tourist Parks ($368K), Russell Vale Golf Course ($314K) and other minor variations.	1,458
Interest and Investment Revenues This favourable position is mainly based on performance of the investment portfolio throughout the financial year ($314K) and interest on unpaid Rates ($15K).	330
Other Revenues The favourable position in Other Revenues is mainly associated with a one-off easement compensation payment ($543K), Waste Management ($142K) and other minor variations. This is partly offset by an unfavourable position in Emergency Management ($489K) associated with a Natural Disaster Recovery funding claim where costs were determined to be ineligible by the funding body but had been recognised as revenue in a prior year.	178
Rental Income The favourable position in Rental Income is mainly associated with Community Facilities ($121K) and Property Services ($67K).	196
Grants & Contributions (Operating) The favourable position is related to the early payment of part of the 2025-2026 Financial Assistance Grant ($12.0M), Flood Mitigation Scheme grant funding ($2.1M) and other minor variations.	14,537
Employee Costs The unfavourable position in Employee Costs is mainly associated with the change in employee leave entitlements ($0.9M) partly offset by an underspend in workers' compensation ($0.7M) and other minor variations.	(102)
Borrowing Costs The unfavourable position is associated with the reassessment of the term and value of the lease for Dapto Ribbonwood Community Centre & Library resulting in an increase in the interest on the lease for the financial year.	(88)
Materials, Services & Other Expenses The favourable position in Materials, Services & Other Expenses is mainly associated with projects in progress at the end of 2024-2025 that will continue in 2025-2026 ($2.0M) and unused contingency. This is partly offset by the return of unspent grant funds for Community Transport ($6.7M), prior year works in progress that cannot be recognised as an asset ($2.1M), and current year capital transferred to operating ($0.6M).	843
Depreciation The variance in Depreciation relates to the finalisation of assets during 2024-2025.	(295)

Variations	Net by Type $000's +'ve /(-'ve)
Internal Charges The unfavourable variance in internal charges is mainly associated with less internal labour being utilised for capital than anticipated.	(7,023)
Operating Result [pre capital] Variation	**(24,801)**
Grants & Contributions (Capital) The favourable position in Capital Grants & Contributions is mainly associated with assets contributed to Council as a result of development ($6.9M) and higher levels of revenue from Development Contributions than anticipated ($7.8M).	15,477
Non-cash Operating Transactions Non-cash Operating Transactions include profit/loss on disposal ($34.8M), and prior year works in progress expensed ($2.1M).	36,814
Restricted Cash used for Operations The additional Restricted Cash used for Operations is mainly associated with the transitioning of Community Transport to a third party for the return of unspent grant funds.	7,616
Income transferred to Restricted Cash This position mainly relates to the above variations for Capital Grants & Contributions.	(15,103)
Leases Repaid	(11)
Payment of Employee Entitlements The budget for the variation in payment of employee entitlements is sitting within Materials, Services & Other Expenses.	(3,441)
Funds Available from Operations	**16,552**
Capital Program Appendix 2 provides further details on the underspend in the capital program. The underspend of $7.6M includes $0.6M transferred to operating in the current year as these costs were not considered to be capital from an accounting perspective.	7,647
Capital Funding The variance in capital funding relates to an underspend on capital program projects which are funded from internal and external restricted assets.	(3,233)
Funds Result	**20,964**

Cash and Investments Position

The Budget Review Cash and Investments Position (Table 2) shows the Original and Current estimates for cash and investment positions, Available Cash and Available Funds against the actuals as at 30 June 2025.

The Available Funds for 2024-2025 is $46.5M compared to a budget of $16.5M. This result has been impacted by the early payment of part of the 2025-2026 Financial Assistance Grant.

The following table shows the movements in the available funds for the 2024-2025 financial year.

Table 2

Wollongong City Council
30 June 2025
Cash, Investments and Available Funds

	Actual 2023/24 $M	Original Budget 2024/25 $M	Revised Budget 2024/25 $M	Actuals 2024/25 $M
Total Cash and Investments	**179.5**	**186.1**	**206.2**	**213.9**
Less Restrictions:				
External	86.9	80.0	95.3	103.2
Internal	68.7	86.6	91.8	67.6
CivicRisk Investment	3.1			3.1
Total Restrictions	158.7	166.6	187.1	173.9
Available Cash	**20.8**	**19.5**	**19.1**	**40.0**
Adjusted for :				
Payables	(22.3)	(29.3)	(32.3)	(27.5)
Receivables	32.4	28.6	27.9	30.2
Other	10.5	(2.4)	1.9	3.8
Net Payables & Receivables	20.6	(3.1)	(2.6)	6.5
Available Funds	**41.4**	**16.4**	**16.5**	**46.5**

Table 3

WOLLONGONG CITY COUNCIL

Cash Flows and Investments

as at 30 June 2025

	At 30 June 2025 $ '000	At 30 June 2024 $ '000
Cash Flows From Operating Activities		
Receipts		
Rates & Annual Charges	247,522	232,873
User Charges & Fees	39,909	42,526
Interest & Interest Received	9,061	8,575
Grants & Contributions	97,659	68,654
Bonds, deposits and retention amounts received	167	886
Other	31,727	29,432
Payments		
Employee Benefits & On-costs	(153,952)	(142,434)
Materials & Contracts	(126,740)	(138,853)
Borrowing Costs	(141)	(127)
Bonds, deposits and retention amounts refunded	-	(1,352)
Other	(22,192)	1,578
Net Cash provided (or used in) Operating Activities	**123,019**	**101,758**
Cash Flows From Investing Activities		
Receipts		
Sale of Investments	50,649	37,813
Sale of Investment Property		
Sale of Real Estate Assets		
Sale of Infrastructure, Property, Plant & Equipment	2,067	848
Payments:		
Purchase of Investments	(79,128)	(38,090)
Purchase of Investment Property	(1,100)	
Purchase of Infrastructure, Property, Plant & Equipment	(89,795)	(98,797)
Net Cash provided (or used in) Investing Activities	**(117,306)**	**(98,226)**
Cash Flows From Financing Activities		
Payments:		
Repayment of Borrowings & Advances	(657)	(2,572)
Repayment of Finance Lease Liabilities	(370)	(431)
Net Cash Flow provided (used in) Financing Activities	**(1,027)**	**(3,003)**

Table 4

WOLLONGONG CITY COUNCIL

Cash Flows and Investments

as at 30 June 2025

	At 30 June 2025 $ '000	At 30 June 2024 $ '000
Total Cash & Cash Equivalents and Investments - year to date	**213,888**	**179,474**
Attributable to:		
External Restrictions (refer below)	103,184	86,881
Internal Restrictions (refer below)	67,583	68,674
Unrestricted	43,121	23,919
	213,888	**179,474**
External Restrictions		
Developer Contributions	73,967	55,949
RMS Contributions	402	422
Specific Purpose Unexpended Grants	13,381	11,730
Special Rates Levy Wollongong Mall	1,062	962
Special Rates Levy Wollongong City Centre	94	94
Local Infrastructure Renewal Scheme	-	-
Unexpended Loans	973	924
Domestic Waste Management	6,033	5,321
Private Subsidies	2,898	6,943
Housing Affordability	3,120	3,029
Stormwater Management Service Charge	1,254	1,507
Total External Restrictions	**103,184**	**86,881**
Internal Restrictions		
Property Investment Fund	5,532	5,396
Strategic Projects	31,700	32,991
Sports Priority Program	856	524
Car Parking Stategy	1,372	1,223
MacCabe Park Development	2,190	2,040
Darcy Wentworth Park	18	18
Garbage Disposal Facility	5,982	10,854
West Dapto Development	19,259	14,927
Natural Areas	173	173
Lake Illawarra Estuary Management Fund	501	528
Total Internal Restrictions	**67,583**	**68,674**

Key Performance Indicators

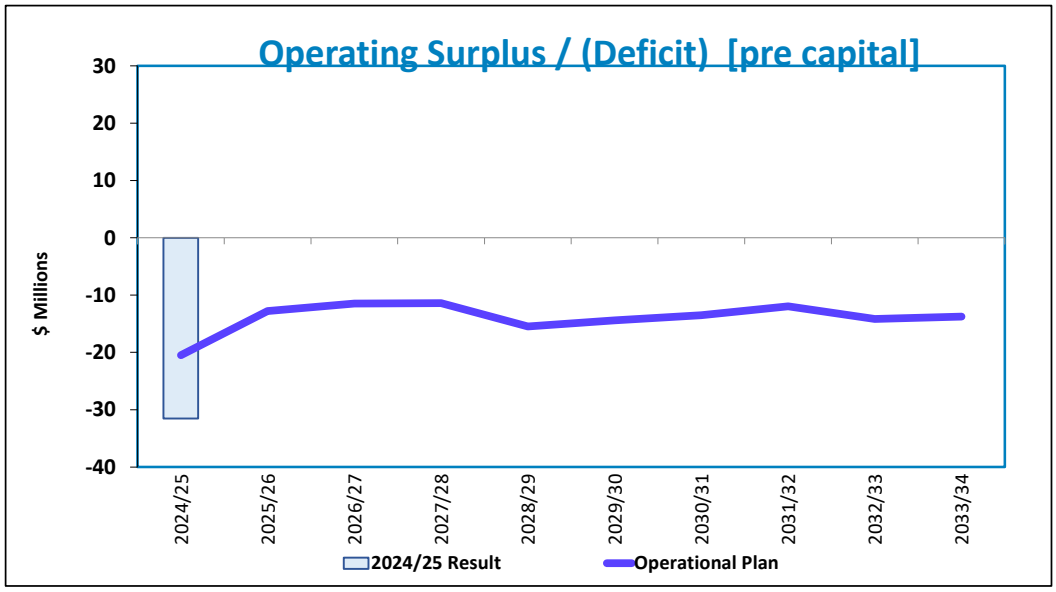
The long term forecasts presented below reflect the preliminary pre-audit results for 2024-2025 against the Current Budget. The future year forecasts reflect the Operational Plan 2025-2026.

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

Definition: The Operating Result [pre capital] provides an indication of the long term viability of Council. In broad terms, a deficit from operations may indicate that Council is not earning sufficient revenue to fund its ongoing operations (services) and continue to renew existing assets over the longer term. While this measure is important, it does include timing issues and impacts from specific transactions and operations which make it less accurate in demonstrating current performance. The Funds Available from Operations below is a more accurate indicator of current financial performance.

Commentary on Current Result: The Operating Result [pre capital] for 2024-2025 has been impacted by the deferral of the West Dapto land sale ($29.1M), transitioning of Community Transport to a third party ($6.7M), prior year works in progress that cannot be recognised as an asset ($2.1M), the April 2024 storm event ($1.1M) and current year capital transferred to operating ($0.6M). This is partly offset by the early payment of part of the 2025-2026 Financial Assistance Grant ($12.0M) and projects in progress at the end of the year ($2.0M).

Graph 1



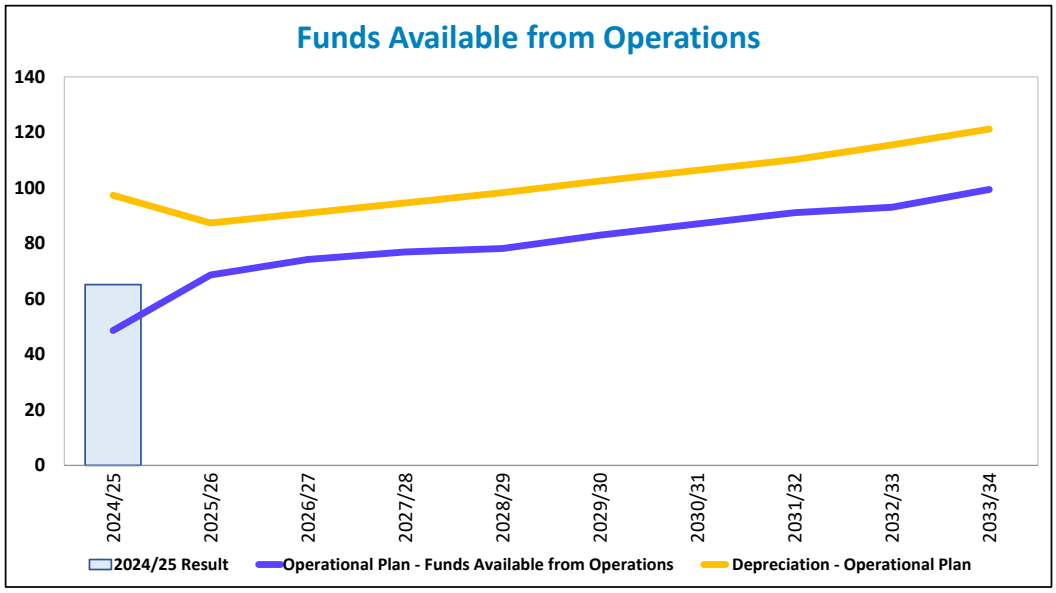
Indicator 2 - Funds Available from Operations

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

Commentary on Current Result: The following graph shows the forecast depreciation expenses compared to Funds Available from Operations.

The Funds Available from Operations for 2024-2025 of $65.2M is $16.6M favourable against the budget of $48.6M. This result has been impacted by the early payment of part of the 2025-2026 Financial Assistance Grant ($12.0M) and projects in progress at the end of the year of $1.1M (net of funding).

Graph 2



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

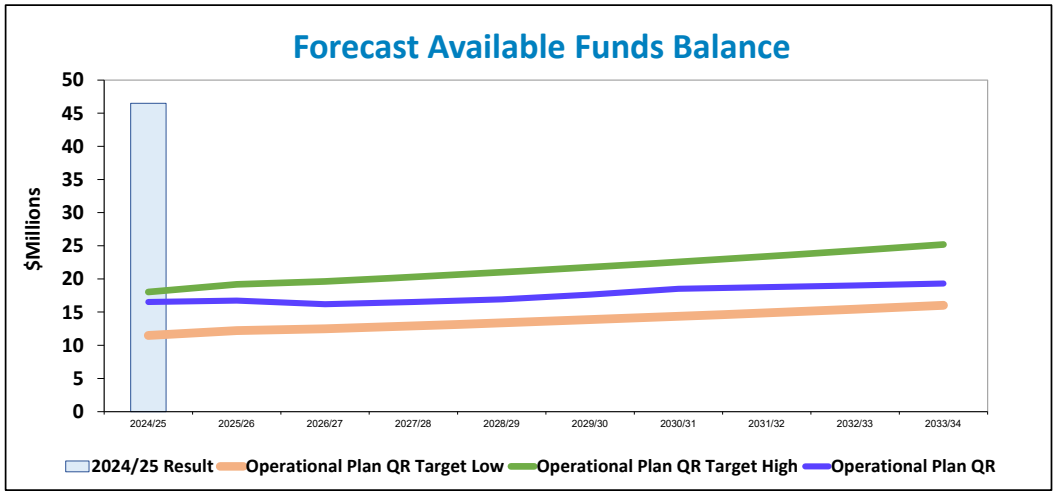
Indicator 3 - Available Funds

Definition: Available Funds are the uncommitted funds of an organisation that assist in meeting the short term cash requirements, provide contingency for unexpected costs or loss of revenue and provide flexibility to take advantage of opportunities that may arise from time to time.

Commentary on Current Result: Council's Financial Strategy has a target to achieve and maintain an Available Funds position between 3.5% and 5.5% of operational revenue [pre capital]. The target range for Available Funds at March 2025 is between $11.5M and $16.2M (lower range) and between $18.0M and $25.4M (upper range) over the life of the Long Term Financial Plan.

The Available Funds for 2024-2025 has been impacted by the early payment of part of the 2025-2026 Financial Assistance Grant ($12.0M) and projects in progress at the end of the year of $1.1M (net of funding). It is anticipated that these items will have an impact on the Available Funds in 2025-2026.

Graph 3



Appendix 1 – Projects in Progress

Project	2024/2025 Current Budget			2024/2025 Actual			2024/2025 Budget Variance		
	Expense $'000	Revenue $'000	Net $'000	Expense $'000	Revenue $'000	Net $'000	Expense $'000	Revenue $'000	Net $'000
FMA Award Project	9	0	9	0	0	0	9	0	9
Bulli Station Lighting	230	(230)	0	1	(1)	0	229	(229)	0
Stanwell Park Station Carpark Lighting	240	(240)	0	0	0	0	240	(240)	0
Interpretive Historical Signage Grand Pacific Walk	120	(120)	0	0	0	0	120	(120)	0
Robinson Park Dressing Room	58	0	58	4	0	4	54	0	54
Lake Illawarra Water Quality & Ecological Health Monitoring	114	(114)	0	107	(107)	0	7	(7)	(0)
Coastal Management Program Communications and Engagemen	9	0	9	3	0	3	6	0	6
Lake Illawarra Communication and Engagement	48	(48)	0	22	(22)	0	26	(26)	0
Tourism Wollongong Contribution	1,768	0	1,768	1,690	0	1,690	78	0	78
Workers Compensation	5,003	0	5,003	4,294	0	4,294	709	0	709
Major Event Support	47	0	47	7	(8)	(1)	40	8	48
Signature Events	163	0	163	0	0	0	162	0	162
Programs and Initiatives (holding)	105	0	105	81	0	81	24	0	24
Permit Plug Play Pilot Program	300	(300)	0	47	(47)	0	253	(253)	0
TOTAL	**8,214**	**(1,052)**	**7,163**	**6,257**	**(186)**	**6,071**	**1,958**	**(866)**	**1,092**

Appendix 2 – Supporting Documents Report

Supporting Documents - Planning Studies & Investigations

Service & Project	2024/2025 Current Budget	2024/2025 Actuals	2024/2025 Variance	2025/2026 Current Budget	2025/2026 Proposed Budget	2025/2026 Variance
	$'000s	$'000s	$'000s	$'000s		
Corporate Strategy	**77**	**58**	**19**	**276**	**276**	**0**
Centralised Studies & Plans	0	0	0	276	276	0
Community Strategic Plan Review	77	58	19	0	0	0
Land Use Planning	**661**	**603**	**58**	**372**	**407**	**(35)**
West Dapto Review	0	(8)	8	0	0	0
West Dapto Review WaterCycle Masterplan	0	0	0	150	150	0
West Dapto Review Specialist Consultants	0	1	(1)	0	0	0
West Dapto Infrastructure Delivery Prog Review	0	7	(7)	0	0	0
City Centre Planning Review	35	0	35	0	35	(35)
City Wide Local Environment Plan Review	146	137	8	29	29	0
Landscape development plan for West Dapto - for riparian corridor	0	0	0	13	13	0
Battery Park, Smiths Hill & Flagstaff Hill Forts Heritage Counsultant	83	78	5	0	0	0
Review Riparian Corridor Management Study & Policy	62	68	(7)	15	15	0
City Centre Surrounds Planning	128	125	3	80	80	0
Built Form Testing Development Control Plan Chapter B4 Development in Business Zones	193	193	(0)	60	60	0
West Dapto Vision Implementation - Infrastructure and Development	15	0	15	25	25	0
Engagement, Communications and Events	**0**	**0**	**0**	**60**	**60**	**0**
Major Events Strategy	0	0	0	60	60	0
Floodplain Management and Stormwater Services	**414**	**214**	**200**	**249**	**441**	**(192)**
Floodplain Management Studies	0	0	0	120	120	0
Review of Hewitts Creek Flood Risk Management Study	50	0	50	89	89	0
Flood Risk Management Studies Best Practice	62	105	(43)	0	0	0
Review of Allans Creek Flood Risk Management Study	4	0	4	0	4	(4)
Review of Fairy Cabbage Creeks Flood Risk Management Study	25	24	1	0	0	0
Review of Collins Creek Flood Risk Management Study	15	9	6	0	6	(6)
Review of Wollongong City Flood Risk Management Study	129	28	101	0	101	(101)
Review of Brooks Creek Flood Risk Management Study	0	0	0	40	40	0
Review of Minnegang Creek Flood Risk Management Study	128	47	81	0	81	(81)
Environmental Services	**662**	**582**	**80**	**214**	**293**	**(79)**
Coastal Management Program for the Open Coast	586	507	79	136	215	(79)
Develop design guidelines for green roofs, green walls and façades	0	0	0	30	30	0
Assessment of Aboriginal Cultural Values & Assets	14	14	0	28	28	0
Coastal Wetland and Littoral Rainforest Mapping	62	61	1	20	20	0
Natural Area Management	**60**	**58**	**2**	**74**	**74**	**0**
Vegetation Management Plans for High Priority Natural Areas	32	30	2	32	32	0
Aboriginal cultural values in the Lake Illawarra Catchment	28	28	(0)	42	42	0
Transport Services	**0**	**33**	**(33)**	**270**	**270**	**0**
Accessible Car Parking and Bus Stops audit	0	0	0	22	22	0
Access and Movement Strategy Review	0	24	(24)	0	0	0
City Centre Parking Surveys	0	0	0	73	73	0
Integrated Transport Strategy	0	7	(7)	0	0	0
Wollongong Local Government Area Feasibility Studies	0	1	(1)	0	0	0
Lake Illawarra Shared Path Masterplan	0	0	0	110	110	0
Towradgi Creek Shared Path Feasibility Investigations	0	1	(1)	36	36	0
Implement Keiraville Gwynneville Access & Movement Strategy	0	0	0	29	29	0
Arts and Culture	**0**	**0**	**0**	**52**	**52**	**0**
West Dapto Vision Implementation - Cultural Strategy & Plan	0	0	0	52	52	0
Aquatic Services	**100**	**1**	**99**	**100**	**200**	**(100)**
West Dapto Aquatic Facility Investigations	0	1	(1)	0	0	0
Beach Services and Surf Sports Strategy	40	0	40	60	100	(40)
Aquatics and Indoor Sport Strategy	60	0	60	40	100	(60)
Botanic Garden and Annexes	**0**	**0**	**0**	**196**	**196**	**0**
Mt Keira Summit Park Interpretation Design Guide	0	0	0	50	50	0
Botanic Gardens Design Investigation for Asset Improvement	0	0	0	146	146	0
Leisure Services	**185**	**108**	**77**	**80**	**157**	**(77)**
Beaton Park Re-development Feasibility	185	108	77	80	157	(77)
Parks and Sports fields	**246**	**49**	**197**	**416**	**628**	**(212)**
Bellambi Foreshore Precinct Plan	26	38	(12)	143	143	0
Fred Finch Park - Landscape Masterplan	35	0	35	0	35	(35)
Hill 60 Tunnels Reopening- Detailed Concept Plans	100	8	92	0	92	(92)
Feasibility Study Synthetic Football Pitch in Northern Suburbs	40	0	40	47	87	(40)
Draft Bulli Showground Masterplan - Feasibility Assessment and Community Consultation	0	0	0	124	124	0
Stuart Park Masterplan	0	2	(2)	0	0	0
Lang Park Masterplan	25	0	25	52	77	(25)
Play Strategy	20	0	20	50	70	(20)
Financial Services	**(372)**	**0**	**(372)**	**0**	**(695)**	**695**
Supporting Docs - Projects in Progress	(372)	0	(372)	0	(695)	695
Governance and Administration	**364**	**165**	**199**	**26**	**26**	**0**
Asset Management Planning	364	165	199	26	26	0
Total Expenditure *	**2,396**	**1,871**	**525**	**2,386**	**2,386**	**0**

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

Appendix 3 – Capital Project Reports by Asset Class

Wollongong City Council
as at 30 June 2025
Capital Project Report

	$'000 Current Budget		$'000 Actuals		$'000 Variation	
Asset Class Programme	Expenditure	Funding	Expenditure	Funding	Expenditure	Other Funding
Traffic Facilities	1,961	(911)	1,723	(1,181)	(238)	(270)
Public Transport Facilities	12	0	19	0	7	0
Roadworks	18,628	(2,709)	18,633	(2,586)	5	123
Bridges, Boardwalks and Jetties	755	0	624	(9)	(131)	(9)
TOTAL Roads And Related	**21,356**	**(3,619)**	**20,999**	**(3,775)**	**(356)**	**(156)**
West Dapto Infrastructure Expansion	7,016	(7,016)	7,564	(7,549)	548	(534)
TOTAL West Dapto	**7,016**	**(7,016)**	**7,564**	**(7,549)**	**548**	**(534)**
Footpaths	5,478	(1,170)	5,670	(1,501)	192	(331)
Shared Paths	2,881	(636)	2,917	(438)	36	198
Commercial Centre Upgrades - Footpaths and Cycleways	825	(25)	820	(200)	(5)	(175)
TOTAL Footpaths And	**9,184**	**(1,831)**	**9,407**	**(2,138)**	**223**	**(307)**
Carpark Construction/Formalising	650	(120)	576	(319)	(74)	(199)
Carpark Reconstruction or Upgrading	765	0	759	0	(6)	0
TOTAL Carparks	**1,415**	**(120)**	**1,335**	**(319)**	**(80)**	**(199)**
Floodplain Management	3,783	(2,358)	3,706	(137)	(76)	2,221
Stormwater Management	6,374	(322)	4,461	(559)	(1,914)	(237)
Stormwater Treatment Devices	155	(150)	98	(93)	(57)	57
TOTAL Stormwater And Floodplain Management	**10,312**	**(2,830)**	**8,265**	**(790)**	**(2,047)**	**2,040**
Cultural Centres (IPAC, Gallery, Townhall)	560	0	548	0	(12)	0
Administration Buildings	325	0	284	0	(41)	0
Community Buildings	7,012	(460)	6,646	(436)	(366)	24
Public Facilities (Shelters, Toilets etc.)	56	0	56	2	0	2
TOTAL Buildings	**7,952**	**(460)**	**7,534**	**(435)**	**(419)**	**25**
Tourist Park - Upgrades and Renewal	183	0	186	0	2	0
Memorial Gardens and Cemeteries - Upgrades and Re	720	0	773	0	53	0
Leisure Centres & RVGC	4,820	0	4,862	0	42	0
TOTAL Commercial Operations	**5,723**	**0**	**5,820**	**0**	**97**	**0**
Play Facilities	1,497	(102)	1,485	(71)	(12)	31
Recreation Facilities	890	(285)	822	(351)	(69)	(65)
Sporting Facilities	1,491	(925)	1,127	(677)	(364)	248
TOTAL Parks Gardens And Sportfields	**3,878**	**(1,312)**	**3,434**	**(1,099)**	**(444)**	**213**
Treated Water Pools	540	0	588	(0)	48	(0)
TOTAL Beaches And Pools	**540**	**0**	**588**	**(0)**	**48**	**(0)**
Whytes Gully New Cells	11,797	(11,797)	10,266	(10,266)	(1,531)	1,531
TOTAL Waste Facilities	**11,797**	**(11,797)**	**10,266**	**(10,266)**	**(1,531)**	**1,531**
Motor Vehicles	4,395	(2,286)	4,250	(1,304)	(145)	982
TOTAL Fleet	**4,395**	**(2,286)**	**4,250**	**(1,304)**	**(145)**	**982**
Mobile Plant (trucks, backhoes etc.)	200	690	114	0	(86)	(690)
Fixed Equipment	3,400	(1,470)	3,226	(700)	(174)	770
TOTAL Plant And Equipment	**3,600**	**(780)**	**3,341**	**(700)**	**(259)**	**80**
Information Technology	1,604	0	1,639	0	35	0
TOTAL Information Technology	**1,604**	**0**	**1,639**	**0**	**35**	**0**
Library Books	1,374	0	1,376	0	3	0
TOTAL Library Books	**1,374**	**0**	**1,376**	**0**	**3**	**0**
Art Gallery Acquisitions	184	(80)	182	(79)	(2)	1
TOTAL Public Art	**184**	**(80)**	**182**	**(79)**	**(2)**	**1**
Land Acquisitions	1,247	(934)	2,086	(1,314)	839	(380)
TOTAL Land Acquisitions	**1,247**	**(934)**	**2,086**	**(1,314)**	**839**	**(380)**
Capital Project Contingency	4,158	0	0	0	(4,158)	0
TOTAL Non-Project Allocations	**4,158**	**0**	**0**	**0**	**(4,158)**	**0**
GRAND TOTAL	**95,734**	**(33,066)**	**88,087**	**(29,768)**	**(7,647)**	**3,298**

Variations between Current Budget and Actuals include the following material items:

Variations - Capital	Net by Type $ 000's
Roads & Related Assets The favourable variance in Roads & Related assets is due to the costs transferred to operating and delays in projects that have been rephased to 2025-2026.	(356)
West Dapto Infrastructure Expansion The unfavourable variance in West Dapto Infrastructure Expansion relates to the delivery of Cleveland Road Upgrade Stage 1. The project has progressed quicker than anticipated with reduced expenditure anticipated for 2025-2026.	548
Footpaths and Cycleways The unfavourable variance in Footpaths and Cycleways relates to the introduction of an additional Natural Disaster Recovery funded project, which was completed in 2024-2025.	223
Carparks The favourable variance in Carparks relates to delays in a project that has been rephased to 2025-2026.	(80)
Stormwater and Floodplain Management The favourable variance in Stormwater and Floodplain Management relates to the delays in receiving construction materials required for pipe relining projects and transfer of costs to operating.	(2,047)
Buildings The favourable variance in Buildings relates largely to the re-phasing of Southern Suburbs Community Centre & Library budget from 2024-2025 to 2025-2026.	(419)
Commercial Operations The unfavourable variance in Commercial Operations relates to the to upgrade projects associated with re-phasing of design budgets from 2024-2025 to 2025-2026 associated Memorial Gardens and Cemeteries projects.	97
Parks, Gardens and Sportsfields The favourable variance in Parks, Gardens and Sportsfields is mainly associated with Sporting Facilities Grant project rephased to future years.	(444)
Beaches and Pools	48
Waste Facilities The favourable variance in Waste Facilities relates to multiple existing projects rephased to future years, with the majority of this associated with the construction of the new landfill cell (Stage 2B-2).	(1,531)
Fleet	(145)
Plant and Equipment	(259)
Information Technology	35
Land Acquisitions The unfavourable variance in land acquisitions is mainly associated with the purchase of flood affected projects co-funded under the NSW Government's Voluntary Purchase Scheme (VPS).	564
Contingency	(4,158)
Variation	**(7,647)**

Glossary and Naming Conventions

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

ITEM 2 PUBLIC EXHIBITION - FLAGSTAFF HILL AND SMITHS HILL FORTS CONSERVATION MANAGEMENT PLAN

A draft Conservation Management Plan has been prepared for the Flagstaff Hill and Smith's Hill Fortifications. This report seeks Council's endorsement of the draft Conservation Management Plan for public exhibition to allow stakeholders and the community feedback.

The Conservation Management Plan is intended to guide future decision making, asset management plans and maintenance plans for the fortifications and will facilitate the sustainable long-term management and conservation of these existing assets. It will also inform potential future use and activation considerations.

The outcomes of the exhibition process will be reported to a future meeting of Council with recommendations relating to finalisation of the Conservation Management Plan.

RECOMMENDATION

The draft Flagstaff Hill and Smiths Hill Forts Conservation Management Plan be endorsed for exhibition for a minimum period of 28 days.

REPORT AUTHORISATIONS

Report of: Chris Stewart, Manager City Strategy
Authorised by: Linda Davis, Director Planning + Environment - Future City + Neighbourhoods

ATTACHMENTS

1 Draft Flagstaff Hill and Smiths Hill Forts Conservation Management Plan

ACRONYMS USED IN REPORT

Abbreviation	Meaning
Act	NSW Heritage Act 1977
CMP	Conservation Management Plan

BACKGROUND

History and Significance of the Fortifications

Wollongong Harbour was initially constructed between 1837-1844 by convict labour and became the centre of activity in the Town of Wollongong. The Harbour was the key point of arrival and the centre of trade into and out of the Town. The Harbour fast became one of the key ports within the colony of NSW and demanded protection from potential threat following the Crimean War.

The earliest defences installed to protect Wollongong Harbour were the three 68-pound guns installed on timber carriages on Flagstaff Hill in 1879-1880. These three guns remain on the headland nearby to the Flagstaff Hill Fort.

Between 1890 and 1891 defences were upgraded to include the "Signal Hill" (now Flagstaff Hill) Fort. The Forts submerged gun pit was fitted with a 6-inch Armstrong Disappearing Gun and the Fort also housed a fixed Machine gun. Whilst the Disappearing Gun was later removed, and some elements of the Fort including the Depression Range Finding Station and the Observation Post were later demolished, much of the fortification remains intact.

In 1892-1893 the Smith's Hill Fort (located within Battery Park above North Wollongong Beach), was constructed to supplement the Flagstaff Hill Fortifications, and to provide broader protection from the northern side of the Harbour. This fortification was fitted with two 80-pound muzzle-loading guns installed on circular carriages, along with a 1.5-inch calibre Nordenfelt quick firing gun. The Fort is particularly unique in NSW in retaining all three of its guns, including the last two complete 80-pound guns (of the 25 ordered by the NSW Government in 1872) and having them retained in their original positions.

The Wollongong Fortifications are also unique in that they were not updated or upgraded during World War II as was the case for most coastal fortifications, as by that time Port Kembla Harbour had become the focus of strategic Military protections and the Illowra Fortress (including Hill 60, the Breakwater Battery, Fort Drummond and associated sites) was established for this purpose. As such, the Forts remain as largely intact examples of Colonial era Military fortifications.

The two Wollongong Fortifications form a key component of the Wollongong Harbour Precinct State Heritage Area and represent colonial coastal defence sites of great historic significance to not only the local area, but to the State of NSW and beyond.

Basis for the Conservation Management Plan

During 2020 Council received a proposal from Inside Industry and Destination Wollongong to establish a Blue Mile Heritage Tour of the area surrounding Wollongong Harbour and sought consideration to the potential inclusion of the Wollongong Fortifications as part of these tours.

At the same time, the Rotary Sunrise Group, the National Trust, members of the Wollongong Heritage Reference Group, and other community members were raising concern in relation to the condition of the Fortifications and the need for maintenance and conservation works. Particular concern was raised in relation to the declining condition of the guns at both sites, and the various other metal components.

At this time, the Rotary Sunrise group had maintained a long running role as “informal caretakers” of the Smith’s Hill Fort. Rotary Sunrise has since dissolved and handed over their caretaker interests to Rotary Wollongong. The underground components have not been accessed for some time due to risk issues.

The Flagstaff Hill Fort and the Smith’s Hill Fort are both significant listed components of the Wollongong Harbour Precinct State Heritage Area. As such, the two sites are protected under the *NSW Heritage Act 1977*. Any proposed works or adaptive re-use project to the fortifications may trigger necessary approvals under sections 57-60 of the Act. There are a range of relevant standard and site-specific exemptions that allow for certain works to be undertaken, including many maintenance tasks. The following map shows the location of the two study area locations as they sit within the NSW Heritage Register listing boundary for the Wollongong Harbour Precinct.



Figure 1: Map showing the two CMP study areas overlaid on the Wollongong Harbour Precinct State Heritage Register Map.

The State Heritage listing, and the high level of significance attached to the fortifications, demands careful consideration of the various site features and requires management within a heritage framework to ensure that any works respond to the site's significance.

During 2024 Council engaged GML Heritage to prepare the draft CMP for the Flagstaff Hill and Smith's Hill Fortifications as well as the three 68-pound guns located on Flagstaff Hill. GML Heritage were assisted by a sub-consultant who specialise in metal conservation guidance and advice.

Land Ownership

The Flagstaff Hill Fort is located largely on Council owned land, whilst the three separate guns on Flagstaff Hill and the Smith's Hill Fortifications are located on Crown Reserves where Council is the Crown Land Manager. These sites are all located within the land that is subject to the recently endorsed Wollongong City Foreshore Plan of Management 2025.

Both Forts are on land zoned RE1 Public Recreation under the Wollongong Local Environmental Plan 2009.

PROPOSAL

The draft Conservation Management Plan

The draft CMP includes a detailed history and assessment of the significance of the Forts and surrounds. A detailed condition assessment of the Forts was undertaken by the consultant team, who have provided a detailed assessment of, and specifications for the conservation and maintenance of the guns and other metal components that make up parts of the fortifications.

From these assessments a range of conservation policies have been developed to inform and guide the future management of the two sites, including decision making in relation to the future management, conservation and possible use or activation of the Forts.

Conservation Works Schedule and Maintenance Schedule

A detailed Schedule of Conservation Works, and Schedule of Maintenance Works have been developed. These schedules are provided as Appendix 1 of the draft CMP (Attachment 1).

The Conservation Schedules provide detailed guidance in relation to the recommended works to repair, conserve and maintain the heritage fabric of the Fortifications including the guns and other metal components as well as practical guidance in relation to the ongoing maintenance and upkeep of the site including site drainage, electricals, painting and protective coatings.

Subject to further development, costing and prioritisation the maintenance schedule will inform Council's Asset Management Plan as well as guiding decision making in relation to future project development.

Preliminary Structural Assessments

The draft CMP and the attached Conservation Works and Maintenance Schedules have also been informed by preliminary structural engineering assessments undertaken by Council staff. These reports have identified a number of key issues including some significant structural failures in the brick and concrete walls of the Smith's Hill Forts Depression Range Finding Station (the northern most component), as well as some key issues with the capping of the old vertical access points from the Flagstaff Hill Fortification into the partly demolished and buried Depression Range Finding Station and Observation Station located to the north and south of the gun pit. These will require some further investigation.

Arborist Assessment

An Arborist Assessment of three Norfolk Island Pines was prepared to inform the CMP. It found that the structural failure of the Smith's Hill Range Finding Station was likely being exacerbated by tree roots. The Arborist Assessment concluded that one of the Norfolk Pines should be removed from the site due to its inappropriate location directly above the underground Fortification. This tree is believed to have been planted in the 1960's when the Smith's Hill Fort was largely buried underground to form Battery Park. The tree has been assessed as being likely to further damage the Fortification, and due to the restricted soil depth, is at some risk of toppling over in strong winds. The removal of the tree will be further considered following the public exhibition process, and through Council's normal project

considerations. Should the tree be removed, consideration would be given for suitable replacement(s) as per Council's Tree Management and Urban Greening Policies.

3D Survey/Scan of both Forts

To support the development of the CMP, and potential future interpretation outcomes, a 3D survey/scan of the two fortifications has been completed. This detailed scan data provides a multitude of uses, including the ability to easily produce plans, cross sections and drawings of the Forts and their facilities. It allows highly accurate measurement of various features, including settlement cracks and signs of movement, and provides data that can be made available for viewing and use on the web. The scans also have significant potential for use as part of future interpretation outcomes. The Flagstaff Hill Fort 3D laser scan has been made available on the Web and can be accessed via the following link:

https://www.arcgis.com/home/webscene/viewer.html?webscene=51a57da971b3474ea3a04a7fd3b12095&viewpoint=cam:150.90952162,-34.42292488,71.772;10.439,63.194

Confined Spaces Procedures and Classification

During 2020 an initial site inspection was undertaken of the Fortifications. Due to the sealed nature of the Flagstaff Hill Fort, having long had the steel doors welded shut, the site is presently required to be treated as a confined space. This requires complex procedures, qualified staff/contractors, and monitoring procedures to be put in place each time the facility is accessed. During the preparation of the CMP, the Smith's Hill Fort was also found to be holding water due to blocked pipes in the drainage system. This resulted in the need for both facilities to be treated as confined spaces.

Advice received during the development of the CMP suggests that the confined spaces classification for the two Fortifications could be removed, with the implementation of works to provide more accessibility (with operable and lockable entry doors), renewal/repairs to the drainage systems, and review of the ventilation network.

Works to achieve this reclassification would significantly improve access arrangements and would make maintenance and other tasks a much more simple and less costly and complex exercise. This would also remove a barrier to the potential re-use and activation of the facilities in the future should this be desired.

CONSULTATION AND COMMUNICATION

During the preparation of the draft CMP, and this report, Council staff have engaged broadly with a range of key stakeholders, interest groups, and key members of the community who have had a history of involvement with or expressed an interest in the Fortifications.

The Wollongong Heritage Reference Group have been provided with regular updates throughout the development of the CMP. Members have provided various inputs and have provided guidance to the development of the project. The CMP also responds to requests from the Heritage Reference Group Membership to include the project in the Implementation Plan attached to the Wollongong Heritage Strategy 2023-2027.

Council's Heritage staff have met with Destination Wollongong, Rotary Wollongong, the National Trust of Australia (NSW) - Illawarra Shoalhaven Branch, Inside Industry, and the Illawarra Historical Society. In addition, Council staff have met with a range of key community members and individuals with significant knowledge and interest in the site.

During the preparation of the report a range of Council staff and teams have provided input and support to the project. This input included the preparation of preliminary structural assessments of both fortifications (these are included within the draft CMP within the attachments to Appendix 1 of the CMP), the preparation of a full 3D Survey Scan of both facilities by Council's Survey team, as well as a range of input from Council's Infrastructure, Works and Property and Recreation teams. This input has informed the draft CMP and its recommendations.

The public exhibition process will provide for further opportunity to engage with key stakeholders, interested community members and various internal Council Divisions to further develop the CMP. Feedback and comments received will be reported back to Council.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong Our Future 2035 Goal 2: "We have well planned, connected and liveable places". It specifically delivers on the following -

Community Strategic Plan 2035		Delivery Program 2025-2029
Strategy		Service
2.7	Develop and implement programs and projects that achieve proactive heritage management, education and promotion.	Land Use Planning

Further, this report delivers on the Wollongong Heritage Strategy 2023-2027. Specifically, this report responds to Strategy 8, as well as to Action 8.4 within the Implementation Plan as follows:

Strategy 8: *Implement best practice heritage asset management procedures as a positive example to the community*

Action 8.4: *Prepare a conservation management plan for the fortification in the Wollongong Harbour State Heritage Precinct and explore options for their future activation.*

SUSTAINABILITY IMPLICATIONS

The focus of the CMP is on achieving conservation of existing significant fabric of two existing heritage assets, well as providing Policy based guidance to inform potential use and activation considerations. The CMP is intended to guide future decision making, asset management plans and maintenance plans for the fortifications and is aimed at providing for the sustainable long-term management and conservation of these existing assets. Sustainability outcomes are inherently embedded within this process.

RISK MANAGEMENT

The current condition of the existing fortifications presents some significant risks that were part of the basis for the preparation of the CMP. The current level of maintenance is poor, and elements of the site, including rusted metal components, and some structural aspects pose a level of risk, both in terms of injury to members of the public, as well as a reputational risk due to the poor condition of some components on the site.

The study included a detailed condition assessment of the existing fabric of both the above and below ground components of the fortifications. This condition assessment incorporated Preliminary Structural Assessments of both Fortifications as well as a detailed review of, and recommendations for, the treatment and management of the various steel components including various steel doors, components and fixtures, the guns located both at Flagstaff Hill and Smiths Hill Forts, and their steel fixtures, components and attachments.

The CMP has identified several risk issues relating to the condition of the existing fabric and these have informed the draft Conservation and Maintenance Schedules provided within Appendix 1 of the draft document. These schedules provide detailed recommendations for suggested works that are aimed at addressing risk, as well as ensuring ongoing conservation.

The recommended works, following exhibition of the draft documents, will need to be incorporated into Council's Asset Management Plans and Maintenance Plans for the sites, with further consideration to the prioritisation of key site risks to determine prioritisation and programming. The implementation of planned works and projects will require further project development and budgeting processes as part of Council's normal approach to identifying and prioritising actions from supporting documents as an additional step following the finalisation of the CMP.

The preparation of this report has the potential to raise the expectations of the community, and stakeholders who have been engaged in the process, that the recommended works and activities will be progressed in full and in a short timeframe. It will be important to manage these expectations during the community and stakeholder engagement process to ensure that it is made clear that commitments of funding for any proposed works will be subject to additional process and allocation of funding.

FINANCIAL IMPLICATIONS

As noted above, the CMP does highlight that there is a backlog of maintenance across both fortifications. A range of items have been identified that would need to inform the review of Council's Asset Management Plans and Asset Maintenance Plans for these assets.

Any decisions relating to financial commitments relating to this report will be the subject of separate reporting processes as part of Council's annual budgeting process. The works arising from this report may also have the potential to attract grant funding, including potential funding through the NSW Heritage Grants Program.

The exhibition of the draft CMP and the community, stakeholder and further internal input and discussion will inform these additional considerations.

As such, there are no direct financial considerations arising from this report.

CONCLUSION

The draft Conservation Management Plan for Flagstaff Hill and Smith's Hill Fortifications provides Council with thoughtful and considered policy guidance to shape and inform the future management of the two Wollongong Fortifications. The public exhibition of the document will ensure that the community and stakeholders have opportunity to inform the finalisation of the Conservation Management Plan, as well as providing input into the future management and activation of the fortifications.

The recommendations of this report will provide for the progression of the public exhibition process and ensure the future report back on the outcomes of the exhibition to allow Council to further consider the recommendations of the report and its implementation.

Flagstaff Hill and Smiths Hill Forts, Wollongong

Conservation Management Plan

Final Draft Report (August 2025)

GML HERITAGE

Document Set ID: 26763282
Version: 1, Version Date: 11/08/2025

Acknowledgement of Country

We respect and acknowledge the First Nations peoples of the lands and waterways on which we live and work, their rich cultural heritage and their deep connection to Country, and we acknowledge their Elders past and present. We are committed to truth-telling and to engaging with First Nations peoples to support the protection of their culture and heritage. We strongly advocate social, cultural and political justice and support the Uluru Statement from the Heart.

Cultural warning

Aboriginal and Torres Strait Islander readers are advised that this report may contain images or names of First Nations people who have passed away.

GML HERITAGE

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Report register

The following report register documents the development of this report, in accordance with GML's Quality Management System.

Job No.	Issue No.	Notes/Description	Issue Date
24-0147	1	Draft Report	31 July 2025
24-0147	2	Final Draft Report	8 August 2025

Quality management

The report has been reviewed and approved for issue in accordance with the GML quality management policy and procedures.

It aligns with best-practice heritage conservation and management, *The Burra Charter: the Australia ICOMOS Charter for Places of Cultural Significance, 2013* and heritage and environmental legislation and guidelines relevant to the subject place.

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Executive summary

Flagstaff Hill Fort and Smiths Hill Fort (the subject sites) are located within the state heritage-listed Wollongong Harbour Precinct. The forts are key components of and contributors to the state-listed heritage values of the Wollongong Harbour Precinct.

The subject sites are managed by Wollongong City Council (the Council), which commissioned GML Heritage Pty Ltd (GML) to prepare a conservation management plan (CMP) for the study areas. The heritage assessment in this CMP considered Flagstaff Hill and Smiths Hill Forts to have state significance as well-preserved examples of coastal fortifications from the late nineteenth century. The forts are also rare examples of military fortifications that retain their original artillery in situ (noting that the three vintage guns on Flagstaff Hill have been moved to new locations in the vicinity).

This CMP has been prepared to provide a framework for the subject sites' ongoing conservation, care, maintenance, use and management by the Council. The CMP is a user-friendly guide to managing change at the subject sites and the wider Wollongong Harbour Precinct. Assessment of future proposals affecting those areas must consider the significance of the Wollongong Harbour Precinct and of the subject sites, the compatibility of uses and development of the Wollongong Harbour Precinct as a whole and the interrelationship between the two coastal defence fortifications. The forts should be managed in conjunction with each other due to their significance as part of a tactical coastal defence system—this should be carried out with a consistent and wholistic approach to the management, conservation and maintenance of the forts.

Flagstaff Hill and Smiths Hill Forts are situated at key foreshore locations within the City of Wollongong that attract high visitation from local residents and visitors. The public currently has above-ground access to the forts but not to their underground areas. There are opportunities to provide improved public accessibility to the subject sites' above-ground and underground areas. This CMP includes schedules of conservation works for the forts (Appendix 1), which should be implemented to facilitate the opening up of the forts for public visitation, cultural tourism and heritage interpretation.

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Introduction

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1 Introduction

City of Wollongong Council (Council) has commissioned GML Heritage Pty Ltd (GML) to prepare a Conservation Management Plan (CMP) for Flagstaff Hill and Smiths Hill Fortifications (the forts) in order to ensure their ongoing conservation and guide decision-making in relation to the ongoing management and future use of the forts.

1.1 Study area

1.1.1 General study area

Flagstaff Hill and Smiths Hill Forts are located in the city of Wollongong, within the Illawarra, which is a coastal region of New South Wales (NSW). The forts are located approximately two kilometres east of the Wollongong Central Business District (CBD) and approximately 90 kilometres south of the Sydney CBD. The site of Smiths Hill Fort is today known as Battery Park (gazetted as such in 1976).

Flagstaff Hill Fort is largely in Council ownership. Smiths Hill Fort is on state-owned Crown land that is in City of Wollongong Council's care and control. Parts of the Flagstaff Hill study area are also in Crown ownership but placed under Council's care and control. The 3 guns on Flagstaff Hill are also on Crown land. This arrangement is governed by the *Crown Land Management Act 2016* (NSW), which allows councils to manage Crown land as if it were public land under the *Local Government Act 1993* (NSW).

The forts are located along the Wollongong foreshore referred to as the Blue Mile. This area comprises a number of parks, open public spaces and beaches stretching from Wollongong Golf Course through to Stuart Park to the north.

The forts are located approximately 1.3 kilometres away from each other, with Smiths Hill Fort located to the north of Flagstaff Hill Fort. Whilst Flagstaff Hill and Smiths Hill Forts are physically separated from one another, this CMP covers both forts.

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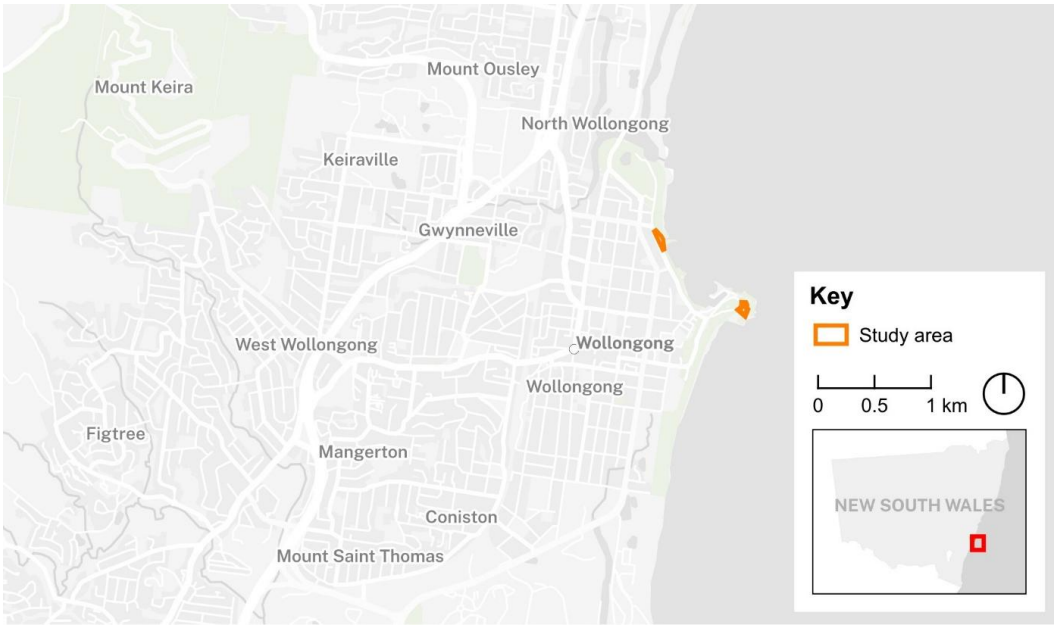


Figure 1.1 Study areas shown in orange, in their regional context. (Source: NSW Spatial Services with GML overlay)

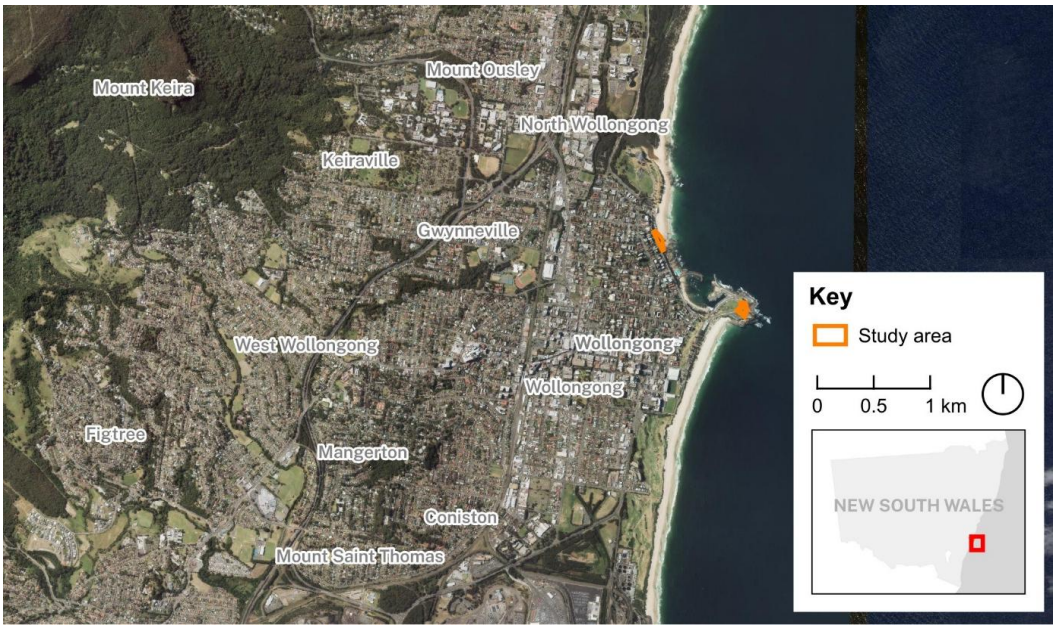


Figure 1.2 Aerial plan of the study areas in their regional context, shown in orange. (Source: © NSW Spatial Services with GML overlay)

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Figure 1.3 Aerial view of the study areas, outlined in orange, showing their surrounding context. (Source: © Nearmap with GML overlay)

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1.1.2 Specific study areas

The specific study areas that relate to each of the forts have been determined by Council and are outlined in further detail below.

Flagstaff Hill Fort

The study area for the Flagstaff Hill Fort includes the physical extent of the fortifications (above and below ground), as well as three cannons. This study area also includes grassed areas and landscape elements associated with the Flagstaff Point Crown reserve, which is currently used as a public park.

This approximate extent of the study area is shown outlined in orange in Figure 1.5. Although the 1937 Wollongong Head Lighthouse is located within the boundaries of the study area, it is excluded from further investigation as part of this CMP.



Figure 1.4 Approximate study area for the Flagstaff Hill Fort, outlined in orange (noting that the 1937 Wollongong Head Lighthouse is excluded from the study area for this CMP). (Source: © Nearmap 2024 with GML overlay)

Smiths Hill Fort

The study area for the Smiths Hill Fort includes the physical extent of the fortifications present in Battery Park, both below as well as above the ground's surface. This study area also includes grassed areas and landscape elements associated with portions of Battery Park. This study area is shown in Figure 1.4.

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Figure 1.5 Approximate study area for the Smiths Hill Fort, outlined in orange. (Source: © Nearmap 2024 with GML overlay)

1.2 Heritage context

The study areas either include, or are located in the vicinity of, a number of state and local heritage listings. The listings are outlined in the following tables and annotated heritage maps.

Table 1.1 Heritage listings associated with Flagstaff Hill Fort.

Item name/description	Instrument	Item No.	Significance
Wollongong Harbour Precinct	State Heritage Register	01823	State
North Beach Precinct and Belmore Basin Heritage Conservation Area	Wollongong LEP 2009	-	State
Flagstaff Hill Fort	Wollongong LEP 2009	5933	State
Wollongong Head Lighthouse	Wollongong LEP 2009	6375	State
Three Guns	Wollongong LEP 2009	6376	State

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Table 1.2 Heritage listings in the vicinity of the Flagstaff Hill Fort study area.

Item name/description	Instrument	Item No.	Significance
Nuns' Baths	Wollongong LEP 2009	6289	State
Seawall	Wollongong LEP 2009	6344	State
Ladies' Baths	Wollongong LEP 2009	6373	State
Site of Coke Works, including remains of coke oven	Wollongong LEP 2009	6406	State

Table 1.3 Heritage listings associated with Smiths Hill Fort.

Item name/description	Instrument	Item No.	Significance
North Beach Precinct	State Heritage Register	01737	State
Wollongong Harbour Precinct	State Heritage Register	01823	State
North Beach Precinct and Belmore Basin Heritage Conservation Area	Wollongong LEP 2009	-	State
Battery Park, Cliff Road	Wollongong LEP 2009	5934	State

Table 1.4 Heritage listings in the vicinity of the Smiths Hill Fort study area.

Item name/description	Instrument	Item No.	Significance
North Beach pavilion	Wollongong LEP 2009	61033	State
North Beach Surf Club	Wollongong LEP 2009	61035	Local
North Beach kiosk and residence	Wollongong LEP 2009	61036	State
Group of Norfolk Island Pines and Canary Island Palms	Wollongong LEP 2009	6283	Local
Railway Cutting and Embankments	Wollongong LEP 2009	6306	State

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Figure 1.6 Wollongong Harbour Precinct and North Beach Precinct State Heritage Register (SHR) listed curtilages, with the approximate location of the study areas outlined in orange. (Source: Heritage Council of NSW, with GML overlay)

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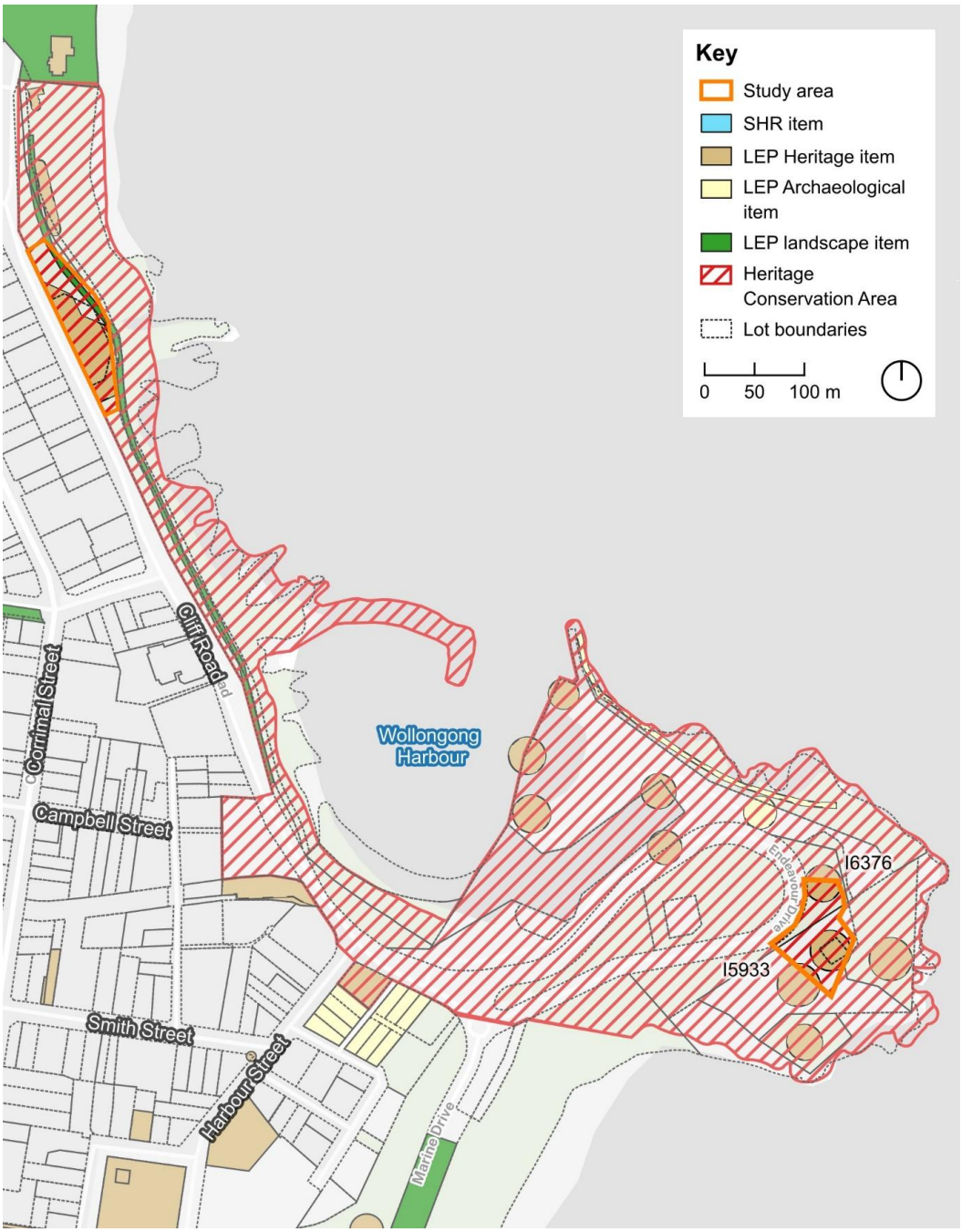


Figure 1.7 Heritage map from the Wollongong LEP 2009, with the approximate location of the study areas outlined in orange. (Source: Wollongong LEP 2009, NSW Spatial Services basemap with GML overlay)

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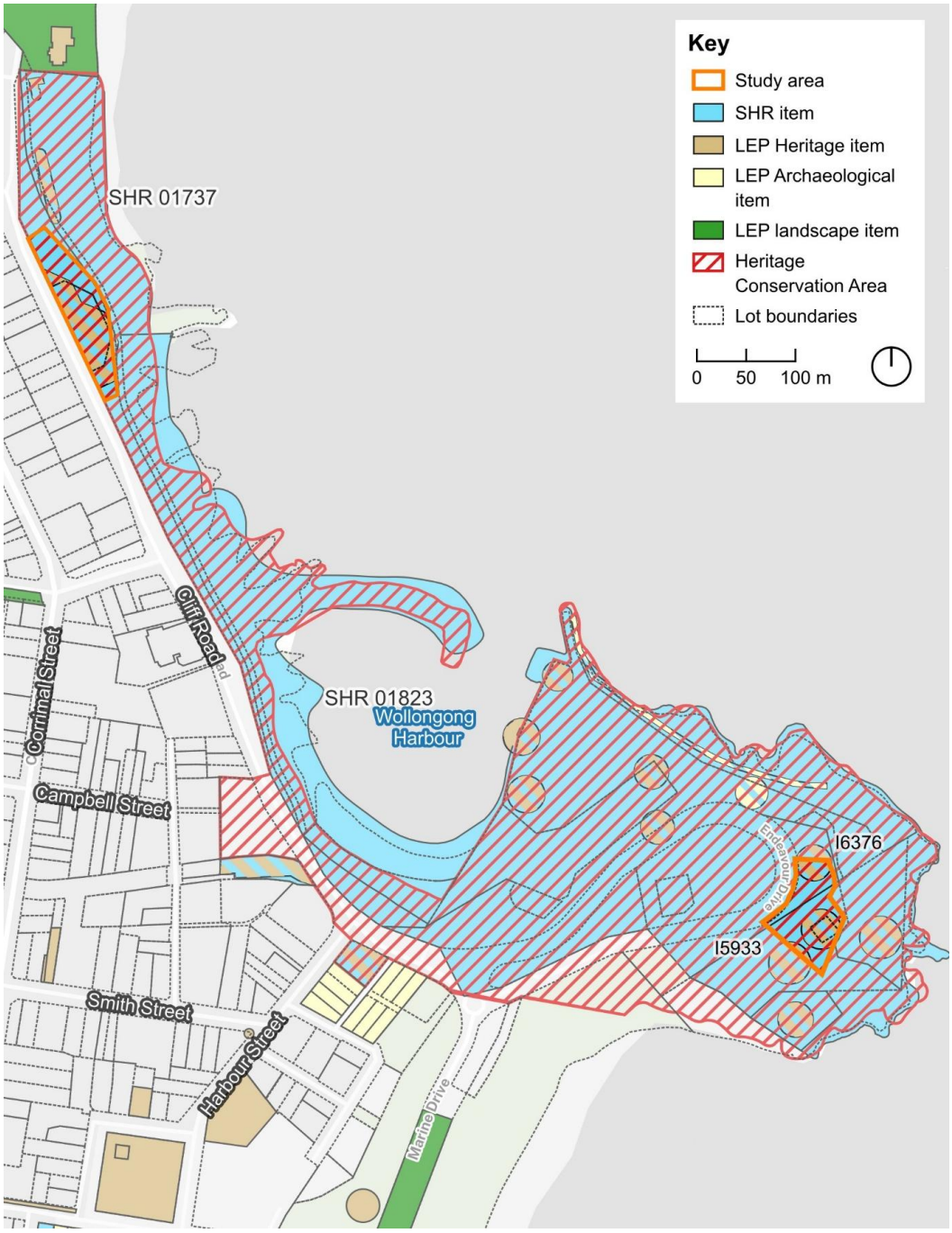


Figure 1.8 Heritage context map, showing the study areas outlined in orange. (Source: State Heritage Inventory and Wollongong LEP 2009, with GML overlay)

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1.3 Key objectives

A CMP details why and how a place has been established to have heritage significance and outlines the policies necessary to retain its significance and enable appropriate future use and management.

The objectives of this CMP include the provision of guidance for establishing sustainable future uses and managing the conservation of the heritage significance of the place by:

- understanding the place through investigation of its context, history, physical fabric and research potential;
- establishing a statement of significance for the place that is based on documentary and physical evidence to determine the nature and degree of significance of the forts and their setting with regard to comparable sites in the wider community; and
- developing conservation policies to guide current and future owners of the place on the conservation of its heritage significance, with consideration of any potential future reuse or development.

This CMP aims to be a practical document that will guide future planning for the forts and provide a standard against which to assess the heritage impact of future proposals; it should be used when planning any works, both temporary and permanent. In the first instance, it is intended to assist Council in identifying a future use for the forts, which will also assist in the retention of its significance and enhance its value to the local community.

1.4 Methodology

This report has been prepared in accordance with the following documents and best practice guidelines:

- *Guidelines for Preparing a Statement of Heritage Impact*;[1]
- *Assessing Heritage Significance: Guidelines for Assessing Places and Objects against the Heritage Council of NSW Criteria* (Assessing Heritage Significance guidelines);[2]
- *Assessing Significance for Historical Archaeological Sites and Relics*;[3]
- Heritage Council of NSW Guidelines for CMP preparation, including 'Statement of Best Practice for Conservation Management Plans'[4] and 'Guide on Developing a Conservation Management Plan';[5] and
- *The Burra Charter*: *The Australia ICOMOS Charter for Places of Cultural Significance 2013* (the Burra Charter).[6]

This CMP is consistent with the principles of The Conservation Plan[7], prepared by James Semple Kerr.

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1.4.1 Limitations

This CMP is subject to the following limitations:

- There was no formal public consultation process undertaken to assess community associations with the forts or social significance.
- The site description and analysis were prepared following inspection of the buildings and grounds, but without intervention into the existing fabric associated with the fortifications. Visual observation primarily informed this analysis.
- An Aboriginal Heritage Information Management System (AHIMS) search has been undertaken as part of the preparation of this CMP. However, an assessment of Aboriginal cultural heritage values associated with the site has not been conducted as part of this CMP.

1.4.2 Terminology

This report follows the Burra Charter in its use of the following terms and definitions:

- **Place** means site, area, building or other work, group of buildings or other works together with associated contents and surroundings. Cultural significance means aesthetic, historic, scientific or social value for past, present or future generations.
- **Conservation** means all the processes of looking after a place so as to retain its cultural significance. It includes maintenance and may according to circumstance include preservation, restoration, reconstruction and adaptation and will be commonly a combination of more than one of these.
- **Fabric** means all the physical material of the place.
- **Maintenance** means the continuous protective care of the fabric, contents and setting of a place, and is to be distinguished from repair. Repair involves restoration or reconstruction and it should be treated accordingly.
- **Preservation** means maintaining the fabric of a place in its existing state and retarding deterioration.
- **Restoration** means returning the existing fabric of a place to a known earlier state by removing accretions or by reassembling existing components without the introduction of new material.
- **Reconstruction** means returning a place as nearly as possible to a known earlier state and is distinguished by the introduction of materials (new or old) into the fabric. This is not to be confused with either re-creation or conjectural reconstruction which are outside the scope of this Charter.
- **Adaptation** means modifying a place to suit proposed compatible uses.
- **Compatible use** means a use which involves no change to the culturally significant fabric, changes which are substantially reversible, or changes which require minimum impact.

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1.5 Authorship

This report was prepared by Christiane Moodie (Senior Heritage Consultant), Linda Phung (Heritage Consultant), Jacob Gwiazdzinski (Heritage Consultant, Archaeologist), David McBeath (Metal Conservator, OHM Consultant) and Oliver McBeath (Metal Conservator, OHM Consultants). Léonie Masson (Associate, Historian) provided the historical overview and Catherine Forbes (GML Principal) prepared the schedules of conservation works. Strategic oversight and review was provided by Hendry Wan (GML Senior Associate) and Abi Cryerhall (GML Principal).

1.6 Acknowledgements

GML gratefully acknowledges the assistance of the following individuals who provided valuable assistance over the course of the project:

- Joel Thompson (Coordinator Heritage, City of Wollongong Council);
- Carly Boag (Heritage Officer, City of Wollongong Council);
- Kate Rintoul (Coordinator Strategic Planning, City of Wollongong Council);
- Jarrad Davis (Surveyor, City of Wollongong Council);
- Denise Marinkovic Casas (Heritage Advisor, City of Wollongong Council); and
- David Green (Land Use Planning Manager, City of Wollongong Council).

1.7 Endnotes

1 Department of Planning and Environment 2023, *Guidelines for Preparing a Statement of Heritage Impact*, https://www.environment.nsw.gov.au/-/media/OEH/Corporate-Site/Documents/Heritage/guidelines-for-preparing-a-statement-of-heritage-impact-230201.pdf.

2 Department of Planning and Environment 2023, *Assessing Heritage Significance: Guidelines for Assessing Places and Objects against the Heritage Council of NSW Criteria*, https://www.environment.nsw.gov.au/research-and-publications/publications-search/assessing-heritage-significance.

3 NSW Heritage Branch 2009, *Assessing Significance for Historical Archaeological Sites and 'Relics'*, Department of Planning, https://www.environment.nsw.gov.au/-/media/OEH/Corporate-Site/Documents/Heritage/.

4 Heritage Council of NSW 2021, 'Statement of Best Practice of Conservation Management Plans', Department of Planning and Environment, https://www.environment.nsw.gov.au/topics/heritage/manage-heritage-items/conservation-management-plans.

5 Heritage Council of NSW 2021, 'Guide on Developing a Conservation Management Plan', Department of Planning and Environment, https://www.heritage.nsw.gov.au/assets/Guidance-on-Developing-a-Conservation-Management-Plan-25-May-2021-v2.pdf.

6 Australia ICOMOS Inc, *The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance 2013*, Australia ICOMOS Inc, Burwood, VIC, 2000.

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[7] Kerr, J S 2013, *Conservation Plan: a guide to the preparation of conservation plans for places of European cultural significance*, seventh edition, Australia ICOMOS International Council on Monuments and Sites.

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Historical context

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2 Historical context

2.1 Introduction

The following summary history places the development of Flagstaff Hill and Smiths Hill Forts within the context of the natural and cultural setting, including Aboriginal connections to Wollongong in the late-nineteenth and early twentieth century.

The following history is supplemented with additional primary and secondary information and illustrative material sourced from the National Library of Australia (Trove), NSW Land Registry Services, City of Wollongong Council and Wollongong Library's Local Studies Collection, State Library of NSW (SLNSW), Museums of History NSW—State Archives Collection, and other state and local repositories.

2.2 Aboriginal Country: The early colonial period and ongoing connections

The Traditional Custodians of Wollongong and the wider Illawarra are the Wodi Wodi. The custodianship has been traditionally described as stretching between Wollongong to the Shoalhaven River and from the coast to Moss Vale, Picton and Marulan.[1] The Wodi Wodi spoke a dialect of the Dharawal language, linking them to other Dharawal speakers from as far north as Botany Bay and Campbelltown, as far west as Moss Vale and the Nepean, and as far south as the Shoalhaven River and Jervis Bay. The Dharawal considered themselves to be divided into the inland Freshwater People, the swampland Bitter Water People and coastal Saltwater People.

The Wodi Wodi regularly travelled through the lands of other Dharawal speakers, and periodically into neighbouring territories for trade, ceremony and other social gatherings. The Gundangurra and Wiradjuri travelled to Wodi Wodi lands on the coast to trade. This trade is known to have included source materials and goods[2], but also foodstuff, with marine and freshwater fish, oysters, waterfowl and grubs of the Illawarra being of high value.

Land grants and farming in the Wollongong area alienated Aboriginal people from their Country. European settlers erected fences, huts and stockyards, cut down trees, formed roads and generally restricted access across the land and to the waterways. The ever-increasing number of settlers arriving from the 1830s mirrored a corresponding decline in the number of Illawarra Aboriginal people.

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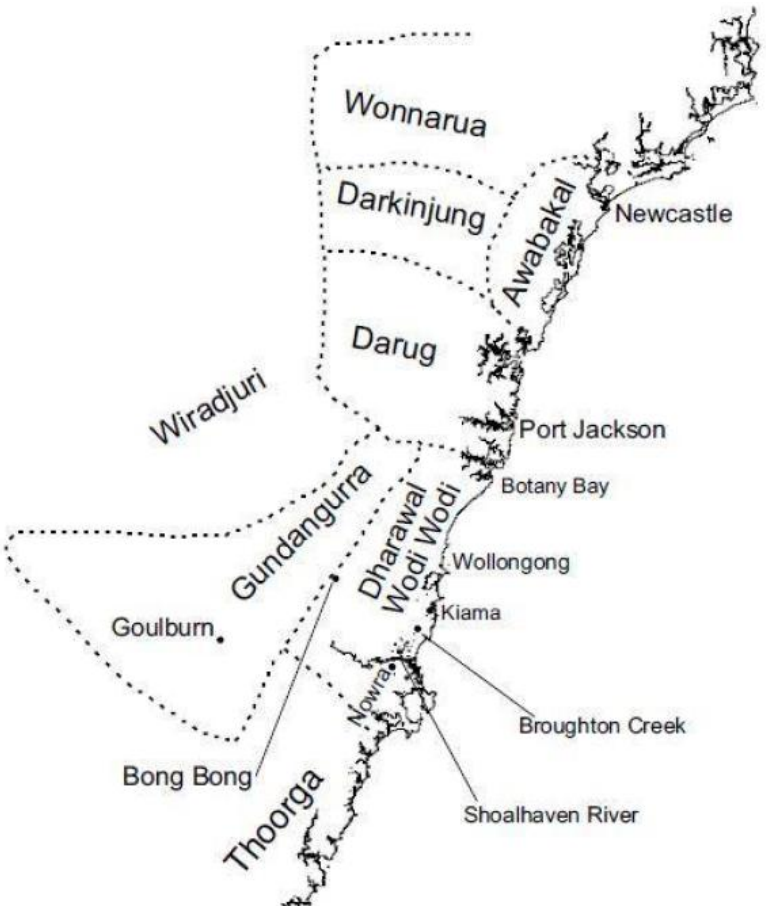


Figure 2.1 Map showing the location of the Dharawal and other neighbouring Aboriginal groups. (Source: Wesson 2005[3])

2.3 Early Wollongong

At the time of European settlement, the area that came to be named Wollongong was the territory of the Wodi Wodi people, who were a part of the broader Dharawal language group.[4]

In 1815 Dr Charles Throsby travelled to the Wollongong area from the west with the help of two Aboriginal guides in search of good pasture and fresh water for his cattle. He built a stockyard and hut near the corner of today's Harbour and Smith streets.[5] Throsby was not the first European to visit the area, but he was the first to establish a settlement there,[6] and was soon followed by others looking for good grazing land and water.[7]

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Dr Charles Throsby's nephew, Charles Throsby Smith, had been living on his uncle's farm previously and was officially given a grant of 300 acres on 20 December 1835. His grant encompassed the land originally occupied by his uncle and he invested heavily in the property.[8] The property was named Bustle Farm, and it included the area upon which the town of Wollongong and the site of the proposed development is located.[9] Today, Charles Throsby Smith is sometimes remembered as the 'father of Wollongong'. He played an important role in the development of the new town, actively promoted business and industrial opportunities for the area, and held a number of public offices, including the position of Mayor.

A number of key moments throughout the nineteenth century demonstrate that the settlement was increasing in significance. The first of these occurred with the establishment of a garrison on 10 July 1826.[10] On 26 November 1834 the town of Wollongong was pegged and gazetted by the Surveyor-General, Major Thomas Mitchell. The area between Smith and Crown streets on the north and south, and Keira and Harbour streets on the east and west, was chosen as the site of the new town centre.[11] In 1834 the Illawarra District Council was inaugurated. It administered the land along the coast from Bulli in the north to Nowra in the south, and inland to Kangaroo Valley in the west. In 1859 the Municipality of Wollongong was proclaimed, making it one of the first two municipalities in New South Wales.[12] Despite these significant milestones, the town remained small in the mid-nineteenth century. GC Mundy estimated that in 1849 the town had 120 houses and a population of 500 to 600. In 1855 it consisted of a single main street with scattered development on side streets.[13]

Prior to the completion of the railway line the port of Wollongong was important as the main means of transport in and out of the Illawarra. Even before the Wollongong Harbour was completed in c1848, a steam ship regularly ran between Sydney and Wollongong as the overland route between the towns was rugged.[14] When the railway opened in 1887 the town spread westward but the port remained an important focus for the town and its trade.[15] Dairying had been one of the area's original industries but agriculture more broadly, as well as fishing, timber, coal and, later, manufacturing, had an important place in the nineteenth-century economic development of the town.[16]

On 11 September 1942 Wollongong was proclaimed a city. In 1947 the City of Greater Wollongong was formed, encompassing the shires of Bulli and Central Illawarra and the Municipality of North Illawarra. In 1970 the City of Greater Wollongong was renamed the City of Wollongong.[17]

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2.4 Defending Wollongong

At the height of the Crimean War and fear of a Russian invasion of coastal ports of Australia's east coast, military authorities sent down to Wollongong two 64-pounder muzzle loaders (described as of Waterloo vintage).[18] The Russian scare subsided soon after with the guns probably never having been fired due to the absence of a local militia to operate the guns.

In the 1860s there were calls for Australia's defences to be boosted following visits by raider warships employed by Confederates to Melbourne. The departure in 1870 of the last British troops forced New South Wales and the Australian colonies to establish army and naval contingents. In New South Wales the Parliament passed a raft of defence bills to form a small army and navy including volunteer rifle, artillery and cavalry units. A volunteer rifle corps was formed in Wollongong.

The *Australian Town and Country Journal* reported in November 1878 that the new military force was to comprise 1500 members with four batteries of artillery based at Sydney, one battery at Newcastle and one at Wollongong under the name 'the New South Wales Regiment of Volunteer Artillery'.[19] Later the same month Captain Owen and Captain Adjutant Taunton of the Volunteer Artillery visited Wollongong to enrol volunteers in the corps with 'most satisfactory results' as the full complement was reached on this occasion.[20]

The Wollongong battery (No 6 Volunteer Artillery) joined the Newcastle battery and other artillery and army corps, as well as members of the Permanent Forces, at a training camp at Middle Head in April 1879. Under the leadership of Captain Owen and Captain Robinson, the Wollongong Artillery performed heavy gun drills at the fortifications.

The *Illawarra Mercury* wrote in May 1879:

> When are the big guns coming down from Sydney for our artillerymen to do the heavy business on Flag Staff point? It is too bad to have gunners with no more than half grown rifles to practice with, and no cartridges even for that purpose. Artillerymen, without either batteries or big guns, are not much better off than "Horse Marines".[21]

In July 1879, the *SS Havilah* landed three 68-pounder muzzle loaders at Wollongong Harbour; however, no action had been taken for over two months to place the cannons into position. The Illawarra Mercury was critical of the military authorities, writing:

> the three pieces of cannon that were landed at Belmore Basin some two or three months ago for the Artillery Company here, are still lying on the wharf like so much old iron. When those guns have been sent down here, why in the name of business are they not put in position and made available for the use intended?[22]

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The three cannons lay on the north side of the Belmore Basin until 1 October, when Captain Owen and Lieutenant Robertson, Sergeant-Major McEwin (Permanent Forces) and Staff Sergeant Carmichael were present as the No 6 Artillery Company assembled to mount the three cannons into position. By the end of the day, two of the three guns were mounted on their carriages, 'but there being no horses available for their conveyance to Flagstaff Hill, they had to be left where they were, and will be used for drill purposes until they can be taken to their destination'. The third gun remained unmounted at this time.[23] The guns were not relocated into their permanent position on Flagstaff Hill until October 1880. It is believed that the three circa 1861 vintage guns were originally located in front of '...the house on the Hill', which was the headquarters of the officer-in-charge of the fortifications at Signal Hill.[24]

On Friday 22 October 1880 a detachment of the Permanent Artillery led by Lieutenant Arthur Le Patourel arrived in Wollongong to remove the three guns, platforms and mountings to the hill for drill purposes. The next day the guns were placed on trucks lent by the acting engineer for the harbour works and mounted on the north-east slope of Flagstaff Hill, facing the Bellambi Reef. However, 'they are only just mounted as two of them were at the Basin, no platforms provided on which to traverse them in circular former', so they could only be elevated and lowered in the course of drill or shooting practice.[25] The work of mounting the guns was completed over the weekend and the first practice with the guns was planned for 2pm on Tuesday 26 October.[26]

The cannons installed at Flagstaff Hill could fire a 30kg shell up to 1.6km. Gunnery practice was carried out on a regular basis and led by Major MacCabe, Captain Robertson and Captain Beatson. Throughout the same period the Wollongong Artillery Volunteers regularly won the annual nine-day gunnery competitions at Middle Head in Sydney, which were held each easter.

In 1882 the *Illawarra Mercury* urged the government to erect a fort at Wollongong for artillery practice and to protect the port in the event of war.[27] Calls for a fort at Wollongong were repeated in successive years with the local newspaper identifying the port's vulnerability to attack from foreign vessels and the need to protect the coal trade in the Illawarra district. The cannons installed at Flagstaff Hill in 1879–1880 were considered obsolete by 1887 as they had a short range and would not adequately meet the threat posed by enemy ships to Australia's coastal ports including Wollongong. One commentator in 1885 criticised the 'exposed guns' on Flagstaff Hill as useless, even for drill purposes 'much less for actual war engagement'.[28] At this date a public meeting unanimously endorsed the motion to request the government erect a proper fort to protect the harbour and town.

Major General Schaw inspected the defences of New South Wales in 1887 and a report was tabled in parliament in December.

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He considered that Wollongong was the only point in the Illawarra district that required defences and that the threat to shipping may be averted or substantially reduced by mounting one 8-inch BL (breech-loading) gun with two machine guns on the rising ground east of the town, and supporting it by two torpedo launches kept at the station in war time. In conclusion he recommended re-arming Wollongong at a cost of £9,000.[29]

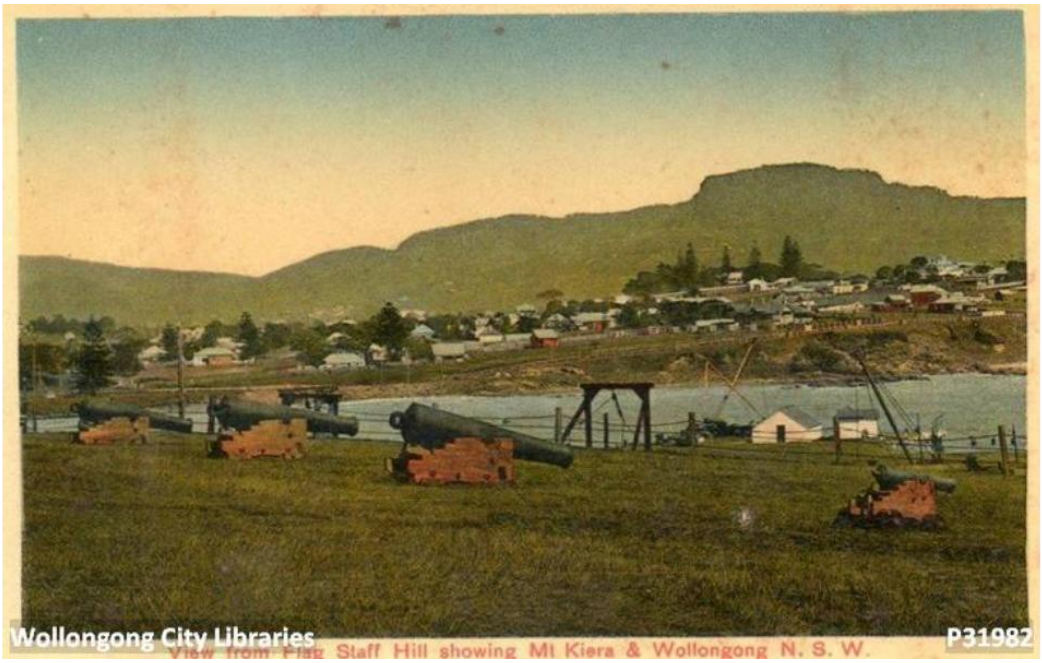


Figure 2.2 Flagstaff Hill looking to Wollongong and Mount Keira, date not identified. The three vintage cannons and a gun are visible in the foreground. (Source: Wollongong City Libraries, P31982 <https://wollongong.spydus.com/cgi-bin/spydus.exe/ENQ/OPAC/BIBENQ?SETLVL=&BRN=640764>)

2.5 Flagstaff Hill Fort

The Military Works Branch of the Public Works Department prepared drawings for the proposed fort in 1889. Later the same year tenders were invited for the construction of a battery on the Government Reserve at Signal Hill, Wollongong in October.[30]

> One very large gun is to be placed under cover near the summit of Flagstaff Point, the arrangement of it being such that it can be veered round to any point required…it has been recommended that two smaller guns be placed in position on the south side of the Point, and two other such on the north side, and that the three old 78 pounders now unmounted on the ground be position nearer to the entrance to the harbour in order to be available to sink any boats attempting to land with an enemy.[31]

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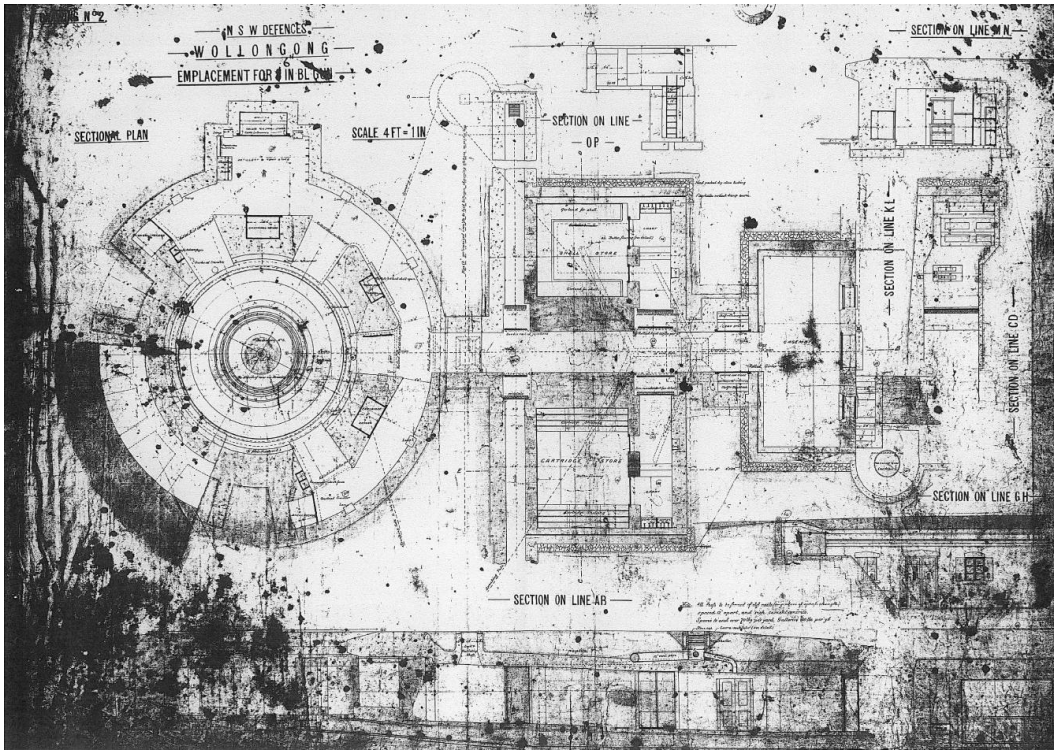


Figure 2.3 Flagstaff Hill Fort drawing showing the plan layout, elevation and sections, date unknown (Source: Wollongong City Libraries)

The contract was awarded in November 1889 to James Russell & Co of Sydney who submitted the lowest tender of £3,235 15s 5½d.[32] Work on the gun emplacement commenced in February 1890 under the supervision of Percy J Owen, Public Works Engineer, and Alfred Hall representing James Russell & Co. The Illawarra Mercury have a detailed account of the design and location of the fortifications:

> The fortifications will comprise three guns, the largest being a 6 hydro-pneumatic disappearing breech-loading gun, and the other two will be guns of a rapidly firing nature. The former piece of ordnance will be placed on the crown of Flagstaff Point within a few feet of the Flagstaff on the western side, and will have a sweeping 'range of the Pacific from the headland north towards the south. The quick firing guns will be erected on the south slope of the Point, and will have a south east range facing the islands. In connection with the defensive work two observing stations are to be erected in a line running almost S.E. and N.W. The heavy gun is to be mounted on a massive mechanism which is secreted in a pit, and by the storage of the energy of recoil this mechanism is worked to elevate the gun above surface level for its discharge. Besides this pit there are to be a number of subterranean magazines and passages excavated. The excavations will be carried to a depth of 10ft, and the roofing will be made of concrete (18 inches), a layer of asphalt and an artificial surface of two or three feet.

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> Round the pit into which the gun drops after its discharge there will be a number of recesses allowing space for re-loading. The gun is worked on a pivot.[33]

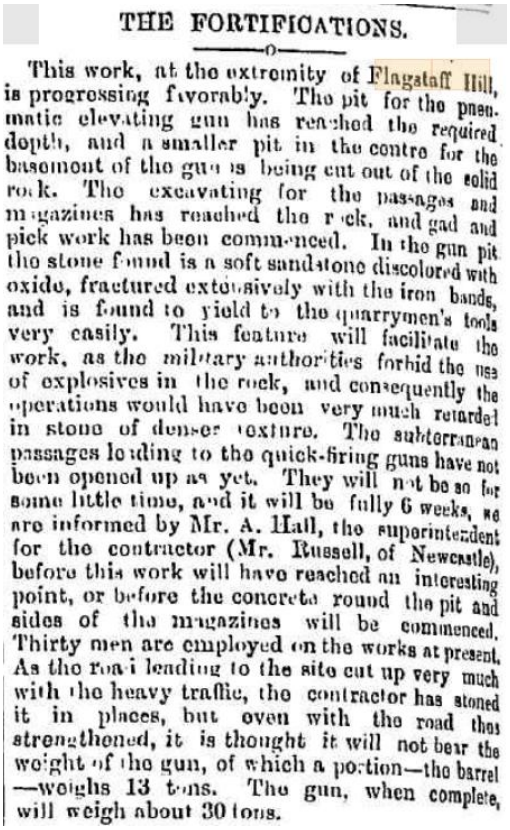
Early on, the excavation work was hampered at times by heavy rain and the superintendent was forced to dig a drainage channel to drain the excavation pit.[34]

The *Illawarra Mercury* gave a progress report in April on construction of the fort (Figure 2.4). The barracks were under construction to house the officers to be permanently stationed at the fortifications. The gun-pit excavation was finished to the requisite depth; the central smaller pit and the two adjoining magazine pits were excavated at the same time. Early in May the first batch of concrete was laid; however, work was held up soon after when heavy rain flooded the gun pit and magazines excavations with 100,000 gallons of water having to be drained before work could continue.[35]

The following month the concreting of the gun-pit walls was virtually finished and the builders were concreting the walls of the magazine adjacent to the gun pit. The passages to the observing stations and magazines were about to be opened up, though 'the stone in which the excavating has been done is not of a refractory nature, a matter that promoted operations'.[36]

Cheney and Ryan commenced work on forming the new road to the fort in June. In anticipation of the imminent arrival of the gun, 'as protection against possible attack, the masonry is covered with five feet of concrete, and a roofing of steel rails.[37] The gun arrived in the port on 27 June and was unloaded at Belmore Basin under the supervision of Percy Owen. The ordnance and its mechanisms were placed into storage near the site awaiting installation after all the construction works were completed.[38]

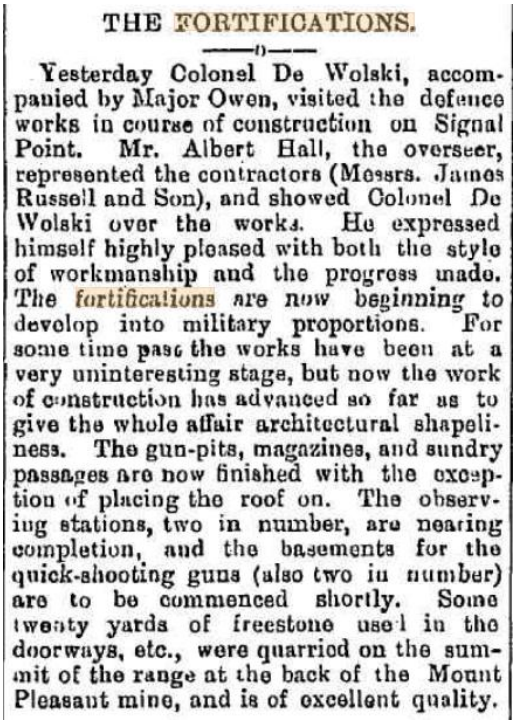
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THE FORTIFICATIONS.

This work, at the extremity of Flagstaff Hill, is progressing favorably. The pit for the pneumatic elevating gun has reached the required depth, and a smaller pit in the centre for the basement of the guns is being cut out of the solid rock. The excavating for the passages and magazines has reached the rock, and gad and pick work has been commenced. In the gun pit the stone found is a soft sandstone discolored with oxide, fractured extensively with the iron bands, and is found to yield to the quarrymen's tools very easily. This feature will facilitate the work, as the military authorities forbid the use of explosives in the rock, and consequently the operations would have been very much retarded in stone of denser texture. The subterranean passages leading to the quick-firing guns have not been opened up as yet. They will not be so for some little time, and it will be fully 6 weeks, we are informed by Mr. A. Hall, the superintendent for the contractor (Mr. Russell, of Newcastle), before this work will have reached an interesting point, or before the concrete round the pit and sides of the magazines will be commenced. Thirty men are employed on the works at present. As the road leading to the site cut up very much with the heavy traffic, the contractor has stoned it in places, but even with the road thus strengthened, it is thought it will not bear the weight of the gun, of which a portion—the barrel—weighs 13 tons. The gun, when complete, will weigh about 30 tons.

Figure 2.4 Progress report on construction of the fort. (Source: *Illawarra Mercury*, 1 April 1890, p 2)



THE FORTIFICATIONS.

Yesterday Colonel De Wolski, accompanied by Major Owen, visited the defence works in course of construction on Signal Point. Mr. Albert Hall, the overseer, represented the contractors (Messrs. James Russell and Son), and showed Colonel De Wolski over the works. He expressed himself highly pleased with both the style of workmanship and the progress made. The fortifications are now beginning to develop into military proportions. For some time past the works have been at a very uninteresting stage, but now the work of construction has advanced so far as to give the whole affair architectural shapeliness. The gun-pits, magazines, and sundry passages are now finished with the exception of placing the roof on. The observing stations, two in number, are nearing completion, and the basements for the quick-shooting guns (also two in number) are to be commenced shortly. Some twenty yards of freestone used in the doorways, etc., were quarried on the summit of the range at the back of the Mount Pleasant mine, and is of excellent quality.

Figure 2.5 Progress report on construction of fortifications. (Source: *Illawarra Mercury*, 19 June 1890, p 2)

General Richardson visited Wollongong in early July and pronounced himself pleased with the rapid progress of construction of the fortifications. The concreting of the 'overhang' was nearly completed, being an important piece of work at the site.[39] A detailed progress report was published in the *Illawarra Mercury* later in the month providing many construction details. For instance: 1500 cubic yards of material removed during excavation were to be used to cover the whole fortification; a 45-foot concrete pit was dug; the magazine rooms were of two-foot thick concrete with the roofing reinforced with steel rails and a five-foot layer of earth over the top; the entrance to the gun pit was from the circular corridor behind the gun-pit wall; two corridors led off to observation points east and west of the pit; and the fort entrance was made of brick with an enclosed courtyard in front of the fort entered by a massive plate-iron gate.[40]

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By early November the fortifications were complete except for erecting the big gun, the two sharpshooting guns and the two signal stations. The whole surface of the crown of the concrete gun pit, magazine, passages and courtyard were levelled down and 'caused Signal Hill to present a very good appearance'.[41]

At the end of January 1891 a detachment of Permanent Artillery were in Wollongong to assist in the erection of the large gun in the new fortifications.[42] However, according to a report in the *Illawarra Mercury* one month later, 'the erection of the big gun on Signal Hill is being proceeded with as expeditiously as circumstances will admit'.[43]

The land occupied by the military authorities at Flagstaff Hill was formerly surveyed in 1892, as shown in Figure 2.6. This plan does not show any of the fortification structures excepting a barbed wire fence. The signal station is depicted on this plan.

The threat of a Russian attack dissipated in 1893. This did not stop Major General Hutton and a party visiting Wollongong in June to inspect the fortifications and the local detachment of the Permanent Artillery. He expressed himself most pleased with the guns and defence works as well as the state of the barracks. He returned in November to witness military manoeuvres demonstrating the capability of the local defences provided at various forts and emplacements including Flagstaff Hill and Smiths Hill from a sea-based attack on Wollongong and Port Kembla.[44]

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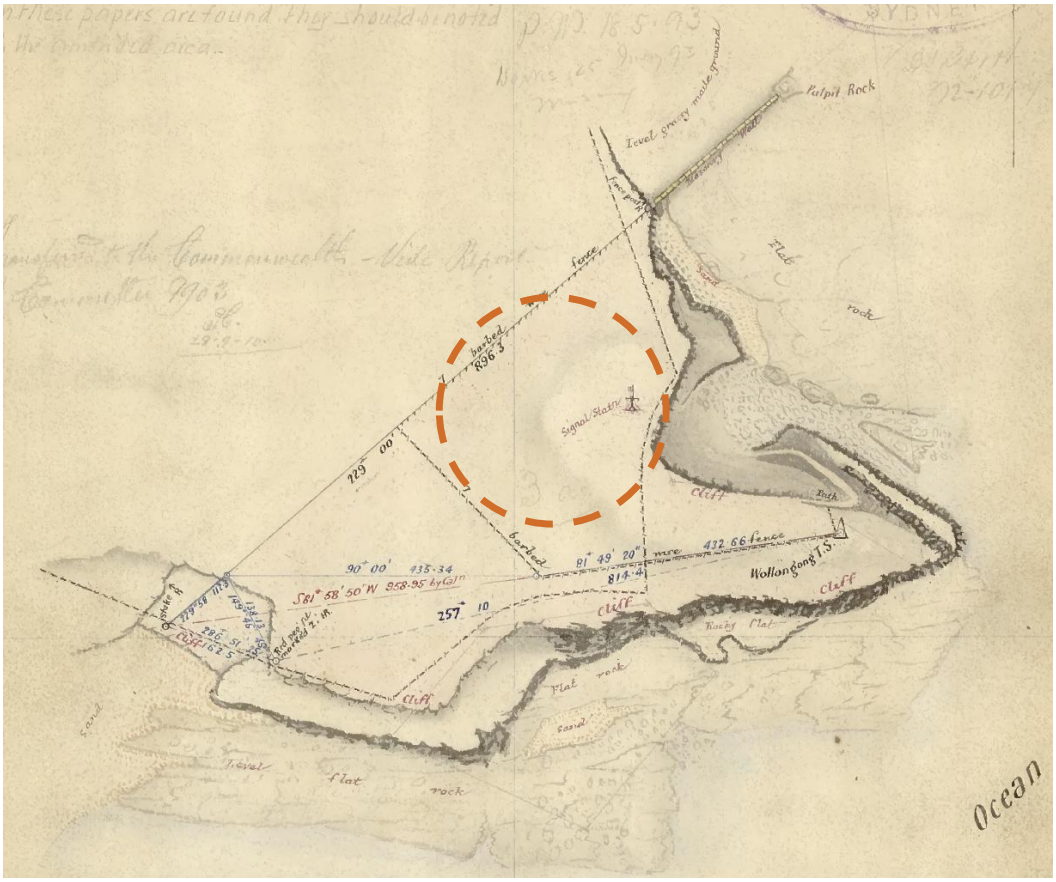


Figure 2.6 Plan of three acres at Flagstaff Hill (Signal Hill), Wollongong Harbour occupied by the Military Authorities, 1892, showing the approximate location of the Flagstaff Hill Fort study area, indicated by dashed orange circle. The flagstaff is in the approximate area of the Wollongong Head lighthouse. (Source: NSW Land Registry Services, Crown Plan 644-3000)

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Figure 2.7 Cannons in place at Flagstaff Hill with Pilots house in background left and barracks in the background right, 1897. (Source: Wollongong City Libraries, P02/P02683)

In 1901 the NSW Government appointed a committee to report on the value of state properties prior to their transfer to the Commonwealth. The report was tabled to Parliament in 1903. The value of the Flagstaff Hill (Signal Hill) Fort was determined to total £5,880 as shown in the report (Figure 2.8).

WOLLONGONG.

SIGNAL HILL FORT.

	£	s.	d.
The Fort consists of one gun-pit for B.L. gun, with six shell recesses built in concrete, with covered passages, magazine and shell store, lamp-room, laboratory, surgical passage, store passage for making up cartridges, pump passage, and shell, cartridge, and fuse recesses, passages to two D.R.F. stations, and emplacement for Q.F. gun ...	4,200	0	0
Machine-gun Shed and Store, corrugated iron	157	10	0
Quarters, comprising men's room, canteen and store-room and office and married quarters; two rooms, with kitchen, lavatory, and verandah; also washhouse, men's lavatory, store, latrines, coal-shed, and large underground	1,207	10	0
Stables and Fodder-shed	105	0	0
Picket-fence Enclosure, including two large gates, roads, and sundry work	210	0	0
	£5,880	0	0

Figure 2.8 Valuation of Flagstaff Hill (Signal Hill) Fort, Wollongong. (Source: State properties transferred to the Commonwealth: report of the Committee, 1903, Trove, National Library of Australia, https://nla.gov.au:443/tarkine/nla.obj-2373358216)

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During 1905 tenders were invited for repairs to the fortifications, barracks and quarters at Flagstaff Hill and Smiths Hill.[45] There were also calls for electric lighting at the fort.[46] The fortifications were still utilised by the local artillery regiment in November 1907 when Major-General Head, Inspector-General of the Commonwealth Forces, visited Wollongong to inspect shooting drills by the AGA Artillery.[47]

In 1914 the fort was handed over to Wollongong Council as a permissive occupancy;[48] however, the big gun remained in place until August 1937 when the 6-inch BL was removed from the gun pit and transported to Sydney.[49] The following month Dixon Primer and Company wrote to Council offering £10 for the three old gun barrels lying on Flagstaff Hill; the Council refused the price offered.[50]

The Council's health inspector reported in August 1941 on the occupation of the old fort by a lessee as a residence and the use of the structure for mushroom culture. The Council was advised that the Department of Interior had served a seven-day notice to the tenant to vacate the premises.[51] One month later the Parks and Gardens Committee considered a report from the inspector of reserves regarding the condition of the Flagstaff Hill and Smiths Hill Forts. The inspector recommended:

> That the condition of the old forts on Flagstaff Hill be communicated to the Department of Interior suggesting that immediate steps be taken to eliminate the dangerous condition referred to by the inspector; and suggesting that the site of the gun emplacements should now be added to the permissive occupancy granted to the council in relation of the extension of the reserve in this locality.[52]

The Council was advised in January 1949 that the old gun pits at Flagstaff Hill were to be filled in shortly. This was completed within 12 months, with access to the fort being bricked up and the gun pit filled in with sand.

In mid-1954 the Commonwealth Government threatened to take back the Flagstaff Hill site if the Council did not offer an alternative site for an Army training depot.[53] Stuart Park was one of the preferred options, but the local community were not pleased with either of these sites and the depot was the subject of several editorials and letters in the *Illawarra Mercury*. The Illawarra Historical Society were vehement in their opposition to the Flagstaff Hill site, wanting it retained for the public.[54] Ultimately the Council offered a portion of Beaton Park, Gwynneville for the depot, which was accepted in October the same year. In one newspaper account the land encompassing the fort and lighthouse owned by the Commonwealth was terraced 'recently'.[55]

In the 1970s the western and southern walls of the former fort were demolished and the area levelled to create a car park.[56]

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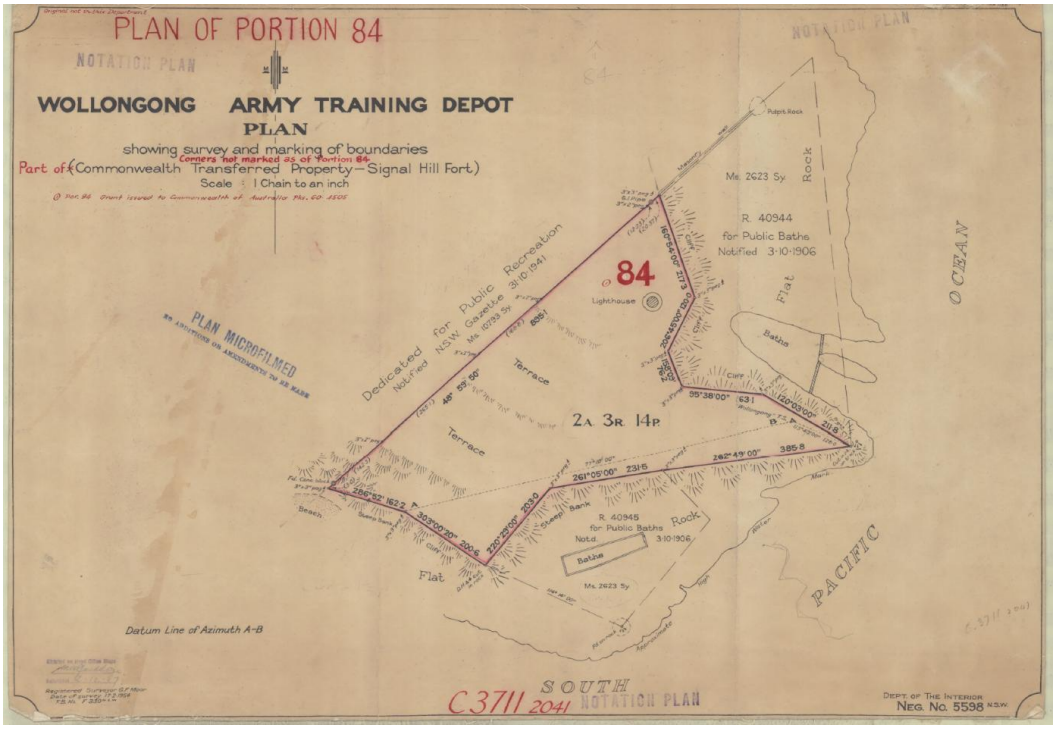


Figure 2.9 Plan of Portion 84 comprising Flagstaff Hill Fort as surveyed for the Wollongong Army Training Depot, 1954. (Source: NSW Land Registry Services, Crown Plan 3711-2041)

The *Illawarra Mercury* reported in June 1970 that the Jaycees suggested turning the Flagstaff Hill Fort into a tourist information centre in 1970. This suggestion was repeated in April 1978. The detail this time was that the building at the south-east corner of the present car park be made with a low-profile concrete slab roof, grassed over, and to also possibly excavate the original circular gun pit (currently filled in with sand) to provide a large circular room to house the Star Shell collection recently acquired by the Council.[57] No action was taken in this regard and in 1980 the *Illawarra Mercury* reported that the Council's heritage committee were considering converting the old fort into a museum.[58] The museum idea did not apparently progress as in 1982 the Council communicated with the Royal Australian Artillery Historical Society regarding the history of the 68 pounder guns that were once located at Flagstaff Hill with the aim of restoring the three guns to the site in time for Heritage Week 1983, pending permission from the Department of Defence. At the time two of the guns were located at the Army Reserve Depot at Gwynneville and the third was outside the Navy Cadets hall in Harbour Street.[59]

The three cannons were restored and relocated to Flagstaff Hill in time for Heritage Week 1983.

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Figure 2.10 One of the restored guns being fired during Heritage Week 1983. Photographed by Steve Dillon. (Source: Wollongong City Libraries, P12/P12159.)



Figure 2.11 Three restored guns at Flagstaff Hill during Heritage Week 1983. Photographed by Steve Dillon. (Source: Wollongong City Libraries, P12/P12157)



Figure 2.12 Restored gun ready for firing, Heritage Week 1983. Photographed by Steve Dillon. (Source: Wollongong City Libraries, P12/P12158.)

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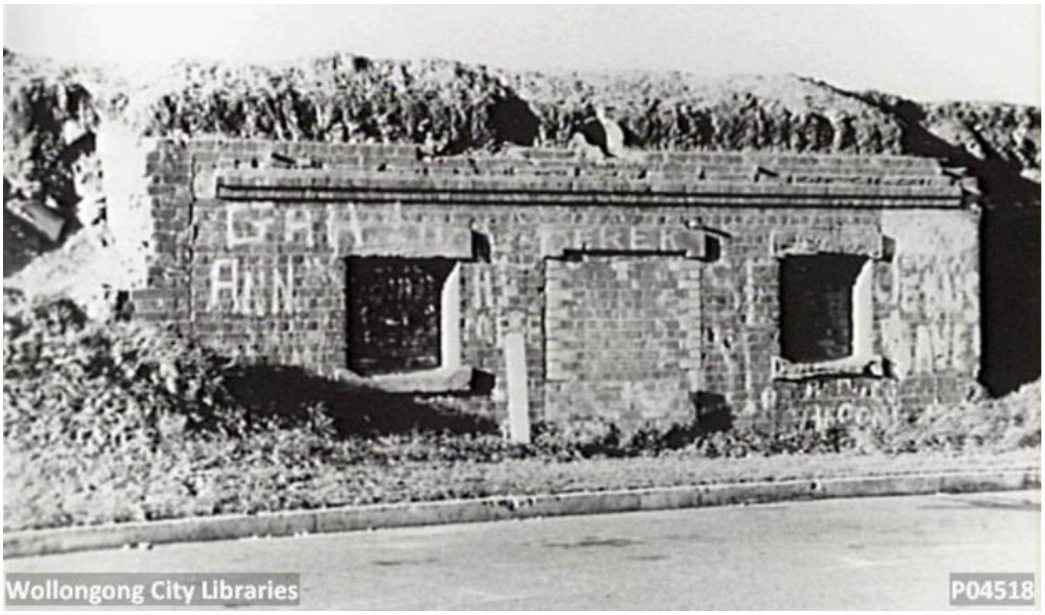


Figure 2.13 Undated photograph of Flagstaff Hill Fort. Image by Anne C Ali. (Source: P04/P04518)

During the second half of 1996 the Department of Education Employment and Training (DEET) provided the funds for jobless people to clean up the Flagstaff Hill Fort site. This involved digging out the exterior walls and inserting steel shutters, bricking up the doors and windows and generally cleaning up the site.[60]

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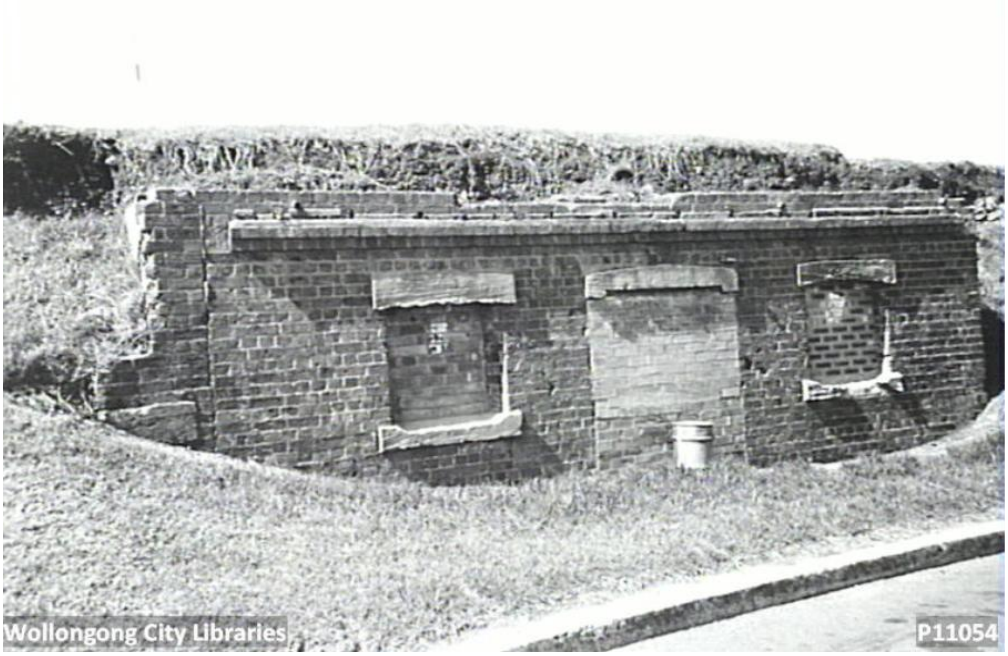


Figure 2.14 Fortifications in 1994. Photograph by Patricia Vidal. (Source: Wollongong City Libraries, P11/P11054)



Figure 2.15 1994 view of cannons at Flagstaff Hill. Photograph by Patricia Vidal (Source: Wollongong City Libraries, P11/P11056)

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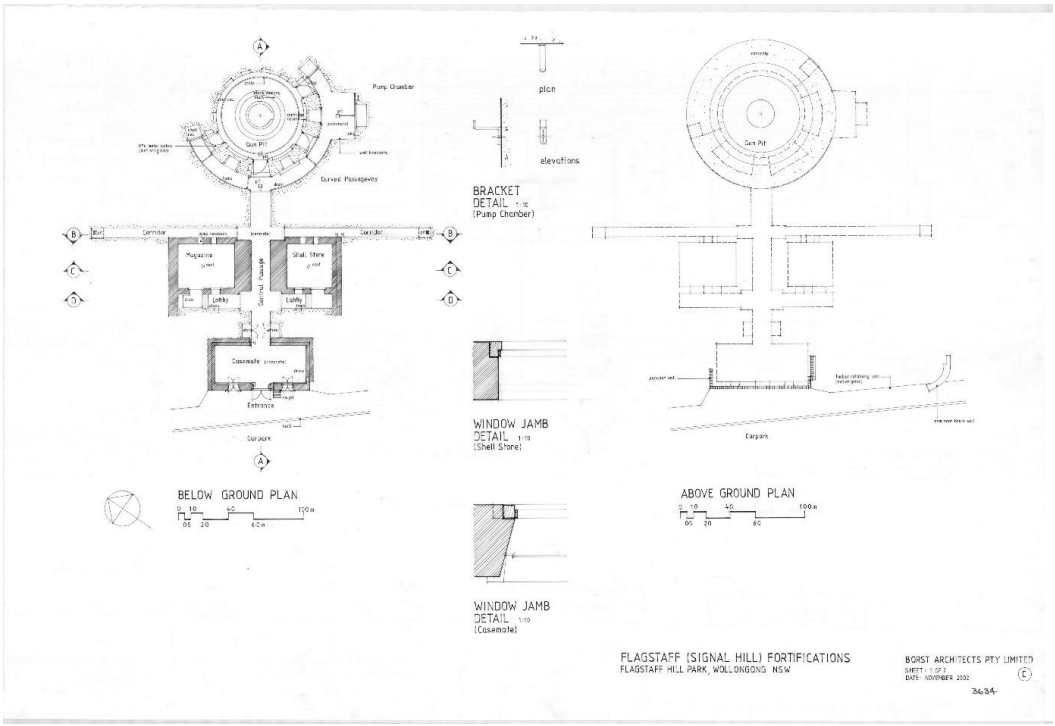


Figure 2.16 Sheet 1 of 2, Flagstaff Hill fortifications drawn by Borst Architects Pty Ltd, November 2002. (Source: Wollongong City Libraries)

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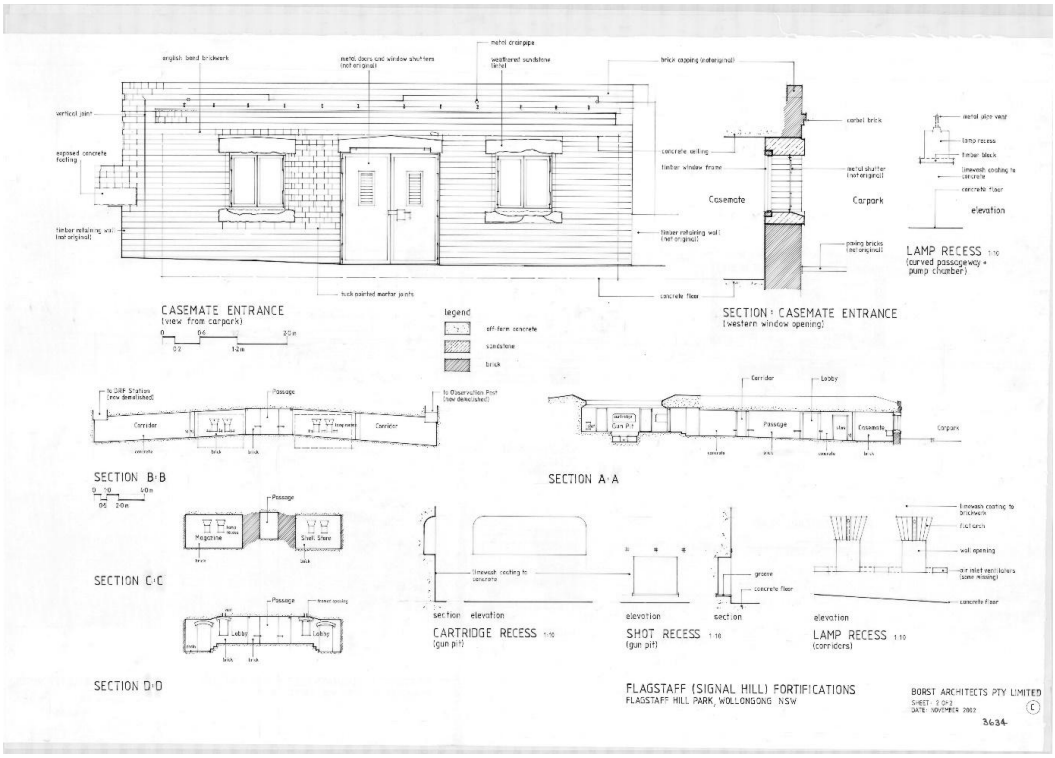


Figure 2.17 Sheet 2 of 2, Flagstaff Hill fortifications drawn by Borst Architects Pty Ltd, November 2002. (Source: Wollongong City Libraries)

2.6 Smiths Hill Fort

Smiths Hill Fort was originally located on Portion 69 of the Parish of Wollongong and located within the limits of the Wollongong Harbour Trust. The land shown in the survey plan of 1892 () was proposed to be dedicated for defence purposes. Two years later the land was resumed for the purposes of National Defence at Smiths Hill under the provisions of the Wollongong Harbour Trust Act.

The land was set aside for defence in response to the threat of a Russian attack upon Wollongong Harbour. It was selected because of its location that overlooked the harbour and backed onto Cliff Road, which was useful for communication. As early as 1885, when Flagstaff Hill Fort was under consideration, two smaller batteries were recommended north and south of that site, encompassing the present site of Smiths Hill.

Following construction of the fort at Flagstaff Hill, the NSW government approved a budget of £2000 to build the Smiths Hill Fort to support the defence of Wollongong Harbour to the north. The announcement was made in February 1892.

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At this time the Council approached the Harbour Trust Board regarding the encroachment on Cliff Road which stymied Council's plans to form a 'fine esplanade'.[61] The Harbour Trust promised to compensate the Council by providing adjoining land to make the road 66 feet wide.

The *Illawarra Mercury* gave regular accounts of the progress of the Smiths Hill Fort. For instance, in July 1892, Colonel Airey visited Wollongong to finalise the plans for the proposed fort, intimating the work would commence soon. [62] Drawings for the battery were completed in August and in the meantime the Commanding Engineer's office in Sydney invited tenders for its construction in July.[63] The contract was awarded in September to W Hart of Sydney.

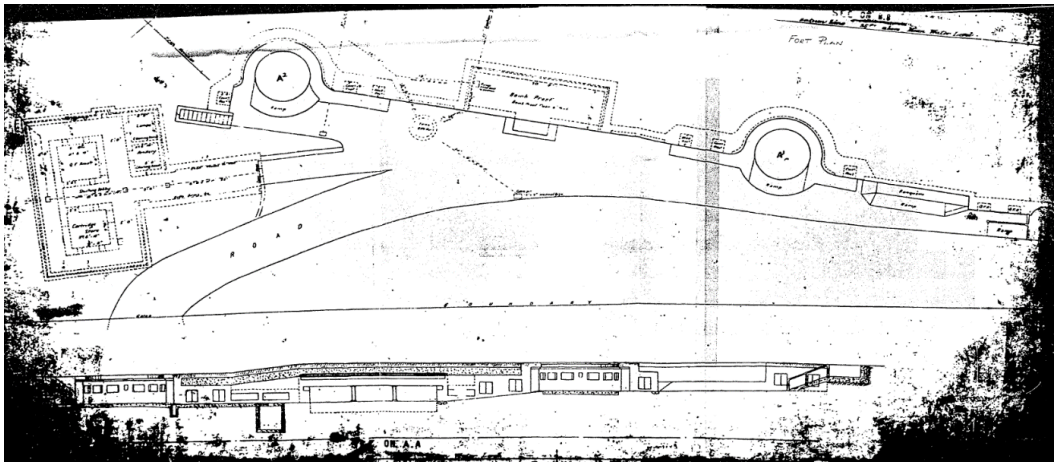


Figure 2.18 Plan of Smiths Hill Fort, 1892. (Source: Scott, GJ 1981, *Smith's Hill Fort Project*)

Work on the site commenced in September 1892 but progressed so slowly that locals were questioning the reasons for the delay.[64] It appears that one reason for the delay was the trucks of materials for the new fort 'which were troubling and hindering the contractor for the new breakwater' were removed in March 1893 and 'both works are now going on smooth and well'.[65]

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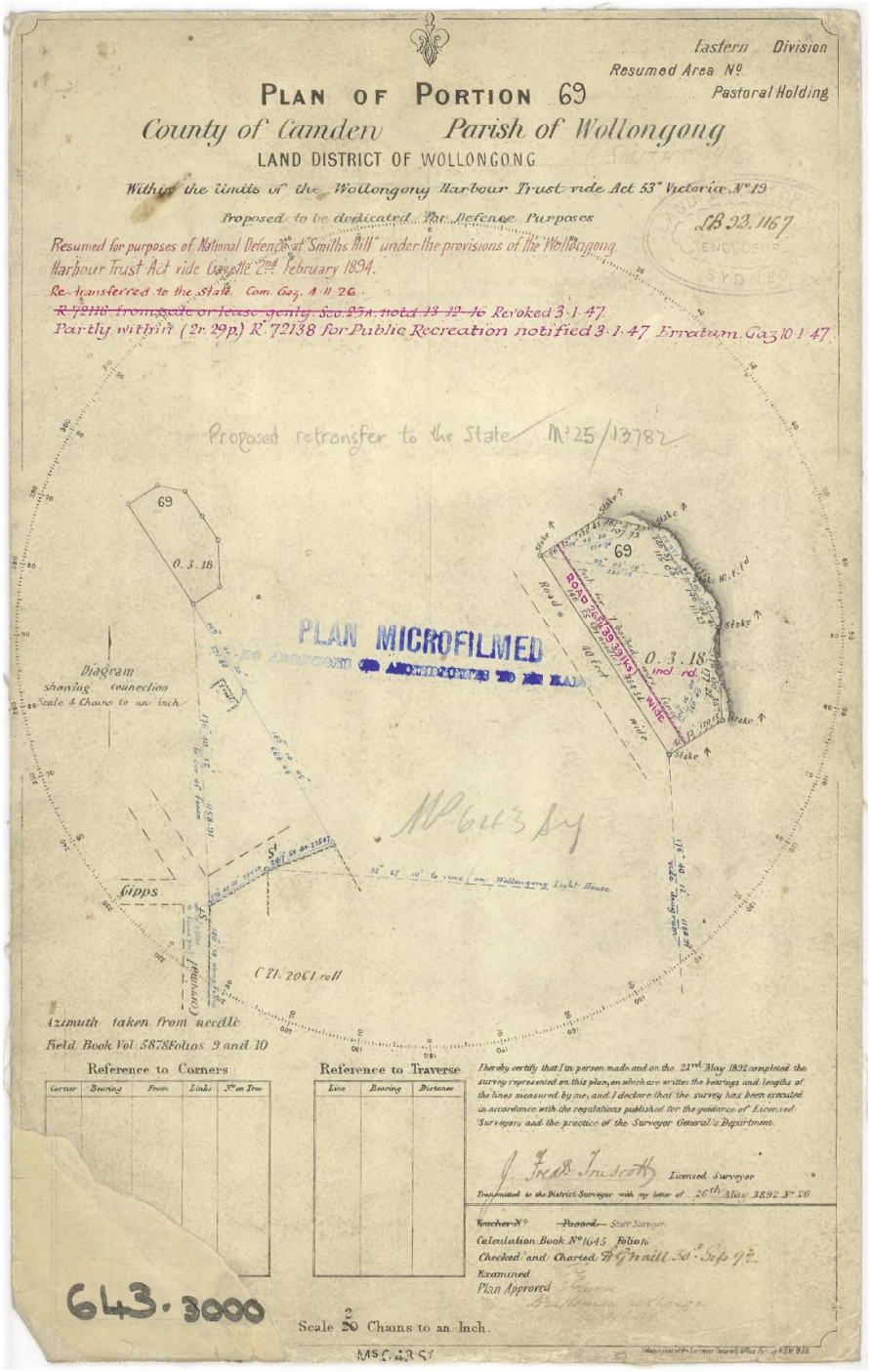


Figure 2.19 Plan of Portion 69 in the Parish of Wollongong comprising the site of Smiths Hill Fort, 1892, with later annotations. (Source: NSW Land Registry Services, Crown Plan 643-3000)

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Two 80-pounder, muzzle-loading guns were installed in the fort by late October as Colonial Spalding, Captain Savage, Mr Thorpe (artificer), Captain MacCabe and Lieutenant Beatson were present for the test firing of the guns.

> Three shots (common shell) were fired from No 1 gun and two from No 2 gun. The guns were elevated and depressed to their utmost limits, and the trial was most satisfactory. The magazine shell rooms were also inspected by the Colonel.[66]

The battery was completed by November 1893 at a cost of £2,270. The new fort was involved in a large military display the same month attended by Major-General Hutton.

Smiths Hill Fort was a hidden battery on high ground above Wollongong Harbour, with underground rooms for supplies, ammunition and shelter. It had two 36 kg cannons (80-pounder guns) and a 3.8cm quick firing gun (1.5-inch calibre Nordenfelt gun).[67] The fort was manned by a team of nine volunteer militia (Army Reserves).

The Russian scare dissipated before completion of the fort in 1893; however, the cannons were still used extensively for company training under Major Henry Osborne MacCabe and maintained by the Wollongong–Bulli Half Company, such as in May 1895 during a weekend military encampment when the artillery were drilled at the guns at the Smiths Hill and Flagstaff Hill (Signal Hill) Forts.[68] In 1896 for instance, the local artillery company (Wollongong detachment of No 6 Company, 2nd Division, Garrison Artillery) carried out shooting practice all day on 8 August with the Nordenfelt gun at Smiths Hill with targets moored at ranges between 1200 and 1500 yards.

> The practice was excellent, one of the targets being struck and sunk at the second round. The company evidently intends to maintain its reputation as the premier artillery company in the colony.[69]

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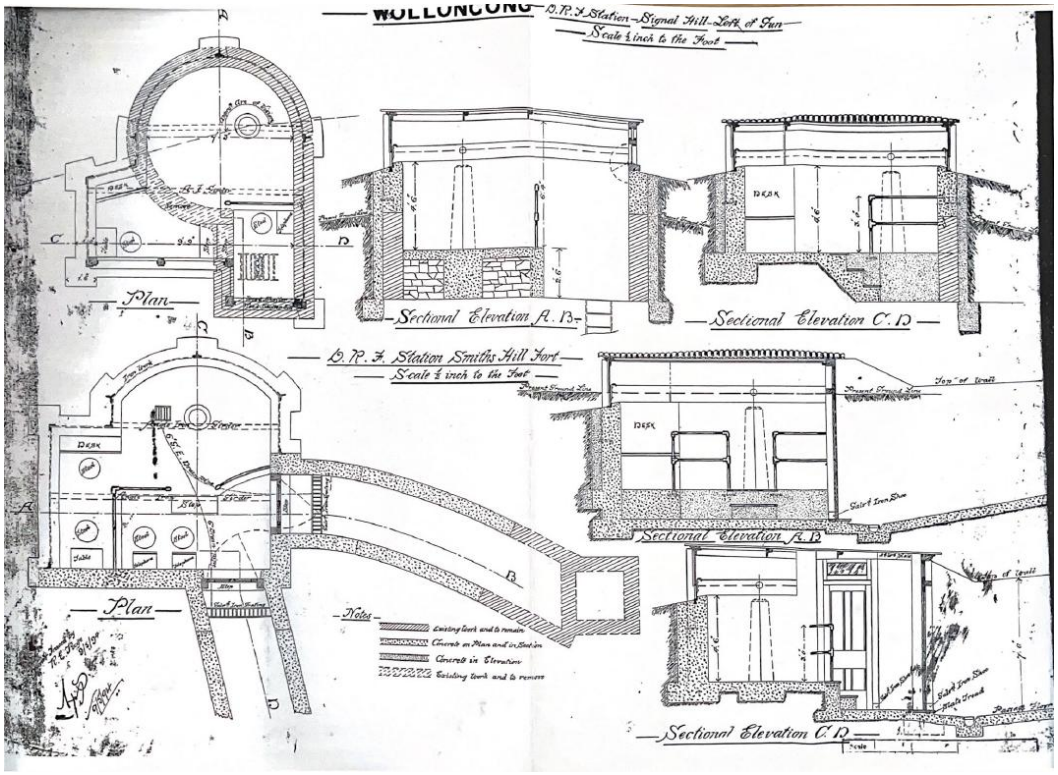


Figure 2.20 Drawing of the depression range finder (DRF) at Smiths Hill Fort, 1894. The DRF at Signal Hill (Flagstaff Hill) was modified (enlarged) at the same time to provide more comfortable occupation. (Source: Australian Army Museum of NSW, Victoria Barracks, Sydney—to be confirmed)

In April 1899 the lancers, infantry and artillery engaged in military manoeuvres to practice defending Wollongong from an attack by sea. The artillery manned the guns at Smiths Hill and Flagstaff Hill Forts.[70] Similar events occurred annually.

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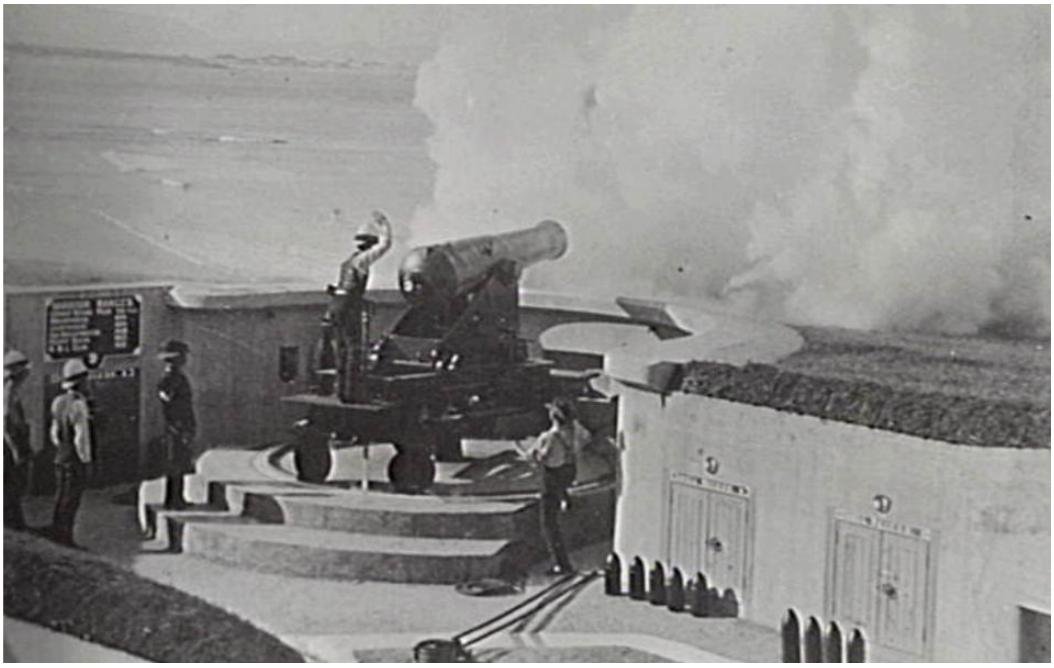
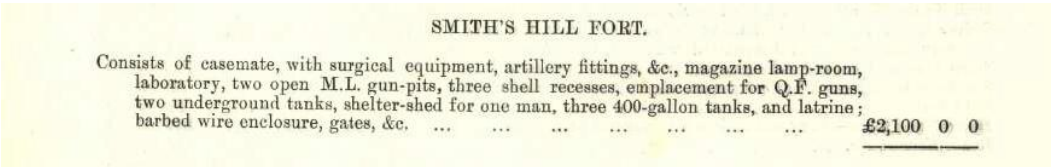


Figure 2.21 Practice firing of the gun at the north emplacement of Smiths Hill Fort, c1900. (Source: Wollongong City Libraries, P04/P04517)

In 1901 the NSW government appointed a committee to report on the value of state properties prior to their transfer to the Commonwealth. The report was tabled to Parliament in 1903. The value of the Smiths Hill Fort was determined to total £2,100 as described in the report (Figure 2.22).



SMITH'S HILL FORT.

Consists of casemate, with surgical equipment, artillery fittings, &c., magazine lamp-room, laboratory, two open M.L. gun-pits, three shell recesses, emplacement for Q.F. guns, two underground tanks, shelter-shed for one man, three 400-gallon tanks, and latrine; barbed wire enclosure, gates, &c. £2,100 0 0

Figure 2.22 State properties transferred to the Commonwealth, report of the Committee, 1903. (Source: Trove, National Library of Australia, https://nla.gov.au:443/tarkine/nla.obj-2373358216)

The big guns at Smiths Hill Fort were declared obsolete by August 1903 and the officer-in-charge was ordered to dismantle them and plug the bores.[71] The dismantling of the guns was of concern to the local artillery as 'there is no word if modern guns are to replaced them, and the local corps is in a dilemma how to continue effective drill if confined to the Flagstaff guns'.[72] Further to that, the guns were only used to 'train recruits in gun discipline and accustom them to gun fire'.[73]

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Despite opposition from the Wollongong Council, the work was completed promptly and Sergeant Mitchell, in charge of the local forts for several years, was transferred to Newcastle and a corporal appointed in his place at Wollongong.[74] The Defence Department and State of New South Wales did not object to dismantling the obsolete guns and suggested they may be taken over by Wollongong Council for 'ornamental purposes'.[75]

Despite the dismantling of the guns at the fort, in June 1907 the Government Architect's Office invited tenders for construction of a single men's quarters at Smiths Hill Fort. The contract was awarded in October to John Farquharson of Wollongong for £44 10s.[76]

The following year H Williams' tender of £26 3s 6d was accepted for general repairs to the fort and quarters at Smiths Hill, with the work being expected to be completed within four weeks.[77]

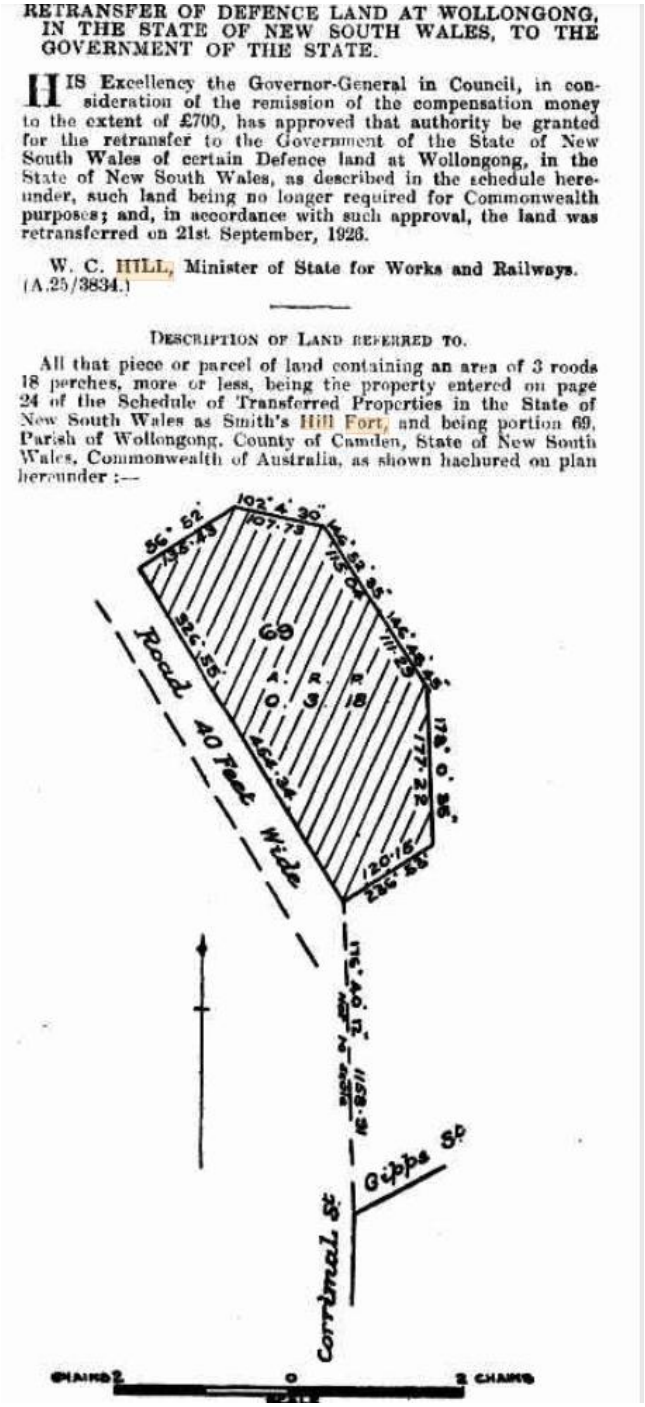
The Wollongong and District Citizens' Committee considered a motion at their May 1912 meeting from committee member SR Musgrave:

> That the Military Department be asked to fortify with modern armament, Port Kembla Harbor [sic], and also to place up-to-date guns in place of the obsolete ones now at Smith Hill Fort and Signal Hill Fort.[78]

There appears to have been no response to this motion and, with the advent of the First World War, the military authorities focus was on events in Europe. There is a single mention in the *Illawarra Mercury* in June 1914 in which the military authorities complained to Wollongong Council about the flooding of the fort resulting from defective drainage of Cliff Road.[79] There was no follow-up report in the newspaper, so it is unclear if the issue was dealt with by the Council.

The Smiths Hill Fort site was retransferred to the NSW government in September 1926 as it was no longer required for Commonwealth purpose, as notified in the *Commonwealth of Australia Gazette* (Figure 2.23). The sum of £700 was paid in compensation to the Commonwealth.

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RETRANSFER OF DEFENCE LAND AT WOLLONGONG, IN THE STATE OF NEW SOUTH WALES, TO THE GOVERNMENT OF THE STATE.

HIS Excellency the Governor-General in Council, in consideration of the remission of the compensation money to the extent of £700, has approved that authority be granted for the retransfer to the Government of the State of New South Wales of certain Defence land at Wollongong, in the State of New South Wales, as described in the schedule hereunder, such land being no longer required for Commonwealth purposes; and, in accordance with such approval, the land was retransferred on 21st September, 1926.

W. C. HILL, Minister of State for Works and Railways.
(A.25/3834.)

DESCRIPTION OF LAND REFERRED TO.

All that piece or parcel of land containing an area of 3 roods 18 perches, more or less, being the property entered on page 24 of the Schedule of Transferred Properties in the State of New South Wales as Smith's Hill Fort, and being portion 69, Parish of Wollongong, County of Camden, State of New South Wales, Commonwealth of Australia, as shown hachured on plan hereunder :—

Figure 2.23 Retransfer of Smiths Hill Fort to the NSW government. (Source: *Commonwealth of Australia Gazette*, 4 November 1926, p 1792)

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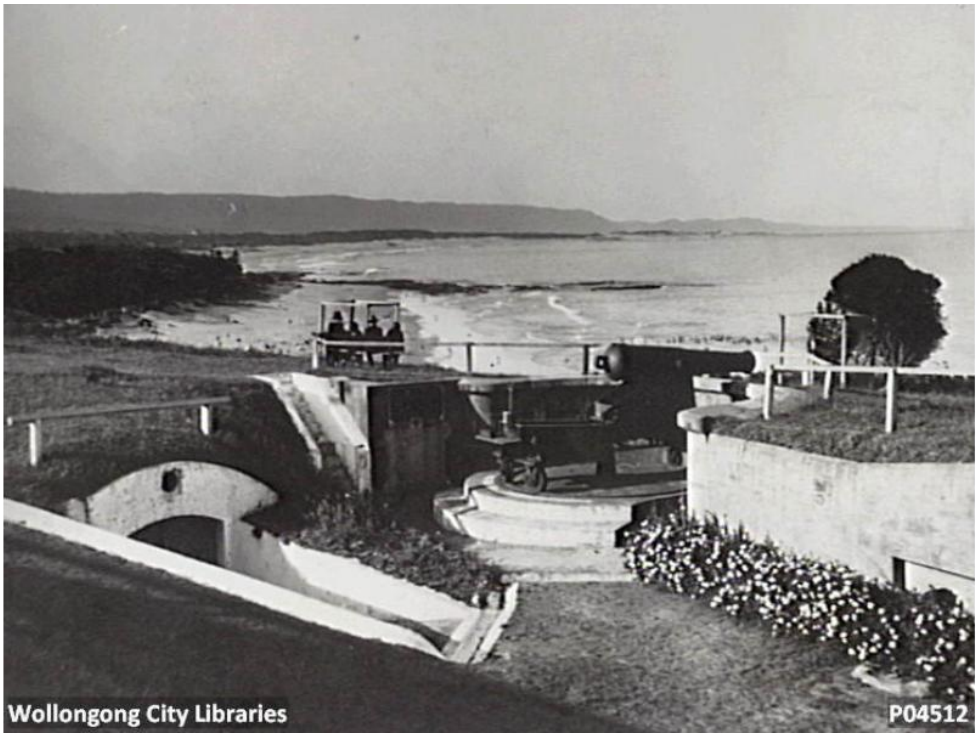


Figure 2.24 Smiths Hill Fort, c1920. (Source: Wollongong City Libraries, P04/P04512)



Figure 2.25 Smiths Hill Fort with North Beach in the background, c1926. (Source: Wollongong City Libraries, P04/P04509)

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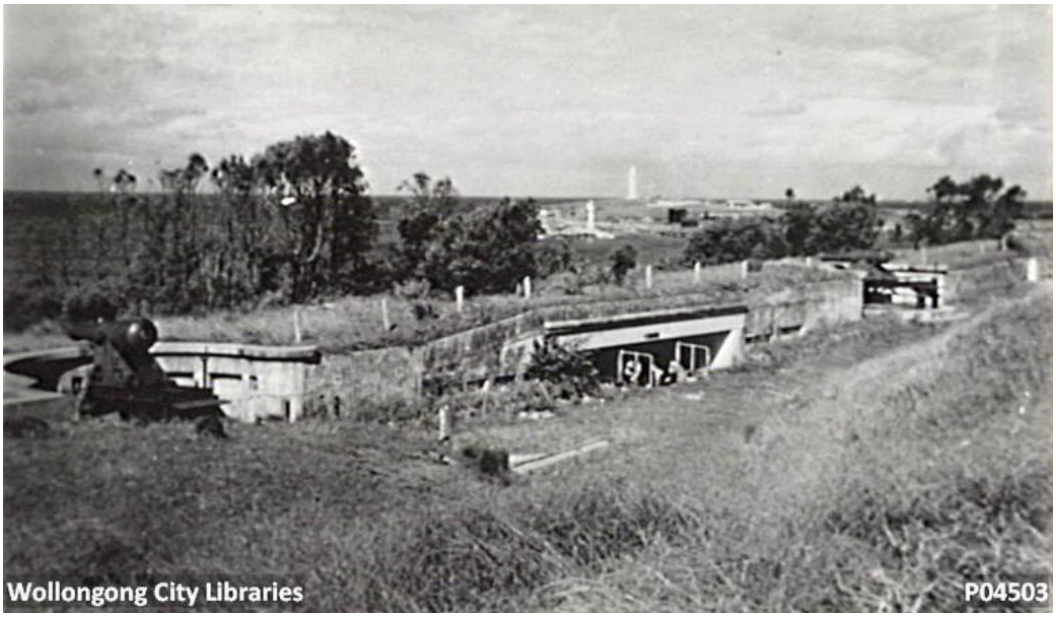


Figure 2.26 Smiths Hill Fort, c1930. (Source: Wollongong City Libraries, P04/P04503)

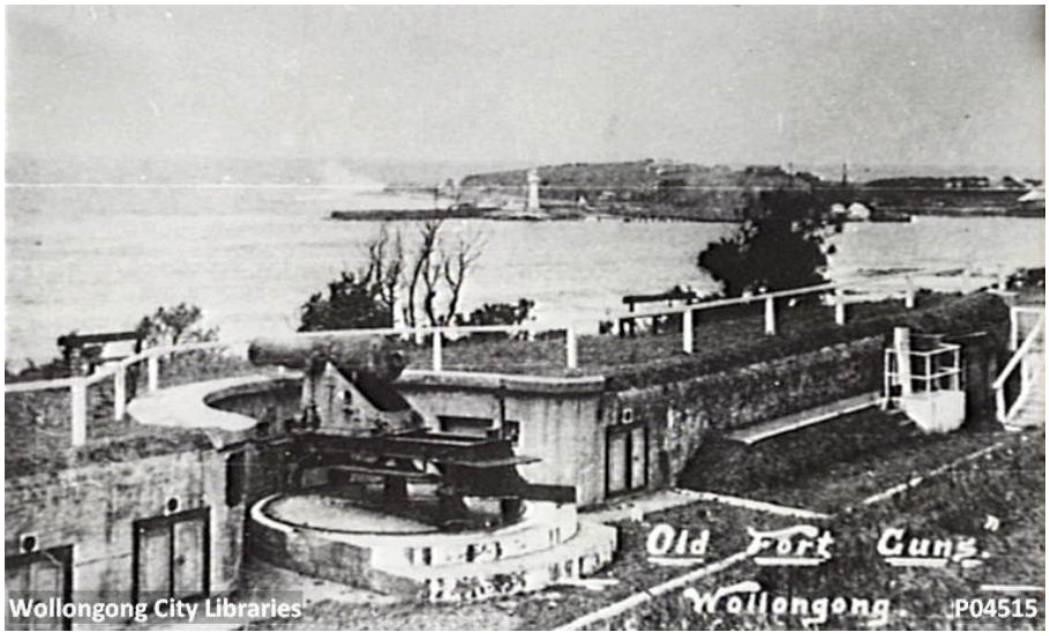


Figure 2.27 Smiths Hill Fort looking towards Wollongong Harbour, c1930. Sid Thorne photograph. (Source: Wollongong City Libraries, P04/P04515)

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Figure 2.28 Smiths Hill Fort, c1936. (Source: Wollongong City Libraries, P04/P04505)

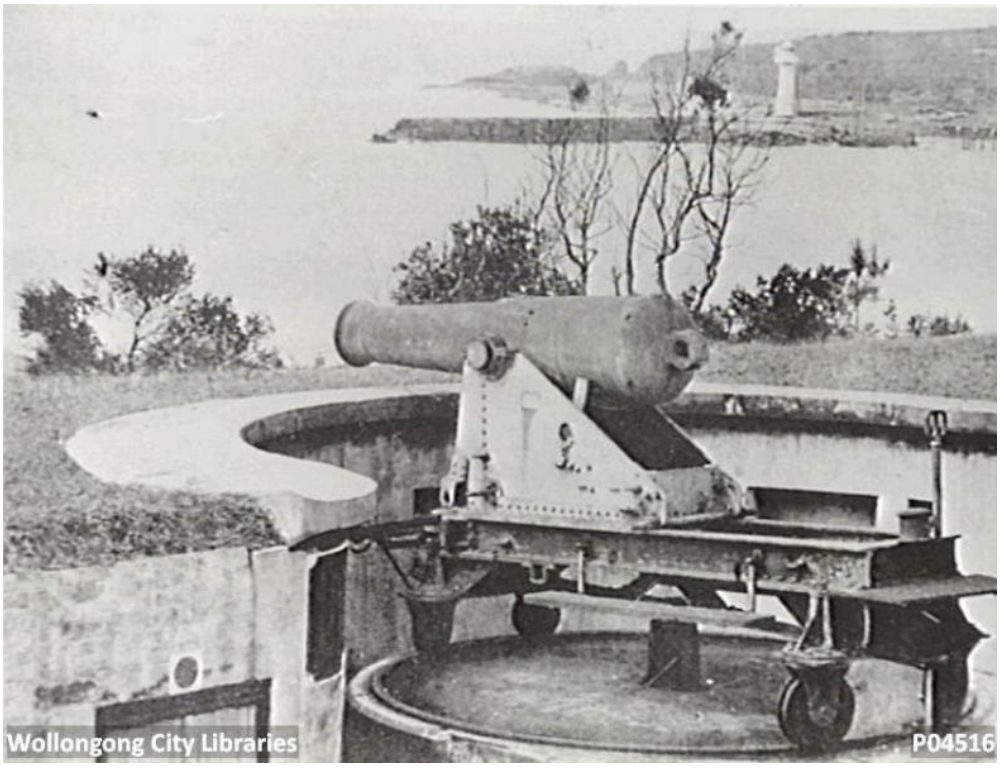


Figure 2.29 Pre-1937 view of gun emplacement, Smiths Hill Fort with Wollongong Harbour in background. (Source: Wollongong City Libraries, P04/P04516)

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Figure 2.30 Smiths Hill Fort in Battery Park, February 1942. (Source: Wollongong City Libraries, P23595)

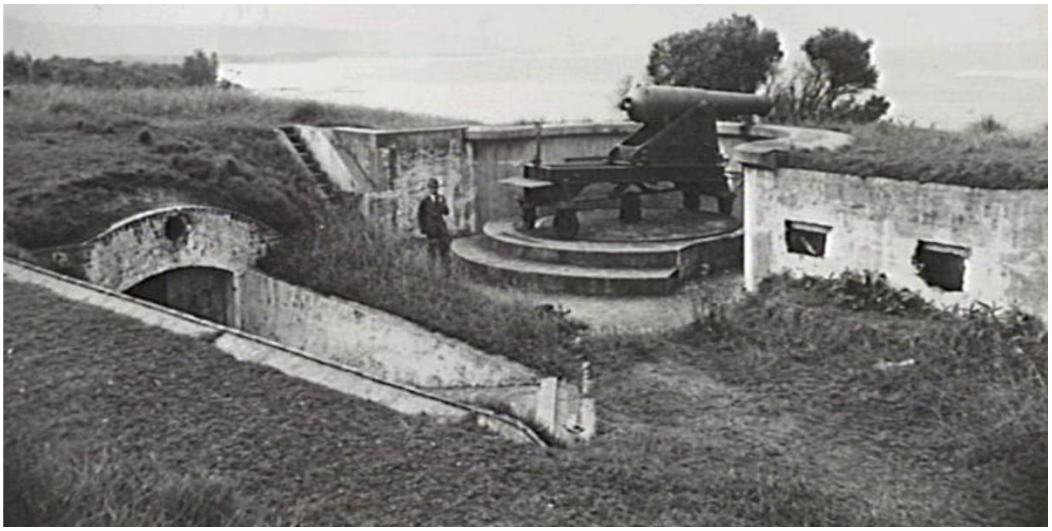


Figure 2.31 Smiths Hill Fort by pre–late 1940s, undated. (Source: Wollongong City Libraries, P04/P04507)

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Figure 2.32 Smiths Hill Fort after 1937. (Source: Wollongong City Libraries, P04/P04508)

The West Wollongong Parents and Citizens Association (P and C Association) and the local historical society protested plans by the council to fill in the fort at Smiths Hill in 1946. The historical society believed the fort was a link to the early history of Australia and suggested that the guns be dismantled and suitably re-mounted in close proximity with a plaque.[80] Wollongong City Council decided to seal the fort entrances with stone, fill behind the walls with boiler ash and cover with topsoil to create a park.[81] At the Wollongong City Council meeting in May 1946 the Parks and Gardens Committee reported that a stone wall was constructed at the entrance to the underground fortifications and arrangements were made for the delivery of filling. Council advised the P and C Association that 'adequate provision was being made for the preservation of the guns as historical relics and that in the opinion of the council the historical value of the gun pits was nil'.[82]

At July's meeting of the council the Illawarra Historical Society presented a sketch plan for an alternative proposal for the beautification of the site. The plan was rejected in favour of council's original project.[83] Council commenced to fill in the emplacements in 1946.

Council was appointed Trustees of the Smiths Hill Fort in April 1947.[84] Parts of the old fort were demolished in 1947 for the sum of £159 and associated improvements cost £200. In September the same year Council voted to spend £850 to construct retaining walls, fencing and paths, and to remove of the gun barrels and turn the area into a public car park.[85]

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The plan to convert the fort site to a carpark was rejected in November 1948 with the Council recommending further plans be prepared to provide for other uses of the site than car parking.[86]

The Council voted in May 1949 to spend £1250 on improvements on the site of Smiths Hill Fort on Cliff Road.[87] One alderman, H Frew, was opposed to this spending, citing more important jobs in the municipality such as the repairing of roads. He opposed the proposed work at the old fort as it 'will use men and materials that are required for other urgent works'.[88]

Battery Park, including the Smiths Hill Fort, was officially gazetted on 2 April 1976 as a reserve in the Wollongong local government area. Three years later the Council received a request in November to investigate the condition of the buried gun carriages with a view to a full excavation and restoration of the fort. The following year the Smiths Hill Fort Committee was formed and held a public meeting to discuss the project.

GJ Scott, President of the Smiths Hill Fort Committee, prepared a history of early fortifications around Wollongong, including Smiths Hill Fort, in 1981 as part of a proposal and development application to the Council to excavate around the guns and restore them back to their original condition. The report and development application contain drawings of the park area with the battery area outlined and shaded (Figure 2.33) and also the design of the carriage medium No 6 (64CWT). The Council approved the plan to restore the fort in June 1981.

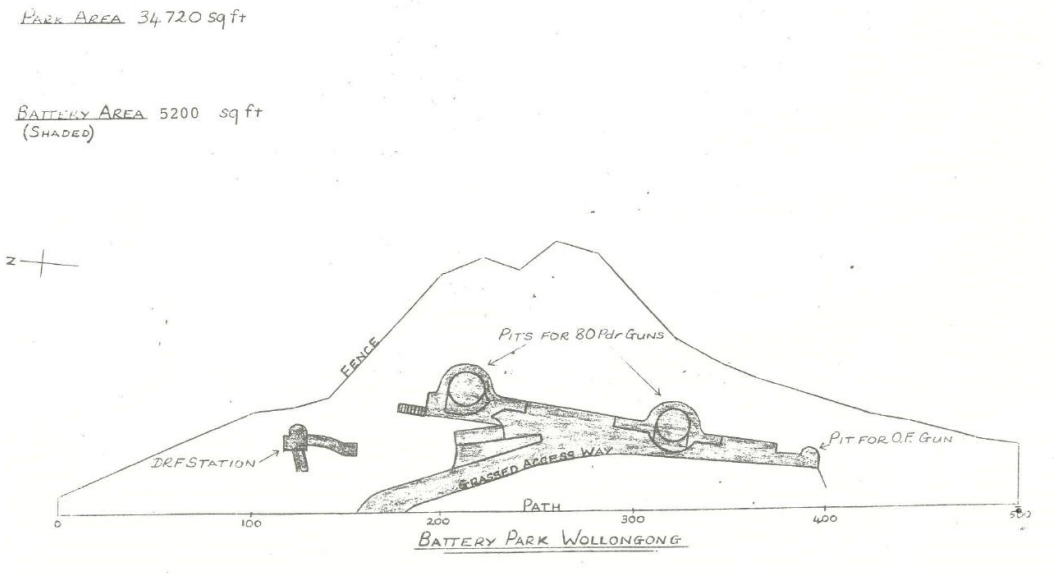


Figure 2.33 Battery area shown within Battery Park, 1981, drawn by GJ Scott. (Source: *Smith's Hill Fort Project*, prepared by GJ Scott, Part E)

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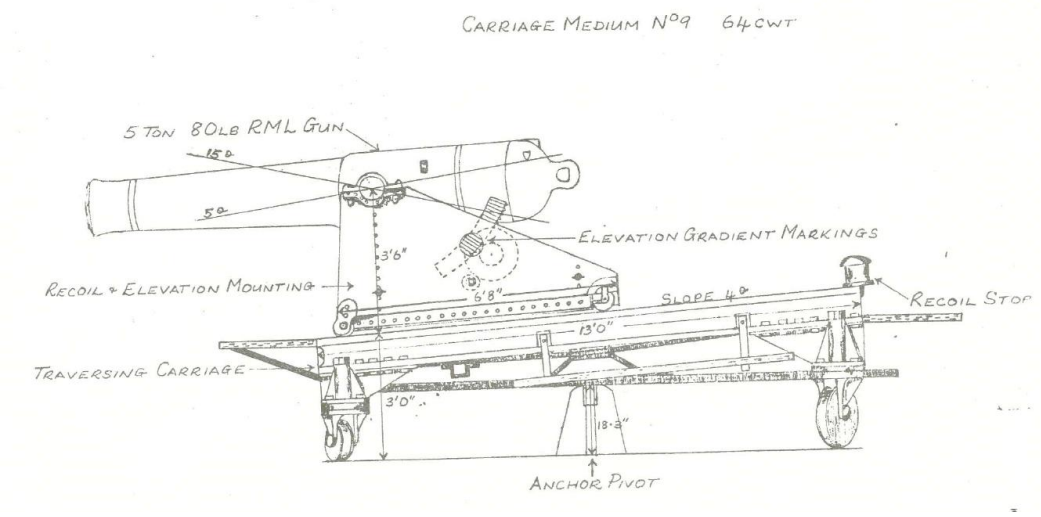


Figure 2.34 Section design of carriage medium No 9 (64 CWT), 1981, drawn by GJ Scott. (Source: *Smith's Hill Fort Project*, prepared by GJ Scott, Part E)

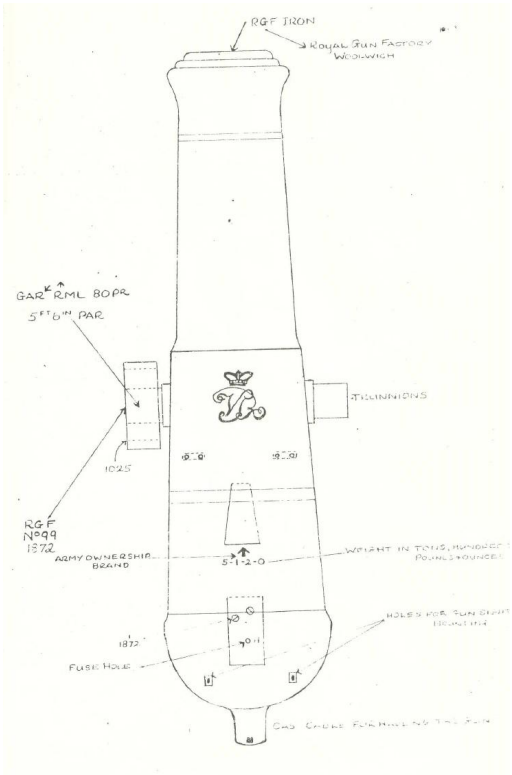


Figure 2.35 Design of carriage medium No 9 (64 CWT), 1981, drawn by GJ Scott. (Source: *Smith's Hill Fort Project*, prepared by GJ Scott, Part E)

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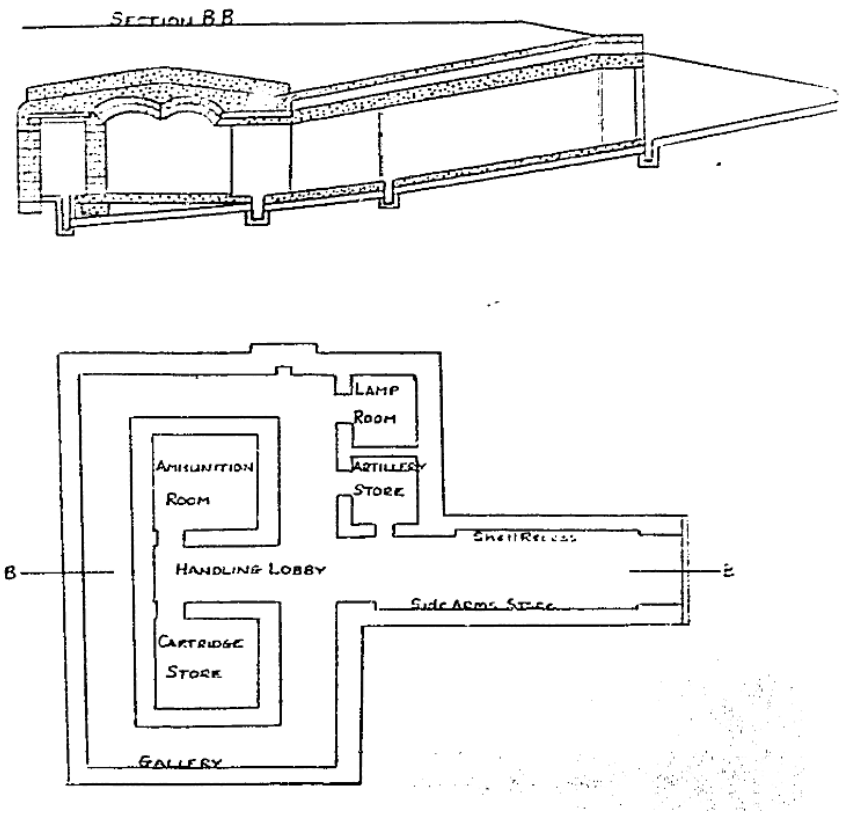


Figure 2.36 Smiths Hill Fort magazine plans and section, 1981. (Source: *Smith's Hill Fort Project*, prepared by GJ Scott, Part E)

The Royal Australian Artillery Historical Society wrote to Council in 1982 indicating that the guns were owned by their society and on loan to Council and that they were to be housed in some recognised artillery fort or site. Two years later the Wollongong City Council gave permission to GC Wilson to examine the guns and report on the condition of the carriages. Wilson recommended the guns be removed and restored.

M Egan prepared a report for the Heritage Council on the excavation of the guns and magazine at Battery Park in 1986. The report included a summary of the history prepared by GJ Scott in 1981. Scott recommended then that the fort's guns be uncovered and refurbished to prevent further corrosion, then remounted in their original position. Scott's research found that Smiths Hill Fort is a significant site in Australia's colonial military history, having the last two complete 80-pounder guns surviving in Australia of the 25 that were ordered by the New South Wales Government in 1872. Further, the battery is an important example of late nineteenth-century Australian gun emplacements as it underwent no modernising alterations.[89]

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The excavation of the two 80-pounder guns took place on 22 and 23 May 1986 by volunteers using backhoe, hand tools and a crane. An area of approximately 1.5m around each gun was excavated to safely remove them from the ground. The overall condition of the northern gun mount and carriage was similar to what Wilson reported in 1984. The southern gun was found to be slightly less corroded; its wooden foot plate was better preserved, enabling it to provide the dimensions and details required for its modern reconstruction. A full description of the underground portions of the fort were explored during the excavation.

The 1986 excavation report noted that the corroded 1.5-inch Nordenfelt gun found near the entrance was removed and was undergoing restoration by the Australian Iron and Steel at Wollongong under the supervision of Brendan Kelson, the curator of Arms and Armaments at the Australian War Memorial Museum.

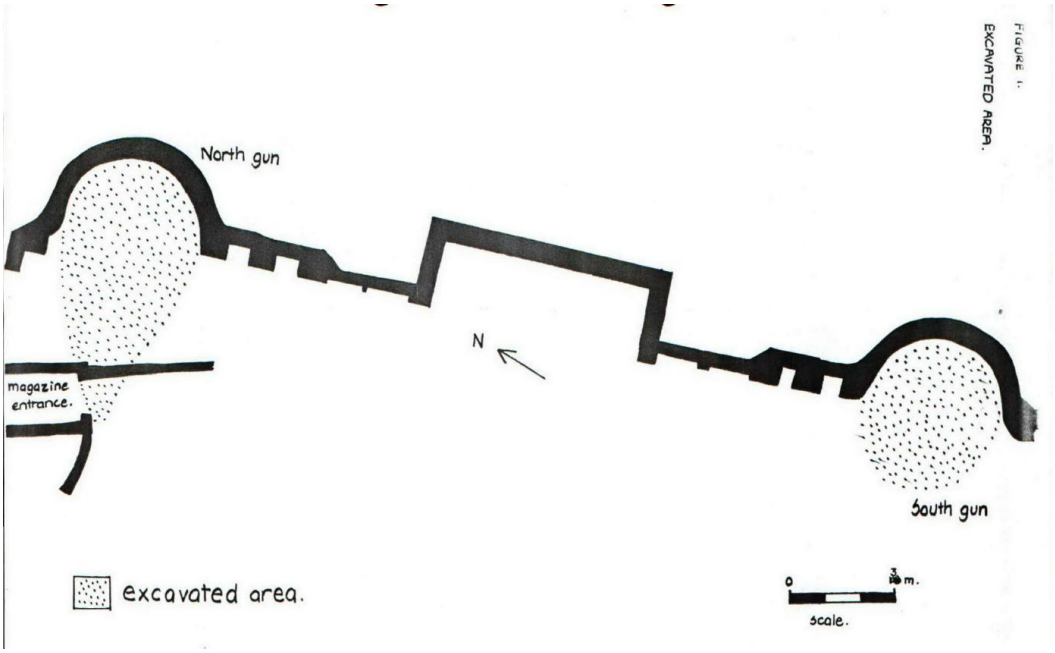


Figure 2.37 Plan of Battery Park showing area excavated at the fort in 1986. (Source: Smiths Hill Fort Wollongong, Excavation Report, May 1986)

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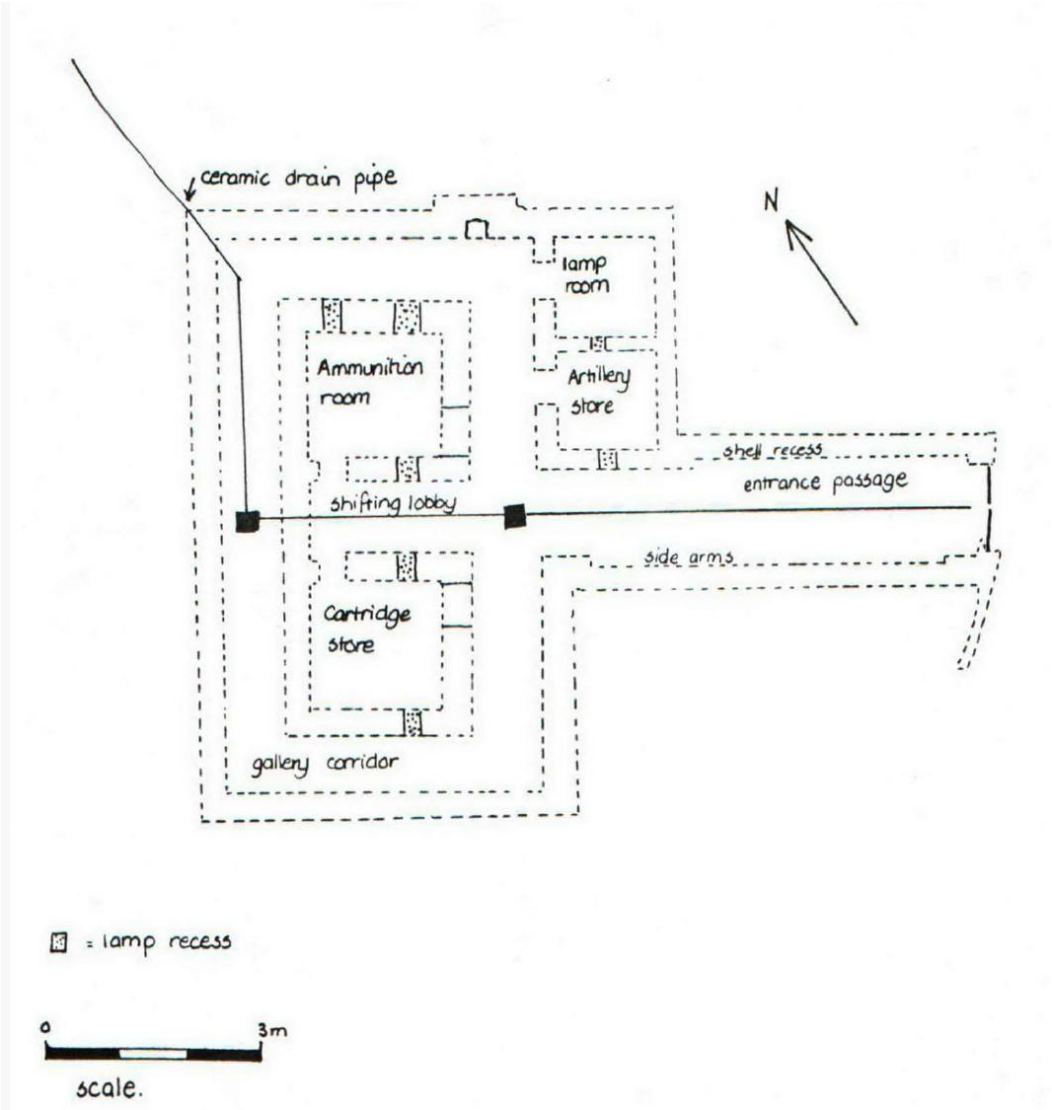


Figure 2.38 Plan of magazine drawn following excavation of the former fort, 1986. (Source: Smiths Hill Fort Wollongong, Excavation Report, May 1986)

After the removal of the guns and inspection by Wilson, the guns were transported to Bendigo where they were restored using a Bicentennial Committee special grant of $30,000 awarded to the Illawarra Environmental Heritage Committee.

In 1988 the fort was fully excavated by volunteers supervised by Andrew Wilson and the structure was painted. The restored guns were reinstated and the surrounding Battery Park was grassed. The Nordenfelt gun removed prior to the fort being filled in the late 1940s was apparently stored at the Breakwater Battery storage area at this time.

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The restored Smiths Hill Fort at Battery Park was officially opened on Monday 18 December 1988 by the Member for Cunningham, Stewart West, with a colonial re-enactment.

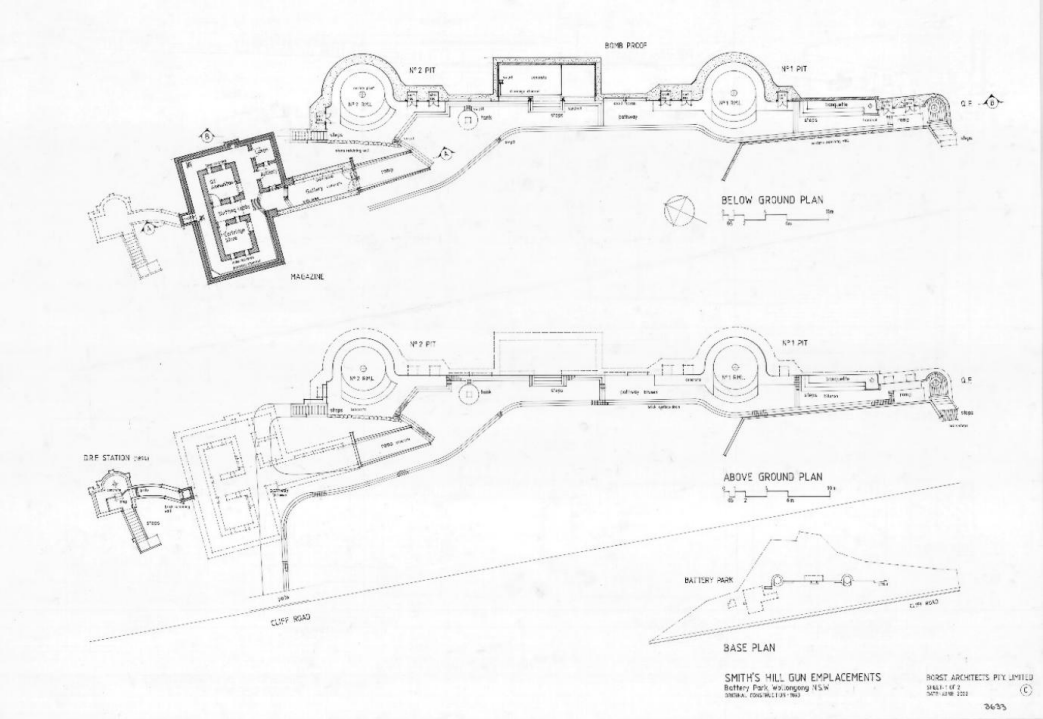


Figure 2.39 Sheet 1 of 2, Smiths Hill gun emplacements, Battery Park, Wollongong, 2002, drawn by Borst Architects Pty Ltd. (Source: Wollongong City Libraries)

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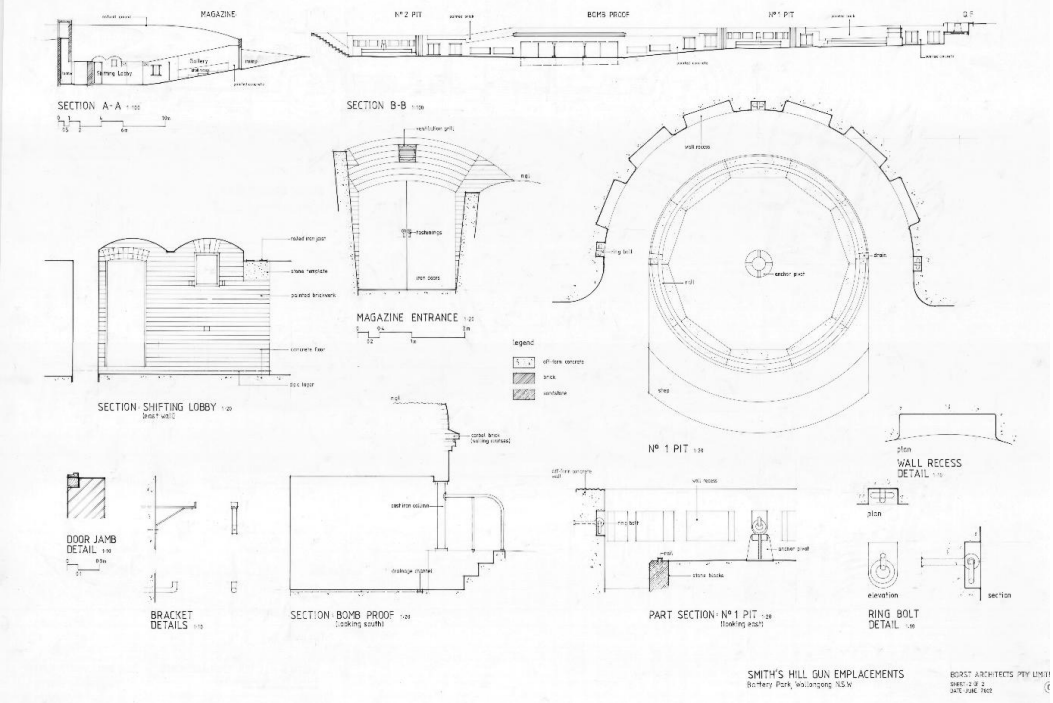


Figure 2.40 Sheet 2 of 2, Smiths Hill gun emplacements, Battery Park, Wollongong, 2002, drawn by Borst Architects Pty Ltd. (Source: Wollongong City Libraries)

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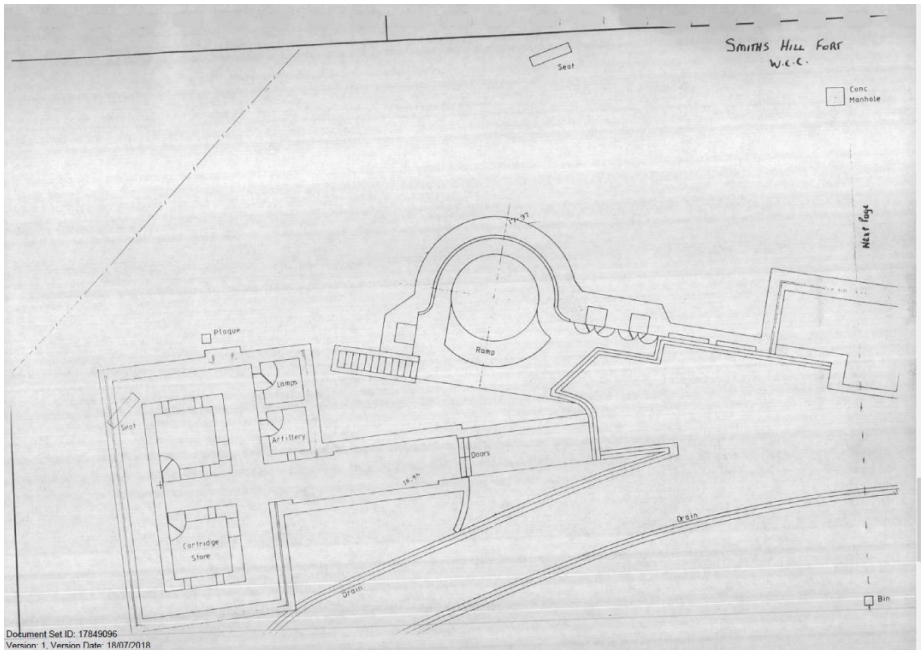


Figure 2.41 Left hand portion of plan showing the footprint of Smiths Hill Fort, 2018. (Source: City of Wollongong Council)

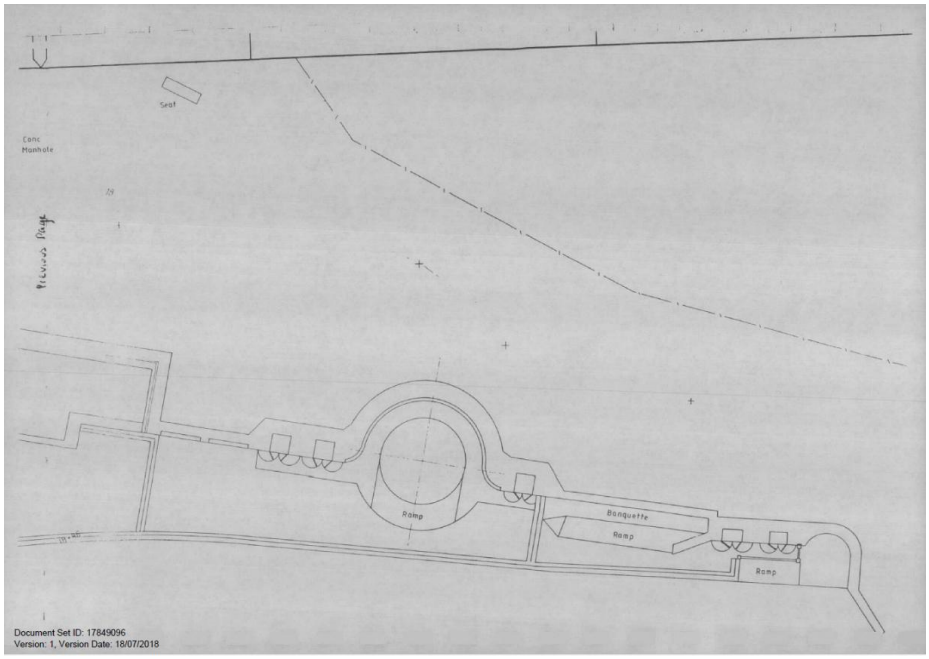


Figure 2.42 Right hand portion of plan showing the footprint of Smiths Hill Fort, 2018. (Source: City of Wollongong Council)

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2.7 Timeline

Table 2.1 Timeline summary of the development of Flagstaff Hill and Smiths Hill Forts.

Date	Event
1872	Breakwater Lighthouse constructed
1878	No 6 Battery Volunteer Artillery formed
July 1879	*SS Havilah* delivers three cannons to Wollongong Harbour
October 1879	Three guns placed in a temporary position on northern aspect of Flagstaff Hill facing the harbour
October 1880	Three guns moved to their permanent position on northeast slope of Flagstaff Hill First shooting practice takes place at Flagstaff Hill on 26 October
1885	Site selected at Flagstaff Hill for one large gun and recommendations for two smaller batteries north and south of Flagstaff Point with the old 68 pounder guns relocated to near the harbour entrance. Total cost estimated at £4,000
1887	Guns at Flagstaff Hill considered obsolete Major General Shaw reports to Parliament on defences in NSW including a report from Major Penrose with recommendations for re-arming Wollongong
1889	Military Works Branch of Public Works Department draws up plans for Flagstaff Hill Fort Tenders invited for construction on the government reserve at Flagstaff Hill (Signal Hill) Tender awarded to James Russel & Co
February 1890	Construction of Flagstaff Hill Fort commences under supervision of PJ Owen, supervising engineer and Alfred Hall of James Russell & Co
June 1890	*ISN Bega* lands a dismantled 6-inch BL and associated equipment at Wollongong. Gun built by Armstrongs Elswick Ordnance Company, England
November 1890	Construction of Flagstaff Hill Fort complete except for mounting the main gun, sharpshooting guns and two signal stations.
January/February 1891	Permanent Artillery arrives in Wollongong to assist in erecting the large gun in fort
1892	Land occupied by Military Authorities surveyed
March 1892	NSW Government votes to spend £2000 to construct a two gun battery at Smiths Hill
July 1892	Commanding Engineer's Office invites tenders to construct Smiths Hill Fort
August 1892	Colonial Architect completes drawings for Smiths Hill Fort
September 1892	W Hart commences construction of Smiths Hill Fort

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Date	Event
October 1893	Two 80-pounder guns, constructed in Woolwich in 1872, mounted on carriages Test firing of guns
November 1893	Smiths Hill Fort completed Smiths Hill and Flagstaff Hill Forts involved in a large military exercise witnessed by Major General Hutton
1903	State Committee value Smiths Hill and Flagstaff Hill Forts prior to their transfer to the Commonwealth Smiths Hill Fort guns declared obsolete and the officer-in-charge is instructed to dismantle them and plug the bores (August)
1905	Tenders invited for repairs to Flagstaff Hill fortifications, barracks and quarters at Flagstaff Hill and Smiths Hill Forts
1907	Government Architect's Office invites tenders for single men's quarters at Smiths Hill Fort; contract won by John Farquharson
1908	Tender awarded to H Williams for general repairs to the forts and quarters at Smiths Hill
1912	Wollongong and District Citizens Committee considers motion to provide up-to-date guns at Smiths Hill and Flagstaff Hill Forts
1914	Both forts handed over to Wollongong Council as permissive occupancy
1926	Smiths Hill Fort is re-transferred to the NSW government
1937	Wollongong Head Lighthouse is constructed on Flagstaff Point and comes into service, taking over from the Breakwater Lighthouse as the major light in the area.
August 1937	Big gun at Flagstaff Hill Fort removed and transported to Sydney
1941	Lessee of Flagstaff Hill Fort gun pit given notice to vacate
1946	Plan to fill in Smiths Hill Fort Opposition from West Wollongong P & C Association and Illawarra Historical Society Council erects stone wall at Smiths Hill Fort and decides to seal fort entrances with stone, fill behind them with boiler ash and cover the fort with topsoil
1947	Council appointed Trustee of Smiths Hill Fort Demolition of old the fort completed; improvements completed Council votes to spend money to construct retaining walls and fencing, form paths, remove gun barrels, and turn Smiths Hill Fort into car park
1948	Council abandons the plan to convert Smiths Hill fort to car park
1949	Gun pit at Flagstaff Hill is filled with sand and the entrance is bricked up Council votes to spend £1250 on improvements at Smiths Hill Fort

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Date	Event
1954	Commonwealth request Council to offer a site for an Army training depot or to re-occupy the Flagstaff Hill site
1970s	West and south walls of Flagstaff Hill Fort are demolished and the area is levelled for a carpark
June 1970	Jaycees suggests turning Flagstaff Hill Fort into tourist information centre
1976	Battery Park, including Smiths Hill Fort, is formally gazetted
April 1978	New idea for a tourist information centre at Flagstaff Hill includes excavation of the original gun pit
1980	Council's heritage committee suggests converting Flagstaff Hill Fort to a museum
1981	Smiths Hill Fort Committee formed; GJ Scott elected President GJ Scott prepares report to Council to excavate and examine guns and carriages of Smiths Hill Fort
1982	Council seeks advice from Royal Artillery Historical Society for the possibility of restoring three 68 pounder guns for re-erection by Heritage Week 1983
April 1983	Heritage Week Three cannons are restored and relocated to Flagstaff Hill
1984	Council approves GC Wilson to partially excavate and examine the guns at Smiths Hill Fort Wilson recommends that the guns are removed and restored
1986	Report by M Egan on the excavation of the guns and magazine at Smiths Hill Fort in May Guns are restored in Victoria
1988	Smiths Hill Fort is fully excavated, the structure painted and restored guns re-instated, and the surrounding park is grassed Smiths Hill Fort is officially re-opened on 18 December
1996	Jobless people clean up Flagstaff Hill Fort site including digging out the exterior walls, inserting steel shutters, and bricking up doors and windows

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Physical analysis

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3 Physical analysis

The underground and above-ground components of Flagstaff Hill Fort as well as the above-ground components of Smiths Hill Fort were inspected by GML and OHM Consultants on 31 May 2024.

A second site visit inspecting the underground components of Smiths Hill Fort was conducted by GML (Hendry Wan, Jacob Gwiazdzinski and Linda Phung) and OHM (David McBeath) on 2 August 2024.

3.1 Flagstaff Hill Fort

3.1.1 Setting and context

The Flagstaff Hill Fort study area (Flagstaff Hill) is located at the edge of a cliff towards the eastern most point of Endeavour Drive, where the road loops back around on itself. The coast wraps around the eastern portion of the study area and a grassed rocky outcrop is set below the height of the study area. The Nuns' Baths and Ladies' Baths are tidal rock pools that form part of the surrounding grassed rocky outcrop, along with a number of stone seawalls. Wollongong Harbour is located to the northwest of Flagstaff Hill, while City Beach is located to the south.



Figure 3.1 Looking north towards the Pacific Ocean from the northwestern portion of the Flagstaff Hill Fort study area.



Figure 3.2 Looking northeast towards the Pacific Ocean from the northwestern edge of the Flagstaff Hill study area.

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Figure 3.3 Looking southwest along Endeavour Drive towards Flagstaff Hill.



Figure 3.4 Looking northwest across Endeavour Drive from the northwestern portion of the Flagstaff Hill study area, towards north Wollongong.



Figure 3.5 Looking northeast from the northern edge of the Flagstaff Hill study area towards the Nuns' Baths tidal rock pool.



Figure 3.6 Looking south from the northeastern edge of the Flagstaff Hill study area towards City Beach.



Figure 3.7 Looking south from the northeastern edge of the Flagstaff Hill study area towards the Ladies' Baths tidal rock pool.



Figure 3.8 Looking north towards the seawall that surrounds the Nuns' Baths tidal rock pool.

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3.1.2 External/above-ground features and fabric

The Flagstaff Hill study area is a large, open, grassed area used as a public park. The land is uneven, falling to all sides. The highest point of the land comprises the Wollongong Lighthouse and a circular, open pit (former gun pit) which is surrounded by a metal fence.

The northern part of the study area is terraced with two curved stone retaining walls defining the two different levels of the park. An interpretation panel positioned on a concrete base is set within one of the lower rock-lined retaining walls. A small marble dedication plaque/memorial is located in the upper level of this part of the study area. The lower portion comprises three, evenly spaced guns which face towards the ocean with a small, concrete/stone memorial/dedication plaque located immediately to the south of the guns. A picnic table is located to the southeast of the three guns.

A metal fence wraps around the eastern and southern boundaries of the study area, separating Flagstaff Hill from the rocky outcrop and ocean below. This fence begins around 10 metres to the north of the three guns and terminates at the carparks located towards the south of the study area. The land at the southwestern edge of the study area has been levelled to form two separate carparking areas, with the more northern of the carparks positioned higher than the more southern carpark. Whilst the northern half of the northern-most carpark forms part of the study area, the lower of the two carparks to the south does not form part of the study area. Nonetheless, both carparks are similar in size and design, lined in a bitumen finish, and are accessed via Endeavour Drive to their west.

The entry into the underground components of the fort is located along the northern boundary of the northern-most carpark. It comprises a single-storey brick wall with a flat roof that forms part of the public park area above. The brick wall comprises a centrally positioned door opening and two evenly spaced window openings on either side. Metal double doors are located within the door opening, while the two window openings have been infilled with metal sheeting of a similar finish to the double doors. Timber retaining walls (comprising large section timbers laid horizontally and held in place by vertical timber posts of similar dimensions) are located either side of the brick wall and support the sloping landscaped parkland above. A remnant, low, curved brick wall is located just to the southeast of the entry into the underground areas of the fort. A brick-paved pathway separates the entry into the underground areas of the fort and the carpark. A concrete-lined pathway, running west–east, connects the carparks to Flagstaff Point Lighthouse Lookout at the most eastern point.

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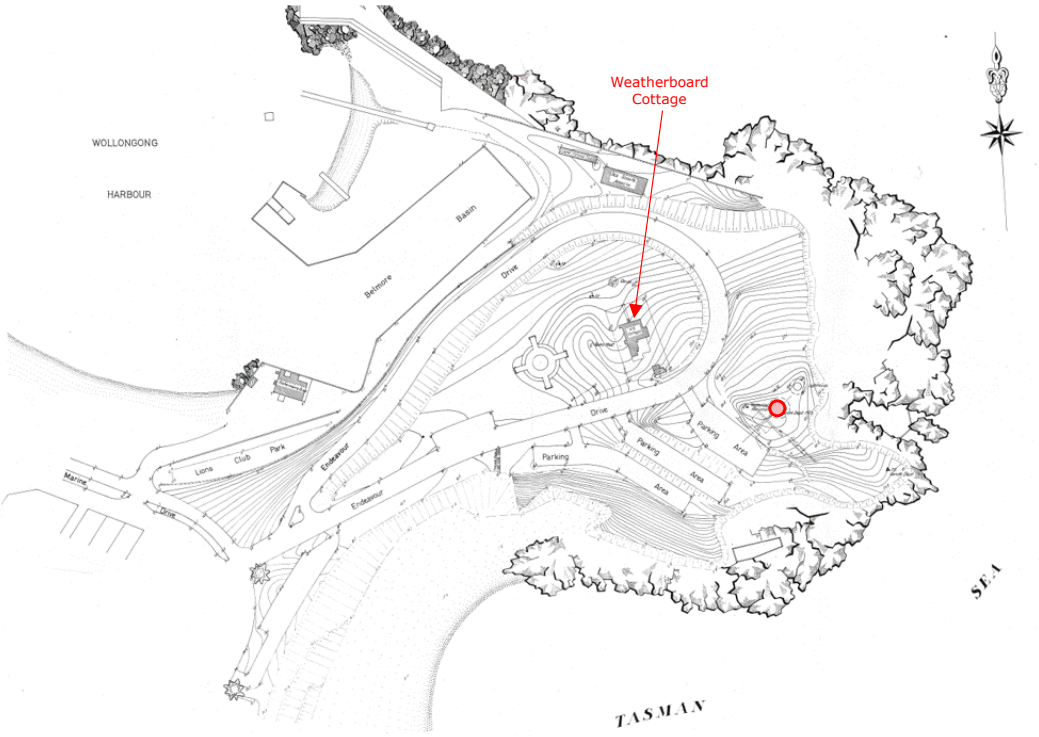


Figure 3.9 Physical relationship between Flagstaff Hill Fort and 'W.B. cottage' (possibly the pilot's cottage) on Flagstaff Hill, c1970s. (Source: City of Wollongong Council, n.d.)



Figure 3.10 Looking northeast towards the entry into the underground areas of Flagstaff Hill Fort from the surrounding carpark area.



Figure 3.11 Looking north towards the entry into the underground area of Flagstaff Hill Fort.

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Figure 3.12 Looking towards the northwest portion of the entry into the underground areas of Flagstaff Hill Fort.



Figure 3.13 Remnant brick retaining wall located to the southeast of the entry into the underground areas of Flagstaff Hill Fort.



Figure 3.14 Looking down from Flagstaff Hill park into the former gun pit.



Figure 3.15 Looking north from the southwestern edge of Flagstaff Hill park towards the Pacific Ocean. Flagstaff Hill Fort (1890) pre-dated the Wollongong Head Lighthouse (1937).

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Figure 3.16 Looking west from the southwestern edge of Flagstaff Hill towards the carparks and Endeavour Drive.



Figure 3.17 Looking north from the southwestern edge of Flagstaff Hill towards North Wollongong. The Lieutenant James Cook monument is seen in the foreground.



Figure 3.18 Looking northeast towards the Pacific Ocean. The northeastern edge of the Flagstaff Hill study area is seen in the background, along with the three guns and park furniture.



Figure 3.19 Looking northeast towards the Pacific Ocean. The northeastern edge of the Flagstaff Hill study area is seen in the background, along with a number of guns. A war monument is seen in the foreground.

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Figure 3.20 Close-up image of the Australia's National Servicemen war monument seen in Figure 3.19.



Figure 3.21 Australia's National Servicemen plaque inscription.



Figure 3.22 Three guns located along the northern edge of the Flagstaff Hill study area.



Figure 3.23 Interpretation plaque (installed during Heritage Week 1983) for the three relocated guns.

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Figure 3.24 Looking southwest from the northeastern edge of the Flagstaff Hill study area towards the three guns.



Figure 3.25 Interpretation panel (Wollongong Harbour History Walk No. 8—Flagstaff Battery) located within the rock-lined retaining wall surrounding the three guns.



Figure 3.26 Looking south across the park from the northern edge of the Flagstaff Hill study area.



Figure 3.27 Looking southwest across the park from the northern edge of the Flagstaff Hill study area.

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Figure 3.28 Looking northeast across the park from the northeastern edge of the Flagstaff Hill study area.



Figure 3.29 Looking northeast from the southwestern edge of the study area.



Figure 3.30 Looking east across the park from the southwestern edge of the study area.



Figure 3.31 Looking southeast across the park from the southwestern edge of the study area.



Figure 3.32 Looking south across the park towards the Pacific Ocean.



Figure 3.33 Looking southwest across the park towards the carpark.

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Figure 3.34 Looking from the southwest edge of the Flagstaff Hill study area towards the carpark.



Figure 3.35 Looking northwest across the park from the southeast edge of the site.



Figure 3.36 Looking northeast from the carpark towards the park and the Flagstaff Point Lighthouse.



Figure 3.37 Looking northeast from the lower portion of the carpark to the upper portion of the carpark.

3.1.3 Underground features and fabric

The underground portion of Flagstaff Hill Fort is mostly symmetrical in its overall layout and footprint. A central passage runs through the centre, connecting the former casemate at the entry (located towards the southwestern-most end), through to a former gun battery at the northeastern-most end. Moving from the southwest through to the northeast along the central passage, the spaces/rooms are as follows:

- Two former storage recesses that are located either side of the main central passage—Store (No. 6) and Laboratory (No. 7).

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- A short passage and set of stairs to the northwest of the central passage provides access to, and acts as a lobby to, a former magazine store (No. 4). This is mirrored on the other side of the central passage, with another small walkway and set of stairs providing access and acting as a lobby to a former shell store (No. 5).
- A narrow, ventilated tunnel is located directly to the northeast of the former magazine (No. 4) and shell store (No. 5). At the end of this tunnel are the Depression Range Finder (No. 2) at the northwestern end and an Observation Post (No. 3) at the southeastern end.

Table 3.1 provides a description of each of the underground spaces within Flagstaff Hill Fort. Figure 3.38 shows the above and underground structural elements of the fort.

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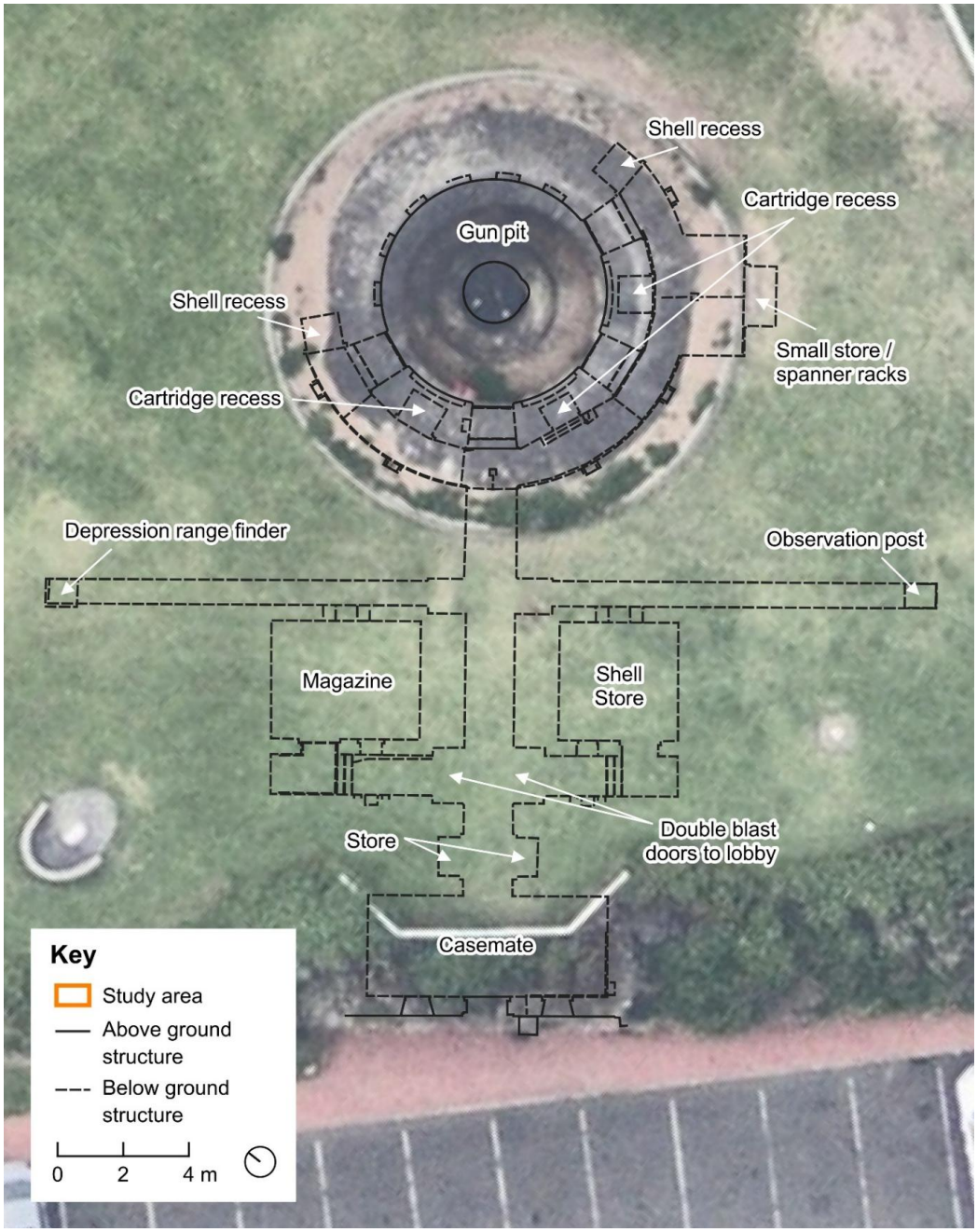


Figure 3.38 Surviving above and below ground structural elements of Flagstaff Hill Fort. (Source: GML additions to City of Wollongong Council plans, Nearmap basemap)

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Table 3.1 The underground spaces of Flagstaff Hill Fort.

Room/space	Description
Casemate (No. 12)	• Two small rooms located either side of the central passage. • Painted concrete ceiling. • Double-skin brick walls with sections covered in graffiti. • Unpainted concrete floor. • Lighting is limited, with one batten light fitting fixed to the ceiling. • Cabling runs along the top of the walls where they meet the ceilings. Some of the cabling hangs over the doorway between the casemate and the central passage. • A large amount of rubbish is located within this space across a large portion of the floor.
Storage recesses located on either side of the central passage—Store (No. 6) and Laboratory (No. 7)	• The recesses are a standard door height but are wider than a standard door. • The southwestern and back walls to the recesses are concrete, while the walls surrounding the recesses along their northeastern sides are painted concrete. The walls would have originally been painted; however, sections of paint have worn away. • The floor within both recesses is unpainted concrete. • The recess on the southeastern side of the central passage retains its original timber lintel. The lintel associated with the recess on the southeastern side of the central passage is no longer extant. • There is evidence along the side walls of the recesses of there having been doors that would have closed off the recesses from the central passage.
Central passage	• Painted concrete ceiling. Orange rust stains are located across the ceiling space, indicative of where water leakages may have occurred. • Sections of wall are painted concrete whilst other sections are double-brick walls. The walls would have originally been painted; however, sections of paint have worn away. • Unpainted concrete floor. • A number of small openings and holes are located across the length of each of the walls located on either side of the central passage. These may be evidence of the location of former fixings or niches. • A number of metal fixings and fixtures, such as angle brackets, are located along the length of the central passage.

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Room/space	Description
Magazine (No. 4)	• A short walkway along the length of the southwestern edge of the magazine connects the magazine to the central hallway. It has an unpainted concrete ceiling and floor. • The southwestern wall of the short walkway is concrete while the northeastern wall is double brick. These walls would have originally been painted; however, sections of paint have worn away. • A small niche, likely used to hold a light, is located within the southwestern wall of the short hallway. • Three concrete steps connect the short walkway to a landing below. • The unpainted brick wall at the end of the short walkway has graffiti painted across it. • An arched doorway located along the southwestern wall of the magazine, close to the western corner, provides access from the landing into the former magazine space. • The magazine room has an unpainted concrete floor, painted concrete ceiling and unpainted brick walls. • A small window opening is located along the southwestern wall of the magazine and another two small window openings are located along the northeastern wall of the magazine, connecting the magazine with the ventilated tunnel to the northeast. • Lighting is limited, with one batten light fitting fixed to the ceiling. Cabling associated with this light also hangs from the ceiling.
Shell store (No. 5)	• A short walkway along the length of the southwestern edge of the shell store connects the shell store to the central hallway. It has an unpainted concrete ceiling and floor. • The southwestern wall of the short walkway is concrete whilst the northeastern wall is double brick. These walls would have originally been painted; however, sections of paint have worn away. • A small niche, likely used to hold a light, is located within the southwestern wall of the short hallway. • Three concrete steps connect the short walkway to a landing below. • An arched doorway located along the southwestern wall of the magazine, close to the eastern corner, provides access from the landing into the former shell store space. • The shell store has an unpainted concrete floor and painted concrete ceiling. • The shell store has brick walls that are painted from the level of the floor to halfway up the walls.

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Room/space	Description
	• A small window opening is located along the southwestern wall of the magazine and another two small window openings are located along the northeastern wall of the magazine, connecting the magazine with the ventilated tunnel to the northeast. • Lighting is limited, with one batten light fitting fixed to the ceiling. Cabling associated with this light also hangs from the ceiling.
Ventilated tunnels	• The ventilated tunnels, located either side of the central hallway directly to the northeast of the magazine and shell store, have painted concrete ceilings and unpainted concrete floors. • The walls along the southwestern side are painted brick whilst the walls along the northeastern side are painted concrete. Areas of paint along the walls have worn away over time. • Metal grille security gates/doors are located at the entry of each of the ventilated tunnels; the gate/door to the southeast of the central passage is fixed open (No. 3), while the gate/door to the northwest of the central passage is fixed shut (No. 2). • Metal elements (refer Figure 3.53) are located atop the ceiling at the end of each of the tunnels. These metal elements indicate the location of where vents would have been originally located.
Gun battery (No. 1)	• The gun battery comprises an open, former gun pit located at the end of the central passage that is surrounded by a circular concrete wall. • The curved walls that surround the former gun pit are painted concrete. An unpainted concrete topping/parapet and metal fence is located at the top of the curved concrete wall and separates the former gun pit from the park above. • A number of small nibs (cartridge recesses—No. 10) are located within the wall surrounding the former gun pit. • A number of doorways with metal doors (likely later) are also located within the wall surrounding the former gun pit. The door towards the southwestern end of the curved concrete wall provides access to the central passage. • The former gun pit itself is also circular, constructed of unpainted concrete. A hole in the middle of the pit indicates the location of where a gun would have originally been located. • The southwestern portion of the circular concrete wall contains a curved passageway that houses the former pump chamber, artillery stores and fireplaces, which are accessed from the central passage.

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Room/space	Description
	• The former pump chamber, artillery stores, fireplaces, as well as a number of small nibs within the circular concrete wall, have concrete ceilings and concrete floors. The ceilings, walls and floors within this area of the former fort are painted; however, sections of paint have worn away.



Figure 3.39 Looking from within the former casemate (No. 12) towards the entry into the underground areas of Flagstaff Hill Fort.



Figure 3.40 Looking northwest through the former casemate (No. 12).



Figure 3.41 Looking southeast through the former casemate (No. 12).



Figure 3.42 Painted brick wall located along the southeast edge of the central passage.

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Figure 3.43 Large recess (Store—No. 6) located on the northwestern side of the central passage.



Figure 3.44 Large recess (Laboratory—No. 7) located on the southeastern side of the central passage.

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Figure 3.45 Looking northeast along the central passage.



Figure 3.46 Looking northwest down the entry stairs into the magazine (No. 4).



Figure 3.47 Looking northeast through the magazine (No. 4).



Figure 3.48 Looking north through the main shell store (No. 5).

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Figure 3.49 Looking southeast towards the entry into the main shell store (No. 5).



Figure 3.50 Small niche (lamp recess?) located within one of the walls at the entry into the shell store (No. 5).



Figure 3.51 Looking northwest towards the entry into the ventilated tunnel (No. 2) located directly to the northwest of the magazine.



Figure 3.52 Looking southeast to the entry into the ventilated tunnel (No. 3), located directly to the northeast of the shell store.

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Figure 3.53 The end of one of the ventilated tunnels. It appears the vent has now been covered over.



Figure 3.54 Looking from the ventilated tunnel towards an opening located along the wall separating the ventilated tunnel and the magazine (No. 4).



Figure 3.55 Looking northeast towards the gun pit (No. 1) from the central passage.



Figure 3.56 Looking northeast towards the gun pit (No. 1) and shell recesses, with the Flagstaff Point Lighthouse in the background.

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Figure 3.57 Looking down into the gun pit (No. 1).



Figure 3.58 Looking north to the shell recess at the end of the curving passageway surrounding the southwestern section of the former gun pit.



Figure 3.59 Looking to a shell recess (No. 11) located at the end of the curving passageway surrounding the gun battery.



Figure 3.60 Looking east around the curving passageway to the artillery store and pump (No. 8).

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Figure 3.61 A cartridge recess located within the curving passageway surrounding the gun battery.



Figure 3.62 Looking to a shell recess (No. 11) located at the eastern end of the curving passageway, shell recess (left) and pump chamber (right).



Figure 3.63 Shell recess (No. 11) located at the eastern end of the curving passageway surrounding the gun battery.



Figure 3.64 Looking towards a later door located at the eastern end of the gun battery.

3.2 Smiths Hill Fort

3.2.1 Setting and context

The Smiths Hill Fort study area (Smiths Hill) is located within the central portion of Battery Park, which is a public, landscaped park set atop a cliff edge/rocky outcrop above the Blue Mile coastal walkway that wraps around the coastline. The pathway and ocean below the study area are screened from view from the Smiths Hill Fort by a number of small to medium sized plantings that line the cliff edge/rocky outcrop.

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North Wollongong Beach is located to the north of the study area, while the former Men's Baths tidal rock pool and Continental Ocean Pool are located to the south of the study area. Cliff Road forms the western boundary of the study area. Directly to the west of Cliff Road is a residential area defined by a number of small scale one and two-storey dwellings, as well as a number of multi-storey, medium scale apartment buildings.



Figure 3.65 Residential area to the northwest of the Smiths Hill Fort study area.



Figure 3.66 Looking east from Cliff Road towards the North Beach Kiosk.



Figure 3.67 Looking south from the public seating area located on the eastern side of Cliff Road. North Beach and the North Beach Pavilion are located to the left of the image in the background.



Figure 3.68 Looking southeast from the public seating area located on the eastern side of Cliff Road. North Beach and the North Beach Pavilion are located below the level of the road, while Flagstaff Hill is visible in the background of the image.

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Figure 3.69 Looking east from Cliff Road towards North Beach.



Figure 3.70 Looking south along the pathway and public park located on the eastern side of Cliff Road. The Smiths Hill Fort study area is in the background of the image.

3.2.2 External/above-ground features and fabric

The Smiths Hill Fort study area is mostly flat; however, the southwestern portion of the study area rises up towards Cliff Road and forms a landscaped embankment. Most of the study area is taken up by sections of the former fort that are located above the ground's surface. The remaining portions of the study area are taken up by grassed, landscaped areas, noting that most of the landscaped park areas are positioned above the height of the above-ground components of the fort. A metal fence runs north–south around the eastern edge of the study area and a number of tall Norfolk Pine trees are also located around the eastern boundary of the study area.

The former fort is split into two separated components within the park: a former depression range finder (DRF) is located within the northern portion of the park while the remaining components of the former fort are located to the south. A tall Norfolk Pine tree separates these two sections of the fort. An interpretation panel is located towards the northwestern corner of the study area where a set of concrete steps provide access to the study area from Cliff Road above. A bitumen pathway curves around from these steps to the south and turns into a bitumen ramp which provides access to the main section of the above-ground areas of the fort and forms the southern portion of the park.

The former range finder is set below the level of the surrounding grassed park area. Although it may have originally been a partially or fully enclosed/roofed space, it is now an open space comprising a number of painted brick and concrete walls. It is surrounded by a metal fence. A set of concrete steps are located along its western edge and provide access from the grassed park area down into the range finder below.

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An open, narrow passage that may have formerly been an enclosed tunnel space comprises the southern portion of the range finder. A grilled door is located at the end of this passageway and provides ventilation to the underground components of Smiths Hill Fort. The northern portion, which would have contained the range finder, is raised above the height of the surrounding concreted area and is accessed via a small concrete step. The range finder itself would have been positioned close to the curved wall that forms the eastern portion of this area of the former fort. The floors of this portion of the fort are concrete.

To the south, the main portion of the former fort comprises a number of components. A bitumen pathway runs north–south along the western portion of this area of the fort. The western boundary of this portion of the fort is defined by the landscaped embankment that separates the study area from Cliff Road.

A painted concrete and brick wall runs north–south along the eastern edge of the southern portion of the fort. Along this wall are a number of open niches, as well as a number of niches enclosed by later timber doors. Guns are located at the northern and southern ends of the eastern wall. They are raised above the ground's surface and accessed via concrete steps. A semi-enclosed bunker (bombproof shelter) is also positioned centrally along this concrete and brick wall.

At the southern-most end of this portion of the fort is a raised concrete and timber platform. This platform has a gun positioned on top of it. This raised platform is accessed via a bitumen-lined ramp. A set of timber steps would have also provided access to the raised platform. However, these timber steps have been partially dismantled and are currently located next to the ramp.

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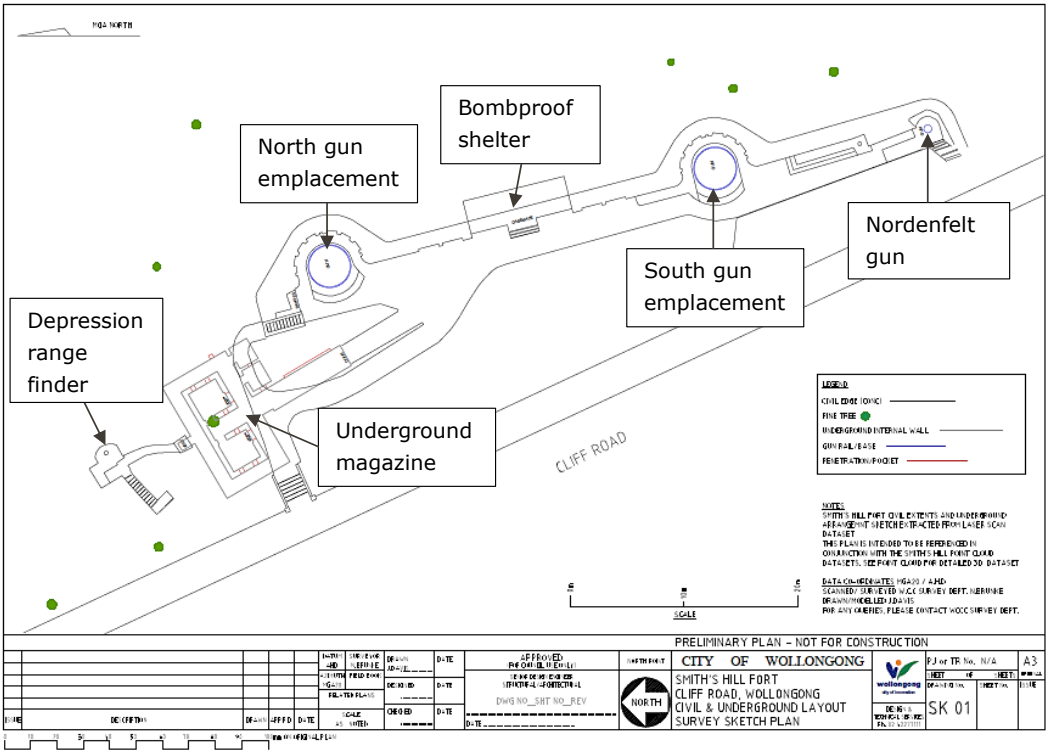


Figure 3.71 Smiths Hill Fort layout. (Source: City of Wollongong Council 2024, with GML overlay)



Figure 3.72 Looking south towards the depression range finder.



Figure 3.73 Looking into the former interior of the depression range finder.

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Figure 3.74 Looking north into the depression range finder.



Figure 3.75 Interpretation panel position along the western boundary of the study area.



Figure 3.76 Looking south towards the Smiths Hill study area from its northern portion.



Figure 3.77 Looking east towards the entry into the underground areas of the fort.

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Figure 3.78 Looking towards one of the guns located closer to the northern end of the study area.



Figure 3.79 Close-up image of the gun located closer to the northern end of the study area.



Figure 3.80 Former shell store recess located along the eastern edge of the exposed portion of Smiths Hill Fort.



Figure 3.81 Looking south across the exposed portion of Smiths Hill Fort.

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Figure 3.82 Looking south towards the bombproof shelter.



Figure 3.83 Looking north through the bombproof shelter.



Figure 3.84 Niches located along the eastern wall that surrounds the exposed portions of the Smiths Hill Fort.



Figure 3.85 Looking towards one of the guns located closer to the southern end of the study area.



Figure 3.86 A recess located in the eastern wall which surrounds the exposed portions of Smiths Hill Fort



Figure 3.87 Looking north from the southern end of the exposed portions of Smiths Hill Fort.

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Figure 3.88 Looking down towards the ramp that leads up to the gun located at the southern end of the Smiths Hill Fort.



Figure 3.89 Looking down at the gun located at the southern end of the Smiths Hill Fort.

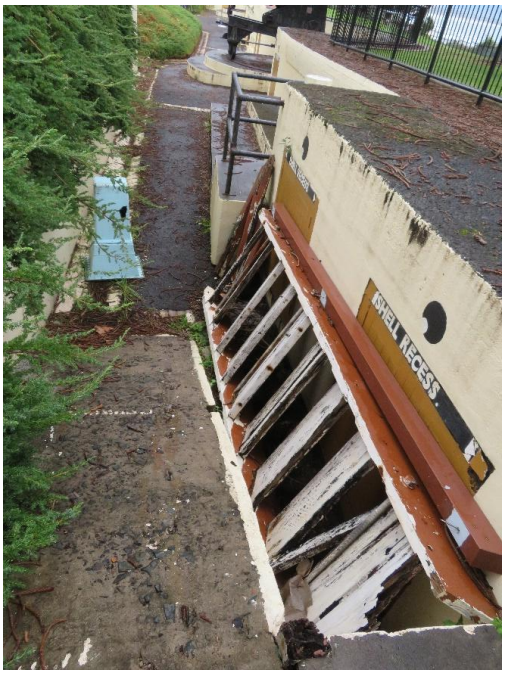


Figure 3.90 Looking towards the former timber that provided access to the gun located at the southern end of the Smiths Hill Fort.



Figure 3.91 Looking at the former stair access located at the southern end of the Smiths Hill Fort that provides access from the fort to Cliff Road.

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Figure 3.92 Looking southwest from the eastern edge of the Smiths Hill Fort towards Cliff Road.



Figure 3.93 Covered pit (likely the cap over one of the underground tanks) located along the grassed area towards the eastern portion of the study area.



Figure 3.94 Looking east from the northwestern corner of the Smiths Hill Fort study area.



Figure 3.95 Looking west from the northwestern corner of the Smiths Hill Fort study area towards Cliff Road.

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3.2.3 Underground features and fabric

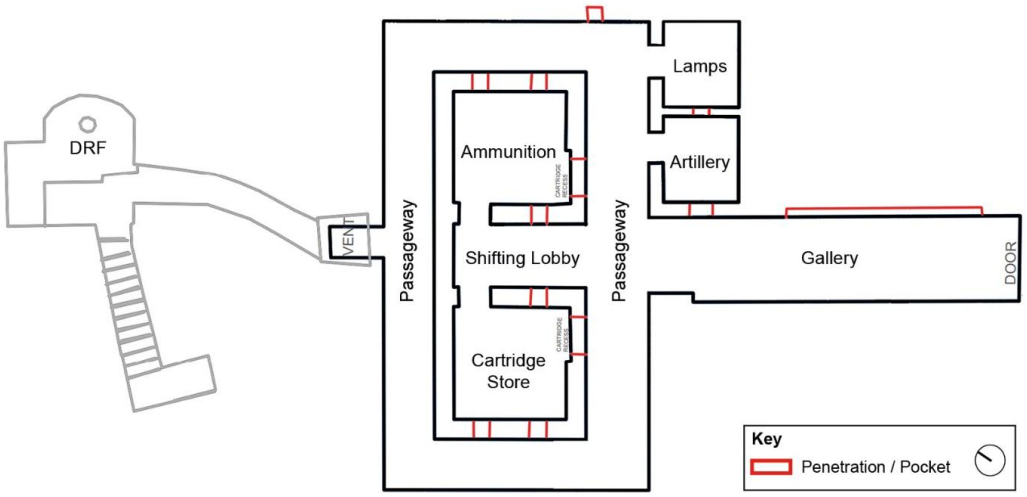


Figure 3.96 Plan of the underground magazine (in black) and DRF (in grey) of Smiths Hill Fort, based on plan drawn following excavation of the former fort, 1986. (Source: City of Wollongong Council 2024)

The underground portion of Smiths Hill comprises of a long entry ramp that opens into a rectangular space. A narrow passageway runs the perimeter of the fort and allows access to two larger square rooms at the centre and two smaller square rooms along the southeastern wall.

The following table provides a description of each of the underground spaces in the Smiths Hill Fort.

Table 3.2 Description of underground elements.

Area	Description
Entrance and gallery	• Long ramp from ground level to the underground portion. • Painted brick walls, concrete floor and ceiling, stone corner blocks. • Steel double-leaf doors with a brick arch. • Stepped recess and timber-framed window opening to the artillery room on northeastern wall. • Services/conduits running along ceilings. • Vertical gap in the wall (possibly for ventilation).
Passageways and vent	• Brick walls, concrete ceiling and floor, stone corners.

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Area	Description
	• Drainage channel along the perimeter. • Ladder to the DRF section.
Shifting lobby	• Lobby located between the ammunition room and cartridge store. • Painted brick walls, double barrel vault ceiling of brick, stone corners, concrete floor. • High lamp recess and doorway with brick lintel on either wall.
Cartridge store	• Brick walls, double barrel vault ceiling, concrete floor. • Timber door frame, no attached door. • A cartridge recess opening on the south wall. Brick arch lintel and additional timber support lintel. Evidence of a structure fixed to this wall around the opening. • Two small openings on the west wall and one on the east wall, circular ceiling vent. • A painted sign above the brick lintel on the outer side reads 'CARTRIDGE RECESS'.
Ammunition	• Same materials and openings as cartridge store with a mirrored layout. • New timber door and frame.
Lamps	• Brick walls, concrete ceiling and floor. • Timber door frame, no door. • Small opening on the west wall to the artillery room.
Artillery	• Brick walls, concrete ceiling and floor. • Openings to the lamps room and on the west wall to the gallery with a timber frame and shutters.

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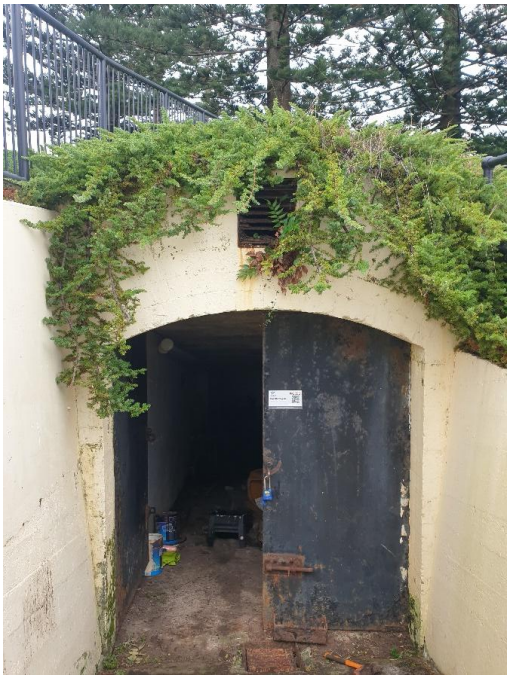


Figure 3.97 Entry into underground area of Smiths Hill Fort.



Figure 3.98 Gallery with a ramp to ground level.



Figure 3.99 Passageway showing the ammunition and cartridge room.



Figure 3.100 Passageway showing brick walls, concrete ceiling and a stone corner.

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Figure 3.101 Ladder to the DRF area.



Figure 3.102 Shifting lobby.



Figure 3.103 Cartridge store.



Figure 3.104 Ammunition room.



Figure 3.105 Lamps room.



Figure 3.106 Artillery room.

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Understanding the place—significance

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4 Understanding the place—significance

4.1 Introduction

An assessment of heritage significance is conducted to establish why a place is important. The Burra Charter defines cultural significance as 'aesthetic, historic, scientific, social or spiritual value for past, present or future generations.'[1] Significance is embodied in the place's physical fabric, setting and relationship to other items, the recorded associations with the place, and the response it evokes in the community or in individuals to whom it is important.

This section sets out an assessment of the heritage significance of Flagstaff Hill and Smiths Hill Forts in accordance with the standard criteria identified in the Assessing Heritage Significance guidelines (2023). The evaluation includes consideration of the place's original and subsequent layering of fabric, uses, associations, meanings and relationship to both the immediate and wider setting.

4.1.1 Assessment approach

Flagstaff Hill and Smiths Hill Forts are not individually listed as SHR items in their own right. They are, however, located within the SHR-listed Wollongong Harbour Precinct (SHR 01823).

The State Heritage Inventory (SHI) provides the following Statement of Significance for the Wollongong Harbour Precinct SHR listing:

> Wollongong Harbour Precinct is of State significance because it displays the infrastructure on which the first southern port outside Sydney was founded and developed at Wollongong. It also provides evidence of the measures taken to defend that important southern outpost of the colony.
>
> The Precinct includes fabric deriving from each stage of its development from the substantially intact 19th century convict-built harbour together with modifications made as it developed from a commercial harbour to its present function as a fishing and tourist port.
>
> The harbour was the first port in the Illawarra and is the oldest and most intact extant block walled harbour in NSW. It comprises the Belmore Basin (the block walled harbour); the 1869 rubble mound breakwater; mooring rings, other related appurtenances and remnants of facilities left as the harbour developed.
>
> Also included in the Precinct is the 1872 Breakwater lighthouse, one of the early lighthouses of NSW and one of only two wrought iron lighthouses in NSW - the other

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being at Ulladulla and built to the same design by the same engineer, Joseph Mather of Sydney.

Other inclusions in the precinct are

- the 1937 Wollongong Head lighthouse;
- the 1858 brick and stone Old Court House and the weatherboard Customs Office;
- the remains of the 1891 Flagstaff Hill Fort;
- the remains of the 1893 Smiths Hill Fort (Battery Park);
- the remains of the Nuns' Pool/Chain Baths dating from the 1830s;
- the remains of the Ladies' Baths dating from the mid 1850s;
- the Mens Ocean Baths dating from c.1871;
- the Mt Pleasant tramway alignment, cutting and embankment - once the permanent way along which from the 1860s to 1933, coal wagons were conveyed from the Mt Pleasant coal mine to Wollongong Harbour; it is now a pedestrian track and cycleway;
- the remains of a bridge on the alignment of the 1864 tramway that conveyed coal to the harbour from the Mt Keira Osborne-Wallsend colliery;
  - the buried remains of coke ovens dating from 1875.

The harbour is associated with two of the most important Colonial engineers; Belmore Basin was constructed under George Barney, Commanding Royal Engineer and Colonial Engineer, and the outer harbour under Edward Orpen Moriarty, first Engineer-in-Chief, Harbours & Rivers of the Public Works Department, whose work included the Breakwater lighthouse.

The Harbour was essential to the development of Wollongong and was the focus of Wollongong's commercial, administrative, judicial and social activities from the early 19th century until well into the 20th century.

The cluster of ocean baths shows the evolution of public bathing from the gender-segregated pools in use from the 19th century as represented by the 1830s Nuns Pool, the 1850s Ladies Baths and the 1871 Mens Ocean Baths, to the introduction of mixed (or continental) bathing in the Mens Baths between the First and Second World Wars, and development in the 1960s of the latter into a complex with an Olympic-size pool and children's pool.

- The old courthouse is one of the earliest designed and built by the newly reorganised Colonial Architect's office after self government in 1856; its design is repeated in other district court houses;
- The fortifications were the southern-most of the colony's defences that covered the major centres of Newcastle, Sydney and Wollongong and are representative of defence strategy and technology of the late 19th century;
- The bee-hive coke ovens are the only intact examples of their type remaining in NSW.

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As the Flagstaff Hill and Smiths Hill Forts occupy different sites within the Wollongong Harbour Precinct, this assessment has been divided into three parts:

1. Overall site—significance assessment of the forts in the context of the Wollongong Harbour Precinct;
2. Flagstaff Hill Fort—significance assessment of Flagstaff Hill Fort and its specific above-ground and underground elements; and
3. Smiths Hill Fort—significance assessment of Smiths Hill Fort and its specific above-ground and underground elements.

This approach allows for site-wide and specific policies to be developed that can appropriately address changes to the whole precinct, each site and individual built elements.

4.2 Comparative analysis

The following section compares heritage listed sites similar to Flagstaff Hill and Smiths Hill Forts within NSW, interstate and overseas to consider their relative significance, similarities and differences.

Table 4.1 Comparative analysis.

Fort Scratchley, part of the Coal River Precinct	
 **Address:** Nobbys Road, Newcastle East, NSW **Significance:** State **Listing:** SHR 01674 **Image source:** Visit NSW	Fort Scratchley is located within the Coal River Precinct on the eastern headland of the entrance to Newcastle harbour. By the mid-nineteenth century, fears of foreign invasion—particularly from Russia during the Crimean War—led to the formation of local volunteer defence units. In 1866, the first artillery (32-pounder smoothbore cannon) was installed on what was then known as Signal Hill. In 1876, the British Government sent Major General Sir William Jervois and Lieutenant Colonel Peter Scratchley to advise on naval defences. Under the direction of Jervois and Scratchley, Colonial Architect James Barnet oversaw the construction of the fort. It was designed around a battery with three 6-inch guns facing eastward in an arc to the ocean, with other guns covering the harbour to the north and west. The gun emplacements were cut into the top of the hill to present a low profile to attack. Fort Scratchley was completed in 1882, with upgrades continuing into the 1890s. Its construction incorporated concrete elements, though there were problems with the concrete as early as 1890.

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Fort Scratchley, part of the Coal River Precinct



Guided tunnel tours are led by Fort Scratchley Historical Society volunteers. (Source: Fort Scratchley Historical Society website <https://fortscratchley.org.au/tours>)

The new guns were in position by 1882, and construction of accommodation for the troops followed, with the Commandant's cottage and barracks buildings completed in 1886. Other small detached buildings were also built at this time and in 1892 the dry moat and perimeter wall were completed. Mines laid in the harbour channel could be exploded from a control pit at Fort Scratchley.[2]

The fort also features underground tunnels and gun emplacements. Surviving cannons at the site include the two 6-inch Mk VII naval guns, and two 80-pounder Rifled Muzzle Loading guns.[3]

Its most notable military action occurred during World War II, when it became the only Australian coastal fort to fire on an enemy vessel, engaging a Japanese submarine in 1942.

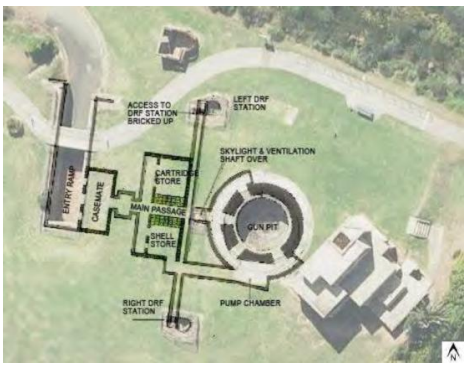
Today, the former barracks and other military buildings form part of the Fort Scratchley Historical Site, which operates as a museum and tourist attraction.

Guided tours, including tunnel tours, offer insights into the fort's military history and its role in Australia's coastal defence network.

The tunnel tours include underground ammunition stores (used to safely store explosives and shells); gun emplacements (where cannons and other artillery were positioned); passageways; rooms; and areas with display of wartime equipment and interpretive signage.

Fort Scratchley, together with the Shepherds Hill Defence Group, is comparable to the Flagstaff Hill and Smiths Hill Forts. Each of the Newcastle and Wollongong fortifications is located near another fortification as part of a strategic coastal defence network.

Shepherds Hill Defence Group military installations



The Shepherds Hill Defence Group, together with Fort Scratchley nearby, was an important defence and observation post during the time of the Crimean War. In the late nineteenth century, amid fears of a Russian invasion, Colonel Peter Scratchley proposed a series of fortifications to protect Newcastle's valuable coalfields. The military occupation of Shepherds Hill commenced, with the construction of an 8-inch disappearing gun emplacement and accompanying underground rooms. During World War II, the fortifications at Shepherds Hill played a coordinating role in the defence of Newcastle and its steelworks from foreign attack.

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Shepherds Hill Defence Group military installations

Address: 41 The Terrace, Newcastle, and 65 Nesca Parade, The Hill, NSW

Significance: State

Listing: SHR 01806

Image source: City Plan Services, Shepherds Hill Defence Group Military Installations Conservation Management Plan (CMP), 3 July 2019

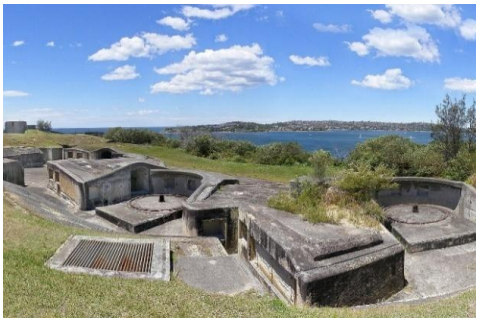
The plan layout of the underground rooms, the DRFs and the disappearing gun pit at Shepherds Hill is similar to the layout at Flagstaff Hill. The Shepherds Hill fortification and the Flagstaff Hill fortification are of similar design, featuring the same component elements adapted and laid out to suit their specific sites.

There are two DRF stations above ground, which were previously accessible from the underground tunnel network; however, they have since been partially filled in with sand and rubble. The DRF stations were used as posts to assist with scoping for potential targets in the water north and south of the disappearing gun pit.

There is a concrete observation post (commissioned in 1938), which is a separate structure.

The 8-inch gun was removed from the gun pit and in 1920, the gun was sold to the steelworks as scrap metal.[4]

Middle Head Military Fortifications



Address: Middle Head Road, Mosman, NSW

Significance: State

Listing: SHR 00999

Image source: Wikimedia Commons

The Middle Head Military Fortifications, together with fortifications at Georges Head and Bradleys Head, was part of a broader network of 'outer harbour' defences of Sydney Harbour. Unlike Flagstaff Hill and Smiths Hill Forts, the Middle Head military complex is located, and hidden, among dense bushland along the coast.

The SHR curtilage is over a large area at Middle Head incorporating several historic batteries in the vicinity of each other. The Middle Head Military Fortifications include Outer Middle Head Battery (with two circular emplacements), Inner Middle Head Battery, and Obelisk Battery.

The fortifications date from the time when defence was first moved away from Sydney Cove and towards The Heads. The first gun emplacement was built in 1801 during the Napoleonic Wars—there is a heritage interpretation panel at the site of the 1801 battery. The image on the left shows the barbettes and concrete bunkers—note there is no fence or railing around them—at the main battery, which was constructed in 1871. The 1942 casemate batteries are located near the Outer Middle Head Battery site.

The Middle Head forts and the Wollongong forts are of similar design, featuring the same component elements adapted and laid out to suit their specific sites. The whole site is linked by underground tunnels, ancillary rooms and

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Middle Head Military Fortifications

magazines. All the gun emplacements at Middle Head have been removed, unlike the six guns that survive at the Wollongong forts.

Today, visitors can explore the historic tunnels, gun pits, and enjoy panoramic views of Sydney Harbour, and connecting with military history from the early 1800s to World War II. Middle Head Officers' Quarters (1881) have been adapted for short-stay accommodation.

Bare Island Fort



Address: Bare Island Road, La Perouse, Botany Bay

Significance: State

Listing: SHR 00978

Image source: NSW Government website <https://www.nsw.gov.au/visiting-and-exploring-nsw/locations-and-attractions/bare-island-fort>

Bare Island Fort, constructed in 1885, was part of a broader effort to defend Sydney's southern 'back door' (Botany Bay) from a feared Russian invasion during the nineteenth century, a concern that arose during the Crimean War and persisted into the 1880s.

The fort was designed using comparatively new mass concrete construction techniques and included the insertion of massive iron walls and shields and mechanically assisted appliances. It originally featured a five-gun battery with bombproof tunnels.

By 1908, the fort was decommissioned as a military site due to its obsolescence and structural problems (compare the Smiths Hill Fort guns, declared obsolete in 1903 within 10 years of installation). A significant number of the guns were removed or scrapped, likely during the early twentieth century. However, some gun emplacements and structural elements still remain on the island, including the gun casemates, magazines, and shell stores.

Today, the site is managed by the NSW National Parks and Wildlife Service and is used for tours and historical interpretation. Bare Island Fort, constructed on an island, is a comparatively small site. It is one of several sites at the La Perouse headland visited for cultural tourism and recreation.

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Malabar Headland



Address: Fishermans Road, Malabar

Significance: State

Listing: SHR 01741

Image source: © David Noble

Malabar Headland includes a World War II coastal defence site of historic significance, the Boora Point Battery. This is an imposing landmark that is important for providing tangible evidence of Australia's coastal defence efforts in Sydney's southern headland during World War II.

The battery was designed for a counter-bombardment role and could also perform a close defence role. It was sited to fire into a gap between the Signal Battery (South Head) and the Banks Battery (at Cape Banks, the northern headland of Botany Bay).

The battery featured two 6-inch naval guns (installed around 1942) mounted on concrete emplacements, supported by observation posts, searchlight blockhouses, and a narrow-gauge railway for transporting ammunition and supplies.

The guns were positioned to cover approaches to Sydney Harbour but could not be rotated to fire inland, emphasising their role in maritime defence. The guns were removed in the early 1960s, but much of the infrastructure remains.

Malabar Headland is now a SHR-listed site, recognised for its cultural and military significance. Today, the Malabar Headland is used for passive recreational pursuits such as walking. Evidence of vandalism is widespread—obvious examples include graffiti covering the historic fortifications and the dumping and burning of cars. In 2021, the National Parks and Wildlife Service upgraded the walking track from Magic Point to Boora Point, while also incorporating the Artillery Loop track. The track takes visitors past important remnant Eastern Suburbs Banksia Scrub, historic World War II defences and exceptional views of the sandstone cliffs and the ocean beyond.

Hill 60/Illowra Battery



Hill 60/Illowra Battery is SHR listed primarily for the rare suite of Aboriginal sites and their continuing significance for the Aboriginal community.

Illowra Battery was constructed in 1941 at a hilltop location overlooking the harbour, to protect Port Kembla's coal industry, which was vital for the manufacture of iron and steel for the war effort. By the time of World War II, it was more important to prevent attacks against the Port Kembla industrial complex, rather than the original Wollongong Harbour (noting that Flagstaff Hill and

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Hill 60/Illowra Battery

Address: Military Road, Port Kembla

Significance: State

Listing: SHR 01492

Image source: Wikimedia Commons

Smiths Hill Forts were obsolete and abandoned by the 1930s, and the Wollongong Head Lighthouse was built in 1937).

Illowra Battery originally included numerous above-ground and underground structures. By the time of World War II, the defence installations at Hill 60 also included anti-aircraft guns (potential attacks came from the air as well as the sea). Structures that remain include two large BL 6-inch Mk XI naval gun emplacements; a network of two steeply descending tunnels; and the main concrete bunker, which is connected to the tunnels.

Today, the Hill 60 Lookout offers panoramic views and is part of a public park, making the site accessible for historical exploration and sightseeing. However, there is evidence of vandalism: the walls inside the underground complex are covered in layers of elaborate graffiti.

Fort Nepean, part of Point Nepean Defence and Quarantine Precinct, Victoria



Address: Point Nepean Road, Portsea, VIC

Significance: State

Listing: Victorian Heritage Register (VHR) H2030

Image Source: Wikimedia Commons

Fort Nepean, established in the 1870s, was part of a network of coastal defences designed to protect Port Phillip Bay, the maritime gateway to Melbourne.

By the 1890s, Fort Nepean was dubbed 'Victoria's Gibraltar' due to its formidable defences.

On 5 August 1914, Fort Nepean fired the first Allied shot of World War I, targeting the German freighter SS *Pfalz* attempting to escape Port Phillip. During World War II, the fort was modernised with longer-range 6-inch Mk VII naval guns, searchlights, and underground bunkers.

Fort Nepean and Flagstaff Hill and Smiths Hill Forts are associated with military technology development and shared similar artillery including:

- Rifled Muzzle Loading (RML) 80-pounder;
- 6-inch Breech Loading (BL) Mark V;
- Nordenfelt quick-firing guns; and
- disappearing guns on a hydro-pneumatic mount.

The Fort Nepean site includes an extensive tunnel network, connecting gun emplacements, observation posts, and ammunition stores. These tunnels are now open to the public as part of the Point Nepean National Park, offering a glimpse into Melbourne's defence history.

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Fort Taiaroa, Dunedin, New Zealand	
 **Address:** 1259 Harington Point Road, Dunedin Central, New Zealand **Significance:** Historic Place Category 1 **Listing:** New Zealand Heritage List/Rārangi Kōrero (Listing number 369) **Image source:** New Zealand Tourism <https://www.newzealand.com/in/plan/business/historic-fort-taiaroa/>	Fort Taiaroa was built on the headland (tip of the Otago Peninsula) to counter the potential threat of a Russian invasion in the late 1880s and was later used for training and defence during World War I and World War II. It features the world's only restored 6-inch Armstrong hydropneumatic disappearing gun (1886) still in its original gun pit and in working condition. The site also includes underground tunnels, magazines, and a battery observation post with its original 1886 DRF. Today, visitors to the Taiaroa Head Fort can go on a guided tour of the underground tunnels.

4.3 Overall site comprising the two forts

4.3.1 Discussion of significance

This section provides a discussion of significance for the overall site and assesses the significance of both forts in the context of the Wollongong Harbour Precinct. The significance assessments for the individual forts are provided separately in Section 4.4 and Section 4.5.

Table 4.2 Discussion of significance of the two forts overall.

Criteria	Discussion
Criterion A (Historic significance) An item is important in the course, or pattern, of NSW's cultural or natural history (or the cultural or natural history of the local area).	The fortifications at Flagstaff Hill and Smiths Hill in Wollongong represent a significant chapter in Australia's coastal defence history. Their planning and construction occurred during a period of heightened colonial tension. The fortifications demonstrate the New South Wales response to the departure of the last British troops in 1870, forcing the colony to establish army and naval contingents. The decision to construct the forts was also due to the threat of a Russian attack. They reflect the strategic military architecture of the late nineteenth century and technological advancements in fortification design, construction and artillery. The fortifications are able to demonstrate the history and development of the Wollongong Harbour Precinct and its colonial role in defence and in providing access for goods and people to and from the southernmost outpost of the

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Criteria	Discussion
	colony from the 1880s to the early twentieth century. The two forts were a united effort to secure the harbour and its infrastructure—they were a critical part of Wollongong Harbour Precinct's layered coastal defence system. The subsequent decommissioning of the forts reflects the subsiding threat of war and the development of the Wollongong Harbour Precinct from a commercial and industrial area to a recreation and tourism focused one. Flagstaff Hill and Smiths Hill Forts meet the threshold under this criterion at a state level.
Criterion B (Historical association) An item has strong or special association with the life or works of a person, or group of persons, of importance in the cultural or natural history of NSW (or the cultural or natural history of the local area).	Flagstaff Hill and Smiths Hill Forts have historical association with various branches of the military and local forces including the Permanent Artillery, Wollongong Volunteer Artillery, and the Wollongong detachment of No 6 Company, 2nd Division, Garrison Artillery. It is also associated with the Department of Public Works Military Works Branch, which designed Flagstaff Hill Fort, and the Colonial Architect's Department, which designed Smiths Hill Fort. Rotary Club of Wollongong, Rotary Club of Illawarra Sunrise and the local branch of the National Trust (Illawarra Shoalhaven Branch) have strong links to the ongoing conservation, use and maintenance of the forts, particularly the Smiths Hill Fort since 1988 when the fort was unburied as part of the Bicentenary celebrations. The forts have limited associations with notable individuals. Flagstaff Hill and Smiths Hill Forts meet the threshold under this criterion at a local level.
Criterion C (Aesthetic/creative/technical achievement) An item is important in demonstrating aesthetic characteristics and/or a high degree of creative or technical achievement in NSW (or the local area).	Flagstaff Hill and Smiths Hill Forts were chosen for their strategic vantage point overlooking the Illawarra coastline and the Port of Wollongong. There are a variety of significant historic views and vistas to and from these vantage points, which contribute to Wollongong Harbour Precinct's significant values. The forts are landmarks in the Wollongong Harbour Precinct and bookend the historic precinct, demonstrating their combined efforts in protecting the area, and are key contributors to its distinctive mid-nineteenth century harbour landscape. The design of the fortifications demonstrates the strategic and technological considerations of nineteenth-century military architecture. Flagstaff Hill Fort was designed to protect the inner harbour and coal-loading facilities from close-range attacks. Smiths Hill Fort was positioned on high ground with a commanding view of the coastline and sea approaches, which enabled longer-range targeting of ships approaching from the sea. The forts incorporated several key architectural and defensive features that were characteristic of coastal fortifications of the era.

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Criteria	Discussion
	It included gun emplacements that housed artillery pieces, such as the 6-inch disappearing gun at Flagstaff Hill Fort and two rifled muzzle-loading guns at Smiths Hill Fort. The design of both Flagstaff Hill and Smiths Hill casemates considered not only the need for protection from incoming shelling but the potential of the hazards of handling explosives by inclusion of separate magazines, venting, flame-proof lanterns and blast doors, etc. Through their placement, structural design, and incorporation of advanced artillery technology, the forts played a crucial role in safeguarding the Illawarra region and contributing to Australia's broader coastal defence network. Flagstaff Hill and Smiths Hill Forts meet the threshold under this criterion at a state level.
Criterion D (Social, cultural, and spiritual) An item has strong or special association with a particular community or cultural group in NSW (or the local area) for social, cultural or spiritual reasons.	The Aboriginal cultural heritage values associated with the two sites have not been assessed as part of this CMP. However, it is known that headlands and coastline high points such as at Signal Hill (Flagstaff Hill) and Smiths Hill are vantage points providing visual and spiritual connections to a number of Aboriginal sites in the vicinity that are likely sites of early contact. These interconnected sites are acknowledged as areas of very high cultural significance to the local Aboriginal people; they have a continuing connection to the land. See also the Aboriginal Cultural Context summary (Appendix 2). As part of this CMP project, in 2024 and 2025, Council's Heritage Team carried out stakeholder consultation with various interest groups, community members and other stakeholders to seek their input and views on the key issues regarding the sites. The following is summarised from Council's stakeholder consultation log (with some minor editorial amendments). The Flagstaff Hill and Smiths Hill Forts are regarded as key landmarks within the broader Wollongong Harbour Precinct; they are places that symbolically represent some aspect of the past that local communities feel contributes to the local identity. The forts are located within key foreshore locations in the City that attract high visitation from local residents and tourists; the forts are widely appreciated for their contribution to the broader historical context, being located within the Wollongong Harbour Precinct and immediately adjacent to the North Beach Precinct, which is also state-listed. The Flagstaff Hill and Smiths Hill Forts are places where local communities regularly gather for rituals or ceremonies such as Australia Day marches (Flagstaff Hill), Anzac Day and Remembrance Day services (Smiths Hill).

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Criteria	Discussion
	Community organisations including the Rotary Club continue to have an active involvement and interest in the ongoing management of the sites, particularly the Smiths Hill Fort. Flagstaff Hill and Smiths Hill Forts meet the threshold under this criterion at a local level.
Criterion E (Research potential) An item has potential to yield information that will contribute to an understanding of NSW's cultural or natural history (or the cultural or natural history of the local area).	The forts have the ability to yield site-specific information that contributes to an understanding of the coastal defence of Wollongong Harbour in the late nineteenth century. The forts also have the ability to contribute information on the evolution of defence technology. The sites are among a small number of surviving sites in NSW that can contribute information on early military protection facilities, their construction and use within the state, and provide valuable insight into the impacts and considerations of the Crimean War on Australian soil. Flagstaff Hill and Smiths Hill Forts meet the threshold under this criterion at a state level. The research potential for Flagstaff Hill and Smiths Hill Forts is discussed in detail in Section 4.6 Archaeological potential overview. The archaeological remains pertaining to the removed elements of Flagstaff Hill and Smiths Hill are significant at a state level for their research potential. If present, these remains would provide a unique resource for understanding the sites and would contribute to the overall significance of both places.
Criterion F (Rare) An item possesses uncommon, rare or endangered aspects of NSW's cultural or natural history (or the cultural or natural history of the local area).	Flagstaff Hill and Smiths Hill Forts are rare examples of intact colonial military fortifications in the Illawarra area that retain their original artillery. The forts are key components and landmarks within the Wollongong Harbour Precinct, which has multiple sites of heritage value including commercial, administrative, judicial and social activities from the early nineteenth century until well into the twentieth century. The existence of fortifications like Flagstaff Hill and Smiths Hill Forts within one harbour precinct with multiple sites of significance is a rare conglomerate of significant components in NSW. Flagstaff Hill and Smiths Hill Forts meet the threshold under this criterion at a state level.
Criterion G (Representative) An item is important in demonstrating the principal characteristics of a class of NSW's cultural or natural places; or cultural or natural environments (or a class of the local area's cultural or natural places; or cultural or natural environments).	Flagstaff Hill and Smiths Hill Forts are representative of late nineteenth-century military technology and architecture. The setting of the forts within the broader Wollongong Harbour Precinct enhances the understanding of coastal defences, their operation and strategic design. Flagstaff Hill and Smiths Hill Forts meet the threshold under this criterion at a state level.

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4.3.2 Statement of significance

Flagstaff Hill and Smiths Hill Forts are of state significance as well-preserved examples of coastal fortifications from the late nineteenth century and the earliest in the Illawarra area. Their planning and construction occurred during a period of heightened colonial tension, and they represent a significant chapter in Australia's coastal defence history, from the period of the Crimean War as well as during later periods of conflict.

The two sites are of historical interest individually and as part of the wider Wollongong Harbour Precinct, offering insights into the military history of the region and the defence strategies employed by the NSW Colonial Government to protect the harbour when in the 1880s Wollongong Harbour was the third most active port in the Colony of NSW.

The forts comprise gun emplacements, underground rooms and connecting tunnels that were used by the military for strategic defence and training. They are rare, intact examples of their type, and Smiths Hill Fort retains original artillery in position.

The forts are both significant for their archaeological research potential in relation to the removed elements of the original complexes, which are poorly understood through documentary sources.

Flagstaff Hill and Smiths Hill Forts are key components and contributors to the state-listed heritage values of the Wollongong Harbour Precinct.

4.3.3 Significant components

Different components of a place may make a different relative contribution to its heritage value. Loss of integrity of components of the place may also diminish significance. Specifying the relative contribution of an item or its components to the overall significance of the place provides a useful framework for making decisions about the conservation of and/or changes to the place. The table below sets out terms used to describe the grades of significance for different components of the place, as per the Assessing Heritage Significance guidelines.

Although the guidelines do not include a 'neutral' grading, for this CMP one has been included to classify elements that neither contribute to nor detract from the significance of Flagstaff Hill and Smiths Hill Forts.

Overall, Flagstaff Hill and Smiths Hill Forts have a high level of significance within the Wollongong Harbour Precinct. Each component of the site and the building fabric contributes to this assessment.

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Table 4.3 Heritage significance gradings.

Grading	Justification
Exceptional (E)	Rare or outstanding element directly contributing to a place or object's significance.
High (H)	High degree of original fabric. Demonstrates a key element of the place or object's significance. Alterations do not detract from its significance.
Moderate (M)	Altered or modified elements. Elements with little heritage value, but which contribute to the overall significance of the place or object.
Little (L)	Alterations detract from significance. Difficult to interpret.
Neutral (N)	An element or zone that has no contributory significance to the place or object but does not diminish its significance.
Intrusive (I)	Damaging to the place or object's significance.

4.3.4 Components within the sites

Significant elements within the sites are described in the below table.

Table 4.4 Significant elements within the forts.

Element	Comment	Significance
Flagstaff Hill Fort	Setting, built elements and relics of the fort.	Exceptional
Smiths Hill Fort	Setting, built elements and relics of the fort.	Exceptional
Significant views	Reciprocal visual connection between Flagstaff Hill and Smiths Hill Forts as well as the views to the harbour from the forts.	Exceptional

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4.4 Flagstaff Hill Fort

4.4.1 Discussion of significance

Table 4.5 Discussion of significance of Flagstaff Hill Fort.

Criteria	Discussion for Flagstaff Hill Fort
Criterion A (Historic significance) An item is important in the course, or pattern, of NSW's cultural or natural history (or the cultural or natural history of the local area).	Flagstaff Hill Fort is important in Wollongong's history as a former defence site illustrating military technology development and strategy in NSW in the late nineteenth century and early twentieth century. Constructed in 1890, it is the earliest fortification structure in the Illawarra area and is representative of the colony's efforts to protect the port and coal industry in Wollongong following the departure of the last British troops from Australia in 1870. The decision to construct the fort was also due to the perceived threat of a Russian attack. The hill's elevation provided an ideal position for monitoring maritime activity and engaging potential threats before they could approach Wollongong Harbour. The primary purpose of the fort was to serve as a deterrent to hostile forces, providing both a visible and operational means of defence. The location and design were integral to its function, enabling the defenders to maximise their firepower while minimising vulnerability. The subsequent decommissioning of the Flagstaff Hill Fort—and the subsequent construction of Wollongong Head Lighthouse in 1937 'in the line of fire' from the fort—prior to World War II reflects the subsiding threat of war and the development of the Wollongong Harbour Precinct from a commercial and industrial area to a recreation and tourism focused one. Flagstaff Hill Fort meets the threshold under this criterion at a state level.
Criterion B (Historical association) An item has strong or special association with the life or works of a person, or group of persons, of importance in the cultural or natural history (or the cultural or natural history of the local area).	The fort is associated with the Military Works Branch of the NSW Public Works Department, which prepared the original design. It has some association with local artillery groups who were stationed at the fort. The fort has limited associations with notable individuals, mostly in the capacity of visits from General Richardson and Major General Hutton during its period of occupation. Flagstaff Hill Fort meets the threshold under this criterion at a local level.
Criterion C (Aesthetic/creative/technical achievement)	Flagstaff Hill Fort is a substantially intact example of late nineteenth-century fortification design in NSW. It is positioned on a natural vantage point along the coast and features typical defence elements including a circular gun emplacement for disappearing guns, shell and cartridge

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Criteria	Discussion for Flagstaff Hill Fort
An item is important in demonstrating aesthetic characteristics and/or a high degree of creative or technical achievement in NSW (or the local area).	storage rooms and a series of underground connecting tunnels. The three SMBL 68-pounder Mark I guns restored to the site in 1983 demonstrate early military technology. The construction of the fort and gun pit for rifled artillery reflected a shift in strategy, emphasising precision and power to counter increasingly sophisticated naval forces. The disappearing gun mechanism was another notable advancement, illustrating the integration of engineering with defence. The disappearing gun was a technological innovation that allowed the gun to retract behind a protective parapet after firing, thereby shielding it and its crew from return fire. The fort is a landmark in the Wollongong Harbour Precinct and is a key contributor to its distinctive mid-nineteenth century harbour landscape. Flagstaff Hill Fort meets the threshold under this criterion at a state level.
Criterion D (Social, cultural, and spiritual) An item has strong or special association with a particular community or cultural group in NSW (or the local area) for social, cultural, or spiritual reasons.	Flagstaff Hill Fort is regarded as a key landmark within the broader Wollongong Harbour Precinct; it is a place that symbolically represents aspects of the past that local communities feel contribute to the local identity. The fort is situated within a key foreshore location within the City that attracts high visitation from local residents and tourists and is widely appreciated for its contribution to the broader historical context, being located within the Wollongong Harbour Precinct. Flagstaff Hill Fort is a place where local communities regularly gather for rituals and ceremonies such as the Australia Day march. Community organisations including the Rotary Club continue to have an active involvement and interest in the ongoing management of the sites, particularly the Smiths Hill Fort. Flagstaff Hill Fort meets the threshold under this criterion at a local level.
Criterion E (Research potential) An item has potential to yield information that will contribute to an understanding of NSW's cultural or natural history (or the cultural or natural history of the local area).	Flagstaff Hill Fort has the ability to yield site-specific information that contributes to an understanding of the coastal defence of Wollongong Harbour in the late nineteenth century. The fort also has the ability to contribute information on the evolution of defence technology such as from guns located in the open landscape to an underground fortification. Flagstaff Hill Fort meets the threshold under this criterion at a state level. The archaeological remains pertaining to the removed elements of Flagstaff Hill Fort are significant at a local–state level for their research potential. If present, these remains would provide a unique resource for understanding the site.

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Criteria	Discussion for Flagstaff Hill Fort
Criterion F (Rare) An item possesses uncommon, rare, or endangered aspects of NSW's cultural or natural history (or the cultural or natural history of the local area).	Flagstaff Hill Fort is rare as one of the earliest remaining colonial fortifications in NSW. The fort retains its original design, layout, form, fabric, evidence of a gun emplacement (disappearing gun) and original artillery (the three 1861 quick-firing guns, which are also heritage-listed on the Wollongong LEP 2009). Flagstaff Hill Fort meets the threshold under this criterion at a state level.
Criterion G (Representative) An item is important in demonstrating the principal characteristics of a class of NSW's cultural or natural places; or cultural or natural environments (or a class of the local area's cultural or natural places; or cultural or natural environments).	Flagstaff Hill Fort is representative of late nineteenth-century military strategy and defence technology. It demonstrates the evolution of fortifications from active defence sites to training areas and then to public recreation spaces, reflecting the development of Wollongong Harbour. Flagstaff Hill Fort meets the threshold under this criterion at a state level.
Integrity	The internal, underground spaces of the fort are fairly intact. The remnant above-ground external elements, however, have moderate integrity—the demolition of the fort entrance side walls, removal of the DRF station and observation post and the addition of modern safety fencing around the gun pit have impacted its readability in the landscape.

4.4.2 Statement of significance

Flagstaff Hill Fort is of state significance as a significant example of late nineteenth-century fortification design and one of the earliest forts in the Illawarra region. The fort represents the colony's defence strategy to protect the developing harbour, shipping, and coal industry in Wollongong.

Flagstaff Hill Fort has association with the Military Works Branch of the NSW Public Works Department and local artillery groups.

The location of the fort on the headland, original building fabric and artillery provide evidence of military technology development in NSW. The fort has the ability to demonstrate the technological change and transition from muzzle-loaded cannons (1861 vintage guns at the former Signal Hill Battery) to breech-loading gun technology (1890s hydro-pneumatic disappearing gun at Flagstaff Hill Fort). Potential archaeological remains hold research significance at a local–state level as they could provide new information about the structure of the fort, its use and occupation.

Flagstaff Hill Fort is a key component and contributor to the state-listed heritage values of the Wollongong Harbour Precinct.

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4.4.3 Gradings of significance

Individual components of Flagstaff Hill Fort have been ranked according to their significance as described in the below table.

Built elements

Above ground



Figure 4.1 Significance grading of above-ground elements. (Source: Nearmap 2024 with GML overlay)

Table 4.6 Significance grading of above-ground components of Flagstaff Hill Fort.

Element	Image	Comment	Significance
General		Landscape and setting: The natural vantage point created by the headland, slope and clearance are significant elements that aid in understanding the defence strategy.	Exceptional
		Gun pit: Above-ground elements of the gun pit. Although the gun is no longer in situ, the gun pit is able to demonstrate a key element of the fort's significance.	Concrete structure—Exceptional Gun pit fence—Intrusive

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Element	Image	Comment	Significance
	 	Perimeter fence: Non-original element that impacts the interpretability of surveillance views from the gun pit and the 68-pounder guns to the harbour.	Neutral
Fort entrance	 	Original brick façade and entrance to the underground fort with original openings, sandstone lintel and sills.	Exceptional
		Steel doors and windows.	Configuration and opening—Exceptional Steel doors and frames—Low significance (not original)
		Carpark area immediately in front of the entrance: Original setting has been altered and side walls have been removed for carpark use.	Intrusive
Memorials and monuments		Various memorials and monuments are placed around the site—not all are directly related to Flagstaff Hill Fort. They interpret various significant values of the Wollongong Harbour Precinct.	No. 8 Wollongong Harbour History Walk—Moderate Plaque for three guns during Heritage Week 1983—Moderate
Guns		The 68-pounder guns are original and were restored in the 1980s. However, they are not at their original locations. The 68-pounder guns are remnants of Australia's	Exceptional

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Element	Image	Comment	Significance
		coastal defence system from the nineteenth century. These guns were originally installed to protect the coastline from naval threats in 1879/1880, reflecting the military strategies of the time. Designed to fire 68-pound solid shot cannon balls, they were a crucial part of the defensive fortifications.	
DRF station	No image available	The DRF equipment and station have been removed. The location has significance in aiding the understanding of the fort operations. The DRF has high archaeological potential.	Exceptional
Observation post	No image available	The observation post elements have been removed. The location has significance in aiding the understanding of the fort operations. The observation post has high archaeological potential.	Exceptional

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Below ground

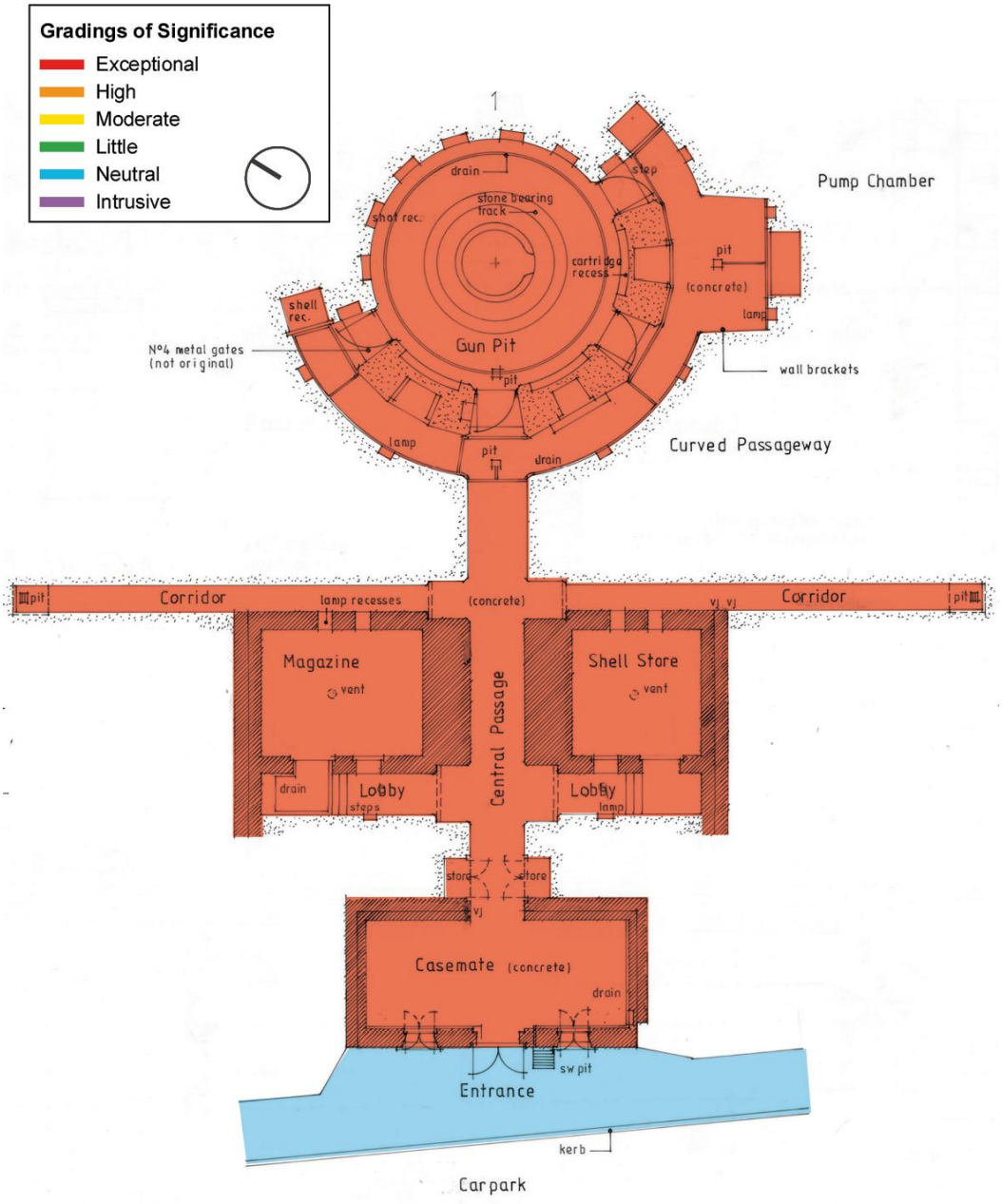


Figure 4.2 Significance grading of below-ground elements. (Source: Borst Architects 2002 with GML overlay)

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Table 4.7 Significance grading of below-ground components of Flagstaff Hill Fort.

Element	Image	Comment	Significance
Underground built elements	 	The original location and functional layout of the underground rooms including the casemate, central passage and lobby, magazine store, shell store, corridor, gun pit, cartridge and shell recess stores. Original brick walls, concrete floor and ceiling have been retained. Original openings, arched doorways, niches and recesses have been retained. Ventilated tunnels have been retained.	Exceptional

Views

Although the landscape, particularly the levels of the park that surrounds Flagstaff Hill Fort, has been significantly altered over time, significant views are retained to the surrounding ocean, as well as to and from the surrounding coastline and other areas of Wollongong.

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Figure 4.3 Aerial view of Flagstaff Hill Fort showing significant views. (Source: Nearmap 2024 with GML overlay)

Table 4.8 Significance gradings of views at Flagstaff Hill Fort.

View	Description	Image	Significance
View 1	Sweeping panoramic view from Flagstaff Hill out towards the ocean, North Wollongong and Wollongong Harbour (including Battery Park) reflects the historical relationship of Flagstaff Hill with Wollongong Harbour and the wider Wollongong township. This view highlights this area of Wollongong Harbour as being a strategic point in the original fortification of the colony.		Exceptional

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View	Description	Image	Significance
View 2	View of the three guns overlooking the ocean. The guns are not at their original locations but were moved further up the hill when the current road and park layout were constructed. This view demonstrates the significant role the fort played in surveying the surrounding ocean for any incoming enemy ships.		Exceptional
View 3	View from the gun pit demonstrating the historical function of the disappearing gun, which laid hidden before rising above the walls to fire. The view is partially obscured by the addition of the lighthouse. The 1937 Wollongong Head Lighthouse is located within the boundaries of the study area and of Flagstaff Hill Fort's heritage curtilage. Construction of the lighthouse occurred between 1935 and 1937, shortly before the large gun in the Flagstaff gun pit was removed. Although the lighthouse is listed as a heritage item on the Wollongong LEP 2009, its location disrupts the historic line of fire from the gun pit and impacts the interpretability of the fort's original function.		Exceptional
View 4	View towards City Beach and the surrounding ocean demonstrating the height of Flagstaff Hill Fort relative to the township and vantage points for surveying the ocean.		Exceptional

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4.5 Smiths Hill Fort

4.5.1 Discussion of significance

Table 4.9 Discussion of significance of Smiths Hill Fort.

Criteria	Discussion
Criterion A (Historic significance) An item is important in the course, or pattern, of NSW's cultural or natural history (or the cultural or natural history of the local area).	Smiths Hill Fort is historically significant as one of the earliest formalised fortifications in the Illawarra region. It was planned and built several years after Flagstaff Hill Fort was constructed, demonstrating the defence planning and whole-of-place strategy to protect the harbour and ports following the departure of the last British troops from Australia in 1870. The hill's elevation provided an ideal position for monitoring maritime activity and engaging potential threats before they could approach Wollongong Harbour. The primary purpose of the fort was to serve as a deterrent to hostile forces, providing both a visible and operational means of defence. The location and design were integral to its function, enabling the defenders to maximise their firepower while minimising vulnerability. While the land was originally set aside in response to possible Russian attacks, the threat dissipated before the completion of the fort and it functioned primarily for military training purposes. The subsequent decommissioning, infill and excavation of the Smiths Hill Fort reflect the subsiding threat of war and the development of the Wollongong Harbour Precinct from a commercial and industrial area to a recreation and tourism focused one. Smiths Hill Fort meets the threshold under this criterion at a state level.
Criterion B (Historical association) An item has strong or special association with the life or works of a person, or group of persons, of importance in the cultural or natural history of NSW (or the cultural or natural history of the local area).	Smiths Hill Fort has association with the Colonial Architect's Department, which designed the fort. It also has association with the volunteer militia (army reserves) who manned it and various Wollongong artillery companies who used the fort for shooting practice and annual training events. The Rotary Club of Wollongong, Rotary Club of Illawarra Sunrise, and the local branch of the National Trust (Illawarra Shoalhaven Branch) have strong links to the ongoing conservation, use and maintenance of Smiths Hill Fort since 1988 when the fort was unburied as part of the Bicentenary celebrations. Smiths Hill Fort meets the threshold under this criterion at a local level.

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Criteria	Discussion
Criterion C (Aesthetic/creative/technical achievement) An item is important in demonstrating aesthetic characteristics and/or a high degree of creative or technical achievement in NSW (or the local area).	Smiths Hill Fort is an intact example of late nineteenth-century fortification design in NSW. It is positioned on high ground above Wollongong Harbour with a hidden battery and underground protected rooms. It has a commanding view of the coastline and sea approaches, which enabled longer-range targeting of ships approaching from the sea. Two 80-pounder rifled muzzle-loading guns and a Nordenfelt quick-firing gun remain in situ, demonstrating the shift in military strategy from cannonballs to rifled technology, allowing them to fire shell projectiles with greater accuracy and range. The fort is a landmark in the Wollongong Harbour Precinct and is a key contributor to its distinctive mid-nineteenth century harbour landscape. Smiths Hill Fort meets the threshold under this criterion at a state level.
Criterion D (Social, cultural, and spiritual) An item has strong or special association with a particular community or cultural group in NSW (or the local area) for social, cultural or spiritual reasons.	Smiths Hill Fort is regarded as a key landmark within the broader Wollongong Harbour Precinct; it is a place that symbolically represents aspects of the past that local communities feel contributes to the local identity. The fort is situated within a key foreshore location within the City that attracts high visitation from local residents and tourists and is widely appreciated for its contribution to the broader historical context, being located within the Wollongong Harbour Precinct and immediately adjacent to the North Beach Precinct, which is also state-listed. Smiths Hill Fort is a place where local communities regularly gather for rituals and ceremonies such as Anzac Day and Remembrance Day services. Community organisations including the Rotary Club continue to have an active involvement and interest in the ongoing management of the fort. Smiths Hill Fort meets the threshold under this criterion at a local level.
Criterion E (Research potential) An item has potential to yield information that will contribute to an understanding of NSW's cultural or natural history (or the cultural or natural history of the local area).	Smiths Hill Fort has the ability to yield site-specific information that contributes to an understanding of the coastal defence of Wollongong Harbour in the late nineteenth century. The banquette at the fort was a key feature of its defensive design, which allowed the infantry to stand and fire over the parapet while remaining protected. The banquette would have been used by soldiers manning the fort's walls and small arms positions, complementing the heavy artillery. Smiths Hill Fort included a banquette, gun pits for the two 80-pounder rifled muzzle-loading guns, the Nordenfelt quick-firing gun, a DRF station, underground magazines and tunnels. Smiths Hill Fort meets the threshold under this criterion at a state level.

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Criteria	Discussion
	The archaeological remains pertaining to the removed elements of Smiths Hill Fort are significant at a state level for their research potential. If present, these remains would provide a unique resource of understanding the site.
Criterion F (Rare) An item possesses uncommon, rare or endangered aspects of NSW's cultural or natural history (or the cultural or natural history of the local area).	Smiths Hill Fort is rare as one of the earliest formalised fortifications in the Illawarra region and one of the few surviving late nineteenth-century forts in NSW built as a response to the perceived threat of Russian attack. Smiths Hill Fort is a rare example in NSW in that its original artillery is still in position—all three guns have a provenance with the site and were reinstated to their original positions in the late 1980s—within an unaltered battery layout. Smiths Hill Fort meets the threshold under this criterion at a state level.
Criterion G (Representative) An item is important in demonstrating the principal characteristics of a class of NSW's cultural or natural places; or cultural or natural environments (or a class of the local area's cultural or natural places; or cultural or natural environments).	Smiths Hill Fort is representative of late nineteenth-century military strategy and defence technology in NSW. It also demonstrates the evolution of fortifications from active defence sites to training areas and then to public recreation spaces, reflecting the development of Wollongong Harbour. Smiths Hill Fort meets the threshold under this criterion at a state level.
Integrity	The above-ground and underground spaces and elements of the fort as well as the remnant guns are fairly intact.

4.5.2 Statement of significance

Smiths Hill Fort is of state significance as a significant example of late nineteenth-century fortification design and one of the earliest forts in the Illawarra region. The fort represents the colony's defence strategy to protect the developing Wollongong Harbour and is a rare example in NSW where the original artillery is still in position.

The fort's location, original building fabric and remnant guns provide evidence of military technology development. The defence system at the fort included above-ground and underground elements and spaces, including a banquette, gun pits for two 80-pounder rifled muzzle-loading guns, the Nordenfelt quick-firing gun, a DRF station, underground magazines and tunnels.

Smiths Hill Fort has a strong association with volunteer militia and local artillery groups and sustained a role in military training events after the conflict had ended.

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Potential archaeological remains hold research significance at a local–state level as they could provide new information about structure of the fort, its use and occupation.

Smiths Hill Fort is a key component of and contributor to the state-listed heritage values of the Wollongong Harbour Precinct.

4.5.3 Gradings of significance

Individual components of Smiths Hill fort have been graded according to their significance as described in the below table.

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Built elements

Above ground



Figure 4.4 Significance grading for the built and landscape components of Smiths Hill Fort. Note, however, some vegetation impacts the interpretability of the defensive function of the fort (see discussion of views below). (Source: Wollongong Design and Technical Services 2024, Nearmap 2024 with GML overlay)

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Table 4.10 Significance grading of above-ground components of Smiths Hill Fort.

Element	Image	Comment	Significance
General		Landscape: The setting, slope and views to and from the fort.	Exceptional
		Circulation: Concrete paths between fort areas.	Little
		Signage: The interpretive signage is placed away from other built elements and does not detract from the setting.	Neutral
		Landscape: Dense vegetation to the east of the fort impacts the interpretability of surveillance views to the harbour.	Intrusive
		Fences: An early timber arris rail fence has been replaced with a less visually permeable metal fence along the top of the fort, further impacting the interpretability of surveillance views to the harbour. A second metal fence runs along the park perimeter.	Neutral
Bombproof bunker/ casemate		The original location, layout and fabric (thick masonry walls and steel reinforced roof) of the casemate are key to the understanding of the fort's design and operation. The design considered the protection required from incoming shelling and the potential hazards of handling explosives by separating the stores.	Exceptional
		Signage: Interpretive signs for the casemate and store recesses repainted in their original locations.	High

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Element	Image	Comment	Significance
Banquette		The original location, layout and fabric of the banquette, which allowed for soldiers to view over the fort walls.	Exceptional
Gun pit for 80-pounder guns		Gun pit: The location, layout and fabric of the gun pit are original. They are significant in demonstrating the operation and technology of the time.	Exceptional
		Gun: The original 80-pounder guns in their original placement on the rotating barbette.	Exceptional
Gun pit for rapid firing gun		Gun pit: The original location, layout and fabric of the southernmost gun pit.	Exceptional
		Gun: The original 1 1/2-inch Nordenfelt rapid-firing gun was for fast-moving vessels.	Exceptional
		Ramp: The original timber steps have been dismantled and replaced with a concrete ramp. An 1892 plan shows a ramp at that location (see Figure 2.18).	Moderate
DRF station		Position and layout of the DRF station: These elements are key to understanding the fort's operation—they provided the target location for the guns.	Exceptional
		Original fabric: The brick walls provide insight into its construction. Note, however, the original DRF instruments have been removed, impacting the DRF's interpretability.	Exceptional
		Railing: The railing installed along the top of the DRF station is intrusive and impacts the DRF's interpretability as well as contributing to the fracturing of the brick retaining wall.	Intrusive

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Below ground

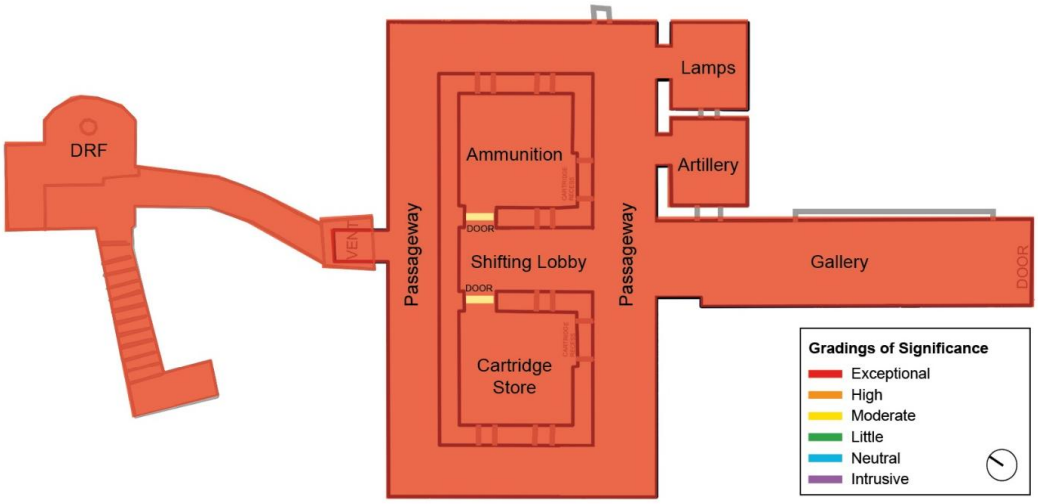


Figure 4.5 Significance grading of underground components of Smiths Hill Fort. (Source: City of Wollongong Design & Technical Services 2024 with GML overlay)

Table 4.11 Significance grading of underground components of Smiths Hill Fort.

Element	Image	Comment	Significance
Underground bunker	 	The original location and layout of the underground rooms including the gallery, lamps room, artillery, shifting lobby, cartridge store, ammunition, ramp and passageways. Original brick walls with stone corner capitals have been retained. Original barrel vaulted ceilings have been retained; however, steel beams are significantly damaged due to rust. Original lamp recesses, vents, drainage channels and signage.	Exceptional
		Original timber elements—some doors and door architraves, however, have been replaced with new.	Moderate

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Views

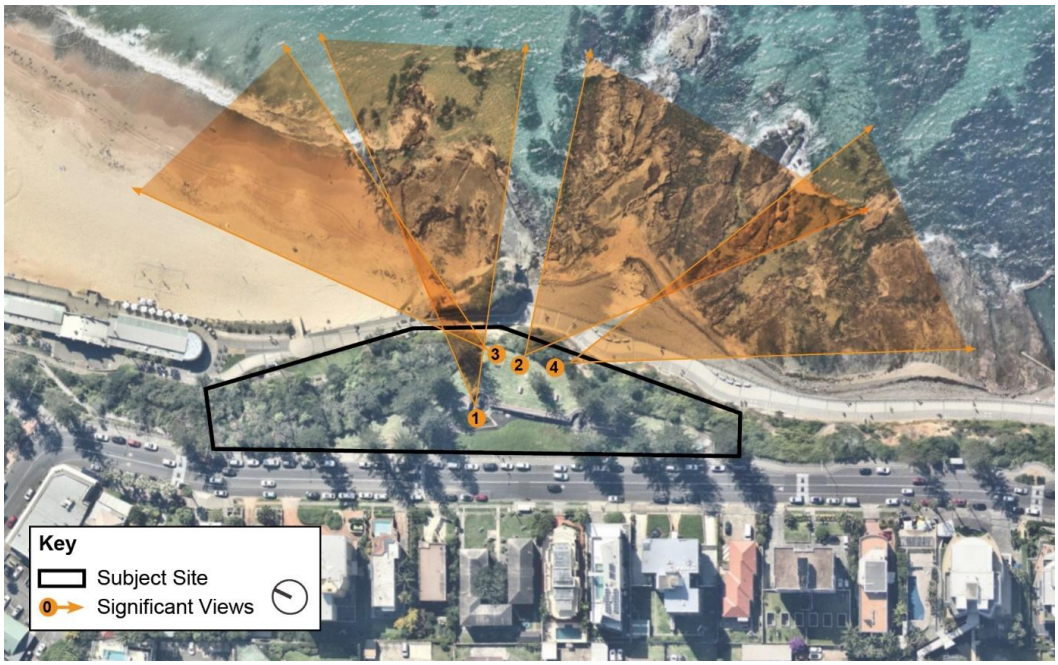


Figure 4.6 Aerial view of Smiths Hill Fort showing significant views. (Source: Nearmap 2024 with GML overlay)

Table 4.12 Significance gradings of views at Smiths Hill Fort.

View	Description	Image	Significance
View 1	A view looking east towards the ocean from one of the guns positioned in its original location. By being set below the height of the surrounding park and coastline, the fort and its guns were able to be hidden from view from any potential enemy ships. This view highlights the important role the Smiths Hill Fort played in the original fortification of the Illawarra region.		Exceptional

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View	Description	Image	Significance
View 2	View from the park area looking east out towards the ocean. Though obscured by plantings, it is significant in demonstrating the fort's role in surveillance and protection from potential attacks from the sea in the Illawarra region.		Exceptional
View 3	View looking north towards the Wollongong coastline from the eastern portion of the park. It demonstrates the height of this area above the surrounding coastline, which would have supported the fort's operations, particularly the DRF.		Exceptional
View 4	View looking southeast from the eastern portion of the park towards Wollongong Harbour and Flagstaff Hill Fort. This view highlights the visual relationship that has been retained between Flagstaff Hill Fort and Smiths Hill Fort and their combined efforts in protecting the Wollongong coastline.		Exceptional

4.6 Archaeological potential

4.6.1 Overview

Archaeological potential is defined as 'the degree of physical evidence present on an archaeological site, usually assessed on the basis of physical evaluation and historical research'.[5] This section considers the likelihood of Aboriginal and non-Aboriginal archaeological remains surviving on the subject sites and divides them into zones of archaeological potential, which will assist with the development of management policies. The potential is arranged with respect to the various phases of use and development of the site as understood through historical research, and archaeological reports and investigations.

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4.6.2 Preliminary Aboriginal archaeological analysis

An extensive search of the Aboriginal Heritage Information System (AHIMS) was carried out to identify whether registered Aboriginal sites are present in the study area or nearby. The results are detailed below. No Aboriginal sites were recorded at either Smiths Hill or Flagstaff Hill, but a number of registered sites are recorded in close proximity.

Any ground disturbance works at either site may require further assessment of proposed impacts, which may not be limited to an Aboriginal Due Diligence Assessment and an application for an Aboriginal Heritage Impact Permit (AHIP).

Aboriginal heritage context

The study area is located on the traditional lands of the Wodi Wodi. The custodianship has been traditionally described as stretching between Wollongong to the Shoalhaven River and from the coast to Moss Vale, Picton and Marulan.[6] The Wodi Wodi spoke a dialect of the Dharawal language, linking them to other Dharawal speakers from as far north as Botany Bay and Campbelltown, as far west as Moss Vale and the Nepean, and as far south as the Shoalhaven River and Jervis Bay. The Dharawal considered themselves to be divided into the inland Freshwater People, the swampland Bitter Water People and coastal Saltwater People.

The Wodi Wodi regularly travelled through the lands of other Dharawal speakers, and periodically into neighbouring territories for trade, ceremony and other social gatherings. The Gundungurra and Wiradjuri travelled to Wodi Wodi lands on the coast to trade. This trade is known to have included source materials and goods,[7] but also foodstuffs, with marine and freshwater fish, oysters, waterfowl and grubs of the Illawarra being of high value.

Land grants and farming in the Wollongong area alienated Aboriginal people from their Country. European settlers erected fences, huts and stockyards, cut down trees, formed roads and generally restricted access across the land and to the waterways. The ever-increasing number of settlers arriving from the 1830s mirrored a corresponding decline in the number of Aboriginal people in the Illawarra; however, evidence from archaeological sites in the vicinity suggests a continuation of cultural practices within Wollongong during the post-contact period.[8]

A statement on the Aboriginal cultural context of the Wollongong harbour and headlands provided by City of Wollongong Council is included as an appendix to this report (Appendix 2).

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Aboriginal Heritage Information Management System

A search of the Heritage NSW AHIMS database was undertaken on 24 May 2024, reference number 24-0147-Extensive (Appendix 4). The search covered a zone from Lat, Long -34.4395, 150.871 to Lat, Long -34.4041, 150.9328 with no buffer. The results of the search are shown in Table 4.13 and Figure 4.7–Figure 4.9. In total 18 Aboriginal sites were identified.

No Aboriginal sites recorded as restricted were present within the AHIMS search boundary.

There are no previously recorded Aboriginal sites within the study area.

Table 4.13 Results of the AHIMS search.

Site features	Frequency	Percentage
Midden	7	38.9%
Artefact	3	16.7%
Burial	2	11.1%
Potential Archaeological Deposit (PAD)	2	11.1%
PAD with Artefact	1	5.6%
Grinding groove	1	5.6%
Habitation	1	5.6%
Grinding groove, stone arrangement	1	5.6%
Total	**18**	**100%**

The registered sites returned in the AHIMS search are all closely clustered around waterways, the majority being located around the seashore.

A grinding groove site is located adjacent to the water 144m to the south of Smiths Hill Fort and a midden site was located on the shore 172m to the north of Smiths Hill. The closest site to Smiths Hill not on the seashore is a PAD 390m south.

The closest site to Flagstaff Hill was a midden located 390m to the west and downslope. The closest site not located on the foreshore was an artefact site 540m to the northwest. No other sites were located on the headland.

The most frequent site types in the AHIMS search results are middens (about 39%), which are often associated with stone artefacts and shelters. Spatially, they are associated with permanent sources of water and near locations with a plentiful and reliable supply of shellfish. Though prevalent, it is likely that the distribution of midden material is underrepresented in the archaeological record.

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Lime manufacturing, undertaken in the early nineteenth century to produce construction materials, utilised shell taken from Aboriginal middens and involved excavating and removing a large quantity of midden material. In general, intact portions of shoreline can be assumed to have potential for middens.

Artefact sites consist of open artefact scatters, isolated finds and/or subsurface artefact assemblages found within intact topsoil A horizons. Flaked stone tools are the primary artefact type and silcrete is the dominant material, although silicified tuff, chert and quartz are also found. Spatially, they tend to be associated with lower slopes, alluvial terraces and flats bordering waterways, particularly in relatively undisturbed areas. These watercourses provided a reliable source of food and water for Aboriginal people, and previous studies on areas throughout the broader Sydney metropolitan area have noted the strong association between artefact sites and permanent watercourses.

The next most common site type within the AHIMS search area was PADs, making up approximately 11% of sites when considering combined PADs with artefact sites. We note that a PAD is not necessarily an Aboriginal site, but an area designated as having potential to contain Aboriginal objects. Therefore, the presence and distribution of PADs reflect the potential for an intact A horizon on landforms with proven archaeological sensitivity (such as alluvial terraces, floodplains and lower slopes). Historical disturbances both within and surrounding the study area will have disturbed or removed shallow artefact-bearing soil horizons in discrete areas of the site, meaning there is limited potential for Aboriginal archaeological material.

Both forts are in very close proximity to the ocean, which provides a habitat for fish, shellfish and birds. The closest freshwater source to Smiths Hill Fort is Fairy Creek approximately 690m to the north. Fairy Creek flows from Cabbage Tree Creek, which flows southeasterly from the Illawarra Escarpment.

The closest freshwater source to Flagstaff Hill Fort is Smiths Hill Creek, 490m to the northwest. The Gurungaty Waterway is located 1.1km to the southwest but originally flowed into Lang Park[9] from the south and originates at the Illawarra Escarpment to the west. Sections of both waterways have been partially channelised and natural gullies landscaped for housing in the last 100 years. Prior to European colonisation there was also a freshwater wetland in the location of Lang Park, located approximately 480m to the southwest. The availability of water has significant implications for the range of resources available and the suitability of an area for human occupation.

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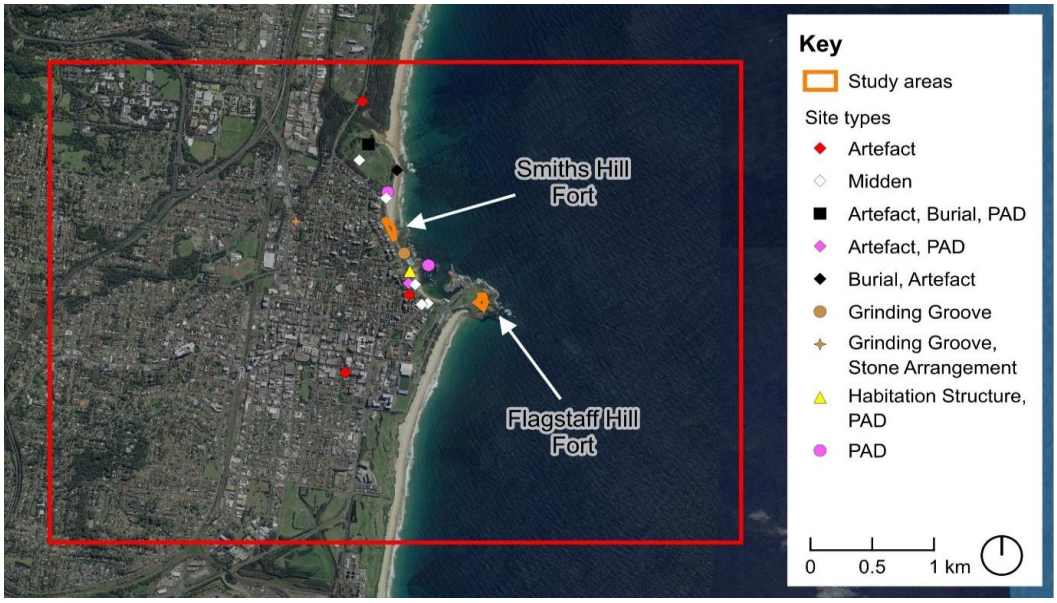


Figure 4.7 AHIMS search results. The patterning shows the concentration of sites along the coast and a diversity of site types in this area. The majority of sites are located in the sand dunes close to the water's edge, in contrast to both study areas, which are at an elevated position away from water. (Source: Heritage NSW AHIMS data, SIX Maps basemap with GML overlay, 2024)



Figure 4.8 Detailed AHIMS search results focused around Flagstaff Hill. There are no registered Aboriginal sites within the study area. (Source: Heritage NSW AHIMS data, SIX Maps basemap with GML overlay, 2024)

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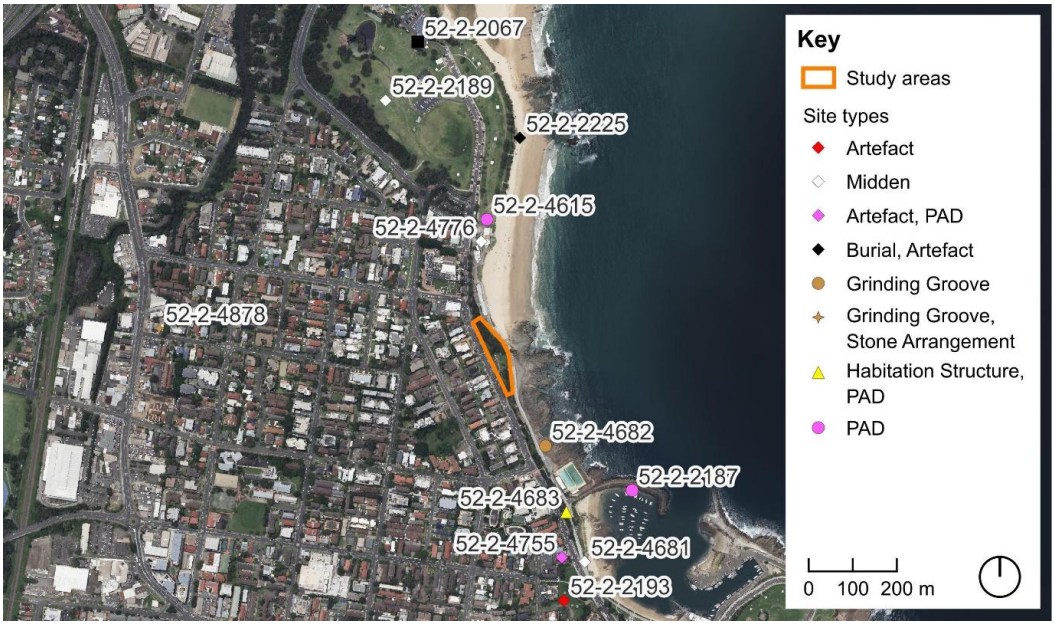


Figure 4.9 Detailed AHIMS search results focused around Smiths Hill. There are no registered Aboriginal sites within the study area. (Source: Heritage NSW AHIMS data, SIX Maps basemap with GML overlay, 2024)

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Figure 4.10 Hydrology and contours across and surrounding the Flagstaff Hill Fort. (Source: SIX Maps with GML overlay, 2024)

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Figure 4.11 Hydrology and contours across and surrounding the Smiths Hill Fort. (Source: SIX Maps with GML overlay, 2024)

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Overview of Aboriginal archaeological potential

The coastal locations, proximity to freshwater and the known proximity of registered sites make these study areas probable locations for Aboriginal occupation. However, both sites contain an overall low potential for evidence of Aboriginal archaeology. The significant impacts caused by the construction of the forts, including removal of natural soil horizons, are likely to have had significant impacts across both sites.

A targeted due diligence assessment should be undertaken for specific future works to identify the potential for Aboriginal cultural material to be present in specific areas of the site.

4.6.3 Historical archaeological potential and significance

Archaeological potential refers to the likelihood that a site may contain physical evidence related to an earlier phase of occupation, activity or development. This term is different from 'archaeological significance' and 'archaeological research potential', which are more subjective terms related to the value of the archaeological resource in terms of levels of significance.

A full assessment of the historical archaeological potential and significance of Flagstaff Hill and Smiths Hill Forts is included as an appendix to this report (Appendix 3).

Archaeological potential

Archaeological potential is usually described as nil, low, moderate or high, and is assessed as follows:

- Nil—no known historical activities that would have left an archaeological signature. Previous construction, or other activities, have removed all archaeology.
- Low—it is unlikely the historical archaeological evidence associated with this historical phase or feature survives. Archaeological remains are likely to have been subject to a high level of previous disturbance.
- Moderate—it is possible that some historical archaeological evidence associated with this historical phase or feature survives. If archaeological remains survive, they may have been subject to some disturbance.
- High—it is likely that archaeological evidence associated with this historical phase or feature survives intact. Archaeological remains are likely to be intact, as the level of site disturbance appears to be minimal.

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Archaeological significance

Although subsurface archaeological remains often form an integral component of the overall significance of a heritage place, it is necessary to assess them independently from above-ground as well as other historical elements. Assessing the heritage value of these subsurface archaeological remains is made more difficult by the fact that their extent and nature is often unknown. It becomes necessary for judgements to be made on the basis of expected or potential attributes.

Archaeological significance refers to the cultural, historic, social, aesthetic, or research value afforded to known or potential archaeological remains. The NSW heritage criteria are used to evaluate whether the known or potential archaeological remains meet the threshold for significance. Additional guidance is provided in *Assessing Significance for Historical Archaeological Sites and 'Relics'*, published by the NSW Heritage Branch (now Heritage NSW) in 2009.

Archaeological significance and 'relics' in NSW are defined as being either local or state significant in Section 4A of the *Heritage Act 1977* (NSW):

- Local—in relation to a place, building, work, relic, movable object, or precinct, means significance to the area in relation to the historical, scientific, cultural, social, archaeological, architectural, natural or aesthetic value of the item.
- State—in relation to a place, building, work, relic, movable object or precinct, means significance to the state in relation to the historical, scientific, cultural, social, archaeological, architectural, natural or aesthetic value of the item.

An overview plan of the archaeological potential of the sites is provided in Figure 4.12 and Figure 4.13.

4.6.4 Flagstaff Hill Fort

Statement of historical archaeological significance

The potential historical archaeological resource is predominantly associated with Phase 2 (1890–1914) Flagstaff Hill fort and Phase 3 (1914–present) ownership by Council. There is overall moderate–high potential for archaeology associated with these two phases.

Potential archaeological remains of the original elements of the fort (Phase 2: 1890–1914), including the observation rooms and original fort walls, have the potential to enhance our understanding of the structures as they were originally constructed and would be significant at a state level for their historical significance, research potential, and representativeness, and at a local level for rarity.

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Artefacts associated with the occupation of the site as a military fortification would be significant at a local, and potentially state, level for their ability to contribute to our understanding of militia who occupied the site, and potentially military life more broadly in NSW depending on the nature of the artefacts.

Artefacts recovered from the backfill over the fort's substructure deposited during its construction would be significant at a local level for their historical and potential research value. Generally, the potential archaeology of the site may hold significance at a local level for its importance to the local community.

Summary of archaeological potential and significance

The table below summarises the study area's potential for historical archaeological features and deposits and includes an assessment of their significance. Figure 4.12 illustrates the areas of archaeological potential within the Flagstaff Hill Fort site.

Table 4.14 Assessed levels of archaeological potential and significance within the Flagstaff Hill Fort.

Phase	Possible archaeological remains	Potential	Significance
Phase 1: 1815–1890 Early European Settlement of Wollongong	Evidence of land clearance and timber getting camps.	Nil–low	Nil Unlikely to be present
	Evidence of the former convict stockade.		
	Remains of former flagstaff.		
	Industrial and recreational activities undertaken on headland.		
Phase 2: 1890–1914 Flagstaff Hill Fort	Evidence of observation structures above the ends of the east–west corridors: • masonry footings and surfaces.	High	State
	Artefacts relating to military life and the use of the fort by local militia: • personal, military-specific or institutional items.	Low–moderate	
	Former fort retaining walls southeast and southwest of the entrance: • masonry footings.	Moderate–high	
	Evidence of the fort's construction: • cuts and fills; • objects discarded by construction workers; and • former drainage channel.	High	Local

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Phase	Possible archaeological remains	Potential	Significance
	Evidence of the former roadways constructed to the fort.	Nil–low	Nil
Phase 3: 1914–present Ownership by Council	Evidence of the demolition of the above-ground elements and introduced fills to cover the site.	High	Nil
	Retaining wall constructed to the northwest of the entrance.	Moderate	
	Landscaping and park infrastructure elements.		

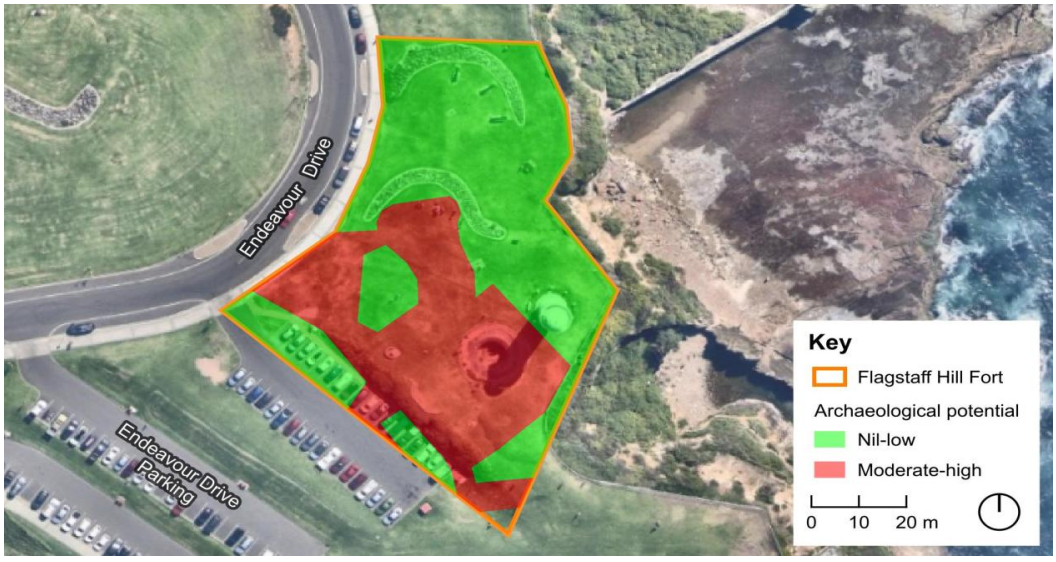


Figure 4.12 Archaeological potential of the Flagstaff Hill Fort site, informed by historical aerial photographs, plans and recorded descriptions. (Source: Nearmap with GML overlay)

4.6.5 Smiths Hill Fort

Statement of historical archaeological significance

The archaeological significance of Smiths Hill Fort is mostly associated with it being one of the earliest formalised fortifications in the Illawarra region. Any surviving evidence of original elements of the fort, including the observation rooms, machine gun placements or the water tanks, has the potential to enhance our understanding of the structures as they were originally constructed and would be significant at a state level for their historical, research, rarity and representative values.

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Discrete artefacts that could be securely associated with the occupation of the site as a military fortification could be considered at a state level for their historical and social values in their ability to contribute to our understanding of the local militia who occupied the site.

Any evidence of the fort's construction, including artefacts recovered from the backfill surrounding the built elements, would only be considered significant at a local level for their research and cultural values. Generally, the potential archaeology of the site may hold significance at a local level for its importance to the local community.

Summary of archaeological potential and significance

The table below summarises the study area's potential for historical archaeological features and deposits. Figure 4.13 illustrates the areas of archaeological potential within the Smiths Hill Fort site.

Table 4.15 Assessed levels of archaeological potential and significance within the Smiths Hill Fort.

Phase	Possible archaeological remains	Potential	Significance
Phase 1: 1815–1839 Early European Settlement of Wollongong	Evidence of land clearance and timber getting camps.	Nil–low	Nil Unlikely to be present
	Evidence of use of the site during Throsby's early land grant.		
Phase 2: 1839–1892 Early Coastal Defence	Evidence of former cannon placements.	Nil–low	Nil
Phase 3: 1892–1914 Smiths Hill Fort	Partially removed elements of the former fort: • subterranean tanks; • machine gun placements; • observation stations; and • truncated remains of single men's quarters building. Former latrine and associated services: • truncated footings; and • redundant service alignments.	Moderate–high	State
	Artefacts relating to the use of the fort by local militia: • military or personal items.	Low	
	Evidence of the construction process of the fort.	High	Local

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Phase	Possible archaeological remains	Potential	Significance
	Evidence of an earlier fence line along the eastern boundary of the fort.	Moderate	Nil
Phase 4: 1914–present Ownership by Council	Evidence of the removal of above-ground elements and introduced fills to cover the site.	High	Nil
	Landscaping and park infrastructure elements including redundant mid–late twentieth-century services.	Moderate	



Figure 4.13 Archaeological potential of the Smiths Hill Fort site, informed by historical aerial photographs, plans and recorded descriptions. (Source: Informed by Crown Plan 643-3000, with Nearmap basemap and GML overlay)

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4.7 Endnotes

[1] Australia ICOMOS Inc, *The Burra Charter: the Australia ICOMOS Charter for Places of Cultural Significance 2013*, Australia ICOMOS Inc, Burwood, VIC, p 2.

[2] City of Newcastle, Fort Scratchley website, 'Fort history', accessed 24 June 2025 <https://newcastle.nsw.gov.au/fort-scratchley/history-education/fort-history>.

[3] Fort Scratchley Historical Society, 'History', accessed 24 June 2025 <https://fortscratchley.org.au/history/>.

[4] City Plan Services, Shepherds Hill Defence Group Military Installations Conservation Management Plan, July 2019, p 117.

[5] Heritage Office 1996 *Archaeological Assessments, Archaeological assessment guidelines.* Department of Urban Affairs and Planning (NSW).

[6] Wesson, S 2005 (ed)*, A History of Aboriginal People of the Illawarra 1770–1970*, Department of Environment and Conservation (NSW), National Parks and Wildlife Service.

[7] Munt S, White B, and Owen T 2023, 'Social information inherent in backed artefacts from the Illawarra, western, and southwestern Sydney, NSW', *Australian Archaeology*, DOI: 10.1080/03122417.2023.2218992.

[8] Thompson, J 2025, Aboriginal Cultural Context Summary, personal comms.

[9] Thompson, J 2025, personal comms.

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Opportunities and constraints

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5 Opportunities and constraints

This section of the report discusses the constraints, issues and opportunities that affect the conservation and management of the forts, both now and looking towards the future. The discussion in this section is the precursor to the conservation policies (Section 6) and identifies issues that should be addressed.

5.1 Issues arising from significance

Considering the forts' significance, the key findings and issues that need to be addressed in the conservation policy and guidelines include the following:

- Flagstaff Hill Fort and Smiths Hill Fort are unique and notable defence structures of state heritage significance. The site and surrounds are to be conserved and managed in a way that respects, responds to and supports the understanding, awareness and appreciation of heritage significance.
- The forts are located in the state heritage listed Wollongong Harbour Precinct. Proposals for new work or uses of the forts should consider the impact on the individual sites as well as the precinct as a whole. Conversely, development in the precinct should consider the significance of the forts.
- The forts' preservation, moderate to high degree of integrity and intactness was in part due to their care and management by the site owners and key stakeholders. Their opening up for public visitation can bring new hazards and risks to the forts' fabric, including potential archaeology, which is of high and exceptional significance. Maintenance procedures should be put in place to ensure its conservation.
- From both sites, there are significant views of the harbour and the sea, demonstrating their range and lines of sight. The view catchment area has been partially obscured by vegetation and other structures. Significant views should be reinstated and maintained, which may require limiting development and change in these areas.
- Though built within the same period, Flagstaff Hill and Smiths Hill Forts demonstrate different approaches to defence design and construction in the late nineteenth century. Their distinctive characteristics should be retained and interpreted.
- The remnant guns and associated material are of exceptional significance. Their location and positioning should be retained as they are integral to understanding the function of the forts and military strategy of the time.
- There are potential archaeological remains in the vicinity of both forts, which are likely to contribute to the significance of the exposed fabric. Proposals for new work should consider the potential to impact these remains and mitigated wherever possible.

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5.2 Issues arising from the integrity and physical condition of the place

5.2.1 Integrity

Flagstaff Hill Fort

The Flagstaff Hill fortifications retain a moderate degree of integrity.

c1861 68-pounder guns

The three original 1861 guns survive and are mounted on replica timber carriages and concrete plinths in the park to the north of the lighthouse. However, they are not in their original locations due to the construction during the mid-twentieth century of the road up to the Flagstaff Hill reserve. Nor do the guns have their original orientation. Originally, they faced the harbour rather than facing out to sea as they currently do.

There is little opportunity to relocate the three cannons to their original locations, where the road is now—see the figures below.

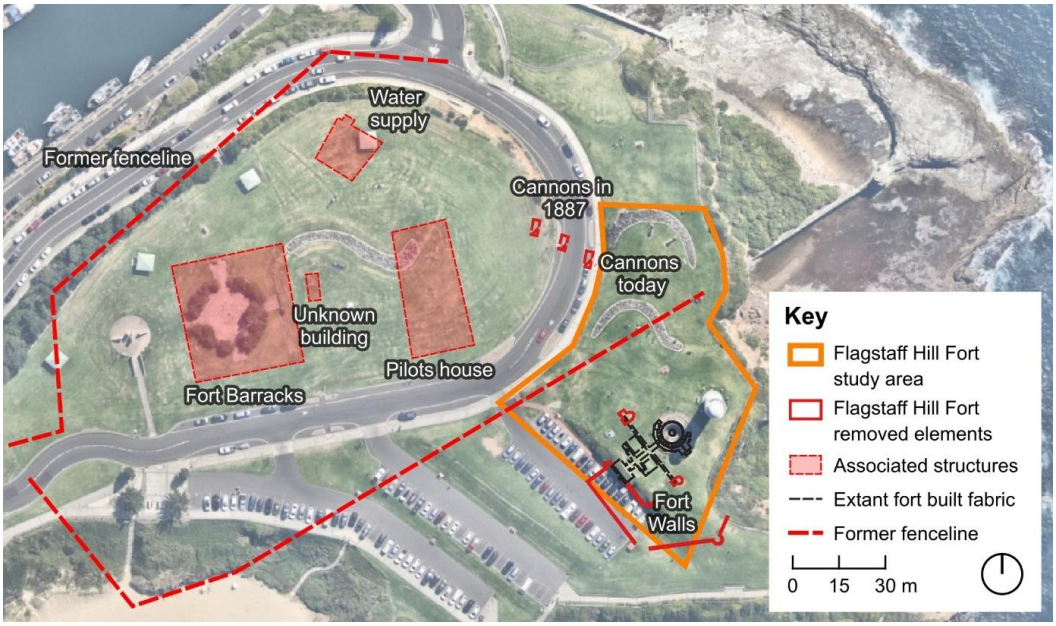


Figure 5.1 Location of study area in relation to related elements formerly present at Flagstaff Hill. (Source: Nearmap basemap, informed by 1938 aerial, c1887 Map of Wollongong Harbour, and 1933 Map of the Town of Wollongong, with GML overlay)

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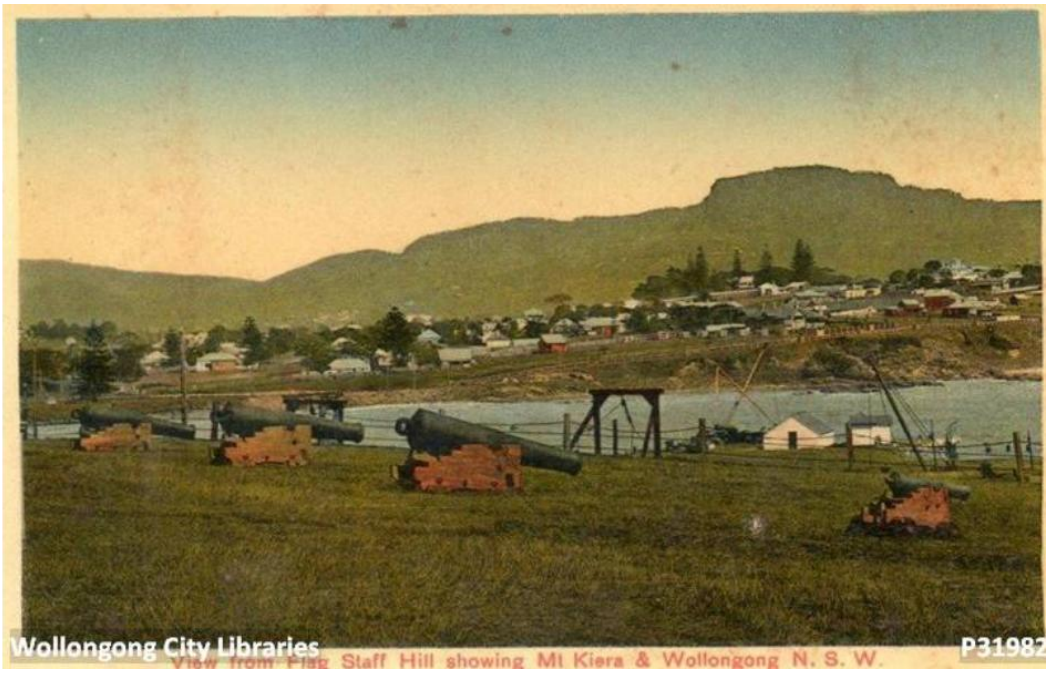


Figure 5.2 Flagstaff Hill looking to Wollongong and Mount Keira, date not identified. The three vintage cannons and a gun are visible in the foreground. (Source: Wollongong City Libraries, P31982 <https://wollongong.spydus.com/cgi-bin/spydus.exe/ENQ/OPAC/BIBENQ?SETLVL=&BRN=640764>)

1890 fortifications

The masonry structures of the underground components of the Flagstaff Hill fortifications remain substantially intact, including the layout of tunnels and internal spaces.

The walls that once enclosed the forecourt area to the southwest of the fortifications, however, have been removed for the construction of the existing carpark. However, there appears to be some evidence of remains existing beneath the grassed mound to the east of the fortifications.

Above-ground structures

The above-ground structures of the observation post and the DRF have been removed and the pits infilled. There is some evidence that remnants of the below-ground structures may remain beneath the grass as buried built heritage features or truncated archaeological remains.

Armaments

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All armaments, including the disappearing gun and ammunitions, have been removed from the site. Even so, the circular gun pit remains intact, including its broad apron that sits over the pit walls at ground level.

Within the pit, the stone and metal track on which the gun turned survive and the pit housing for the pneumatic mechanism for the disappearing gun also remains intact.

Entrance to underground fortifications

The ground level in front of the main entrance to the underground fortifications appears to have been raised at least two to four brick courses for the construction of the carpark and adjoining footpath. The brick façade at the entrance to the underground fortifications retains its original window and door openings with their stone sills and lintels.

The entry doors, timber casement windows and steel shutters have all been removed from these openings, although one timber window frame and remnants of the strap and gudgeon hinges for the shutters remain. More recent steel plate security doors and shutters have been fitted to steel frames set into the external face of the openings to prevent entry. Security doors have also been added to the openings to the gun pit.

There has been some modification to the brickwork on either side of the main entrance to accommodate the steel door frame (and brick infill wall that pre-dated the doors).

Underground fortifications

The brick and concrete construction of the walls is clearly evident, particularly where the linings have been removed from the cartridge and shell recesses, with all materials clearly expressed. The steel rails supporting the concrete ceiling/roof are also clearly evident over the entrances to the passages and spaces within the underground fortifications. The floor is concrete, although there is evidence of a timber floor in the shell store (now removed). The floor was set with gravel fill between the joists. It appears that this type of floor was also used in the magazine, although little evidence remains.

The four sets of blast-proof doors that once stood at the entrances to the passages to the magazine, shell store, DRF and observation post are no longer present, although evidence remains of their locations, and the wall-mounted strap and gudgeon hinges that held the outer doors. Galvanised steel-framed doors stand in the location of the inner doors, but do not appear to be original.

Several original timber door frames and a window frame survive in openings to the laboratory and various stores. Timber doors, shelving, racks and linings have also been removed from the various stores and wall recesses, and the lamps have been removed from their wall niches. Although none of the protective glass that enclosed the lamp niches remains, there is evidence of their fixing into the walls and the ventilation system used for the lamps.

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Although the ladders that gave access to the observation post and DRF have been removed, shadows remain on the walls of the shafts to show their former locations.

Remnant paintwork indicates that the internal walls and ceilings were painted (probably lime washed) and there is evidence of a two-tone painted skirting. Evidence also remains of painted signage that indicates the former use of the spaces.

Demolished elements of original fortifications

The extent to which remains of the removed observation post, DRF, and former above-ground walls survive archaeologically is unknown.

Ventilation and drainage systems

The ventilation and drainage systems are substantially original and illustrate how air and water were dealt with in the subterranean fortifications.

Ventilation openings are clearly evident in the ceilings of the magazine and shell store and the passages leading to them. These vents originally discharged through grated ventilation shafts that rose up through the fill above the fortifications, but these have since been infilled. The vents currently appear to discharge through terracotta pipes in the front façade of the fortification. Wall vents exist in the passages to the observation post and DRF. The floor is drained through a system of small open dish drains that flow to a number of grated drainage pits. These appear to discharge through the cliff face beyond the lighthouse.

Setting and relationship to harbour

Following the decommissioning of Flagstaff Hill Fort and its transfer to Wollongong Council in 1914, plans were made for a new lighthouse to take over the Breakwater Lighthouse. Wollongong Head Lighthouse was constructed in 1937 northeast of the Flagstaff Hill gun pit. The location of the lighthouse obscures the line of sight of the gun pit to the sea, which is a significant view. The brick entry walls of the fort were demolished in the 1970s and a carpark was constructed directly in front. The integrity of the setting has been compromised.

Smiths Hill Fort

The Smiths Hill fortifications retain a high degree of integrity.

1893 gun battery

The masonry structures of both the above-ground and underground components of the Smiths Hill Fort remain substantially intact. All three original guns are mounted in their original locations within the gun battery. The bombproof shelter (casemate) and the walls of the DRF also remain substantially intact, as do the numerous shell recesses in the battery walls. The top of the DRF and the aprons to the large gun pits are missing.

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There is evidence of non-structural stud walls having once enclosed the southern portion of the bombproof shelter, but these have been removed.

The vehicular accessway into the fortifications has been modified to form a pedestrian path. The steps down into the fortifications remain intact. The shell recesses in the walls of the fortification have been fitted with replica timber doors. Iron fixtures and fittings survive on the walls of the gun pits.

Underground magazine

Inside the underground magazine the layout of spaces and passages remains intact. The concrete and cavity brick construction (with rows of iron hands tying the two double skins of brickwork together) is clearly evident, as are the original floor drains and the ventilation system, including the louvred vent above the main entry door.

Large stone quoins hold the top corners of the walls in the centre block. The lamp niches remain in the walls of the passages, together with their vents. Although the lamps no longer exist, several lamp mounts and the frames that held the protective glass that enclosed the lamps survive.

The iron rails supporting the concrete roof/ceiling structure are evident at the crossing of the passages, resting on the stone quoins. The ceiling of the ammunition and cartridge stores are brick vaulted, the vaults also resting on the iron rails.

A pair of iron doors stand in the entry to the underground fortifications. These appear to be original. Most of the original internal timber door frames and window frames remain in their original openings. There is at least one original timber door along with several replica doors. The joinery from the low openings in the walls of the cartridge and ammunition stores no longer survives. The recesses indicate that these could possibly have consisted of vertical sliding shutters.

The internal walls and ceiling have been painted in recent years and the internal painted signage has been repainted over doors and other openings.

There are several racks surviving on the walls of the fort, as well as replica gun cleaning and loading equipment inside the main entry passage to the underground fortifications.

Depression range finder

A metal ladder survives in the shaft rising up to the DRF. However, the above-ground structure of the DRF is missing. Within the underground fortifications are a collection of iron doors and shutters, but their origin is unknown. It is possible these belonged to the upper section of the DRF and/or the bombproof shelter. They do not appear to belong to existing openings in the complex.

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Underground tanks

A square hatch above a partially visible convex concrete substructure is visible to the north of the fortifications within the park and is likely the remains of one of the two underground tanks.

It is unclear what the integrity of the substructure is beneath the ground surface. The location of the other tank is unknown and the integrity of this tank is unknown.

Setting and relationship to harbour

Following the decommissioning of the fort, trees were planted in the park that was established over the top of it. These now obscure the views over the harbour from the fort and the lines of sight for the guns. Thus, the integrity of the setting has been compromised. Some vegetation (trees) may need to be thinned, trimmed or removed to help improve the understanding and interpretation of the setting and the fort's strategic location.

Demolished elements of original fortifications

The extent to which remains of the removed machine gun placements, observation stations and single men's quarters building survive archaeologically is unknown.

5.2.2 Condition of fabric

Site inspections and reports

Table 5.1 Documentation used to inform the condition assessment.

Document	Author	Date
Flagstaff Hill – Structural Assessment Report	Ben Hogendyk (Structural Engineer) and Emil Toussis (Senior Structural Engineer), City of Wollongong Council	June 2024
Preliminary Structural Report, Smith's Hill Fortification, Cliff Road, Wollongong	Emil Toussis (Senior structural engineer) and Ann Rojanawisut (Design Engineer), City of Wollongong Council	August 2024
The Flagstaff Hill Fort & Smiths Hill Fort Metal Work Wollongong Condition Report & Specification	Dave McBeath (Metals Conservator) and Oliver McBeath (Metals Conservator), OHM Consultants	June 2024
Project task	**Personnel**	**Date**
Site inspection and condition assessment	Catherine Forbes (Principal and Heritage Architect), GML Heritage	September 2024

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Flagstaff Hill Fort

1861 cannons

The 1861 cannons were restored in the 1980s and remain in good condition, although the paintwork has deteriorated significantly. Two of the gun barrels are open to the air and subject to water entry.

The third is fitted with a timber tampion that is showing some signs of decay.

The timber gun carriages, which are held together with galvanised steel bolts, are also showing significant signs of decay; several timbers need repair or replacement. The concrete plinths are in good condition.

Disappearing gun pit

The structure of the gun pit, including its concrete apron, appears to be in good condition, although there is a considerable amount of rubbish and water sitting in the bottom of the pit. The fence around the pit is generally in good condition.

The steel doors and panels across the openings into the gun pit are in fair condition. Corrosion prevents them from being easily opened.

Brick façade to underground fortifications

The front façade to the underground fortifications is in poor to moderate condition. The fence above the façade is in reasonable condition, but showing loss of its bonded paint coating.

The wall structure of the main entrance façade to the underground fortifications appears to be sound. However, the brickwork has ragged edges, with broken, loose and missing bricks, where the adjoining walls have been demolished. Mortar is missing from the top courses of the brickwork which hold the fill and vegetation above the fortifications and from the brickwork below the windows. There are weep holes evident in the wall above the string course over the windows and doors to allow ground water to drain from the roof. It is not clear if the terracotta pipes in the main façade are related to roof water drainage or the ventilation system for the underground spaces. The latter is more likely.

The cement render on the sides of the underground fortifications is also decayed.

External windows and doors

The steel security doors and window shutters are severely corroded due to their exposure to the salty sea air and their being regularly broken into by vandals. They are currently welded shut to prevent entry. The stone lintels and sills to the window and door openings are also severely decayed from being scoured by the salt-laden winds impacting the site.

The brick paving in front of the entrance door has subsided. The bricks placed within the entrance door opening are loose and several have been displaced.

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Underground structure

Floors

The concrete floor is generally in fair condition, although uneven with some areas where the surface has decayed and hollowed out. The floors are largely covered in litter and silt.

The floor in the shell store retains the fill that filled the space between the concrete slab and the timber floor over it and is not trafficable, whereas the fill to the floor in the magazine has been removed, leaving the concrete exposed.

Walls

Internally, the masonry structure of the underground fortifications appears to be in good condition, showing little sign of settlement, cracking or movement. However, it was noted that the quality of concrete wall construction visible inside the wall recesses was poor. The walls appear to consist of mass concrete with very little cement, ungraded and poorly compacted large coarse aggregate and air pockets. The timber bands set into the walls for the mounting of shelving and brackets are showing some signs of decay. Iron brackets and other fixings are corroded. The surviving timber door and window frames are in fair condition, but their joints have opened up.

Ceiling/roof

The ceilings are exhibiting minor cracks, rust stains, spalling and areas of salt decay. The bottoms of the iron rails supporting the concrete roof and ceiling above the fortifications are corroded. The metal ventilation pipes located in the ceiling are also corroded.

The condition of the asphalt layer originally used as waterproofing over the concrete roof structure is unknown. As there has been little excavation of the fill over the underground fortifications since the structure was built, the asphalt layer over the structure's roof is probably still substantially intact, although decayed as a consequence of constant exposure to ground water over many years.

There are no signs of collapse in the fill over the roof of the fortifications. However, the iron grates supporting the fill placed over the observation post and DRF shafts are severely corroded and failing.

Painted finishes and signage

The paint is peeling in places and the painted signage is not easily legible. There is some graffiti on the walls.

Drainage and ventilation

The wall and ceiling surfaces are generally damp, and water is sitting in some of the drains. The drainage sumps are full of debris, the grates over the sumps are severely corroded and there is mould on wall and ceiling surfaces.

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It is understood that some of the drainage discharges out through the cliff face beyond the lighthouse. The rest appears to discharge to the sump in the footpath adjacent to the main entrance to the facility.

The original ventilation system has been compromised by the infilling of the vertical ventilation shafts above the underground complex.

Some ventilation is currently provided through louvres in the door to the gun pit, gaps around the windows and doors in the front façade and through a pipe in the wall above the entry doors.

The ventilation and drainage systems need further investigation to determine their functionality.

Electrical wiring

Electrical wiring is loose and disconnected, and lighting is non-functional.

Smiths Hill Fort

Guns and gun emplacements

The guns and their carriages were conserved during the 1980s, but are now showing loss of paint and signs of corrosion. The iron rings and other metal artefacts fixed to the walls of the gun emplacements are generally in good condition, but also showing signs of corrosion.

The steel tracks beneath the guns are severely corroded. The stonework supporting the tracks is generally in fair condition albeit with some old non-structural damage to its outer edges and some decay of its top surface. The circular concrete plinths on which the guns are mounted are generally in good condition.

The timber floor under the Nordenfelt gun is showing advanced signs of decay.

Gun battery walls

The concrete sections of the battery walls are generally in good condition, although there is some cracking halfway up the walls adjacent to the northern circular gun emplacement.

There is cracking in the upper brick sections of the battery walls, especially between the two large gun emplacements and over the top of the bombproof shelter. Weeds are growing in the brick joints above the bombproof shelter. The top few courses of brickwork above the banquette are displaced, possibly due to water pressure behind the wall. There is also substantial cracking and partial displacement in the walls around the Nordenfelt gun, possibly from the roots of the Norfolk Island Pine that is growing above it.

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There is evidence that the walls have been render patched/repaired previously.

Several of the replica timber doors that enclose the shell and cartridge recesses in the battery wall have been broken by vandals.

Bombproof shelter

The concrete floor, walls and roof of the bombproof shelter are in fair condition. There is considerable rust staining in the northeastern corner of the shelter and signs of water entry at the junction between the wall and roof. The floor drain appears to be blocked. The concrete steps down into the bombproof shelter are in fair condition.

The original steel columns (large section) that support the concrete roof of the bombproof shelter are corroded and the steel beam they are supporting is severely corroded. Supplementary steel posts have been added to support the beam and are in good condition, although the fixings are corroding. The steel stair balustrades are also corroded and one of the chains enclosing the shelter is broken.

Battery pavement

The surface of the concrete pavement of the battery and the banquette is aged and uneven but is generally in fair condition. The asphalt surface on the floor of the battery and the pedestrian path down into the battery is in fair condition. Weeds are growing in the joints between the concrete slabs, asphalt and bricks of the dish drains. There is some decay of the asphalt surface around the brick drain at the top of the ramp down into the underground magazine.

The numerous brick dish drains are in fair condition, but some of the bricks are broken and the edges are raised, creating trip hazards. The drains and the grated drainage sumps are full of silt and debris, including gravel from the landscaping above the battery and fronds from the surrounding Norfolk Island Pine trees.

The tank below the paving could not be inspected. The steel lid is new and in good condition.

Steps and ramp down to the gun battery

The northern concrete steps down into the gun battery are in fair condition, but their side walls are cracked and partially displaced. The concrete around the cracks has fractured and some has broken off.

The southern steps down into the gun battery and the adjacent wall are in poor condition and appear to have been displaced by the adjacent tree.

The timber balustrade to the ramp at the southern end of the battery is broken and has been removed. There is some decay of the concrete at the top of the ramp and cracking in the pavement around the Nordenfelt gun.

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Underground magazine

The interior of the underground magazine complex is very damp and there is mould on the floors, walls and ceiling.

There is a considerable amount of timber and other material stored in the passages of the complex, which do not appear to belong to the complex.

Floor

The concrete floor of the underground magazine complex is in fair condition, but its surface is rough and uneven in parts.

The dish drains across the midpoint of the ramp down into the underground magazine and at the bottom of the ramp present a trip hazard.

Walls

The concrete and brick masonry walls of the underground magazine complex are in good condition, including the stone quoins at the corners of the structure. There does not appear to be any major cracking or displacement issues. However, the iron hands holding the double skins of brickwork together across the wall cavities are corroded and their structural integrity is unknown.

Iron fixtures on the walls, including brackets and the frames around the lamp niches, are in fair condition but corroded. The bronze remnants of the lamp housings located in the niches facing the cartridge store and ammunition store are corroded, but still intact. The loose iron brackets, chains and other artefacts stored within the underground complex are severely corroded. They require sorting, cleaning, and rust treatment before considering any potential reinstatement in their original locations.

The sloping sill to the window opening into the artillery room has been rendered in recent years and the render has failed.

Ceiling/roof

The flat concrete ceilings over the passages, lamp and artillery rooms and the brick vaulted ceilings over the central block of spaces (ammunition store, shifting lobby and cartridge store) appear to be in good condition, although the iron rails supporting the ceiling/roof structure are corroded. The concrete adjacent the rails, however, is only showing a small amount of spalling. The arch bars over openings are also corroded. The metal ventilation pipes set into the ceiling appear to be in fair condition—some appear to have been replaced in recent years.

The condition of the waterproofing over the top of the underground structure is unknown.

Access shaft to depression range finder

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The steel ladder up to the DRF is severely corroded and partially collapsed within the shaft. The top of the shaft has been fitted with an electric fan set into a panel of unknown material (possibly fibrous cement sheet).

Doors, windows and louvred vents

The steel doors at the entrance to the magazine are corroded, but still functional. The louvred steel vent above the doors is severely corroded and missing one louvre.

The surviving original internal timber window and door frames are in fair condition, although some of their joints have opened up and there is evidence of some decay where they are in contact with the floor. The timber is also very dry.

The loose sections of mortice and tenoned door framing stored in the cartridge store are also in fair condition and could potentially be reinstated.

The replica timber doors and shutter are in good condition, although their hinges are corroded.

The remnant iron ladder, shutters, doors and other panels stored within the underground magazine are severely corroded.

Drainage and ventilation

The magazine complex was recently flooded due to blockages in the drainage system. The drainage pits and pipes have recently been cleaned out. However, the sumps still hold a lot of silt. The small dish drains formed in the concrete floor are generally in good condition, but the grates over the drainage sumps in the lowest section of the magazine complex are severely corroded. The terracotta pipe in the drainage sump at the bottom of the ramp down into the magazine is broken.

Ventilation holes in the ceilings of the storage spaces appear to be connected through to the vent over the entrance doors. Additional ventilation is provided by the cavities in the brick walls, which are open to the underground passages.

Electrical services

The electrical conduits appear to be sound, although some of the fixings have corroded and are no longer intact. Batten light fittings appear to be sound, but power points are corroded and not safe.

Paint finishes and painted signage

The external paintwork has been impacted by the cracking in the masonry structure.

Internally, the use of acrylic paints has resulted in the paint peeling off the damp walls. There is some evidence that limewash may have been used on the ceilings, but that the walls appear to have possibly been unpainted brickwork originally.

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The painted signage on the walls, both external and internal, has been repainted in recent years and is still highly legible.

Depression range finder

Both the concrete and the brick retaining walls of the DRF are in very poor condition. The walls are extensively cracked and displaced, possibly as a consequence of water pressure behind the walls and roots from the surrounding Norfolk Island Pine trees.

Some of the cracks are several centimetres wide and have concrete fracturing and spalling around them and grass and roots growing through them.

The sill and apron around the outer edge of the DRF are also cracked and broken. Some of the cracks align with the steel posts of the balustrade fixed to the top of the structure.

There is evidence of numerous repairs having been undertaken in the past, but the damage has continued. The top of the shaft containing the ladder up from the underground magazine has been rebuilt, as has the brickwork at the top of the entry stairs. In both cases the brickwork has again failed. Steel braces have been inserted between the walls of the passage leading from the underground magazine to prevent them from collapsing in, but the brickwork is continuing to fail around these braces.

The concrete steps and floor of the DRF are in fair condition. One step has been topped with a slate tread.

The stone mount for the DRF is in fair condition and needs repainting. The iron brackets on the walls are corroded, but also in fair condition.

The louvred panel to the ladder shaft is corroded and missing several of its louvres, possibly due to vandalism.

Landscape features

The steel pipe rail fences around the DRF are in poor condition. They have lost much of their paint finish and are corroding. Some sections have been modified and some damaged.

The pipe rail fences around the garden bed at the southern end of the battery and along the wall at the entrance to the underground magazine are in fair condition. They have lost some paint and are showing signs of corrosion.

The newer steel fences around the battery are generally in good condition. However, the concrete kerb surrounding the site is in poor condition, having broken in many places.

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5.3 NSW heritage management framework

In NSW, heritage values, listed places and items of heritage significance, including historical archaeological 'relics', declared Aboriginal places and Aboriginal objects are afforded statutory protection under the following legislation:

- *National Parks and Wildlife Act 1974* (NSW) (NPW Act);
- *Heritage Act 1977* (NSW) (Heritage Act); and
- *Environmental Planning and Assessment Act 1979* (NSW) (EPA Act).

5.3.1 National Parks and Wildlife Act 1974

The NPW Act provides statutory protection for all Aboriginal objects (consisting of any material evidence of the Indigenous occupation of New South Wales) under Section 90 of the NPW Act, and for Aboriginal places (areas of cultural significance to the Aboriginal community) under Section 84 of the NPW Act.

Aboriginal objects and places are afforded automatic statutory protection in NSW whereby it is an offence (without the Minister's consent) to harm an Aboriginal object or declared Aboriginal place.

The NPW Act defines an Aboriginal object as:

> any deposit, object or material evidence (not being a handicraft made for sale) relating to the Aboriginal habitation of the area that comprises New South Wales, being habitation before or concurrent with (or both) the occupation of that area by persons of non-Aboriginal extraction and includes Aboriginal remains.

The protection provided to Aboriginal objects and places applies irrespective of the level of their significance or issues of land tenure. Sites of traditional significance that do not necessarily contain material remains may be gazetted as 'Aboriginal places' and thereby be protected under the NPW Act. However, areas are only gazetted if the Minister responsible is satisfied that sufficient evidence exists to demonstrate that the location was and/or is of special significance to Aboriginal culture.

A strict liability offence applies for harm to or desecration of an Aboriginal object or declared Aboriginal place. The definition of 'harm' includes destroying, defacing, damaging or moving an Aboriginal object or declared Aboriginal place. The strict liability offence of harming Aboriginal objects has several defences. The two defences relevant to any proposed development are the statutory defence of due diligence, through complying with an adopted industry code, or compliance with the conditions of an AHIP. Under the NPW Act, any activities that may harm Aboriginal sites require approval under Section 90 of the NPW Act (ie an AHIP).

Some activities are also classified as 'low impact' acts under the NPW Regulations 2019, Section 58.

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Known Aboriginal 'objects' as defined by the NPW Act are listed on the AHIMS, administered by Heritage NSW.

A search of the AHIMS database was conducted on 24 May 2024. No sites were identified as being present within the study areas.

5.3.2 Heritage Act 1977

The Heritage Act is a statutory tool designed to conserve NSW's environmental heritage including items of local heritage significance. It is used to regulate the impacts of development on the state's heritage assets. The Heritage Act describes a heritage item as a 'place, building, work, relic, movable object or precinct.'

State Heritage Register

The State Heritage Register (SHR) was established under Section 22 of the Heritage Act. It comprises a list of identified heritage items determined to be of significance to the people of NSW. The SHR includes items and places such as buildings, works, archaeological relics, movable objects and precincts.

Individually, Flagstaff Hill Fort and Smiths Hill Fort are not listed on the SHR; however, both are within the Wollongong Harbour Precinct, which is listed on the SHR.

Relics provisions

Archaeological relics are protected under the relics provisions (Section 139 to 146) of the Heritage Act. The Act defines 'relic' as any deposit, object or material evidence that:

> (a) relates to the settlement of the area that comprises New South Wales, not being Aboriginal settlement, and
>
> (b) is of State or local heritage significance.

Sections 139–145 of the Heritage Act prevent the excavation of a relic, except in accordance with an excavation permit (or an exemption from the need for a permit) issued by the Heritage Council of New South Wales.

Section 139 [1] of the Heritage Act states:

> A person must not disturb or excavate land knowing or having reasonable cause to suspect that the disturbance or excavation will or is likely to result in a relic being discovered, exposed, moved, damaged or destroyed unless the disturbance or excavation is carried out in accordance with an excavation permit.

Approval under these provisions is required to impact or harm archaeological relics.

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5.3.3 Environmental Planning and Assessment Act 1979

The EPA Act is administered by the NSW Department of Planning, Housing and Infrastructure and provides for environmental planning instruments to be made to guide the process of development and land use. The EPA Act also provides for the protection of local heritage items and conservation areas through listing on Local Environmental Plans (LEPs) and State Environmental Planning Policies, which provide local councils with the framework required to make planning decisions. This includes ensuring that existing significant settings, plantings and garden elements are protected and integrated into development.

Wollongong Local Environmental Plan 2009

The Wollongong LEP 2009 provides a framework for local planning and development in the Wollongong local government area. It outlines the requirements of managing heritage items and gives City of Wollongong Council powers as the consent authority for developments. This includes the authority to require heritage assessments, CMPs and heritage impact assessments for proposed developments at or near heritage items.

Flagstaff Hill Fort and Smiths Hill Fort are listed as heritage items of state significance in the Wollongong LEP 2009.

The objectives of heritage conservation in Wollongong are stated in Clause 5.10 of the Wollongong LEP 2009:

> (a) to conserve the environmental heritage of Wollongong,
>
> (b) to conserve the heritage significance of heritage items and heritage conservation areas, including associated fabric, settings and views,
>
> (c) to conserve archaeological sites,
>
> (d) to conserve Aboriginal objects and Aboriginal places of heritage significance.

Development consent is required for works that will have an impact on a heritage item. A development application (DA) providing sufficient information to identify the proposed works and an assessment of their impacts, if required, must be submitted to Council for approval. Clause 5.10(2) outlines work to a heritage item that require development consent:

> (a) demolishing or moving any of the following or altering the exterior of any of the following (including, in the case of a building, making changes to its detail, fabric, finish or appearance)—
>
> (i) a heritage item,
>
> (ii) an Aboriginal object,
>
> (iii) a building, work, relic or tree within a heritage conservation area,

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(b) altering a heritage item that is a building by making structural changes to its interior or by making changes to anything inside the item that is specified in Schedule 5 in relation to the item,

(c) disturbing or excavating an archaeological site while knowing, or having reasonable cause to suspect, that the disturbance or excavation will or is likely to result in a relic being discovered, exposed, moved, damaged or destroyed,

(d) disturbing or excavating an Aboriginal place of heritage significance,

(e) erecting a building on land—

(i) on which a heritage item is located or that is within a heritage conservation area, or

(ii) on which an Aboriginal object is located or that is within an Aboriginal place of heritage significance,

(f) subdividing land—

(i) on which a heritage item is located or that is within a heritage conservation area, or

(ii) on which an Aboriginal object is located or that is within an Aboriginal place of heritage significance.

Some minor developments are exempt from the requirement for development consent, as outlined in Clause 5.10(3) of the Wollongong LEP 2009. Development consent under this clause in not required if:

(a) the applicant has notified the consent authority of the proposed development and the consent authority has advised the applicant in writing before any work is carried out that it is satisfied that the proposed development—

(i) is of a minor nature or is for the maintenance of the heritage item, Aboriginal object, Aboriginal place of heritage significance or archaeological site or a building, work, relic, tree or place within the heritage conservation area, and

(ii) would not adversely affect the heritage significance of the heritage item Aboriginal object, Aboriginal place, archaeological site or heritage conservation area, or

(b) the development is in a cemetery or burial ground and the proposed development—

(i) is the creation of a new grave or monument, or excavation or disturbance of land for the purpose of conserving or repairing monuments or grave markers, and

(ii) would not cause disturbance to human remains, relics, Aboriginal objects in the form of grave goods, or to an Aboriginal place of heritage significance, or

(c) the development is limited to the removal of a tree or other vegetation that the Council is satisfied is a risk to human life or property, or

(d) the development is exempt development.

Clause 5.10 (4) states:

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The consent authority must, before granting consent under this clause in respect of a heritage item or heritage conservation area, consider the effect of the proposed development on the heritage significance of the item or area concerned. This subclause applies regardless of whether a heritage management document is prepared under subclause (5) or a heritage conservation management plan is submitted under subclause (6).

Clause 5.10(5) outlines the requirement for assessing the impact of development on heritage items.

They consent authority may, before granting consent to any development:

(a) on land on which a heritage item is located, or

(b) on land that is within a heritage conservation area, or

(c) on land that is within the vicinity of land referred to in paragraph (a) or (b),

require a heritage management document to be prepared that assesses the extent to which the carrying out of the proposed development would affect the heritage significance of the heritage item or heritage conservation area concerned.

Clause 5.10 (7) addresses archaeological sites:

The consent authority must, before granting consent under this clause to the carrying out of development on an archaeological site (other than land listed on the State Heritage Register or to which an interim heritage order under the Heritage Act 1977 applies)—

(a) notify the Heritage Council of its intention to grant consent, and

(b) take into consideration any response received from the Heritage Council within 28 days after the notice is sent.

Clause 5.10(8) establishes guidelines for places of Aboriginal significance:

The consent authority must, before granting consent under this clause to the carrying out of development in an Aboriginal place of heritage significance—

(a) consider the effect of the proposed development on the heritage significance of the place and any Aboriginal object known or reasonably likely to be located at the place by means of an adequate investigation and assessment (which may involve consideration of a heritage impact statement), and

(b) notify the local Aboriginal communities, in writing or in such other manner as may be appropriate, about the application and take into consideration any response received within 28 days after the notice is sent.

Clause 5.10(9) outlines requirements of notification to the Heritage Council before demolition of state heritage items:

The consent authority must, before granting consent under this clause for the demolition of a nominated State heritage item—

(a) notify the Heritage Council about the application, and

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(b) take into consideration any response received from the Heritage Council within 28 days after the notice is sent.

Clause 5.10(10) outlines conservation incentives:

> The consent authority may grant consent to development for any purpose of a building that is a heritage item or of the land on which such a building is erected, or for any purpose on an Aboriginal place of heritage significance, even though development for that purpose would otherwise not be allowed by this Plan, if the consent authority is satisfied that—
>
> (a) the conservation of the heritage item or Aboriginal place of heritage significance is facilitated by the granting of consent, and
>
> (b) the proposed development is in accordance with a heritage management document that has been approved by the consent authority, and
>
> (c) the consent to the proposed development would require that all necessary conservation work identified in the heritage management document is carried out, and
>
> (d) the proposed development would not adversely affect the heritage significance of the heritage item, including its setting, or the heritage significance of the Aboriginal place of heritage significance, and
>
> (e) the proposed development would not have any significant adverse effect on the amenity of the surrounding area.

5.4 Commonwealth legislation

The following Commonwealth legislative requirements and codes are relevant to the forts:

- *Work Health and Safety Act 2011*;
- *Disability Discrimination Act 1992* (DDA); and
- *National Construction Code* (NCC).

Compliance could result in heritage impacts that may require mitigation.

Work Health and Safety Act 2011

This Act regulates workplace health and safety. It specifically aims to protect people at workplaces from risk to their health or safety and to promote safe and healthy work environments. The objectives of the Act are as follows:

> (1) The main object of this Act is to provide for a balanced and nationally consistent framework to secure the health and safety of workers and workplaces by—
>
> (a) protecting workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work or from specified types of substances or plant, and

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(b) providing for fair and effective workplace representation, consultation, co-operation and issue resolution in relation to work health and safety, and

(c) encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices, and assisting persons conducting businesses or undertakings and workers to achieve a healthier and safer working environment, and

(d) promoting the provision of advice, information, education and training in relation to work health and safety, and

(e) securing compliance with this Act through effective and appropriate compliance and enforcement measures, and

(f) ensuring appropriate scrutiny and review of actions taken by persons exercising powers and performing functions under this Act, and

(g) providing a framework for continuous improvement and progressively higher standards of work health and safety, and

(h) maintaining and strengthening the national harmonisation of laws relating to work health and safety and to facilitate a consistent national approach to work health and safety in this jurisdiction.

(2) In furthering subsection (1) (a), regard must be had to the principle that workers and other persons should be given the highest level of protection against harm to their health, safety and welfare from hazards and risks arising from work or from specified types of substances or plant as is reasonably practicable.

Disability Discrimination Act 1992

The DDA makes it unlawful to discriminate against a person in many areas of public life, including employment, education, getting or using services, renting or buying a house or unit, and accessing public places, because of their disability. The objectives of the DDA are as follows:

(a) to eliminate, as far as possible, discrimination against persons on the ground of disability in the areas of:

(i) work, accommodation, education, access to premises, clubs and sport; and

(ii) the provision of goods, facilities, services and land; and

(iii) existing laws; and

(iv) the administration of Commonwealth laws and programs; and

(b) to ensure, as far as practicable, that persons with disabilities have the same rights to equality before the law as the rest of the community; and

(c) to promote recognition and acceptance within the community of the principle that persons with disabilities have the same fundamental rights as the rest of the community.

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National Construction Code

All new works to the forts must comply with the Building Code of Australia (BCA) as part of the NCC. The BCA is a performance-based document, meaning strict compliance with the standards of the code may not be required if it can be demonstrated that an alternative solution will comply with performance requirements. This can allow flexibility to minimise the heritage impacts but needs to be carefully considered.

When upgrades are undertaken at the forts, owners/managers should seek the advice of a BCA expert with substantial experience in understanding how the BCA is applied in a heritage context.

The BCA does not apply retrospectively, meaning there is no requirement to undertake upgrades to Flagstaff Hill Fort or Smiths Hill Fort to meet the standards of the code. However, all future works will need to meet the requirements of the code.

5.5 Approvals

5.5.1 Conflict of interest

Environmental Planning and Assessment Amendment (Conflict of Interest) Regulation 2023 requires Council to manage conflicts of interest that may arise in connection with Council-related DAs because Council is often the consent authority. City of Wollongong Council's management strategy for Council-related DAs is as follows:

- Council-related applications and approvals to modify development consents will be referred to the Wollongong Local Planning Panel for determination, as required by Schedule 2 of the Local Planning Panels Direction; Council is not the consent authority.
- Council-related development over $5 million will be referred to the Southern Regional Planning Panel for determination; Council is not the consent authority.
- Certification of Council-related development must be undertaken in accordance with the requirements of the conflict-of-interest provisions detailed in the *Building and Development Certifiers Act 2018* (NSW) and the Building and Development Certifiers Regulation 2020.
- Key project milestones following the development consent will be reported at a public Council meeting.

5.6 The Burra Charter best-practice standard

The Burra Charter is widely accepted nationally as the underlying methodology by which all works to sites and buildings of cultural significance are undertaken.

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Procedures for managing changes and activities at the site should be in accordance with the recognised methodology of the Burra Charter. The principles and processes of the Burra Charter should be followed for all matters concerning the conservation of cultural significance and managing change.

5.7 Heritage Strategy 2023–2027

The *Heritage Strategy 2023–2027: Conserving and Enhancing our City's Rich Heritage*, prepared in September 2023 by City of Wollongong Council, expands on the heritage aspects of the *Our Wollongong Our Future 2032 Wollongong Community Strategic Plan*.

This strategy identifies four key objectives:

1. Provide for the long-term sustainable management of Wollongong's shared cultural heritage;
2. Ensure that the Community, including the Wollongong Heritage Reference Group are actively engaged in the development and delivery of Council's heritage policies and priorities;
3. Provide a formal mechanism for evaluating, and reporting on Council's performance in heritage management; and
4. Provide the supporting policy framework for delivery of the Wollongong's Heritage Implementation Plan 2023-2027.[1]

These objectives are supported by nine key heritage strategies:

1. Actively involve the community in the management of Wollongong's heritage;
2. Maintain an up-to-date list of heritage items;
3. Provide qualified and trained people to support the ongoing management of Wollongong's heritage and provide professional planning advice;
4. Develop and implement programs and projects that aim to achieve proactive heritage management;
5. Provide funding for heritage projects and programs;
6. Identify and manage key heritage precincts, streetscapes, cultural and natural landscapes;
7. Implement heritage education and promotion programs;
8. Implement best practice heritage asset management procedures as a positive example for the community; and
9. Promote sustainable development and Caring for Country as tools for heritage management.[2]

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Management of the forts should be in accordance with the objective and strategies identified.

5.8 Opportunities and constraints for managing future changes

5.8.1 Uses

Ongoing use and conservation

- The forts are currently vacant and the above-ground elements are used as part of a public recreation area whereas the underground areas are sealed off. Their uses are a product of having been infilled and landscaped over to create parks. Following their excavation, the forts adopted these uses. New uses should consider the function of the parks and the surrounding public spaces.
- Previous uses of Smiths Hill Fort's underground areas included as a meeting space for Rotary Club members. This connection should be researched further to understand its operation, and advantages, disadvantages and opportunities for similar uses.
- Although the forts were previously used for defence and training purposes, this is no longer relevant and continuing these uses is not essential to their significance. There is opportunity for new uses that suit the needs of the community and future generations.
- Human and financial resources are limited, and works/labour/materials are costly; however, improved infrastructure could increase tourism and provide revenue for future works. There is also potential to use this opportunity to train local tradespeople in traditional heritage trades.

Compatible uses

- Compatible uses at Flagstaff Hill Fort and Smiths Hill Fort must not compromise the cultural significance of the sites or of the Wollongong Harbour Precinct.
- Community and public uses of the sites are generally compatible with their significance, provided they do not result in adverse heritage impacts to the sites. There is opportunity for commercial and educational uses such as guided tours or public art spaces, which would make use of the underground areas and increase the appreciation and awareness of the forts and their history as well as creating an ongoing source of revenue for Council.
- The physical condition and accessibility issues of both the forts poses a financial burden for Council regardless of any changes in use. The current structural and water ingress issues should be addressed, and a cyclical maintenance plan should be implemented to prevent further deterioration of built elements.

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- Compatible uses will need to be assessed on a case-by-case basis, guided by the principles and policies of this CMP.
- Temporary use and associated works should be reversible without causing incremental/cumulative impact or damage to significant fabric or landscape.
- The introduction and integration of modern services and facilities for the continuing use or new uses should avoid or minimise damage to significant fabric, potential archaeology, landscape and spaces/zones.
- Although the preferred option is to find a use for all areas of the fort, the underground areas will likely remain vacant and sealed until conservation and remediation works have been carried out—see the schedules of conservation works for the two forts in Appendix 1 of this CMP. There are opportunities to carry out priority conservation works and follow a cyclical maintenance plan to improve its physical condition for ongoing cultural tourism and heritage interpretation. It is expected that Council will consult key stakeholders about the future compatible uses of the two forts in the context of the broader Wollongong Harbour Precinct.
- Private uses that would prevent public appreciation of the forts, the landscape and surrounding park are inappropriate.

5.8.2 Future development

- A key constraint on the future development of the sites is their significance, including views. New development should not obscure significant views to and from the forts. This would limit the height and location of any new development.
- There is little scope for development to occur at Smiths Hill Fort and in the underground areas of Flagstaff Hill Fort due to the heritage significance of their structures, layouts and remnant artillery. Any development would need to be carefully considered to minimise any adverse heritage impacts to key spaces and elements of exceptional and high significance.
- There is opportunity for the development of the area in front of the Flagstaff Hill Fort entrance and the carpark to reinstate the original boundary walls and create a visitor's centre, gallery or museum. Such future developments should be focused on improving the visitor experience and appreciation of the sites' history.
- This CMP has identified the potential for historical archaeological remains to be present at both Flagstaff Hill and Smiths Hill Forts. Any future works that have the potential to have moderate or greater impact on historical archaeology within the SHR curtilage of either site are subject to Section 60 (S60) approval under the Heritage Act.
  The historical archaeological assessment within this report could be used as the basis for preparing a historical archaeological impact assessment and historical archaeological research design (ARD), which would be required to be submitted to Heritage NSW to support an S60 application.

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- No registered Aboriginal sites were identified within the sites. An Aboriginal Due Diligence report should be prepared to assess any proposed works and their potential to impact (harm) Aboriginal heritage that may be present.

A DD is likely to recommend preparing an Aboriginal cultural heritage assessment report to support an application for an AHIP under Section 90 of the NPW Act if the DD determines that proposed works have the potential to harm Aboriginal heritage. Low impact activities (as identified under Section 58 of the NPW Regulations 2019) have a defence against harm and can proceed without an AHIP.

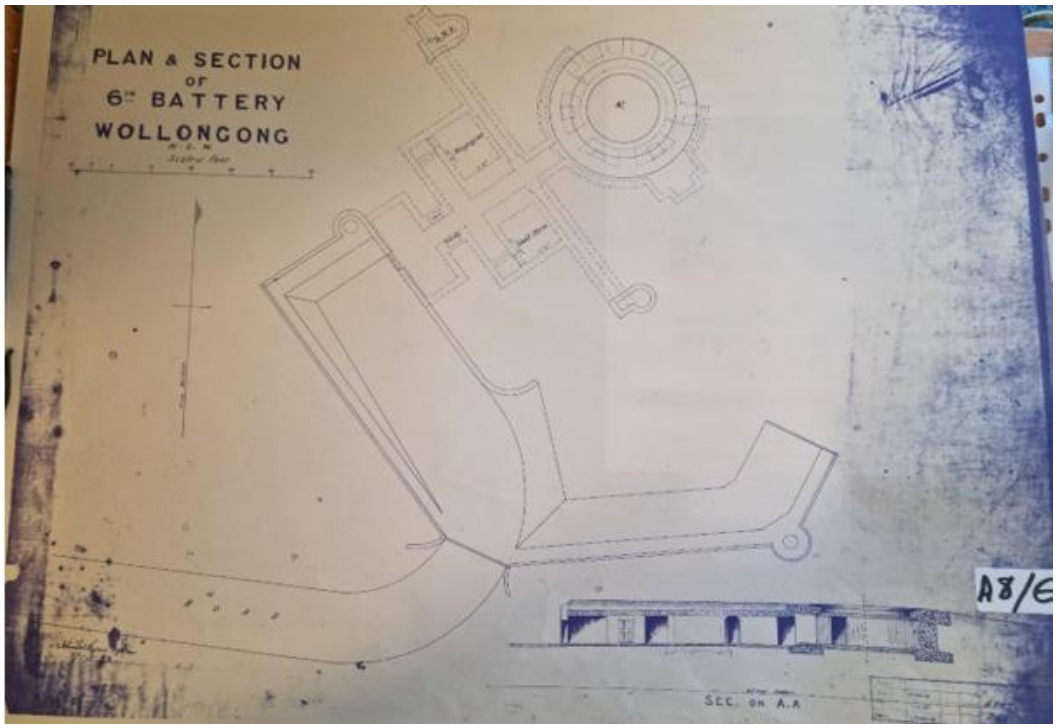


Figure 5.3 Engineering drawing showing the original extent of the Flagstaff Hill Fort. (Source: Royal Australian Artillery Historical Company archives)

5.8.3 Heritage curtilage

- The term 'heritage curtilage' means 'the area of land (including land covered by water) surrounding an item or area of heritage significance which is essential for retaining and interpreting its heritage significance'.[3]
- There are several types of heritage curtilages, including 'lot boundary', 'reduced', 'expanded' and 'composite'.

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- Within a heritage curtilage (area of land) there may also exist areas and parts/elements/features of varying degrees of heritage significance including little significance, no significance, or parts/elements/features that are intrusive.
- Flagstaff Hill and Smiths Hill Forts are located within the Wollongong Harbour Precinct SHR-listed curtilage.
- Although Flagstaff Hill Fort (Lots 1 and 2, DP 222318) is listed on the Wollongong LEP 2009 (I5933) as a heritage item of state significance, it is not listed on the SHR.
- Although 'Battery Park' (Smiths Hill Fort) (Lots 69 and 70, DP 751299) is listed on the Wollongong LEP 2009 (I5934) as a heritage item of state significance, it is not listed on the SHR.
- It should be noted that this CMP assessed and provided significance gradings for the study areas identified and provided by Council. These study areas do not align with the Wollongong LEP-listed 'lot boundary' curtilages.
- Although these irregularities may not cause site management issues for Council, the irregularities may nevertheless cause confusion as to the actual heritage curtilage of each fort. The heritage curtilage of Flagstaff Hill Fort, for example, may need to include the related elements in the former 'barrack precinct'—indicated in Figure 5.1—in order to include 'the area of land … surrounding an item or area of heritage significance which is essential for retaining and interpreting its heritage significance' as per the definition above.

5.8.4 Accessibility

- Equitable access across the two sites is very limited, particularly in the underground spaces. There is dedicated disability parking at the carpark in front of Flagstaff Hill Fort allowing visitors to view the fort entrance and take the concrete path north towards the guns; however, there is no formalised access to the guns or the gun pit.
- There is no equitable access into Smiths Hill Fort or dedicated disability parking. There is street parking on Cliff Road alongside the fort and a paved path where the fort can be viewed.
- Where modifications are proposed to achieve compliance, they will need to consider the heritage significance of the areas, fabric and landscape. Elements of exceptional and high significance at Flagstaff Hill and Smiths Hill Forts have little tolerance for permanent modifications though reversible and temporary changes may be acceptable. There is limited scope for accessibility upgrades in the underground spaces of both forts.
- Areas of moderate or little significance—such as the brick paved path in front of the Flagstaff Hill entrance and the concrete path connecting the different areas of Smiths Hill Fort to Cliff Road—provide more scope to meet DDA standards.

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- There is opportunity to restore the original ground level in front of the main entrance to the underground areas of Flagstaff Hill Fort to create an accessible entry and reduce water ingress / rising damp.
- There is opportunity to integrate the early vehicle access road into Smiths Hill from Cliff Road to create an accessible entry.

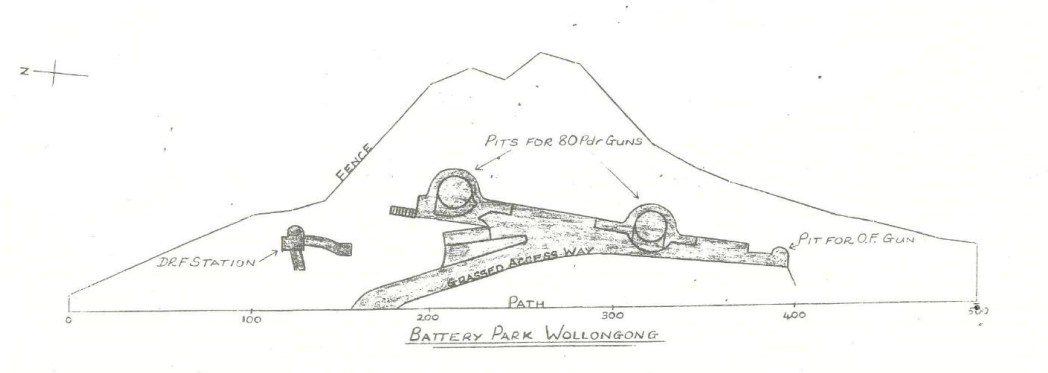


Figure 5.4 Smiths Hill Fort sketch plan showing the grassed access way. (Source: G.J. Scott, *Smith's Hill Fort Project* 1981 <https://ehive.com/collections/201005/objects/1832766/the-smiths-hill-fort-project-1981>)

5.8.5 Underground spaces

- There is little to no potential to reconfigure the underground spaces of Flagstaff Hill and Smiths Hill Forts.
- If the underground fortifications were to be open to the public, there is opportunity to restore the original arrangement and elements by interpreting or replacing missing blast doors, windows frames, lamp recess covers etc. Further research into the design and type of these missing elements would need to be undertaken.
- Further research into the provenance of discarded and deconstructed items left in both forts should be undertaken. There is opportunity to enhance our understanding of the fort design and operations. Preliminary investigations of the items during site inspection suggest most discarded items could originate from the forts.

5.8.6 Interpretation

- All interpretation, existing and future, should be part of an integrated strategy within the state-listed Wollongong Harbour Precinct to ensure information is not repeated or inaccurate. The existing Heritage Strategy 2023–2027, Blue Mile Vision and Master Plan, and the Blue Mile Heritage Interpretation Strategy should be reviewed to ensure interpretation of the broader Wollongong Harbour Precinct is not disjointed, contradictory or inconsistent.

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- Existing signage, memorials, monuments, plaques and other interpretation should be reviewed and updated if required.
- There is opportunity for interpretation of inaccessible areas of Flagstaff Hill and Smiths Hill Forts. If the underground areas are to remain vacant and sealed from the public, they could be interpreted through signage, augmented reality, objects display or other appropriate media.
- The entry into the underground components of Flagstaff Hill Fort is located along the northern boundary of the northernmost carpark. Incidents have occurred in which vehicles parked in front of the entry doors have used a winch to pull the steel doors out/open. This area of the carpark was originally part of the entry forecourt of Flagstaff Hill Fort—see Figure 1.13 in Appendix 3 (Historical archaeological potential and significance assessment). The existing metal double doors and frames are not original and are of low significance. The doors are currently 'sealed' as a temporary measure to minimise or disincentivise vandalism of the fort. There are interpretation opportunities to rebuild the removed walls of the former entry forecourt, based on documentary and archaeological evidence, if available. This would require the removal of a number of carparking spaces and the redesign of the carparking area. The reinstatement of an entry forecourt would not only create an exclusion zone for vehicles in front of the fort entry but would also create a potential meeting point for guided heritage tours of the fort and of the precinct.
- There is opportunity to interpret the disappearing gun and gun pit at Flagstaff Hill. Interpretation can demonstrate the mechanics of the gun, loading, unloading, positioning and firing.
- Historical images and plans show above-ground structures for the DRF and observation post at Flagstaff Hill. These areas are currently infilled and there is little observable evidence of them above ground. There is an opportunity to interpret the footprint and structure of the underground fortifications above ground to create a visual connection between the gun pit and fort entrance.

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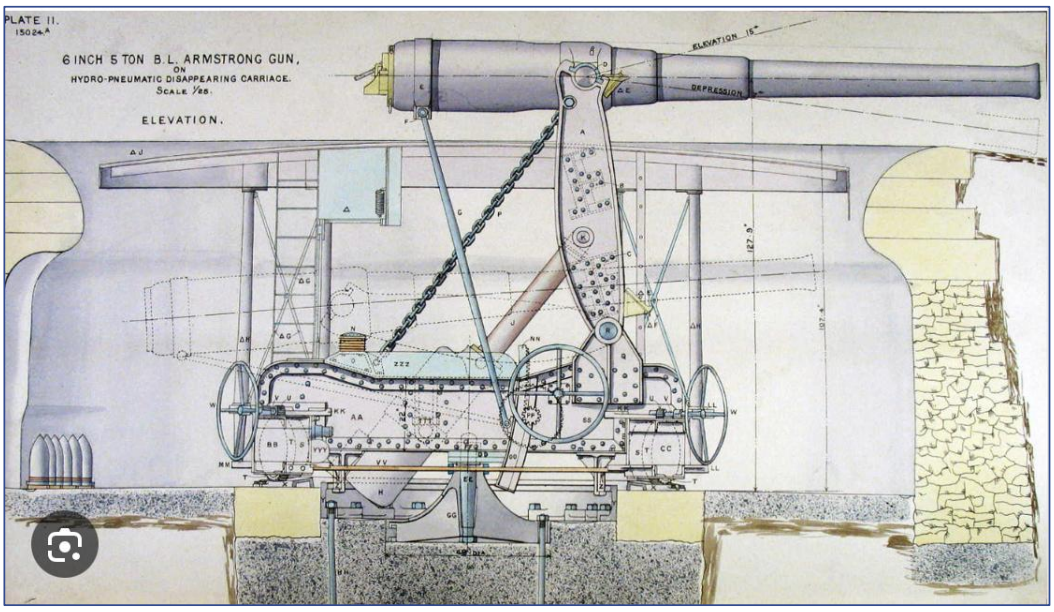


Figure 5.5 6-inch disappearing gun drawing. (Source: Nepean Historical Society)

5.8.7 Hazards and risks

- Due to lack of security, the sites are vulnerable to vandalism, trespassing and damage. The entry doors to Flagstaff Hill fort must be welded shut following site work, limiting access and resources. Security can be improved by installing additional lighting of the forts at night, creating a new gate or enclosed structure in front of the Flagstaff Hill Fort entrance, and upgrading fencing for the gun pit at Flagstaff Hill and DRF at Smiths Hill. The implementation of these security measures could have potential impacts on the heritage significance of the sites. New measures should be sympathetically designed.
- The underground areas of Flagstaff Hill and Smiths Hill Forts are less susceptible to extreme weather damage as they are protected underground. The main risk is water ingress, damage and mould due to the lack of drainage and ventilation.
- The infilled DRF and observation post access shafts are in poor condition and could potentially collapse. There is opportunity to excavate the infill and open the shafts for ventilation and interpretation. A vent or roof structure based off the original structure could be placed over the shafts above ground for security.
- The DRF station at Smiths Hill Fort is in poor condition and at risk of further damage and collapse.

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5.8.8 Ownership and management

- Flagstaff Hill Fort and Smiths Hill Fort are either in Council's ownership, or on Crown land (state-owned) but in Council's care and control.
- Council manages both sites, within the broader Wollongong Harbour Precinct.
- The forts are situated within key foreshore locations within the city that attract high visitation from local residents and tourists; the forts are widely appreciated for their contribution to the broader historical context, being located within the Wollongong Harbour Precinct. Smiths Hill Fort is located immediately adjacent to the North Beach Precinct, which is also state listed.
- Council, Destination Wollongong, various interest groups, community organisations such as Rotary Club, local residents and other key stakeholders have all expressed a desire to make visitation possible and to provide in situ heritage interpretation. Any cultural tourism to the forts should be managed with Council's involvement.
- As a matter of priority, funding should be sought and granted to implement the schedules of conservation works for the forts.

5.9 Endnotes

1 City of Wollongong Council, *Heritage Strategy 2023–2027: Conserving and Enhancing our City's Rich Heritage*, September 2023, p 7.

2 City of Wollongong Council, Heritage Strategy 2023–2027: Conserving and Enhancing our City's Rich Heritage, September 2023, p 8.

3 Heritage Office & Department of Urban Affairs and Planning 1996, *Heritage Curtilages*, accessed 24 June 2025 <https://www.environment.nsw.gov.au/publications/heritage-curtilages>.

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Conservation policies

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6 Conservation policies

This CMP has included discussion of relevant constraints, including matters that derive from Flagstaff Hill Fort and Smiths Hill Fort's heritage values, the condition of the fabric, the sites' use and context in relation to the reserve. The following conservation policy framework will facilitate positive heritage outcomes and provide guidance on managing potentially conflicting objectives. Where a matter falls outside the jurisdiction/scope of the conservation policies, the conservation principles can inform decision-making. The principles focus on the key concepts of significance, compatible use, evolution of the place and engagement. Where necessary, the policies are prefaced by a short discussion outlining the reasoning behind the policies.

- Conservation principles guide the creation of the policies and decisions in situations outside the scope of the policies.
- General conservation policies apply to all decision-makers and outline the best-practice management approach to conservation.
- Specific conservation policies apply to specific activities, landscapes, elements and materials, and provide specialised and practicable advice 'on the ground'.

The policies seek to:

- retain the cultural significance of the forts, including their significant character, elements and fabric, as well as their relationship to the wider setting;
- provide recommendations for the conservation (including adaptation) of areas, elements and fabric of the forts; and
- identify where and how adaptation and new works can be carried out to ensure compatibility with maintaining the significance of the forts and provide for the conservation and long-term security of their significant features.

6.1 Conservation principles

Significance and heritage values should be central to understanding and managing Flagstaff Hill Fort and Smiths Hill Fort. Best-practice heritage standards for the management, conservation and interpretation of heritage values are always to be applied to ensure the maintenance and conservation of the forts into the future.

The principles that follow inform the philosophical approach to the policies.

Key principles
Flagstaff Hill Fort and Smiths Hill Fort have cultural significance as notable defence structures with rare extant artillery in its original location. The setting and significant views are integral to understanding the history and design of the forts.

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Key principles
Flagstaff Hill Fort and Smiths Hill Fort have a role in demonstrating the development and importance of Wollongong Harbour.
Flagstaff Hill Fort and Smiths Hill Fort are intact examples of late nineteenth-century military design and strategy in NSW. Their distinct designs are technologically interesting for two forts built within a similar period.
The principles of the Burra Charter should apply to all decisions that have the potential to impact the heritage significance of Flagstaff Hill Fort and Smiths Hill Fort.
The history and significance of Flagstaff Hill Fort and Smiths Hill Fort should be made known and accessible to visitors through interpretation that increases visitor engagement and understanding of the forts and their elements.
Flagstaff Hill Fort and Smiths Hill Fort should be retained as accessible public assets, used and valued by the community and visitors for a wide range of reasons including their historical, aesthetic, technical and research values.
All decisions should be informed by research.
All actions at the sites should comply with applicable legislation and regulations.

6.2 General conservation policies

The following policies outline the main objectives for managing the forts and provide an overarching general approach for their conservation and management.

6.2.1 Primary conservation policy

The significance of the forts should guide the conservation of significant areas, elements and fabric as well as key visual and physical relationships. In this context 'conservation' includes all the activities ascribed to it in the Burra Charter, including maintenance, restoration, reconstruction and adaptation.

The following table sets out in general terms the appropriate treatment of elements and spaces related to their level of significance.

Table 6.1 Appropriate treatment of elements according to significance.

Level of significance	Appropriate treatment
Exceptional	Preservation, restoration, reconstruction. Adaptation and/or interpretation where significant layout, elements and/or fabric are altered or missing.
High	As for above, with greater allowance for adaptation where this is in accordance with overall significance, intactness/integrity and use.
Moderate	Retention and conservation where possible. Adaptation and/or alteration permissible with heritage advice.

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Level of significance	Appropriate treatment
Neutral	Can be freely modified or removed.
Little	As for moderate, with fewer constraints on removal.
Intrusive	Remove/modify to reduce adverse impacts.

The treatment of all site attributes and components (including areas, elements and fabric) should be directly related to the nature and degree of their significance. The conservation of attributes and components of highest significance should be prioritised.

Major aspects of significance (including areas, elements and fabric) should be given priority and protection in the conservation, adaptation and development of the place.

Policies
Policy 1.1—Best conservation practice The ongoing conservation and development of the forts should be carried out in accordance with the principles of the Burra Charter.
Policy 1.2—Relationship to significance The statement of significance and assessments of the significance of individual elements set out in this report should guide all planning for and carrying out of work on the sites.
Policy 1.3—Conservation in accordance with significance The components and attributes of Flagstaff Hill Fort and Smiths Hill Fort that contribute to their significance (particularly their historical and aesthetic/technical significance) should be appropriately conserved and interpreted as part of the use and management of the sites.
Policy 1.4—Damage to significant components Works that would adversely impact on significant areas, elements, fabric or other aspects of the forts' significance should only be permitted where: • the work makes possible the recovery of aspects of greater significance; • the work helps ensure the security and viability of the sites; • there is no feasible alternative (eg to meet safety or legal requirements); and • the area, element, fabric or other aspect of significance is adequately recorded and, where appropriate, interpreted.
Policy 1.5—Statutory obligations Future change and management of the forts should have regard to all statutory obligations arising from the forts' inclusion as a heritage item within Wollongong Harbour Precinct listed on the State Heritage Register and within the Wollongong LEP 2009.
Policy 1.6—Further research Carry out Aboriginal cultural values assessment and Traditional Owner engagement. The outcome would inform an overall understanding, conservation and interpretation of the Aboriginal values of the area and should be included in a future revision of this CMP.

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6.2.2 Adoption and review of policies

Policies
Policy 2.1—Adoption of this CMP The conservation policies set out in this document should be adopted and endorsed as a guide to future conservation, management and development of the place.
Policy 2.2—Regular review of policies The conservation policies should be reviewed by Council at least every five years to ensure they remain responsive and relevant to proposed changes in use, management and ownership. The conservation policies should also be reviewed when major works are proposed to ensure they are adequately addressed.
Policy 2.3—Professional advice Appropriate professional advice should be obtained to help review and/or amend specific policies when required.
Policy 2.4—Integrated approach All policies should be considered as interrelated. They should be applied in an integrated rather than an isolated manner.

Specific policies may need to be amended in light of new circumstances. The first review should be carried out within five years, or when there is a proposed change of use, or when major works are proposed.

The CMP should be made available and distributed to all parties concerned with the ongoing management and care for the place, including to potential tenant, user or occupant, once a long-term use for the forts is established.

6.2.3 Managing change

A competent and coordinated decision-making process is required in order to develop and maintain the forts, and manage change within the sites.

Photographic recording would contribute to our understanding of the sites and record the sites' significant values at a moment in time before major change occurs. Before any major development occurs at the sites, an archival recording should be undertaken, in accordance with Heritage NSW guidelines.

Policies
Policy 3.1—Flexible approach The management of the forts should be sufficiently flexible to accommodate the operations of a suitable future use for the sites, while maintaining a high standard of conservation management.

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Policies
Policy 3.2—Professional advice The process for obtaining approval should conform to statutory requirements. Major proposals for change should involve careful design and thorough heritage impact assessment. Where approvals may be needed for works affecting significant fabric or areas, early consultation should occur with approval authorities.
Policy 3.3—Archival recording Major proposals for change should be preceded by a photographic archival recording of Flagstaff Hill Fort and/or Smiths Hill Fort and their settings.
Policy 3.4—Documenting change A register should be kept and maintained to record all regular preventative maintenance works, as well as any structural or safety issues as they arise. For any future works, ensure that Council collates, maintains and archives the drawings, schedules of work, photographs and all professional reports.

6.2.4 Conservation advice

The experience and skills required in the conservation of old buildings is different than the skills required in the design and construction of new buildings. The Burra Charter encourages the use of skills and appropriate professional advice from a range of relevant disciplines (Article 4.1).

The involvement of skilled and competent advice is essential to the successful long-term implementation of this CMP. Consultant advice and contractual work on significant elements and/or fabric must be carried out by firms or persons with proven expertise in conservation-related projects in the relevant field(s).

Policies
Policy 4.1—Expert conservation advice Persons with relevant expertise and experience in conservation projects should be involved in the interpretation of this CMP and the resolution of conservation issues, including the design and supervision of work.
Policy 4.2—Skilled tradespeople Where maintenance or other works are carried out on site, use tradespeople with demonstrated experience working with comparable heritage sites and heritage fabric.

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6.2.5 Future use and development of the place

Policies
Policy 5.1—Consistent approach irrespective of use The policies set out in this part of the document should be applied irrespective of the uses of the forts.
Policy 5.2—Ownership The forts are either in Council's ownership, or on Crown land (state-owned) but in Council's care and control. If the ownership and management of the sites come under a new arrangement, the policies of the CMP must be reviewed in accordance with Policy 2.2. New policies will need to be developed to ensure that the significance of the forts is retained and managed.
Policy 5.3—Evaluating potential uses In evaluating potential uses for Flagstaff Hill Fort and Smiths Hill Fort, the approach should, where possible, ensure that the forts and their settings retain their significance and character. The cultural significance of the Wollongong Harbour Precinct (within which the forts are located) also should not be compromised.
Policy 5.4—Compatible uses The primary function of Flagstaff Hill Fort and Smiths Hill Fort should continue to be public space serving the community and visitors. Compatible uses that promote the forts' history, heritage interpretation and connection to the Wollongong Harbour Precinct such as guided tours and public art installations must be consistent with the policies in this CMP.
Policy 5.5—Incompatible uses Uses requiring subdivision of the sites, partitioning of significant spaces or services that would have a strong adverse impact on the significance and character of the sites are unacceptable. Private uses that would prevent public appreciation of the forts, their landscapes and settings, are incompatible.
Policy 5.6—Vacancy and non-use of underground areas While waiting to decide on future uses and visitation access to the forts, the sites should be kept secure and protective measures strengthened to discourage and minimise vandalism. These protective measures must not have a physical or visual impact on significant fabric and values.

6.2.6 Interpretation

Policies
Policy 6.1—General interpretation Develop a heritage interpretation strategy for Flagstaff Hill Fort and Smiths Hill Fort in conjunction with the Wollongong Harbour Precinct to ensure a cohesive approach to storytelling and prioritised devices, aligned to stage funding eg signage, web, app. The strategy should also consider renewing current initiatives including the plan and photo panel at Smiths Hill Fort and the plaque at Flagstaff Hill Fort, which is part of the Wollongong Coastal Walk. Interpretation should also consider removed elements that have the potential to be present as archaeological remains.

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Policies
Policy 6.2—Inclusivity Utilise digital platforms such as web and phone apps to create access-friendly experiences for the elderly, people with physical disabilities or less mobile visitors.
Policy 6.3—Visitor experience Preparation of an overarching heritage interpretation strategy would improve the legibility of interpretation on site. Signage should be integrated with interpretation to enhance public appreciation and visitor experience. This could consider interpretation closer to each element of the forts, and key plans to show how these visually disconnected elements interact eg the entrance of Flagstaff Hill Fort and the gun pit, and the main area of the Smiths Hill Fort and the DRF.
Policy 6.4—Interpretation of archaeological values Interpretation of the significant archaeological resource within the Flagstaff Hill and Smiths Hill Forts should be incorporated into the design and implementation of physical signage and digital interpretation.

6.2.7 Maintenance

Policies
Policy 7.1—Maintenance Cyclical maintenance of significant structures, fabric and spaces should be undertaken as part of day-to-day site management. Implement the cyclical maintenance program in the schedules of conservation works (Section 5 in Appendix 1).
Policy 7.2—Skilled professionals Appropriately skilled heritage personnel should be involved in documentation, supervision and implementation of maintenance works on significant fabric.
Policy 7.3—Maintenance plan Undertake the priority conservation works identified in the schedules of conservation works (Appendix 1).
Policy 7.4—Register of works A register should be kept and maintained to record all regular preventative maintenance works, as well as any structural or safety issues as they arise.
Policy 7.5—Materials Modern materials should be avoided where they may be likely to impact upon or cause damage to significant original fabric. If damage to significant fabric occurs during works, work in the area should cease and appropriate advice should be sought.

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6.2.8 Aboriginal cultural heritage

Aboriginal archaeology and sites are protected under the NPW Act. A due diligence assessment should be undertaken in response to future ground-disturbing works to assess the potential for the site to contain Aboriginal objects.

This assessment (Section 4.1.6) has concluded that the study areas have low potential for Aboriginal sites or objects. This is based on a review of the environmental context, predictive modelling and past developments that have impacted the survival of intact deposits. An assessment of the study areas' social, aesthetic and historical Aboriginal cultural values was outside the scope of this assessment.

Policies

Policy 8.1—Consultation with Aboriginal stakeholders

Aboriginal people are the primary determinants of their own heritage. The sites of the forts and/or broader Wollongong Harbour Precinct could hold social value and/or association with members of the local Aboriginal community.

In the first instance, a program of consultation should occur with relevant Aboriginal stakeholders about any proposed project or works that may impact on areas of Aboriginal archaeological potential or cultural significance. This consultation should follow the guidelines presented in *Aboriginal Cultural Heritage Consultation Requirements for Proponents 2010* (NSW Department of Environment, Climate Change and Water).

Policy 8.2—Statutory obligations relating to Aboriginal cultural heritage

If future works, including ground-disturbing activities, are proposed in areas of Aboriginal cultural heritage sensitivity an Aboriginal heritage assessment should be prepared. Works in this area may require an AHIP under Section 90 of the NPW Act.

- Outside the area of Aboriginal cultural heritage sensitivity, any future works can proceed subject to caution. An unexpected finds procedure should be developed for future works.
- All contractors and subcontractors should be made aware of their obligations in relation to the Aboriginal heritage and archaeological remains.
- Should any Aboriginal objects be identified during work, these works must cease and the advice of Heritage NSW and a qualified archaeologist specialising in Aboriginal archaeology must be sought. Should any identified objects be subject to harm, an AHIP would need to be sought.

Policy 8.3—Interpretation

Recognition of the Aboriginal history of the forts, and any associated cultural values, should be built into future interpretation and planning.

6.2.9 Historical archaeology

Significant historical archaeological remains (relics) have statutory protection under the Heritage Act (the Act). A targeted historical archaeological assessment should be undertaken prior to proposed works likely to impact significant relics. The assessment in this CMP (Appendix 3) has concluded that the study areas have high potential for significant archaeological remains that would be protected under the Act.

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Ground-disturbing works that are not covered by standard exemptions and are undertaken on properties listed on the SHR are required to acquire an excavation permit under Section 60 of the Heritage Act before proceeding. Heritage approval may require the creation of an ARD to support an application.

Policies

Policy 9.1—Avoid and minimise ground disturbance

Future works involving any ground disturbance should avoid the location of known and potential historical archaeological features. Refer to Section 4 of this CMP for more detail and a plan showing the identified areas of historical archaeological potential.

Policy 9.2—Archaeological impact assessment

- Where impacts to historical archaeological remains cannot be avoided, an ARD should be prepared to provide a methodology and research aims for a program of archaeological investigation.
- Approval under Section 60 of the Heritage Act will be required for ground-disturbing works inside the SHR curtilage prior to the commencement of work.
- Minor maintenance, repair and excavation works within the SHR curtilage may qualify for a standard exemption, providing there is no disturbance to state significant historical archaeological remains.
- All contractors and subcontractors should be made aware of their obligations in relation to the potential historical archaeological remains.

Policy 9.3—Unexpected finds protocol

- If unexpected or state significant archaeological remains not identified by this assessment are discovered during excavation works, all works in this area should cease and Heritage NSW must be notified in accordance with Section 146 of the Heritage Act.

Policy 9.4—Interpretation

- Potential archaeological features should be included in interpretive elements as part of the overall narrative of the sites.
- The findings of any historical archaeological investigations should be incorporated into future interpretation of the forts and broader precinct.
- Reinstate the observation post and DFR station at the forts if the opportunity arises. Excavate infill in the access shafts and interpret the spaces through reconstruction of the above-ground structures using historical plans and images or using information panels or indicators of the footprint of the structures.

6.2.10 Sustainability

Sustainability and risk management involves balancing environmental, cultural, social and economic demands to deliver intergenerational equity—meeting the needs of current generations without compromising the needs of future generations.

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Policies
Policy 10.1—Sustainable management The heritage values of the Flagstaff Hill and Smiths Hill Forts should be sustainably managed and used to meet the needs of present and future generations. Investigative works to improve drainage above and underground of the forts should take this into consideration.
Policy 10.2—Climate and sustainability Increased extreme weather poses an issue to the maintenance and conservation of heritage assets into the future. Taking a reactive approach to climate change could result in additional costs in the long term, threatening the sustainability of these coastal heritage assets. Risk management plan for the forts and the wider Wollongong Harbour Precinct should be prepared by suitably qualified and skilled specialists with experience in comparable heritage sites.

6.3 Specific conservation policies

6.3.1 Existing fabric and spaces

The existing fabric, elements and spaces of Flagstaff Hill Fort and Smiths Hill Fort, including the above-ground and underground built structures, movable objects, landscape and archaeological elements, have been graded to reflect their contribution to the overall significance of the place.

Future proposals for change, including conservation works and new structures, must be undertaken with consideration for the significance of each area as well as significant views. The existing fabric must be maintained in good condition to ensure its longevity.

Policies
Policy 11.1—Conservation of physical fabric Maintain the forts in good condition according to a maintenance plan. Elements and spaces of exceptional and high significance should be retained and conserved as far as practicable. Elements and spaces of low significance provide opportunities for change and development. Removal of significant fabric should only occur where it allows for the conservation of fabric of greater significance, or is essential for conservation of the sites. Refer to the schedules of conservation works (Appendix 1).
Policy 11.2—Scheduled monitoring Flagstaff Hill Fort and Smiths Hill Fort should be continually monitored and professionally reviewed periodically to ensure that significant fabric, underground spaces and elements are being appropriately maintained. It is recommended to increase monitoring following an extreme weather event. Refer to the maintenance plan in the schedules of conservation works for the forts (Section 5 of Appendix 1).

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Policies
Policy 11.3—Conserve original fabric All original and early fabric and spaces in the forts should be retained unless stated otherwise in these policies. Conservation works should be undertaken to ensure the longevity of early and original fabric followed by periodic maintenance. Damaged elements should be repaired in the first instance, or replaced like-for-like if repair is not possible. Retain key attributes of significance: • Flagstaff Hill Fort including above-ground and underground spaces, their layout and fabric; • the three 68-pounder guns at Flagstaff Hill; • Smiths Hill Fort including above-ground and underground spaces, their layout and fabric; • the original 80-pounder guns and 1 ½ inch Nordenfelt rapid-firing gun in their original gun pits at Smiths Hill Fort; and • panoramic views and lines of sight to and from the forts and the harbour/sea.
Policy 11.4—Elements of exceptional significance Elements of exceptional significance are elements that directly contribute to the overall significance of the forts. These elements must not be obstructed by new buildings, services or landscape elements and must remain clearly visible. Damaged elements of exceptional significance should be repaired with sympathetic materials.
Policy 11.5—Elements of high significance Elements of high significance have a high degree of original fabric and demonstrate key aspects of the heritage values of the forts. These elements must not be obstructed by new buildings or services or landscape elements and must remain clearly visible. Damaged elements of exceptional significance should be repaired with sympathetic materials. If part removal or part alteration of elements of high significance is crucial for a viable and compatible new use for the forts, this could be considered with appropriate input from heritage professionals.
Policy 11.6—Elements of moderate significance Elements of moderate significance have been altered or no longer demonstrate key aspects of the heritage values of the forts, yet still contribute to the overall significance of the place. Some change is acceptable as long as elements of high or exceptional significance are retained.
Policy 11.7—Elements of little significance Elements of little significance do not substantially contribute to the heritage values of the forts. They may be elements that have been irreversibly altered or may have been added during later phases of the fort's life. Changes to elements and spaces of little significance are acceptable.
Policy 11.8—Elements of neutral significance Elements of no significance do not contribute to the heritage values of the forts and do not detract from them. Changes to elements of no significance are freely acceptable.
Policy 11.9—Removal of intrusive elements Intrusive elements identified in this CMP should be removed when the opportunity arises. Essential services could be replaced with more sympathetic materials or technologies.

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Policies
Policy 11.10—Reconstruction/reinstatement of missing elements Architectural elements—for example, blast doors in underground areas and lamp recess windows—that are known to have existed should be reconstructed. New heritage elements should not be introduced unless there is sufficient evidence that they existed previously.
Policy 11.11—Integrity of the structure Flagstaff Hill Fort and Smiths Hill Fort should be investigated by specialists experienced in working with heritage structures in order to establish the structural integrity of the roof and building. A pest inspection should be undertaken to ensure the structures are free of termites. Any remedial action recommended by a structural engineer should be undertaken in consultation with a suitably qualified heritage professional.
Policy 11.12—Hazardous materials Asbestos-containing materials should be removed from the sites entirely and replaced with a non-asbestos containing material. If elements of high significance have been identified as containing asbestos, they should be carefully removed and recreated to match the existing.
Policy 11.13—Heritage paint scheme Repainting of elements of the forts should be in accordance with the schedules of conservation works (Appendix 1).
Policy 11.14—Interior and underground spaces and elements Conservation and maintenance of interior and underground spaces and elements of the forts should be in accordance with the schedules of conservation works (Appendix 1).

6.3.2 Adaptation

Policies
Policy 12.1—Conservation and adaptation works Appropriately sensitive adaptation works can be undertaken where they enhance public appreciation of the sites and do not impact upon the significance of the forts, including; • removal of intrusive elements and finishes; • introduction of new services to rationalise existing ad hoc services, improve the amenity of the place, and comply with provisions in the BCA; and • construction of new facilities that are related to the compatible use of the forts and do not impact on significant elements and spaces. New spaces within the forts created by partitioning or demolition should not occur.

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Policies
Policy 12.2—Maintain separation between old and new Additions to the forts should be carefully considered. There should be a clear distinction—in their materiality and physical separation—between the existing forts and any future structures adjacent to the forts or in their vicinity.
Policy 12.3—Design details of new works New structures or reconstructed elements should not have a physical or visual impact on the forts and their settings. The provision of new elements within the existing fort structures should be limited to those that are appropriate, having regard to: • the significance of the spaces and fabric; • the spatial qualities of the rooms to be adapted; and • the key relationships created by the location of windows, doors, floors, and other architectural elements. Design details of new structures should be distinguishable from the details of original or earlier significant structures and fabric. The design details, scale, form, massing, materials palette, colours and finishes of new structures should consider how the forts sit within their respective coastal landscapes and headlands.
Policy 12.4—Use of appropriately qualified, skilled and experienced specialists New structures should be designed by an architect with experience designing for comparable heritage sites and defence architecture, with input from suitably qualified, skilled and experienced heritage professionals and tradespeople.
Policy 12.5—Reversibility of new work Alterations and additions to existing structures should enable their future reversibility and removal with little or no damage to significant fabric, elements, spaces or features.
Policy 12.6—Services upgrades The removal or replacement of current services should be in accordance with the schedules of conservation works (Appendix 1). New services should be concealed where possible and introduced through already disturbed fabric rather than undisturbed original fabric.

6.3.3 Curtilage and setting

Policies
Policy 13.1—Curtilage Any future development should have a minimal visual impact on the significant views to and from the forts.

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Policies
Policy 13.2—Landscape New landscaping is acceptable in conjunction with a compatible future use where it is designed to be sympathetic to the significance of the place. Undertake regular landscaping maintenance to ensure that no future plantings obscure significant views to, from or within the forts. Refer to the maintenance plan in the schedules of conservation works (Section 5 in Appendix 1) for the forts.
Policy 13.3—Retain significant views Retain and enhance important views and vistas, visual qualities and landscape character of the sites. Avoid tree planting and development that would conceal or obscure significant views. Visual clutter in the form of signage, infrastructure, carparking, etc within the key view corridors to and from the forts should be minimised.
Policy 13.4—Carparking As opportunities arise, relocate carparking spaces away from being located directly in front of the Flagstaff Hill Fort entrance, to improve security measures and public visitation access to the fort. Carparking on Cliff Road adjacent to Smiths Hill Fort can remain in place.

6.3.4 Signage and wayfinding

Policies
Policy 14.1—Signage Signage should identify both forts and their above-ground and underground areas and significant removed elements. Signage for the forts should reference each other and interpret their interrelationship.
Policy 14.2—Identification of movable heritage / remnant artillery Maintain a register of the movable items (such as those currently stored in some of the underground rooms) to ensure the collection is integrated into future interpretation of the forts. Remnant artillery should be identified with interpretive signage.

6.3.5 Accessibility

Policies
Policy 15.1—Public accessibility to the sites The above-ground areas of the forts are generally accessible to the public. This accessibility should be maintained and enhanced. Accessibility methods should be weighed up against heritage considerations. Accessibility solutions should be designed with consideration to minimising impact on significant fabric and qualities. Ensure accessibility issues are assessed and solutions proposed in a planned rather than ad hoc manner.

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Policies
Policy 15.2—Underground areas of the forts As opportunities arise, improve equitable access to the underground areas of the forts, as far as it is possible.
Policy 15.3—DDA 1992 standards Areas of moderate or little significance, such as the brick paved path in front of the Flagstaff Hill Fort entrance and the concrete path connecting the different areas of Smiths Hill Fort to Cliff Road, provide more scope to meet DDA standards.

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Implementation plan

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7 Implementation plan

This section sets out action plans for implementing the conservation policies discussed in Section 6 of this CMP. The following actions are based upon the principles of the Burra Charter. These actions are not prescriptive but should guide Council in prioritising, implementing and achieving the objectives of the conservation policies.

Table 7.1 Priority levels of actions necessary to conserve Flagstaff Hill and Smiths Hill Forts.

Priority	Timing	Action
High	<1 year	Actions needed to rectify problems that could cause immediate risk of damage, loss or detriment to significant fabric, areas or landscape.
Medium	1–5 years	Actions that should be planned and implemented within 1 to 5 years in order to reduce the risk of damage, loss or detriment to significant fabric, areas or landscape.
Low	5–10 years	Actions forming part of a longer-term management or maintenance strategy, to maintain and enhance significance.
Ongoing		Actions to be commenced within the year and implemented cyclically or continuously in line with work programs.

Table 7.2 Action plan for policy implementation.

Action	Priority	Relevant policy
Primary conservation policy		
Ensure the content of current and future management documents that apply to Flagstaff Hill Fort, Smiths Hill Fort and Wollongong Harbour Precinct are fully integrated and aligned with CMP principles and policies.	High	2.4
Adoption and review of policies		
Adopt this CMP as the basis for managing Flagstaff Hill Fort and Smiths Hill Fort. Apply the policies irrespective of the uses of the forts.	High	2.1, 2.2
Following the formal adoption of this CMP by Council, update the State Heritage Inventory listings for Flagstaff Hill Fort and Smiths Hill Fort to reflect the heritage values identified in this CMP to maintain consistency. Update and expand the descriptions in each inventory.	High	1.2, 2.1
Review this CMP and update it every five years or if any major changes occur on the sites.	Low and as required	2.2

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Action	Priority	Relevant policy
Distribute this CMP to Council, Heritage NSW, Wollongong Local Studies library and key stakeholders.	High	3.4
Future use of the forts		
Review the potential future uses of the forts, including the possibility of cultural tourism to above-ground and underground spaces.	High	5.3, 5.4, 5.5
Develop a heritage induction toolbox and provide a briefing to Council staff and contractors carrying out conservation works, repairs and/or maintenance.	High—provide as required	4.1, 4.2
Interpretation and visitor engagement		
Review the Heritage Strategy 2023–2027, Blue Mile Vision and Master Plan, and the Blue Mile Heritage Interpretation Strategy. If necessary, revise any existing heritage interpretation strategy or plan, to respond to the significance assessment and conservation policies in this CMP.	Medium	6.1, 6.2, 6.3, 6.4
Review and update interpretation strategies and directional signage within the Wollongong Harbour Precinct as conditions and public visitation needs evolve.	When cultural tourism to the forts has been decided by Council or made possible	6.1, 6.3, 13.1
Develop a consistent look and feel for signage and interpretive devices across the Wollongong Harbour Precinct. Consolidate wayfinding and interpretive signage to minimise interventions into significant fabric.	When cultural tourism to the forts has been decided by Council or made possible	6.1, 6.3, 14.1
Maintain a register of the movable items (such as those currently stored in some of the underground rooms) to ensure the collection is integrated into future interpretation of the forts.	Prior to carrying out of schedules of conservation works	14.2
Maintenance		
Provide a heritage induction to Council staff and contractors carrying out maintenance works.	High—provide as required	7.1, 7.2, 7.3, 7.4
Undertake the priority conservation works identified in the schedules of conservation works (Appendix 1).	High	7.3
Cyclical maintenance of significant buildings and structures should be undertaken as part of day-to-day site management. Implement the cyclical maintenance program in the schedules of conservation works (Section 5 in Appendix 1).	High—ongoing	7.1

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Action	Priority	Relevant policy
Accessibility		
Engage BCA consultants to identify accessibility issues and requirements. With the involvement of an appropriately skilled and experienced heritage specialist, investigate and develop methods that could improve accessibility to above-ground and underground spaces of the forts.	Medium	15.1, 15.2, 15.3
Further research		
Carry out Aboriginal cultural values assessment and Traditional Owner engagement. The outcome would inform an overall understanding and conservation of Aboriginal values of the area. Their stories would inform future interpretation strategies and should be included in a future revision of this CMP.	Medium	1.6

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Appendices

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8 Appendices

Appendix 1

Schedules of Conservation Works—Flagstaff Hill and Smiths Hill Forts

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Flagstaff Hill and Smiths Hill Forts, Wollongong

Schedules of Conservation Works

Final Draft Report (August 2025)

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Acknowledgement of Country

We respect and acknowledge the First Nations peoples of the lands and waterways on which we live and work, their rich cultural heritage and their deep connection to Country, and we acknowledge their Elders past and present. We are committed to truth-telling and to engaging with First Nations peoples to support the protection of their culture and heritage. We strongly advocate social, cultural and political justice and support the Uluru Statement from the Heart.

Cultural warning

Aboriginal and Torres Strait Islander readers are advised that this report may contain images or names of First Nations people who have passed away.

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Report register

The following report register documents the development of this report, in accordance with GML's Quality Management System.

Job No.	Issue No.	Notes/Description	Issue Date
24-0147	1	Draft Schedules of Conservation Works (part of the CMP)	13 January 2025
24-0147	2	Revised Report following client comments	31 July 2025
24-0147	3	Final Draft report	8 August 2025

Quality management

The report has been reviewed and approved for issue in accordance with the GML quality management policy and procedures.

It aligns with best-practice heritage conservation and management, *The Burra Charter: the Australia ICOMOS Charter for Places of Cultural Significance, 2013* and heritage and environmental legislation and guidelines relevant to the subject place.

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Appendix A

DTS, Flagstaff Hill: Structural Assessment Report, report prepared for Wollongong City Council, 5 June 2024

Appendix B

DTS, Preliminary Structural Report: Smith's Hill Fortification, Cliff Road, Wollongong, report prepared for Wollongong City Council, 27 August 2024

Appendix C

OHM Consultants, The Flagstaff Hill Fort & Smith's Hill Fort Metal Work, Wollongong: Condition Report & Specification, report prepared for GML Heritage Pty Ltd, July 2025

Appendix D

Michael Dellapina (Arborist Public Tree Management), Arborist Assessment 3x Araucaria heterophylla (Norfolk Island Pines): Smiths Hill Fort, Battery Park, Wollongong, report prepared for Wollongong City Council, 27 February 2025

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Introduction

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1 Introduction

1.1 Introduction

The schedules of conservation works in this report have been prepared for the Flagstaff Hill and Smiths Hill Forts based on a visual inspection of the two fortifications, structural reports prepared for City of Wollongong Council by DTS (Flagstaff Hill—5 June 2024; Smiths Hill—27 August 2024) and a condition report for the metalwork prepared by OHM Consultants (July 2025). Copies of these reports are included in Appendices A–C.

1.2 Site identification

The fortifications at Flagstaff Hill comprise three cannons mounted on timber carriages, a gun pit for a disappearing gun and underground facilities including a magazine and shell store. These are located at Flagstaff Point, in the public reserve surrounding the Flagstaff Point Lighthouse.

The fortifications at Smiths Hill comprise a gun battery, including its three original guns, an underground magazine complex and a depression range finder. These are located in Battery Park, North Wollongong. Refer to Figure 1.1, Figure 1.3 and Figure 1.2.

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Figure 1.1 Aerial view of the study areas, outlined in orange, showing their surrounding context. (Source: © Nearmap with GML overlay, 2024)

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Figure 1.2 Approximate study area for the Flagstaff Hill Fort, outlined in orange (noting that the 1937 Wollongong Head Lighthouse is excluded from the study area for this CMP). (Source: © Nearmap with GML overlay, 2024)



Figure 1.3 Approximate study area for the Smiths Hill Fort, outlined in orange. (Source: © Nearmap with GML overlay, 2024)

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1.3 Heritage significance

The Flagstaff Hill and Smiths Hill Forts are identified as heritage items in the *Wollongong Local Environmental Plan 2009*. The fortifications have been identified as being of state significance and, as a group, they have been identified as being rare in their capacity to demonstrate the development of military approaches to protecting the east coast of Australia between the 1870s and the early twentieth century.

1.4 Outline scope of works

The schedules of works have been divided into three separate scopes for each site. These are as follows:

1. Works to conserve the external and publicly accessible components of the sites.
2. Works to stabilise the interiors of the subterranean fortifications in their current state—potential access for visitors would be provided only with a guide.
3. Works to make the interiors safely accessible for regular visitation by the public (potential), including enabling provision of a small shop or information centre relating to the forts, subject to an approved and adopted interpretation strategy (refer to Section 6—Conservation policies).

The schedules of works include repairs to the historical fabric of the forts. They do not include provision of interpretation elements, noting that the existing interpretation plan is recommended to be revised following the adoption of this CMP.

1.5 Limitations

The schedules of works are based on a visual inspection of the historical fabric of the forts only. No opening-up works were undertaken to identify issues hidden within or behind the heritage fabric of the forts.

1.6 Authorship

These schedules of conservation works have been prepared by Catherine Forbes, Principal and architect, GML Heritage Pty Ltd.

1.7 Related documentation

These schedules of works should be read in conjunction with the documents identified in Table 1.1.

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Table 1.1 Related documentation.

Location	Report
Appendix A	DTS, Flagstaff Hill: Structural Assessment Report, report prepared for Wollongong City Council, 5 June 2024.
Appendix B	DTS, Preliminary Structural Report: Smith's Hill Fortification, Cliff Road, Wollongong, report prepared for Wollongong City Council, 27 August 2024.
Appendix C	OHM Consultants, The Flagstaff Hill Fort & Smith's Hill Fort Metal Work, Wollongong: Condition Report & Specification, report prepared for GML Heritage Pty Ltd, July 2025.
Appendix D	Michael Dellapina (Arborist Public Tree Management), Arborist Assessment 3x *Araucaria heterophylla* (Norfolk Island Pines): Smiths Hill Fort, Battery Park, Wollongong, report prepared for Wollongong City Council, 27 February 2025.

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Heritage principles for conservation and repair works

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2 Heritage principles for conservation and repair works

2.1 Intent of the works

It is a requirement that heritage places be conserved and that original fabric be retained and repaired in accordance with best conservation principles and processes, as outlined in the *Australia ICOMOS Charter for the Conservation of Places of Significance, 2013* (the Burra Charter). This includes retaining as much original fabric as possible.

2.2 Heritage advice

The contractor must retain as part of their team an architect/heritage consultant with expertise in conservation of heritage buildings/fabric.

The architect/heritage consultant must provide a heritage induction to the contractor and subcontractors on site prior to commencement of the project.

The architect/heritage consultant is to review the proposed repair methodologies, inspect the works and provide advice to the contractor as required to ensure that the materials and techniques used are appropriate to the heritage significance of the forts and the conservation of their heritage fabric.

2.3 Appropriate skills and expertise

Any work to heritage fabric must be carried out by tradespeople with appropriate skills and experience.

For this project, expertise and experience is required in the conservation of historical metalwork, including the conservation of guns and artillery, traditional brick masonry and traditional carpentry and joinery work.

2.4 Methodology for works to heritage fabric

All works to the heritage buildings should follow these general principles:

- Conserve and re-use all sound original/early building fabric wherever possible.
- Ensure that wherever early fabric is dismantled for repair, the work is done in such a way as to retain as much of the original fabric as possible.
- Ensure that whenever fabric is removed it is done carefully, so as to retain maximum original fabric.

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- Ensure that significant early fabric is protected from ongoing deterioration by undertaking repairs using specified and/or otherwise approved methods and materials.
- Ensure that all new work to replace damaged and/or missing components and/or fabric matches the significant early materials and detail, as identified on site. A selected section/component of original work will be nominated as a suitable sample for matching by the heritage consultant in consultation with the contractor prior to commencement.

2.5 Protection of heritage fabric during the works

Implement appropriate measures to prevent adverse impacts on the features and fabric of the heritage buildings, particularly physical impacts during the works. Protection measures must ensure that:

- Any potential impacts are resolved in consultation with the architect/heritage consultant before work is commenced.
- All contractors and subcontractors working on the site are briefed about:
  - the heritage significance of the site and relevant statutory controls;
  - the significant features that need to be protected; and
  - measures being taken to limit adverse impacts (eg not using particular tools/equipment, taking care during demolition/penetration works to minimise damage to the existing building fabric and protect fragile elements, etc).
- Heritage fabric and components (such as floor finishes, joinery, walls, leading edges, salient angles, etc) are physically protected during the works (including demolition works) with protective coverings or hoardings to prevent impact damage.
- Heritage fabric and components are protected from vibrations during the works. Sledgehammers, kango hammers and other large or mechanised implements that vibrate the structure are not to be used unless specifically authorised by the architect.
- Where items such as windows, doors or roofing are removed during the progress of the works, adequate coverings are provided to prevent the entry of wind and water, and the coverings are fixed in a way that does not cause damage to the building fabric.
- Heritage fabric that is temporarily removed for repairs is stored in a way that protects it from the weather and damp—it is not placed directly on the ground and must be covered.
- Hot works (eg paint removal, epoxy repair, welding, etc) do not cause undue risk to the heritage structure.

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2.6 General principles for works to existing fabric

The repair and maintenance of existing fabric and the fixing of new elements and services should comply with the following principles:

- All contractors, subcontractors and tradespeople must understand the important nature of the building's fabric.
- Fixing methods must be reversible, allowing later removal of the element, repair or refixing without risk of damage to the surrounding or significant material.
- In principle, all connecting material must be weaker than the material it is joining. For example, the mortar used between bricks or stones should be weaker than the bricks or stones. This will allow the stresses to be accommodated within the joint rather than transferring the stresses to the body of the material, causing it to fail.
- Fixing methods and materials used must be chemically and mechanically compatible with both the substrate and the element to be fixed. For example, metals must be galvanically compatible. There must be no risk of accelerated corrosion, staining, damage or other adverse effects.
- Traditional fixing methods and materials are to be used in preference to modern techniques unless these have been proven in similar situations and have been widely accepted as appropriate by conservation specialists.
- When choosing fixing locations, use existing/earlier fixing points wherever possible in preference to creating new ones.
- Do not fix in locations that will place significant fabric at risk of fracture, damage or failure.
- When fixing to significant fabric, choose a location that will be easy to repair and disguise, should the fixing be removed at a later date.
- Any fixing method must be tested first in a discreet, out-of-the-way location to ensure that it will be appropriate and can be relocated if required with minimal negative impact.
- Wherever possible, original/existing fabric (eg metalwork, timber members, stones, bricks) must be salvaged for re-use in preference to new materials. Fabric must be dismantled carefully so that maximum original fabric is retained.
- Where scheduled 'to match existing', new elements shall do so exactly in outward appearance, including moulding profiles, member sizes, construction, finish, colour, etc. It is not necessary to match elements that are not exposed to view unless otherwise scheduled. For example, timber species of structural elements may not need to be matched; however, strength and durability should be matched.
- Joinery must be constructed in the traditional manner with traditional fixings unless otherwise scheduled or specified.

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2.7 Principles for introduction of new fabric

Some details may not be able to be fully resolved until opening-up works have occurred on site. In addition, some details need to be resolved when integrated with other building work/services.

The contractor must work collaboratively with the architect/heritage consultant before and during the course of the project on all issues, details and installation methods with potential heritage impacts to resolve these in the best way possible (preferably during opening-up works) to minimise damage/demolition/excavation works.

The connection/junction between new and old fabric must be carefully considered to minimise the impact of new work on the early fabric of the heritage structures. Impacts may relate to fixings, materials selection, weatherproofing details, structural details, modifications to accommodate rainwater goods, etc.

Generally, impacts on the heritage fabric must be reduced by:

- Ensuring that compatible materials are used (especially metals) to prevent corrosion or decay.
- Ensuring that junctions are detailed to provide adequate weatherproofing to prevent water entry.
- Ensuring that ventilation requirements are carefully considered so that the historical structures and their fabric are able to breathe adequately.
- Ensuring that new finishes do not seal the walls and ceilings, preventing them from being able to breathe. Finishes that seal the surfaces prevent the building fabric from drying out and can cause damage to the historical fabric.
- Ensuring that the installation of new services respects the heritage values of the heritage structures. Exposed services, such as electrical wiring, must not detract from the aesthetic quality of the building.

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Flagstaff Hill Fort—schedule of conservation works

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3 Flagstaff Hill Fort—schedule of conservation works

3.1 Identification of elements

The structures and elements of the Flagstaff Hill Fort are identified in Figure 3.1 and Figure 3.2.



Figure 3.1 Flagstaff Hill Fort site showing boundaries and key above-ground elements. (Source: Nearmap, with GML overlay)

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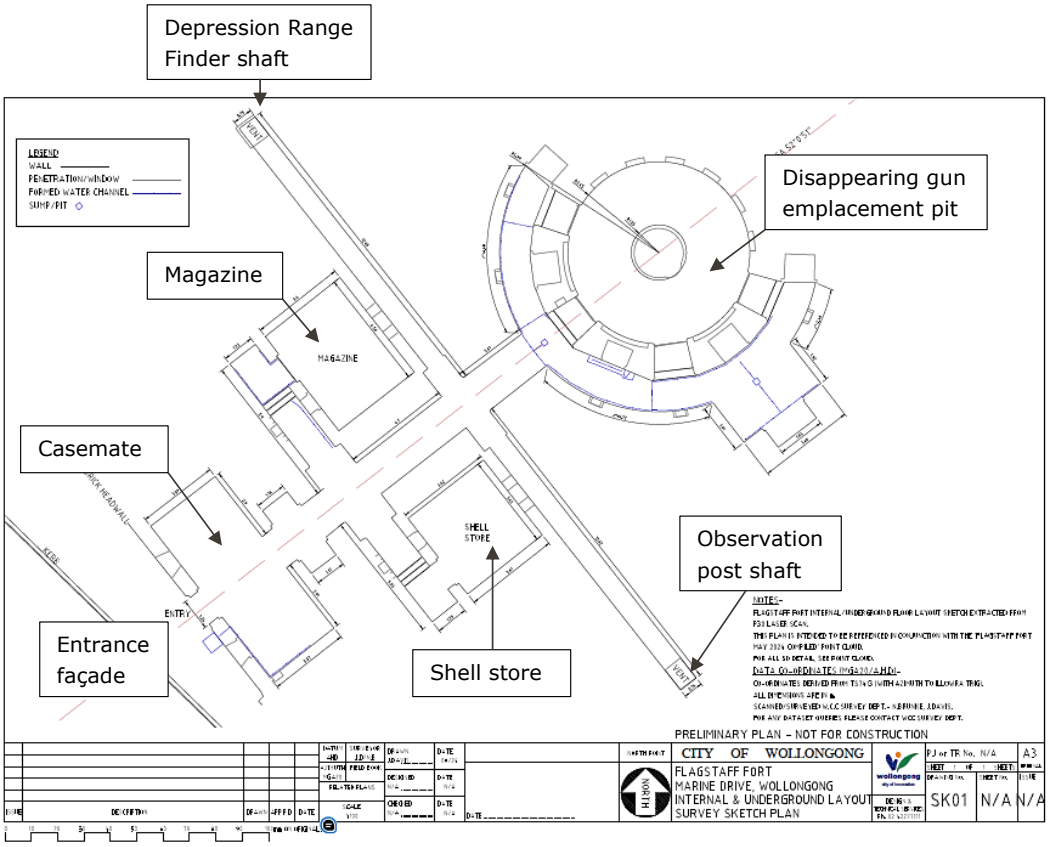


Figure 3.2 Flagstaff Hill Fort—plan of underground spaces. (Source: City of Wollongong with GML overlay, 2024)

3.2 Outline scope of works

This schedule of works includes repairs to the historical fabric of the Flagstaff Hill Fort. It does not include design and documentation of new elements.

The schedule has been divided into three separate scopes of work. These are as follows:

1. Works to conserve the external and publicly accessible components of the site. These works include repairs to:
   a. 1861 cannons;
   b. apron, walls and fencing to the gun emplacement pit; and
   c. front entrance façade to the subterranean fortification.
2. Works to stabilise the interiors of the subterranean fortification in their current state, with potential access only being provided to visitors on a guided tour. These works include:
   a. Stabilisation works to interior surfaces, fixtures and fittings;

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b. cleaning out of existing drainage system and repairs to drainage infrastructure;

c. cleaning out of ventilation system and repairs to ventilation infrastructure; and

d. make safe works to access shafts to former observation post and former depression range finder.

3. Works to make the interiors safely accessible for potential regular visitation by the public, including enabling provision of a small shop or information centre relating to the forts, subject to an approved and adopted interpretation strategy (refer to Section 6—Conservation policies):

   a. modifications to forecourt of subterranean structure;

   b. external drainage and waterproofing works;

   c. remedial works to former observation post and former depression range finder access shafts to improve ventilation of underground spaces;

   d. removal of trip hazards; and

   e. provision of electric lighting and power.

3.3 Conservation work priorities

The works that are of the **highest priority** are those that address the following issues:

- security of the site—to prevent damage to the site and its structures through unauthorised entry and vandalism;
- stability of the structures—to prevent structural failures;
- weathertightness of the underground fortifications—to slow down the decay of the heritage fabric; and
- health and safety of visitors—to minimise risks to people.

Investigative works are also of **high priority** as they will inform decision-making relating to future conservation works (eg investigations into ventilation and drainage systems; assessments of the integrity and stability of former structures and remains to determine whether they should be conserved/reconstructed and, if so, how).

Other works of **high or medium priority** are essential to the care and maintenance of significant fabric, to minimise its loss. Many of these tasks will be ongoing.

Low priority works are those that are not critical to the ongoing care of the place, but would assist in interpreting the use and significance of the place to visitors.

Schedule 1 (external works) and schedule 2 (internal works) generally contain high and medium priority works.

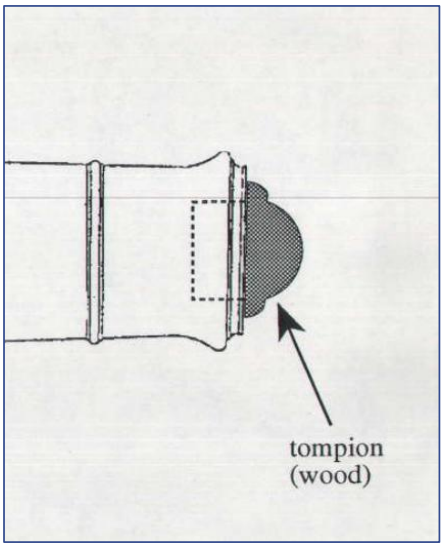
Schedule 3 (to enable visitation) generally contains lower priority works, although some works fit into the higher priority categories.

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Priority	Timeframe
High priority works, including investigative works	Works should be undertaken within 1–3 years
Medium priority works	Works should be undertaken within 3–5 years
Low priority works	Works should be undertaken within 5–10 years

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3.4 Schedule 1: External conservation works

Item, image and significance	Description of works	Priority
1861 guns and carriages		
1861 68-pounder guns Guns are of exceptional significance.  	• Carefully remove fixings and lift cannons out of gun carriages using a soft sling. Refer to methodology provided by OHM Consultants in Appendix C. • Take cannons to workshop for cleaning, rust removal, rust treatment and repainting as specified, in black. • Once works are complete and carriages have been repaired, return guns to carriages and refix. • Provide a new tompion to detail for each gun to prevent water entry. Prepare and paint in black. 	**Medium** priority. Complete within 3–5 years.
Timber gun carriages—stage 1: temporary repairs Gun carriages are reconstructions and of low significance. However, they are important to supporting and interpreting the guns.	• If cannons are not to be restored off site within 3 years, undertake temporary repairs as follows: – Check over timber for signs of decay and rot. – Remove soft, unsound timber. – Fill larger cavities with epoxy resin. – Fill surface fissures with wood filler.	**High** priority. Complete within 1–3 years.

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Item, image and significance	Description of works	Priority
 	– Prepare and paint as specified in Russet Red colour. Refer to methodology provided by OHM Consultants in Appendix C. – Provide additional coat to end grain.	
Timber gun carriages—stage 2: full repairs  	• When cannons are scheduled to be restored off site: – Carefully disassemble timber carriages to undertake repair/replacement works—remove bolt hole plugs and salvage bolts. • Undertake the following repairs: – Check over all timber elements to assess their condition, paying particular attention to areas that are concealed when the carriages are assembled. – If timber element is more than 50% decayed, allow to replace timber element with a new section to match the original. Ensure timber is well seasoned and has a high durability rating. – If timber element is less than 50% decayed, allow to piece in a new section of timber to match the original. Ensure timber is well seasoned and has a high durability rating. • Reassemble carriages using salvaged bolts. • Provide new plugs to bolt holes.	**Medium** priority. Complete within 3–5 years.

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Item, image and significance	Description of works	Priority
		
Concrete gun plinths Gun plinths are of low significance. 	• The existing concrete plinths are in good condition. No works proposed. • However, the plinths are not correctly oriented. If it is proposed to relocate and/or reorient the cannons, allow to remove existing plinths and provide new plinths to match the existing in the new locations identified on plan.	**Low** priority.
Circular gun emplacement pit		
Fence around circular gun emplacement pit The fence is of low significance. 	• Check over fence surrounding gun pit for peeling paint finish, broken joints or members (none currently obvious). • Prepare and paint areas where paint is missing. Colour to match existing.	**Medium** priority for safety. Low priority for conservation. Check annually.
Concrete apron to circular gun emplacement pit The pit apron is of exceptional significance.	• Remove debris and plants from top of concrete apron to gun pit. Check over surface of concrete apron for cracks, spalling and erosion of the surface. Remove loose cement patching. • Cut out cracks wider than 5mm to facilitate bonding and repair with compo mortar as specified. Colour and texture of patch is to match the surrounding concrete.	**Medium** priority. Complete within 3–5 years. Monitor annually.

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Item, image and significance	Description of works	Priority
 	• Repair surface of apron with compo render only where the loss of surface material there is greater than 10mm in depth. Colour and texture of patch is to match the surrounding concrete.	
Walls around circular gun emplacement pit The walls are of exceptional significance. 	• Check over walls of gun pit for peeling paint, cracks or spalling. • Fill cracks wider than 5mm with compo mortar as specified. • Prepare and paint walls as specified. Do not paint over historical painted signage.	**Medium** priority. Complete within 3–5 years.
Floor of gun emplacement pit Pit floor is of exceptional significance.	• Remove all rubbish, plants, gravel and other debris from floor of gun pit. Check over concrete pavement and stones set into pavement.	**Medium** priority.

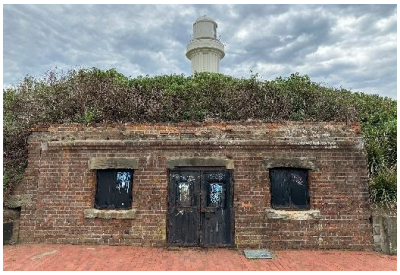
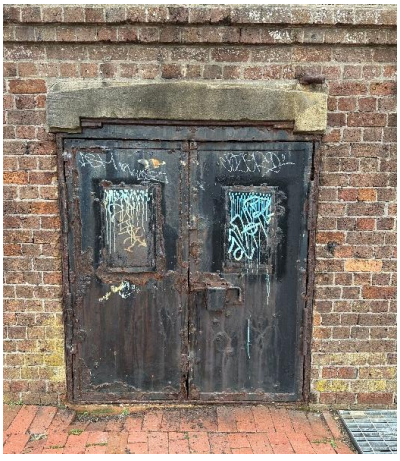
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Item, image and significance	Description of works	Priority
	• Remove loose and decayed cement render. • Patch repair inner edge of concrete apron to circular pit that once accommodated gun mount with compo mortar as specified. • Fill cracks in concrete that are wider than 5mm with compo mortar as specified.	Complete within 3–5 years. Remove weeds quarterly.
Circular pit at centre of gun emplacement pit Pit for disappearing gun mechanism is of exceptional significance. 	• Remove water from mechanical pit at centre of gun emplacement pit and check over surviving metalwork from former disappearing gun. • Investigate and clean out drains from pit.	**High** priority. Complete within 1–3 years.
Metal fixtures and fittings in gun emplacement pit Gun fixtures and fittings are of exceptional significance.	• Check over all metal fixtures and fittings. • Remove corrosion back to a clean, bright surface. Treat metal with rust inhibitor. • Prepare and paint as specified.	**Medium** priority. Complete within 3–5 years.
Steel doors and panels to circular gun pit openings Doors are of exceptional significance.	• Retain and conserve existing doors and panels in situ. • Clean back corrosion to a clean, bright surface. • Treat with rust inhibitor. • Put doors in full working order. • Prepare and paint as specified.	**High** priority. Complete within 1–3 years.

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Item, image and significance	Description of works	Priority
		
Brick façade to underground fortifications		
Brick paved footpath Brick paving is of low significance.  	• Lift and salvage paving bricks between carpark kerb and brick façade to underground fortification complex. • Lower the ground level between carpark and building so that the finished ground level when bricks are re-laid is the same as the original door threshold. • Ramp pavement down from footpath level to door threshold level from both directions. • If needed, construct new low retaining wall to support concrete kerb and carpark. Wall is to sit under the kerb and not encroach on the new footpath. • Re-lay brick pavers to new ground levels. • Lower the top of the grated drainage sump to be level with the finished paving level. Ensure all paving slopes away from the entry door to the fortification and towards the top edge of the drainage pit.	**Medium** priority. Complete within 3–5 years. Lowering of ground level will improve access and drainage and provide some security from vehicle impacts.

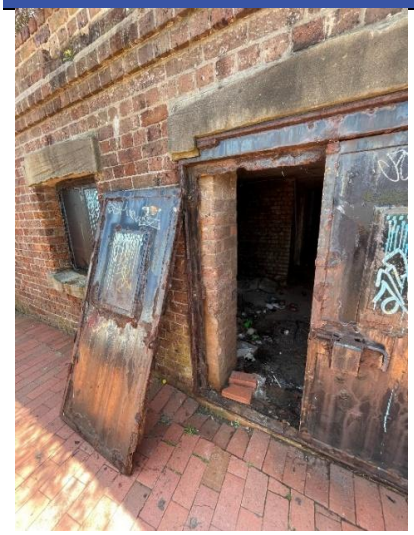
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Item, image and significance	Description of works	Priority
		
Brick façade Brick façade is of exceptional significance. 	• Remove all vegetation and roots growing in brickwork. • Allow to point up all open joints in the top course of brickwork. • Allow to point up open joints in brickwork below left (northern) window. • Clean out all weep holes above string course. • Re-bed and point up loose bricks in top section of wall and in ragged ends of wall left by demolition of surrounding walls.	**High** priority. Complete within 1–3 years.
Entrance doors Steel doors and frames are not original and are of low significance. Opening is of exceptional significance. 	• Remove loose bricks from threshold and make good. • Remove steel doors and frame. Make good fixing point with compo mortar. Provide temporary support for lintel until new steel lintel and doors are installed. • Provide new stainless steel support (eg arch bar) to lintel. Steel is to be unobtrusive. • Provide new stainless steel posts to support arch bar and lintel; size of posts is to fit recess left by existing steel doors (to be removed). Width of posts is to align with inner edge of the lintel label moulds. • Provide new steel frame and doors to detail. New doors are to be set back into rebate on inner face of wall.	**High** priority. Complete within 1–3 years.

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Item, image and significance	Description of works	Priority
		
Windows Steel window shutters and frames are of not original and are of low significance. Openings are of exceptional significance. Timber window elements and remains of iron strap and gudgeon hinges are original and of exceptional significance. 	• Remove steel shutters and frames from window openings. Make good fixing points in masonry using compo mortar. • Conserve surviving timber window frame and retain in situ. • Conserve remains of iron brackets/ strap and gudgeon hinges from original shutters in situ. Clean back corroded material and treat with rust inhibitor. Prepare and paint metalwork. • Provide new steel frame and shutters to detail.	**Medium** priority. Complete within 3–5 years.
Stone sills and lintels Stone sills and lintels are of exceptional significance.	Door: • Remove loose bricks from door threshold. • Check over stone lintel. Provide temporary support for lintel until new lintel and/or steel doors are installed. • If lintel has lost more than 50% of its depth, replace lintel stone in sandstone, detail to match the original prior to decay—including pointed pediment detail to top of stone and label mould to bottom edge.	**High** priority. Complete within 1–3 years. Stone lintels and sills are in very poor condition and in danger of failing.

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Item, image and significance	Description of works	Priority
 Door.  Northern window.	• If lintel has lost less than 50% of its depth, undertake the following repairs: – Cut out decayed underside of stone to even surface, leaving external face of existing stone intact to minimum 100mm depth. – Piece in new sandstone lintel beneath existing stone and pin it to the existing stone with stainless steel pins as specified. – Pin broken corner of lintel back to lintel with stainless steel pins as specified. – Patch repair underside of lintel where steel frame fixings have been removed using compo mortar as specified. • Northern window: – Check over stone lintel and sill. – Conserve sill in situ. • Gently brush back decayed surface of stone to sound surface. • Piece in section of stone to fill hollow beneath sill. • Southern window: – Replace stone lintel in sandstone; detail to match the original prior to its decay—including pointed pediment detail to top of stone (refer to lintel over door) and flat bottom to bottom of stone. – Replace stone sill in sandstone; detail to match the original prior to its decay—including curved slope to top surface of sill (refer to above instructions for northern window) and inclusion of recessed drip to underside of sill.	

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Item, image and significance	Description of works	Priority
 Southern window.		
Steel ventilation pipes Ventilation pipes are of exceptional significance. 	• Clean out vent pipes projecting from façade. • Investigate where pipes are connected using smoke test and fibre optic video camera (industrial endoscope).	**High** priority. Complete within 1–3 years. Tests will assist in decision-making for internal works.
Former observation post and depression range finder		
Former observation post and depression range finder (see Figure 1.13 in Appendix 3) 	• Undertake physical investigation into tops of shafts to locate and investigate the integrity of the sites of former observation post and depression range finder to: – assess extent and condition of subsurface remains; and – assess material, condition and stability of fill.	**High** priority. Complete within 1–3 years. Tests will assist in decision-making for protection of archaeology during internal works and

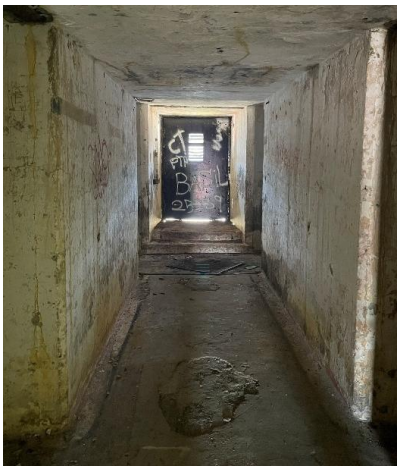
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Item, image and significance	Description of works	Priority
		stabilisation of shafts.
Drainage and ventilation	• Use ground penetrating radar to investigate location and condition of drainage and ventilation pipes from fortifications.	**High priority.** Complete within 1–3 years. To assist in identifying existing drainage and ventilation systems.

3.5 Schedule 2: Internal conservation works

Item, image and significance	Description of works	Priority
Generally 	• Remove all rubbish and debris from interior of the complex. • Check over bricks stored in casemate. If they match those of the front elevation, retain and store them within the complex in a nominated location. • Salvage old loose ironwork scattered throughout the complex. Label and store it in a relevant location (ie in the space to which it belongs). • Undertake hazardous materials investigation. • Investigate mould treatment options that will not impact original surfaces eg Ultraviolet-C (UV-C) light. • Remove redundant electrical conduits and lighting.	**High** priority. Complete within 1–3 years. Important to sort and identify fabric for undertaking conservation works.
Concrete floor, ramps and steps Concrete floor is original and of exceptional significance. Painted line is also of exceptional significance.	• Remove all loose friable material from surface of concrete floor. • Retain and conserve all ramps and steps. • Conserve painted black line around edge of floor. • If there is a concern regarding trip hazards, insert a thin, loose fit piece of sheet material (eg ply or fibrous cement sheet) into hollow in floor to	**Medium** priority. Complete within 3–5 years. Ongoing. To conserve original fabric and

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Item, image and significance	Description of works	Priority
 	bring it up to level with finished floor surface. 	reduce trip hazards.
Gravel floor Gravel is part of original floor to shell store and of exceptional significance.  Shell store.	• Retain and conserve compacted gravel floor in shell store, including evidence of timber joists that once contained the gravel. • Retain and conserve evidence of former floor surface (now removed) in magazine—rough concrete edge at base of walls.	**Medium** priority. Ongoing. To conserve original fabric.

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Item, image and significance	Description of works	Priority
	 Magazine (cartridge store).	
Drains and grated sumps Drains and sumps are original and of exceptional significance. 	• Clear all floor drains of debris. • Clean out all drainage pits and sumps. • Where grates are missing, provide new steel grates to pits/sumps, sized to fit the tops of the existing pit openings. Grates are to be removable to enable cleaning.	**High** priority. Complete within 1–3 years. Drainage is essential to conservation of structure. Grates are needed for safety. Cleaning will be ongoing.
Drainage pipes Drainage pipes are original and of high significance. They are important to weatherproofing the structure and maintaining it in good condition.	• Investigate drainage system from underground complex (using industrial endoscope). Map drainage pipes and outlets. • Clear all pipes of roots and debris and ensure drains are functional.	**High** priority. Complete within 1–3 years. Drainage is essential to conservation of structure. Cleaning will be ongoing.

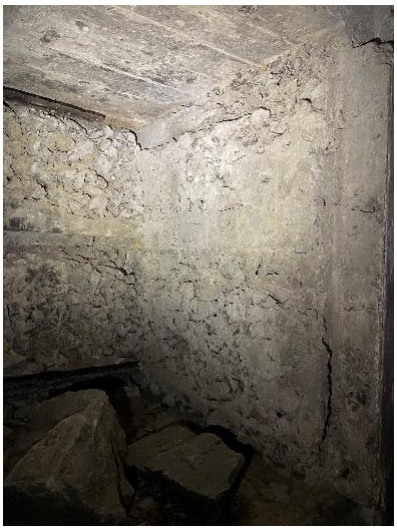
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Item, image and significance	Description of works	Priority
Brick walls Brick walls are of exceptional significance, as is the original painted signage.   Graffiti.  Mould.	• Brush walls with soft bristle brush to remove loose material—flaking paint, decaying surface of bricks and mortar. Collect debris and remove from site. • Be careful to conserve remnant painted signage and painted skirting detail. • Remove peeling or separated acrylic paint layers. • Retain and conserve limewash finish. • Remove modern graffiti from brickwork using approved materials and methodology. Ensure that method is selective to individual paint layers and does not remove earlier wall finishes, surface of bricks or mortar from between bricks. • Remove mould using approved materials and methodology. Avoid using bleach. If vinegar is used, gently spray onto surface and dab off. Avoid rubbing surface as this will remove limewash. Avoid contact with metals.   Example of remnant signage.	**Medium** priority. Mould removal will be ongoing. For conservation of original fabric, but also for health and safety of visitors and staff.

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Item, image and significance	Description of works	Priority
Concrete walls Concrete walls are of exceptional significance. 	• Conserve evidence of formwork used to build walls. • Brush walls with soft bristle brush to remove loose material—flaking paint, decaying surface of bricks and mortar. Collect debris and remove from site. • Be careful to conserve remnant painted signage and painted skirting details. • Remove peeling acrylic paint layers. • Retain and conserve limewash finish. • Remove modern graffiti from concrete walls using approved materials and methodology. Ensure that method is selective to individual paint layers and does not remove earlier wall finishes or impact surface of concrete. • Remove mould using approved materials and methodology. Avoid using bleach. If vinegar is used, gently spray onto surface and dab off. Avoid rubbing surface as this will remove limewash. Avoid contact with metals.	**Medium** priority. Mould removal will be ongoing. For conservation of original fabric, but also for health and safety of visitors and staff.
Lamp niches Lamp niches are of exceptional significance. 	• Conserve all lamp niches in situ, including ventilation pipes and openings in wall (above and to each side of each niche). • Conserve metal surrounds to wall vents. • Conserve lamp housing in the shelf of each niche. • Conserve all evidence of the framing for fireproof glass enclosures to the lamps. This includes scarring and remains of metalwork left in wall surrounding the recesses.	**Medium** priority. Ongoing. To conserve original fabric.

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Item, image and significance	Description of works	Priority
		
Wall recesses Wall recesses are of exceptional significance.  	• Retain and conserve all wall recesses in their existing state. • Conserve all evidence of how recesses were constructed. • Conserve remnant framing and timber elements that originally formed linings to recesses in situ. • Remove rubbish and decayed material from openings. • Conserve metal fixtures and fittings in situ. 	**High** priority. Ongoing. To prevent further loss of significant fabric.
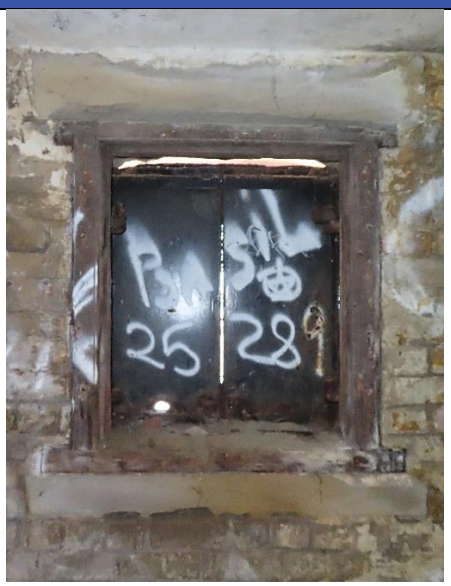
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Item, image and significance	Description of works	Priority
Ceilings Ceilings are original and of exceptional significance.  	• Brush ceilings with soft bristle brush to remove loose material—flaking paint, decaying surface of bricks and mortar. Collect debris and remove from site. • Remove peeling acrylic paint layers. • Retain and conserve limewash finish. • Remove modern graffiti from ceiling using approved materials and methodology. Ensure that method is selective to individual paint layers and does not remove earlier ceiling finishes, surface of bricks or mortar from between bricks. • Remove mould using approved materials and methodology. Avoid using bleach. If vinegar is used, gently spray onto surface and dab off. Avoid rubbing surface as this will remove limewash. Avoid contact with metals.	**Medium** priority. Mould removal will be ongoing. For conservation of original fabric, but also for health and safety of visitors and staff.
Iron rails/beams in ceilings Iron rails/beams are original fabric and of exceptional significance. 	• Carefully remove any loose and spalling concrete from around iron rails. • Remove any loose rusted material from surface of rails. • Investigate structural integrity of iron rails and concrete around them. • Clean and treat with rust inhibitor.	**High** priority. Complete within 1–3 years. Important to maintaining structural stability.
Metal ceiling vents Ceiling vents are original fabric and of exceptional significance.	• Retain existing ceiling vents in situ.	**High** priority.

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Item, image and significance	Description of works	Priority
	• Investigate and map reticulation of ventilation system using industrial endoscope. • Investigate materials used for construction of ventilation pipework. • Treat metalwork with rust inhibitor. 	Complete within 1–3 years. Important to maintaining air quality as well as conservation of significant fabric.
Terracotta ceiling vent Terracotta vent is introduced fabric and of moderate significance. 	• Conserve terracotta vent pipes in situ. • Investigate vent's connection with the original ventilation system—assumed to have been installed when roof vents blocked up. 	**High** priority. Complete within 1–3 years. Important to maintaining air quality.
Door and window openings and timber frames Door and window openings and timber frames are original and of exceptional significance.	• Retain and conserve brick arched heads and rendered sills to openings. • Retain and conserve all timber window and door frames in situ. • Retain all surviving window and door hardware in situ. • Clean and treat all surviving metalwork with rust inhibitor. • Where frames are missing, retain all evidence of where timber frames were originally fitted.	**Medium** priority. Complete within 1–3 years. To conserve original fabric. Ongoing.

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Item, image and significance	Description of works	Priority
 Internal window to shell store.		
 Timber lintel to laboratory.	 Northern window of front façade showing timber frame for casement sashes and strap and gudgeon shutter hinges.	

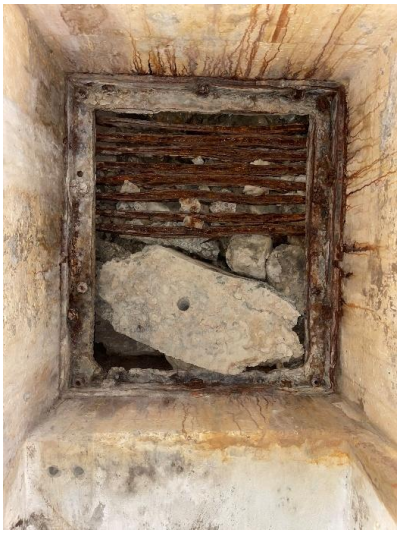
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Item, image and significance	Description of works	Priority
 Evidence of door frame around store.		
Internal steel doors and frames Remains of steel doors and frames are of exceptional significance Note: Bombproof covering materials are missing 	• Retain and conserve metal doors, frames, lintels, stops and hinges in situ. 	**Medium** priority. Complete within 3–5 years. Ongoing.

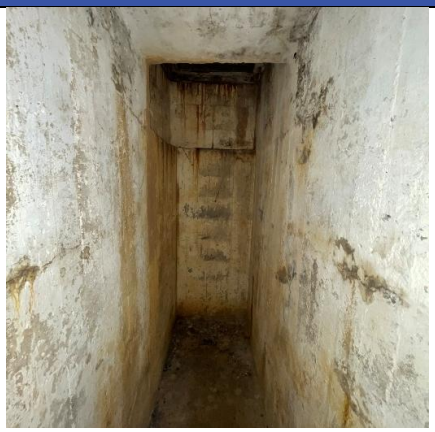
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Item, image and significance	Description of works	Priority
		
Iron/steel fixtures and fixings All early fixings are of exceptional significance.  	• Retain and conserve original fixtures and fittings in situ. • Retain and conserve strap hinges on corners of passages in situ. • Clean and treat all ironwork with rust inhibitor.	**Medium** priority. Complete within 3–5 years. Ongoing. To conserve original fabric.
Shaft to former observation post Shaft is of exceptional significance. Structure supporting shaft is of low significance.	• Investigate integrity and stability of structure holding fill in shaft leading up to former observation post. • Record existing iron structure in photographs and drawings. • If shaft is to be reopened in the future, construct timber frame beneath shaft to support structure and fill above. • Install temporary safety barricade across passage to prevent entry to area below shaft.	**High** priority. Complete within 1–3 years. For safety.

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Item, image and significance	Description of works	Priority
	• Monitor condition of shaft closely. • If shaft is not to be reopened, construct new structural support to replace existing steel grate. The support structure should not obscure evidence of the shaft from view. 	
Shaft to former depression range finder Shaft is of exceptional significance. Structure supporting shaft is of low significance. 	• Investigate integrity and stability of structure holding fill in shaft leading up to former depression range finder. • Record existing iron structure in photographs and drawings. • If shaft is to be reopened in the future, construct timber frame beneath shaft to support structure and fill above. • Install temporary safety barricade across passage to prevent entry to area below shaft. • Monitor condition of shaft closely. • If shaft is not to be reopened, construct new structural support to replace existing steel grate. The support structure should not obscure evidence of the shaft and ladder from view.	**High** priority. Complete within 1–3 years. For safety.

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Item, image and significance	Description of works	Priority
		

3.6 Schedule 3: Internal refurbishment works to enable regular visitation

This schedule of works assumes that works outlined in schedules 1 and 2 have been completed and that works outlined in schedule 3 are being undertaken within 3–5 years of the schedules 1 and 2 works.

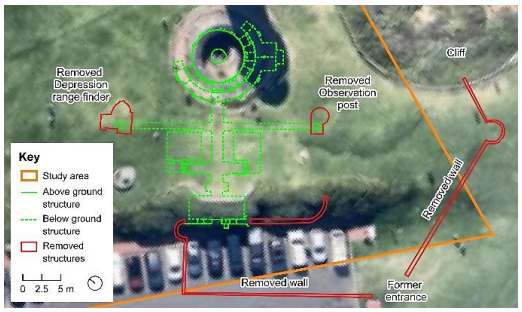
This schedule also assumes that ventilation and drainage are key to making the place healthier and safer for regular compatible use, occupation or public visitation.

Item, significance	Description of works	Priority
Waterproofing, drainage works		
Fill over underground fortifications Covering to fortifications is of high significance	• Under an archaeological watching brief, remove the fill from over the top of the underground fortifications. Retain fill on site for reinstatement on completion of drainage and waterproofing works. • Inspect existing waterproofing to structure to assess its condition. Retain and conserve existing waterproofing in situ (anticipated to be asphalt). • Provide a new waterproofing system over the top of the roof of the structure and around all the walls. • Following installation of new drainage and reconstruction of shafts, reinstate fill and grass over hill.	**Medium** priority. Complete within 3–5 years. For waterproofing of underground structure. Undertake in conjunction with drainage works and investigations of ventilation system and shafts to observation post and depression range finder.
Drainage works	• Investigate existing drainage to hill over fortifications.	**Medium** priority.

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Item, significance	Description of works	Priority
Original drainage system is of high significance.	• Provide new supplementary drainage as required to remove water from area of underground fortifications. • Provide new agricultural drains around the base of the exposed walls. Connect new drains to existing drainage system.	Complete within 3–5 years. For removing water from underground structure. Undertake in conjunction with drainage works and investigations of ventilation system and shafts to observation post and depression range finder.
Ventilation through observation post and depression range finder shafts		
Shafts to former observation post and depression range finder Shafts are of exceptional significance, although they may not be intact.	• While underground fortifications are uncovered, investigate remains of original ventilation shafts and of shafts providing access up to former observation post and former depression range finder. • Remove fill from shafts and remains of observation post and depression range finder. Conserve remains in situ. • Repair/reconstruct shafts to former observation post and former depression range finder, subject to an approved and adopted interpretation strategy (see below). • Consider reconstruction of missing components of observation post and depression range finder. Refer to historical drawings for details. • If observation post and depression range finder are not to be reconstructed, incorporate vents in tops of shafts to supplement existing ventilation system for underground spaces.	Investigations of shafts—**high** priority. Complete within 1–3 years. Works to shafts—**medium** priority (unless there is danger of collapse). Complete within 3–5 years. Undertake in conjunction with investigations into ventilation system and waterproofing and drainage works.
New lightweight structures New fabric.	• Construct new lightweight roofed shelters over shafts to prevent water entry. These shelters would be designed to interpret the structures that previously existed in these locations, subject to an approved and adopted interpretation strategy (see below). Refer to historical drawings, aerial photographs and site plans. • Enclose structures with an appropriate safety fence for protection and to prevent access. • Include a grate over the shaft structure.	**Low** priority. Complete within 5–10 years. For interpretation of key components of site, now missing.

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Item, significance	Description of works	Priority
Exterior works to underground complex		
Entrance forecourt to underground fortifications Existing footpath and carpark are of low significance.	• Remove parking spaces from immediately in front of main entrance to underground fortifications. • Develop design for new forecourt in front of main entrance to interpret former nineteenth-century walled compound area. Possibly build low walls and seating around original (southern) walled entrance to underground fortifications. Refer to original plans for fortifications.  • Install bollards to prevent vehicular access and entry to new forecourt area. • Use paving to define area that is pedestrianised zone only.	Bollards—**high** priority. Complete within 1–3 years. For protection of site. Forecourt development—**medium** priority. Complete within 3–5 years. To improve safety and interpretation of site.
Brickwork Exceptional significance.	• Review condition of brickwork. • Undertake necessary repairs using methodology described in schedule 1 works.	**High** priority. Complete within 1–3 years Refer to schedule 1.
Stone lintels and sills Exceptional significance.	• Review condition of stone lintels and sills. • Undertake necessary repairs using methodology described in schedule 1 works.	**High** priority. Complete within 1–3 years. Refer to schedule 1.
Timber windows Reconstructed elements. Openings and original design are of exceptional significance.	• Reconstruct timber casement windows to front elevation. Refer to original drawings for fortifications. • Retain and re-use original frame in northern window in situ. • Construct new frame fit to southern window opening; detail to match that in northern window opening. • Construct two pairs of three-pane casement sashes as shown in drawings.	**Low** priority. Complete within 5–10 years. For recovery and reconstruction of elements of exceptional significance and improvement of interpretation of site.

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Item, significance	Description of works	Priority
	• Provide stainless steel hinges to match evidence on existing window frame. • Provide stainless steel casement sash fasteners and locks. • Allow to paint windows; colour to match evidence on surviving original frame.	
Steel window shutters Reconstructed elements.	• Retain new steel shutters replaced as part of schedule 1 works.	**High** priority. Complete within 1–3 years. Refer to schedule 1.
Steel door Reconstructed elements.	• Retain new steel shutters replaced as part of schedule 1 works.	**High** priority. Complete within 1–3 years. Refer to schedule 1.
Interior works		
Concrete floor, ramps and steps Exceptional significance.	• Conserve existing floor finish. • Fill hollows in floor where there is a trip hazard with cement; finish to match original floor finish. • Provide safety strips if needed to steps and low lintels.	**Low** priority. Complete within 5–10 years. To improve access.
Gravel floor Exceptional significance.	• Conserve existing gravel floor in shell store including evidence of timber framing (now removed). • Install temporary barrier across entrance to shell store to prevent entry, but still allow a view of the space.	**Low** priority. Complete within 5–10 years. To conserve fragile fabric while providing access.
Dish drains Exceptional significance.	• Conserve all original floor drains. • Ensure drainage system is clear and functional.	**High** priority. Complete within 1–3 years. Refer to schedule 1.
Grated pits/sumps New grates are of low significance.	• Retain grates over drainage pits—installed as part of schedule 2 works. • Treat grates with rust inhibitor.	**Medium** priority. Complete within 3–5 years. Refer to schedule 2.
Floor finish to casemate Exceptional significance.	• If casemate is to be used for a small shop or information desk, provide new loose fit sheet flooring over existing floor.	**Low** priority. To facilitate use only.
Wall finish	• Treat mould. • Remove any acrylic paint.	**Medium** priority.

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Item, significance	Description of works	Priority
Exceptional significance.	• Limewash walls that were originally limewashed. • Do not limewash walls that have not been limewashed previously.	Complete within 3–5 years. Refer to schedule 2.
Ceiling finish Exceptional significance.	• Fill cracks with lime plaster. • Treat mould. • Remove any acrylic paint. • Limewash ceiling.	**Medium** priority. Complete within 3–5 years. Refer to schedule 2.
Painted signage Exceptional significance.	• Conserve historical signage where it exists, including ghost signage. • Do not paint over or repaint signage.	**Medium** priority. Complete within 3–5 years. Refer to schedule 2.
Internal timber doors and windows Exceptional significance.	• Conserve surviving frames in situ.	**Medium** priority. Complete within 3–5 years. Refer to schedule 2.
Galvanised steel doors and frames Exceptional significance.	• Conserve blast-proof doors and frames in situ. • Ease hinges. • Clean back steelwork to clean surface, removing severely corroded material only. • Treat with rust inhibitor. • Prepare and paint using grey zinc-based paint.	**Medium** priority. Complete within 3–5 years. Refer to schedule 2.
Lamp niches and associated ventilation holes Exceptional significance.	• Conserve lamp niches and associated ventilation holes as noted in schedule 2 works.	**Medium** priority. Complete within 3–5 years. Refer to schedule 2.
Iron fixtures and fixings Exceptional significance.	• Clean back ironwork to clean, bright finish. • Treat with rust inhibitor.	**Medium** priority. Complete within 3–5 years. Refer to schedule 2.
Ceiling and wall vents Exceptional significance.	• Retain and clean out original ventilation pipes.	**Medium** priority. Complete within 3–5 years. Refer to schedule 2.
Shaft to former observation post	• In consultation with structural engineer, carefully remove fill and steel structure from shaft. Assess its condition.	**Medium** priority. Complete within 3–5 years.

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Item, significance	Description of works	Priority
Exceptional significance.	• Undertake repairs to shaft, if viable. • Once shaft is repaired, remove temporary supporting structure and safety barrier. • Provide grate at top of shaft to enable natural air flow.	To improve ventilation and to conserve significant fabric. Consider/undertake works in conjunction with lightweight structures above.
Shaft to former depression range finder Exceptional significance.	• In consultation with structural engineer, carefully remove fill and steel structure from shaft. Assess its condition. • Undertake repairs to shaft, if viable. • Once shaft is repaired, remove temporary supporting structure and safety barrier. • Provide grate at top of shaft to enable natural air flow.	**Medium** priority. Complete within 3–5 years. To improve ventilation and to conserve significant fabric. Consider/undertake works in conjunction with lightweight structures above.
Lighting and power Low significance.	• Install lighting and power to enable use of casemate for visitor information and to facilitate tour of underground spaces. • All conduits are to be surface-mounted and laid out to minimise their physical and visual impact on the spaces. • Provide 2 double general power outlets (GPOs) in casemate only.	**Low** priority. Complete within 5–10 years. For visitation only.
Interpretation		
Interpretation strategy	• Develop and implement interpretation strategy for the site and precinct (incorporating the Smiths Hill Fort site) in accordance with conservation policy for heritage interpretation. • Provide interpretation signage (including QR codes) or similar to explain history and use of the structures on the hill, including how they were designed to operate. Include interpretation for: – disappearing gun; – observation point; and – depression range finder. • Provide interpretation signage (including QR codes) or similar that explains the history, use and layout of the underground structures. Include interpretation for: – layout of fortifications; – storage and handling of ammunition within the fort; and	**High** priority. Complete strategy within 1–3 years. Implement strategy within 3–5 years.

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Item, significance	Description of works	Priority
	– loading and cleaning of guns. • Provide interpretation that links the fortifications at this site to the fortifications at Smiths Hill.	

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Smiths Hill Fort—schedule of conservation works

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4 Smiths Hill Fort—schedule of conservation works

4.1 Identification of elements

The structures and elements of the Smiths Hill Fort are identified in Figure 4.1 and Figure 4.2.

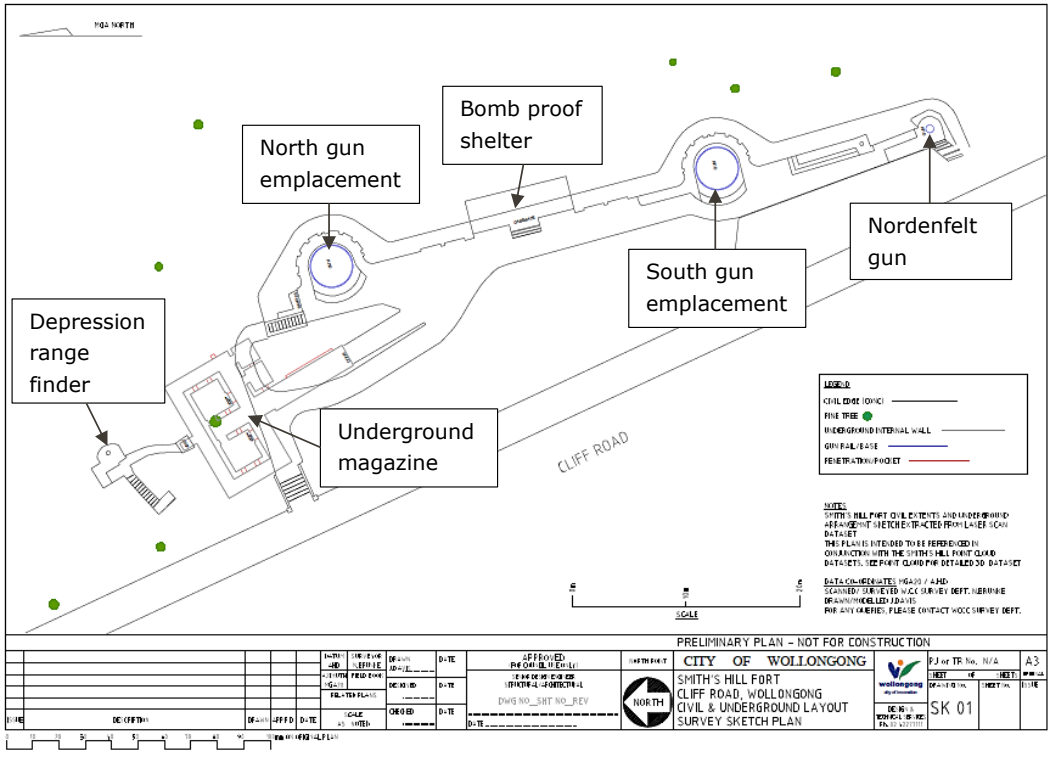


Figure 4.1 Smiths Hill Fort layout. (Source: City of Wollongong with GML overlay, 2024)

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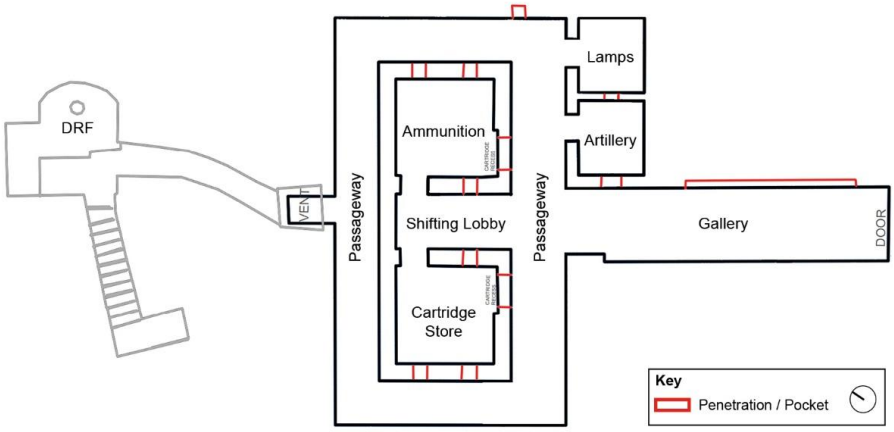


Figure 4.2 Plan of the underground magazine (in black) and depression range finder (or DRF, in grey) of Smiths Hill Fort, based on plan drawn following excavation of the former fort, 1986. (Source: City of Wollongong Council, 2024)

4.2 Outline scope of works

This schedule of works includes repairs to the historical fabric of the Smiths Hill Fort. It does not include design and documentation of new elements.

The schedule of works has been divided into three separate scopes of work. These are as follows:

1. Works to stabilise the site and to conserve the external and publicly accessible components of the site. These works include:
    a. tree removal and site stabilisation works;
    b. repairs to outdoor fortifications accessible from Battery Park, including gun emplacements and casemate;
    c. remedial works to the former depression range finder access shaft; and
    d. repairs to the entrance façade to the subterranean fortification.
2. Works to stabilise the interiors of the subterranean fortification in their current state, with potential access only being provided to visitors on a guided tour. These works include:

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a. stabilisation works to interior surfaces, fixtures and fittings;

b. cleaning out of existing drainage system and repairs to drainage infrastructure; and

c. cleaning out of ventilation system and repairs to ventilation infrastructure.

3. Works to improve interpretation and make the interiors safely accessible for potential regular visitation by the public:

   a. supplementary waterproofing and drainage;

   b. internal painting; and

   c. provision of electric lighting and power.

4.3 Conservation work priorities

The works that are of the **highest priority** are those that address the following issues:

- security of the site—to prevent damage to the site including its guns and structures through vandalism and unauthorised entry;
- health and safety of visitors—to minimise risks to people;
- stability of the structures—to prevent structural failures; and
- weathertightness of the underground fortifications—to slow down the decay of the heritage fabric.

Investigative works are also of **high priority** as they will inform decision-making in regard to future conservation works (eg investigations into drainage and ventilation systems; invasion of tree roots and stability of structures).

Other works of **high or medium priority** are essential to the care and maintenance of significant fabric, to minimise fabric loss. Some items will require ongoing monitoring and maintenance tasks.

Low priority works are those that are not critical to the ongoing care of the place, but would assist in interpreting the use and significance of the place to visitors.

Schedule 4 (external works) and schedule 5 (internal works) generally contain high and medium priority works.

Schedule 6 (to enable visitation) generally contains lower priority works, although some works fit into the higher priority categories.

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Priority	Timeframe
High priority works, including investigative works	Works should be undertaken within 1–3 years.
Medium priority works	Works should be undertaken within 3–5 years.
Low priority works	Works should be undertaken within 5–10 years.

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4.4 Schedule 4: External conservation works

Item, image and significance	Description of works	Priority
Tree removal		
Norfolk Island Pines Trees are **significant** to the park and are listed as significant landscape items by Council.  Tree over underground fortifications. **Issue:** damage to structures caused by trees.	• Refer to arborist's report (Appendix D) on trees at northern end of fortifications. • Carefully remove tree from top of underground fortifications. Grind out stump if possible without damaging structure. • Engage arborist to investigate tree up the hill from the Nordenfelt gun to determine its impact on the fortifications. • Cut back invasive roots of trees that are impacting the fortification structures. • Install a tree root barrier behind the fortification walls. • Continue to monitor roots.	**High** priority. Complete within 1–3 years. Essential to protect and limit damage to heritage structures.
Engineering services		
Geotechnical engineer. **Issue:** subsidence of site.	• Commission a geotechnical investigation of the foundation conditions and water flow paths around the fortifications.	**High** priority. Complete within 1–3 years. To understand stability of site.
Structural/civil engineer. **Issue:** subsidence of site and structural damage to fortifications.	• Refer to structural report (Appendix B). • Engage a structural/civil engineer to design remedial solutions to enable retention and stabilisation of the existing walls in situ. All solutions must be discussed with the heritage consultant to ensure that they minimise their heritage impacts on the fortifications. Possible solutions may include a combination of the following: – stitching and patching of cracks using Helifix ties or similar; – installation of steel anchors through the walls that extend back into the embankment behind the walls;	**High** priority. Complete within 1–3 years. To stabilise structures and prevent further damage.

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Item, image and significance	Description of works	Priority
	– installation of subsurface drainage (eg agricultural drains) behind the walls; – inclusion of weep holes or drainage holes through the walls to prevent water from building up behind the walls; and – reconstruction of brick walls with piers or other strengthening built into the walls to strengthen them. • If the site continues to subside after tree removal and installation of tree root barriers, engage a structural or civil engineer to design a remedial solution to stabilise the ground around the fortification walls, particularly in the areas around: – the walls of the depression range finder; – the retaining wall above the banquette; and – the walls around the Nordenfelt gun. • With engineering input, consider construction of a subsurface wall system to stabilise the site and minimise movement/land slip and the incursion of tree roots. Potential systems could include: – shoring behind the existing walls; and – a contiguous pile wall outside the existing walls—between the road and the depression range finder, and possibly also below the depression range finder.	
Hydraulics engineer. **Issue**: water in underground fortifications and walls of casemate.	• If drainage continues to be an issue following cleaning out of existing drains, engage a hydraulics engineer to: – investigate the existing drainage systems, including drainage into the existing water cisterns/tanks (one inside battery and one downhill from battery); and – if necessary, design a new drainage system to supplement the existing to redirect water away from the fortification walls.	**High** priority. Complete within 1–3 years. To keep water out of structures and prevent further damage.

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Item, image and significance	Description of works	Priority
Depression range finder		
Photographic record.	• Prior to undertaking repair and reconstruction works, photographically record the depression range finder—all elevations, floor and layout.	**High** priority. Complete within 1–3 years.
Fence Fence is of low significance. 	• Remove existing fence. • Provide a new steel fence or other safety barrier outside the existing structure. It must be freestanding and not fixed to the structure.	**High** priority. Complete within 1–3 years. Current fence has caused damage to structure.
Vegetation Grass is of low significance. (Fortification walls are of exceptional significance.) 	• Remove grass from around walls. • Poison and remove roots penetrating walls.	**High** priority. Complete within 1–3 years. Ongoing.
New subsurface walls and drainage to stabilise site New fabric—must be unobtrusive.	• If tree removal and root barriers have not been sufficient to stabilise site, construct new walls (eg below-ground contiguous pier walls) around the site of the depression range finder, as detailed by the structural engineer, to stabilise the site. The purpose of these walls is to remove pressure from the depression range finder walls. – The tops of the retaining walls should finish at ground level. – Provide drainage to the area between the new retaining walls and the depression range finder walls.	**High** priority. Complete within 1–3 years. To stabilise site and prevent further damage to significant structure.

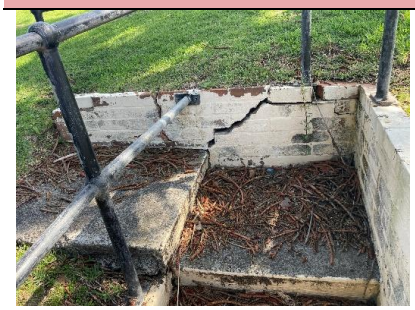
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Item, image and significance	Description of works	Priority
	– Fill and returf this area so that the depression range finder continues to be set into the ground.	
Concrete floor and steps of depression range finder Concrete floor and steps are original fabric and are of exceptional significance. 	• Remove all debris from depression range finder. • Conserve existing concrete floor and steps. • Investigate area around slate tread, which does not appear to be original. Retain in situ.	**High** priority. Complete within 1–3 years. Ongoing.
Grated drains Drain is original, of exceptional significance and important for removing water from site. Grates may not be original (age to be confirmed). However, grates were included over the drains in the original design. The hinged grates allow easy access to clean out drains. 	• Clean out all drains and ensure they are fully functional. • Investigate and map drainage system using industrial endoscope.	**High** priority. Complete within 1–3 years.

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Item, image and significance	Description of works	Priority
Concrete walls of depression range finder Walls are original fabric and of exceptional significance.   	• Remove loose pieces of concrete and cement patching. • Assess cracks and displacement. • Stitch cracks in concrete walls using HeliBars or similar and fill gaps with cement mortar as detailed by engineer. Finish should match surrounding wall finish (markings from timber boarded formwork). • Provide vertical control joints between concrete and brickwork where cracks exist. • Fill cracks in top edge of depression range finder with cement mortar; finish to match surrounding surfaces. • Patch top of concrete wall where balustrade removed with cement mortar. 	**High** priority. Complete within 1–3 years. To stabilise and conserve significant structure.
Brick walls on uphill side of depression range finder Red brickwork at top of stairs is not original and of low significance.	• Brickwork of top section of wall appears to be single-skin only and inadequate to retain the embankment above it.	**High** priority. Complete within 1–3 years.

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Item, image and significance	Description of works	Priority
	• Rebuild damaged brickwork at top of stairs: – Ensure new brickwork is bonded into existing brickwork. – Incorporate strengthening elements as detailed by engineer (eg second skin of brickwork). – Include subsurface drainage and weep holes or drainage holes in wall.	To stabilise structure.
Brick walls between shaft and depression range finder Brick walls are original and of exceptional significance. 	• With the exception of the top courses, brickwork appears to be original. Salvage original bricks from collapsing walls. • Rebuild brick walls as detailed by structural engineer: – Re-use original bricks for the exposed front face of the walls. – Note that face brickwork is currently laid in stretcher bond. If stretcher bond is to be retained, include ties to bond inner and outer brick skins together. – New bricks may be used for concealed brickwork and to complete the top of the walls. – Include wall strengthening or external piers as detailed by engineer. – Include weep holes or drainage holes to prevent build-up of water behind walls. • Provide subsurface drainage behind walls as detailed by hydraulics engineer. • Remove steel braces once repairs are complete, and make good, but only if drainage and strengthening of walls have been undertaken.	**High** priority. Complete within 1–3 years. To stabilise and conserve significant structure.

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Item, image and significance	Description of works	Priority
	 	
Access shaft from underground fortifications Shaft is original and of exceptional significance. Recent brickwork at top of shaft is of low significance. 	• Remove section of non-original brickwork and concrete slab from top of shaft. • Investigate condition of original brickwork below. Point up open joints using cement mortar to match original. • Rebuild top of shaft, ensuring that brickwork aligns with walls below. Provide new roof.	**High** priority. Complete within 1–3 years. To stabilise and conserve significant structure.

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Item, image and significance	Description of works	Priority
Handrails inside depression range finder Steel handrails are original and of exceptional significance. 	• Retain existing handrails. • Treat handrails with rust inhibitor, prepare and paint.	**Medium** priority. Complete within 3–5 years. To conserve significant fabric.
Stone pillar Stone pillar appears to be early and of exceptional significance. 	• Retain and conserve pillar.	**Medium** priority. Complete within 3–5 years. Ongoing.
Timber door frames Timber door frames are modern fabric and of low significance. They assist in interpreting the depression range finder. 	• Retain existing timber door frames. • Repair as necessary. • Prepare and paint.	**Medium** priority. Complete within 3–5 years.

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Item, image and significance	Description of works	Priority
Metal ventilation panel to shaft Metal panel is intrusive. 	• Remove existing panel and frame. • Replace with new louvred panel in same location; size to match existing.	**High** priority. Complete within 1–3 years. Work to be undertaken in conjunction with work to access shaft.
Battery—generally		
Debris	• Remove all loose gravel and other debris from floor of battery.	**High** priority. Complete within 1–3 years. Ongoing.
Concrete paving Early concrete paving is of exceptional significance. 	• Retain and conserve concrete paving to battery. 	**High** priority. Complete within 1–3 years. Ongoing.
Asphalt paving Asphalt is of moderate significance.	• Retain and conserve asphalt paving. • Patch repair asphalt with asphalt.	**High** priority. Complete within 1–3 years. Ongoing.

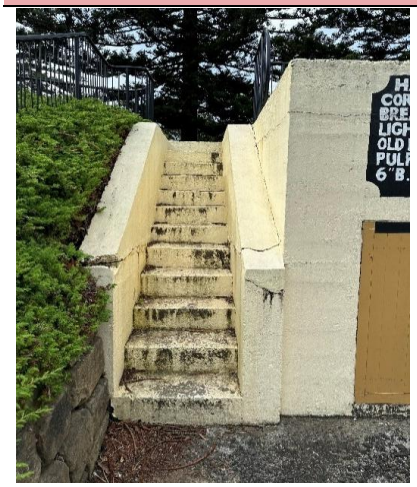
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Item, image and significance	Description of works	Priority
 Decayed asphalt adjacent to brick drain and concrete ramp down to underground magazine.		To reduce decay around drain.
Drains and cistern (tank) Underground cistern (tank) is of high significance. Brick drains are of high significance. Steel grates may not all be original (age to be confirmed), but grates over drains are a significant component of the original design.  Brick drains.  Cistern (tank).	• Clean out all drains and ensure that they are fully functional. • Investigate and map existing drainage system using industrial endoscope. • Check falls of drains to drainage pits. • Make good asphalt and concrete around drains to ensure there are no washouts or hollows to hold water. • Ensure all pits have steel grates over them. • Check over brick drains and reset bricks that have lifted or are creating a trip hazard. • Retain and conserve water cistern located under battery paving. Retain existing metal lid. • Investigate condition of cistern and check that it is not leaking.  Drainage pit with hinged grate.	**High** priority. Complete within 1–3 years. Ongoing. To maintain proper drainage around the fort.

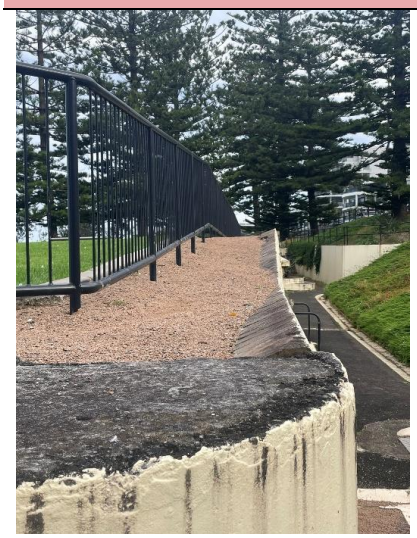
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Item, image and significance	Description of works	Priority
New supplementary drainage New work.	• If found to be necessary following investigations of existing site drainage, undertake supplementary drainage works to redirect water away from fortifications. This is most likely needed around the eastern side of the bombproof shelter.	**Medium** priority. Complete within 3–5 years. Undertake with other site drainage works.
Concrete ramps Concrete ramp down to underground magazine is early and of exceptional significance. Concrete ramp up to Nordenfelt gun is also early and of exceptional significance. 	• Retain and conserve concrete ramp down to underground magazine. • Retain ramp up to Nordenfelt gun. • Ramp may be replaced if necessary to meet other requirements. • If ramp is to be retained, reinstate balustrade to ramp up to Nordenfelt gun.	**Medium** priority. Complete within 3–5 years. Balustrade is for safety.
Concrete steps and banquette Banquette is of exceptional significance. 	• Retain and conserve banquette. • Retain and conserve concrete steps.	**Medium** priority. Complete within 3–5 years. Ongoing.
Concrete walls Early concrete walls of fortifications, which exhibit clear bands from their construction, are of exceptional significance.	• Retain and conserve concrete walls. • Remove loose pieces of concrete and cement patching. • Assess cracks and displacement adjacent to northern and southern stairs and in wall around Nordenfelt gun.	**High** priority. Complete within 1–3 years. To conserve significant fabric.

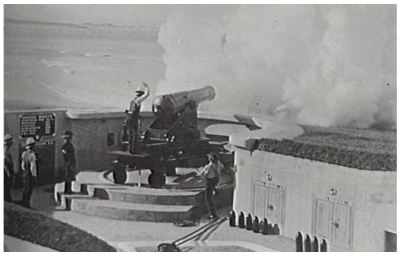
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Item, image and significance	Description of works	Priority
	• Stitch cracks in concrete walls as detailed by engineer (eg using HeliBars or similar and fill gaps with cement mortar). • Provide vertical control joints between concrete and brickwork where substantial cracks exist.	
Brick walls Brick walls of fortifications are of exceptional significance.  Vegetation in joints above bombproof shelter.  Displaced brickwork above banquette.	• Poison and remove all vegetation growing in brickwork. • Assess cracks and displacement in brick walls above concrete. • Generally, retain and conserve brickwork in situ. • Investigate construction of wall and condition of brickwork. • Undertake stitch repairs or install anchors as detailed by structural engineer. • Only rebuild brick walls where stitching is not a viable option. Rebuilding is to be as detailed by structural engineer and may include the following: – Copy existing bonding pattern and raked detail to top of wall. – Re-use original bricks for the exposed front face of the walls. – New bricks may be used for concealed brickwork and to complete the top of the walls. – Include wall strengthening or external piers as detailed by engineer. – Include weep holes or drainage holes to prevent build-up of water behind walls.	**High** priority—remove weeds, point up joints and monitor movement. Complete within 1–3 years. **Medium** priority—undertake repair and stabilisation works. Complete within 3–5 years. To conserve significant fabric and prevent further damage.

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Item, image and significance	Description of works	Priority
 Raked top to brick wall.	• Provide subsurface drainage behind walls as detailed by hydraulics engineer. • Replace damaged bricks to top of wall.  Cracks at junction between brickwork and concrete.	
Timber doors to shell recesses Timber doors to shell recesses are not original, but have been made to replicate the original doors. They are of moderate significance.  Broken top rail to doors.	• Fill gaps around edges of frames with mortar. • Repair timber doors, by replacing broken or decayed elements such as rails or stiles. • For longer-term solution, replace doors in hardwood—detail to match existing. • Prepare and paint doors and frames. 	**High** priority. Complete within 1–3 years.
Metalwork Early iron fixings are of exceptional significance. Replica fixings are of moderate significance.	• Clean back ironwork and steelwork fixed to walls to clean, bright surface. • Treat with rust inhibitor. • Prepare and paint.	**Medium** priority. Complete within 3–5 years. To conserve significant fabric and minimise corrosion.

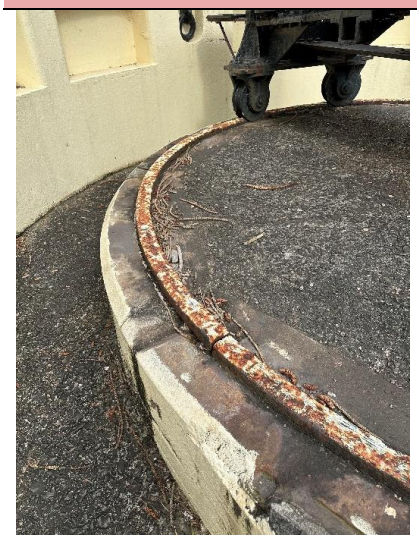
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Item, image and significance	Description of works	Priority
		
Paintwork and signage Existing painted signage replicates early signage and is of moderate significance. 	• Conserve existing painted signage. • Do not paint over or repaint signage. • Prepare and paint walls. 	**Medium** priority. Complete within 3–5 years. To be undertaken with other repairs to brick and concrete walls.
Aprons to gun emplacements Aprons to gun emplacements are of exceptional significance.  	• Reconstruct moulded aprons to the top of the walls surrounding the two large gun emplacements. Detail of apron to match original drawings and detail of apron around disappearing gun emplacement at Flagstaff Hill.  Apron around Flagstaff Hill disappearing gun emplacement—for matching reference.	**Medium** priority. Complete within 3–5 years. To be undertaken with other repairs to brick and concrete walls.

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Item, image and significance	Description of works	Priority
Gun emplacements		
Guns and gun carriages Guns and carriages are of exceptional significance.  	• Carefully remove fixings and lift guns out of gun carriages using a soft sling. Refer to methodology provided by OHM consultants in Appendix C. • Take guns to workshop for cleaning, rust removal, rust treatment and repainting as specified, in black. • Once works are complete and carriages have been repaired, return guns to carriages and reinstate on site. • Provide a new tompion to detail for each gun to prevent water entry. Prepare and paint in black.	**High** priority. Complete within 1–3 years. To conserve significant fabric and to reduce risk of cuts to visitors.
Raised concrete plinths Raised concrete plinths are original and of exceptional significance. 	• Retain and conserve concrete plinths to gun emplacements. • Point up cracks in plinth. • Remove debris from drains in surface of plinth and ensure they are functional.	**High** priority. Complete within 1–3 years. Undertake works at same time as repairs to guns and carriages.
Stone ring to plinths Stone capping is of exceptional significance.	• Retain and conserve stone edges to plinths. • Remove debris from drains and ensure they are functional. • Remove loose and decayed stone debris using a soft bristle brush. • Check over joints and cracks in stones.	**High** priority. Complete within 1–3 years. Undertake works at same time as repairs to guns.

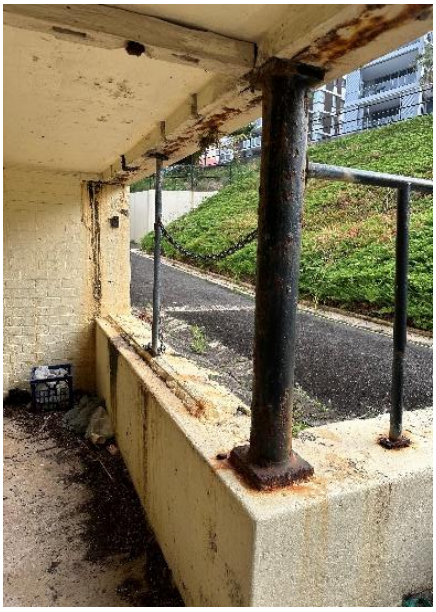
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Item, image and significance	Description of works	Priority
	• Check over previous patch repairs. Remove loose patching material. • Point up open joints with lime compo mortar. Do not widen joints. • Patch repair stones only where there is a recess in the top of the stone to hold water—greater than 5mm deep. 	
Steel rails for guns Steel rails supporting guns are of exceptional significance. 	• Clean rails back to clean, bright metal. • Treat rails with rust converter.	**High** priority. Complete within 1–3 years. Undertake works at same time as repairs to guns.

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Item, image and significance	Description of works	Priority
Timber deck under Nordenfelt gun Timber deck is not original and is of low significance, although the iron straps and bolts securing the timbers are of moderate significance. 	• Remove debris and check over timber deck. • Replace decayed timbers. • Oil deck to extend its life. • Clean back metalwork to bright surface. • Treat with rust inhibitor.	**High** priority. Complete within 1–3 years. Undertake works at same time as repairs to guns.
Bombproof shelter		
Concrete floor Floor and steps of bombproof shelter are of exceptional significance. 	• Retain and conserve existing concrete floor and steps, including finish. • Remove debris from space and clean out drainage channels.	**Medium** priority. Complete within 3–5 years. Ongoing.
Brick and concrete walls Walls of bombproof shelter are of exceptional significance.	• Retain and conserve existing brick walls surrounding space. • Retain and conserve concrete retaining wall along western edge of space. • Investigate source of water in northeastern corner of space. • If required, implement supplementary drainage works to redirect water away from walls—refer to above schedule for preliminary investigations and supplementary drainage works.	**High** priority—investigation of water entry. Complete within 1–3 years. Conservation ongoing.

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Item, image and significance	Description of works	Priority
	• Remove peeling paint. Prepare and paint walls.	
Concrete roof Roof of bombproof shelter is of exceptional significance. Evidence of former structure in southern half of casemate is of high significance. 	• Retain and conserve existing concrete roof. • Retain timber plate fixed to underside of roof and evidence of timbers embedded in concrete at southern end of space. • Remove peeling paint and spalling concrete from ceiling. • Clean any exposed reinforcement and treat with rust inhibitor. • Remove peeling paint. Prepare and paint ceiling.	**High** priority. Complete within 1–3 years.
Original steel columns, beam and handrails Beam is original and of exceptional significance. Large diameter steel columns are original and of exceptional significance. Handrails are of exceptional significance. 	• Clean steelwork back to clean, bright surface. • Treat with rust inhibitor. • Prepare and paint. 	**High** priority. Complete within 1–3 years. To conserve original fabric and maintain structural integrity.

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Item, image and significance	Description of works	Priority
		
Galvanised steel columns and chains Small diameter columns and chains are late twentieth-century and of low significance.	• Investigate structural integrity of steel columns and temporary prop supports. • Repair broken chain at southern end of space. • Clean steelwork back to clean, bright surface. • Treat with rust inhibitor. • Prepare and paint.	**Medium** priority. Complete within 3–5 years.
Entrance to underground magazine		
Brickwork Brickwork above entry is of exceptional significance.	• Retain and conserve brickwork, including arch detail over door. • Check over joints at top of wall and point up any open joints with compo mortar.	**Medium** priority. Complete within 3–5 years. Undertake works at same time as other brick repairs to fortification.
Steel doors Steel doors appear to be early and of exceptional significance.	• Retain and conserve steel doors. • Ease doors and ensure they are in full working order.	**High** priority. Complete within 1–3 years.

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Item, image and significance	Description of works	Priority
	• Clean back metal to clean, bright finish. • Treat with rust inhibitor. • Prepare and paint.	To conserve significant fabric.
Louvred vent above doors Brick opening for vent is original and of exceptional significance. Louvred vent appears to have been replaced.	• Retain and conserve louvred vent. • Clean back metal to clean, bright finish. • Treat with rust inhibitor. • Prepare and paint.	**High** priority. Complete within 1–3 years.
Landscape elements		
Steel fence Steel fence is modern and of low significance. 	• Retain existing fence until it is determined to replace it (refer to Section 6—Conservation policies). • Touch up paintwork on fence as needed.	**Medium** priority. Complete within 3–5 years.
Gravel Gravel is of low significance. 	• Retain but manage gravel so that it does not constantly fall into battery.	**Medium** priority. Complete within 3–5 years. Ongoing.

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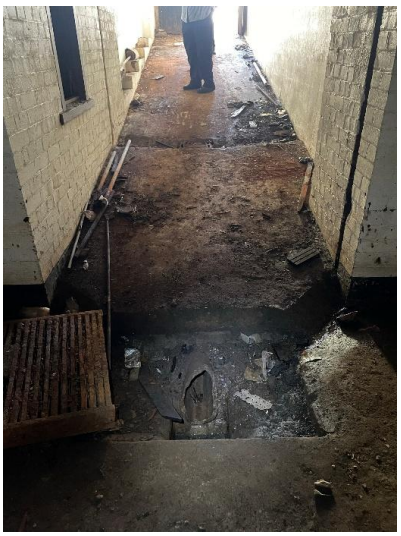
4.5 Schedule 5: Internal conservation works

Item, image and significance	Description of works	Priority
Generally Significance of stored elements to be assessed. Steel elements may not be of significance, but need to be reviewed by a specialist in armaments. Timber joinery elements (doors, frames, architraves) are original and of exceptional significance.  Steel shutters and grates.  Steel panels.	• Remove all rubbish and debris from interior of the complex. • Check through stored metalwork with heritage consultant with expertise in fortification hardware and armaments. This includes large steel plates, shutters, brackets and grates, all of which appear to belong to the fortification complex. – Remove items that are clearly modern and do not belong to the fortifications. – Salvage all other items, brush off surface corrosion and remove areas of friable corrosion. Treat with rust inhibitor. – Record, label and inventory items and, if possible, identify their original functions and locations. – Store items off the floor (on palette) and manage items in accordance with conservation policy for movable heritage—until detailed investigations can identify their original use, heritage significance, future viability and interpretation potential. • Check over stored timber items that appear to belong to the fortification complex (eg door frames, panel door leaves including replica doors, timbers with tenons, mortices or rebates). – Salvage, inventory and store items for future/potential reinstatement. • Remove loose bricks and pile of loose timbers. • Undertake hazardous materials investigation. • Investigate mould treatment options that will not impact original surfaces eg UV-C light.	**High** priority. Complete within 1–3 years. To conserve significant elements to enable their future reinstatement where appropriate.

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Item, image and significance	Description of works	Priority
 Metal brackets.	 Timber door frames and doors.  Timber framing.	
Concrete floor Concrete floor is original and of exceptional significance. 	• Retain and conserve existing finish to concrete floor. • Conserve painted black line around edge of floor. • Conserve painted skirting. • Remove all loose friable material from surface of concrete floor. • If there is a concern regarding trip hazards, insert a thin, loose fit piece of sheet material (eg ply or fibrous cement sheet) into hollow in floor to bring it up to level with finished floor surface.	**Medium** priority. Complete within 3–5 years. Ongoing.

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Item, image and significance	Description of works	Priority
		
Drains and grated sumps Drains formed in concrete floor are original and of exceptional significance. Grates may not be original (age to be confirmed). However, grates were included over the drains in the original design. The hinged grates allow easy access to clean out drains.  Pit with grate.	• Clear all floor drains of debris. • Conserve open channels and dish drains. • Clean out all drainage pits and sumps. • Clean existing grates and treat with rust inhibitor. • If grates are too fragile, provide new steel grates to pits/sumps. Grates are to match existing and are to be removable to enable cleaning.  Dish drain.  Channel drain.	**High** priority. Complete within 1–3 years. Maintenance of drains will be ongoing.
Drainage pipes	• Investigate drainage system from underground complex (using industrial endoscope). Map drainage pipes and outlets.	**High** priority. Complete within 1–3 years.

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Item, image and significance	Description of works	Priority
	• Clear all pipes of roots and debris and ensure drains are functional. • Replace broken pipes to ensure system is complete.	Maintenance of pipes will be ongoing.
Concrete walls Concrete walls, which exhibit banding from construction, are original and of exceptional significance. 	• Conserve evidence of formwork used to build walls. • Brush walls with soft bristle brush to remove loose material—flaking paint, decaying surface or delamination. Collect debris and remove from site. • Be careful to conserve remnant painted signage and painted skirting details. • Remove peeling acrylic paint layers. • Retain and conserve limewash finish. • Remove mould using approved materials and methodology. Avoid using bleach. If vinegar is used, gently spray onto surface and dab off. Avoid rubbing surface as this will remove limewash. Avoid contact with metals.	**Medium** priority. Complete within 3–5 years. Mould removal will be ongoing. For conservation of original fabric, but also for health and safety of visitors and staff.
Brick walls and cornerstones Brick walls and cornerstones are original and of exceptional significance. 	• Brush walls with soft bristle brush to remove loose material—flaking paint, decaying surface of bricks and mortar. Collect debris and remove from site. • Be careful to conserve remnant painted signage and painted skirting detail. • Retain and conserve metal fixings. • Retain and conserve shadows left by former shelving, frames, and so on. • Remove peeling or bubbling acrylic paint layers. • Retain and conserve limewash finish. • Retain and conserve unpainted brickwork. • Conserve corner stones in unpainted state. • Remove mould using approved materials and methodology. Avoid using bleach. If vinegar is used, gently spray onto surface and dab off. Avoid rubbing surface as this will remove limewash. Avoid contact with metals.	**Medium** priority. Complete within 3–5 years. Mould removal will be ongoing. For conservation of original fabric, but also for health and safety of visitors and staff.

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Item, image and significance	Description of works	Priority
 Shadow left by shutter framing to opening from cartridge store.	• Do not block wall cavities—doing so contributes to the lack of ventilation of the underground spaces.  Cavity in brickwork.	
Access shaft to depression range finder Shaft is of exceptional significance. Ladder is of exceptional significance. 	• Retain remnant limewash on walls. • Retain and conserve metal ladder in situ. • Retain and conserve shadow of frame above opening to shaft. • Replace ventilation fan when needed.  Shadow of frame.	**Medium** priority. Complete within 3–5 years. Ongoing.
Lamp niches Lamp niches are of exceptional significance.	• Conserve all lamp niches in situ, including ventilation pipes and openings in wall (above and to each side of each niche). • Conserve metal frames and lamp housings.	**Medium** priority. Complete within 3–5 years. Ongoing.

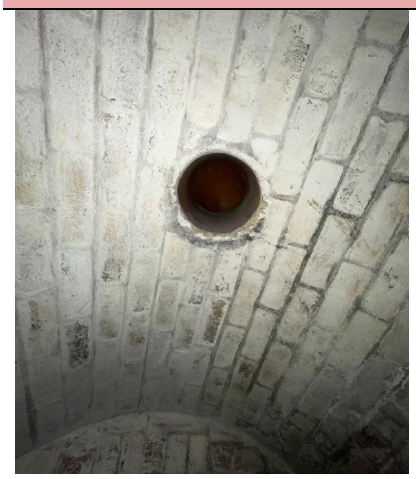
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Item, image and significance	Description of works	Priority
 Framed lamp niche with ventilation holes on each side and at top of niche.	• Conserve lamp housing in the shelf of each niche. • Conserve all evidence of the framing for fireproof glass enclosures to the lamps.  Lamp housing.	
Concrete ceiling Concrete ceiling is original and of exceptional significance. 	• Brush ceilings with soft bristle brush to remove loose material—flaking paint, decaying surface of bricks and mortar. Collect debris and remove from site. • Remove peeling acrylic paint layers. • Retain and conserve limewash finish. • Remove mould using approved materials and methodology. Avoid using bleach. If vinegar is used, gently spray onto surface and dab off. Avoid rubbing surface as this will remove limewash. Avoid contact with metals.	**Medium** priority. Complete within 3–5 years. Mould removal will be ongoing. For conservation of original fabric, but also for health and safety of visitors and staff.
Brick vaulted ceilings Brick vaulted ceiling is original and of exceptional significance.	• Brush ceilings with soft bristle brush to remove loose material—flaking paint, decaying surface of bricks and mortar. Collect debris and remove from site. • Remove peeling acrylic paint layers. • Retain and conserve limewash finish. • Remove mould using approved materials and methodology. Avoid using bleach. If vinegar is used, gently spray onto surface and dab	**Medium** priority. Complete within 3–5 years. Mould removal will be ongoing. For conservation of original

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Item, image and significance	Description of works	Priority
	off. Avoid rubbing surface as this will remove limewash. Avoid contact with metals.	fabric, but also for health and safety of visitors and staff.
Iron rails/beams in ceiling Ceiling beams are original and of exceptional significance. 	• Carefully remove any loose and spalling concrete from around iron rails. • Remove any loose rusted material from surface of rails. • Investigate structural integrity of iron rails and concrete around them. • Clean and treat with rust inhibitor.	**High** priority. Complete within 1–3 years. For integrity and stability of structure.
Ceiling vents Ventilation system is of exceptional significance. Individual ceiling vent outlets may be original or may have been replaced.	• Retain existing ceiling vents in situ. • Investigate and map reticulation of ventilation system using industrial endoscope. • Investigate materials used for construction of ventilation pipework. • It is possible vent pipes have been impacted by tree growing over top of fortifications. • Clear blocked vent pipes to ensure ventilation systems is working. • Replace broken vent pipes.	**High** priority. Complete within 1–3 years. For air quality in underground fortifications.

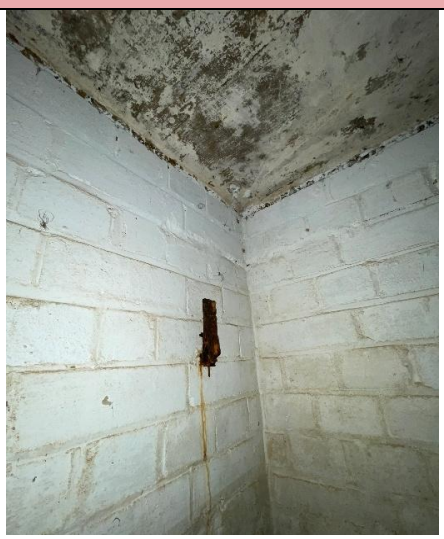
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Item, image and significance	Description of works	Priority
		
Internal window and doors Timber lintels and timber window and door frames are original and of exceptional significance. Timber door to ammunition store is a replica of the original door. It is of moderate significance. Window shutters are not original and are of low significance.  Door frame.	• Retain and conserve brick arched heads and rendered sills to openings. • Retain and conserve all timber window and door frames in situ. • Retain and conserve timber lintels in situ. • Retain window shutters and replica door in situ. • Retain all surviving window and door hardware in situ. • Clean and treat all surviving metalwork with rust inhibitor. • Retain and conserve all evidence of hardware where doors have been removed. • Where frames are missing, retain all evidence of where timber frames were originally fitted.	**Medium** priority. Complete within 3–5 years. Ongoing.

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Item, image and significance	Description of works	Priority
 Replica panel door.  Window shutters.	 Timber frame showing evidence of hinges.  Timber lintel.	
Metal fixtures and fittings All original iron and steel fixtures are of exceptional significance.	• Conserve all metal fixtures and fittings in situ. • Clean and treat all metalwork with rust inhibitor.	**Medium** priority. Complete within 3–5 years. Ongoing.

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Item, image and significance	Description of works	Priority
 Ladder and fixings in shaft.	 Bracket.	
Electrical services and lighting Electrical circuitry and fixtures are of low significance. 	• Review condition of existing electrical conduits, power outlets and lighting. • Review condition of fan in access shaft to depression range finder. • Remove all items that are not safe. 	**High** priority. Complete within 1–3 years. For safety.
Equipment for cleaning and loading of guns and flagpole Items are replicas and of moderate significance.	• Retain and conserve all replica equipment for cleaning and loading of guns in situ. • Flagpole may be retained in situ.	**Medium** priority. Complete within 3–5 years. Ongoing.

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Item, image and significance	Description of works	Priority
		

4.6 Schedule 6: Internal refurbishment works to enable ongoing compatible use

This schedule of works assumes that works outlined in schedules 4 and 5 have been completed and that works outlined in schedule 6 will be undertaken within three to five years of the schedules 4 and 5 works.

This schedule also assumes that ventilation and drainage are key to making the place healthier and safer for ongoing compatible use, occupation or public visitation.

Item and significance	Description of works	Priority
Waterproofing, drainage works		
Fill over and waterproofing of underground fortifications Fill was placed following opening up of site to expose fortifications. Fill material is not significant.	• Remove tree from over fortifications. • Under an archaeological watching brief, remove the fill from over the top of and around the underground fortifications. Retain fill on site for reinstatement on completion of drainage and waterproofing works. • Inspect damage to fortifications, drainage and ventilation system from tree roots. • Inspect existing waterproofing of structure to assess its condition. Retain and conserve existing waterproofing in situ (anticipated to be asphalt). • Provide a new waterproofing system over the top of the roof of the structure and around all the walls. • Following installation of new drainage and repairs to ventilation system, reinstate fill and grass over the top of the fortifications.	**High** priority. Complete within 1–3 years. Undertake works in conjunction with tree removal.
Drainage	• Investigate existing drainage around the underground fortifications.	**High** priority. Complete within 1–3 years.

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Item and significance	Description of works	Priority
Original drainage system is of high significance.	• Undertake necessary repairs to drainage pipes. • Provide new supplementary drainage as required to remove water from area of underground fortifications. • Connect new drains to existing drainage system.	Undertake works in conjunction with tree removal.
Ventilation		
Ventilation Original ventilation system is of high significance.	• While underground fortifications are uncovered, investigate remains of original ventilation system. • Undertake necessary repairs to ventilation pipework. • Provide new fan to top of access shaft to former depression range finder.	**High** priority. Complete within 1–3 years. Undertake works in conjunction with tree removal.
Interior works		
Concrete floor, ramps and steps Fortification floor, ramp and steps are of exceptional significance.	• Conserve existing floor finish. • Fill hollows in floor where there is a trip hazard with cement; finish to match original floor finish. • Provide safety strips if needed to steps and low lintels.	**Low** priority. Complete within 5–10 years. To minimise trip hazards.
Dish drains Floor drains are of exceptional significance.	• Conserve all original floor drains. • Ensure drainage system is clear and functional.	**High** priority. Complete within 1–3 years. Ongoing.
Grated pits/sumps Grates are of low significance.	• Retain grates over drainage pits—installed as part of schedule 5 works. • Treat grates with rust inhibitor.	**Medium** priority. Complete within 3–5 years.
Wall finish Acrylic paint is recent and intrusive. Limewash is original and of high significance. Unpainted brickwork and concrete is of exceptional significance.	• Treat mould. • Remove any acrylic paint. • Investigate paint layers to confirm original paint scheme, including whether walls were painted at all. • Limewash walls that were originally limewashed. • Do not limewash walls that were not limewashed previously.	**Medium** priority. Complete within 3–5 years. Ongoing.
Ceiling finish Acrylic paint is recent and intrusive.	• Fill cracks with lime plaster. • Treat mould. • Remove any acrylic paint.	**Medium** priority. Complete within 3–5 years.

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Item and significance	Description of works	Priority
Limewash is original and of high significance.	• Limewash ceiling.	Ongoing.
Painted signage Faded early signage is original and of exceptional significance. Repainted signage is of high significance.	• Conserve historical signage where it exists, including ghost signage. • Do not paint over or repaint signage.	**Medium** priority. Complete within 3–5 years. Ongoing.
Internal timber doors and windows Original timber door and window joinery is of exceptional significance.	• Conserve surviving internal timber doors and windows, including their frames, in situ.	**Medium** priority. Complete within 3–5 years. Ongoing.
Lamp niches and associated ventilation holes Lamp niches and associated ventilation holes are of exceptional significance.	• Conserve lamp niches and associated ventilation holes as noted in schedule 5 works.	**Medium** priority. Complete within 3–5 years. Ongoing.
Iron and steel fixtures and fixings Original iron and steel fixtures and fixings are of exceptional significance.	• Clean back ironwork to clean, bright finish. • Treat with rust inhibitor.	**Medium** priority. Complete within 3–5 years. Ongoing.
Ceiling and wall vents Vents are of exceptional significance.	• Retain and clean out original ventilation pipes.	**Medium** priority. Complete within 3–5 years. Ongoing.
Shaft to former depression range finder Shaft is of exceptional significance.	• The ladder is not safe. • Provide barrier across entrance to shaft to prevent entry. Barrier should not block view of shaft.	**Medium** priority. Complete within 3–5 years. Ongoing.
Lighting and power Electrical services are of low significance.	• Install or upgrade lighting and power to enable ongoing compatible use, occupation or public visitation of the underground spaces. • All conduits are to be surface-mounted and laid out to minimise their physical and visual impact on the spaces.	**Low** priority. Complete within 5–10 years. To facilitate visitation.

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Item and significance	Description of works	Priority
	• Provide 2 double general power outlets (GPOs) in the underground magazine complex only.	
Interpretation		
Interpretation strategy	• Develop and implement interpretation strategy for the site and precinct in accordance with conservation policy for heritage interpretation. • Provide interpretation signage (including QR codes) or similar to explain history and use of the guns and above-ground structures. Include interpretation for: – each gun; – depression range finder; and – bombproof shelter. • Provide interpretation signage (including QR codes) or similar to explain the history, use and layout of the underground structures. Include interpretation for: – layout of underground magazine; and – storage and handling of ammunition within the fort. • Provide interpretation that links the fortifications at this site to the fortifications at Flagstaff Hill.	**High** priority—development of interpretation strategy. Complete within 1–3 years. **Medium** priority—implementation of interpretation strategy. Complete within 3–5 years. To promote visitation and aid understanding of the site.

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Maintenance plan

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5 Maintenance plan

The following table provides guidelines for cyclical maintenance and inspections. It is based on the inspection schedule included in the NSW Heritage Office (now Heritage NSW) document titled *The Maintenance of Heritage Assets: A Practical Guide* (1998).

Table 5.1 Maintenance tasks and intervals.

Type	Maintenance task	Interval (regularity)
Landscape—mowing	As per Council's usual landscape maintenance schedule.	Weekly in summer and three-weekly in winter.
Landscape—weeds	Remove weeds from joints and drains.	Weekly in summer and three-weekly in winter.
Landscape—tree roots	Monitor growth and intrusion into area around historical structures.	Annually.
Landscape—hard paving	Weed bricks, clear gravel and debris.	Monthly and after storms.
Landscape—gravel surfaces	Weed monthly; rake back into place. Monitor for washouts.	Monthly and after storms.
Surface drains	Check condition of subsurface drains with CCTV.	Biannually.
Surface drains and sumps	Clear surface drains and sumps. Remove gravel, vegetation and other debris.	Monthly and after storms.
Subsurface pipes	Clear subsurface pipes with electric eel.	Biannually or more frequently if underground fortifications begin to hold water.
Smiths Hill Fort around underground fortifications and depression range finder Flagstaff Hill Fort above shafts to former observation post and depression range finder	Monitor subsidence.	Annually. If there is movement, monitor quarterly.
Metal artefacts	Monitor for evidence of corrosion.	Monitor annually. Clean and treat with rust inhibitor where recommended every 5 years, paint every 5 years.
Masonry walls, ceilings	Check for evidence of salt decay. Remove salty material from site.	Monitor annually.

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Type	Maintenance task	Interval (regularity)
Masonry walls, ceilings	Monitor cracks, using tell-tales.	Annually. If there is movement, monitor quarterly.
Masonry walls—Smiths Hill Fort	Monitor wall displacement, using tell-tales.	Annually for Smiths Hill Fort casemate. Every 3 months for Smiths Hill Fort depression range finder walls.
Mould	Demould underground structures. Treat as necessary.	Monitor every 6 months.
Painted surfaces	Repaint to match existing.	Every 7–10 years externally. Review condition every 15–20 years internally.

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Appendices

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6 Appendices

Appendix A

DTS, Flagstaff Hill: Structural Assessment Report, report prepared for Wollongong City Council, 5 June 2024

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FLAGSTAFF HILL - STRUCTURAL ASSESSMENT REPORT

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Executive Summary

The purpose of this commission is to review the current state of the historical Flagstaff Hill fort and assess the current condition and performance of the existing construction along with any high-level recommendations for remediation to reinstate defective structural elements to protect and serve the facility function in the short-term period.

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1.1 Attachments:

1. High Level Defect Mapping
2. Flagstaff Hill -Wollongong site plan – P116/5-2
3. Flagstaff Hill -Wollongong Plan of Existing underground Fortification site plan – P116/9

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2 Introduction

DTS was engaged on the 30th of May 2024 by councils internal city strategy and heritage divisions to undertake a visual structural assessment of the Flagstaff Hill Fort.

The inspection will comprise of a visual walkthrough, recording defects together with photographs of the damage observed, all to be outlined and discussed in this Structural Assessment Report, and issued to councils internal city strategy and heritage divisions for their review and consideration.



Figure 1: Site location

3 Purpose and Scope

The purpose of this report is to convey high-level analysis and recommendations drawn from an initial structural inspection and assessment completed by councils internal engineers. Our aim of the investigation was to establish any high-risk structural defects and review the performance of the original construction of the fort. Where possible, we have also commented on the expected cause of inspected deterioration.

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Our scope does not include, and no effort will be made to undertake structural analysis to assess the capacity and integrity of the main structural elements of the building structures other than to report any obvious deficiencies observed.

4 General

We understand that the intent of this structural assessment is to inform councils internal city strategy and heritage divisions on the current condition and to inform what, if any, potential the structure has for future usage by council and the community.

5 Report Qualifications

- This report has been prepared for councils internal city strategy and heritage divisions, and should not be relied upon by any third party. No responsibility is undertaken to any third party in the use of this report.
- There has been no detailed assessment, this report predominantly relies on a visual inspection of the areas of the facility accessed and observed from safe areas.
- We do not claim to have discovered or seen every hidden defect in existence on the roof. Furthermore, the determination of proposed remediation should be considered indicative only and aided by ongoing, routine inspections that will guide the Strategic Asset Facilities Management team.
- Generally, DTS will not be aware of the long-term planned use of the asset and will form recommendations based on a continuation of the existing use of the asset as is, unless specifically requested to do otherwise.
- The services undertaken by DTS in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report. The opinions, conclusions and any recommendations in this report are based on the site conditions encountered and information reviewed at the date of preparation of the assessment report.
- Site conditions at other parts of the structure may be different from the site conditions found at the specific location investigated. Investigations undertaken and options offered in respect of this report are constrained by the site conditions, such as the structural facility condition including the services. As a result, not all relevant site features and conditions may have been identified in this report.
- This report does not reference or explore any access/egress requirements to the NCC and Australian standards and has been completed purely as a structural assessment.

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6 General Background to the Facility

- The flagstaff hill fort was built circa 1890-1891 and consists of brick and reinforced concrete construction. The fort appears to be founded on rock and set into the headland, it is unknown how much cut and fill was used in the construction of the fort. Much of the construction is unknown as no Work as Executed or Design drawings were locatable.
- We note that the facility is located in an aggressive coastal environment and the facility and roof will be exposed to extreme prevailing weather conditions.

7 Building Construction

- The roof construction comprises of a reinforced concrete slab clear spanning across the room spaces in the order of 5 .0 m, these slabs are supported each side of the rooms by brickwork walls set out on a regular grid system.
- The facility roof drainage appears unique as it features cast in-situ cast-iron pipes that are arranged on a regular grid system.
- The roof has cast in steel members, at the entrance to branch off tunnels from the main central tunnel .The design behind this cast in member in unknown, however possible reasons could be to facilitate a large sliding door, for formwork to be built off or as a joint.
- It should be recognized that some 100 years ago concrete quality in an aggressive environment such as this location was generally not recognized and special precautions were not normally taken as they are today, such as increased cement content and extra rebar cover.
- Concrete visibly contained oversized and ungraded aggregate within
- Walls were either brick or reinforced concrete type construction, with seemingly varied thickness dependent on location withing the structure
- Walls height varied from 2m – 3m
- The flooring was reinforced concrete slab, expected to be founded on rock, however this has not been confirmed. The concrete slabs in the shell storage room has evidence of a set in flooring of unknown material at one point in history, shown by a grid pattern
- Floors have cast in drainage channels, and drainage sumps leading to and underfloor drainage network

8 Existing Documents

- Prior to the investigation we sought to review work as executed drawings, and specifications so that clues to the facility and roof deterioration may be revealed. Unfortunately, these records are minimal.
- In addition, at the time of writing this report there are no existing facility roof maintenance reports available to understand the general history of this concrete roof

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particularly the roof leak that has occurred and the order roof deterioration that may have occurred.

9 List of Documents Provided

> Flagstaff Hill -Wollongong site plan – P116/5-2
> Flagstaff Hill -Wollongong Plan of Existing underground Fortification site plan – P116/9

10 Building Inspection

An inspection was undertaken on 31st May 2024 by Ben Hogendyk and Emil Toussis from Wollongong City Councils Design and Technical Services division.

The inspection comprised of a walkthrough visual inspection inside and outside Flagstaff Hill subject to availability of safe and reasonable access on the day of the inspection. No destructive testing or other quantitative investigations were completed.

Inspected areas are as follows:

- General walkthrough inside the fort facility inspecting the structural concrete and brick elements.
- General walkthrough outside the fort inspecting the condition above the underground facility.
- At the time of inspection, structural did not have access to the central cannon pit

11 Observations

Generally, the entire structure presented well for its age, no major deformation or structural damage could be seen that would warrant large scale structural repair works and/or closure of the structure, however throughout the investigation we noted multiple issues and items that would need to be investigated further and remediated before opening up to the public (Refer section 11).

Sounding out of certain areas showed the concrete to be in reasonable condition, however the overlayed plaster/paint was brittle and degraded in multiple locations. A detailed investigation should be completed once areas have been cleaned, as certain sections could not be properly inspected. The fort showed no obvious signs of differential settlement and looks to be securely located on a stable foundation, brick walls were relatively level with no joint displacements observed, indicating little differential lateral movement has occurred.

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OUTSIDE:

11.1 General walk around

Visual inspection revealed the following:

a) The concrete roof is performing satisfactorily with no evidence of major structural deformations precluding the usage of this facility as maybe intendent.

b) Major corrosion was viewed on external doors and window shutters

c) No visible outflow for the drainage system on the North side of the network

d) No visible outflow for the ventilation system

e) No obvious signs of settlement or collapse in the fill above the network

f) A pit was located externally on the South side of the network, structural understands this pit captures a portion of the forts drainage

g) The visible concrete in the cannon pit looked in reasonable condition, especially as it is exposed to the elements

INSIDE:

11.2 General walk through the building

Visual inspection revealed the following:

a) There is visual evidence of minor- severe structural damage to some elements as follows:

- Minor to severe cracking to the wall cladding
- Apparent concrete spalling to the concrete slab in multiple locations
- Minor movement cracking to the main brickworks that supports the concrete roof over.
- Severe to minor rust stains that have extruded through a hole from the bottom of the concrete slab.
- Cracking and associated corrosion of reinforcement due to seepage through the crack in multiple locations

b) The presence of water and moisture was seen throughout the network, the magazine chamber had standing of approximately 10mm depth.

c) A once present drainage network with channels and outflow plumbing

d) Inset/cast in shelving and other unknown structures were once present throughout the fort

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e) Heavy slide doors were once present in numerous locations

f) A lighting network was post installed but has since deteriorated and collapsed

g) The fort has had a lot of items that were installed during the initial construction, since removed. These include but are not limited to: Grates, grills, doors, hatches, storage etc.

12 Remediation and risk rating

Below is a summary on items of note that will need to be remediated. These have been categorised from high risk to low risk, noting importance of the repair works.

High risk structural items:

- The two ventilation shafts and hatches were severely corroded and in disrepair, these vents looked to be holding back concrete blocks and debris that were used to fill the shafts in. There is risk of collapse at anytime here and shoring or opening (removal of the debris) of these shafts should be completed. This item will require further investigation and design to be made safe. For the short term structural proposes the areas to be cordoned off during future site visits by council and contractors
- Intrusion of water was seen throughout the structure along joints, large cracks and open sections. The seepage showed signs of discolouration associated with efflorescence and staining associated with degradation and corrosion of the reinforcement within the concrete. Due to the period of construction, it is assumed that no impermeable barrier was provided to stop this seepage from occurring as would now have been done as standard practice. This item will need to be investigated further and a remediation provided

Moderate risk items:

- Evidence suggests the presence of a once operating drainage and ventilation network, however a lot of the system has been blocked and fallen into disrepair. Evidence of ventilation and drainage pipes experiencing vertical and lateral movement differential to the structure as a whole, which could make repair works difficult in practice. Drainage is still mostly unknown and will need to be resolved
- One of the sandstone lintels is disintegrating due to exposure to southerly winds (wind erosion), repair or replacement required

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- Cast in steel members have experienced extensive corrosion and are causing flaking and spalling in the surrounding concrete, further investigation will determine the implications however repairs and protection of members should be explored.

Low risk items:

- Spalling and cracking is evident in concrete at various locations , dependent on the intended function, this may need repair for aesthetics (some spalling sections must be repaired)
- Access issues, trip hazards, uneven floors, stairs not to code etc
- Residual timber cast-ins are rotting/deteriorating
- Damaged and broken bricks observed, some sections may require repair
- Lighting to be replaced

13 Discussion / Conclusion

This report does not intend to describe the cause of the observed defects fully. However, a general explanation of the relevant aspects of cause of deterioration of the roof is outlined below.

Whilst the fort has a multitude of issues that will need rectification if future habitable usage is proposed, the general construction seems to be in fair condition. Future use of the fort by council seems feasible from our initial inspection, however considerable investment and work would be required to safely facilitate use of the structure for the community.

The fort was built before Australian standards were introduced so quality of construction was extremely reliant on the constructors ability. Visual investigation showed various non-conformances with todays standard and concrete construction in general, that being said no major structural defects were noted.

> The facility has been operational for some 100 years and has performed reasonably well considering its age in this coastal aggressive environment.
> Prevailing extreme weather conditions will impact on the general structural performance, particularly on exposed concrete and steel elements.
> In this coastal aggressive environment, the present wet humid conditions contain chloride ions, this promotes and exacerbates corrosion. Consequently, all elements that do not have adequate protection will breakdown under these conditions resulting in a rusted-out steelwork and concrete spalling.

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- Based on our site observations and the extent of defects observed we consider that in the short-term remediation solution will be considered as hit and miss approach and may not be certified and come with a guarantee to the client's satisfaction.
- Whilst cracking in multiple locations was observed, they generally aligned at expected areas and didn't indicate overloading or differential movement. The cracks fell within damage category 0-2, which is repairable without major structural work.
- Moisture and mould were observed in most areas of the network, which is deemed consequential of the failed drainage and ventilation network as well as water ingress through cracks and concrete capillary action.

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14 Recommendations

An initial short-term recommendation by structural would be to cordon off access to both vertical shafts, whilst the shafts have remained intact for presumably a long time, any interference by workers could cause a collapse.

D.T.S recommends further investigations to be conducted to develop a complete picture of the site, these include:

- Concrete condition assessment (compressive strength, carbonation, thickness, aggregate etc.)
- Detailed cleaning of the fort
- Reinforcement scanning and condition assessment
- Geotechnical assessment
- Comprehensive drainage and ventilation investigation
- Comprehensive defect survey to facilitate specification

After further investigations have taken place a remediation specification can be developed to facilitate the repair works. Expected works required from a high-level:

- Removal of existing paint/plaster and cleaning of network, re-application and painting where required
- Mortar repair of cracked, spalling and damaged concrete, elastic injection at joint cracks
- Application of a concrete impregnation protection system throughout roof structure to reduce seepage
- Sealing or opening of vertical shafts
- Clearing and re-opening of existing drainage and ventilation networks, construction of new drainage system in some areas
- Brickwork repair
- Replacement or repair of existing doors

Report Written by:

Ben Hogendyk

Ben Hogendyk

Structural Engineer

Report reviewed by:

Emil Toussis
Senior Structural Engineer

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15 Typical Defects and Grading

The below table show typical defects observed throughout the structure, this is an example, not an exhaustive defect survey. Please refer to attached plan for location.

Defects Category Table

Category	Description	Typical Characteristics
Type 1	Low Level Damage	Local damage No influence on load capacity Slight brick defects
Type 2	Medium Level Damage	Local extensive damage Slight influence on load capacity Moderate brick defects
Type 3	High Level or high-risk Damage	Large scale damage Strong influence on load capacity Extensive brick defects

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Item No.	Component	Observation Assessment	Photographic Observation	Condition Grade
1	Concrete wall to roof transition	Joint seepage at expected construction joint or cracking, staining dure to water ingress and resultant corrosion of reinforcement. Mould build up due to moisture		1
2	Floor in shell storage room	Evidence of potential floor system, now considered a trip hazard. Exposed aggregate is atypical to current concrete construction		N/A

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Item No.	Component	Observation Assessment	Photographic Observation	Condition Grade
3	Concrete wall to roof transition	Joint seepage at expected construction joint or cracking, staining dure to water ingress and resultant corrosion of reinforcement. Mould build up due to moisture, typical around cannon pit		1
4	Cast in steel member	Severe corrosion of member, spalling and flaking of concrete along edges.		1

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Item No.	Component	Observation Assessment	Photographic Observation	Condition Grade
5	Cast in steel member	Severe corrosion of member, spalling and flaking of concrete along edges.		1
6	Vertical hatch	Extreme corrosion identified, risk of collapse		3

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7	Vertical hatch	Extreme corrosion identified, risk of collapse		3
8	Existing Drainage Network	Blockages, differential movement, debris and evidence of not operating as intended		2

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Item No.	Component	Observation Assessment	Photographic Observation	Condition Grade
9	Cast in ventilation pipes	Cast in steelwork has corroded and spalled in multiple locations throughout the structure		1
10	Brickwork	Damaged bricks visible throughout structure		1

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11	Sandstone lintel	Section loss of lintel block, expected to be caused by strong winds blowing through gaps		1
12	Joint	Typical joint crack with evidence or internal corrosion, joint not typically protected as general construction is currently completed.		1

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13	Concrete wall to roof transition	Typical spalling visible, generally minor		1
14	Cast in ventilation	Evidence of differential movement once pipe passes through wall, may make reopening of existing networks difficult		2

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Appendix B

DTS, Preliminary Structural Report: Smith's Hill Fortification, Cliff Road, Wollongong, report prepared for Wollongong City Council, 27 August 2024

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PRELIMINARY STRUCTRAL REPORT

SMITH'S HILL FORTIFICATION, CLIFF ROAD, WOLLONGONG

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Document History

Revision	Description	Date	Prepared By	Signature
1	Draft	21/08/2024	A.Rojanawisut	-
2	Draft	22/08/2024	Emil Toussis	-
3	Draft	22/08/2024	A.Rojanawisut	-
4	Issued for Heritage Team Review	27/08/2024	Emil Toussis Ann Rojanawisut	Emil Toussis Ann Rojanawisut

1. Introduction

DTS has been requested to investigate the condition of a historical fortification to report on the structural conditions and provide any structural remedial measures.

The inspection comprised of a visual walkthrough, recording defects together with photographs of the damage observed. The purpose of this commission is to review the current state of the facilities,

for future reference and to provide advice on the performance with recommendations for remediation to reinstate defective structural elements to protect and serve the facility function in the short-term of 5-10-year period?

2. Purpose and Scope

The purpose of this report is to provide the client a background understanding on the process of evaluation of the structural condition of the elements that a method of remediation can be considered. The report will present recommendations based on the visual evaluation of the facilities under inspection. The inspection was undertaken on the 2nd August 2024 by Emil Toussis in the presence of Joel Thompson.

Our scope does not include, and no effort will be made to undertake structural analysis to assess the capacity and integrity of the main structural elements of the facility other than to report any obvious significant deficiencies observed.

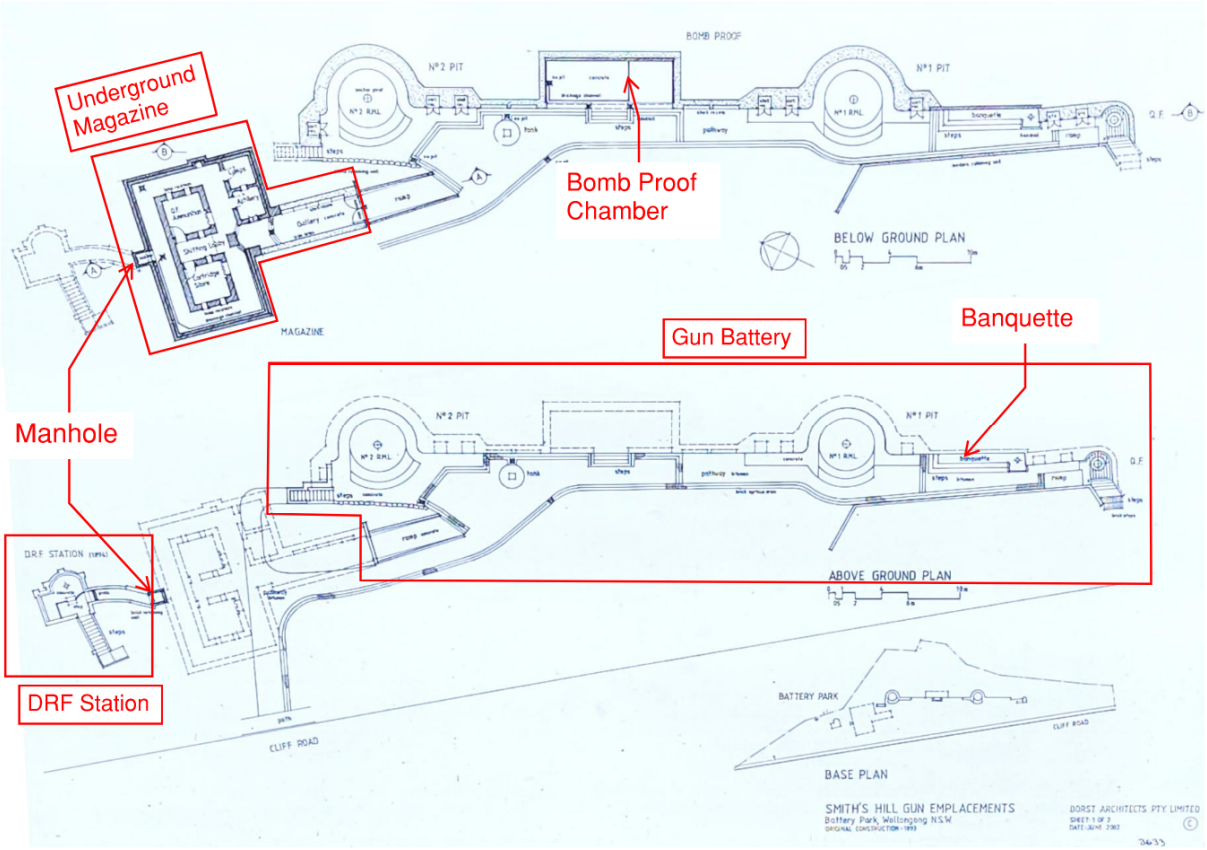
3. General

We understand that Joel Thompson will review this structural assessment report and provide direction and action as deemed necessary prior to implementing the recommended remediation work of the defects found associated with this facility.

4. Existing documents

Prior to the investigation we sought to review existing drawings, and maintenance reports so that clues to possible structural defects may be revealed.

5. Historical/ General Background



Smith's Hill Fortification was built in 1890-1891. It comprised of the gun battery, a depression range finder (DRF) and underground magazine. In early 1900s the fort was closed and was filled with boiler ash in 1946 to create Battery Park but the fort was uncovered and restored in 1988. The fortification is a historically significant and part of the Wollongong Harbour State Heritage Register Item.

The fort is surrounded by park and trees, located adjacent to the ocean on the eastern side and Cliff Road on the western side. There are tall mature Norfolk Island Pines in the vicinity of the fortification.

6. Investigation Procedure

- Our aim of the investigation was to establish where possible the cause of possible deterioration and to determine the most cost-effective remediation repair solution.
- An inspection of the fortification and associated structures were carried out by DTS on the 2 August 2024.
- The objectives of our inspection were to report on the structural implications of the Depression Range Finder brickwork tunnel, the underground Magazine building and the Gun Battery, and to advise on any structural remedial measures necessary.

- Survey and 3D scan were carried out on the same day of the structural inspection to utilise the understanding of the geometry and nature of the site including underground structures.
- Our inspection was limited to a visual examination of the exposed and accessible areas of the structures. Hence the drainage pit and drainage trench covered by silt cannot be properly inspected.

7. Condition Assessment:

7.1 Outside Observations

7.1.1 At the Depression Range Finder (DRF) Station

Significant cracking has occurred on every side of the brickwork trench. The cracking is random in pattern and occurs in numerous locations throughout the brick walls. The most significant and extensive cracking has occurred on the south-western side of the trench generally at the staircase (refer to figure 2) and near the manhole entry to underground magazine (refer to figure 3).

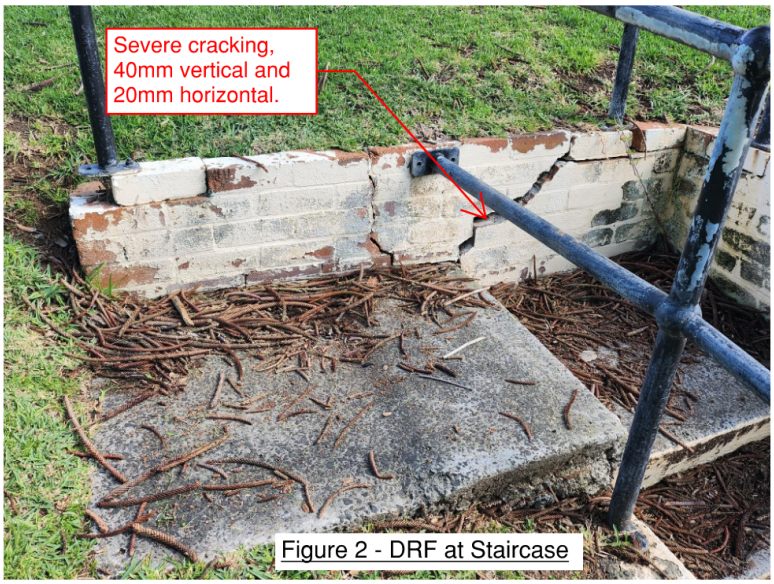


Figure 2 - DRF at Staircase

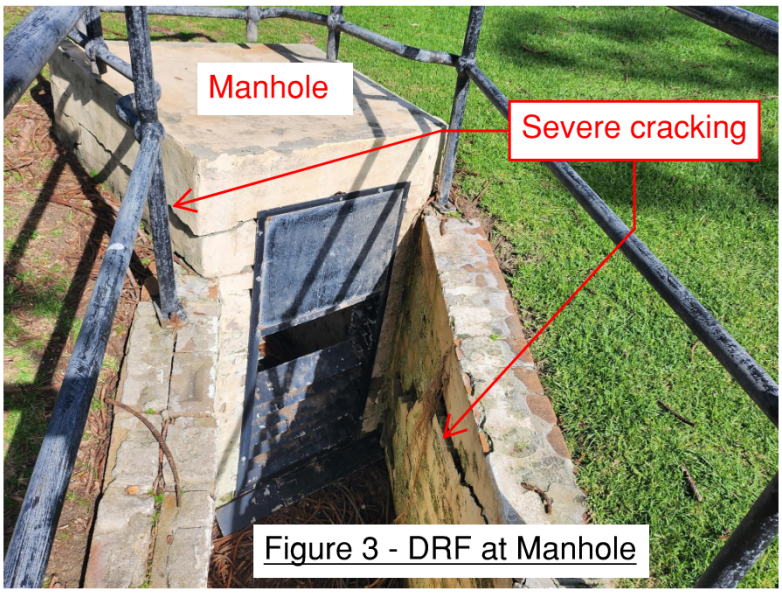


Figure 3 - DRF at Manhole

In our opinion the cracking to the brick walls is the result of the number of interacting influences, including the following: -

1) long-term brick growth in the brickwork walls.

2) The presence of large trees and lawns adjacent to the walls will influence the moisture content in the soils. Thus, influencing the expansion and contraction movements of the soil behind the wall. These will transmit movements into the retaining brick walls.

3) Potential down slope ground movement when combined with underground excessive moisture in times of prolonged significant wet weather events.

4) Due to above condition, it could transmit lateral and vertical movements into the adjacent brick walls, thus causing additional cracking. In addition, it is possible that movement may continue to occur at the crack locations in the future.

5) Temperature and moisture variations in the brick walls inducing cyclic expansion and contraction stresses in the walls.

7.1.2 At the Gun Battery

The moderate cracking and horizontal movement have occurred on the brickwork wall of the Banquette (refer to figure 5). The cause of the problem could be the nearby Norfolk Islands Pine which influences moisture content of the soil behind the wall.

There is a slight cracking has occurred at the top right corner of the Bomb Proof chamber (refer to figures 6 and 7). The cause of the problem could be a slightly sagging of the steel lintel at the opening. There is evidence of repair work undertaken but the problem still occurs. However, it does not appear to be a major structural problem, the wall is still stable, and the capacity of the wall structure appears to be sound.

The steel posts and lintels supporting the brickwork walls at the Bomb Proof chamber show evidence of heavy corrosion. The corrosion could be the results from the following.

1) The steel components have met the end of their life span.

2) There were no steel protection methods such as galvanising and coating invented during the time of construction.

3) The steel elements are exposed to prolonged major storm events.

4) The site is located within the aggressive coastline environment.

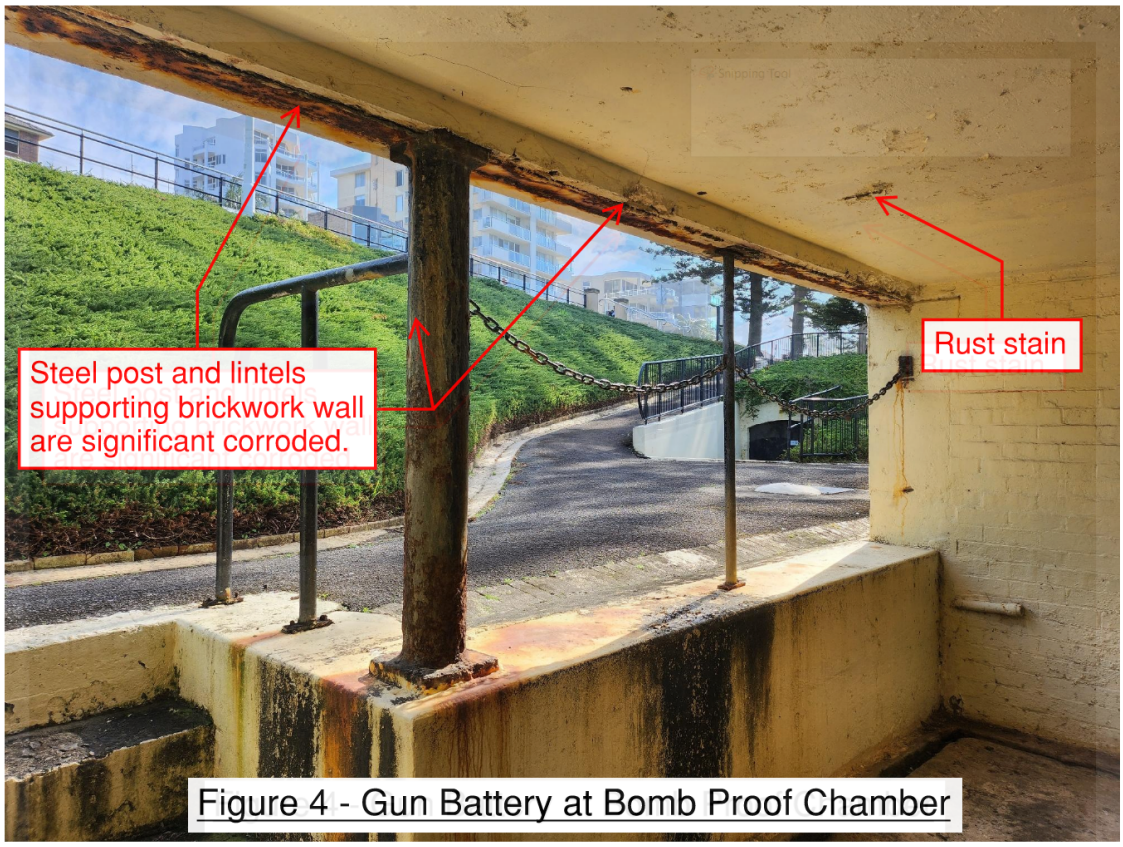


Figure 4 - Gun Battery at Bomb Proof Chamber

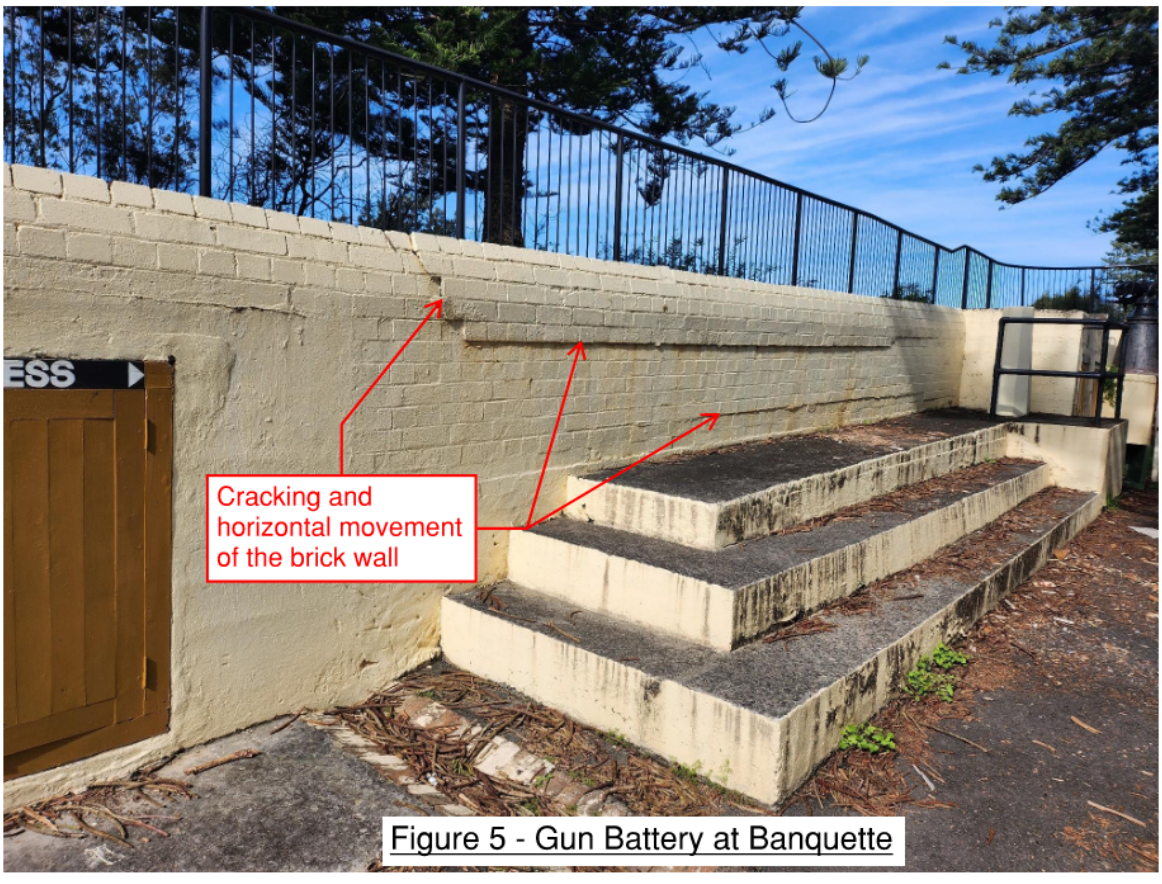


Figure 5 - Gun Battery at Banquette



Figures 6 and 7 - Gun Battery at Bomb Proof Chamber

7.2 Inside Observations

7.2.1 At the Underground Magazine

I. General site drainage was reviewed and identified that in most areas the drainage needs attention and improvement.

II. Based on our visual examination of the existing magazine there is no signs of visual structural defects in the forms of cracking to the brick walls and do not appear to be any serious structural inadequacies.

III. However, significant rust and deterioration are visible to the steel beams supporting brick arches (marked as location 1).

IV. In our opinion, the moisture from poor ventilation and drainage system, and the aggressive coastal atmosphere promoted cause the corrosion at these locations. The floor in a few locations were noticeably wet and covered with silt at the time of our inspection.

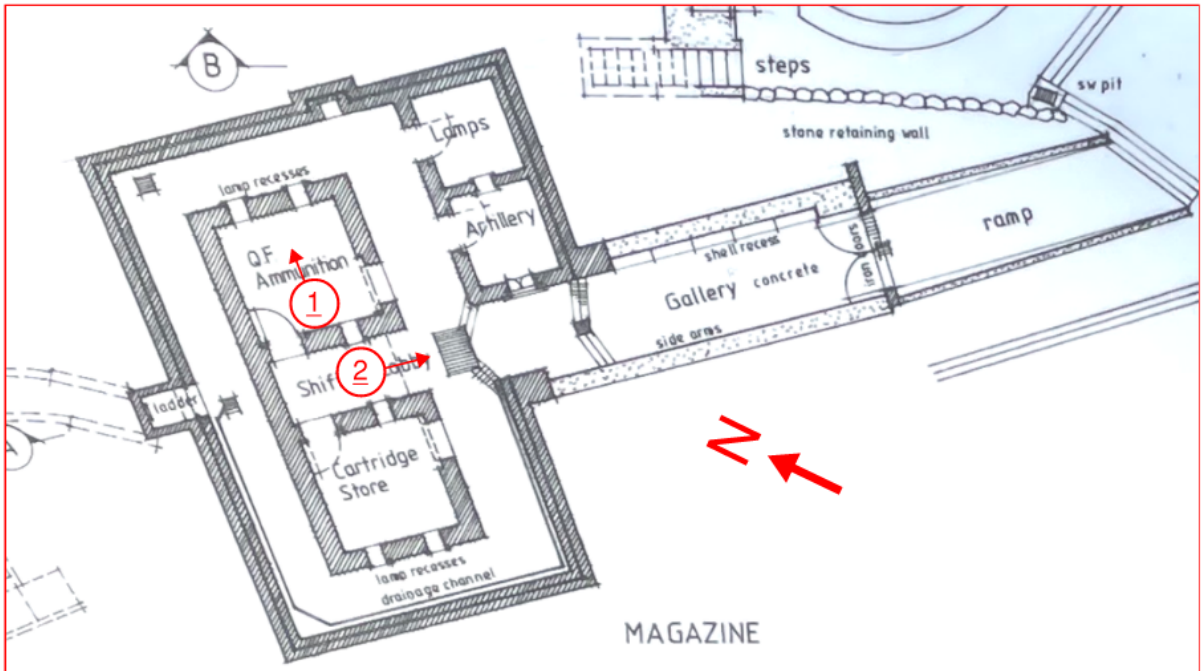


Figure 8 - Underground Magazine Plan



Figure 9 - Location 1



Figure 10 - Location 2

8. Discussion / Conclusion

This report has been prepared in order to understand the current condition of this facility and provide guidance to effective rectification work.

- The facility has been open for public for some 36 years and has performed relatively well in this very aggressive coastal environment.
- It is known that in this coastal aggressive environment, the present wet humid conditions contain chloride ions, this promotes and exacerbates corrosion, causing pitting, and crevice corrosion of the steel components, as evident in several locations. All metal elements eventually will breakdown under these conditions resulting in rust stains and structural defects.

8.1 Outside

I. For long term satisfactory results, we recommend that all exposed steelwork is treated to protect against the nearby aggressive coastline environment with an approved paint system applied in strict accordance with the manufactures specification.

II. The cause of the brick movement and spalling to the Gun Battery brick walls needs to be identified and monitoring before remediation (refer to figures 6 and 7).

III. In areas where water is able to freely ponds, review and rectify the concrete surface falls to allow water to drain effectively into the present drainage system.

IV. A vigorous regular maintenance regime must be enforced to ensure all the concrete and steel elements are effectively protected against the aggressive environment to perform as intendent.

V. Concrete testing to identify the extent of concrete damage as observed.

8.2 Inside

I. As we are not aware of the client's maintenance program to service this coastal environment, we suggest that it would be prudent for the client to invest and produce an approved vigorous regimented maintenance regime that must be enforced to ensure all steelwork and brickwork elements are able to perform effectively in this coastal aggressive environment in accordance with Australian design standards and sound construction practices.

II. It should be noted and taken into consideration that steelwork maintenance to treat corroded steelwork will require all pockets of rust to be systematically removed by power tool cleaning such as wire brushing, or sand blasting, as the most important stage of painting is the

preparation before painting commences, otherwise there is a likelihood that the paint coating will fail prematurely.

III. It should be also understood that, as the site location exposure falls in a high category C4, high atmospheric corrosivity, all structural steel protective paint coat, must comply with AS/NZS 2312.1: 2014 to give a maximum maintenance free period of 25 years.

IV. Investigate the cause of the stormwater ponding into the rooms at the lower level, the extent of the water problem needs to be clearly identified and rectified to drain effectively into the present drainage system.

V. Natural ventilation requirements to satisfy current standards and sound practices.

9. Recommendations

1. We suggest that DRF station conditions are substantially derogatory, and the remedial works would be very expensive. The remedial works are not limited to the following.
   I. Providing subsoil drain behind the wall which will involve with digging trench behind the wall and installation of a long length of drainage pipe to discharge at an appropriate location.
   II. Reinstate the drainage of the DRF trench.
   III. Install vertical control joints into existing brick walls.
   IV. Where considered static, replace the damaged bricks and mortar to the cracks.

   In our opinion, the reinstatement of the DRF station would be undesirable and the benefit of it would not outweigh the cost.
2. The steel beams in the Magazine should be replaced with galvanised steel.
3. The steel posts and the steel lintels at the Bomb Proof chamber should be replaced with galvanised steel. Welding of the supporting posts to steel lintels and bolting the bottom of the posts to the brickwork are considered necessary.
4. The brick cracks at the Gun Battery Banquette could be repaired using mortar and replacing of damaged brick courses. To protect further movement, installation of subsoil drain and tree root barrier should be sufficient.
5. If the slight cracks at the top corner of the Bomb Proof chamber (refer to figures 6 and 7) have no sign of further movement (after monitoring for a period of time), the cracks could be a cosmetic repair using patching mortar. This repair should be carried out after replacing the steel lintels as mentioned in the number 3 above.
6. The drainage systems should be improved. Further investigation and recommendation from Stormwater team would be valuable.



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Appendix C

OHM Consultants, The Flagstaff Hill Fort & Smith's Hill Fort Metal Work, Wollongong: Condition Report & Specification, report prepared for GML Heritage Pty Ltd, July 2025

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Flagstaff Hill Fort
&
Smiths Hill Fort
Wollongong

Metal Work
Condition Report & Specification

Prepared for GML Heritage Pty Ltd

July 2025



OHM Consultants

V3

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OHM Consultants

Introduction

This report pertains particularly to the metalwork of the two forts at Wollongong Flagstaff Hill (formally Signal Hill Battery) and Smiths Hill.
Together the sites show the technological change and transition from cannon ball to shell armoury technology. While the disappearing gun has been removed the casemate still demonstrates the changing technology that was a global strategic effort seen at a local seaport in Australia.
The design of both Flagstaff Hill and Smiths Hill casemates consider not only the protection from incoming shelling but the potential of the hazards of handling explosives by inclusion of separate magazines, venting, flame proof lanterns and blast doors, etc.
Smiths Hill is a rare example where the original artillery is still in position in NSW.

The two forts are in reasonable condition, but both require catch up maintenance work and a schedule of routine maintenance developed to keep these important sites at significant level.

Much of the metal fabric at Flagstaff Hill is not original and introduced to provide security to the site after closure as a military fort.

The report recommendations regarding the preservation has been divided into interior and exterior because the exterior items are largely intact in a marine environment. They have a historic and an interpretive roll to the public as open display. The interior items are mostly missing, degraded or partly intact and have historic value to the site but not normally open to the public and preservation techniques are recommended to stabilise them only.

This report documents historic metal components only and should be read as part of the total conservation management plan.

Authors

Dave McBeath
Oliver McBeath

Guiding Documents

- ECM_4593316_v1_DA-1981 217 Restoration of Old Smiths Hill Fort Project 1981 - Battery Park
- ECM_25151221_v1_Plan set - Smiths Hill Fort

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Flagstaff Hill

The 68-pound guns at Flagstaff Hill in Wollongong are remnants of Australia's coastal defence system from the 19th century. These guns were originally installed to protect the coastline from naval threats in 1879/80, reflecting the military strategies of the time. Designed to fire 68-pound solid shot cannon balls, they were a crucial part of the defensive fortifications.



One of the Flagstaff Hill 68lbs gun barrels with Standing & Bradleys Head gun with reproduction Standing and Slide

The installation of artillery at Flagstaff Hill was part of broader efforts to secure strategic locations in Australia against potential attacks, particularly during periods of colonial tension. Today, these historical guns serve as important artifacts, offering an insight into the past military defences and the historical context of the region. The fortifications at Flagstaff Hill (formally Signal Hill) in Wollongong represent a significant chapter in Australia's coastal defence history, embodying the strategic military architecture of the 19th century. These structures were part of a broader network of defences established to protect the colonies from potential naval threats. The design of the fortifications at Flagstaff Hill reflects both the technological advancements of the period and the geographical considerations that influenced military planning.

Strategic Placement and Purpose

Flagstaff Hill was chosen for its strategic vantage point overlooking the Illawarra coastline and the Port of Wollongong. The hill's elevation provided an ideal position for monitoring maritime activity and engaging potential threats before they could approach the harbor. The primary purpose of the fort was to serve as a deterrent to hostile forces, providing both a visible and operational means of defence. The location and design were integral to its function, enabling the defenders to maximise their firepower while minimising vulnerability.

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Architectural and Defensive Features

The second fort's design incorporated several key architectural and defensive features that were characteristic of coastal fortifications of the era. It included gun emplacements that housed artillery pieces, such as the 6-inch disappearing gun. These emplacements were strategically positioned to provide optimal coverage and range, allowing for effective targeting of enemy vessels. The disappearing gun was a technological innovation that allowed the gun to retract behind a protective parapet after firing, thereby shielding it and its crew from return fire.

In addition to the gun emplacements, the fort included reinforced casemates and storage facilities for ammunition and supplies. These structures were built with thick masonry walls and the introduction of steel reinforced roofs using railway tracks, designed to withstand bombardment and protect critical resources. The fortifications also featured underground bunkers and interconnected tunnels, providing safe passage for troops and a means of rapid mobilisation in response to threats.

Technological Advancements

The design of the fort at Flagstaff Hill was influenced by advancements in military technology during the late 19th century. One significant aspect was the use of rifled artillery, which offered greater accuracy and range than previous smoothbore cannons installed earlier overlooking Wollongong Harbour. The incorporation of such technology reflected a shift in military strategy, emphasising precision and power to counter increasingly sophisticated naval forces.

The disappearing gun mechanism was another notable advancement, illustrating the integration of engineering with defensive strategy. This innovation not only protected the artillery but also enhanced the element of surprise in combat, as the gun could be hidden between shots.

Historical Context and Legacy

The construction of the fortifications at Flagstaff Hill occurred during a period of heightened colonial tension and the expansion of British imperial influence. The perceived threat of naval incursions from foreign powers motivated the development of coastal defences throughout Australia. Flagstaff Hill, like other fortifications, was part of a unified effort to secure vital ports and infrastructure against these threats.

Today, the remnants of the fortifications at Flagstaff Hill serve as a historical monument, attracting visitors interested in military history and architecture. The site offers educational insights into the defence strategies of the past and the technological innovations of the period. It stands as a testament to the strategic foresight and engineering prowess that characterised the coastal defences of the time.

In conclusion, the design of the fortifications at Flagstaff Hill Wollongong exemplifies the strategic and technological considerations of 19th-century military architecture. Through its placement, structural design, and incorporation of advanced artillery technology, the fort played a crucial role in safeguarding the region and contributing to Australia's broader coastal defence network. Its legacy continues to inform and educate, preserving an important aspect of the nation's historical heritage.

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Drawing Signal Hill Battery, RAAHC

The 6-inch disappearing gun at Flagstaff Hill in Wollongong was a historically significant piece of military artillery. It was part of the coastal defence system in Australia, designed to protect the coastline from potential naval threats in the late 19th and early 20th centuries. The term "disappearing gun" refers to the gun's ability to retract or "disappear" behind a parapet or fortification after firing. This mechanism helped protect the gun and its crew from enemy fire by lowering the gun into a concealed position for reloading.
The 6-inch disappearing gun, also known as a disappearing carriage, was a type of coastal artillery used in the late 19th and early 20th centuries, including at locations such as Wollongong, Middle Head and Steel Point in NSW. This design aimed to protect coastal areas from naval attacks while minimising the gun's exposure to enemy fire. Here's how it generally worked:

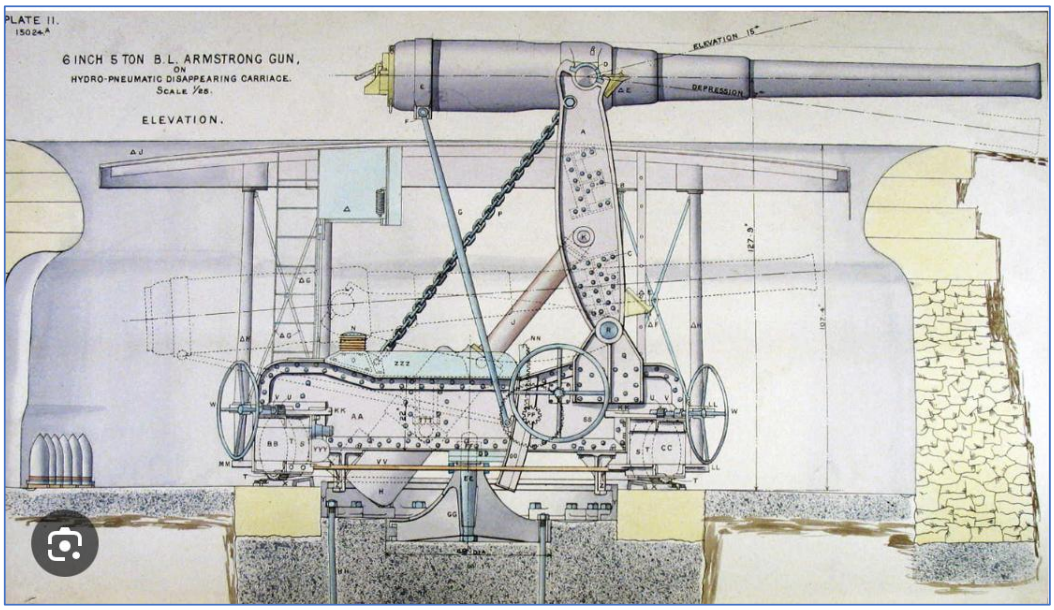
1. **Design and Mechanism**: The disappearing gun was mounted on a special carriage that allowed it to be raised and lowered. When in the firing position, the gun was elevated and aimed at its target. After firing, the gun was automatically or manually lowered back into a pit or a protected position.
2. **Firing Process**: When the gun was fired, the recoil caused the carriage to move backward. This design had a counterbalance system that allowed the gun to disappear into its protected recess. This feature reduced the gun's visibility and vulnerability to return fire from enemy ships.
3. **Loading Mechanism**: The loading of the gun often required it to be in a horizontal position, so the gun would be elevated, the shell and powder would be loaded, and then the gun would be lowered again for safety when not in use.
4. **Protection**: The disappearance of the gun into a fortified position provided additional protection from enemy shells and observation. It could only be effectively targeted from protected positions, adding to its defensive capabilities.

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5. **Deployment in Wollongong**: The use of disappearing guns in Wollongong would have been part of the area's coastal defence strategy, particularly given its strategic location. These guns were intended to deter naval attacks and provide artillery support against potential threats.

The disappearing gun technology became less common as naval warfare evolved, and newer technologies and tactics emerged. However, they were an innovative solution for coastal defence during their time.



6 inch Disappearing Gun drawing , Nepean Historical Society

Flagstaff Hill Fabric

Flagstaff Hill Fort ironwork consists of two main areas external and internal.

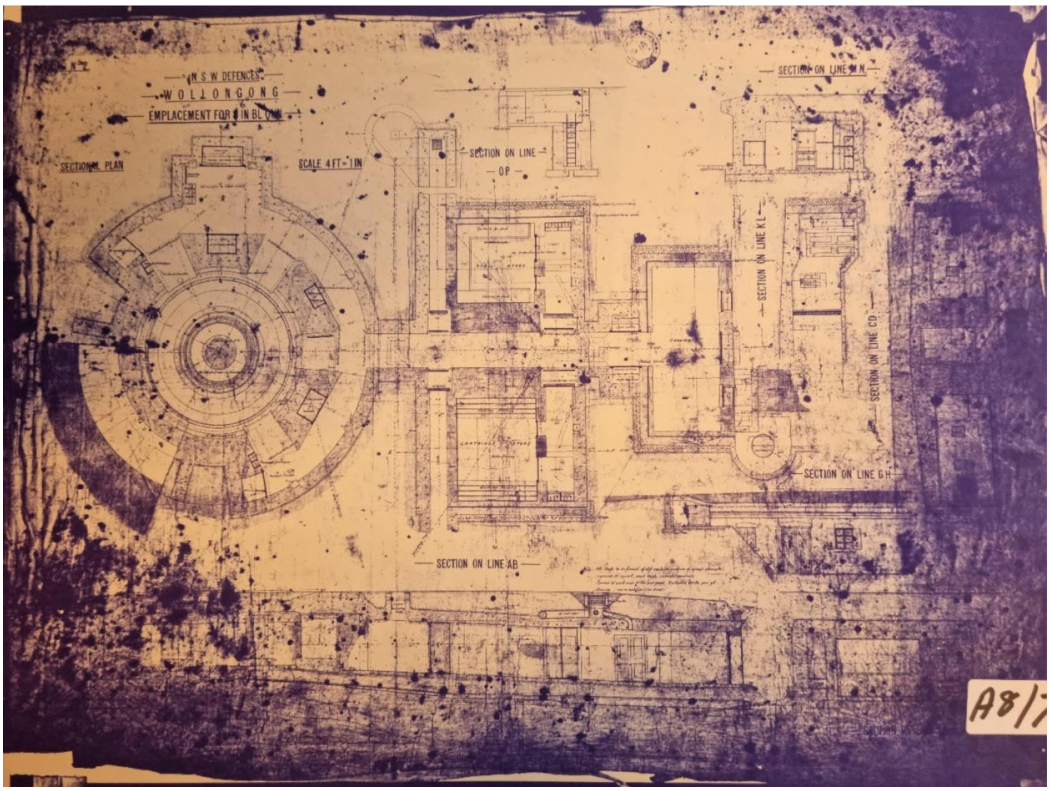
External metal work consists of three(3) 68lbs gun barrels on timber supports as part of the early endeavours to provide security to Wollongong Harbour as the first phase the ports security.

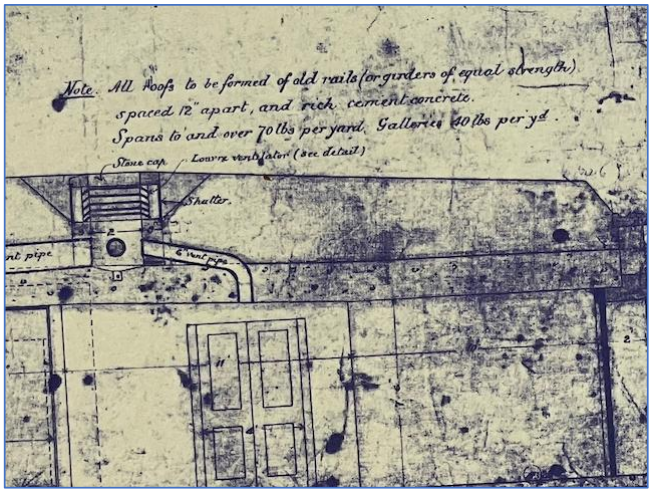
The second phase of security was the construction of a casemate armed with a 6-inch disappearing gun of which a portion of the casemate and gun pit remaining. None of the fortress external metalwork is original and has been installed to provide security to the site.

A major part of the fort's strength is in design of a roof using 70Lbs railway track set in concrete and overlaid with earth to form the casemate fort. A venting system was built into the structures roof to provide a dry aired space required to keep gun powder dry and a spark free environment for the light system of lanterns built into the walls of the tunnels.

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Layout drawings for Flagstaff Hill RAAHC

Internally the casemate was fitted with timber framing and doors as part of the spark free design of forts from this period.
Internally there are a few components survive intact and there are traces of components that have been imbedded into the masonry such as vents, hinges and brackets.

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The internal fittings of the fort have been removed although there is much evidence still evident that it was installed such as lanterns, racks, vents and ladders.



Depression Range Finder access where a ladder was positioned.





Remnants of the lantern niches which featured a safety light casing. Similar safety lights at Fort Scratchley, Newcastle.

Very few metal items remain at the Flagstaff Hill (Signal Hill) Fort.
Three (3) 68lbs gun barrels from the 1879 phase of established military protection.
Internal metal fitting from the 1890 fortress constructed for 6" disappearing gun.
The significance of Flagstaff Hill is the early defence layout and position of the site rather than the remaining original metal components remaining at the fort.

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RAAHC

Fabric

68 LBS Gun Barrels

The three muzzle loaded guns at Flagstaff Hill are located near their original positions but were moved further up the hill when the current road and park out layout were constructed. Originally installed at a lower position over the 1890 and recorded to have a timber Standing and Slide (Carriage).

Gun 10754 SBML 68 Pounder Mark I

Date of manufacture 1861
Place of manufacture Low Moor
Condition The gun barrel remain on an outline of the Standing carriage. The barrel is in a good condition but has a failing paint system that is not offering any corrosion protection. The barrel has a timber tampion possibly allowing water into its barrel. The Standing is in sound condition but will need to be renewed within 10 years. The paint condition is poor. Small amount of timber decay starting.
Recommendations Paint the Standing carriage with timber primer oil-based paint and topcoat immediately to protect it until a replacement is produced. The barrel should be lifted and a new outline Standing carriage be designed and constructed within ten years with annual inspections of its condition. The external gun should be treated for corrosion and painted with a 2-pac zinc enriched paint system to protect it. It is recommended that a tampion be fitted that is weatherproof.

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Gun 10656 SBML 68 Pounder Mark I

Date of manufacture 1861
Place of manufacture Low Moor
Condition The gun barrel remain on an outline of the Standing carriage. The barrel is in a good condition but has a failing paint system that is not offering any corrosion protection. The barrel has a timber tampion possibly allowing water into its barrel. The Standing is in sound condition but will need to be renewed within 10 years. The paint condition is poor. Small amount of timber decay starting.
Recommendations Paint the Standing carriage with timber primer oil-based paint and topcoat immediately to protect it until a replacement is produced. The barrel should be lifted and a new outline Standing carriage be designed and constructed within ten years with annual inspections of its condition. The external gun should be treated for corrosion and painted with a 2-pac zinc enriched paint system to protect it. It is recommended that a tampion be fitted that is weatherproof.

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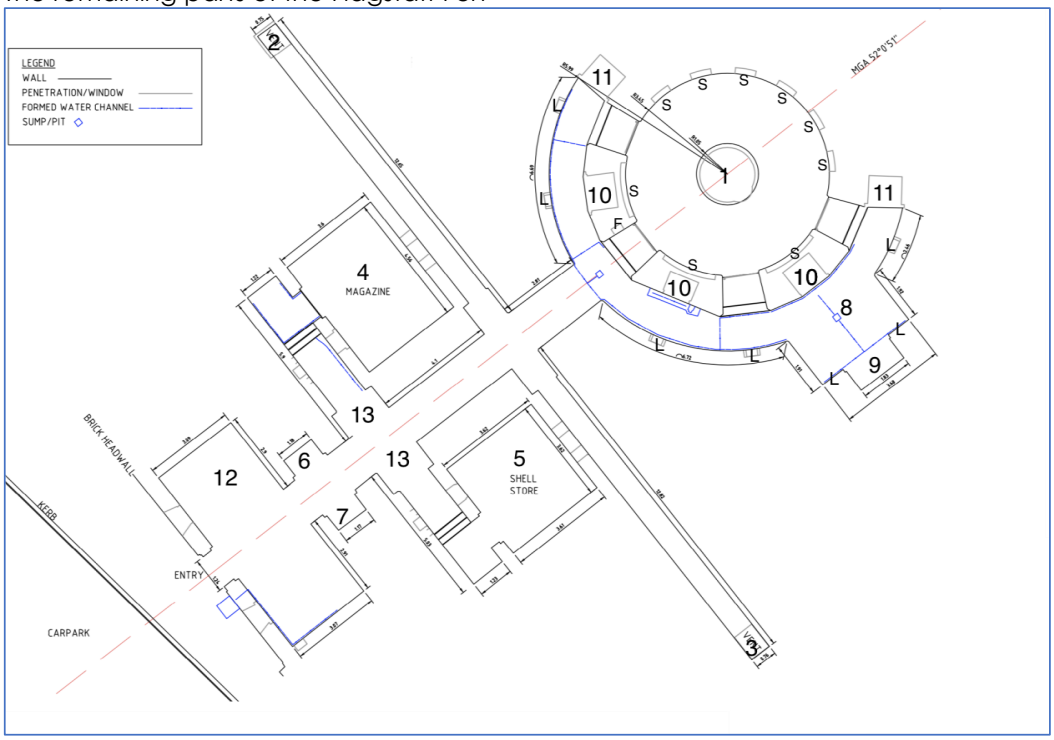
Gun 10653 SBML 68 Pounder Mark I

Date of manufacture 1861
Place of manufacture Low Moor
Condition The gun barrel remain on an outline of the Standing carriage. The barrel is in a good condition but has a failing paint system that is not offering any corrosion protection. The barrel has a timber tampion possibly allowing water into its barrel. The Standing is in sound condition but will need to be renewed within 10 years. The paint condition is poor. Small amount of timber decay starting.
Recommendations Paint the Standing carriage with timber primer oil-based paint and topcoat immediately to protect it until a replacement is produced. The barrel should be lifted and a new outline Standing carriage be designed and constructed within ten years with annual inspections of its condition. The external gun should be treated for corrosion and painted with a 2-pac zinc enriched paint system to protect it. It is recommended that a tampion be fitted that is weatherproof.

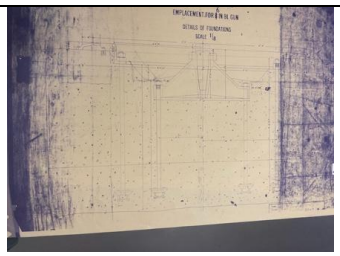
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The remaining parts of the Flagstaff Fort



Flagstaff Hill Fort Wollongong City Council Drawing, 2024

No.	Room		Significant Metal Items	
1	Gun position	Pit	Potential foundation gun parts remain. Casemate doors into the gun pit are modern security additions.	
Recommended Action	Note: that any subsurface works may encounter the gun foundation. The tunnel doors should be left and maintained but are not part of the heritage significant fabric.			

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2	Depression Range Finder	Surface	Nil Remove and infilled with a new cast iron grille.	
Recommended Action	The cast iron grille covering the original access point is not original and it is in a poor condition. The access point should be maintained with a new secure hatch.			
3	Observation Post	Surface	Nil Removed and infilled with a cast iron grille.	
Recommended Action	The cast iron grille covering the original access point is not original and it is in a poor condition. The access point should be maintained with a new secure hatch.			
4	Magazine	Internal		
			Door frame	
Recommended Action	Maintain all parts in situ as significant fabric, no work required if the structure is kept water tight.			
5	Shell Store	Internal		
			Roof vent	
Recommended Action	Maintain all parts in situ as significant fabric. Treat with corrosion control such as Feronite.			
6	Store	Internal	Nil	
7	Laboratory	Internal	Nil	

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8	Artillery Store & Pump	Internal	Wall racks Multiple	
Recommended Action	Maintain all parts in situ as significant fabric. Treat with corrosion control such as Feronite or similar.			
			Wall racks	
Recommended Action	Maintain all parts in situ as significant fabric. Treat with corrosion control such as Feronite or similar.			
			Roof beams Multiple	
Recommended Action	Maintain all parts in situ as significant fabric. Treat with corrosion control such as Feronite or similar.			
			Lamp niche vent remnants including substrate pipework	
Recommended Action	Maintain all parts in situ as significant fabric. Treat with corrosion control such as Feronite or similar.			

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			Vent grille	
Recommended Action	Maintain all parts in situ as significant fabric. Treat with corrosion control such as Feronite or similar.			
9	Small store/Spanner Racks	Internal	Nil	
10	Cartridge Recess	Internal	Nil	
11	Shell Recess	Internal	Nil	
12	Casemate	Internal	Nil	
13	Double Blast Doors to Lobby	Internal		
			Door hinge	
Recommended Action	Maintain all parts in situ as significant fabric. Treat with corrosion control such as Feronite or similar.			
			Door hinge	
Recommended Action	Maintain all parts in situ as significant fabric. Treat with corrosion control such as Feronite or similar.			
F	Fuses	Internal		
L	Lamp	Internal	Remnant frames & vents	

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Recommended Action	Maintain all parts in situ as significant fabric. Treat with corrosion control such as Feronite or similar.			
S	Shell Recess	Pit	Nil	

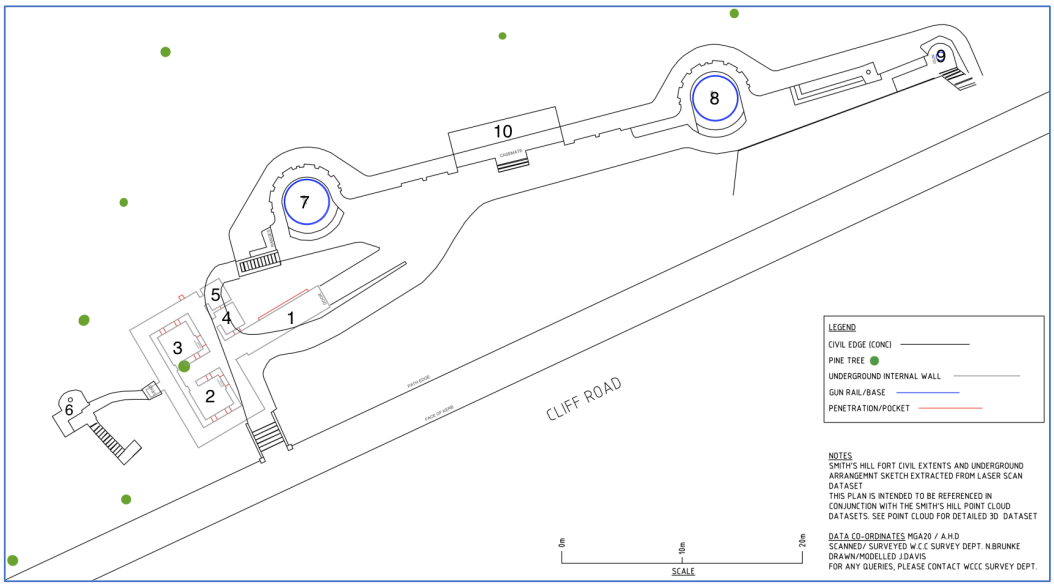
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Smiths Hill

The casemates at Wollongong are part of the historical defensive structures located at Smiths Hill Fort. Built in 1891, these casemates served as fortified gun emplacements designed to protect artillery and their crews from enemy fire while providing a defensible position from which to operate.

The 80 lbs RML. guns used 68-pound gun barrels that can be viewed at Flagstaff Hill and were rifled to allow them to fire a shell projectile rather than a cannonball demonstrating the technological advancement from smoothbore to rifled technology. This allowed for more accurate targeting and range increasing the effectiveness of the fort.



Smiths Hill Fort, Wollongong City Council Drawing, 2024

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	Room			
1	Entrance Hall	Internal/external		
			Secure entrance doors	
Recommended Action	See treatment pg. 27			
			Vents	
Recommended Action	See treatment pg. 27			
			Wall racks	
Recommended Action	See treatment pg. 27			

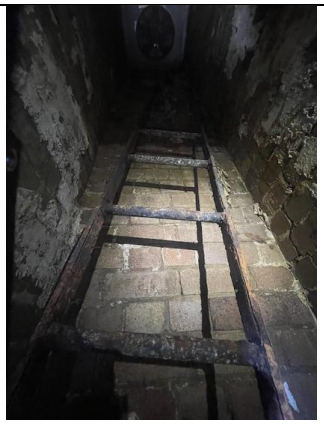
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			Wall racks	
Recommended Action	See treatment pg. 27			
			Drain grilles	
Recommended Action	See treatment pg. 27			
2	Cartridge Room	Internal		
			Lamp niche x2	
Recommended Action	See treatment pg. 27			
3	Ammunition Room	Internal		

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			Lamp niche x2	
Recommended Action	See treatment pg. 27			
4	Artillery Store	Internal		
5	Lamp Room	Internal		
6	Depression Range Finder	External/internal		
			Ladder	
Recommended Action	Maintain out of use. See treatment pg. 27			
7	80 lbs. RML Gun	External		
Recommended Action	See treatment pg. 27			

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			Ring x 2	
Recommended Action	See treatment pg. 27			
			Rail	
Recommended Action	See treatment pg. 27			
8	80 lbs. RML Gun	External		
Recommended Action	See treatment pg. 27			

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			Ring x 2	
Recommended Action	See treatment pg. 27			
			Rail	
Recommended Action	See treatment pg. 27			
9	Nordenfelt Rapid Fire Gun (1 1/2 inch)	External		
Recommended Action	See treatment pg. 27 Replace locks with secure harden bolts.			
10	Bomb Proof Room	External		

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			Columns	
Recommended Action	See treatment pg. 27			
	Metal items	Internal	Assorted	
		A number of loose iron items are contained within the casemate and appear to have been collected when the fort was excavated and securely stored. These items provenance have not been identified.		
Recommended Action	Store off the ground in a dry position.			

Key Features of the Casemate and barbette at Smiths Hill:

1. **Structure**: Casemates are typically made of thick masonry or concrete, providing robust protection from enemy bombardment. At Smiths Hill Fort, they were constructed to house and protect the artillery pieces stationed there, such as the larger calibre guns 80lbs. used in coastal defence.
2. **Purpose**: The primary function of the barbette was to allow a greater rotation to the guns and to protect the gun crews and ammunition from incoming fire.

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They allowed guns to fire over the parapet while keeping most of the structure and personnel shielded.

3. **Design**: The design integrated both functional military architecture and strategic positioning. The barbettes at Smiths Hill were strategically placed to offer clear fields of fire toward the sea, allowing defenders to engage any approaching enemy vessels.
4. **Historical Significance**: These casemates, along with other structures at Smiths Hill Fort, reflect the military engineering and defence strategies of the period. They provide insight into the technology and methods used to secure Australia's coastlines against maritime threats.
5. **Current Status**: Today, the casemates are part of a historic site open to the public. Smiths Hill Fort and its casemates remain a significant cultural and historical site, illustrating the efforts made to protect Wollongong and the wider Illawarra region during times of strategic military importance.
Smiths Hill in Wollongong, Australia, is known for its historical significance, particularly regarding military history.

The 80-pound guns at Smiths Hill Fort in Wollongong are significant historical artifacts from the late 19th century, serving as part of the coastal defence installations. Smiths Hill Fort was constructed in the 1890s to protect Wollongong against potential maritime threats. These 80-pound rifled muzzle-loading guns were designed to fire heavy artillery shells, providing substantial defensive capability against enemy ships.

Smiths Hill Fort itself is a well-preserved example of coastal fortifications from that era. It includes the gun emplacements, underground rooms, and connecting tunnels that were used by the military for strategic defence. Today, the site is of historical interest and is open to the public, offering insights into the military history of the region and the defence strategies employed at the time.
The 80-pound guns were rifled muzzle-loading guns, a type of artillery used in the late 19th century for coastal defence. Here's how they generally worked:

1. **Loading**: The guns were loaded from the muzzle (the front end of the barrel). A gun crew would first swab the barrel to clean out any residue from the previous shot. Then, they would load a gunpowder charge followed by the projectile—an 80-pound shell. The projectile was often made of solid iron or contained explosive material.
2. **Rifling**: The inside of the barrel was rifled, meaning it had spiral grooves cut into it. This rifling imparted a spin to the projectile as it was fired, improving its range and accuracy compared to smoothbore guns.
3. **Aiming**: The gun crew aimed the weapon using a combination of direct sight and calculations, adjusting for factors like distance to the target, wind conditions, and the projectile's trajectory. The guns were typically mounted on carriages that allowed for horizontal and vertical adjustments.
4. **Firing**: Once aimed, the gun was fired by igniting the gunpowder charge. This was usually done with a lanyard that pulled a friction primer, igniting a small powder charge and then the main charge.
5. **Recoil Management**: These guns used a system of buffers and sometimes counterweights to manage the recoil when fired. The gun would often roll back on its carriage, and the crew would push it back into position after firing.
6. **Reloading**: After firing, the crew would swab the barrel again to cool it down and remove any burning remnants before reloading for the next shot.

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These types of guns required a well-trained crew to operate efficiently. They played a significant role in coastal defence during an era when naval threats were a considerable concern for coastal cities like Wollongong.
The 11/2-inch Nordenfelt gun was a type of early rapid-firing gun used in the late 19th century, including at coastal defence locations such as Wollongong. The Nordenfelt gun was a manually operated, the gun was designed for defence against fast-moving small craft.

Features and Operation:

1. This design allowed for a rapid succession of shots, increasing the rate of fire compared to similar single-barrel guns of the time.
2. **Manual Operation**: The gun was operated using a hand crank, which would chamber, fire, and extract cartridges sequentially from each barrel. This mechanical operation allowed for relatively rapid firing rates compared to other contemporary weapons, though still requiring manual effort.
3. **Ammunition**: The Nordenfelt gun used fixed ammunition, meaning the projectile and propellant were contained in a single cartridge, simplifying the loading process and allowing for quicker firing.
4. **Role in Defence**: At coastal defence sites like Wollongong, the Nordenfelt was used to protect against fast-moving targets, such as small enemy vessels that might try to attack or penetrate defences close to shore.
5. **Deployment**: These guns were commonly mounted on naval ships and at coastal fortifications where a rapid response to close-range threats was essential.

The introduction and use of rapid-firing guns like the Nordenfelt represented a significant advancement in military technology during the period, providing a balance between the firepower of larger guns and the speed required to deal with fast-moving threats. At Wollongong, such a weapon would have been part of a broader strategy to secure the coastline and important harbor areas against potential naval incursions.
Smiths Hill Fort is a reasonable condition and was restored in 1988 to its current condition.
The two 80lbs RML guns and one 1 ½ inch Nordenfelt rapid firing gun. All guns have a provenance with the site and were returned to their original positions during the restoration.
The Smiths Hill Fort was buried in 1946 and was exposed in the 1980's as part of Australia's Bicentennial celebrations. The guns were restored by apprentices at the Bendigo Ordnance Factory in 1986.

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Restoration plaque, Smiths Hill

Gun 69 RML 80 Pounder Mark I	
Date of manufacture	1872 conversion
Place of manufacture	Royal Gun Factory
Recommended Action	Recommendations below.

Gun 99 RML 80 Pounder Mark I	
Date of manufacture	1872 conversion
Place of manufacture	Royal Gun Factory
Recommended Action	Recommendations below.

Gun 4092 QF 1 3/4 Pounder Mark I Nordenfelt (1 1/2 inch)
Date of manufacture 1885
Place of manufacture Nordenfelt Guns and Ammunition Company
The gun was removed for safe keeping but has recently been returned to its original position. The gun needs corrosion control as recommended with all the iron work at Smiths Hill. Recommendations below. The locks that have placed at the base of the gun should be removed and replaced with security bolts. The gun barrel may be removed from the base for safe storage, but this should only be done if a secure repository can be established off site.

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Treatment

Exterior

All guns, timber and iron carriages at Flagstaff Hill and Smiths Hill
The following treatment should be undertaken.

Record

A record should be kept and presented as part of this contract and presented on completion of site works.
The record will form a report that should include,

- A photographic record of the project detailing each stage,
- A record of all products used,
- A description of works undertaken including dimensions,
- Care and maintenance recommendations

Transport and Removal

The barrels and carriage are to be removed in separate parts.
All lifting at any stage in this project must be done with soft slings of adequate strength to safely move the required weight without causing damage.
The barrel should be lifted off the carriage after releasing the trunnion caps by removing the iron pins and hinging back the caps.
Slings should be placed around the muzzle and vent field astragals with the centre of gravity approximately at the trunnions.
Carefully pack and safely remove both sections off site.
The barrels of the 68lbs and 80 lbs guns weigh 4.9 tonnes each.

Dismantling

Dismantle the gun carriage removing all the metal components included in this report so that they can be treated as recommended in the Ironwork section below.
All timber sections of 68lbs guns should be replaced using the current gun Standings as a template to produce the reproduction Standings.

Guns & Ironwork

The ironwork is to be abrasive blasted externally using an inert abrasive medium to the following finish.
The abrasive blasting is to be carried out by a contractor with experience in dealing with historic material.

- Abrasive blast cleaning AS1627.4 class 2.5
- 1st coat: Application of Dulux Zincanode 402 surface primer to prepared ironwork to a DFT of 75 microns.
- 2nd coat: Application of Dulux Duremax GPE to a DFT of 200 microns.
- 3rd coat: Application of topcoat of Dulux Weathermax HBR to a DTF of 100 Microns

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Colour : satin black

Abrasive blast clean to Sa21/2 (ISO 8501-1:2007) or SSPC-SP6. If oxidation has occurred between blasting and application of Marine Epoxy Undercoat the surface should be reblasted to the specified visual standard. Care should be undertaken not to over blast and report any defects.
Review all sections condition and report any defects that have become exposed after abrasive blasting.

Paint the ironwork using a marine epoxy system as outlined below and should be applied according to the manufactures recommendations. The painted surfaces should be complete and have no defects.
Apply the paint as specified by the product technical data sheet for a marine environment.
The barrel is to have all its paint removed by abrasive blasting using a soft medium. It is to be cleaned internally and externally.

Metal Paint system

- 1st coat: Application of Dulux Zincanode 402 surface primer to prepared ironwork to a DFT of 75 microns.
- 2nd coat: Application of Dulux Duremax GPE to a DFT of 200 microns.
- 3rd coat: Application of topcoat of Dulux Weathermax HBR to a DTF of 100 Microns

All metal sections are to be painted satin black.

It is recommended that a new tompion be produced and fitted to all the gun barrels to impede the ingress of water.

Timber

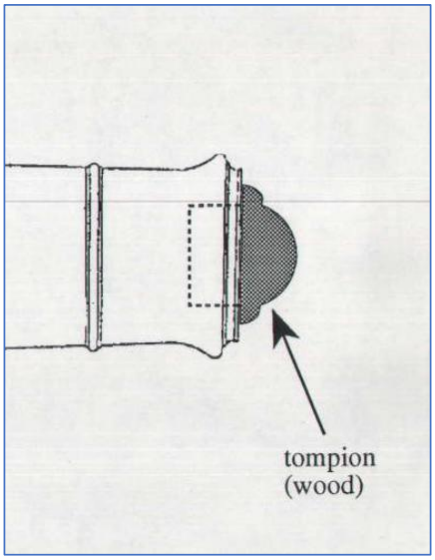
All timber sections of the carriage should be replaced with new Australian hardwood timber sections with measurements taken from the existing carriages.
All new sections should be manufactured from seasoned Australian Hardwood rated to F17, H4 grade resistant to rot and in ground contact.
All new timbers are to be the best quality of their respective kind, sound and well-seasoned, free from sap, shakes, large or loose knots and other defects.
The new replacement sections should be manufactured to the existing design, dimension and detail.
Adhesives to be used in new component manufacture must be for exterior use and compatible with the timber paint system.
The treated ironwork is to be reused in the new timber carriage and their location is to be taken from the existing carriage.

Tompion Design

The tompion dimensions are to be taken from the barrel.

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The new replacement sections should be manufactured to the existing design, dimension and detail. The tompion section should be a firm press fit into the bore.
The new sections should be manufactured from seasoned Australian Hardwood rated to F17, H4 grade resistant to rot and in ground contact.
Adhesives to be used in contact with gun barrel non-acid curing silicone elastomer.
The section to be repaired is to have all existing paint removed from the area.
All timber of the defect is to be removed until sound timber is located.
The repair section is to be either replaced with a timber insert or an epoxy filler suitable for external or marine use.
All timber repairs when complete will be true in profile and dimension with the adjacent fabric.

Timber Standing/carriage preparation

All timber is to be prepared and sanded to provide a sound and keyed surface for repainting.

All areas of the timber gun carriage are to be painted.
Particular attention should be paid to end grains and joints.
After priming, an undercoat should be applied to produce a uniform film covering the whole surface.

The timber is to be painted with a 3-coat system.

- 1st coat: Oil based primer sealer undercoat dry coat 40 microns
- 2nd coat: Premium enamel Topcoat
- 3rd coat: Premium enamel Topcoat

All timber is to be painted with following finished colour paints.
Gun Carriage – Russet Red
Tompion - Black

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Reassembly

The carriage is to be reassembled after construction and painting have been carried out to the original format.
All paint is to be made good after assembly so that it provides a sound and decorative finish required for outdoors.
The barrel is to have its tompion fitted and adhered securely into place.

The gun carriage and barrel are to be transported and lifted back into position using soft slings separately. The trunnion caps are to be secured into position once the gun is secured on site.

Interior

The interiors should be kept dry and regular checks should be made to make sure that floor drains are kept clear and functioning.

All interiors should be cleaned free of all rubbish and the initial clean should be carried out with a watching brief to identify and collect any historic material.

All metal (ironwork) should be treated for corrosion by painting the items with corrosion inhibiter such as Feronite to protect them.

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Appendix D

Michael Dellapina (Arborist Public Tree Management**),** Arborist Assessment 3x Araucaria heterophylla (Norfolk Island Pines): Smiths Hill Fort, Battery Park, Wollongong, **report** prepared for Wollongong City Council**,** 27 February 2025

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Arborist Assessment

3x *Araucaria heterophylla* (Norfolk Island Pines)



Smiths Hill Fort
Battery Park, Wollongong

Report prepared by

Michael Dellapina
Arborist Public Tree Management
(AQF5 Arborist)
Open Space + Environmental Services
Wollongong City Council

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1 Introduction

On site preliminary tree assessments were conducted by Council's AQF5 Arborist, Michael Dellapina. The provided Condition Report on Cliff Road / Smith Hill Fortifications, Wollongong, by Damien Allan BE (Mech) CPEng. was read prior to onsite inspection, and points 5, 16, 17, 18, 19, 20, 21 and 22a were reviewed, as they referred to tree issues.

The report identified three trees which may be impacting the Fort structures within Battery Park, due to their proximity to these structures.

1.1 The site – Aerial image showing identified tree locations



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1.2 The trees

Tree assessments have been undertaken on three trees. All trees have been identified as *Araucaria heterophylla* (Norfolk Island pine) and identified as Tree ID 63385, Tree ID 63386, and Tree ID 63387.

All trees appear to have been planted between 1951 and 1955 as indicated by 'IntraMaps' aerial images.





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2 Observations

2.1 Tree 1 (ID 63385) – *Araucaria heterophylla*

TREEPLOTTER INVENTORY

Norfolk Island Pine Tree ID #63385
Battery Park - Cliff Road WOLLONGONG

Tree	
Primary ID:	63385
Asset ID:	
Status:	Alive
Common Name:	Norfolk Island Pine
Botanical Name:	Araucaria heterophylla
Origin:	
Code:	ARHE
Family:	Araucariaceae
Genus:	Araucaria
Cultivar:	
Number of Stems:	1
DBH [in]:	34
DBH [cm]:	87
DBH [cm] Stem 1:	
DBH [cm] Stem 2:	
DBH [cm] Stem 3:	
DBH [cm] Stem 4:	
DBH [cm] Stem 5:	
DBH [cm] Stem 6:	
DBH Range:	>75cm
Tree Height (Estimated) [m]:	25
Height Range:	20-30 Metres
Width:	8
Health:	Good
Useful Life Expectancy:	50+ years
Condition (Leaf):	Good
Canopy Structure:	Good
Age Class:	Mature
Homewood ID:	
Observations:	ccdominant, Poor Location
Tree Comments:	A mature established tree presenting good health and vitality. Tree is typical of its species with no obvious signs of structural weakness, free from pests or disease and contributing to habitat. Codominant in upper crown. Located 2.1m south of fort

Photos



Tree ID 63385 - Araucaria heterophylla.jpg
27/02/2025



Tree ID 63385 - Araucaria heterophylla - (2).jpg
27/02/2025

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	structure, several surface roots up to 100mmØ. Tree is located within Heritage Item - State - Battery Park and is growing on top of the underground fort structure; this structure may not have been constructed to support the additional weight such as a large tree and its root system.
Stock Type:	
City Managed:	True
Botanic Gardens ID:	1
Crown Light Exposure:	
Archived:	No
null:	
New Data Field:	
Has Ecobenefits:	No

Location

Address:	Battery Park - Cliff Road WOLLONGONG
Address Number:	
Address Street:	Cliff Road WOLLONGONG
Street Planted:	
Suburb:	
Postcode:	
Organization:	Wollongong City Council
City:	Wollongong
Tree Type:	Park
Growing Space:	
Land Use:	Park/ Vacant/ Other
Location on Site:	
Planting Site Width:	
Pit Size:	
Park Name:	
Longitude:	150.90146598493
Latitude:	-34.416156085575
Easting:	
Northing:	

Design & Construction

Diameter at Root Flare (DRF) [m]:	1.15

Street View



Map



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Tree Protection Zone (TPZ) [m]:	10.44
Structural Root Zone (SRZ) [m]:	3.51
Describe proposed works:	
Impact of proposed works:	
Type of impact:	
Tree retention value:	
Tree protection:	
Tree protection notes:	
Root investigation - slit trench:	
Hand dig only:	
Proposed max excavation depth (mm):	
Prune no roots greater than (mm):	
Excavation instructions:	
Pavement treatment:	
Pavement construction notes:	
Project arborist required to supervise works:	
Project arborist certified works complete:	

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2.2 Tree 2 (ID 63386) – *Araucaria heterophylla*

TREEPLOTTER INVENTORY

Norfolk Island Pine Tree ID #63386
Battery Park - Cliff Road WOLLONGONG

Tree	
Primary ID:	63386
Asset ID:	
Status:	Alive
Common Name:	Norfolk Island Pine
Botanical Name:	Araucaria heterophylla
Origin:	
Code:	ARHE
Family:	Araucariaceae
Genus:	Araucaria
Cultivar:	
Number of Stems:	1
DBH [in]:	30
DBH [cm]:	75
DBH [cm] Stem 1:	
DBH [cm] Stem 2:	
DBH [cm] Stem 3:	
DBH [cm] Stem 4:	
DBH [cm] Stem 5:	
DBH [cm] Stem 6:	
DBH Range:	>75cm
Tree Height (Estimated) [m]:	20
Height Range:	20-30 Metres
Width:	10
Health:	Good
Useful Life Expectancy:	50+ years
Condition (Leaf):	Good
Canopy Structure:	Good
Age Class:	Mature
Homewood ID:	
Observations:	ccdominant
Tree Comments:	A mature established tree presenting good health and vitality. Tree is typical of its species with no obvious signs

Photos



Tree ID 63386 - Araucaria heterophylla.jpg
27/02/2025



Tree ID 63386 - Araucaria heterophylla - (2).jpg
27/02/2025

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	of structural weakness, free from pests or disease and contributing to habitat. Recommend retain tree, due to growing within an area that has been identified as Coastal Hazard Geotechnical risk. Undertake an investigative slit trench dig alongside the affected sections of the fort structure to identify any tree roots. If tree roots found, identify impacts upon the structure and investigate the feasibility of undertaking suitable root pruning and instillation of a tree root barrier. Codominant in upper crown. Located 2.5m west of fort structure. Tree is located within Heritage Item - State - Battery Park.
Stock Type:	
City Managed:	True
Botanic Gardens ID:	1
Crown Light Exposure:	
Archived:	No
null:	
New Data Field:	
Has Ecobenefits:	No

Street View



Map



Location	
Address:	Battery Park - Cliff Road WOLLONGONG
Address Number:	
Address Street:	Cliff Road WOLLONGONG
Street Planted:	
Suburb:	
Postcode:	

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Organization:	Wollongong City Council
City:	Wollongong
Tree Type:	Park
Growing Space:	
Land Use:	Park/ Vacant/ Other
Location on Site:	
Planting Site Width:	
Pit Size:	
Park Name:	
Longitude:	150.90134432099
Latitude:	-34.416095006889
Easting:	
Northing:	

Design & Construction	
Diameter at Root Flare (DRF) [m]:	0.85
Tree Protection Zone (TPZ) [m]:	9
Structural Root Zone (SRZ) [m]:	3.09
Describe proposed works:	
Impact of proposed works:	
Type of impact:	
Tree retention value:	
Tree protection:	
Tree protection notes:	
Root investigation - slit trench:	
Hand dig only:	
Proposed max excavation depth (mm):	
Prune no roots greater than (mm):	
Excavation instructions:	
Pavement treatment:	
Pavement construction notes:	

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Project arborist required to supervise works:	
Project arborist certified works complete:	

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2.3 Tree 3 (ID 63387) – *Araucaria heterophylla*

TREEPLOTTER INVENTORY

Norfolk Island Pine Tree ID #63387
Battery Park - Cliff Road WOLLONGONG

Tree	
Primary ID:	63387
Asset ID:	
Status:	Alive
Common Name:	Norfolk Island Pine
Botanical Name:	Araucaria heterophylla
Origin:	
Code:	ARHE
Family:	Araucariaceae
Genus:	Araucaria
Cultivar:	
Number of Stems:	1
DBH [in]:	34
DBH [cm]:	87
DBH [cm] Stem 1:	
DBH [cm] Stem 2:	
DBH [cm] Stem 3:	
DBH [cm] Stem 4:	
DBH [cm] Stem 5:	
DBH [cm] Stem 6:	
DBH Range:	>75cm
Tree Height (Estimated) [m]:	22
Height Range:	20-30 Metres
Width:	12
Health:	Good
Useful Life Expectancy:	50+ years
Condition (Leaf):	Good
Canopy Structure:	Good
Age Class:	Mature
Homewood ID:	
Observations:	
Tree Comments:	A mature established tree presenting good health and vitality. Tree is typical of its species with no obvious signs

Photos



Tree ID 63387 - Araucaria heterophylla.jpg
27/02/2025



Tree ID 63387 - Araucaria heterophylla - (2).jpg
27/02/2025

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	of structural weakness, free from pests or disease and contributing to habitat. Recommend retain tree, due to its location, which is on the top edge of a steep slope within an area that has been identified as Coastal Hazard Geotechnical risk. Undertake an investigative slit trench dig alongside the affected sections of the fort structure to identify any tree roots. If tree roots found, identify impacts upon the structure and investigate the feasibility of undertaking suitable root pruning and instillation of a tree root barrier. Tree is located 5.1m & 5.6m east of fort structure. Tree is located within Heritage Item - State - Battery Park.
Stock Type:	
City Managed:	True
Botanic Gardens ID:	1
Crown Light Exposure:	
Archived:	No
null:	
New Data Field:	
Has Ecobenefits:	No

Map



Location

Address:	Battery Park - Cliff Road WOLLONGONG
Address Number:	
Address Street:	Cliff Road WOLLONGONG
Street Planted:	
Suburb:	
Postcode:	

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Organization:	Wollongong City Council
City:	Wollongong
Tree Type:	Park
Growing Space:	
Land Use:	Park/ Vacant/ Other
Location on Site:	
Planting Site Width:	
Pit Size:	
Park Name:	
Longitude:	150.90151426469
Latitude:	-34.416077534707
Easting:	
Northing:	

Design & Construction	
Diameter at Root Flare (DRF) [m]:	1.01
Tree Protection Zone (TPZ) [m]:	10.44
Structural Root Zone (SRZ) [m]:	3.32
Describe proposed works:	
Impact of proposed works:	
Type of impact:	
Tree retention value:	
Tree protection:	
Tree protection notes:	
Root investigation - slit trench:	
Hand dig only:	
Proposed max excavation depth (mm):	
Prune no roots greater than (mm):	
Excavation instructions:	
Pavement treatment:	
Pavement construction notes:	

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Project arborist required to supervise works:	
Project arborist certified works complete:	

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3 Preliminary Recommendations

- **Tree 1 (Tree ID 63385) *Araucaria heterophylla*** – **Remove**.

  Growing on top of the underground fort structure; this structure may not have been constructed to support the additional weight such as a large tree and its root system.

- **Tree 2 (Tree ID 63386) *Araucaria heterophylla*** – **Retain**.

  Further investigation required. Undertake an investigative slit trench dig alongside the affected sections of the fort structure to identify any tree roots. If tree roots found, identify impacts upon the structure and investigate the feasibility of undertaking suitable root pruning and installation of a tree root barrier.

- **Tree 3 (Tree ID 63387) *Araucaria heterophylla*** – **Retain**.

  Further investigation required. Undertake an investigative slit trench dig alongside the affected sections of the fort structure to identify any tree roots. If tree roots found, identify impacts upon the structure and investigate the feasibility of undertaking suitable root pruning and installation of a tree root barrier.

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Appendix 2

Wollongong Council Statement of Aboriginal Cultural Context, prepared by Joel Thompson (Coordinator Heritage, Wollongong City Council), 28 July 2025

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Wollongong Fortifications CMP

Aboriginal Cultural Context Summary

Joel Thompson

28 July 2025

The Wollongong Harbour Precinct within which the study areas for the Fortifications discussed in this report are located within a landform context that is known to have been of high significance to the local Aboriginal people.

Elevated headlands along the Illawarra Coastline, with a fresh water supply, rock platforms and sandy beaches to their northern side have been consistently highlighted as areas of very high cultural significance along the coastline. The Sandon Point Aboriginal Place and Bellambi Point Aboriginal Place to the north, as well as Hill 60 and Bass Point to the south, demonstrate these same landform characteristics and have all long been acknowledged as areas of very high cultural significance.

The landform context surrounding Wollongong Harbour would have provided for all of the daily needs of the local people. Fresh water was available from the small stream to the north of the headland, the rock platforms and sandy beach areas would have supplied an abundance of fish, shellfish and crustaceans that were staples within the diets of the local saltwater people. The area must also have abounded in grassy pasturelands in that the first documented settler, Charles Throsby, along with his cattle were led directly to this location by Aboriginal guides in 1815, when he was in search of suitable grazing land during a severe drought. This suggests suitable habitat for Kangaroos, Wallabies and other species that would have contributed to the diet of the local people.

Archaeological studies undertaken within the Wollongong Harbour area including at Osborne Park and Brighton Lawn have also confirmed that despite over 200 years of intensive occupation and development, archaeological evidence of intensive use and occupation remains. Middens, stone tool making sites, and evidence of extensive burning are all located within the area albeit within a disturbed and altered contexts. This further confirms the significance of the area to the local people.

Elevated areas on headlands, and other highpoints above protected beaches are also known to have been used by Aboriginal people as signal points to pass on messages between tribes. The use of fires as a communication tool is highlighted by Aunty Sharralyn Robinson, who credits this form as communication as the reason why Captain James Cook encountered fires all along the eastern coastline during his 1776 exploration. These high points also served as important viewing locations, including as viewing points used to assist with fishing enterprise and to monitor movements of

people within the area. This practice is still continued to this day in commercial fishing enterprises at Hill 60/Red Point, the next headland south of the study area.

The use of the area as a viewing point and signal point aligns the cultural historical significance and use of the area with the reasons why these locations would have been chosen for defensive strategy in the protection of Wollongong Harbour. Extensive views over the ocean surrounding the protected harbour were the primary determinant in the choosing of the two fort locations for protections. The reasons these locations were selected would likely have led to the areas having significance to the local Aboriginal Community for similar observational purposed.

Archaeological evidence within the broader area, including at nearby Stuart Park, also confirms that the current Wollongong Coastline has been intensively occupied since the stabilisation of existing sea-levels around 6000 years ago. Radiocarbon dating has consistently confirmed occupation dating from 4000-6000 years ago, with some local sites also confirming much longer periods of Aboriginal occupation.

During their construction, the locations of the two forts underwent substantial landform alterations and have been subjected to over 200 years of historical development activity. As such, the Aboriginal archaeological record could be reasonably expected to have been impacted far more intensively than in other areas within the Wollongong LGA. Further, Aboriginal people would have been less likely to be able to continue traditional cultural practices within the study area beyond the first settlement in the area in 1815-1816. Although evidence from a recent archaeological study undertaken by Comber Consultants near Wollongong Harbour did locate a single glass artefact within a tool making context, suggesting that post contact expression of traditional cultural practice did continue beyond the availability of glass materials, perhaps from the 1830s Brighton Hotel which was established near Brighton Lawn.

It is clear that the study area represents a highly significant cultural context and that evidence of Aboriginal use, occupation and activity remains within the area. The local community maintain a strong cultural connection to the area

Appendix 3

Historical archaeological potential and significance assessment—Flagstaff Hill and Smiths Hill Forts

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1 Historical archaeological potential and significance assessment

1.1 Relevant archaeological studies

There have been no known archaeological investigations within the site and relatively few within the surrounding area. The results of two investigations undertaken in the vicinity of the site, as well as investigations undertaken at the comparative site of Fort Scratchley in Newcastle, have helped to inform this assessment and are summarised below.

7 Harbour St, Wollongong

Archaeological testing and monitoring works were undertaken by AMAC Group in 2010 at the location of a residential property on part of the site of the former Wollongong Gaol[1]. A previous assessment had identified high potential for structural remains of a former gaol building of local significance to be located at the site. The site had been subjected to limited disturbance owing to the construction of a single storey dwelling which occupied a portion of the property. The results of both programs revealed that a truncated natural soil horizon was present beneath twentieth century fills, with several displaced artefacts associated with the occupation of the gaol interspersed throughout. No structural remains were identified, which was interpreted to be due to errors in the historical plans.

4 Robertson Street, Wollongong

In 2012 AMAC Group undertook archaeological excavations in the rear of a residential property on part of the site of the former Wollongong Gaol[2]. Test excavations identified the remains of a late nineteenth century brick wall and associated construction fills with minimal modern impacts. Bulk excavations revealed intact dish drain, additional footings and a small number of displaced artefacts contemporary to the period of the gaol's occupation.

Fort Scratchley

The only contemporary fortification subject to archaeological investigation in NSW, a test trench was excavated in 1979 by consultant archaeologists Graham Wilson and Martin Davies[3] within Room B of the c.1882 fort, with the intention of identifying occupation deposits. A thin deposit was located above construction fill, the former containing mostly construction debris and very scant evidence of the occupation of the site.

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The construction fill was a substantial clay layer which did not contain any artefactual material. The site had been subject to minimal / disturbance. Insufficient archaeological evidence was identified during the excavation to identify the former functions of the space.

1.2 Flagstaff Hill Fort

1.2.1 Analysis of site disturbance

The site has been subject to minimal disturbance since the original construction of the fort at the end of the nineteenth century. Any archaeological remains within the footprint of the site which pre-dated the fort's construction are most likely to have been completely removed in the process of excavating the hillside to construct the substructure.

The demolition of the walls which once flanked the entrance in the 1970s was the most substantial impact to the site and done to facilitate new landscaping and the construction of the carpark and footpath at the south of the site. This process is likely to have removed most of the evidence of the walls to the level of the footings.

Removal of the observation post and depression range finder is likely to have been only to the extent of demolition the structures to the level of the surrounding landscape and is unlikely to have completely removed all structural remains.

In recent decades, the interior of the fort substructure has been subject to substantial interference by persons forcing their way in, which is likely to have disturbed any deposits which may have been present from the period of the fort's use.

It is unclear to what extent the top of the site has been levelled, and if former paths and roadways have been removed. A Before You Dig (BYD) inquiry was undertaken and no services were identified within the study area. Any otherwise unidentified services which may have been installed are likely to have only caused localised impacts to archaeological remains. Any modern park infrastructure is likely to have only caused localised impacts to construction fills and deposits.

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Figure 1.1 Front entrance as it appeared at the time of the site visit.



Figure 1.2 Evidence of the removal of brick walling to the south of the entrance. Any evidence has been obscured beneath more recent landscaping and overgrowth.



Figure 1.3 An extended portion of wall has been truncated to the south of the entrance with a truncated section visible at the right.



Figure 1.4 Landscaping in the approximate location of one of the former observation rooms to the north of the gun pit does not demonstrate any evidence of the former structure.



Figure 1.5 Concrete feature to the north of the entrance appears to be in line with former wall.



Figure 1.6 There have been minimal recent ground impacts above the fort substructure.

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1.2.2 Historical development of the site

The development of Flagstaff Hill Fort can broadly be understood in Four main phases:

- Phase 1: 1815-1890—Early European settlement of Wollongong;
- Phase 2: 1890—1914 Flagstaff Hill Fort;
- Phase 3: 1914–Present—Ownership by Wollongong Council.

1.2.3 Assessment of archaeological potential

Phase 1: 1815–1890—Early European settlement of Wollongong

The first Europeans to occupy the Illawarra were transient timber (cedar) getters who felled and processed the native cedar forests along the east coast, south of Sydney, while living in temporary, slab timber houses. No plans were made which indicate the locations of these camps. As it is unclear if the subject site was targeted for logging, there is a nil-low potential for archaeology relating to semi-permanent timber-getters camps to be present within the study area. There is low potential for evidence of land clearance such as tree throws.

Flagstaff Hill was a prominent location in Wollongong's early development, with a convict stockade being constructed somewhere on the headland and occupied by 300 convicts who were used to construct the harbor from 1837.[4] The exact location of the stockade is unknown and was likely located closer to the harbor construction works, and so archaeological features which related to it are unlikely to be located within the study area. Additionally, any archaeology relating to this use within the subject site is likely to have been completely removed or heavily truncated by the deep excavation caused by the construction of the fort. There is a nil-low potential for evidence of the convict stockade.

A sketch plan from 1855 appears to show a built feature about the centre of the headland, however nothing is shown in the approximate area of the site which is located further to the south. This suggests that by this stage no formal structures were present in this location of the headland, and there is no indication that anything was situated here until the construction of the fort.

The headland was also the site of early industrial activities, such as salt and coke making works, and recreational activities including the use of the nun's baths. While these were located north and west of the study area, there is a nil-low potential for isolated archaeological remains related to these activities to be present within the study area. There is nil-low potential for structural evidence of the former flagstaff, which was located in the approximate location of the Flagstaff Point to the north of the fort lighthouse, or any associated undocumented structures as the significant excavation cuts caused by the construction of the fort have likely removed any archaeological evidence.

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Figure 1.7 Detail of a 1855 sketch plan showing location of a built feature on the north part of the headland, indicated in area of the red box. The study area is located slightly to the south. (Source: SLNSW A 331A / 853567)

Phase 2: 1890-1914—Flagstaff Hill Fort

The Flagstaff Hill fort was constructed from 1890 and included the bulk excavation of a discrete part of the headland to place in the subterranean elements. It is unclear how far this extended beyond the footprint of the fort. There is a high potential for evidence of the excavation in the form of the cut and backfills to be present. There is a high potential for remains of the temporary drain made during construction of the Flagstaff Hill fort to be preserved beneath the backfills.

The backfill placed around the fort as part of its construction in the significant landscape cut, may include deposits such as construction materials and domestic items, despite no similar artefacts being identified in the archaeological excavation of the construction cut at Fort Scratchley. There is a low-moderate potential for these to be present at Flagstaff Hill.

Visual inspection showed numerous gaps and crevices which may have collected and retained artefacts (Figure 1.10 and Figure 1.11) and there is a low-moderate potential for these artefacts to be present.

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An undated plan shows the location of the original extent of the fort structures (Figure 1.9) with these elements still faintly visible on the 1938 aerial (Figure 1.12). This includes the former observation and range finding rooms at the ends of the north and south corridors. There is a high potential for truncated structural remains of the former fort elements to be preserved in situ. These may include footings, surfaces, and evidence of how they interfaced with the below ground elements of the fort.

The undated plan and 1938 aerial also shows the now truncated external wall to the south-east of the subterranean entryway, as well as another short wall to the south-west. Evidence of these walls may continue to survive archaeologically beneath the more recent carpark and landscaping. Due to the minimal disturbance of the site since coming into ownership by council in 1914, there is a moderate-high potential for archaeological evidence of these features. The location of these features relative to the modern layout of the headland is shown in Figure 1.13.

Roads or tracks are also visible to and over the fort on this aerial which may also pre-date the ownership of the fort by council, although it is unclear how formalised these were and how likely they are to have survived archaeologically. There is nil-low potential for archaeological evidence of these to be present as potential remains are likely ephemeral and may have been little more than dirt tracks.

The fort was part of a much larger defence complex built at Flagstaff Hill, which included a purpose-built barracks, water supply and associated infrastructure (Figure 1.8). The archaeological potential and significance of these elements have not been assessed as part of this CMP.

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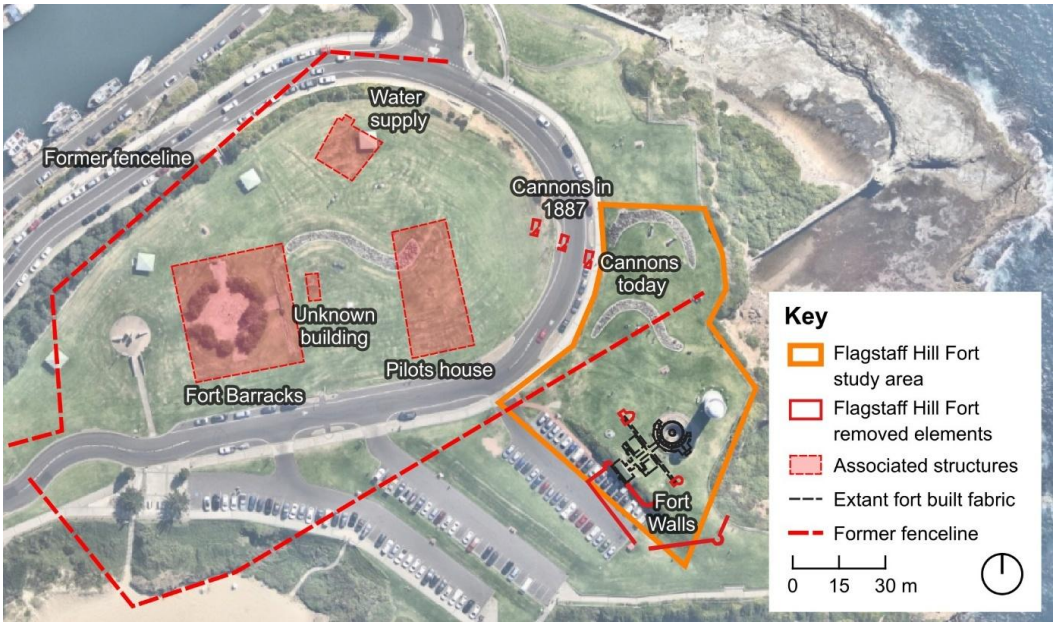


Figure 1.8 Location of study area in relation to related elements formerly present at Flagstaff Hill. (Source: informed by 1938 aerial, c1887 Map of Wollongong Harbour, and 1933 Map of the Town of Wollongong. Nearmap basemap with GML overlay)

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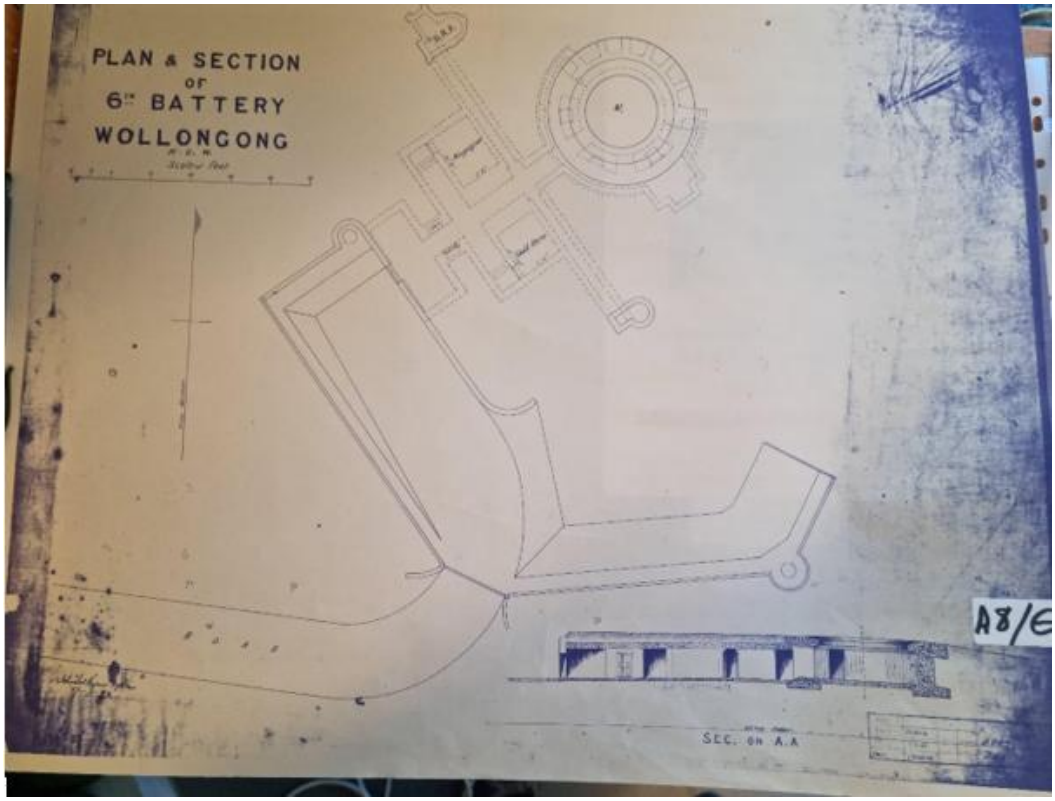


Figure 1.9 Engineering drawing showing the original extent of the Flagstaff Hill fortifications. (Source: Royal Australian Artillery Historical Company archives)



Figure 1.10 Gaps in and around the cartridge stores provide spaces for artefacts to accumulate.



Figure 1.11 Gaps around wall insets provide space for artefacts to accumulate.

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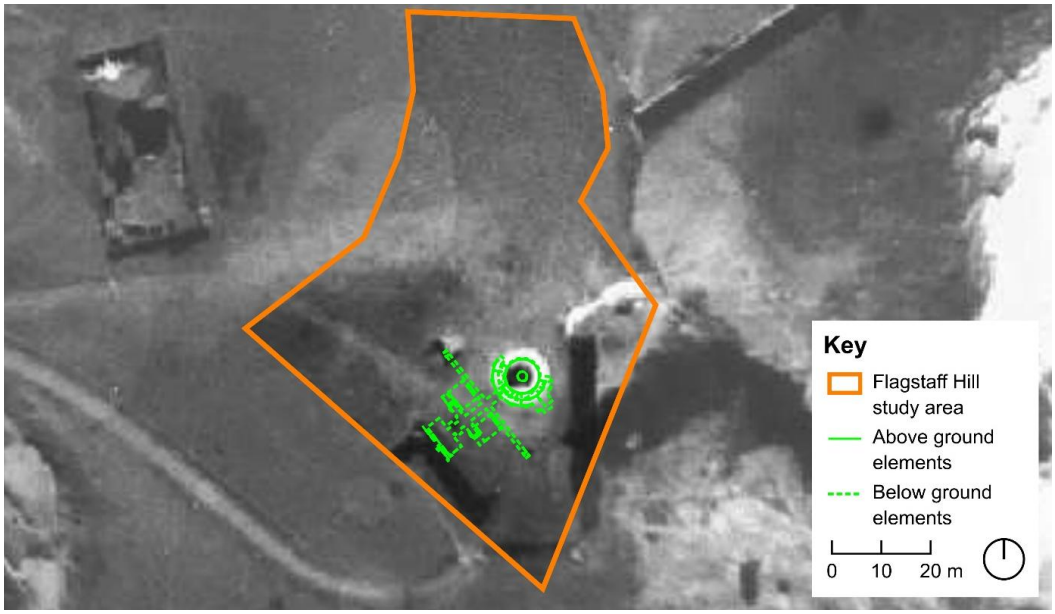


Figure 1.12 1938 aerial of study area with overlay indicating the location of observation rooms to north and south of gun pit, as well as a former path or roadway over the top of the below ground elements. A retaining wall can be seen extending to the south of the entry. (Source: Wollongong City Council 1938 with GML overlay)

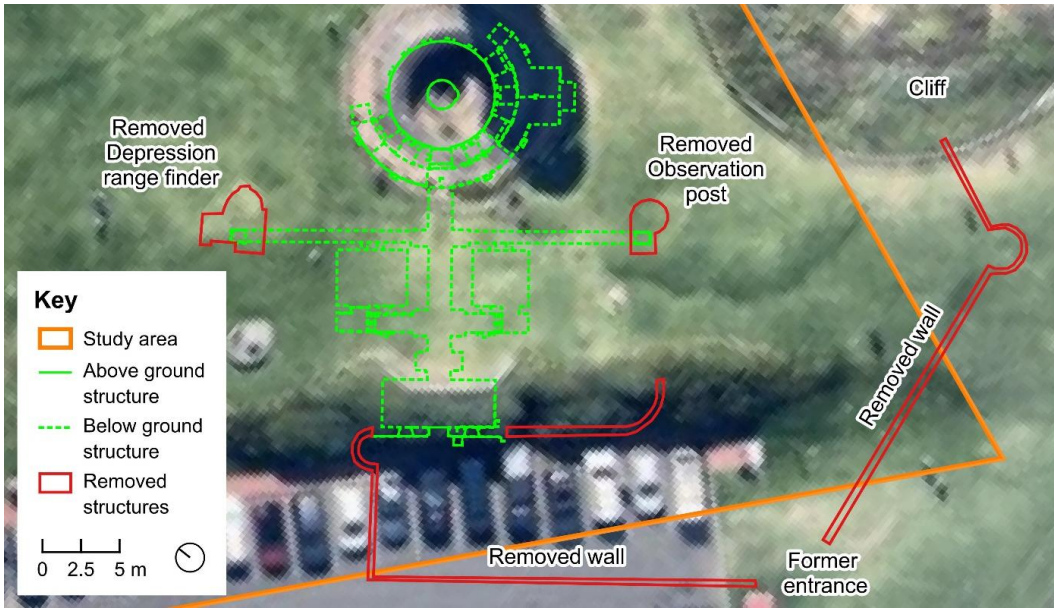


Figure 1.13 Showing the site today with the location of above and below ground structures and removed elements directly related to Flagstaff Hill fort. (Source: Wollongong City Council laser scan data, Nearmap basemap with GML additions)

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Phase 3: 1914–Present—Ownership by Wollongong Council

There has been minimal changes since the handover of the fort to council in 1914. The 1941–1951 aerials show the continued survival of elements such as the road / paths and the south external walls. By 1949 Council had filled the gun pit with sand and bricked up the entrance. As both of these actions were reversed, evidence of these are unlikely to have survived archaeologically. The 1961 aerial (Figure 1.16) shows landscaping around the entrance to the fort which has coincided with the removal both south external walls and indicates the construction of a north-west aligned wall. The carpark immediately to the front of the fort entry has been constructed. It is unclear at what point the observation rooms were removed, but they appear to be gone by the time of the 1977 aerial (Figure 1.19). There is high potential for the remains of introduced fills above the observation rooms. Brick or concrete footings belonging to the retaining wall to the south of the entry may survive beneath the more recent landscaping. The aerials from 1977 onward (Figure 1.20 to Figure 1.23) show minimal changes to the study area, and any archaeology relating to this period is most likely contained to the introduction and removal of park furniture and any services. Evidence of these in the form of concrete platforms and cut / fills are likely to survive within the study area. There is a moderate potential for archaeological evidence of these features.



Figure 1.14 1941 aerial of study area showing above and below ground elements of Flagstaff Hill fort. The aerial shows minimal changes from the 1938 aerial. (Source: Wollongong City Council with GML overlay)

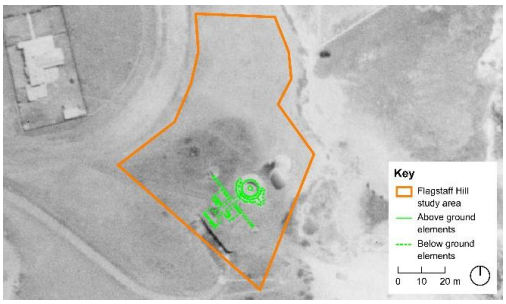


Figure 1.15 1948-51 aerial of study area showing above and below ground elements of Flagstaff Hill fort. (Source: Wollongong City Council with GML overlay)

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Figure 1.16 1961 aerial of study area showing above and below ground elements of Flagstaff Hill fort. A new retaining wall has been constructed to the north of the entrance and a new car park has been constructed to the south of the fort. (Source: Wollongong City Council with GML overlay)



Figure 1.17 1966 aerial of study area showing above and below ground elements of Flagstaff Hill fort. More extensive roads or paths have been constructed above the fort. (Source: Wollongong City Council with GML overlay)

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Figure 1.18 1975 aerial of study area showing above and below ground elements of Flagstaff Hill fort. The parking space to the front of the fort has been asphalted. (Source: Wollongong City Council with GML overlay)



Figure 1.19 1977 aerial of study area showing above and below ground elements of Flagstaff Hill fort. The new landscaping to the north of study area has been excavated and by this time the retaining wall to the south of the entry has been removed. (Source: Wollongong City Council with GML overlay)

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Figure 1.20 1986-87 aerial of study area showing above and below ground elements of Flagstaff Hill fort. Showing placement of the cannons at the north of the study area. (Source: Wollongong City Council with GML overlay)



Figure 1.21 1993 aerial of study area showing above and below ground elements of Flagstaff Hill fort. Showing minimal changes to the study area from the 1986-87 plan. (Source: Wollongong City Council with GML overlay)



Figure 1.22 2001 aerial of study area showing above and below ground elements of Flagstaff Hill fort. Showing minimal changes to the study area from the 1986-87 plan. (Source: Wollongong City Council with GML overlay)

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Figure 1.23 2006 aerial of study area showing above and below ground elements of Flagstaff Hill fort. Showing minimal changes to the study area from the 1986-87 plan. (Source: Wollongong City Council with GML overlay)

1.2.4 Assessment of archaeological significance

This significance assessment specifically considers the historical archaeological resource of the Flagstaff Hill fort study area and is presented in Table 1.1 below.

Table 1.1 Significance assessment of the potential archaeological remains within the Flagstaff Hill fort study area against the NSW Heritage criteria.

Criterion	Potential archaeological remains
Criterion A (Historic significance) An item is important in the course, or pattern, of NSW's cultural or natural history (or the cultural or natural history of the local area).	Flagstaff Hill fort is historically significant as the culmination of attitudes towards Wollongong's strategic importance in NSW which had been held since the mid-nineteenth century. The fort was the most significant element of a complex of defensive buildings placed on the Flagstaff Hill headland, including above ground barracks and other military buildings. The potential archaeological resource is anticipated as being associated with the construction and use of the fort (Phase 2: 1890-1914) including evidence of the construction into the hill and former features of the fort including the observation rooms. These remains may contribute to the state significance of the site in demonstrating the original layout and operation of the fort as one of two primary defensive features of the city of

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Criterion	Potential archaeological remains
	Wollongong. Artefacts associated with the fort's use could enhance the historical significance of the fort. Historical artefacts associated with the forts construction could be considered significant at a local level for representing aspects of life in Wollongong during the late nineteenth century. There is nil-low potential for archaeology associated with Phase 1 (1815-1890) early settlement of Wollongong, including evidence of the convict stockade, the former flagstaff, use of the coke ovens, recreational activities or evidence of other undocumented structures on the Flagstaff Hill headland, or earlier coastal defences. These remains, as well as potential archaeology associated with the twentieth century use and ownership by Wollongong Council (Phase 3: 1914-present) would not be considered significant under this criterion. Under this criterion, the potential historical archaeological resource would be significant at a local and state level.
Criterion B (Historical association) An item has strong or special association with the life or works of a person, or group of persons, of importance in the cultural or natural history (or the cultural or natural history of the local area).	The fort has limited associations with notable individuals, mostly in the capacity of visits from General Richardson and Major General Hutton during its period of occupation. The potential archaeological is highly unlikely to be directly associated with these individuals. Under this criterion, the potential historical archaeological resource would not meet the threshold for significance.
Criterion C (Aesthetic/creative/technical achievement) An item is important in demonstrating aesthetic characteristics and/or a high degree of creative or technical achievement in NSW (or the local area).	The anticipated historical archaeological resource (largely structural remains of the former depression range finder observation post and former fortification walls) are unlikely to individually demonstrate creative or technical achievements or demonstrate aesthetic characteristics. The exact layout of the fortifications is unique amongst late nineteenth century fortifications in NSW however it is composed of elements which are common amongst other contemporary examples. These features would not satisfy this criteria for significance. Under this criterion, the potential historical archaeological resource would not meet the threshold for significance.
Criterion D (Social, cultural, and spiritual) An item has strong or special association with a particular community or cultural group in NSW (or the local area) for social, cultural, or spiritual reasons.	Consultation undertaken by Wollongong Council with Destination Wollongong, Rotary Club of Wollongong, and individuals previously associated with the conservation of the fort confirms that the built fabric holds social significance, which is likely to extent to archaeological remains. Remains of the fort may also hold social significance for current and former residents of Wollongong who may be associated with persons that built or used the fort. The potential archaeology associated with the fort could also be significant to those interested in military history and former military personnel.

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Criterion	Potential archaeological remains
	Under this criterion the archaeological remains would be considered significant at a local level.
Criterion E (Research potential) An item has potential to yield information that will contribute to an understanding of NSW's cultural or natural history (or the cultural or natural history of the local area).	Buried remains of the Flagstaff fort (Phase 2: 1890-1914), include structural remains of the former observation and range finding rooms, as well as walls extending from the south of the fort entrance. These features were original elements of the fortifications and would be considered to contribute to the state significance of the site, particular to how late nineteenth century fortifications were constructed and used. Several fortifications dating to the late nineteenth century were constructed in New South Wales, however few of them have been archaeologically excavated. There are no known examples of archaeological programs undertaken on forts in the Illawarra. Archaeological investigation at the site could contribute to research and understanding of a key phase of military history in NSW and Australia. Artefacts from deposits within or surrounding the fort may include items such as food containers and personal effects belonging to the soldiers stationed at the fort. They could also be associated with the operations of the fort. Analysis of artefacts could yield new information about the volunteer militia who staffed the fort and how the fort functioned day-to-day. Artefact deposits, if present, could contribute unique or new evidence which could enhance the state significance of the site. Evidence of the fort's construction, including the drainage systems used in its construction, and the cuts and fills may be considered locally significant for their ability to provide unique evidence. Artefacts present within the construction trenches for the fort may also contribute to our understanding of the people who built it and how it was built. However, the origin of the fills used would likely be unknown and artefacts may not be able to provide new insights. Archaeological remains associated with the use and ownership of Wollongong Council in the twentieth century (Phase 3: 1914-presnt) are unlikely to contribute to the archaeological research potential of the site. There is nil-low potential for archaeology associated with the early development of Wollongong (Phase 1: 1815-1890) and ephemeral or truncated remains that may be present would likely not have research potential. Potential archaeology relating to Phase 1 (1815-1839) are likely to only relate to ephemeral activities if present. These remains would not be considered significant under this criterion. Under this criterion, the potential historical archaeological resource would be significant at a local and state level.

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Criterion	Potential archaeological remains
Criterion F (Rare) An item possesses uncommon, rare, or endangered aspects of NSW's cultural or natural history (or the cultural or natural history of the local area).	Several other forts were constructed toward the end of the nineteenth century across NSW (see Section 4.2), however each of these were built to different designs which responded to their local environments. Given most of the fort remains intact and the removed elements are common features of late nineteenth / early twentieth century NSW fortifications (range finder and observation rooms, former fort walls), the potential archaeology would only be considered to meet this criterion at a local level. Artefacts associated with the volunteer militia, if they could be securely dated, would be rare at least at a local level and potentially state depending on the nature of the object. Under this criterion, the potential historical archaeological resource would be significant at a local level.
Criterion G (Representative) An item is important in demonstrating the principal characteristics of a class of NSW's cultural or natural places; or cultural or natural environments (or a class of the local area's cultural or natural places; or cultural or natural environments).	Potential archaeological remains associated with Flagstaff Hill fort are expected to be predominantly structural and largely relate to elements of the fort removed to facilitate landscaping and a carpark in the mid twentieth century. Other fortifications dating to this period are more intact, however archaeological evidence of the removed elements such as the walls, observation post and depression range finder would likely enhance the state significance of Flagstaff Hill fort as a representative example of its type. There is unlikely to be any substantial deposits of artefactual material present at the site. Disentangling these items from later rubbish accumulated at the site may also impact the ability to demonstrate a representative picture of the persons who occupied the fort during its phase of use. If a clear association could be made, these objects could enhance the state significance of the site. Artefacts relating to the construction workers who built the fort could be considered representative of everyday life in Wollongong at the end of the nineteenth century and could be considered significant at a local level. Under this criterion, the potential historical archaeological resource could be significant at a state and local level.

Statement of historical archaeological significance

The potential historical archaeological resource is predominantly associated with Phase 2 (1890–1914) Flagstaff Hill fort and Phase 3 (1914–present) ownership by Wollongong Council. There is overall moderate-high potential for archaeology associated with these two phases.

Potential archaeological remains of the original elements of the fort (Phase 2: 1890–1914), including the observation rooms, original fort walls, have the potential to enhance our understanding of the structures as they were originally constructed and would be significant at a state level for their historical significance, research potential, and representativeness, and a local level for rarity.

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Artefacts associated with the occupation of the site as a military fortification would be significant at a local, and potentially state, level for their ability to contribute to our understanding of militia who occupied the site, and potentially military life more broadly in NSW depending on the nature of the artefacts.

Artefacts recovered from the backfill over the fort's substructure deposited during its construction would be significant at a local level for their historical and potential research value. Generally, the potential archaeology of the site may hold significance at a local level for its importance to the local community.

Summary of archaeological potential and significance

Table 1.2 below summarises the study area's potential for historical archaeological features and deposits and includes an assessment of their significance. Figure 4.14 illustrates the areas of archaeological potential within the Smiths Hill site.

Table 1.2 Assessed levels of archaeological potential and significance within the study area.

Phase	Possible archaeological remains	Potential	Significance
Phase 1: 1815–1890 **Early European Settlement of Wollongong**	Evidence of land clearance and timber getting camps	Nil-low	Nil Unlikely to be present
	Evidence of the former convict stockade		
	Remains of former flagstaff		
	Industrial and recreational activities undertaken on headland		
Phase 2: 1890–1914 **Flagstaff Hill Fort**	Evidence of observation structures above the ends of the east-west corridors • Masonry footings and surfaces	High	State
	Artefacts relating to the use of the fort by local militia and military life • Personal, military-specific or institutional items	Low-Moderate	
	Former fort retaining walls south-east and south-west of the entrance • Masonry footings	Moderate-high	
	Evidence of forts construction • Cuts and fills • Objects discarded by construction workers • Former drainage channel	High	Local
	Evidence of the former roadways constructed to fort	Nil-Low	Nil

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Phase	Possible archaeological remains	Potential	Significance
Phase 3: 1914–Present **Ownership by Wollongong Council**	Evidence of the demolition of the above ground elements and introduced fills to cover the site.	High	Nil
	Retaining wall constructed to the north-west of the entrance	Moderate	
	Landscaping and park infrastructure elements		

1.3 Smiths Hill Fort

1.3.1 Analysis of site disturbance

The site has been subject to minimal disturbance since the original construction of the forts at the end of the nineteenth century. Construction of the fort involved large-scale excavation and would have had a substantial impact.

Repeated flooding events in the magazine will have likely highly disturbed any archaeological deposits dating to the period of the sites use.

Removal of the observation rooms and machine gun placements are likely to have been only to the extent of leveling the structures to the surrounding landscape and is unlikely to have completely removed all evidence of their presence.

Any deposits which have accumulated in the water tanks (Figure 1.27) are likely to remain in situ but it is unclear if potential artefacts were accumulated stratigraphically. The planting of Norfolk Island Pines (Figure 1.24) may have had localised impacts on archaeological remains located beneath or adjacent them. If water remained or accumulated in the tanks it is possible that tree roots have permeated the structures and may have compromised their stability.

It is unclear to what extent the top of the site has been levelled since being taken over by Council and any if former paths and roadways have been removed. It is unclear if services have been installed around the study area which may have caused localised impacts to archaeological remains. Any modern park infrastructure is likely to have only caused localised impacts to construction fills and very shallow deposits.

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Figure 1.24 Modern accessibility upgrades to access the fort from Cliff Road include new stairways and hand rails.

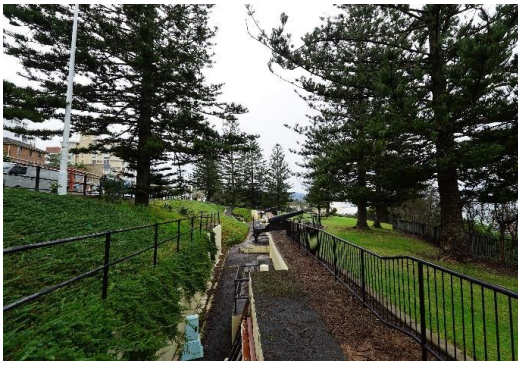


Figure 1.25 Landscaping and the fencing along the east side of the fort has been carried out since the fort was uncovered again in the late 1980s.



Figure 1.26 The grassed area to the east of the fort shows the twentieth century planting of Norfolk Island Pines but minimal evidence of other impacts to any potential archaeology in this area.



Figure 1.27 Potential evidence of one of the two underground tanks installed to the east of the fort structures.

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Figure 1.28 The swivel gun is situated on a butt-joint timber base which may conceal deposits dating from the occupation of the site.



Figure 1.29 It is unclear if the Depression Range Finder Station may have originally had an overstructure, however this would have been located on top of the exposed built elements



Figure 1.30 Modern drains have been installed which interface with the potentially original dish-drains. Their alignment is concealed by the asphalt surface.



Figure 1.31 A pump room has been installed at the east end of the passage leading from the DRF station.

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1.3.2 Historical development of the site

The development of Smiths Hill Fort can broadly be understood in Four main phases:

- Phase 1: 1815–1839—Early European settlement of Wollongong;
- Phase 2: 1839—1892 Early coastal defence;
- Phase 3: 1892—1914 Smiths Hill Fort; and
- Phase 4: 1914–Present—Taking up of site by Wollongong Council.

1.3.3 Assessment of archaeological potential

Phase 1: 1815–1839—Early European settlement of Wollongong

The first Europeans to occupy the Illawarra were transient timber (cedar) getters who felled and processed the native cedar forests along the east coast, south of Sydney, while living in temporary, slab timber houses. No plans were made which indicate the locations of these camps. As it is unclear if the subject site was targeted for logging, there is a low-nil potential for archaeology relating to semi-permanent timber-getters camps to be present within the study area. There is low potential for evidence of land clearance such as tree throws.

The earliest records of the site show it being part of the Throsby allotment dating to from 1835, however there is no recorded evidence of the site being developed during this period. There is nil-low potential for archaeology to be present relating to the Throsby land grant, which could include ephemeral evidence of agricultural activities or isolated artefacts.

Phase 2: 1839–1892—Early Coastal Defence

The 1892 survey plan (Figure 1.32) which ascribes the site for defence purposes does not provide any evidence of the site's development to this point, with no other evidence to indicate the site's use until then. A newspaper article from 1937 reports that Smiths Hill was the original location of the three cannons now located at Flagstaff Hill, but does not indicate that any formal structure or substructure was built to compliment these.[5] Potential archaeology relating to the original cannon placement may include the remains of former cannon bases or surfaces. Given the large-scale excavation required for the fort's construction, any remains would likely have been removed. Therefore, there is a nil-low potential for archaeological remains for dating to this phase.

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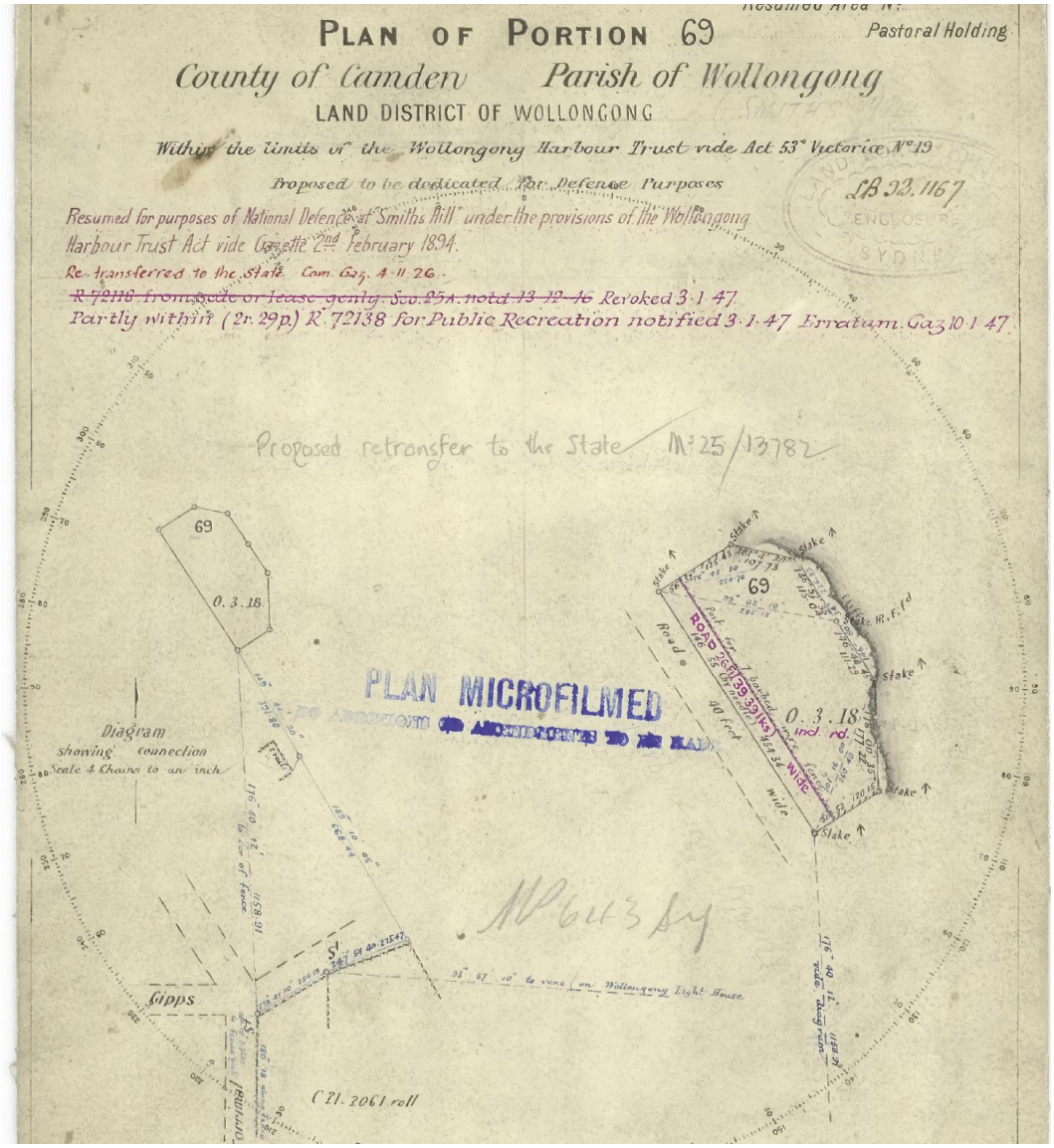


Figure 1.32 Detail of Crown Plan showing site of Smith's Hill fort with no evidence of previous land use. (Source: NSW Land Registry Services, Crown Plan 643-3000)

Phase 3: 1892–1914—Smiths Hill Fort

The fort was constructed from 1892 and included most of the elements visible today. There is a high potential for archaeological evidence of its construction to be present, including cuts and fills associated with the excavation of the hillside to place the fort structures.

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The backfill within the construction cuts may include artefacts and other materials associated with the construction and those involved in the building works. A concrete hatch is visible in the middle of the grassed area to the east of the fort and this is likely to be an access to one of the two underground tanks described in a 1903 report.[6] Unfortunately no plan could be located which shows the size and exact location of these tanks. The report also details a latrine which may have been an unfixed temporary structure. There is a moderate-high potential for archaeological evidence of these features to survive, with remains likely including truncated masonry or concrete footings or bases, and redundant drainage and sewerage systems.

The excavation report of the fort mentions that there were observation stations to the side of the main part of the fort, as well as two machine gun placements to the south of the study area. It is unclear if the observation stations were above or below ground structures, however there is a moderate-high potential for archaeological evidence of brick or concrete footings to survive. The machine gun placements are also likely to retain structural evidence of the same form, however it is not clear how extensive these were. In 1907 a contract was awarded for the construction of a single men's quarters on the fort, however no plans have been located in the research for this report which indicate the extent or location of this structure. The building was likely located quite close to the fortifications within the park and there is moderate-high potential for elements of it to survive archaeologically. Any archaeological remains would likely include brick / concrete footings or postholes, as well as potentially deposits associated with the occupation of the building. There is also moderate potential for evidence of an earlier fence line suggested to have been along the eastern boundary of the fort.

It is unclear whether an over-structure was built for the range finding room, but if constructed, this feature would have been located above the extant built elements. There is nil potential for archaeological evidence of this feature to survive archaeologically.

Visual inspection showed very limited areas that artefacts relating to the militia use of the fort may have collected, indicating a low potential for these potential archaeological remains to be present.

The site has been minimally altered since the burial and re-excavation of the fort. There is high potential for the remains of introduced fills to cover the site, and there may be evidence of cuts made during excavation works to uncover the site. There is a moderate potential for evidence of previous landscaping, removed park furniture and redundant service alignments to be present across the site.

1.3.4 Assessment of archaeological significance

This significance assessment specifically considers the historical archaeological resource of the Smiths Hill fort study area and is presented in Table 1.3 below.

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Table 1.3 Significance assessment of the potential archaeological remains within the Smiths Hill fort study area against the NSW Heritage criteria.

Criterion	Potential archaeological remains
Criterion A (Historic significance) An item is important in the course, or pattern, of NSW's cultural or natural history (or the cultural or natural history of the local area).	Smiths Hill fort is historically significant as the culmination of attitudes towards Wollongong's strategic importance in NSW which had been held since the mid-nineteenth century. The potential archaeological resource is anticipated as being largely associated with the original features and its use by the local militia. Removed features including the observation room, machine gun placements and former tanks would be contribute to the state significance of the site for its historical value in demonstrating the originally intended layout and operation of the fort. Evidence of the construction of the fort, including excavation of the hill and construction fills would be considered significant at a local level. Potential archaeology relating to Phases 1-2 (1815-1892) and Phase 4 (1914-Present) are likely to be highly ephemeral and would not contribute to the historic significance of the place. Under this criterion, archaeological evidence would be significant at a state and local level.
Criterion B (Historical association) An item has strong or special association with the life or works of a person, or group of persons, of importance in the cultural or natural history (or the cultural or natural history of the local area).	No significant associations with individuals or groups have been identified in relation to the anticipated historical archaeological resource in the subject site. Under this criterion, the potential historical archaeological resource would not meet the threshold for significance.
Criterion C (Aesthetic/creative/technical achievement) An item is important in demonstrating aesthetic characteristics and/or a high degree of creative or technical achievement in NSW (or the local area).	The exact layout of the fortifications is unique amongst late nineteenth century fortifications in NSW however it is composed of elements which are common amongst other contemporary examples. The only structural elements potentially represented in the archaeology of the site would be the single men's quarters building, latrine, and associated services would not satisfy this criteria for significance. The anticipated historical archaeological resource (largely structural remains) are unlikely to individually demonstrate creative or technical achievements or demonstrate unique aesthetic characteristics. Under this criterion, the potential historical archaeological resource would not meet the threshold for significance.
Criterion D (Social, cultural, and spiritual) An item has strong or special association with a particular community or cultural group in NSW	Consultation undertaken by Wollongong Council with Destination Wollongong, Rotary Club of Wollongong, and individuals previously associated with the conservation of the fort confirms that the built fabric holds social significance, which is likely to extent to archaeological remains.

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Criterion	Potential archaeological remains
(or the local area) for social, cultural, or spiritual reasons.	Remains of the fort may also hold social significance for current and former residents of Wollongong who may be associated with persons that built or used the fort. The potential archaeology associated with the fort could also be significant to those interested in military history and former military personnel. Under this criterion the archaeological remains would be considered significant at a local level.
Criterion E (Research potential) An item has potential to yield information that will contribute to an understanding of NSW's cultural or natural history (or the cultural or natural history of the local area).	The potential archaeological resource of the Smiths Hill fort is expected to be associated with the construction and use of site. Several fortifications dating to the late nineteenth century were constructed in New South Wales (see Section 4.2), however few of them have been archaeologically excavated. There are no known examples of archaeological programs undertaken on forts in the Illawarra. Substantive and intact archaeological remains of the single men's quarters, machine gun placements, observation stations, and water tanks would be considered to contribute to the state significance of the site, particular to how late nineteenth century fortifications were organised and used. Given the lack of documentary evidence for the location of these elements, and the lack of standardised design, archaeological remains would present a unique source of evidence. Artefacts from deposits within or surrounding the fort may include personal items such as food containers and personal effects belonging to the soldiers stationed at the fort, or associated with the operations of the fort. Analysis of artefacts could yield new information about the volunteer militia who staffed the fort and how the fort functioned day-to-day. Artefact deposits, if present and clearly associated with the militia, could contribute unique or new evidence which could enhance the state significance of the site. Artefacts present within the construction trenches for the fort may contribute to our understanding of the people who built it and how it was built. However, the origin of the fills used would likely be unknown and artefacts may not be able to provide new insights. Under this criterion, archaeological evidence would be significant at a state and local level.
Criterion F (Rare) An item possesses uncommon, rare, or endangered aspects of NSW's cultural or natural history (or the cultural or natural history of the local area).	The potential archaeological resource of the Smiths Hill fort is expected to be associated with the construction and use of site. Several other forts were constructed toward the end of the nineteenth century across NSW (see Section 4.2), however each of these were built to different designs which responded to their local environments. In the context of other fortifications from the same period, substantive and intact archaeological remains associated with the fort would only be considered to meet this criterion at a local level.

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Criterion	Potential archaeological remains
	Artefacts associated with the volunteer militia, if they could be securely dated, would be rare at least at a local level and potentially state depending on the nature of the object. Under this criterion, archaeological evidence would be significant at a state and local level.
Criterion G (Representative) An item is important in demonstrating the principal characteristics of a class of NSW's cultural or natural places; or cultural or natural environments (or a class of the local area's cultural or natural places; or cultural or natural environments).	Potential archaeological remains associated with Smiths Hill fort are expected to be limited and predominantly structural, with archaeological remains of the former likely temporary latrine or associated services in particular not expected to be a representative example of their type. Archaeological remains relating to the single men's quarters, machine gun placements, observation stations, or water storage tanks would likely enhance the state significance of Smiths Hill fort as a representative example of its type. There is unlikely to be any substantial deposits of artefactual material present at the site. Disentangling these items from later rubbish accumulated at the site may also impact the ability to demonstrate a representative picture of the persons who occupied the fort during its phase of use. If a clear association could be made, these objects could enhance the state significance of the site. Under this criterion the potential historical archaeological resource of the use of the Smiths Hill fort may meet the threshold of significance at a state level.

Statement of historical archaeological significance

The archaeological significance of Smiths Hill fort is mostly associated with it being one of the earliest formalised fortifications in the Illawarra region. Any surviving evidence of original elements of the fort, including the observation rooms, machine gun placements or the water tanks has the potential to enhance our understanding of the structures as they were originally constructed and would be significant at a state level for their historical, research, rarity and representative values.

Discrete artefacts which could be securely associated with the occupation of the site as a military fortification could be considered at a state level for their historical and social values in their ability to contribute to our understanding of the local militia who occupied the site.

Any evidence of the fort's construction, including artefacts recovered from the backfill surrounding the built elements would only be considered significant at a local level for their research and cultural values. Generally, the potential archaeology of the site may hold significance at a local level for its importance to the local community.

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Summary of archaeological potential and significance

Table 1.4 summarises the study area's potential for historical archaeological features and deposits. Figure 4.15 illustrates the areas of archaeological potential within the Smiths Hill site.

Table 1.4 Assessed levels of archaeological potential and significance within the study area.

Phase	Possible archaeological remains	Potential	Significance
Phase 1: 1815-1839 **Early European Settlement of Wollongong**	Evidence of land clearance and timber getting camps	Nil-low	Nil Unlikely to be present
	Evidence of use of the site during Throsby's early land grant		
Phase 2: 1839-1892 **Early Coastal Defence**	Evidence of former cannon placements	Nil-low	Nil
Phase 3: 1892-1914 **Smiths Hill Fort**	Partially removed elements of the former fort • Subterranean tanks • Machine gun placements • Observation stations • Truncated remains of single men's quarters building Former latrine and associated services • Truncated footings • Redundant service alignments	Moderate-high	State
	Artefacts relating to the use of the fort by local militia • Military or personal items	Low	
	Evidence of the construction process of the fort	High	Local
	Evidence of an earlier fence line along the east boundary of the fort	Moderate	Nil
Phase 4: 1914-Present **Ownership by Wollongong Council**	Evidence of the removal of above ground elements and introduced fills to cover the site.	High	Nil
	Landscaping and park infrastructure elements including redundant mid-late twentieth century services	Moderate	

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2 Endnotes

1 AMAC Group 2013, Final Archaeological Report 7 Harbour Street, Wollongong, NSW. Unpublished report to Mr Craig Osborne.

2 AMAC Group 2013, Final Archaeological Report 4 Robertson Street, Wollongong, NSW. Unpublished report to Mr James Isabella.

3 Wilson, G and Davies, M 1979, Fort Scratchley Report, 1. Archaeological Report. Unpublished Report to the department of Construction.

4 Illawarra, Chapter II, The Kiama Independent, and Shoalhaven advertiser, 1 April 1875, p 1.

5 Wollongong's old forts, *Illawarra Mercury*, 2 July 1937, p 14.

6 Smiths Hill Fort 1903 State properties transferred to the Commonwealth: report of Committee, p 17.

Document Set ID: 26763282
Version: 1, Version Date: 11/08/2025

Appendix 4

Aboriginal Heritage Information Management System (AHIMS) search results

Document Set ID: 26763282
Version: 1, Version Date: 11/08/2025

AHIMS Web Services (AWS)
Search Result

Your Ref/PO Number : 24-0147 BASIC
Client Service ID : 903593

GML Heritage Pty Ltd - Surry Hills

Date: 24 June 2024

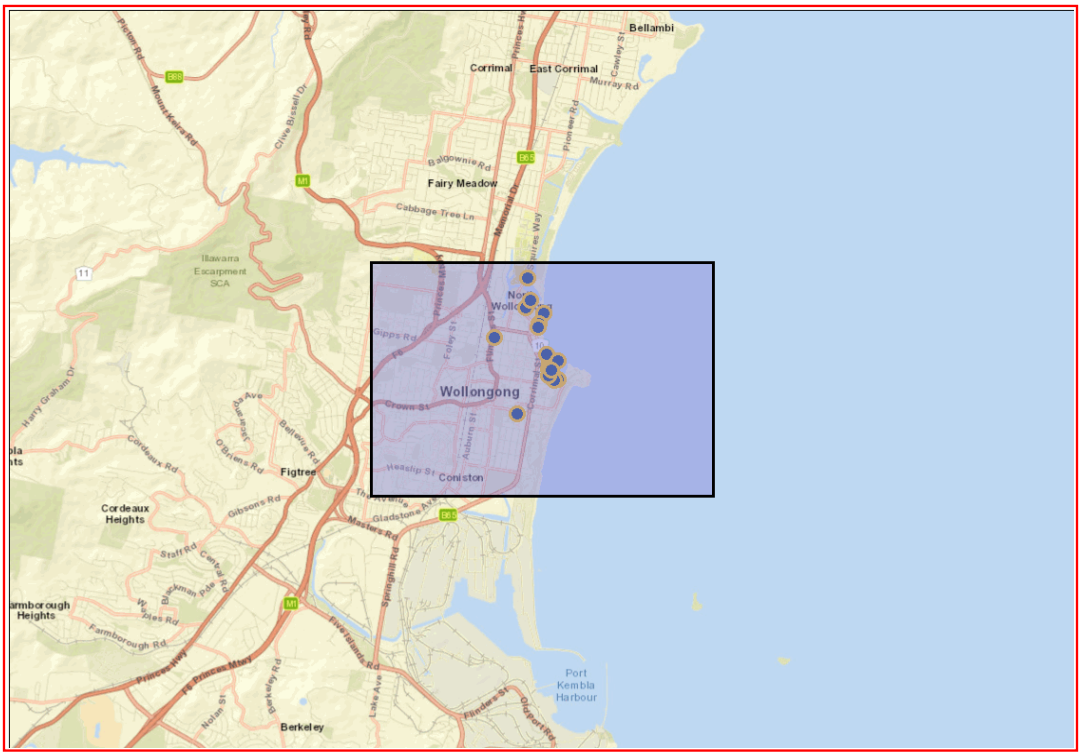
Level 17 323 Castlereagh Street
Haymarket New South Wales 2000
Attention: Jacob Gwiazdzinski

Email: jacobg@gml.com.au

Dear Sir or Madam:

AHIMS Web Service search for the following area at Lat, Long From : -34.4395, 150.871 - Lat, Long To : -34.4041, 150.9328, conducted by Jacob Gwiazdzinski on 24 June 2024.

The context area of your search is shown in the map below. Please note that the map does not accurately display the exact boundaries of the search as defined in the paragraph above. The map is to be used for general reference purposes only.



A search of Heritage NSW AHIMS Web Services (Aboriginal Heritage Information Management System) has shown that:

18	Aboriginal sites are recorded in or near the above location.
0	Aboriginal places have been declared in or near the above location. *

If your search shows Aboriginal sites or places what should you do?

- You must do an extensive search if AHIMS has shown that there are Aboriginal sites or places recorded in the search area.
- If you are checking AHIMS as a part of your due diligence, refer to the next steps of the Due Diligence Code of practice.
- You can get further information about Aboriginal places by looking at the gazettal notice that declared it. Aboriginal places gazetted after 2001 are available on the NSW Government Gazette (https://www.legislation.nsw.gov.au/gazette) website. Gazettal notices published prior to 2001 can be obtained from Heritage NSW upon request

Important information about your AHIMS search

- The information derived from the AHIMS search is only to be used for the purpose for which it was requested. It is not be made available to the public.
- AHIMS records information about Aboriginal sites that have been provided to Heritage NSW and Aboriginal places that have been declared by the Minister;
- Information recorded on AHIMS may vary in its accuracy and may not be up to date. Location details are recorded as grid references and it is important to note that there may be errors or omissions in these recordings,
- Some parts of New South Wales have not been investigated in detail and there may be fewer records of Aboriginal sites in those areas. These areas may contain Aboriginal sites which are not recorded on AHIMS.
- Aboriginal objects are protected under the National Parks and Wildlife Act 1974 even if they are not recorded as a site on AHIMS.
- This search can form part of your due diligence and remains valid for 12 months.

Level 6, 10 Valentine Ave, Parramatta 2150
Locked Bag 5020 Parramatta NSW 2124
Tel: (02) 9585 6345

ABN 34 945 244 274
Email: ahims@environment.nsw.gov.au
Web: www.heritage.nsw.gov.au

ITEM 3 PUBLIC EXHIBITION - DRAFT WOLLONGONG CITY-WIDE DEVELOPMENT CONTRIBUTION PLAN 2025

Development contributions are collected to help fund infrastructure that is required as a result of development. The current adopted Wollongong City-Wide Development Contributions Plan (2024) was adopted by Council on 12 August 2024 and came into force on 16 August 2024.

The Plan is reviewed annually to reflect updates to Council's works program and any other required changes. The draft Wollongong City-Wide Development Contributions Plan (2025) incorporates the allocation of new projects endorsed in the Infrastructure Delivery Program 2025/26 – 2028/29, as well as some minor updates and corrections.

It is recommended that the draft 2025 Plan (Attachment 1) be exhibited for community comment.

RECOMMENDATION

The draft Wollongong City-Wide Development Contributions Plan (2025) (Attachment 1), be exhibited for a minimum of 28 days.

REPORT AUTHORISATIONS

Report of: Chris Stewart, Manager City Strategy
Authorised by: Linda Davis, Director Planning + Environment - Future City + Neighbourhoods

ATTACHMENTS

1 Draft Wollongong City-Wide Development Contribution Plan 2025

ACRONYMS USED IN REPORT

Abbreviation	Meaning
Act	Environmental Planning and Assessment Act 1979
LEP	Wollongong Local Environmental Plan 2009
LGA	Local Government Area
Regulation	Environmental Planning and Assessment Regulation 2021

BACKGROUND

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

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

Where the proposed cost of development is -

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

For land within the Wollongong City Centre E2 Commercial Centre zone -

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

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

The Wollongong Section 94A Development Contributions Plan initially came into force on 14 June 2006 when it repealed various Section 94 Contributions Plans.

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

On 23 July 2018, Council resolved to rename the plan to the Wollongong City-Wide Development Contributions Plan (2018). The Plan applies to the majority of the Wollongong City Council LGA, excluding the West Dapto Urban Release Area, where the West Dapto Development Contributions Plan (2025) currently applies.

The Plan has been reviewed annually to reflect updates to Council's works program and any other required changes. Projects to be fully or partially funded through the contribution scheme are required to be listed in Schedule 4 and 5 and mapped in Schedule 6 of the Plan.

The current Wollongong City-Wide Plan was adopted by Council on 12 August 2024 came into force on 16 August 2024.

PROPOSAL

This report proposes to update the current City-Wide Plan to reflect the adopted Infrastructure Delivery Program 2025-2029 adopted by Council on 28 July 2025. Other amendments to the draft Plan include -

1 Replacement of the cover page image to assist in distinguishing the new 2025 Plan from the current 2024 version.

2 Update of the list of proposed projects including proposed expenditure from the Wollongong City-Wide and City Centre Contributions accounts.

3 Restructuring, amendments, and additions to Clause 15 for better clarity on which developments are exempt to the levy:

   a) New Clause 15(h) – Consistent with Wollongong Local Environmental Plan 2009 (LEP) Clause 5.9 'Dwelling house or secondary dwelling affected by natural disaster', an application for the repair and/or replacement of development that has been impacted by natural disasters or unpreventable events (i.e., flooding, bushfire, hail, etc.) is proposed to be listed as exempt to the contributions levy.

   b) Clause 15(l) [now 15(n)] – To ensure consistency with the definitions of the State Environmental Planning Policy (Housing) 2021, the clause has been amended to also apply to 'social housing' in addition to 'affordable housing'.

   c) New Clause 15(q) – To ensure consistency with development conducted by public authorities, social housing developments carried out by organisations such as the NSW Land and Housing Corporation (LAHC), or the Aboriginal Housing Office (AHO) are now listed as exempt to the contributions levy.

   d) Clause 18 'Cost estimate reports', has been amended to include a link to a Cost Summary Table Form for development under $2 Million as available on Council's website.

4 Implementation of actions contained in Council's 'Tourism Accommodation Strategy' adopted February 2025 -

   a The deferment of the payment of development contributions for new Hotel and Motel Accommodation (or that component in mixed use developments) from Construction Certificate until Occupation Certificate, as an incentive for new hotel and motel developments in the LGA (not retrospective for development consent issued, including any proposed modifications)

   b A reduction to contribution levy for new Hotel and Motel Accommodation (or that component in mixed use developments) in the Wollongong City Centre (as mapped in the LEP) from 2% to 1% as an incentive for the construction of new hotel and motel developments in the City Centre (not retrospective for development consent issued, including any proposed modifications).

5 Removal of the reference to the Ministerial Direction introduced as a COVID response to require the deferral of the payment of development contributions in specific cases.

6 Updated Schedule 3 – Works Schedule Summary.

7 Updated Detailed Works Schedule at Schedule 4 of the Plan.

8 New maps at Schedule 6 identifying the location of the proposed projects (projects with no specific location are not identified on the maps).

9 Update to the list of completed projects and actual expenditure from the Wollongong City-Wide Contributions account, shown in Schedule 5 of the Plan. Older projects are being summarised into an "Other" project to improve readability of the Schedule.

10 Updates to date references through the document, updated population forecasts through to 2046, renumbering of schedules, various minor corrections/updates etc.

The Infrastructure Delivery Program 2025/26 – 2028/29 allocates contributions to a range of new infrastructure projects across seven (7) categories, as summarised in the following table. Additional contributions will be allocated to the outer years (replacing Nil) as part of the preparation of future Infrastructure Delivery Programs.

Table 1: Summary of Schedule 4 of the Draft 2025 Plan

Category	2025-26	2026-27	2027-28	2028-29	Total	%
Roads and Bridges	$1,050,000	$2,750,000	$400,000	$400,000	**$4,600,000**	**14.51%**
Footpaths and cycleways	$1,600,000	$3,550,000	$1,000,000	$1,200,000	**$7,350,000**	**23.18%**
Car Parks	Nil	$900,000	Nil	Nil	**$900,000**	**2.84%**
Non-commercial buildings (e.g. community centres)	$9,100,000	$500,000	$4,000,000	Nil	**$13,600,000**	**42.90%**
Parks, gardens and sports fields	$520,000	$2,035,600	$951,668	$920,000	**$4,427,268**	**13.97%**
Land Acquisition	$250,000	Nil	Nil	Nil	**$250,000**	**0.79%**
Administration	$137,239	$141,407	$145,648	$150,309	**$574,603**	**1.81%**
Total	**$12,657,239**	**$9,877,007**	**$6,497,316**	**$2,670,309**	**$31,701,871**	**100.00%**

CONSULTATION AND COMMUNICATION

The Works Schedule has been updated in consultation with the Infrastructure Strategy and Planning Division to reflect the endorsed Infrastructure Delivery Program 2025/26-2028/29. The update of the Plan has been discussed at the internal Development Contributions Coordination Group meetings.

If Council endorses the draft 2025 Plan, it will be exhibited for a minimum period of 28 days. Copies will be available on Council's website and at Council's Administration Centre and libraries.

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

PLANNING AND POLICY IMPACT

The Plan is linked to the Our Wollongong Our Future 2032 Community Strategic Plan 2035, the Delivery Program 2025/26-2028/29 and Operational Plan 2025-2026 which was adopted by Council for exhibition on 28 June 2025. Specifically, the contributions are used to fund or part fund infrastructure projects in the Infrastructure Delivery Program 2025/26 – 2028/29.

As the projects listed in the Infrastructure Delivery Program are updated annually, the City-Wide Development Contributions Plan must also be updated annually to reflect this. The Plan includes a 4-year work schedule that provides flexibility for infrastructure projects to be brought forward or delayed, depending on other issues such as the timing of approvals.

Revision of the City-Wide Development Contributions Plan aligns with the objectives of the Community Strategic Plan and Infrastructure Delivery Program and contributes to the funding required to implement the Delivery Program.

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

FINANCIAL IMPLICATIONS

Since 2006, Council has allocated nearly $55.0 million of development contributions to a range of projects.

Table 2 - Summary of Schedule 5 of the Draft 2025 Plan (historical expenditure)

Category	Total (2006/07 – 2024/25)	%
Roads and Bridges	$6,719,986	12.25
Footpaths and Cycleways	$13,965,948	25.46
Car Parks	$2,650,270	4.83
Non-commercial Buildings	$16,406,367	29.91
Parks, Gardens and Sports Fields	$6,668,356	12.16
Land Acquisition	$5,968,538	10.88
Administration	$2,467,791	4.50
Total	**$54,847,256**	**100.00**

As of 30 July 2025, the net balance of Section 7.12 contributions held by Council was $46.6 million. This includes $36.1 million held in the City-Wide restricted account and a balance of $10.4 million in the City Centre restricted account. The balance has been allowed to grow to enable the funds to be allocated to significant projects in the coming years.

Development contribution income for the City-wide Contribution area is forecast at an average of approximately $3 million per annum, although this fluctuates depending on the commencement of development. The proposed Works Schedule for 2025/26 includes approximately $12.65 million of expenditure, with an additional $19 million over the following three years. Significant projects to be partially funded include the Southern Suburbs Community Centre and Library ($9.6 million) and the Helensburgh Community Centre and Library (currently $4 million).

The income and expenditure will continue to be monitored and reviewed as needed to respond to community needs.

CONCLUSION

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

It is recommended that the draft Wollongong City-Wide Development Contributions Plan (2025) (Attachment 1) be exhibited for community comment.



Wollongong City Council

Wollongong City-Wide Development Contributions Plan

Draft 2025

wollongong
city of innovation

Wollongong City-Wide Development Contributions Plan (2025)

Document Control

Document ID: Wollongong City-Wide Development Contributions Plan

Rev No	Date	Revision Details	Typist	Author	Verifier	Approver
1	March 2006	Draft for exhibition (2006 version)	ZS	ZS	ZS	ZS
2	June 2006	In force (2006 version)	ZS	ZS	ZS	ZS
3	December 2006	Ministers Direction under S94E added	ZS	ZS	ZS	ZS
4	May 2007	Draft for exhibition (2007 version)	ZS	ZS	ZS	ZS
5	June 2007	In force (2007 version) Draft	ZS	ZS	ZS	ZS
6	May 2008	For exhibition (2008 version)	DG	DG	DG	DG
7	24 July 2008	In force (2008 version) Draft	DG	DG	DG	DG
8	28 July 2009	For exhibition (2009 version)	DG	DG	DG	DG
9	27 October 2009	Endorsed by Council	DG	DG	DG	DG
10	4 November 2009	In force (2009 version)	DG	DG	DG	DG
11	27 July 2010	Draft for exhibition (2010 version)	DH	DH	JB	RC
12	6 September 2010	In force (2010 version)	DH	DH	DG	DG
13	3 June 2011	Draft for exhibition (2011 version)	DH	DH	DG	DG
14	26 July 2011	In force (2011 version)	DH	DH	DG	DG
15	2 August 2012	Draft for exhibition (2012 version)	DH	DH	DG	DG
16	8 December 2012	In force (2012 version)	DH	DH	DG	DG
17	8 April 2013	Draft for exhibition (2013 version)	DH	DH	DG	DG
18	16 September 2013	In force (2013 version)	DH	DH	DG	DG
19	9 September 2014	Draft for exhibition (2014 version)	DG	DG	DG	DG
20	3 November 2014	In force (2014 version)	DG	DG	DG	DG
21	10 July 2015	Draft for exhibition (2015 version)	MH	MH	DG	DG
22	26 October 2015	In force (2015 version)	MH	MH	DG	DG
23	06 October 2016	Draft for Exhibition (2016 version)	BL	MH	DG	DG
24	19 December 2016	In force (2016 version)	BL	MH	DG	DG
25	8 May 2017	Draft for Exhibition (2017 version)	MB	MB	MH	DG
26	26 July 2017	In force (2017 version)	JP	MB	MB	DG
27	7 May 2018	Draft for exhibition (2018 version)	MB	MB	DG	DG
28	28 July 2018	In force (2018 version)	MB	MB	SH	DG
29	12 August 2019	Draft for exhibition (2019 version)	SH	SH	DG	DG
30	23 November 2019	In force (2019 version)	SH	SH	DG	DG
31	20 July 2020	Draft for exhibition (2020 version)	SH	SH	DG	DG
32	16 November 2020	In force (2020 version)	SH	SH	DG	DG
33	31 May 2021	Draft for Exhibition (2021 version)	SH	SH	DG	DG
34	2 August 2021	In force (2021 version)	SH	SH	DG	DG
35	6 June 2022	Draft for Exhibition (2022 version)	SH	SH	DG	DG
36	2 September 2022	In force (2022 version)	SH	SH	DG	DG
37	29 May 2023	Draft for Exhibition (2023 version)	SH	SH	DG	DG
38	8 September 2023	In force (2023 version)	SH	SH	DG	DG
39	24 June 2024	Draft for Exhibition (2024 version)	SH	SH	DG	DG
40	16 August 2024	In force (2024 version)	SH	SH	DG	DG
41	25 August 2025	Draft for Exhibition (2025 version)	CE/JT	CE/JT	DG	DG
42	TBD	In force (2025 version)				

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Part A - Schedules

1. Schedule 1 – City-Wide levy rates

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

Proposed cost of carrying out development ***(Determined in accordance with Clause 19 of this Plan)***	**Levy Rate**
Up to and including $100,000	Nil
More than $100,000 and up to and including $200,000	0.5%
More than $200,000	1%

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

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

Proposed cost of carrying out development ***(Determined in accordance with Clause 19 of this Plan)***	**Levy Rate**
Up to and including $250,000	Nil
More than $250,000	2%

To incentivise the construction of new Hotel accommodation, on XXXX Council resolved that a contribution rate of 1% will apply to new Hotel and Motel Accommodation (including in a mixed use development) in the Wollongong City Centre (as mapped in the LEP). This rate reduction does not apply to developments already approved. The timing of payment is prior to the issue of an occupation certificate for that component of the development.

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

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

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

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

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

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

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

3. Schedule 3 – Works schedule summary

Category/Asset Class	Actual Contribution Expenditure 2006/07 to 2024/25	Proposed Contribution Expenditure 2025/26 to 2028/29	Total Contribution Expenditure 2006/07 to 2028/29
Roads and bridges	$6,719,986.00	$4,600,000.00	$11,319,986.00
Footpaths and cycleways	$13,965,948.00	$7,350,000.00	$21,315,948.00
Car parks	$2,650,270.00	$900,000.00	$3,550,270.00
Community buildings	$16,406,367.00	$13,600,000.00	$30,006,367.00
Parks, gardens and sportsfields	$6,668,356.00	$4,427,268.00	$11,095,624.00
Land acquisitions	$5,968,538.00	$250,000.00	$6,218,538.00
Administration	$2,467,791.00	$574,603.00	$3,042,394.00
Total	**$54,847,256.00**	**$31,701,871.00**	**$86,549,127.00**

For further details refer to Part D Schedule 4 and 5 – Detailed Works Schedules.

Part B – Expected Development and Demand for Public Facilities

4. Expected Development and Demand for Public Facilities

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

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

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

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

- The population projections undertaken by informed decisions (.id), adopted from the Australian Bureau of Statistics (ABS) information and other factors, indicate that continued population growth in the Wollongong Local Government Area (LGA) is expected. A projected population of 255,183 is expected by 2036 and 291,797 by 2046.
- Accelerating housing costs in metropolitan Sydney contribute to certain pressures in the Wollongong LGA, particularly new housing developments, which will largely impact the future needs of the region.
- The likely population growth will diminish the enjoyment and standard of public facilities for the existing population unless additional facilities are provided to meet the additional demand.
- The likely growth will require the provision of additional public facilities to meet additional demands.

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

The additional public facilities to be provided to meet the expected future development are set out in Part D Schedule 4 and 6.

The demand for facilities within the Wollongong City Centre is based on the growth and development projected for the Wollongong City Centre in the Illawarra Shoalhaven Regional Growth Plan 2021-41 and A City for People 2016. In particular, this includes the total developable floor space allowed under the Wollongong Local Environmental Plan 2009 and Wollongong Development Control Plan 2009.

Part C – Administration and Operation of the Plan

5. What is the name of this Contributions Plan?

This Plan is called the "Wollongong City-Wide Development Contributions Plan (2025)" (the Plan) and replaces the Wollongong City Wide Development Contributions Plan (2024).
This Plan levies contributions under Section 7.12 of the *Environmental Planning and Assessment Act 1979.*

6. Where does this Plan apply?

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

7. What is the purpose of this Plan?

The purpose of this Plan is to:

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

8. When does this development contributions Plan commence?

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

This City-Wide Development Contributions Plan 2025 was adopted by Council at its Meeting of 25 August 2025 and came into force on TBD

9. Relationship with other development contribution Plans

This plan repeals the following contributions plan:

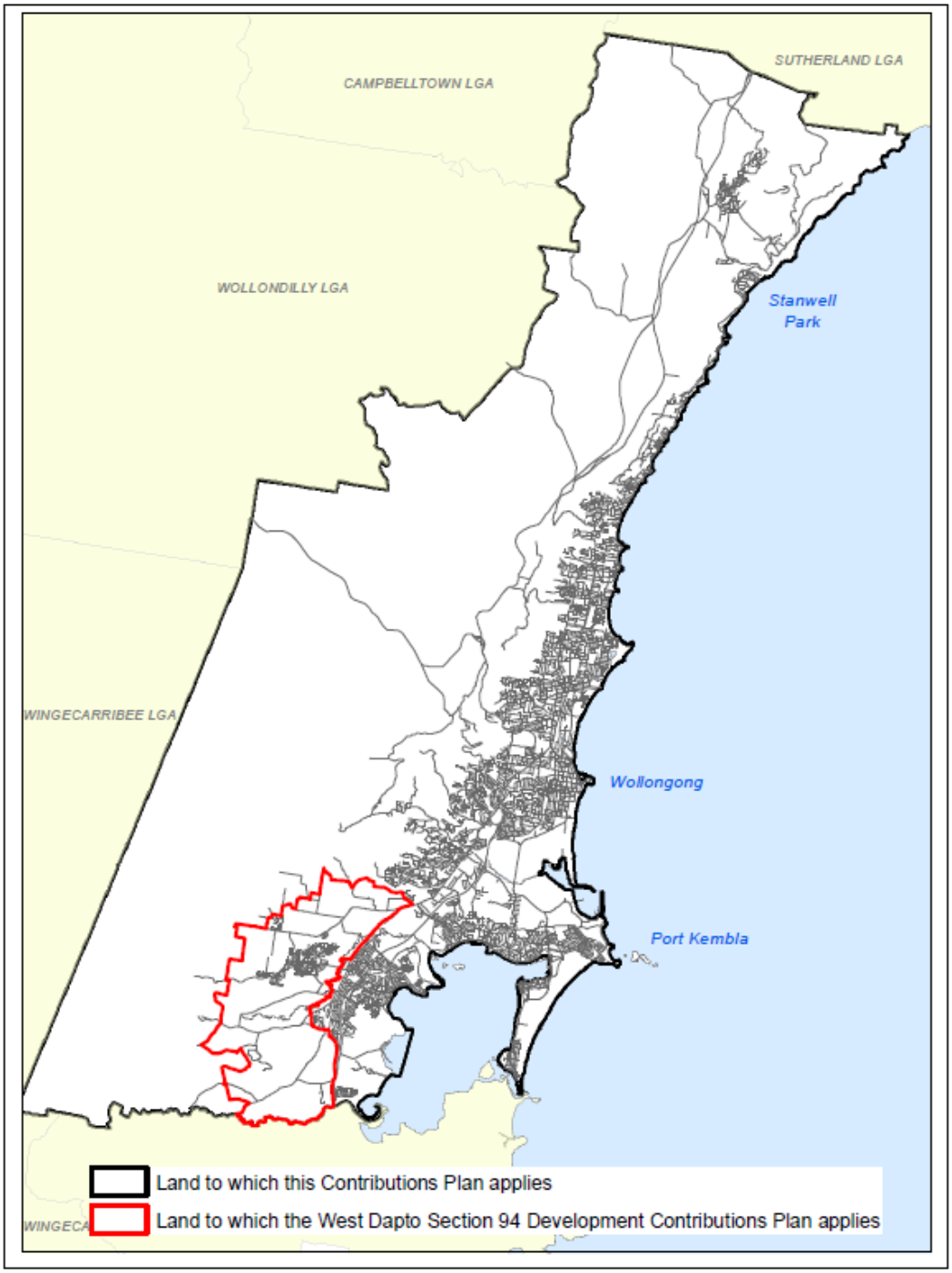
- Wollongong City-Wide Development Contributions Plan (2024 version)

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

- Wollongong City-Wide Development Contributions Plan (2023 version)
- Wollongong City-Wide Development Contributions Plan (2022 version)
- Wollongong City-Wide Development Contributions Plan (2021 version)
- Wollongong City-Wide Development Contributions Plan (2020 version)
- Wollongong City-Wide Development Contributions Plan (2019 version)
- Wollongong Section 94A Contributions Plan (2018 version)
- Wollongong Section 94A Contributions Plan (2017 version)
- Wollongong Section 94A Contributions Plan (2016 version)
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- Wollongong Section 94A Contributions Plan (2009 version)
- Wollongong Section 94A Contributions Plan (2008 version)
- Wollongong Section 94A Contributions Plan (2007 version)
- Wollongong Section 94A Contributions Plan (2006 version) – this plan repealed the following Section 94 plans:
    - CP No 1 Open Space Embellishment, Recreation Facilities, Community Facilities;

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

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

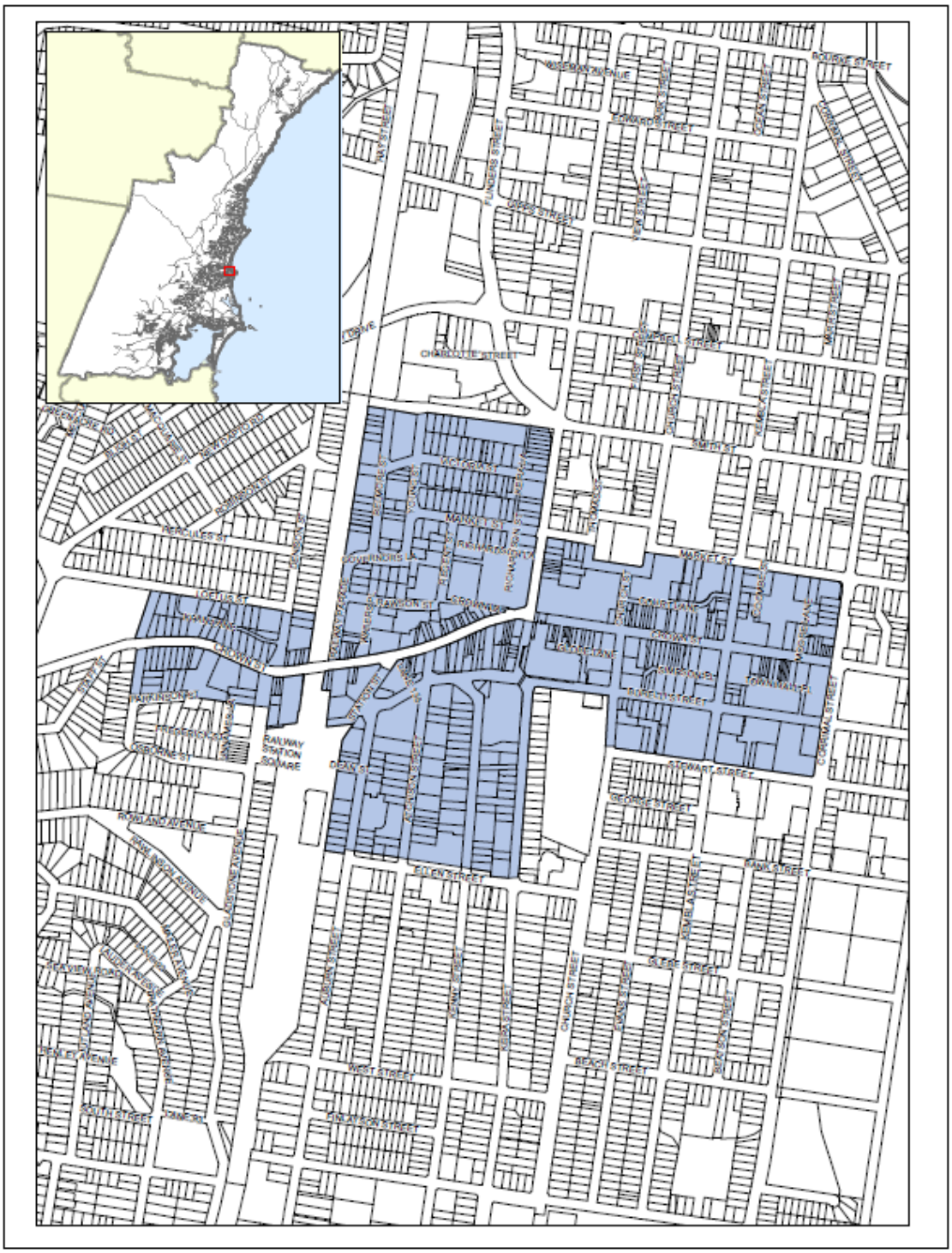


wollongong
city of innovation

Wollongong Development Contribution Areas

Drawn By: J Lewis
Date: 19.03.18
Gis ref: Wollongong Sec94A 19.03.18.mxd
0 6
Kilometers

Figure 2 Land within the Wollongong City Centre Commercial Core



Wollongong Contribution Area
City Centre Commercial Centre - E2

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

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

7.12 Fixed development consent levies

(1) A consent authority may impose, as a condition of development consent, a requirement that the applicant pay a levy of the percentage, authorised by a contributions plan, of the proposed cost of carrying out the development.

(2) A consent authority cannot impose as a condition of the same development consent a condition under this section as well as a condition under section 7.11.

(2A) A consent authority cannot impose a condition under this section in relation to development on land within a special contributions area without the approval of:

(a) the Minister, or

(b) a development corporation designated by the Minister to give approvals under this subsection

(3) Money required to be paid by a condition imposed under this section is to be applied towards the provision, extension or augmentation of public amenities or public services (or towards recouping the cost of their provision, extension or augmentation). The application of the money is subject to any relevant provisions of the contributions plan.

(4) A condition imposed under this section is not invalid by reason only that there is no connection between the development the subject of the development consent and the object of expenditure of any money required to be paid by the condition.

(5) The regulations may make provision for or with respect to levies under this section, including:

(a) the means by which the proposed cost of carrying out development is to be estimated or determined, and

(b) the maximum percentage of a levy.

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

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

12. How will the levy be calculated

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

Levy payable = %C x $C

Where:

%C is the levy rate applicable
$C is the proposed cost of carrying out development as determined in accordance with clause 19.

13. Development to which this Plan applies

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

14. Section 7.17 Directions

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

- Local councils can combine monetary contributions collected under 7.11 and 7.12 of the EP&A Act for different purposes under various contributions plans and are to be used progressively to support public amenities and services outlined in said plans. (18/05/2020)

- If a development contribution under section 94 of the *Environmental Planning and Assessment Act 1979* has been required in respect of the subdivision of land (initial subdivision), a levy under section 94A of that Act may not be required in respect of any other development on the land, unless that other development will, or is likely to, increase the demand for public amenities or public services beyond the increase in demand attributable to the initial subdivision. (14/04/2016)
- A condition may not be imposed under section 94A of the *Environmental Planning and Assessment Act 1979* in relation to development on land within the Port Kembla Lease Area, as mapped in the *State Environmental Planning Policy (Port Botany and Port Kembla) 2013*. (6/12/2013)
- A contribution cannot be imposed on development for the purposes of any form of seniors housing as defined in the State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004 (formerly the State Environmental Planning Policy (Seniors Living) 2004) where the development consent is granted to a social housing provider as defined in the *State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004*. (14/9/2007)

Further details on current Section 7.17 Directions can be found at www.planning.nsw.gov.au

15. Are there any other exemptions to the levy?

Requests for a full or partial exemption can be made in writing for the following types of development:

a. An application by Council for community infrastructure, such as but not limited to:
   i. Information & education facilities (i.e., libraries, visitor information centres)
   ii. Community facilities
   iii. Childcare facilities
   iv. Recreational facilities (i.e., sports fields, swimming pools, playgrounds)
   v. Car parking facilities.

b. An application by the NSW Government for public infrastructure, such as but not limited to:
   i. Hospitals (through Health Infrastructure NSW)
   ii. Police stations (through NSW Police)
   iii. Fire stations (through Fire and Rescue NSW)
   iv. Public education facilities (through NSW Department of Education)
   v. Public transport infrastructure (through Transport for NSW)

c. An application for the continued operation of a coal mine, where rail transport is used for the transportation of coal.

d. An application for place of public worship.

e. An application for a residential care facility carried out under Chapter 3 Part 5 of the State Environmental Planning Policy (Housing) 2021.

f. An application for an industrial training facility.

g. Development carried out by an emergency services organisation for that purpose.

h. An application for the repair and/or replacement of development that has been impacted by natural disasters or unpreventable events (i.e., flooding, bushfire, hail, etc.)

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

i. An application on behalf of Council for community infrastructure, such as but not limited to:
   i. Information & education facilities (i.e., libraries, visitor information centres)
   ii. Community facilities
   iii. Childcare facilities

iv. Recreational facilities (i.e., sports fields, swimming pools, playgrounds)

v. Car parking facilities.

j. An application on behalf of the NSW Government for public infrastructure, such as but not limited to:

i. Hospitals

ii. Police stations

iii. Fire stations

iv. Public education facilities (primary and secondary)

v. Public transport infrastructure.

k. An application for privately funded community infrastructure, such as but not limited to education facilities (primary and secondary) and private hospitals.

l. An application by or on behalf of a tertiary education provider (with the exception of development within the University of Wollongong Innovation Campus); consideration may be given for the following circumstances:

Exemption	Example
i) Full exemption	Facilities directly required by the main function of the educational facility, such as but not limited to– classrooms, lecture theatre, training facility, administrative office, research facility.
ii) Partial exemption (50%)	Facilities not directly required by the main function of the educational facility but will provide support to its main function, such as but not limited to – student accommodation, car park, sports facility, playgrounds, food-court, display facility, function centre, convention hall, auditorium, community centre.
iii) No exemption	Facilities not directly required to the main function of the educational facility and/or have potential to create additional demand for public services and amenities such as but not limited to – shops, supermarket, shopping centre, office for lease, business park, commercial centre, childcare centre, entertainment facility.

m. Any other development for which Council considers an exemption is warranted, where the decision is made by formal resolution of the Council at a public Council meeting or by a delegated Council Officer.

The following will require a complete comprehensive written submission, demonstration that their intended purposes will be available for a minimum period of 15 years, and is owned by the provider:

n. Affordable housing or social developments carried out by a registered Tier 1 or Tier 2 Community Housing Provider.

o. Accessible housing for supportive accommodation housing projects carried out by registered Provider of Accessible Housing.

p. Emergency and temporary housing development t carried out by a registered Provider of Emergency Housing.

q. Social housing developments carried out by public authorities such as the NSW Land and Housing Corporation (LAHC), or the Aboriginal Housing Office (AHO).

Note: A condition will be imposed on any consent issued to ensure the development is used for the exempt purpose for a minimum of 15 years.

Submission Requirements for an exemption claim to be considered

For an exemption to be considered in accordance with clause 15 (i) to (q) above, the application will need to include

a comprehensive written submission arguing the case for exemption and including details of:

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

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

16. Complying Development Certificates and the obligations of accredited certifiers

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

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

Development Contributions

Pursuant to Section 4.28(9) of the Environmental Planning and Assessment Act 1979 and the Wollongong City-Wide Development Contributions Plan (2025), a monetary contribution of $[INSERT AMOUNT], subject to indexation, must be paid to Wollongong City Council before any building or subdivision work authorised by this certificate commences.

As the contribution amount is subject to indexation until the date of payment, contact Council for the current indexed amount prior to payment. To pay the contribution go to www.wollongong.nsw.gov.au/contributions and submit a Request for an Invoice. The following information will be required:

- *Application number and property address.*
- *Name and address of who the invoice and receipt should be issued to.*
- *Email address where the invoice should be sent.*

A copy of the Contributions Plan and accompanying information is available on Council's website www.wollongong.nsw.gov.au.

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

17. Construction/Subdivision certificates and the obligations of accredited certifiers

In accordance with clause 20(b) of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021, a certifier must not issue a construction certificate for building work under a development

consent unless a condition of the development consent, referred to in the Act, section 7.11 or 7.12, requiring the payment of a monetary contribution or levy before building work is carried out.

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

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

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

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

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

(1) The proposed cost of carrying out development must be determined by the consent authority by adding up all the costs and expenses that have been or will be incurred by the applicant in carrying out the development.

(2) The costs of carrying out development include the costs of, and costs incidental to, the following—

(a) if the development involves the erection of a building or the carrying out of engineering or construction work—

(i) erecting the building or carrying out the work, and

(ii) demolition, excavation and site preparation, decontamination or remediation,

(b) if the development involves a change of use of land—doing anything necessary to enable the use of the land to be changed,

(c) if the development involves the subdivision of land—preparing, executing and registering—

(i) the plan of subdivision, and

(ii) the related covenants, easements or other rights.

(3) In determining the proposed cost, a consent authority may consider an estimate of the proposed cost that is prepared by a person, or a person of a class, approved by the consent authority to provide the estimate.

(4) The following costs and expenses must not be included in an estimate or determination of the proposed cost—

(a) the cost of the land on which the development will be carried out,

(b) the costs of repairs to a building or works on the land that will be kept in connection with the development,

(c) the costs associated with marketing or financing the development, including interest on loans,

(d) the costs associated with legal work carried out, or to be carried out, in connection with the development,

(e) project management costs associated with the development,

(f) the cost of building insurance for the development,

(g) the costs of fittings and furnishings, including refitting or refurbishing, associated with the development, except if the development involves an enlargement, expansion or intensification of a current use of land,

(h) the costs of commercial stock inventory,

(i) the taxes, levies or charges, excluding GST, paid or payable in connection with the development by or under a law,

(j) the costs of enabling access by people with disability to the development,

(k) the costs of energy and water efficiency measures associated with the development,

(l) the costs of development that is provided as affordable housing,

(m) the costs of development that is the adaptive reuse of a heritage item.

(5) The proposed cost may be adjusted before payment of a development levy, as specified in a contributions plan, to reflect quarterly or annual variations to readily accessible index figures adopted by the plan between the day on which the proposed cost was determined by the consent authority and the day by which the development levy must be paid.

(6) To avoid doubt, this section does not affect the determination of the fee payable for a development application.

19. Cost estimate reports

An application for a development application or a complying development certificate is to be accompanied by a report, prepared at the applicant's cost and in accordance with this clause, setting out an estimate of the proposed cost of carrying out the development for the purposes of clause 208 of the EP&A Regulation, per clause 17 above. Where a separate cost estimate is not provided, the estimated cost of development as provided on the development application will be used to calculate the contribution.

The following types of report are required:

- Where the estimate of the proposed cost of carrying out the development is less than $2,000,000 –
  - A suitable cost estimate prepared by a person who, in the opinion of the Council, is suitably qualified. This includes a licensed builder, registered architect, qualified and accredited building designer, registered quantity surveyor or a person who is licensed with relevant qualifications and proven experience in costing of similar development works, but who is not the owner or applicant;
  - A Cost Summary Table Form for development under $2,000,000 can be found in Council's website: Cost-Summary-Table-for-development-under-$2-million-v2.pdf
- where the estimate of the proposed cost of carrying out the development is $2,000,000 or more –
  - A detailed cost report prepared by a quantity surveyor who is a registered member of the Australian Institute of Quantity Surveyors.

Applicants will be required to declare upon signing of application for development/building work that the cost of carrying out development as evidenced by their submitted estimate has been calculated in accordance with the provisions of this Plan, in particular clause 17.

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

20. How will the Council apply money obtained from the levy?

Money paid to the Council under a condition authorised by this Plan is to be applied by the Council towards meeting the cost of the public facilities that will be or have been provided within the area as listed in Part D Schedule 4 and 6.

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

Subject to section 7.3(2) of the EP&A Act and clauses 20 and 23 of this Plan, the public facilities listed in Part D Schedule 4 are to be provided in accordance with the staging set out in that Schedule.

22. Pooling of levies

For the purposes of section 7.3(2) of the EP&A Act and the S7.17 Direction dated 18/05/2020, this Plan authorises money obtained from levies paid in respect of different developments to be pooled and applied by the Council progressively towards the public facilities listed in Part D Schedule 5 in accordance with the staging set out in that Schedule.

23. The Goods and Services Tax (GST)

At the time this Plan was made, the position of the Australian Taxation Office (ATO) was that the payment of development contributions made under the EP&A Act is exempt from the Goods and Services Tax (GST). Items in

the works schedule of this Plan have been calculated without any GST component.

24. When is the levy payable?

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

- A Development Application involving construction – prior to the issue of the Construction Certificate;
- A Development Application involving subdivision – prior to the issue of the Subdivision Certificate;
- A Development Application involving construction and subdivision (ie dual occupancies) – prior to the issue of the Construction Certificate;
- A Development Application involving the construction of a new hotel or motel accommodation development (or its components within mixed use development) within the Wollongong City Centre – prior to the issue of an Occupation Certificate for the hotel component;
- A Complying Development Certificate Application – before any work authorised by the certificate commences.

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

25. Can deferred or periodic payments of levies be made?

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

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

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

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

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

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

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

26. Planning Agreements

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

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

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

27. How will the levy be adjusted?

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

The following formula for indexing contributions is to be used:

Contribution at time of payment = $C x (CP2/CP1)

Where:

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

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

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

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

28. Savings and Transitional Arrangements

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

29. Are refunds for payments of levies possible?

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

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

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

Part D – References

30. What definitions apply?

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

- **ABS** means the Australian Bureau of Statistics
- **EP&A Act** means the Environmental Planning and Assessment Act 1979

- **EP&A Regulation** means the Environmental Planning and Assessment Regulation 2021
- **Council** means Wollongong City Council
- **Levy** means a levy under section 7.12 of the EP&A Act authorised by this Plan
- **LEP** means the Wollongong Local Environmental Plan 2009
- **Plan** means this Wollongong City-Wide Development Contributions Plan
- **Public facility and Public Infrastructure** means a public amenity or public service

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

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

Map No.	Project Number	Project	Location	Section 7.12 Forecast Funding Allocation				
				2025/26	**2026/27**	**2027/28**	**2028/29**	**Total**
		Roads and Bridges						
	127424	Traffic Facility Improvements (50% RMS) (bulk)	Various	$200,000	$200,000	$400,000	$400,000	**$1,200,000**
7	127948	King St/Greene St/Montgomery St TS1	Warrawong	$850,000	$850,000	$0	$0	**$1,700,000**
7	128107	King St/Cowper St Traffic Light Upgrade TS2	Warrawong	$0	$1,700,000	$0	$0	**$1,700,000**
		Sub total		**$1,050,000**	**$2,750,000**	**$400,000**	**$400,000**	**$4,600,000**
		Footpaths and Cycleways						
	126485	Footpaths and Cycleways (bulk)	Various	$100,000	$500,000	$1,000,000	$1,200,000	**$2,800,000**
1	129676	Towradgi Creek Shared Path (Stage 1)	East Corrimal	$0	$1,000,000	$0	$0	**$1,000,000**
7	129672	Warrawong Town Square CC2	Warrawong	$0	$1,700,000	$0	$0	**$1,700,000**
4	127575	Wollongong City Centre Wayfinding Signage Stage 3 (City Centre)	Wollongong	$50,000	$0	$0	$0	**$50,000**
2	128146	Bourke St, North Wollongong Train Station to Virginia St	North Wollongong	$150,000	$350,000	$0	$0	**$500,000**
	128482	Throsby Drive Shared Path: Foley Street to Flinders Street	Gwynneville	$550,000	$0	$0	$0	**$550,000**
	127896	Princes Highway; Collaery Street to Bellambi Road Shared Path	Bellambi	$750,000	$0	$0	$0	**$750,000**
		Sub total		**$1,600,000**	**$3,550,000**	**$1,000,000**	**$1,200,000**	**$7,350,000**
		Car parks						
7	129671	Warrawong Laneway Relocation and Carpark - CC3	Warrawong		$900,000	$0	$0	**$900,000**
		Sub total		**$0**	**$900,000**	**$0**	**$0**	**$900,000**
		Non-Commercial buildings						
7	125350	Southern Suburbs Library + Community Centre CC1	Warrawong	$9,100,000	$500,000	$0	$0	**$9,600,000**
	125353	Helensburgh Library	Helensburgh	$0	$0	$4,000,000	$0	**$4,000,000**
		Sub total		**$9,100,000**	**$500,000**	**$4,000,000**	**$0**	**$13,600,000**

Map No.	Project Number	Project	Location	Section 7.12 Forecast Funding Allocation				
				2025/26	**2026/27**	**2027/28**	**2028/29**	**Total**
		Parks, Gardens and sports fields						
	125109	New sporting facilities (bulk)	Various	$0	$0	$400,000	$400,000	**$800,000**
	129028	Thirroul Skate Park	Thirroul	$0	$900,000	$0	$0	**$900,000**
	129027	Wollongong Skate Park	Wollongong	$0	$600,000	$0	$0	**$600,000**
2	129919	Beaton Park Sportsfield Lighting	Gwynneville	$0	$0	$0	$520,000	**$520,000**
1	129920	Towradgi Park Sportsfield Lighting	Towradgi	$320,000	$200,000	$0	$0	**$520,000**
6	129921	Berkeley Sportsfield Lighting	Berkeley	$200,000	$335,600	$0	$0	**$535,600**
5	129922	Mt Kembla Sportsfield Lighting	Mount Kembla	$0	$0	$275,834	$0	**$275,834**
3	129923	Mt Keira Sportsfield Lighting	Mount Keira	$0	$0	$275,834	$0	**$275,834**
		Sub total		**$520,000**	**$2,035,600**	**$951,668**	**$920,000**	**$4,427,268**
		Land Acquisitions						
		Land acquisitions as required		$250,000	$0	$0	$0	**$250,000**
		Sub total		**$250,000**	**$0**	**$0**	**$0**	**$250,000**
		Administration						
		Development Contributions Planner		$124,620	$128,359	$132,210	$136,441	**$521,630**
		Development Contributions Support Finance		$12,619	$13,048	$13,438	$13,868	**$52,973**
		Sub total		**$137,239**	**$141,407**	**$145,648**	**$150,309**	**$574,603**
		TOTAL		**$12,657,239**	**$9,877,007**	**$6,497,316**	**$2,670,309**	**$31,701,871**

32. Schedule 5 – Detailed Funding Completed – Projects that have included Section 7.12 funds

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

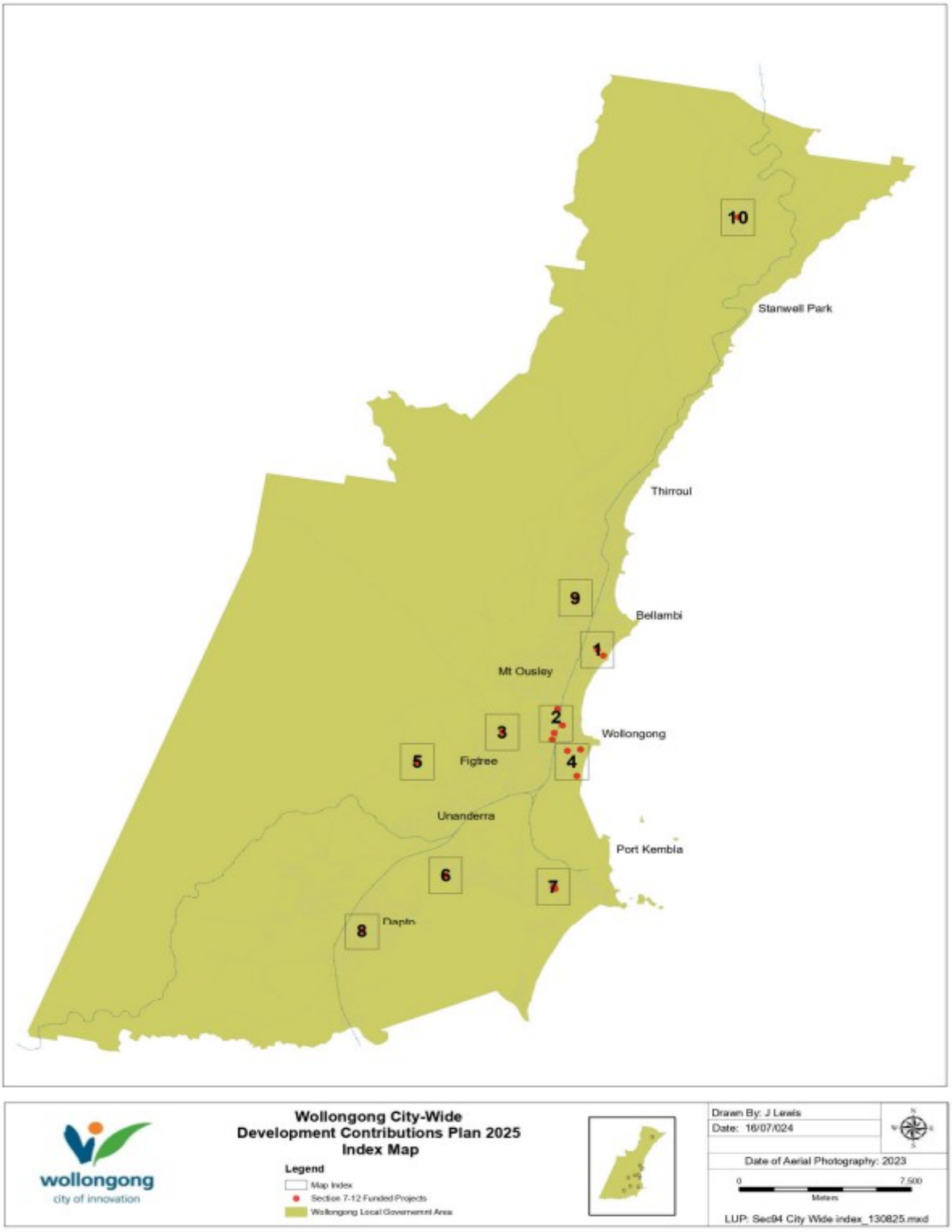
Project	Section 7.12 Actual Funding Allocations					
	2006/07 to 2020/21	2021/22	2022/23	2023/24	2024/25	Total 2006-07 to 2024/25
Roads and Bridges						
Other Road and Bridge Projects	$5,898,764					$5,898,764
Point Street Local Area Traffic Management	$132,263					$132,263
Northcliffe Dr, Pharlap Ave to Princes Hwy, roundabout	$102,037					$102,037
Cordeaux Rd - Princes Hwy Roundabout Upgrade		$13,910				$13,910
Phillips St near Ryan's Hotel Pedestrian Facility		$39,200				$39,200
Wollongong City Centre Wayfinding Signage		$31,123	$169,154	$8,813		$209,090
Factory Rd, kerb and gutter			$105,533			$105,533
C - Gipps Rd; Foley St to Vickery St				$219,189		$219,189
Sub total	***$6,133,034***	***$84,233***	***$274,687***	***$228,002***	***$-***	$6,719,986
Other footpath and cycleway projects	$12,349,415				$100,000	$12,449,415
Crawford Ave; Porter St to Hay St access	$247,725					$247,725
Greenacre Rd, Mercury St to Rosemont St	$145,137					$145,137
Beacon Ave; Showground to Coastline Cycleway	$84,403					$84,403
Murranar Rd; Towradgi Station to Coastline Cycleway	$125,440					$125,440
Cliff Rd; Stuart Park to Marine Dr	$18,073					$18,073
Hooka Creek Road; Lake Ride to Northcliffe Dr	$16,848					$16,848
Wollongong City Centre Wayfinding Signage	$30,265				$50,000	$80,265
Smith St - Keira St to Harbour St; and Harbour St - Smith St	$328					$328
Station St; Duff Pde to Pioneer Rd; north side	$128,917					$128,917
Smith St - Belmore St to Keira St	$90,000					$90,000
Kembla St - Smith St to Crown St	$45,000					$45,000
Beacon Ave; Showground to Coastline Cycleway		$22,992				$22,992
Military Rd, Old Port Rd to Port Kembla Pool, On-road Cycleway		$91,112				$91,112
Reserve St; Gilmore St to Robsons Rd; south side		$10,223				$10,223

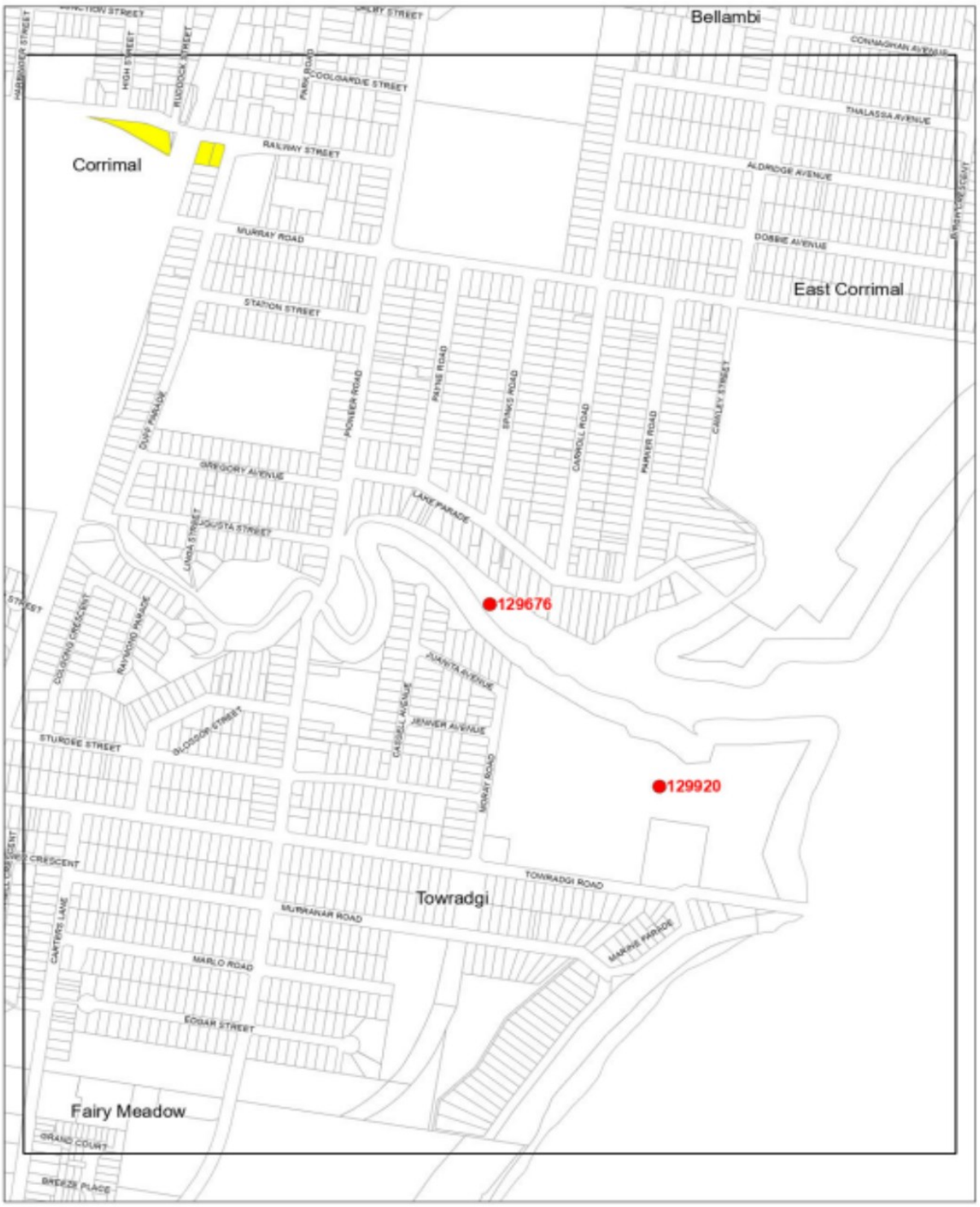
Project	Section 7.12 Actual Funding Allocations					
	2006/07 to 2020/21	2021/22	2022/23	2023/24	2024/25	Total 2006-07 to 2024/25
Gladstone Ave - Crown St to Railway Station Sq; Railway Station		$26,043				$26,043
Stewart St -Corrimal St to Church St; and Church St – Stewart St		$28,754				$28,754
Crown St - Kembla St to Corrimal St		$1,499				$1,499
Princes Hwy; North Wollongong Station to Guest Ave						$0
Phillips St near Ryan's Hotel Pedestrian Facility		$39,200				$39,200
Grand Pacific Walk - Clifton						$0
Gipps Rd; Vickery St to Foley St, Southern side						$0
Factory Rd, Shared User path and Footpath			$58,867			***$58,867***
Kembla St - Crown St to Stewart St			$1,338			***$1,338***
Braeside Ave, Murphys Ave to Gipps Rd				$120,462		***$120,462***
Gipps Rd; Vickery St to Foley St, Southern side				$194,112		***$194,112***
Sub total	***$13,609,223***	***$219,823***	***$308,734***	***$314,574***	***$150,000***	***$13,965,948***
Car parks						
Other car park projects	$2,450,270					$2,450,270
Robert Ziems Park Cricket Ground Carpark	$200,000					$200,000
Sub total	***$2,650,270***	***$-***	***$-***	***$-***	***$-***	***$2,650,270***
Non-Commercial buildings						
Other Non-Commercial Building projects	$14,055,419					$14,055,419
New Warrawong Multipurpose Facility	$381,606	$859,907	$1,109,435			$2,350,948
Sub total	***$14,437,025***	***$859,907***	***$1,109,435***	***$-***	***$-***	***$16,406,367***
Parks, Gardens and Sports Fields						
Other Parks, Gardens and Sports Fields Projects	$5,570,615					$5,570,615
Cringila Hills Pump Track	$30,000					$30,000
Criterium Track	$45,000		$348,964			$393,964
Lindsay Mayne Park Perimeter Control and Landscaping		$30,000	$213,256			$243,256
Thomas Gibson Sports Field Lighting			$43,128			$43,128
Port Kembla Beach access ramp			$386,288			$386,288
Corrimal Memorial Park Fencing				$1,105		$1,105

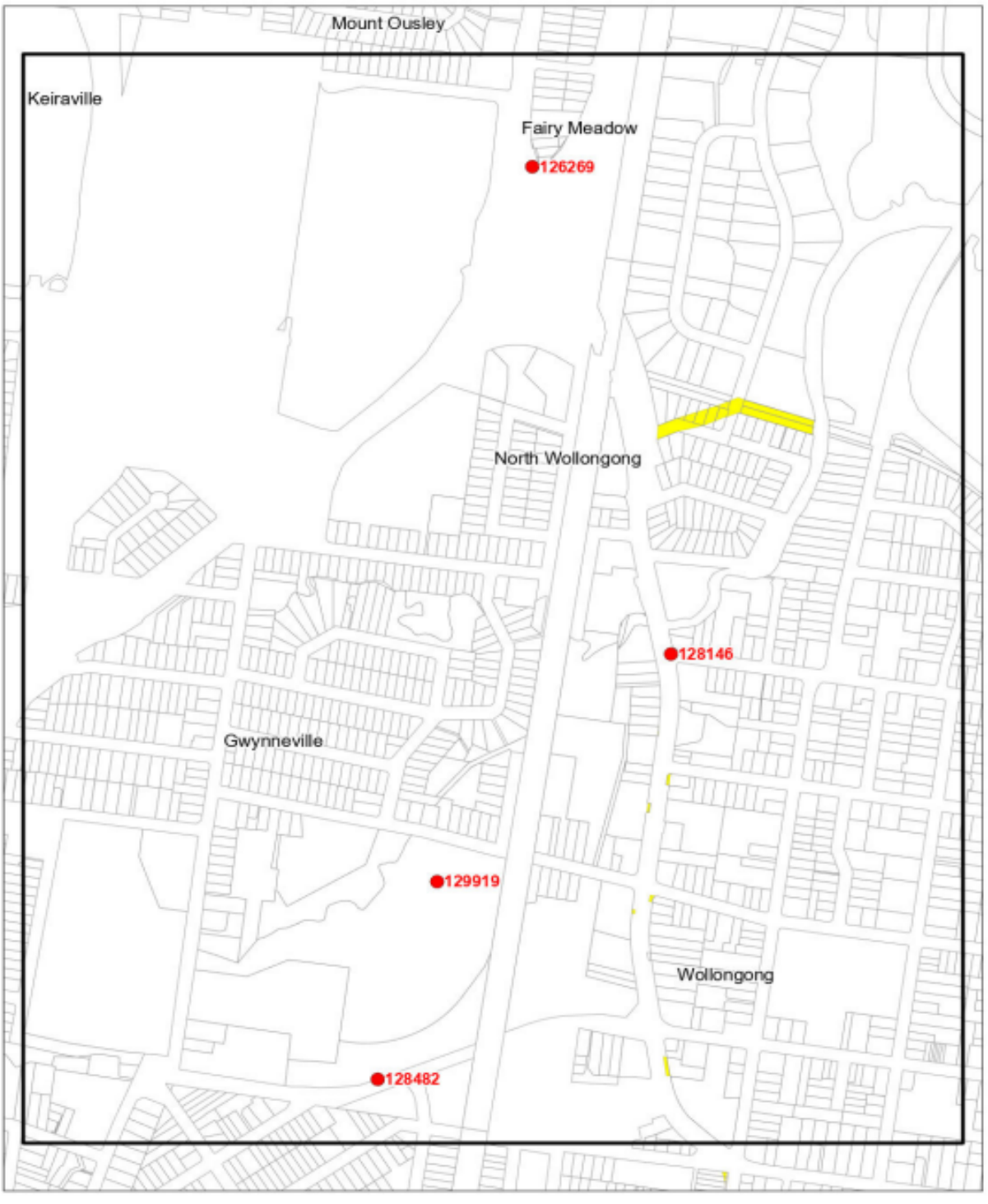
Project	Section 7.12 Actual Funding Allocations					
	2006/07 to 2020/21	2021/22	2022/23	2023/24	2024/25	Total 2006-07 to 2024/25
Sub total	***$5,645,615***	***$30,000***	***$991,636***	***$1,105***		***$6,668,356***
Land Acquisitions						
Other Land Acquisitions	$2,201,500				**$250,000**	$2,451,500
Acquisition of Strip adjoining 5 Franklin Avenue, Bulli	$1,500	$5,838				$7,338
Helensburgh CC+L Land Acquisition		$3,500,000				$3,500,000
216 Princes Highway Dapto LOT B DP156856		$4,300		$4,300		$8,600
Acquisition of part lot 1 DP1207666 - Dapto Leagues Club		$1,100				$1,100
Sub total	***$2,203,000***	***$3,511,238***	***$-***	**$4,300**	**$250,000**	***$5,968,538***
Administration						
Contributions Planner	$851,824	$110,723	$114,045	$107,838	$124,620	$1,309,050
Contributions Admin Support - Finance	$664,212	$11,212	$7,562	$10,920	$12,619	$706,525
Contributions Administration & Studies	$452,216					$452,216
Sub total	***$1,968,252***	***$121,935***	***$121,607***	***$118,758***	***$137,239***	***$2,467,791***
TOTAL	**$46,318,777**	**$4,827,136**	**$2,497,365**	**$352,165**	**$537,239**	**$54,847,256**

33. Schedule 6 - Works Schedule – Maps

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




Bellambi
Corrimal
East Corrimal
Towradgi
Fairy Meadow
129676
129920
HARBOUR STREET
HIGH STREET
RUDDOCK STREET
PARK ROAD
COOLGARDIE STREET
CONNAGHAN AVENUE
THALASSA AVENUE
RAILWAY STREET
ALDRIDGE AVENUE
MURRAY ROAD
DOBBIE AVENUE
STATION STREET
CLIFF PARADE
POWER ROAD
PAYNE ROAD
SPINKS ROAD
CARROLL ROAD
PARKER ROAD
CAMLEY STREET
GREGORY AVENUE
LAKE PARADE
LINDA STREET
AUGUSTA STREET
COOLONG CRESCENT
RAYMOND PARADE
JUANITA AVENUE
JENVER AVENUE
CARROLL AVENUE
MORAY ROAD
STURDEE STREET
BLOSSOM STREET
TOWRADGI ROAD
MURRAWAR ROAD
CARTERS LANE
MARLO ROAD
EDGAR STREET
MARINE PARADE
GRAND COURT
BREEZE PLACE
Wollongong City-Wide
Development Contributions Plan 2025
MAP 1
Legend
Section 7.12 Funded Projects
Land Reservation Acquisition LEP 2009
Community Land
wollongong
city of innovation
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wollongong
city of innovation

Wollongong City-Wide Development Contributions Plan 2025
MAP 2

Legend
Section 7-12 Funded Projects
Land Reservation Acquisition LEP 2009
Community Land



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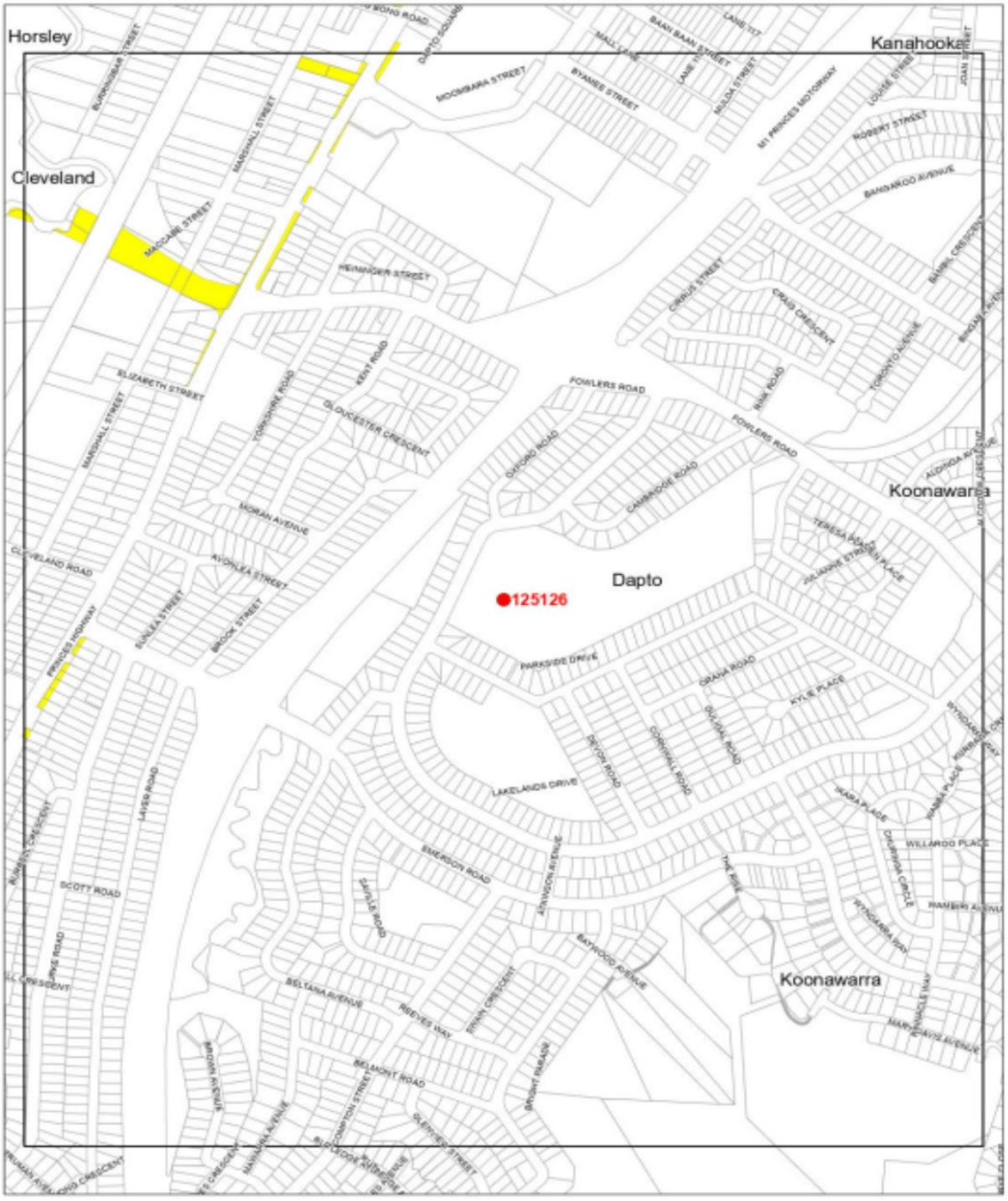

Mount Keira
Keiraville
West Wollongong
Figtree
129923
GIPPS ROAD
MURPHYS AVENUE
HARKNESS AVENUE
CRAIGMORE WAY
BANOOL STREET
ROSE STREET
KEIRA MME ROAD
WILLIAM STREET
PARSONS STREET
RESERVE STREET
SHEPPARD STREET
COCHRANE STREET
POULTER STREET
BUCKLE CRESCENT
MOUNT KEIRA ROAD
BOOYONG STREET
ARMSTRONG STREET
PHILLIPS AVENUE
M1 PRINCES MOTORWAY
Wollongong City-Wide
Development Contributions Plan 2025
MAP 3
Legend
Section 7.12 Funded Projects
Land Reservation Acquisition LEP 2009
Community Land
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127575
128130
128034
Wollongong
Coniston
VICTORIA STREET
MARKET STREET
CROWN STREET
CROWN LANE
CROWN PLACE
GLOBE LANE
CHURCH STREET
COURT LANE
KEIRA STREET
RICHARDSON STREET
RICHARDSON LANE
REGENT STREET
BELMORE STREET
YOUNG STREET
LANE 132
LANE 128
SMITH STREET
WILSON STREET
MARKET PLACE
HECTOR STREET
HINTON STREET
OLD COURT HOUSE LANE
MARSDEN GATES LANE
CLIFF ROAD
COOMBE STREET
MOORE LANE
QUEENS PARADE
PARKSIDE AVENUE
MARINE DRIVE
SIMPSON PLACE
TOWN HALL PLACE
BURELLI STREET
STEWART STREET
GEORGE STREET
ALLEN STREET
AUBURN STREET
AITCHISON STREET
HARBOUR STREET
BANK STREET
CORRIMAL STREET
BEATSON STREET
GLEBE STREET
BEACH STREET
RYANS STREET
KEMBLA STREET
KENNY STREET
WEST STREET
KINLAYSON STREET
ROSS STREET
SWAN STREET
SPRINGHILL ROAD
FOX AVENUE
STREET ROAD
WATERS PLACE
RAYMOND STREET
CRANE CR
STATION STREET
Wollongong City-Wide
Development Contributions Plan 2025
MAP 4
Legend
Section 7.12 Funded Projects
Land Reservation Acquisition LEP 2009
Community Land
wollongong
city of innovation
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Kembla Heights
Mount Kembla
129922
KIRKWOOD PLACE
STAFFORD LANE
STAFFORD ROAD
LANE 99
BENJAMIN ROAD
JAMES ROAD
CORDEAUX ROAD
ALISON PARADE
BRADLEY AVENUE
STONES ROAD
WILLIAM JAMES DRIVE
NORTHMEADOWS
Cordeaux Heights
RIDGECREST
Wollongong City-Wide
Development Contributions Plan 2025
MAP 5
Legend
Section 7.12 Funded Projects
Land Reservation Acquisition LEP 2009
Community Land
wollongong
city of innovation
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Unanderra
Kembla Grange
Berkeley
129921
Wollongong City-Wide
Development Contributions Plan 2025
MAP 6
Legend
Section 7-12 Funded Projects
Land Reservation Acquisition LEP 2009
Community Land
wollongong
city of innovation
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Port Kembla
Warrawong
127948
129672
125350
129671
128107
WATTLE STREET
FIVE ISLANDS ROAD
TURPIN AVENUE
TODD STREET
COOPER STREET
GREENE STREET
NORTHCLIFFE DRIVE
MARGARET STREET
HOSKINS AVENUE
KEMBLA WARRA ROAD
Wollongong City-Wide
Development Contributions Plan 2025
MAP 7
Legend
Section 7-12 Funded Projects
Land Reservation Acquisition LEP 2009
Community Land
wollongong
city of innovation
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Meters
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Horsley
Kanahooka
Cleveland
Koonawarra
Dapto
125126
Koonawarra
MACQUARIE STREET
MARSHALL STREET
ELIZABETH STREET
KENT ROAD
GLOUCESTER CRESCENT
FOWLERS ROAD
OXFORD ROAD
CAMBRIDGE ROAD
MORAN AVENUE
CLEVELAND ROAD
AVONLEA STREET
BROOK STREET
PARKSIDE DRIVE
GRAHA ROAD
KYLE PLACE
LAKELANDS DRIVE
CORNWALL ROAD
EMERSON ROAD
SCOTT ROAD
LAUDA ROAD
BELTANA AVENUE
REEVES WAY
BELMONT ROAD
MOOMBARA STREET
BYAMEE STREET
MELDA STREET
BAMARGO AVENUE
CRAIG CRESCENT
CIRRUS STREET
TORONTO AVENUE
TERESA ROAD
WILLAROO PLACE
THE RISE
Wollongong City-Wide
Development Contributions Plan 2025
MAP 8
Legend
Section 7.12 Funded Projects
Land Reservation Acquisition LEP 2009
Community Land
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Woonona
Russell Vale
Bellambi
Corrimal
127896
DUKE STREET
HALLEY CRESCENT
RIKONS PASS ROAD
ANDERSON STREET
MARLEN PLACE
PALLIER PLACE
OLDHAM STREET
AVOCA PLACE
CARLIA PLACE
LAURA PLACE
TRISTAN AVENUE
KATHLEEN CRESCENT
MARELLE CRESCENT
DOUGLAS AVENUE
ROSSA AVENUE
COLLARY ROAD
NEVILLE AVENUE
LESLIE STREET
LINSTONA CLOSE
ROLLAND CRESCENT
NICKS STREET
WEST STREET
MORETON STREET
LANE 86
EAST STREET
LANE 88
TERANA STREET
NIMMIN STREET
TALLOWOODS CRESCENT
BROKER STREET
CHANNON STREET
KEERONG AVENUE
BELLAMBI LANE
WATTS LANE
MEMORIAL DRIVE
KIRTON ROAD
CHESTER STREET
ALBERT STREET
ALBERT STREET LANE
IVOR STREET
JONES PLACE
HARDIE STREET
LYNDON STREET
LANE 140
DONCASTER STREET
PRINCES HIGHWAY
JOYCE LANE
WHITING CRESCENT
VILLA STREET
ARTHUR STREET
ANNIE STREET
BLOOMFIELD AVENUE
ADDISON STREET
BOWRIE LANE
MOSLEY STREET
FESTIVUS LANE
WILFORD STREET
SUMMERHILL LANE
EAGEN STREET
ROTHERY STREET
DARVINE STREET
ARGYLE STREET
Wollongong City-Wide
Development Contributions Plan 2025
MAP 9
Legend
Section 7.12 Funded Projects
Land Reservation Acquisition LEP 2009
Community Land
wollongong
city of innovation
Drawn By: H. Jones
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Date of Aerial Photography: 2023
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Helensburgh
125353
Otford
Wollongong City-Wide
Development Contributions Plan 2025
MAP 10
Legend
Section 7-12 Funded Projects
Land Reservation Acquisition LEP 2009
Community Land
wollongong
city of innovation
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From the mountains to the sea, we value and protect our natural environment and will be leaders in building an educated, creative, sustainable and connected community.

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

wollongong
city of innovation

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

ITEM 4 PUBLIC EXHIBITION - CUSTOMER SERVICE POLICY AND CUSTOMER SERVICE CHARTER

Customer service is a cornerstone of effective local government, shaping how communities experience and engage with their council. As the first point of contact for many residents, customer service interactions reflect the values, professionalism, and responsiveness of the organisation. Adopting a comprehensive Customer Service Policy and introducing a Customer Service Charter provides a clear framework for service standards, expectations, and accountability.

These documents will not only guide staff in delivering consistent and respectful service but also empower the community by outlining their rights and the quality of service they can expect. Together, they reinforce the council's commitment to transparency, inclusion, and continuous improvement in serving its community.

RECOMMENDATION

That the draft Customer Service Policy and Customer Service Charter be placed on public exhibition for a period of 28 days, and that following the exhibition period, a report outlining community feedback be presented to Council for consideration and final adoption of the documents.

REPORT AUTHORISATIONS

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

ATTACHMENTS

1 Draft Customer Service Policy
2 Draft Customer Service Charter

BACKGROUND

Council has had a Customer Service Policy in place since 2008, and the policy has recently been reviewed to modernise and bring into line with current customer service approaches. Council does not currently publish a Customer Service Charter; however, the development and publishing of a Customer Service Charter is important to demonstrate to the community Council's commitment to excellence in customer Service.

PROPOSAL

Customer Service Policy

The Customer Service Policy provides the framework for front line service delivery within Council. The policy aims to:

- Highlight the principle that "our customers and community are at the heart of everything we do."
- Guide staff behaviour, processes, and service standards.
- Embed First Contact Resolution as a service aim across Council.
- Outline our approach in measuring customer service performance.
- Outline the process for managing feedback and complaints.
- Providing a commitment to support staff with training, tools, and clear procedures.
- Aligns with Goal 4 of the Community Strategic Plan.

The updated policy has had a range of administrative and style adjustments as well as the following key changes:

- Recognising that customers may wish to contact Council through various channels and have the flexibility to choose how and when they access customer service functions.

- Enhancing the customer service commitments stated in the policy.
- Expanding information on customer responsibilities, particularly in relation to Council's zero tolerance to any threat to the safety and wellbeing of staff and other customers, and what we will do when these are threatened.
- Outlining the Council's commitment to a first contact resolution approach to interactions with customers who call or visit the main Customer Service Centre.
- Greater detail on feedback and complaints processes to reflect current practice.

Customer Service Charter

The development and publishing of a Customer Service Charter is important to demonstrate to the community Council's commitment to customer Service. The Charter emphasises respect, courtesy, and clear communication in all interactions and aims to provide information to customers on the following:

Setting Clear Expectations:

The charter outlines the standards of service that customers can expect from Council

Accountability and Transparency:

By publicly stating our commitments, the charter holds Council accountable to the community and ensures transparency in our operations. Additionally, the publishing of standards that we expect from our customers can assist in our efforts to ensure that staff are treated with courtesy and respect, and we limit threats to their safety and wellbeing.

Continued Improvement of Service Quality:

The charter provides a framework for consistently high-quality service by defining how services should be delivered and how feedback will be managed.

Encouraging Feedback:

The charter encourages customers to provide feedback or to make complaints when service levels don't meet our standards, which is essential for continuous improvement of services, and for Council to correct errors when we make them.

Building Trust:

By committing to specific service standards and being transparent about them, Council can build trust and foster a positive relationship with the community. Our commitment to protecting privacy, which is important to all customers, is reinforced in the Charter.

Guiding Staff:

It serves as a guideline for staff on how to interact with customers, ensuring that all interactions are professional, courteous, and efficient.

CONSULTATION AND COMMUNICATION

This report recommends that both the Customer Service Policy and the Customer Service Charter be placed on public exhibition to invite feedback from the community. This step is essential to ensure that the documents genuinely reflect the needs, expectations, and values of the community that they are designed to serve. Customer input is particularly important for these documents, as they define the standards of service delivery and the ways in which residents interact with their council. By engaging the community in this process, Council demonstrates its commitment to transparency, accountability, and continuous improvement, while also fostering trust and shared ownership of the service experience.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2035 Goal 4. It specifically delivers on the following:

Community Strategic Plan 2035	Delivery Program 2025-2029
Strategy	**Service**
4.14 `Council demonstrates responsible leadership that is customer focused, demonstrates respect and inclusion, and uses resources that are managed effectively to ensure long-term sustainability.	Integrated Customer Service

RISK MANAGEMENT

The adoption of a new Customer Service Policy and the introduction of a Customer Service Charter present minimal operational risk and are expected to enhance service delivery and community satisfaction. However, risks may arise if the documents do not accurately reflect community expectations. To mitigate these risks, the documents will be placed on public exhibition to ensure transparency and community input. These measures will help ensure the policy and charter are both practical and effective, reducing the likelihood of service complaints and reputational harm.

FINANCIAL IMPLICATIONS

The adoption of a new Customer Service Policy and Customer Service Charter do not have any direct financial implications.

CONCLUSION

The Customer Service Policy and Customer Service Charter work in conjunction to articulate council's practice and approach to customer service in a clear and concise manner to our community.

DRAFT CUSTOMER SERVICE COUNCIL POLICY

ADOPTED BY COUNCIL: [TO BE COMPLETED BY GOVERNANCE]

PURPOSE

Our customers and community are at the heart of everything we do. At Wollongong City Council, we are unwavering in our commitment to delivering efficient, professional, inclusive and accessible customer service that supports our Community Strategic Plan and reflects our Organisational Values. This policy details how Council delivers on this commitment and how we measure our performance.

Council's commitment to Customer Service is underpinned by an unwavering focus on understanding and meeting our customer needs where they are. We recognise that this includes an effective complaint handling system and a proactive approach to understanding customer satisfaction. The feedback, suggestions and other information we receive from our customers provide a valuable source of insight and serves as a cornerstone for continual improvement of our services & experiences.

This policy, the Customer Feedback and Complaints Management Policy and the Unreasonable Conduct of Customers Framework guide the way in which we deliver customer service across Council and is applicable to all Council employees.

POLICY INTENT

The main objectives of this policy are to:

- provide a clear and logical way for customers to access services and seek information from Council;
- recognise that customers may wish to contact Council through various channels, and have the flexibility to choose how and when they access customer service functions,
- provide customers with a choice as to how they provide feedback to Council about service provision
- provide a structure around responding to, recording, reporting and using feedback to improve service to customers, and
- outline customer rights and responsibilities.

Council is committed to an effective feedback and complaint handling system which aims to benefit both our customers and Council in several ways including:

- responding to feedback/complaints equitably, objectively and in an unbiased manner, ensuring there is no loss of service to the customer
- creating an opportunity to address scenarios where service delivery has not met our standards
- identifying opportunities to enhance service delivery
- providing an opportunity to strengthen relationships between the community and Council, and
- assist in the planning of and allocation of resources for customer service functions.

WOLLONGONG 2032 OBJECTIVES

This policy contributes to Goal 4 "We are a connected and engaged community" within our Wollongong Our Future Community Strategic Plan.

CUSTOMER SERVICE | COUNCIL POLICY

POLICY STATEMENT

Commitment to Customer Service

Council is committed to delivering high quality customer services that are fair and accessible to all customers. We understand that customers have an expectation that they receive the best possible service that can be practically achieved. Our service will always be guided by our organisational values.

We aim to deliver service in a courteous, knowledgeable and professional manner by:

- Being respectful, courteous and impartial in all dealings
- Identifying ourselves when we talk to customers
- Listening carefully to customers
- Providing consistent and clear information across our communication channels
- Providing updates if we are unable to meet our commitments, and periodic updates for complex matters or those that will have a lengthy timeline to review and respond to
- Ensuring your personal information is protected and respected, and
- Having trained and professional staff who will embrace Council's Values and abide by the Code of Conduct.

Customer Responsibilities

Outstanding customer service is only achieved via mutual respect in all interactions. Customers can assist Council staff in our service delivery by behaving in a fair and reasonable manner. This includes:

- Treating staff with courtesy and respect
- Respecting the rights of other customers and the wider community
- Being honest and accurate in information sought and supplied to Council
- Working with us to reach a resolution
- Providing Council with respectful feedback

At times inappropriate behaviour may be directed toward Council staff, or customers, by members of the public. In such circumstances, Council staff will follow adopted procedures to deal effectively with such scenarios, ensuring the safety and the right to peaceful enjoyment of Council facilities by all. Council does not tolerate any threat to the safety or wellbeing of any individual and Police may be called in such circumstances. Our staff our empowered to terminate customer interactions that have the potential to jeopardise the safety of any individual, including the staff member themselves.

POLICY

In order to meet our Customer Service commitment, Council will ensure staff have access to relevant customer service related training and materials to support service delivery.

Our community is diverse and every member of the public have rights and unique needs. We are committed to acting with respect and sensitivity in all interactions. We aim to offer quality service by recognising this diversity and ensuring individual needs, for accessing services are met. We will provide clear and logical means for customers to access services, facilities and information including assistance where necessary to lodge requests or provide feedback.

Council is committed to accessible contact. Where required, customers can contact the Translating and Interpreting Service (TIS 131 450 or www.tisnational.gov.au) who can assist with the following:

- Phone interpreting
- Automated Telephone Interpreting Service
- On-site interpreting
- Video remote interpreting

Customers who are Deaf, deaf, or hard of hearing can contact Council via the National Relay Service (1800 555 677 or www.accesshub.gov.au). Additionally, Council has access to multilingual staff, who may be able to assist in circumstances where translation may be required. Customers may also appoint an advocate to deal with Council on their behalf, where practicable Council requires a written authority to provide information to an advocate.

Council recognises our customers may wish to contact Council in a variety of ways to suit their needs and technology use, and we are committed to providing choice about how customers can access Council customer services. Council has a range of methods and technologies via which customers can make contact with us. These options change and expand over time due to technological and social media advancements. Customers can call Council or check the contact us webpage on the Council website to see the up-to-date range of contact options.

Our approach to interacting, communicating, and engaging with our customers is further enhanced by Council's Community Engagement Strategy and Community Participation Plan. These initiatives work in tandem to provide a holistic view of our engagement efforts, ensuring that we effectively serve our diverse customer base. By aligning our customer service practices with these strategic frameworks, we are better equipped to understand and meet the needs of our community, fostering a more inclusive and responsive service environment.

First Contact Resolution

At Wollongong City Council, delivering exceptional customer service is a shared responsibility across all divisions. Our commitment to First Contact Resolution (FCR) extends beyond our Customer Service Team (CST); it encompasses a strategic approach to creating seamless customer journeys that minimise complexity and frustration, ensuring a smooth and efficient process for our customers.

We aim to resolve enquiries and requests during the first contact whenever possible, providing timely and efficient service and reducing the need for follow-ups. While we recognise that not all requests can be resolved at the first point of contact, our objective is to eliminate barriers that might cause failure demand. Failure demand, also known as avoidable contact, is a situation where an organisation's failure to do something, or to do something right, for a customer, leads to the customer having to contact the organisation again. This approach ensures that even if multiple touchpoints are required, the process remains clear, consistent, and straightforward from start to finish.

Our principles of transparency, consistency, accuracy, and completeness guide all interactions. This collective effort supports our strategic goals and ensures that customers experience minimal delays or complications throughout their journey. Every division within the Council plays a crucial role in achieving this, and we are dedicated to continuously enhancing our processes to deliver the best possible experience for our community.

By adopting a first contact resolution approach, we may slightly increase the time our staff spend with each customer initially, but this greatly reduces the likelihood of the customer needing to contact Council again on the same issue or being transferred to another part of Council unnecessarily. This focus not only saves our customers time and effort, allowing them to get back to their day without delays, but also delivers significant improvements in overall customer satisfaction and operational efficiency.

Measuring Customer Service Performance

Council will assess the quality of our customer service through various performance metrics. Our performance is evaluated based on the indicators outlined in Council's Delivery Program and Operational Plan. Specifically, we report as part of the outcomes that fall into *Goal 4; We have a healthy, respectful & inclusive community*, including but not limited to:

1. Residents' average satisfaction score with customer service centre
2. Percentage of customer enquiries resolved at the first point of contact
3. Percentage of customer requests actioned within 10 days

The results of these evaluations are reported in the Quarterly Management Report and the Annual Report.

Prioritising, Recording and Actioning of Customer Service requests

Council has an obligation to properly record and consider all customer requests and complaints.

In considering and actioning requests for service received by customers, consideration is given to:

- Public safety and situations deemed an emergency.
- Fulfilling Council's strategic priorities and statutory or policy requirements; and
- The efficient and effective use of Council resources.

Council utilises a Customer Request Management System (CRMS) to enable the recording, allocating, tracking and reporting of all Customer Service Requests. The CRMS also allows Council to measure performance in the completion of service requests.

Customers may contact Council with an expectation that specific action will be undertaken by Council. For example, according to Council's Enforcement Policy there are some categories where Council has determined no action will be taken. In these circumstances Customer Service staff may record the complaint and provide information to the customer if it is clear the complaint is a 'no action' matter. Customer service staff will advise the customer of any means available through other agencies which may assist the customer to resolve the matter.

Where Council receives a request that clearly relates to the functions of another government agency or government owned corporation, Council will provide relevant information to assist in redirecting the customer to the relevant agency or corporation to address their request.

Anonymous Requests

It is recognised that at times, anonymous service requests may be made. For many service requests a contact name, address and phone number is required to confirm information or if necessary to obtain additional information. Council will attempt to action service requests, where sufficient and relevant information is provided, or the severity of the situation warrants action. However, there may be instances where Council determines not to action an anonymous request for service , particularly where the information provided is lacking or not able to be verified.

Customer Feedback and Complaints

Quality customer service consists of providing an efficient, fair, impartial and responsive service. It is also about delivering the most appropriate and complete service at the outset. However, things can and do go wrong and can only be put right and a quality service delivered where Council becomes aware of the issue.

Council's feedback and complaint management system provides an opportunity to improve service delivery via the provision of feedback, compliments and suggestions from customers.

Feedback does not include:

- A request for service
- A request for information or explanation of policies or procedures
- Reports of damaged or faulty infrastructure (i.e. potholes)
- Reports of hazards (e.g. fallen trees)
- Disputes concerning neighbours
- The lodging of an appeal or request to review a decision
- Complaints where Council has no jurisdiction

A 'complaint' is an expression of dissatisfaction with Council's policies, procedures, charges, employees, contractors, quality of service or goods sold or provided.

Council has trained staff dedicated to dealing with and responding to customer feedback and complaints.

Complaints Management
Members of the local community who do not believe that Council has fulfilled its commitments should address their concerns to Council in the first instance.

Council manages complaints in accordance with an internal Customer Feedback and Complaints Policy, that adopts a three-tier approach to managing complaints, that is focussed on the principle of resolving complaints at the earliest possible opportunity.

Wherever possible frontline staff shall attempt to resolve complaints at first point of contact, via explanation, provision of additional information or lodgement of an additional service request. In circumstances where issues cannot be resolved at first contact or where a complaint is received in writing, the complaint shall be dealt with by the Manager of the relevant Division/Business unit of Council. If the complaint cannot be resolved within 10 working days, the customer will be provided with an acknowledgment in writing with an estimated date of completion of the matter.

In circumstances where a customer is unsatisfied with the initial outcome of their complaint and seek further review, or complaints of a very serious nature, the complaint will be noted by the General Manager who will appoint a senior member of staff to review the matter. These matters will generally be handled by a Director, the Professional Conduct Coordinator, or Public Officer.

If the complaint, and any subsequent review, does not resolve the matter, they can raise their concerns with:

- The NSW Ombudsman (if the matter concerns maladministration)
- The Office of Local Government (if the matter concerns a serious breakdown in Council operations, if Council as a whole, is not operating satisfactorily or the matter relates to pecuniary interest matters),
- The Office of the Children's Guardian (if the matter concerns Council's legislated child safety obligations), or
- The Independent Commission Against Corruption (ICAC) (if the matter concerns corrupt conduct).

Each agency has a separate role in relation to the oversight of the conduct of councils. The NSW Ombudsman is responsible for complaints about a broad range of matters generally described as maladministration. The Office of Local Government is responsible for investigating pecuniary interest matters and will intervene if councils are operating in an unsatisfactory manner or if council operations have seriously broken down. The Office of the Children's Guardian oversees organisations to uphold children and young people's right to be safe. The ICAC is responsible for investigating corrupt conduct.

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LEGISLATIVE REQUIREMENTS

Council is committed to providing a fair and equitable service and this Policy has been developed particularly in accordance with the following legislation, regulations, policies and standards:

- Local Government Act
- State Records Act
- Privacy and Personal Information Protection Act

REVIEW

This Policy will be reviewed every three years, or more frequently as required.

ROLES AND RESPONSIBILITIES

Manager Customer and Business Integrity:

Responsible Officer for the Policy and will coordinate the following functions in relation to the Policy:

- Maintaining appropriate records and reporting relating to Council's customer service functions
- Keeping the policy current, and undertaking regular reviews of both the policy and associated procedures
- Ensure that appropriate training and education of relevant employees with respect to customer service standards and processes occurs
- Provision of advice and ensuring adherence with the standards and principles of this policy
- Ensuring a culture of continuous review and improvement to enhance the customer experience

Divisional Managers:

Responsible for ensuring that all relevant customer facing services and all other customer interactions undertaken by staff of their Division are conducted in accordance with this policy.

DEFINITIONS

Customer: include ratepayers, residents, asset users, consultants, developers, government departments and visitors to the Wollongong Local Government Area (LGA) seeking products, services or information offered by Council. Internal customers are Council staff.

Customer Service: Interactions between a Customer and Council where that interaction relates to the provision of support, advice, assistance or delivery of a service by Council to the customer.

Customer Service Request: a request for action to be taken in relation to a service or product of Council.

Complaint: an expression of dissatisfaction with Council's policies, procedures, charges, employees, contractors, quality of service or goods sold or provided.

Correspondence: communications received by Council, which are not submitted as a customer request, requiring a response.

Feedback: the provision of a compliment or suggestion by a customer to Council.

RELATED STRATEGIES, POLICIES AND PROCEDURES

- Customer Feedback + Complaints Management Policy
- Unreasonable Conduct of Customers Framework
- Privacy Management Plan
- Community Strategic Plan

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CUSTOMER SERVICE COUNCIL POLICY

APPROVAL AND REVIEW	
Responsible Division	Customer and Business Integrity
Date adopted by Council	[To be inserted by Corporate Governance]
Date/s of previous adoptions	24 November 2014, August 2012, October 2010, September 2008
Date of next review	[Not more than three years from last adoption]

DRAFT



Wollongong City Council

Draft Customer Service Charter

wollongong
city of innovation

Document Set ID: 26780439
Version: 2, Version Date: 14/08/2025

Our commitment

At Wollongong City Council, our customers & community aren't just at the heart of what we do – you're the reason we exist. We are dedicated to delivering efficient, inclusive, and accessible customer service that reflects our organisational values and supports the delivery of our Community Strategic Plan. We strive to meet the needs of our residents, businesses, and visitors with professionalism, respect, and integrity.

We strive to understand and meet our customer needs. This commitment guides our customer service delivery across Council, ensuring every interaction reflects our unwavering focus on service. We are here for you, always focused on your needs and striving to serve you better every day.

When you contact Council, we will:

- Be respectful, courteous, and impartial in all dealings.
- Identify ourselves when communicating with customers.
- Listen attentively and provide consistent, concise and clear information.
- Keep you informed on the status of your request or enquiry and close the loop when the request or enquiry is complete.
- Protect and respect personal information.
- Ensure that we uphold Council's values and Code of Conduct.

First contact resolution

At Wollongong City Council, we believe delivering exceptional customer service is a shared responsibility across all divisions. Our commitment to First Contact Resolution (FCR) goes beyond just our Customer Service Team (CST), it is about a commitment to creating seamless customer journeys that minimise complexity and frustration, ensuring a smooth and pain-free process for our customers.

We strive to resolve enquiries and requests during the first contact whenever possible. This ensures that you receive timely and efficient service, minimising the need for follow-ups. Whilst we recognise that not all requests can be resolved at the first point of contact, our goal is to create customer journeys that are seamless and remove any barriers that might cause failure demand. This means that even if the process demands more than one touchpoint, the process is clear, consistent and straightforward from start to finish.

We aim to act with transparency, consistency, accuracy and completeness across all interactions. This collective effort supports our ambitions and ensures that customers move through their journey without unnecessary delays or complications. We all have a role to play in getting it right for our customers and we are dedicated to continuously enhancing our processes to deliver the best possible experience for our community. This focus saves our customers time and effort, allowing them to get back to their day without delays and deliver the best experience for our community.

Service standards

We aim to provide a seamless and positive experience in every interaction, including:

- **Prompt Responses:** We aim to address all interactions quickly and resolve general enquiries on first contact. If specialist help is needed, we'll direct your request to the right department and outline next steps.
- **Timely Correspondence:** We respond to all enquiries within agreed service levels. For complex enquiries, we provide periodic updates and set clear expectations.
- **Accessible Information:** We will ensure that current, accurate, and easily accessible information is available across all our platforms, including our website, social media, and other communication channels, to help you find what you need quickly and efficiently.

Our commitment to privacy

We view the protection of personal information as an integral part of our commitment towards accountability and integrity in all our activities and programs. We are committed to protecting personal and private information collected by Council in accordance with the Privacy and Personal Information Protection Act 1998 and Council's Privacy Management Plan PDF, 320.36 KB. You can elect to remain anonymous when requesting a service or reporting an issue; however, in some instances this may mean that we are unable to complete your request or advise you on its outcome.

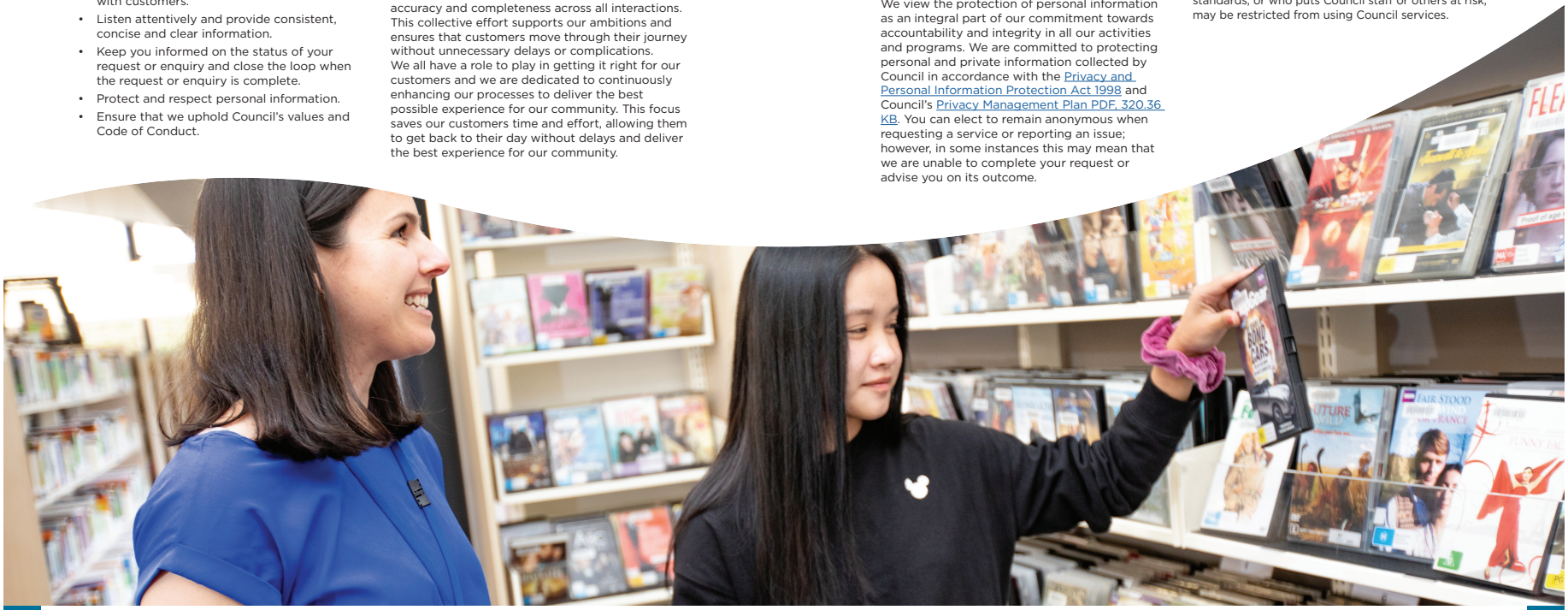
What we expect from you

Outstanding customer service is achieved through mutual respect. You can assist by:

- Treating staff with courtesy and respect.
- Respecting the rights of other customers and the community.
- Providing accurate and complete information when making wnquiries or requests.
- Working with us to resolve issues.
- Refraining from bullying, harassing or intimidating staff or any person using a Council service.
- Providing constructive and respectful feedback to help us improve our services.

Unreasonable customer behaviour

If customers do not meet the above standards of behaviour, we will follow the procedures described in our Unreasonable Conduct of Customers Framework. Any person who repeatedly fails to meet these standards, or who puts Council staff or others at risk, may be restricted from using Council services.



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Accessibility and contact options

We acknowledge the diversity of our community and strive to offer quality service by recognising individual and community group needs. Accessibility will look different depending on who we are interacting with, considering factors such as cultural background, age, gender, demographic and subject matter at hand. Our goal is to provide fair, unbiased, and accessible services to all customers, including support for individuals who are non-English speakers, legally blind, have low vision, are deaf, deafblind, and/or hard of hearing.

Customers can reach us via various methods, including phone, email, and in person visits. We are committed to being nimble and adaptable, continuously exploring and evolving our service options to meet the diverse needs of our community, this includes embracing the latest technological advancements. You can always find the most current contact options on our website.

Engagement and proactive communication

We believe in proactive engagement with customers. This means not only being available when you reach out to us but also actively seeking to understand and address your needs. Our approach to interacting, communicating, and engaging with our customers is further enhanced by Council's Community Engagement Strategy and Community Participation Plan. These initiatives work in tandem to provide a holistic view of our engagement efforts, ensuring that we effectively serve our diverse customer base.

By aligning our customer service practices with these frameworks, we are better equipped to understand and meet the needs of our community, fostering a more inclusive and responsive service environment. Our commitment to accessibility and engagement ensures that all members of our community can interact with us in a way that is convenient and effective for them.

When things don't go right, or could be improved

We value your feedback, as it helps us to improve the way we provide our service to our community, and we are committed to addressing any concerns or complaints raised. If something is not right, we encourage you to contact us, so we have a chance to respond and improve. Our website provides details of how we manage compliments, complaints and feedback.

Our commitment to continuous improvement

We are committed to continuously improving our services by:

- Actively seeking and valuing feedback to understand and exceed community needs and expectations.
- Embracing innovation and technology to enhance service delivery and accessibility.
- Regularly reviewing and refining our processes to ensure they are efficient, effective, and customer focused.
- Continuously training and developing our staff to ensure they have the skills and knowledge to serve you better.
- Expanding digital self-service options to give you convenient access to information - meeting you where you are, whenever you need it.
- Proactively reaching out to you to create a seamless and proactive customer experience.

On Dharawal Country, from the mountains to the sea, we value our natural environment, we respect each other, our past and future. We will be a sustainable, connected, vibrant, and innovative city, with a diverse economy.

We are a sustainable and climate resilient city
We have well planned, connected, and liveable places
We foster a diverse economy, and we value innovation, culture, and creativity
We have a healthy, respectful, and inclusive community

wollongong
city of innovation

Wollongong City Council
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ITEM 5 POST EXHIBITION - PLANNING PROPOSAL PP-2024/1 - 21 BARHAM PLACE HORSLEY

On 3 February 2025, Council resolved to exhibit a Planning Proposal to amend the land use zoning and associated planning controls for land at 21 Barham Place, Horsley.

The Planning Proposal seeks to rezone part of the property from RE2 Private Recreation to R2 Low Density Residential. The remainder of the site is proposed to be rezoned from RE2 Private Recreation to C3 Environmental Management. The existing C3 Environmental Management zoned land is proposed to be retained. To facilitate residential development and environmental management outcomes on site, the proposal includes consequential changes to the Minimum Lot Size and Floor Space Ratio maps. The proposal to amend Part 7 – Local provisions general seeks to include a provision to manage the future subdivision of the site to ensure future lots consist of split zones to enable the ongoing environmental management of the C3 Environmental Management zoned land.

This report considers the exhibition feedback and recommends that Council progress the Planning Proposal to finalisation.

RECOMMENDATION

1 The Planning Proposal for 21 Barham Place, Horsley be finalised for the preparation of an amendment to the Wollongong Local Environmental Plan (LEP) 2009.

2 The General Manager proceed to exercise delegation as issued by the NSW Department of Planning, Housing and Infrastructure under Section 3.36 of the *Environmental Planning and Assessment Act 1979* (NSW), In relation to the final proposal.

REPORT AUTHORISATIONS

Report of: Chris Stewart, Manager City Strategy
Authorised by: Linda Davis, Director Planning + Environment - Future City + Neighbourhoods

ATTACHMENTS

1 Site Location Plan
2 Existing and Proposed LEP Maps

ACRONYMS USED IN REPORT

Abbreviation	Meaning
DCCEEW	Department of Climate Change, Energy, the Environment and Water
DCP	Wollongong Development Control Plan 2009
DPHI	Department of Planning, Housing and Infrastructure
ISRP	Illawarra Shoalhaven Regional Plan 2021-2041
LEP	Wollongong Local Environmental Plan 2009
LGA	Local Government Area
LSPS	Local Strategic Planning Statement 2025-2045
NSW RFS	New South Wales Rural Fire Service
PMF	Possible Maximum Flood
SEPP	State Environmental Planning Policy
TfNSW	Transport for NSW

BACKGROUND

The site at 21 Barham Place, Horsley (Lot 203 DP 1290802) has a total area of approximately 32.94 hectares (Attachment 1). The property is located at the northern end of Barham Place and accessible at the turning head. The property is currently vacant and consists of land zoned R2 Low Density Residential (approximately 573 m^2), RE2 Private Recreation (approximately 28.4 ha) and C3 Environmental Management (approximately 4.5 ha) adjacent to Mullet Creek. Attachment 2 shows the existing (current) and proposed mapped development standards under Wollongong LEP 2009.

In the 1990s, the property was part of Lot 1 DP 230057, which was rezoned, on 11 December 1992 by Wollongong LEP 1990 (Amendment No. 37), from 1 Non-urban to part 2(a) Low Density Residential, 6(a) Public Recreation and 6(b) Private Recreation. The rezoning was part of the Horsley Urban Release Area.

On 28 February 1996, Development Application No. 1995/714 was approved which created 22 lots in Barham Place and a residual lot (Lot 412 DP873616) zoned part 6(b) Private Recreation and part 6(a) Public Recreation. Lot 412 was subsequently merged with the adjoining Lot 413 which was zoned 2(a) Low Density Residential. The merged lot was subsequently subdivided into two lots, then three lots, then in 2022 the boundaries were amended to create the current Lot 203 DP 1290802.

On 26 July 1996, Wollongong LEP 1990 (Amendment No. 129) slightly amended the 2(a) / 6(b) zone boundary along the boundary of the estate.

In 1996, Wollongong LEP 1990 permitted a dwelling house on land zoned 6(b) Private Recreation in conjunction with another permissible uses. In 2006 the land use table was amended to no longer permit dwelling houses in the 6(b) zone.

In 2010, the planning controls were translated into the Wollongong (West Dapto) LEP 2010, with slightly different zone names in accordance with the Standard LEP instrument. In addition, the 6(a) Public Recreation zone was changed to C3 Environmental Management to reflect the private ownership. Consistent with the previous 6(b) zone, dwelling houses remain a prohibited land use in the RE2 Private Recreation zone, although remained permissible on the land zoned R2 Low Density Residential.

In 2014 the West Dapto LEP was merged into the Wollongong LEP 2009. Attachment 2 shows the current zoning of R2 Low Density Residential (approximately 573 m^2), RE2 Private Recreation (approximately 28.4 ha) and C3 Environmental Management (approximately 4.5 ha) adjacent to Mullet Creek.

In February 2024, a Scoping Proposal was submitted seeking advice on a possible Planning Proposal request. The following feedback was provided by Council officers -

- Identify how stewardship of flood prone land would be achieved. Please clarify the minimum lot size of one created lot that will be responsible for the stewardship of the flood prone area.
- The proposed concept layout in Figure 9 of the scoping report does not show all lots with public road frontage and would result in a layout which will require more than two lots to share a battleaxe corridor, contrary to Clause 6.4 (4) of Chapter B2 of the Wollongong DCP 2009.
- The location of where the possible additional 12 waste bins required for the new lots will be placed to allow collection by Council's side-loading waste truck. The location of the bins must be practical, safe and not impact on adjacent neighbours' amenity etc.

On 3 February 2025, Council considered a report on 21 Barham Place and a proposal to rezone the land for residential and environmental purposes with an amendment to Part 7 – Local provisions general to promote the ongoing maintenance of the floodplain and riparian corridor on the site following any future subdivision. Council resolved that –

1 *A Planning Proposal be prepared to amend the Wollongong Local Environmental Plan 2009 for 21 Barham Place, Horsley by -*

   a *Amending the controls for the upper part of the site, by rezoning the land from part R2 Low Density Residential and RE2 Private Recreation to the R2 Low Density Residential zone with a Floor Space Ratio of 0.5:1, Minimum Lot Size of 9.99 hectares.*

b *Amending the controls for the lower (floodplain) part of the site, by rezoning the land from part RE2 Private Recreation and C3 Environmental Management to the C3 Environmental Management zone with a Minimum Lot Size of 9.99 hectares.*

2 *The Planning Proposal be referred to the NSW Department of Planning, Housing and Infrastructure for Gateway determination and the preparation of an amendment to the Wollongong Local Environmental Plan (LEP) 2009.*

3 *The NSW Department of Planning, Housing and Infrastructure be requested to authorise a minimum exhibition period of 28 days, as part of Gateway determination.*

4 *The NSW Department of Planning, Housing and Infrastructure be advised that Council wishes to use its delegations to finalise the Planning Proposal.*

The Planning Proposal was exhibited to NSW RFS and nominated State agencies and authorities in accordance with the conditions of the Gateway determination issued by the DPHI. The Gateway determination required the inclusion of a site-specific clause in the LEP to ensure that all future lots have a portion of R2 Low Density Residential and C3 Environmental Management zoned land.

The Planning Proposal was exhibited between 28 May and 30 June 2025.

PROPOSAL

This report details the results of the exhibition process and discusses the issues raised in submissions. At the close of the exhibition process, Council received five submissions, which are summarised in Table 1.

Based on the feedback received, it is recommended the Planning Proposal progress to amend the Wollongong LEP 2009. There are no amendments proposed to be made to the draft provisions, resulting from the comments received.

The final wording of the provision will be drafted by NSW Parliamentary Counsel Office and approved by the NSW DPHI.

The Planning Proposal request seeks to amend the Wollongong LEP 2009, Land Use Zoning map and consequential amendments to the Minimum Lot Size and Floor Space Ratio maps applicable to the site.

The proposal also seeks to amend Part 7 – Local provisions – general to include additional development standards applicable to the site. The Planning Proposal was amended to include the Part 7 provision to satisfy the conditioned Gateway determination and was included in the exhibition material. The following site-specific clause is proposed to be included in Part 7 – Local provisions – general of the LEP.

Clause XX Development on certain lands in Horsley

(1) This clause applies to land at 21 Barham Place, Horsley – Lot 203 DP 1290802

(2) The objective of this Clause is to ensure in perpetuity stewardship and management of C3: Environmental Management Zoned land following any future subdivision of the site to create additional lots for residential dwellings.

(3) Development consent must not be granted for development, including subdivision, on the land to which this clause applies if the development will result in the creation of one or more lot that:

(a) does not consist of land zoned R2 Low Density Residential and C3: Environmental Conservation, and

(b) does not consist of sufficient R2 Low Density Residential land to construct a dwelling house upon.

The intended outcome of the proposal is to facilitate further subdivision and residential development on part of the site and to secure ongoing management and maintenance of the C3 Environmental Management zoned land following any future subdivision.

As mentioned above, the final wording will be drafted by NSW Parliamentary Council Office.

CONSULTATION AND COMMUNICATION

The Planning Proposal was exhibited, as per the requirements of the Gateway determination, issued by DPHI on 2 April 2025 and the *Environmental Planning and Assessment Act 1979 (NSW).* The Gateway determination required consultation with the NSW RFS prior to exhibition.

On 28 April 2025, the NSW RFS provided feedback on the Planning Proposal and raised no concerns.

The Planning Proposal was referred to State Agencies between 13 May and 30 June 2025 and exhibited between 28 May to 30 June 2025.

The Planning Proposal, and the supporting documents were exhibited via -

- Council's engagement website.
- At Council's Wollongong and Dapto libraries.
- At Council's Customer Service Centre in the Administration Building.
- Letters / emails advising of the exhibition were sent to -
    - Neighbourhood Forum 8.
    - persons who made a submission at the preliminary consultation stage.
    - 83 nearby property owners.
    - NSW RFS.
    - DCCEEW – Biodiversity and Water.

As a result of the exhibition the webpage received 190 views, and 80 participants downloaded a document. In total two submission were received through Council's engagement website.

A total of five submissions were received including –

- One submission from State agencies: NSW RFS.
- Two submissions through Council's engagement webpage.
- One community submission through email.
- One submission on behalf of the landowner.

Table 1: Summary of Submissions

Submitter	Submission	Response
NSW Rural Fire Service	NSW RFS raised no objections to the proposal proceeding subject to a requirement that future development of the land complies with Planning for Bush fire Protection	The NSW RFS feedback is noted. The site is mapped as containing Bush Fire Prone land – Category 3 Grasslands, freshwater wetlands, semi-arid woodlands, alpine complex and arid shrublands and Category 3 buffer. Any future development application will be required to comply with the current NSW RFS document, Planning for Bushfire Protection.
Public submission 1	The proposal is a good use of land	Support noted
Public submission 2	The submission objected to the Planning Proposal A photo of land at 21 Barham Place in flood was submitted in support of the submission. The photo was taken in a	The supporting photo taken appears to be areas of the floodplain that is proposed to be rezoned C3 Environmental Management. The foreground of the photo appears to be the land within the existing

Submitter	Submission	Response
	northeast direction.	benched areas and are not affected by flooding.
	1 Flood Risk and Safety – The land is susceptible to flooding and is a serious hazard to current and future residents. Rezoning and development would likely exacerbate drainage problems, increase runoff and stain local infrastructure.	The Planning Proposal seeks to retain the existing R2 Low Density Residential land adjacent to Barham Place which is located on a bench from the lower floodplain. The remainder of land on the benched portion of the site is proposed to be rezoned from RE2 Private Recreation to R2 Low Density Residential. To manage the flood risk and safety, the proposal does not seek to rezone the low portions of the site that are within the floodplain to R2 Low Density Residential. To manage the floodplain, it is proposed to rezone flood prone portions of the land from RE2 Private Recreation to C3 Environmental Management.
	2 Environmental impacts – Altering this land from rural residential to denser residential could worsen the environmental degradations, impacting local ecosystems and water quality due to increased impervious surfaces and construction	The proposal is not expected result in environmental impacts within the floodplain, as land to be rezoned to R2 Low Density Residential will be limited to the benched portion of the site, which is within an existing residential area. Water is capable of being conveyed from the R2 Low Density Residential portions of the site via existing to stormwater and sewer infrastructure.
	3 Property and community impact – Development on the flood-prone land may devalue existing properties, increase insurance costs for homeowners, and negatively affect the overall community wellbeing	The proposal seeks to improve the protections of the floodplain through rezoning the flood prone portions of the site from RE2 Private Recreation to C3 Environmental Management.
	4 Infrastructure and drainage -current drainage systems appear inadequate to manage heavy rainfall and was recently flooded. Significant infrastructure would be required to rezone the land R2.	The proposed R2 areas can be connected into existing infrastructure. The proposed R2 Low Density Residential zoned land is adjacent to existing land developed for residential purposes that is serviced by Council and state agency infrastructure. The proposal is not expected to result in development that would require improvements to existing infrastructure.
Public submission 3	The submission objected to the Planning Proposal	The proposal seeks to rezone the portion of the site to R2 Low Density Residential that is located on the higher benched area of the land. The remainder of the site, that this within the floodplain, is proposed to be rezoned or retained as C3 Environmental Management.
	1 The area to be rezoned floods during heavy rail, with the adjacent creek flooding the site.	
	2 The access road of Sunnybank Cresent and Barham Place are too narrow to accommodate a large increase in traffic safely.	The site is within an existing residential neighbourhood that is serviced by the local road network. As a limited portion of the site is proposed to be R2 Low Density Residential, it is not expected the Planning Proposal will facilitate a quantity of residential development that can generate a

Submitter	Submission	Response
		significant increase in vehicle traffic. It is noted that areas of the floodplain are proposed to be rezoned to C3 Environmental Management Environmental Management and therefore, are unable to be developed for residential purposes.

Submitter	Submission	Response
Submission made on behalf of landowner	Concerns raised 1The portion of the site proposed to be rezoned from RE2 Private Recreation to C3 Environmental Management instead be rezoned to RU2 Rural Landscape. The land to be rezoned from RE2 to C3 does not exhibit any significant biodiversity values. Concerned that the proposed zoning may adversely impact any future development application for the use of the site for extensive agricultural purposes 2 Request the planning controls, specifically the minimum lot size for land already zoned as R2 Low Density Residential be amended to be retained as 449m^2 rather than the proposed 9.99 ha. Amending the minimum lot size of the existing R2 zoned land to 9.99 ha will impact upon any subdivision of the site and reduce the number of potential lots by one.	The proposed C3 Environmental Management zoned land is consistent with neighbouring land. It is considered the objectives and permissible uses of the C3 Environmental Management land use zoned land better reflect the site constraints. The site is within the floodplain and contains riparian corridors, which are mapped are key fish habitat. The C3 Environmental Management land use zone does not prohibit Extensive Agriculture. The use is permissible with consent and therefore a Development Application is required to carry out Extensive Agriculture. The need for a Development Application allows Council to better assess proposed development and ensure the objectives of the zone. The Applicant's request seeks to increase the development potential of the site by one additional lot (to a total of 4 lots). One lot containing the existing R2 zoned land (approximately 573 m^2), and three lots containing the proposed R2 and C3 zoned land. This increase in development intensity that was not considered by Council or exhibited. Prior to preparing the public exhibition report to Council, the proposal was considered by the Wollongong Local Planning Panel. Council officers proposed that the RE2 Private Recreation portion of the land be rezoned C3 Environmental Management and be managed by one residential lot. The WLPP concurred with the recommendations of Council officers. Following the WLPP meeting the applicant objected to the C3 Environmental Management zoning and proposed that the R2 Low Density Residential and RE2 Private Recreation zoned land be subdivided into three portions. This would require a minimum lot size of 9.99 ha to apply over both the R2 Low Density Residential and C3 Environmental Management zoned land. Following further discussions, Council officers agreed to the proposed 9.99 ha Minimum Lot Size applying to the whole property, so that the R2 and C3 zoned land could be shared by three future lots. A further increase in development potential is not supported as the scale of proposed development is considered appropriate and consistent with adjoining development.

Consultation was also conducted with relevant Council Divisions regarding the proposed amendment to Wollongong LEP 2009, with the aim of incorporating improvements. There were no amendments made to the proposed proposal resulting from internal stakeholder feedback.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong Our Future 2035 Community Strategic Plan, Goal 2 – "We have well planned, connected and liveable places". It specifically delivers on the following –

Community Strategic Plan 2035	Delivery Program 2025-2029
Strategy	**Service**
2.1 Urban areas are planned and well maintained to provide a healthy and safe environment for our community to live, work and play.	Land Use Planning

Wollongong Local Strategic Statement 2025 -2045

On 28 July 2025, Council resolved to endorse the Wollongong Local Strategic Planning Statement (LSPS) 2025-2045. The LSPS 2025–2045 sets out Council's 20-year land use planning vision for the LGA and strategic planning priorities with reference to a range of adopted supporting documents.

The LSPS 2025–2045 contains 12 planning priorities which align with and expand upon the matters for consideration under the Wollongong Planning Proposal Policy. Table 2 provides an assessment against the 12 planning priorities.

Table 2: Assessment against Wollongong LSPS 2025 - 2045

Strategic Planning Priority	Considerations	Response
Sustainable and resilient		
1 We rehabilitate and protect natural environments and ecosystems	Preservation and improvement of natural environments through the management and restoration of natural areas. Conserve endangered ecological communities and threatened species. Coastal management, floodplain risk management and stormwater management.	The proposal is generally consistent with the Strategic planning priority. The proposal is not expected to inhibit the ability to apply key plans to be delivered, which includes the Riparian Corridor Management Strategy for the West Dapto Urban Release Area and the Illawarra Biodiversity Strategy update. The proposal is consistent with existing guiding strategic documents and policy applicable to the site which include but not limited to the Mullet Creek Floodplain Risk Management Study (2023); Wollongong Riparian Corridor Management Study 2004; the West Dapto Vison 2018. The Proposal seeks to rezone benched portions of the site, that are within an existing residential neighbourhood to R2 Low Density Residential. The proposed R2 zoned land is not mapped under the Mullet Creek Floodplain Risk Management Study as being impacted by flooding. As the benched portions of the site are located outside of the floodplain, it is not expected the proposal will result in significant earthworks that would likely impact on natural

Strategic Planning Priority	Considerations	Response
		water systems. The existing and proposed R2 zoned land is not mapped as containing native flora and fauna, endangered or threatened ecological communities, and / or their habitats. The proposal includes rezoning land within the floodplain from RE2 Private Recreation to C3 Environmental Management. To promote the ongoing management and maintenance of the floodplain and riparian corridor, it is proposed to amend the minimum lot size provisions and WLEP 2009, Part 7 – Local provisions – general. This will ensure that the environmental zoned land is attached to land zoned R2 Low Density Residential as a part of any future subdivision approval. The objectives of the C3 zone land enable development that provides opportunities to restore biodiversity within the floodplain and riparian corridor.
2 We are resilient to climate risks and environmental hazards	Ensure our urban areas are resilient, thrive in ideal conditions, adapt to change and survive and recover from extreme events to reduce the risks to our community from environmental hazards. Avoid intensification in flood-prone, bushfire-prone and coastal hazard areas and align with relevant guidelines and policies. Support net-zero targets and renewable energy transition.	The proposal is generally consistent with the Strategic planning priority. The proposal is not expected to inhibit the ability to apply key plans to be delivered, which includes the Riparian Corridor Management Strategy for the West Dapto Urban Release Area and Wollongong Coastal Management Program. The proposal is consistent with existing guiding strategic documents and policy applicable to the site which include but not limited to the Mullet Creek Floodplain Risk Management Study (2023); the Net Zero Wollongong Climate Change Mitigation Plan 2023-30; the Climate Friendly Planning Framework and the West Dapto Vison 2018. The proposal seeks to rezone land for residential purposes that is located above the mapped and predicted PMF that may result from climate change. Land within the floodplain is proposed to be zoned for environmental purposes. The portion of the site to be rezoned C3 Environmental Management is mapped as bushfire Category 3 vegetation Grasslands, freshwater wetlands, semi-arid woodlands, alpine complex and arid shrublands. The existing and proposed land to be rezoned to R2 Low Density Residential is mapped at Category 3 buffer area. NSW RFS made no objection to the proposal

Strategic Planning Priority	Considerations	Response
		noting future development will need to be consistent with Planning for Bush fire Protection.
		The site is mapped as being impact by Class 5 and Class 4 Acid Sulfate Soils. The existing and proposed R2 Low Density Residential zoned land is mapped only as Class 5 Acid Sulfate Soils and can be managed at the Development Application Stage. It is expected proposed Development will need to satisfy the BASIX standards required under the State Environmental Planning Policy (Sustainable Buildings) 2021. New residential development will also need to consider Chapter A2 Ecologically Sustainable Development of the Wollongong Development Control Plan 2009.
3 We have access to green and healthy urban open spaces and streets	Provide and utilise green and healthy open spaces and streets to offset the impacts of urban heat island effects and improve amenity and community wellbeing. Ensure community access to high amenity natural and urban green space and utilise our existing open spaces and streets creatively to maximise urban greening and community recreation.	The proposal is generally consistent with the Strategic planning priority. The proposal is not expected to inhibit the ability to apply key plans to be delivered, which include the Urban Greening Strategy Update. The Proposal is consistent with guiding documents. The proposal seeks to rezone land to R2 Low Density Residential within the already developed Horsley Park estate developed under Stage 1 of the West Dapto Urban Release Area. The remaining portions of the site are proposed to be rezoned C3 Environmental Management. The C3 zoned land will contribute to the urban greening of the city. The objectives of the zone seek to protect, manage and restore areas with special ecological, scientific, cultural or aesthetic values. Additionally, it is an objective of the zone to provide a limited range of development that does not have an adverse effect on the previous mentioned values. In this instance it is expected development within the floodplain will be consistent with zone objective and contribute to protecting and potentially restoring the biodiversity values on the site while retaining natural areas that mitigates the effects of urban heating. Furthermore, within the C3 zone the uses of Community facilities; Environmental facilities and Environmental protection works are permissible with consent.

Strategic Planning Priority	Considerations	Response
Liveable and connected		
4 The natural, built and cultural context informs the design of places and buildings.	Respect the natural and cultural landscapes and environments with the Wollongong Local Government Area. Enable development which recognises and responds to environmental conditions, landscape character, heritage, and cultural values	The proposal is generally consistent with the Strategic planning priority. The Proposal is not inconsistent with existing guiding documents, such as the West Dapto Vision, the Wollongong Heritage Strategy 2023 – 2027, Wollongong Housing Strategy 2030 and the Reconciliation Action Plan 2021 – 2023. The proposal seeks to rezone land to R2 Low Density Residential within the already developed Horsley Park estate developed under Stage 1 of the West Dapto Urban Release Area. The remaining portions of the site are proposed to be rezoned C3 Environmental Management. There are no known items of heritage mapped on the site. However, the regions creek lines and riparian corridors were commonly used by first nations people. The proposal will protect the natural environment, any unknown items of Aboriginal heritage and view corridors to the Escarpment through controlling permissible development within the floodplain and riparian lands on the site.
5 We are growing our capacity for housing, so our community have access to diverse and high-quality homes in the future.	Strategic planning provides the ability to deliver diverse and high-quality housing to meet the needs of our growing community. Housing should be suitable at all price points and created with community well-being and sustainable development in mind.	The proposal is generally consistent with the Strategic planning priority. The proposal is not expected to inhibit the ability to apply key plans to be delivered, which include the Wollongong Affordable Housing Contributions Scheme. The Proposal is consistent with existing guiding documents that seek to enable housing on well-located lands within the Local Government Areas (LGA), such as the Wollongong Housing Strategy 2023, West Dapto Vision 2018 and the Wollongong Affordable Housing Policy and Procedures 2024. The proposal seeks to rezone land to R2 Low Density Residential within the already developed Horsley Park estate developed under Stage 1 of the West Dapto Urban Release Area. The area proposed to be rezoned R2 is free from constraints that would preclude residential development. Conversely constrained portions of the site that are within the floodplain and riparian corridors are proposed to be retained or rezoned C3 to protect environmental values. Several Residential accommodation types are permissible with consent under the R2 land use zone and include; Attached dwellings; Bed and breakfast accommodation; Dual occupancies;

Strategic Planning Priority	Considerations	Response
		Dwelling houses; Multi dwelling housing; Residential flat buildings; Semi-detached dwellings; Seniors housing and Shop top housing. It is considered the land proposed to be rezoned R2 has the capacity to be developed for residential purpose, which may contribute to affordable housing within the LGA and not significantly impact on the adjacent natural environment.
6 The network of Centres provides for the needs of our community	City, town and village centres meet the needs of the community and support creativity, economic growth, sustainability and social well-being.	The proposal is not inconsistent with the Strategic planning priority. The proposal will result in ability to develop portions of the site for residential purposes that are within the Horsley Park estate. The proposal will not impact on the functioning of city, town and village centres in proximity to the site or within the LGA.
7 Transport options are safe, reliable and accessible	Transport networks enable a shift in transport modes from private vehicles to public and active transport to reduce greenhouse gas emissions, urban heat, travel times and poor health outcomes, while increasing social and economic participation and street safety. Land use and transport planning is integrated to ensure infrastructure is maximised to support growth in well serviced locations.	The proposal is not inconsistent with the Strategic planning priority. The proposal will result in ability to develop portions of the site for residential purposes that are within the Horsley Park estate. It is not expected the proposal will result in development that will have a significant impact upon local and/or regional traffic. The proposed land to be zoned R2 within the site is adjacent to Council's existing road network. It is considered the road network is sufficient to support any future residential development on the site. However, the proposal will not preclude the requirement to carry out an assessment against the traffic controls within the Wollongong DCP 2009.
8 The city reflects the creativity, history, identity of our people; invitees community participation, and contributes to a diverse economy	Enable development that responds to the cultural history of place and promotes ongoing engagement through restoration, interpretation and creative expression	It is considered the Strategic planning priority is not relevant to the planning proposal.

Strategic Planning Priority	Considerations	Response
Productive and vibrant		
9 Employment generating uses are prioritised in Centres and Industrial areas.	Plan for employment generating uses to support local and regional employment enhance Wollongong's economy and provide goods and services to the community. Protect and retain diverse industrial land and enable its productivity and ability to cater to emerging industries. Support the role of existing and planned centres as defined through the Retail and Business Centres Hierarchy.	The proposal is not inconsistent with the Strategic planning priority. The proposal and resulting development on the site will not impact on nearby town centres. The proposal will not result in the loss of existing industrial and/or commercial zoned land.
10 The freight network is efficient, from international trade to the last mile	Ensure transport corridors link freight to ports, airports, retail centres and employment lands to promote economic and industrial growth. Freight Transport corridors should be resilient to environmental hazards and have appropriate capacity while avoiding incompatible land uses.	The proposal is not inconsistent with the Strategic planning priority. The proposal will not impact on local and/or regional freight networks.
11 Port Kembla's industrial precinct and Port are a hub for economic growth, employment and innovation.	Recognise, retain, and promote the Port of Port Kembla and surrounds as an area of significant economic importance focused on employment generation in heavy industry, port operations and clean energy investment	The proposal is not inconsistent with the Strategic planning priority. The proposal will not impact on the planning, functioning and operation of the Port Kembla industrial precinct
12 The growing visitor economy celebrates natural and cultural assets.	Grow the visitor economy of the Wollongong LGA through attracting more major events and tourism infrastructure to increase visitation rates while caring for our natural and cultural assets.	The proposal is not inconsistent with the Strategic planning priority. The proposal will not impact on the delivery of local tourism.

The proposal generally aligns with the LSPS and is consistent with the Illawarra Shoalhaven Regional Plan (ISRP) 2041 and Council's Community Strategic Plan 2035. The LSPS 2035 projects an

approximate 32,225 additional dwellings will be required to house the population in 2046. The proposal will make a minor contribution to the housing supply on land that is well-located area and is considered suitable for residential development. The Proposal also seeks to protect and maintain the floodplain and riparian corridors through rezoning the remain portions of the site to C3 Environmental Management.

Wollongong Housing Strategy (2023)

The Wollongong Housing Strategy has been prepared to guide the future housing directions within the Wollongong LGA for the next 10-20 year. The Housing Strategy addresses overall housing supply and demand, as well as examining various housing sectors that need support, including the homeless, social housing, affordable housing and accessible or supportive housing.

The Housing Strategy acknowledges that the adopted visions for housing within the LGA includes 'Urban Release Areas such as West Dapto, will deliver the largest proportion of new housing supply and will be adequately serviced with essential infrastructure' and that Council will continue to progress existing initiatives that support housing such as the West Dapto Urban Release Area.

The proposal seeks to facilitate minimal additional housing (additional two (2) lots/dwellings) in an existing neighbourhood that is serviced by required infrastructure. Additionally, the portion of the site proposed to be rezoned R2 Low Density Residential is not mapped as being impacted by natural hazards that would preclude development. The proposal is consistent with desired outcomes of the strategy by proposing to permit additional residential development that is well located.

Council's West Dapto Vison 2018

The vision document outlines West Dapto will grow and develop as a series of integrated and connected communities, that are healthy, sustainable and resilient.

The site is located in Horsley, which was the first stage of the West Dapto Urban Release Area development in the 1980s and 1990s. The site is located adjacent to existing residential development. The site was not reviewed as part of the West Dapto Urban Release Area investigations between 2004-2008. The Planning Proposal seeks to facilitate a minor increased housing supply within the site which is consistent with the West Dapto Vision 2018.

Council's Planning Proposal Policy 2022

The Planning Proposal request is inconsistent with Council's Planning Proposal Policy (2022). Council's preference is to review the planning controls for precincts, rather than site-by-site requests. However, as the adjoining sites are zoned for residential purposes, there is no opportunity for a broader precinct approach.

The Planning Proposal does enable the review of the RE2 Private Recreation zoned land to the more appropriate C3 Environmental Management zone of the floodplain.

OPTIONS

Council has three options to consider -

1 Resolve to progress the Planning Proposal as exhibited to finalisation and prepare an amendment to the Wollongong LEP 2009, which would enable three (3) lots/dwellings, and the floodplain zoned C2 Environmental Management. Recommended.

2 Resolve to support the applicant's request to amend the zoning map for the floodplain to RU2 Rural Landscapes and amend the minimum lot size map, to retain a 449m^2 minimum lot size on the existing R2 zoned land (approximately 573 m^2), which could enable four (4) lots / five (5) dwellings (with dual occupancy). Council would need to resolve to seek a new Gateway Determination and re-exhibit the Planning Proposal.

3 Resolve to advise the NSW Department of Planning, Housing and Infrastructure that Council does not support the finalisation of the Planning Proposal and wishes the current planning controls to be retained, which would enable one lot and possible two dwellings (dual occupancy) on the R2 Low Density Residential zoned land. The applicant could seek a rezoning review from the Department.

SUSTAINABILITY IMPLICATIONS

The proposal seeks to allow further residential development within an existing residential neighbourhood. The environmental values of the floodplain are expected to be maintained through the proposed Local provision – general and the proposed amendments to the Minimum Lot Size mapping. In terms of any future land subdivision, the amended provisions will result in split zoned lots where the R2 Low Density Residential lots will retain control over portions of the C3 Environmental Management zoned land.

RISK MANAGEMENT

Council carried out the assessment and notification of the Planning Proposal as per the requirements of the *Environmental Planning and Assessment Act 1979* (NSW) and the NSW Government's Local Environmental Plan Making Guidelines (August 2023). The proposal is generally consistent with the Ministerial Directions 9.1 Local Planning Directions and State and Council planning policy.

All matters raised in the consultation and Public Exhibition have been sufficiently addressed and included in this report.

It is considered the Planning Proposal will result in the orderly subdivision and development of the land while promoting the ongoing maintenance of the floodplain and riparian corridor.

FINANCIAL IMPLICATIONS

The Planning Proposal was lodged with the applicable assessment fee in accordance with Council's adopted Fees and Charges. The impact upon resourcing has been managed through the Land Use Planning operational budget.

It is expected the proposal will result in the orderly subdivision and development of land within an existing residential neighbourhood that is affected by limited natural hazards. Additionally, the proposed amendment to Part 7 - Local provisions general will enable the ongoing management of the floodplain and riparian corridor.

CONCLUSION

The Planning Proposal seeks to amend the land use zoning and associated planning controls under the Wollongong LEP 2009 to facilitate residential development on the benched portion of the site and rezone the remaining floodplain and riparian corridor to C3 Environmental Management with amended planning controls. Additionally, to promote the ongoing environmental management of the floodplain, the proposal includes an amendment to Part 7 – Local provisions – general of the Wollongong LEP 2009.

It is considered the Planning Proposal has sufficient strategic and site-specific merit and as such, this report recommends that Council to resolve to finalise the amended Planning Proposal as an amendment to the Wollongong LEP 2009.

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Planning Proposal
21 Barham Place, Horsley
Location Plan

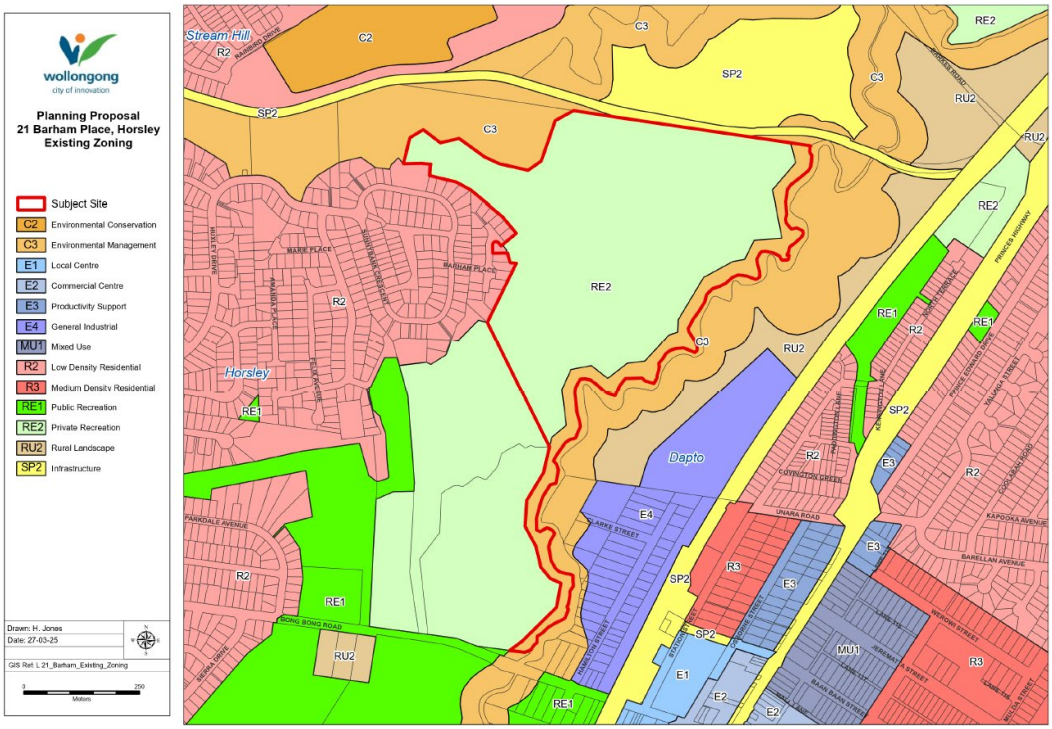
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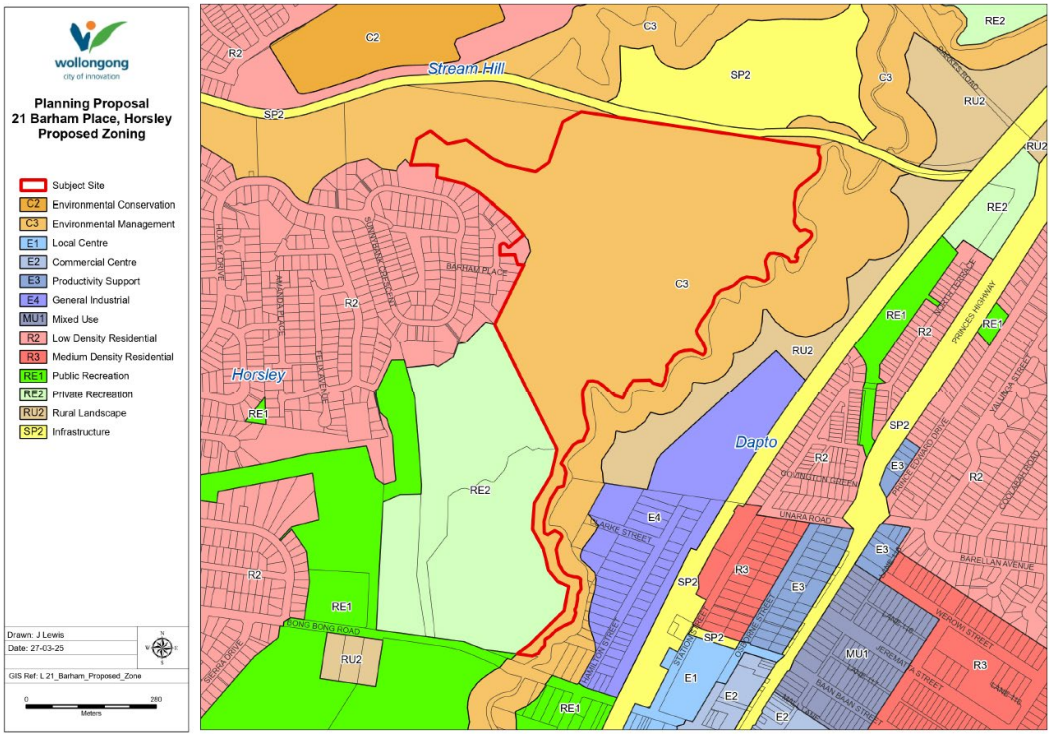
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Date: July 2025	
Date of Aerial Photography: 2024	
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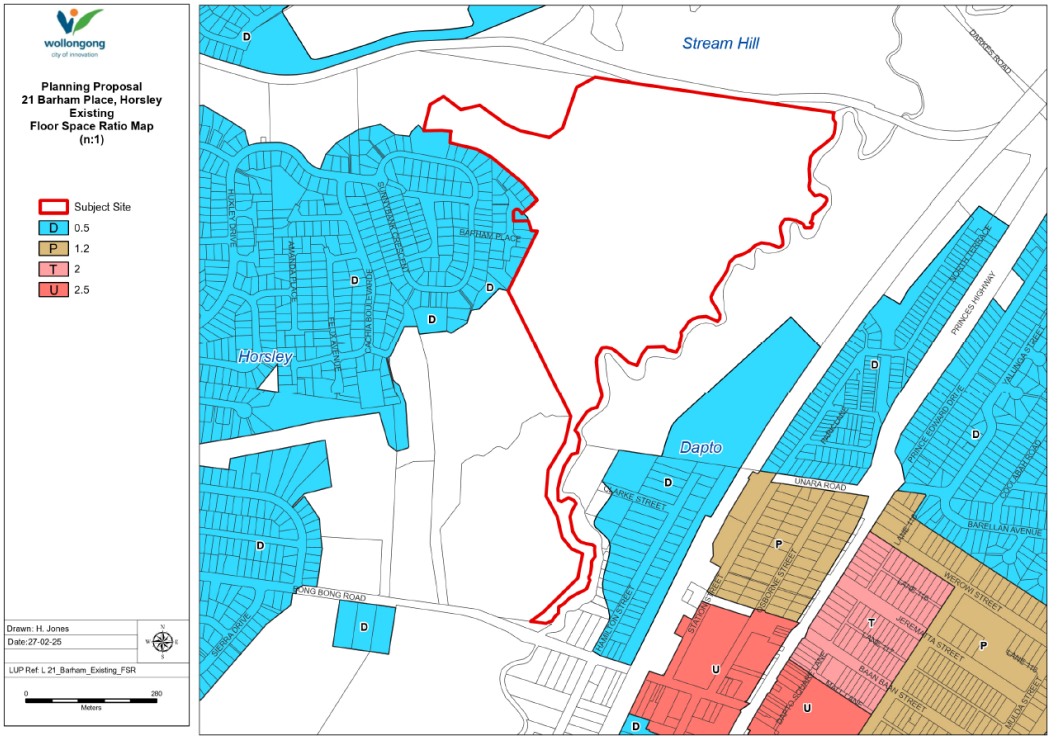
Existing Land Use Zoning Map



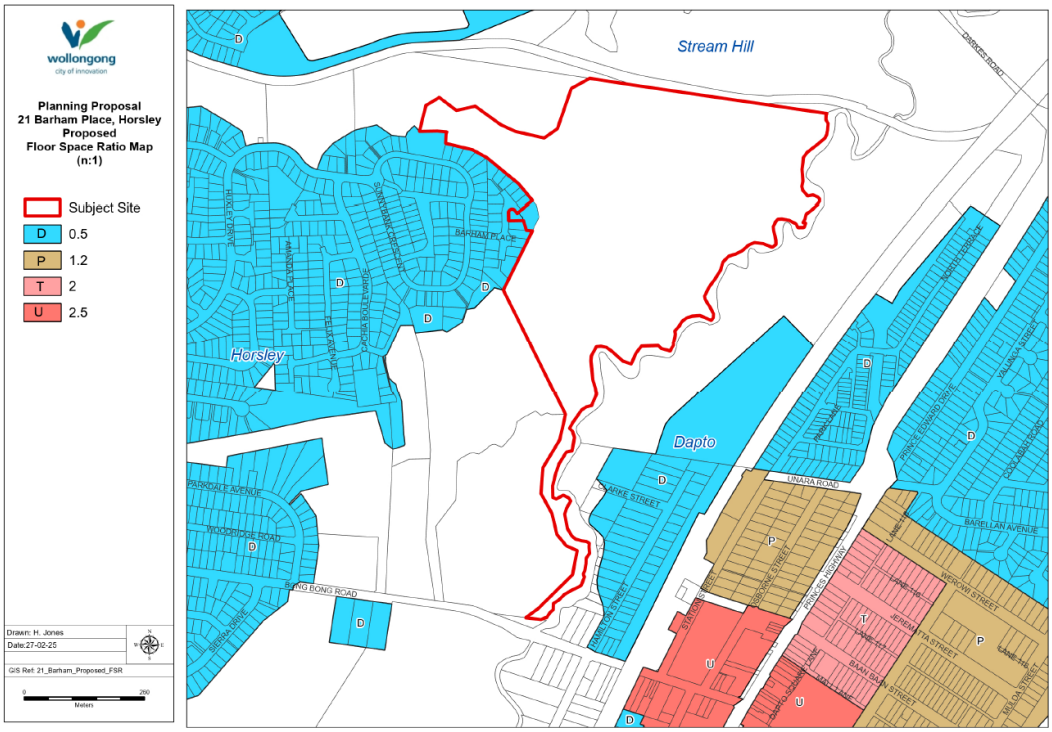
Proposed Land Use Zoning Map



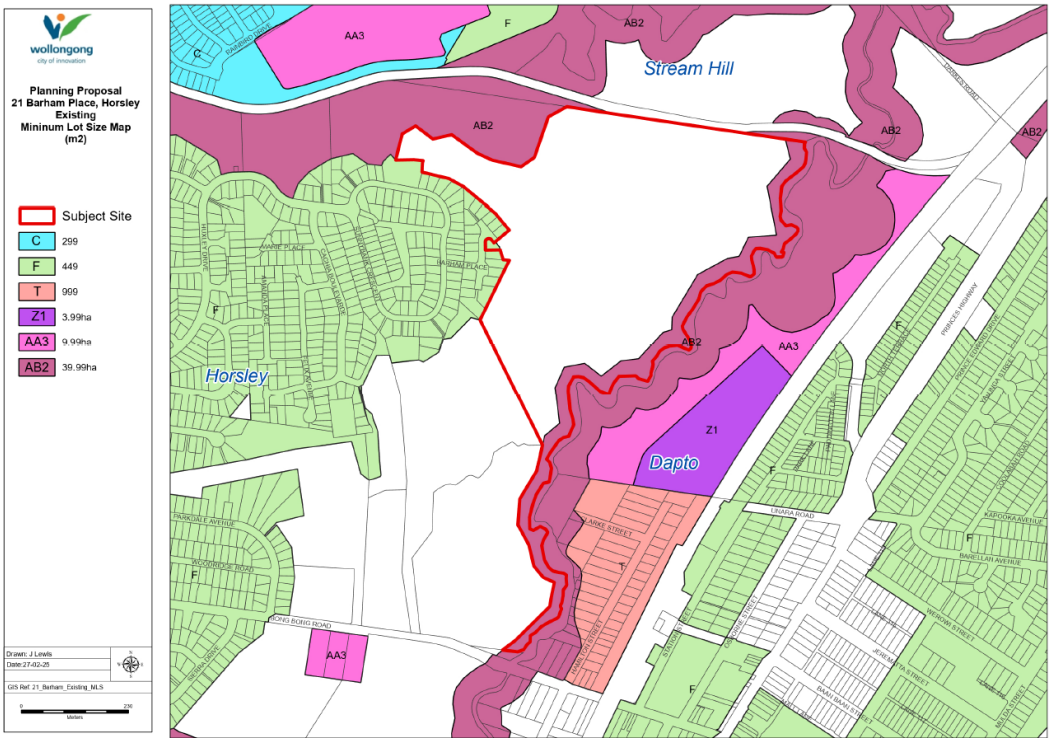
Existing Floor Space Ratio Map



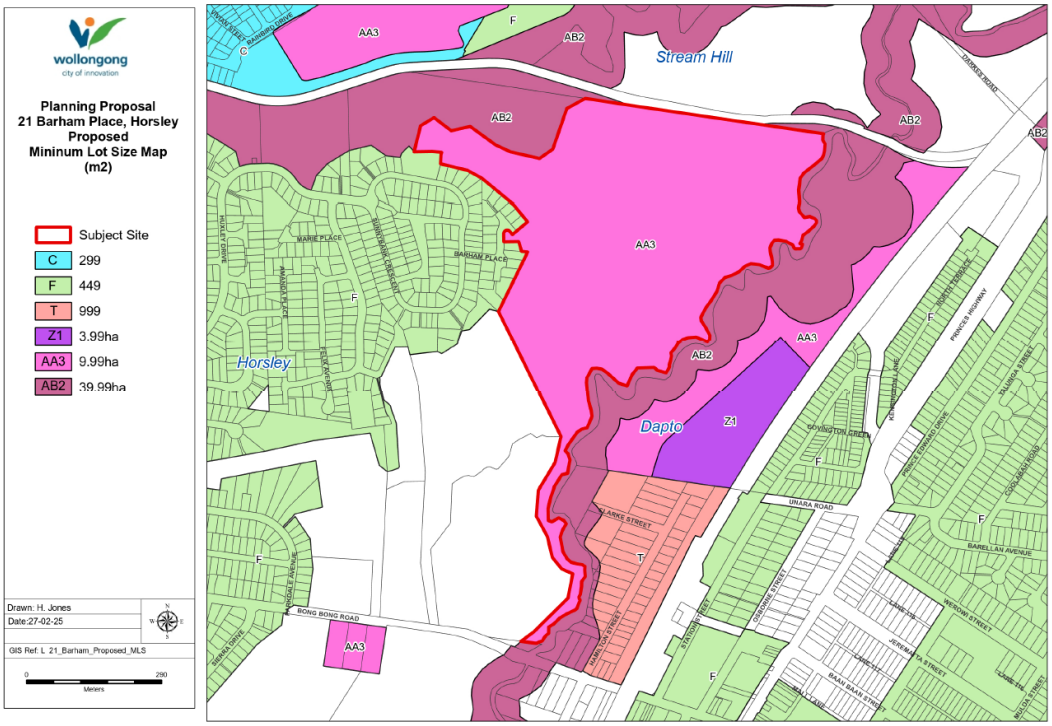
Proposed Floor Space Ratio Map



Existing Minimum Lot Size Map



Proposed Minimum Lot Size Map



ITEM 6 POST EXHIBITION - CODES OF CONDUCT

Council recently reviewed its codes of conduct and placed updated versions on public exhibition. This report presents the updated codes of conduct for endorsement after the exhibition period.

RECOMMENDATION

Council adopt the attached -

a Code of Conduct for Councillors

b Code of Conduct for Staff

c Code of Conduct for Council Committee Members, Delegates of Council and Council Advisors

d Procedures for the Administration of the Codes of Conduct

REPORT AUTHORISATIONS

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

ATTACHMENTS

1 Draft Code of Conduct for Staff
2 Draft Code of Conduct for Councillors
3 Draft Code of Conduct - Committee Members Delegates of Council and Council Advisers
4 Draft Procedures for the Administration of the Code of Conduct

ACRONYMS USED IN REPORT

Abbreviation	Meaning
Act	Local Government Act 1993
OLG	Office of Local Government

BACKGROUND

All councils must adopt a code of conduct that incorporates the provisions of the Model Code of Conduct. Council's adopted code of conduct may also include provisions that supplement the Model Code of Conduct however Council's adopted code of conduct has no effect to the extent that it is inconsistent with the Model Code of Conduct. Council last adopted its Code of Conduct in May 2024.

PROPOSAL

A review of Council's existing Codes of Conduct has been undertaken as required by the *Local Government Act 1993* (the Act). As Council's Codes of Conduct were adopted in May 2024 based on the Model Code of Conduct released by the Office of Local Government at that time, they remain current, up to date and no substantive changes are required.

The Office of Local Government (OLG) is currently reviewing the Councillor Conduct Framework with a view to facilitate and support local decision making. The OLG released a discussion paper *"The Councillor conduct and meeting practices - A new framework"* in November 2024 and requested feedback from the community, key stakeholders, and the local government sector about the proposed changes. Council endorsed a submission by staff on the proposed changes at the 25 November 2024 Council meeting.

As the new Model Codes of Conduct has not yet been prescribed or communicated, Council is planning to adopt the current existing meeting codes as attached to this report.

CONSULTATION AND COMMUNICATION

Council at its meeting on 30 June 2025 resolved to place the draft codes of conduct on public exhibition, inviting submissions from the public. Public submissions were invited between 1 July 2025 and 29 July 2025 with no submissions received during the period.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong Our Future 2035 Goal 4 “We have a healthy, respectful, and inclusive community”. It specifically delivers on the following:

Community Strategic Plan 2035	Delivery Program 2025-2029
Strategy	**Service**
4.14 Council demonstrates responsible leadership that is customer focused, demonstrates respect and inclusion and uses resources that are managed effectively to ensure long-term sustainability.	Governance and Administration

FINANCIAL IMPLICATIONS

The are no direct financial implications that arise from the changes to the policy as Council activities in this area are currently adequately resourced.

CONCLUSION

The proposed Codes of Conduct and Procedures for the Administration of the Codes of Conduct attached to this report are based upon the Model Code of Conduct and Procedures published by the Office of Local Government and are appropriate for adoption.

WOLLONGONG CITY COUNCIL

CODE OF CONDUCT

STAFF

Adopted XX August 2025

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STATEMENT FROM THE GENERAL MANAGER



I am pleased to introduce to you the Wollongong City Council Code of Conduct. The Executive and Senior Leadership Team of Council are strongly committed to driving a high performing organisation underpinned by robust governance practices and ethics principles. The attitudes, values, beliefs, and behaviours of our leaders and staff must support good governance. Our staff values are included in this Code and demonstrate our collective commitment to achieving the very best outcomes for our community. We are continually focused on proactively driving the highest ethical standards in our conduct and interactions and have zero-tolerance for fraud and corruption in the delivery of all our policies, processes, and projects throughout all levels of our organisation.

Protecting the reputation of the Council is vital to ensure our credibility and maintain public trust in what we do. The Code of Conduct helps all of us comply with our professional obligations and maintain high standards of ethical conduct. Everyone working with Council should expect to be treated, and must treat others, with respect, dignity and fairness. The Code does not cover every issue that may arise but provides guidance around standards of behaviour. I expect all Council employees and delegates to make themselves aware of the Code and to implement and comply with its provisions and the core values on which it is based. You are required to act both within the letter and spirit of the Code.

If you need further information on Council's Code of Conduct or advice on any ethical conduct issues, speak to your manager, Governance, People and Culture or any member of the Leadership team.

Greg Doyle
General Manager

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Part 1: Introduction



Part 1 - Introduction

This Code of Conduct applies to members of Council staff, including the General Manager. It is based on the *Model Code of Conduct for Local Councils in NSW* ("the Model Code of Conduct") which is made under section 440 of the *Local Government Act 1993* ("LGA") and the *Local Government (General) Regulation 2021* ("the Regulation").

The Model Code of Conduct sets the minimum standards of conduct for Council officials. It is prescribed by regulation to assist Council officials to:

- understand and comply with the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in local government.

Section 440 of the LGA requires every Council (including County Councils) and Joint Organisation to adopt a Code of Conduct that incorporates the provisions of the Model Code of Conduct. Council's or Joint Organisation's adopted Code of Conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not "Council officials" for the purposes of the Model Code of Conduct (e.g. volunteers, contractors and members of wholly advisory committees).

Council's adopted Code of Conduct has no effect to the extent that it is inconsistent with the Model Code of Conduct. However, Council may adopt a Code of Conduct with requirements that are more onerous than those prescribed in the Model Code of Conduct.

Councillors, Administrators, members of staff of Council, delegates of Council, (including members of Council Committees that are delegates of Council) and any other person a Council's adopted Code of Conduct applies to, must comply with the applicable provisions of the Council's Code of Conduct. It is the personal responsibility of Council officials to comply with the standards in the Code and to regularly review their personal circumstances and conduct with this in mind.

Failure by a member of staff to comply with Council's Code of Conduct may give rise to disciplinary action.

Note: References in this Code of Conduct to Councils are also to be taken as references to County Councils and Joint Organisations.

Council Values

Wollongong City Council has defined organisational values to support our purpose of creating an Extraordinary Wollongong. These are:

Respect	inclusive and considerate
Sustainable	use our community's resources responsibly
Courage	challenge the norm to be better
Integrity	honest and reliable
One Team	together we deliver excellent service

Our values are not meant to be just words on a page. They are part of everything we do every day. Our values are evident in this document by graphics that represent each value appearing on the cover page and each chapter page in the Code of Conduct.

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Part 2: Definitions



Part 2 - Definitions

In this Code the following terms have the following meanings:

Administrator	an administrator of a Council appointed under the LGA other than an Administrator appointed under section 66
Committee	See the Definition of "Council Committee"
complaint	a Code of Conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
conduct	includes acts and omissions
Council	Wollongong City Council
Council Committee	a Committee established by Council comprising of Councillors, staff or other persons that Council has delegated functions to and Council's Audit, Risk and Improvement Committee
Council Committee member	a person other than a Councillor or member of staff of a Council who is a member of a Council Committee other than a wholly advisory Committee, and a person other than a Councillor who is a member of the Council's Audit, Risk and Improvement Committee
Council official	includes Councillors, members of staff of Council, Administrators, Council Committee members, delegates of Council and, for the purposes of clause 4.16 of the Model Code of Conduct, Council advisers
Councillor	any person elected or appointed to civic office, including the Lord Mayor and includes members and chairpersons of County Councils and voting representatives of the boards of Joint Organisations and chairpersons of Joint Organisations
delegate of Council	a person (other than a Councillor or member of staff of Council) or body, and the individual members of that body, to whom a function of Council is delegated
designated person	a person referred to in clause 4.8
election campaign	includes Council, state and federal election campaigns
Joint Organisation	a Joint Organisation established under section 400O of the LGA
LGA	the *Local Government Act 1993*
mayor	includes the chairperson of a County Council or a Joint Organisation
members of staff of a Council	includes members of staff of County Councils and Joint Organisations
the Office	Office of Local Government
personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
the Procedures	the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW prescribed under the Regulation
the Regulation	the *Local Government (General) Regulation 2021*
wholly advisory Committee	a Council Committee that the Council has not delegated any functions to.

The term "you" used in this Code of Conduct refers to members of Council staff.

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Part 3: General Conduct Obligations



Part 3 – General conduct obligations

General conduct

3.1. You must not conduct yourself in a manner that:

a is likely to bring the Council or other Council officials into disrepute

b is contrary to statutory requirements or Council's administrative requirements or policies

c is improper or unethical

d is an abuse of power

e causes, comprises or involves intimidation or verbal abuse

f involves the misuse of your position to obtain a private benefit

g constitutes harassment or bullying behaviour under this Code or is unlawfully discriminatory.

3.2. You must act lawfully and honestly and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act (section 439).

[Model Code]

Fairness and equity

3.3. You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.

3.4. You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.

3.5. An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

[Model Code]

Harassment and discrimination

3.6. You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.

3.7. For the purposes of this Code, "harassment" is any form of behaviour towards a person that:

a is not wanted by the person,

b offends, humiliates or intimidates the person, and

c creates a hostile environment.

[Model Code]

3.8. All Council officials, including Councillors, that become aware of harassment or discrimination of another Council official are required to immediately report details to their supervisor, manager, Manager People and Culture, Public Officer, Professional Conduct Coordinator or the General Manager.

[Council Protocol]

Sexual harassment

3.9. You must not sexually harass others, or support others who sexually harass others.

3.10. For the purposes of this Code, "sexual harassment" is any form of sexual behaviour towards a person that is unwanted or unwelcome and where a reasonable person would have anticipated the possibility that the person harassed would feel offended, humiliated or intimidated. Sexual harassment is unlawful under the Sex Discrimination Act and some types of sexual harassment may also be criminal offences.

3.11. Sexual harassment may involve, but is not limited to, any of the following types of behaviour:

a) staring, leering or unwelcome touching

b) suggestive comments or jokes

c) unwanted invitations to go out on dates or requests for sex

d) intrusive questions about a person's private life or body

e) unnecessary familiarity, such as deliberately brushing up against a person

f) emailing pornography or rude jokes

g) displaying images of a sexual nature around the workplace

h) communicating content of a sexual nature through social media or text messages

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i) behaviour which would also be an offence under the criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications

j) dating, relationships or sexual conduct between employees, even if it is consensual, must not create an unpleasant and sexualised workplace for others

3.12. All Council officials, including Councillors, that become aware of the sexual harassment of another Council official are required to immediately report details to their manager, Manager People and Culture, Public Officer, Professional Conduct Coordinator, or the General Manager.

[Council protocol]

Bullying

3.13. You must not engage in bullying behaviour towards others, or support others who engage in bullying behaviour towards others.

3.14. For the purposes of this Code, "bullying behaviour" is any behaviour in which:

a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons, and

b) the behaviour creates a risk to health and safety.

3.15. Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:

a) aggressive, threatening or intimidating conduct

b) belittling or humiliating comments

c) spreading malicious rumours

d) teasing, practical jokes or 'initiation ceremonies'

e) exclusion from work-related events

f) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level

g) displaying offensive material

h) pressure to behave in an inappropriate manner.

[Model Code]

3.16. All Council officials, including Councillors, that become aware of bullying of another Council official are required to immediately report details to their supervisor, manager, Manager People and Culture, Public Officer, Professional Conduct Coordinator or the General Manager.

[Council Protocol]

Reasonable Management Action

3.17. Reasonable management action carried out in a reasonable manner does not constitute bullying, harassment or discrimination behaviours for the purposes of this Code. Examples of reasonable management action may include, but are not limited to:

a) performance management processes

b) disciplinary action for misconduct

c) informing a worker about unsatisfactory work performance or inappropriate work behaviour

d) directing a worker to perform duties in keeping with their job

e) maintaining reasonable workplace goals and standards

f) legitimately exercising a regulatory function

g) legitimately implementing a Council policy or administrative processes.

[Model Code]

Work health and safety

3.18. Council staff owe statutory duties under the *Work Health and Safety Act 2011* (WH&S Act). You must comply with your duties under the WH&S Act and your responsibilities under any policies or procedures adopted by Council to ensure workplace health and safety. Specifically, you must:

a) take reasonable care for your own health and safety

b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons

c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WH&S Act and any policies or procedures adopted by Council to ensure workplace health and safety

d) cooperate with any reasonable policy or procedure of the Council relating to workplace health or safety that has been notified to Council staff

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e) report accidents, incidents, near misses, to the General Manager or such other staff member nominated by the General Manager, and take part in any incident investigations

f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WH&S Act in relation to the same matter.

[Model Code]

Land use planning, development assessment and other regulatory functions

3.19. You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.

3.20. In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

[Model Code]

3.21. In determining development applications or in exercising regulatory or enforcement functions, it is essential that you are highly conscious of the potential for even the slightest impropriety that may lead to any suspicion of misconduct.

3.22. You must refrain from offering support to affected parties prior to the normal assessment or review processes of Council being undertaken.

[Council protocol]

Public Comment

3.23. Only those Council staff who are specifically delegated to do so by the General Manager may make public comment to the media about Council matters. Staff must comply with Council's Media policies and protocols, and general conduct provision of this Code.

[Council protocol]

Obligations in relation to meetings

3.24. You must comply with rulings by the chair at Council and Committee meetings or other proceedings of the Council unless a motion dissenting from the ruling is passed.

3.25. You must not engage in bullying behaviour (as defined under this Part) towards the chair, other Council officials or any members of the public present during Council or Committee meetings or other proceedings of the Council (such as, but not limited to, workshops and briefing sessions).

3.26. You must not engage in conduct that disrupts Council or Committee meetings or other proceedings of the Council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.

[Model Code]

Fraud and Corruption

3.27. You must not engage or participate in any act that may constitute fraud and corruption.

3.28. You must report any concerns that you reasonably believe may constitute fraud and/or corruption to Council's Professional Conduct Coordinator or the General Manager. Further, you must not ignore or condone any act that you reasonably suspect to constitute fraud or corruption. Failure to report or disclose any potential fraud or corruption may result in in disciplinary action against you.

[Council protocol]

Right to Work and Criminal Convictions

3.29. You must disclose to Council any criminal conviction you incur during the course of your employment with Council. Further, staff are obligated to disclose any change in their working rights (e.g., change of visa status or loss of licence) during the course of their employment.

[Council protocol]

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Child protection

3.30. All Council officials, including Councillors, are required to support and promote the safety, wellbeing and empowerment of children under the age of 18. Specifically, you must:

a) take all reasonable steps to protect children from harm

b) listen and respond to the views and concerns of children, particularly if they have stated that they or another child have been harmed in any way and/or are worried about their safety or the safety of another child

c) promote the cultural safety, participation and empowerment of Aboriginal children, and children with a disability, and with culturally or linguistically diverse backgrounds

d) model appropriate adult behaviour in an open and transparent way

e) respect the privacy of parents and children by not disclosing personal information

f) where child abuse is suspected, ensure that children are safe and protected from harm as quickly as possible

g) encourage children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them

3.31. You must not:

a) develop any 'special' relationships with children that may be seen as favouritism or inappropriate, including through the provision of gifts, showing inappropriate attention or exhibiting improper behaviour

b) exhibit behaviours or engage in activities with children that may be construed as unnecessarily physical contact

c) put children at risk of harm

d) do things of a personal nature that a child can do for themselves such as toileting or changing clothes

e) engage in open discussions of a mature or adult nature, or use inappropriate language in the presence of children

f) express personal views on cultures, race or sexuality in the presence of children

g) discriminate against any child, including on the basis of age, gender, sexuality, race, cultural background or disability

h) express personal views on cultures, race or sexuality in the presence of children

i) discriminate against any child, including on the basis of age, gender, sexuality, race, cultural background or disability

j) ignore or disregard any concerns, suspicions or disclosures of child being harmed in any way

3.32. All Council officials, including Councillors, are required to immediately report any allegations of child abuse to Council's identified Child Protection Officer. In addition, you must:

a) Report information to the Police if you know, believe or have been informed by a child, family member or community member that a child has been abused, even if it involves another employee Council official.

b) report any breach of the Child Protection standards in this Code of Conduct Council's identified Child Protection Officer.

c) understand and comply with all reporting and/or disclosure obligations, including mandatory reporting and reportable conduct

[Council protocol]

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Part 4: Pecuniary Interests



Part 4 – Pecuniary interests

What is a pecuniary interest?

4.1. A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.

4.2. You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.

4.3. For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:

a) your interest, or

b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or

c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.

4.4. For the purposes of clause 4.3:

a) Your "relative" is any of the following:

i your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child

ii your spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child

iii the spouse or de facto partner of a person referred to in paragraphs (i) and (ii).

b) "de facto partner" has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

4.5. You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):

a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or

b) just because the person is a member of, or is employed by, a Council or a statutory body, or is employed by the Crown, or

c) just because the person is a member of, or a delegate of a Council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

[Model Code]

What interests do not have to be disclosed?

4.6. You do not have to disclose the following interests for the purposes of this Part:

a) your interest as an elector

b) your interest as a ratepayer or person liable to pay a charge

c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this Code

d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the Council in the same manner and subject to the same conditions as apply to persons who are not subject to this Code

e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)

f) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company

g) an interest you have arising from the proposed making by the Council of an agreement between the Council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the Committee) of the association, or is a partner of the partnership

h) an interest you have arising from the making by the Council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as

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have been made, or as are proposed to be made, by the Council in respect of similar matters with other residents of the area:

i the performance by the Council at the expense of your relative of any work or service in connection with roads or sanitation

ii security for damage to footpaths or roads

iii any other service to be rendered, or act to be done, by the Council by or under any Act conferring functions on the Council, or by or under any contract

i) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person

j) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a Council Committee member.

4.7. For the purposes of clause 4.6, "relative" has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

[Model Code]

What disclosures must be made by a designated person?

4.8. Designated persons include:

a) the General Manager

b) other Senior Staff of the Council for the purposes of section 332 of the LGA

c) a person (other than a member of the Senior Staff of the Council) who is a member of staff of the Council and who holds a position identified by the Council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff and the person's private interest.

d) a person (other than a member of the senior staff of Council) who is a member of a Committee of the Council identified by Council as a Committee whose members are designated persons because the functions of the Committee involve the exercise of the Council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the Committee and the member's private interest.

4.9. A designated person:

a) must prepare and submit written returns of interests in accordance with clause 4.18, and

b) must disclose pecuniary interests in accordance with clause 4.10.

4.10. A designated person must disclose in writing to the General Manager (or if the person is the General Manager, to the Council) the nature of any pecuniary interest the person has in any Council matter with which the person is dealing as soon as practicable after becoming aware of the interest.

4.11. Clause 4.10 does not require a designated person who is a member of staff of the Council to disclose a pecuniary interest if the interest relates only to the person's salary as a member of staff, or to their other conditions of employment.

4.12. The General Manager must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.

4.13. A disclosure by the General Manager must, as soon as practicable after the disclosure is made, be laid on the table at a meeting of the Council and the Council must deal with the matter to which the disclosure relates or refer it to another person to deal with.

[Model Code]

What disclosures must be made by Council staff other than designated persons?

4.14. A member of staff of Council, other than a designated person, must disclose in writing to their manager or the General Manager the nature of any pecuniary interest they have in a matter they are dealing with as soon as practicable after becoming aware of the interest.

4.15. The staff member's manager or the General Manager must, on receiving a disclosure under clause 4.14, deal with the matter to which the disclosure relates or refer it to another person to deal with.

[Model Code]

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What disclosures must be made by a Council Committee member?

4.16. A Council Committee member must disclose pecuniary interests in accordance with clause 4.25 and comply with clause 4.26.

4.17. For the purposes of clause 4.16, a "Council Committee member" includes a member of staff of Council who is a member of the Committee.

[Model Code]

Disclosure of interests in written returns

4.18. A designated person must make and lodge with the General Manager a return in the form set out in Schedule 2 to this Code, disclosing the designated person's interests as specified in Schedule 1 to this Code within 3 months after:

a) becoming a designated person, and
b) 30 June of each year, and
c) the designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

4.19. A person need not make and lodge a return under clause 4.18, paragraphs (a) and (b) if:

a) they made and lodged a return under that clause in the preceding 3 months, or
b) they have ceased to be a designated person in the preceding 3 months.

4.20. A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.

4.21. The General Manager must keep a register of returns required to be made and lodged with the General Manager.

4.22. Returns required to be lodged with the General Manager under clause 4.18(a) and (b), or a register of such returns, must be tabled at the first meeting of the Council after the last day the return is required to be lodged.

4.23. Returns required to be lodged with the General Manager under clause 4.18(c), or a register of such returns, must be tabled at the next Council meeting after the return is lodged.

4.24. Information contained in returns made and lodged under clause 4.18 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2018* and any guidelines issued by the Information Commissioner.

[Model Code]

Disclosure of pecuniary interests at meetings

4.25. A Council Committee member, who has a pecuniary interest in any matter with which the Council is concerned, and who is present at a meeting of the Committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.

4.26. The Council Committee member must not be present at, or in sight of, the meeting of the Council or Committee:

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

4.27. A disclosure made at a meeting of a Council Committee must be recorded in the minutes of the meeting.

4.28. A general notice may be given to the General Manager in writing by a Council Committee member to the effect that the Council Committee member, or the Council Committee member's spouse, de facto partner or relative, is:

a) a member of, or in the employment of, a specified company or other body, or
b) a partner of, or in the employment of, a specified person.
c) Such a notice is, unless and until the notice is withdrawn or until the end of the term of the Council in which it is given (whichever is the sooner), sufficient disclosure of the Council Committee member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the Council Committee after the date of the notice.

4.29. A Council Committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the Council Committee member has an interest in the matter of a kind referred to in clause 4.6.

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4.30. A person does not breach clauses 4.25 or 4.26 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

4.31. The Minister for Local Government may, conditionally or unconditionally, allow a Council Committee member who has a pecuniary interest in a matter with which the Council is concerned to be present at a meeting of the Committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion that it is in the interests of the electors for the area to do so.

4.32. A Council Committee member with a pecuniary interest in a matter who is permitted to be present at a meeting of the Committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.31, must still disclose the interest they have in the matter in accordance with clause 4.25.

[Model Code]

Note: For the purpose of clauses 4.25 to 4.32, a "Council Committee member" includes a member of staff of Council who is a member of a Council Committee.

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Part 5: Non-Pecuniary Conflicts of Interests



Part 5 – Non-pecuniary interests

What is a non-pecuniary conflict of interest?

5.1 Non-pecuniary interests are private or personal interests a Council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this Code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.

5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.

5.3 The personal or political views of a Council official do not constitute a private interest for the purposes of clause 5.2.

5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of Council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this Code.

5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

[Model Code]

Managing non-pecuniary conflicts of interest

5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of Council staff other than the General Manager, such a disclosure is to be made to the staff member's manager. In the case of the General Manager, such a disclosure is to be made to the Lord Mayor.

5.7 If a disclosure is made at Committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.

5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.

5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:

a) a relationship between a Council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the Council official's extended family that the Council official has a close personal relationship with, or another person living in the same household
b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship
c) an affiliation between the Council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a Council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation
d) membership, as the Council's representative, of the board or management Committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the Council and the organisation are potentially in conflict in relation to the particular matter
e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.

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5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:

a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or

b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a Council or Committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.25 and 4.26.

5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.

5.12 If you are a member of staff of Council other than the General Manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the General Manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the Lord Mayor.

[Model Code]

Loss of quorum as a result of compliance with this Part

5.13 The Minister for Local Government may, conditionally or unconditionally, allow a Council Committee member who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the Committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion that it is in the interests of the electors for the area to do so.

5.14 Where the Minister exempts a Committee member from complying with a requirement under this Part under clause 5.13, the Committee member must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

Other business or secondary employment

5.15 The General Manager must not engage, for remuneration, in private employment, contract work or other business outside the service of the Council without the approval of the Council.

5.16 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the Council that relates to the business of the Council or that might conflict with the staff member's Council duties unless they have notified the General Manager in writing of the employment, work or business and the General Manager has given their written approval for the staff member to engage in the employment, work or business.

5.17 A member of staff must not take on an appointment to a Board or Committee with an organisation, of a type identified in the *Secondary Employment and Board / Committee Appointments Policy*, unless they have notified the General Manager in writing of the appointment and the General Manager has given their written approval for the staff member to engage in that activity.

5.18 The General Manager may at any time prohibit a member of staff from engaging, for remuneration, in private employment, contract work or other business, including appointment to Boards and Committees as outlined in 5.17, outside the service of the Council that relates to the business of the Council, or that might conflict with the staff member's Council duties.

5.19 A member of staff must not engage, for remuneration, in private employment, contract work or other business or appointment to Boards and Committees as outlined in 5.17, outside the service of the Council if prohibited from doing so.

5.20 Members of staff must ensure that any outside employment, work or business they engage in will not:

a) conflict with their official duties
b) involve using confidential information or Council resources obtained through their work with the Council including where private use is permitted
c) require them to work while on Council duty
d) discredit or disadvantage the Council
e) pose, due to fatigue, a risk to their health or safety, or to the health and safety of their co-workers.

[Model Code]

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Personal dealings with Council

5.21 You may have reason to deal with your Council in your personal capacity (for example, as a ratepayer, recipient of a Council service or applicant for a development consent granted by Council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.

5.22 You must undertake any personal dealings you have with the Council in a manner that is consistent with the way other members of the community deal with the Council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this Code.

[Model Code]

Former Council officials

5.23 You must not use your position to obtain opportunities for future employment.

5.24 At the end of your involvement as a staff member you must return all Council property, documents and other items and not make public or otherwise use confidential information obtained during the time of your involvement with Council.

5.25 You must be careful in your dealings with former Council officials and ensure that you do not give or appear to give favourable treatment or access to otherwise confidential information to former Council officials.

[Council protocol]

Sponsorship

5.26 Council actively seeks financial or in-kind sponsorship from a variety of sources to support specific events, promotions, services or other activities of Council. It is essential that sponsorships do not limit Council's ability to carry out its functions fully and impartially. All sponsorship arrangements must comply with Council's 'Sponsorship of Council Activities from External Sources' policy.

[Council protocol]

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Part 6: Personal Benefit



Part 6 – Personal benefit

6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a Council official or someone personally associated with them for their personal use and enjoyment.

6.2 A reference to a gift or benefit in this Part does not include:

a) items with a value of $10 or less
b) a political donation for the purposes of the Electoral Funding Act 2018
c) a gift provided to the Council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual Council official or someone personally associated with them
d) benefit or facility provided by the Council to an employee
e) attendance by a Council official at a work-related event or function for the purposes of performing their official duties, or
f) free or subsidised meals, beverages or refreshments provided to Council officials in conjunction with the performance of their official duties such as, but not limited to:
    i the discussion of official business
    ii work-related events such as Council-sponsored or community events, training, education sessions or workshops
    iii conferences
    iv Council functions or events
    v social functions organised by groups, such as Council Committees and community organisations.

[Model Code]

Note: In relation to 6.2(d) in circumstances where Council is the owner of, and is responsible for the management/operation of a facility, tickets to attend events at that facility that are provided to employees are deemed to be provided by Council in its capacity as owner of the facility. This includes, but is not limited to, the Illawarra Performing Arts Centre.

Gifts and benefits

6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the Council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.

6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

[Model Code]

6.5 Staff involved in procurement, tendering or sales activities for Council must not accept any gift or benefit from potential or current suppliers or buyers.

6.6 The offer of a gift or benefit of any value from a person in circumstances where the person is seeking the exercise of your decision making discretion or where the person has sought the exercise of your decision making discretion in the previous 12 months must be refused.

[Council protocol]

How are offers of gifts and benefits to be dealt with?

6.7 You must not:

a) seek or accept a bribe or other improper inducement
b) seek gifts or benefits of any kind
c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
d) subject to clause 6.9, accept any gift or benefit of more than token value as defined by clause 6.11
e) accept an offer of cash or a cash- like gift as defined by clause 6.15, regardless of the amount
f) participate in competitions for prizes where eligibility is based on the Council being in or entering into a customer–supplier relationship with the competition organiser
g) personally benefit from reward points programs when purchasing on behalf of the Council. This includes frequent flyer programs when Council has met the cost of travel

6.8 Where you receive an offer of a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to your Manager or the General Manager in writing. The recipient, manager, or General Manager must ensure that, at a minimum, the following details are recorded in the Council's gift register:

a) the nature of the gift or benefit
b) the estimated monetary value of the gift or benefit
c) the name of the person who provided

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the gift or benefit, and the name of the organisation they represent where not received from an individual

d) the date on which the gift or benefit was received, and

e) whether the gift or benefit was accepted or refused.

6.9 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the Council, unless the nature of the gift or benefit makes this impractical.

[Model Code]

Gifts and benefits of token value

6.10 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of $50. They include, but are not limited to:

a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed $50

b) gifts of alcohol that do not exceed a value of $50

c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like

d) prizes or awards that do not exceed $50 in value.

[Model Code]

Gifts and benefits of more than token value

6.11 Gifts or benefits that exceed $50 in value are gifts or benefits of more than token value for the purposes of clause 6.7d and, subject to clause 6.9, must not be accepted.

6.12 Gifts and benefits of more than token value include, but are not limited to:

a) tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds $50,

b) corporate hospitality at a corporate facility at major sporting events,

c) free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons,

d) the use of holiday homes, artworks

e) free or discounted travel.

6.13 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed $50 in value.

6.14 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

[Model Code]

"Cash-like gifts"

6.15 For the purposes of clause 6.7e, "cash- like gifts" include but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

[Model Code]

Improper and undue influence

6.16 You must not use your position to influence other Council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else.

6.17 You must not take advantage (or seek to take advantage) of your status or position with Council, or of functions you perform for Council, in order to obtain a private benefit for yourself or for any other person or body.

[Model Code]

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Part 7: Relationships Between Council Officials



Part 7 – Relationships between Council Officials

Obligations of Councillors and Administrators

7.1 Each Council is a body politic. The Councillors or Administrator/s are the governing body of the Council. Under section 223 of the LGA, the role of the governing body of the Council includes the development and endorsement of the strategic plans, programs, strategies and policies of the Council, including those relating to workforce policy, and to keep the performance of the Council under review.

7.2 Councillors or Administrators must not:

a) direct Council staff other than by giving appropriate direction to the General Manager by way of Council or Committee resolution, or by the Lord Mayor or Administrator exercising their functions under section 226 of the LGA

b) in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of the Council in the exercise of the functions of the staff member

c) contact a member of the staff of the Council on Council-related business unless in accordance with the policy and procedures governing the interaction of Councillors and Council staff that have been authorised by the Council and the General Manager

d) contact or issue instructions to any of the Council's contractors, including the Council's legal advisers, unless by the Mayor or Administrator exercising their functions under section 226 of the LGA.

Obligations of staff

7.3 Under section 335 of the LGA, the role of the General Manager includes conducting the day-to-day management of the Council in accordance with the strategic plans, programs, strategies and policies of the Council, implementing without undue delay, lawful decisions of the Council and ensuring that the Lord Mayor and other Councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their official functions.

7.4 Members of staff of Council must:

a) give their attention to the business of the Council while on duty

b) ensure that their work is carried out ethically, efficiently, economically and effectively

c) carry out reasonable and lawful directions given by any person having authority to give such directions

d) give effect to the lawful decisions, policies and procedures of the Council, whether or not the staff member agrees with or approves of them

e) ensure that any participation in political activities outside the service of the Council does not interfere with the performance of their official duties.

[Model Code]

Inappropriate interactions

7.5 You must not engage in any of the following inappropriate interactions:

a) Councillors approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters

b) Council staff approaching Councillors to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters

c) subject to clause 8.6, Council staff refusing to give information that is available to other Councillors to a particular Councillor

d) Councillors who have lodged an application with the Council, discussing the matter with Council staff in staff-only areas of the Council

e) Councillors being overbearing or threatening to Council staff

f) Council staff being overbearing or threatening to Councillors

g) Councillors making personal attacks on Council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this Code in public forums including social media

h) Councillors directing or pressuring Council staff in the performance of their work, or recommendations they should make

i) Council staff providing ad hoc advice to Councillors without recording or documenting the interaction as they would if the advice was provided to a member of the community

j) Council staff meeting with applicants or objectors alone AND outside office hours to discuss planning applications or proposals

[Model Code]

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Part 8: Access to Information & Council Resources



Part 8 – Access to information and Council resources

Councillor and Administrator access to information

8.1 The General Manager is responsible for ensuring that Councillors and Administrators can access information necessary for the performance of their official functions. The General Manager and public officer are also responsible for ensuring that members of the public can access publicly available Council information under the *Government Information (Public Access) Act 2009* (the GIPA Act).

8.2 The General Manager must provide Councillors and Administrators with the information necessary to effectively discharge their official functions.

8.3 Members of staff of Council must provide full and timely information to Councillors and Administrators sufficient to enable them to exercise their official functions and in accordance with Council procedures.

8.4 Members of staff of Council who provide any information to a particular Councillor in the performance of their official functions must also make it available to any other Councillor who requests it and in accordance with Council procedures.

8.5 Councillors and Administrators who have a private interest only in Council information have the same rights of access as any member of the public.

8.6 Despite clause 8.4, Councillors and Administrators who are precluded from participating in the consideration of a matter under this Code because they have a conflict of interest in the matter, are not entitled to request access to Council information in relation to the matter unless the information is otherwise available to members of the public, or the Council has determined to make the information available under the GIPA Act.

[Model Code]

Refusal of access to information

8.7 Where the General Manager or Public Officer determine to refuse access to information requested by a Councillor or Administrator, they must act reasonably. In reaching this decision they must take into account whether or not the information requested is necessary for the Councillor or Administrator to perform their official functions (see clause 8.2) and whether they have disclosed a conflict of interest in the matter the information relates to that would preclude their participation in consideration of the matter (see clause 8.6). The General Manager or Public Officer must state the reasons for the decision if access is refused.

[Model Code]

Use of certain Council information

8.8 In regard to information obtained in your capacity as a Council official, you must:

a) subject to clause 8.13, only access Council information needed for Council business

b) not use that Council information for private purposes

c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your office or position with Council

d) only release Council information in accordance with established Council policies and procedures and in compliance with relevant legislation.

[Model Code]

Use and security of confidential information

8.9 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.

8.10 In addition to your general obligations relating to the use of Council information, you must:

a) only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions

b) protect confidential information

c) only release confidential information if you have authority to do so

d) only use confidential information for the purpose for which it is intended to be used

e) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person

f) not use confidential information with the intention to cause harm or detriment to the Council or any other person or body

g) not disclose any confidential information discussed during a confidential session of a Council or Committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

[Model Code]

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Personal information

8.11 When dealing with personal information you must comply with:

a) the *Privacy and Personal Information Protection Act 1998*

b) the *Health Records and Information Privacy Act 2002*

c) the *Information Protection Principles and Health Privacy Principles*

a Council's *Privacy Management Plan*

d) the *Privacy Code of Practice for Local Government*

[Model Code]

Use of Council resources

8.12 You must use Council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, except when supplied as part of a contract of employment (but not for private business purposes), unless this use is lawfully authorised and proper payment is made where appropriate.

8.13 Union delegates and consultative Committee members may have reasonable access to Council resources and information for the purposes of carrying out their industrial responsibilities, including but not limited to:

a) the representation of members with respect to disciplinary matters

b) the representation of employees with respect to grievances and disputes

c) functions associated with the role of the local consultative Committee.

8.14 You must be scrupulous in your use of Council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.

8.15 You must avoid any action or situation that could create the appearance that Council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.

8.16 You must not use Council resources (including Council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.

8.17 You must not use the Council letterhead, Council crests, Council email or social media or other information that could give the appearance it is official Council material:

a) for the purpose of assisting your election campaign or the election campaign of others, or

b) for other non-official purposes.

8.18 You must not convert any property of the Council to your own use unless properly authorised.

[Model Code]

Internet access and use of social media

8.19 You must not use Council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the Council's reputation.

[Model Code]

8.20 When using social media, you must comply with the general conduct provisions of this Code.

[Council protocol]

Council record keeping

8.21 You must comply with the requirements of the *State Records Act 1998* and Council's *Corporate Records Management* policy.

8.22 All information created, sent and received in your official capacity is a Council record and must be managed in accordance with the requirements of the *State Records Act 1998* and Council's approved records management policies and practices.

8.23 All information stored in either soft or hard copy on Council supplied resources (including technology devices and email accounts) is deemed to be related to the business of Council and will be treated as Council records, regardless of whether the original intention was to create the information for personal purposes.

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8.24 You must not destroy, alter, or dispose of Council information or records, unless authorised to do so. If you need to alter or dispose of Council information or records, you must do so in consultation with the Council's Information Manager and comply with the requirements of the *State Records Act 1998*.

[Model Code]

Information Technology

8.25 You must comply with Council's information security requirements as set out in the *ICT Security*, *Technology Acceptable Use* and *Corporate Records Management* policies in relation to the use of information technology systems.

[Council protocol]

Councillor access to Council buildings

8.26 Councillors and administrators are entitled to have access to the council chamber, Committee room, mayor's office (subject to availability), Councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the General Manager.

8.27 Councillors and Administrators must not enter staff-only areas of Council buildings without the approval of the General Manager (or their delegate) or as provided for in the procedures governing the interaction of Councillors and Council staff.

8.28 Councillors and Administrators must ensure that when they are within a staff only area, they refrain from conduct that could be perceived to improperly influence Council staff decisions.

[Model Code]

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Part 9: Maintaining the Integrity of this Code



Part 9 – Maintaining the integrity of this Code

Complaints made for an improper purpose

9.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this Code for an improper purpose.

9.2 For the purposes of clause 9.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:

a) to bully, intimidate or harass another Council official
b) to damage another Council official's reputation
c) to obtain a political advantage
d) to influence a Council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
e) to influence the Council in the exercise of its functions or to prevent or disrupt the exercise of those functions
f) to avoid disciplinary action under the Procedures
g) to take reprisal action against a person for making a complaint alleging a breach of this Code
h) to take reprisal action against a person for exercising a function prescribed under the Procedures
i) to prevent or disrupt the effective administration of this Code under the Procedures.

Detrimental action

9.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this Code.

9.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.

9.5 For the purposes of clauses 9.3 and 9.4, a detrimental action is an action causing, comprising or involving any of the following:

a) injury, damage or loss
b) intimidation or harassment
c) discrimination, disadvantage or adverse treatment in relation to employment
d) dismissal from, or prejudice in, employment
e) disciplinary proceedings.

Compliance with requirements under the Procedures

9.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.

9.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.

9.8 You must comply with a practice ruling made by the Office under the Procedures.

[Model Code]

Disclosure of information about the consideration of a matter under the Procedures

9.9 All allegations of breaches of this Code must be dealt with under and in accordance with the Procedures.

9.10 You must not allege breaches of this Code other than by way of a complaint made or initiated under the Procedures.

9.11 You must not make allegations about, or disclose information about, suspected breaches of this Code at Council, Committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.

9.12 You must not disclose information about a complaint you have made alleging a breach of this Code or a matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.

9.13 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the *Public Interest Disclosures Act 1994*.

[Model Code]

Complaints alleging a breach of this Part

9.14 Complaints alleging a breach of this Part by the General Manager are to be managed by the Office. This clause does not prevent the Office from referring an alleged breach of this Part back to the Council for consideration in accordance with the Procedures.

9.15 Complaints alleging a breach of this Part by other Council officials are to be managed by the General Manager in accordance with the Procedures.

[Model Code]

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Schedule 1:

Disclosures of Interests and other Matters in Written Returns Submitted Under Clause 4.18



PART 1: PRELIMINARY

Definitions

1. For the purposes of the schedules to this Code, the following definitions apply:

address means:

a) in relation to a person other than a corporation, the last residential or business address of the person known to the designated person disclosing the address, or
b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or
c) in relation to any real property, the street address of the property.

de facto partner has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

disposition of property means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

a) the allotment of shares in a company
b) the creation of a trust in respect of property
c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property
d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property
e) the exercise by a person of a general power of appointment over property in favour of another person
f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

gift means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

interest means:

a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or

in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

listed company means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

occupation includes trade, profession and vocation.

professional or business association means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

property includes money.

return date means:

a) in the case of a return made under clause 4.18(a), the date on which a person became a designated person
b) in the case of a return made under clause 4.18(b), 30 June of the year in which the return is made
c) in the case of a return made under clause 4.18(c), the date on which the designated person became aware of the interest to be disclosed.

relative includes any of the following:

a) a person's spouse or de facto partner
b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
d) the spouse or de factor partner of a person referred to in paragraphs (b) and (c).

travel includes accommodation incidental to a journey.

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Matters relating to the interests that must be included in returns

2. *Interests etc. outside New South Wales:* A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.

3. *References to interests in real property:* A reference in this schedule or in schedule 2 to real property in which a designated person has an interest includes a reference to any real property situated in Australia in which the designated person has an interest.

4. *Gifts, loans etc. from related corporations:* For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a designated person by two or more corporations that are related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.

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PART 2: PECUNIARY INTERESTS TO BE DISCLOSED IN RETURNS

Real property

5. A person making a return under clause 4.18 of this Code must disclose:
   a) the street address of each parcel of real property in which they had an interest on the return date, and
   b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
   c) the nature of the interest.

6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
   a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
   b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.

7. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a designated person.

8. For the purposes of clause 5 of this schedule, "interest" includes an option to purchase.

Gifts

9. A person making a return under clause 4.18 of this Code must disclose:
   a) a description of each gift received in the period since 30 June of the previous financial year, and
   b) the name and address of the donor of each of the gifts.

10. A gift need not be included in a return if:
   a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
   b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
   c) the donor was a relative of the donee, or
   d) subject to paragraph (a), it was received prior to the person becoming a designated person.

11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

Contributions to travel

12. A person making a return under clause 4.18 of this Code must disclose:
   a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
   b) the dates on which the travel was undertaken, and
   c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.

13. A financial or other contribution to any travel need not be disclosed under this clause if it:
   a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
   b) was made by a relative of the traveller, or
   c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
   d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12-month period or less, or
   e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
   f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
   g) subject to paragraph (d) it was received prior to the person becoming a designated person.

14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

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Interests and positions in corporations

15. A person making a return under clause 4.18 of this Code must disclose:
    a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
    b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
    c) the nature of the interest, or the position held, in each of the corporations, and
    d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.

16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
    a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
    b) required to apply its profits or other income in promoting its objects, and
    c) prohibited from paying any dividend to its members.

17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.

18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a designated person.

Interests as a property developer or a close associate of a property developer

19. A person making a return under clause 4.18 of this Code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.

20. For the purposes of clause 19 of this schedule:

    close *associate,* in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

    property *developer* has the same meaning as it has in Division 7 of Part 3 of the *Electoral Funding Act 2018*.

Positions in trade unions and professional or business associations

21. A person making a return under clause 4.18 of the Code must disclose:
    a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
    b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
    c) a description of the position held in each of the unions and associations.

22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a designated person.

Dispositions of real property

23. A person making a return under clause 4.18 of this Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.

24. A person making a return under clause 4.18 of this Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.

25. A disposition of real property need not be disclosed if it was made prior to a person becoming a designated person.

Sources of income

26. A person making a return under clause 4.18 of this Code must disclose:
    a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
    b) each source of income received by the person in the period since 30 June of the previous financial year.

27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:

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a) in relation to income from an occupation of the person:
   (i) a description of the occupation, and
   (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
   (iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
b) in relation to income from a trust, the name and address of the settlor and the trustee, or
c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.

28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.

29. The source of any income received by the person that they ceased to receive prior to becoming a designated person need not be disclosed.

Debts

30. A person making a return under clause 4.18 of this Code must disclose the name and address of each person to whom the person was liable to pay any debt:
    a) on the return date, and
    b) at any time in the period since 30 June of the previous financial year.

31. A liability to pay a debt must be disclosed by a person in a return made under clause 4.18 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.

32. A liability to pay a debt need not be disclosed by a person in a return if:
    a) the amount to be paid did not exceed $500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
       (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
       (ii) the amounts to be paid exceeded, in the aggregate, $500, or
    b) the person was liable to pay the debt to a relative, or
    c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
    d) in the case of a debt arising from the supply of goods or services:
       (i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
       (ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
    e) subject to paragraph (a), the debt was discharged prior to the person becoming a designated person.

Discretionary disclosures

A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

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Schedule 2:

Form of Written Return of Interests Submitted Under Clause 4.18



'Disclosures by Councillors and designated persons' return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).

2. If this is the first return you have been required to lodge with the General Manager after becoming a Councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a Councillor or designated person.

3. If you have previously lodged a return with the General Manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the General Manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a Councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.

4. If you have previously lodged a return with the General Manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.

5. This form must be completed using block letters or typed.

6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2018* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

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Disclosure of pecuniary interests and other matters by [*full name of Councillor or designated person*]

as at [*return date*]

in respect of the period from [*date*] to [*date*]

[*Designated person's signature*]

[*date*]

A. Real Property	
Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest

B. Sources of income		
1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June		
Sources of income I received from an occupation at any time since 30 June		
Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June		
Sources of income I received from a trust since 30 June		
Name and address of settlor	Name and address of trustee	
3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June		
Sources of other income I received at any time since 30 June		
[*Include* description *sufficient to identify the person from whom, or the circumstances in which, that income was received*]		

C. Gifts	
Description of each gift I received at any time since 30 June	Name and address of donor

D. Contributions to travel		
Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

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E. Interests and positions in corporations			
Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

G. Positions in trade unions and professional or business associations	
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position

H. Debts
Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

I. Dispositions of property
1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

J. Discretionary disclosures

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APPROVAL AND REVIEW	
Responsible Division	Customer + Business Integrity
Date/s adopted	XX August 2025
Date/s of previous adoptions	06/05/2024, 21/02/2022, 16/11/2020, 27/02/2019, 20/11/2017, 25/02/2013,01/02/2011, 23/07/2008, 16/10/2007, 28/02/2005, 28/06/2004
Date of next review	October 2028

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WOLLONGONG CITY COUNCIL

CODE OF CONDUCT

COUNCILLORS

Adopted XX August 2025

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wollongong
city of innovation

STATEMENT FROM THE LORD MAYOR

I am pleased to introduce to you Wollongong City Council's Code of Conduct for Councillors. The elected representatives of your Council are strongly committed to driving a high performing organisation underpinned by robust governance practices and ethics principles. Councillors play a critical role in establishing good governance practices throughout the Council at all levels. We are committed to the highest ethical standards in our conduct and interactions and have zero-tolerance for fraud and corruption in decision making processes or the delivery of all our policies, processes, and projects throughout all levels of our organisation.



Upholding the reputation of the Council is vital to ensure our credibility and maintain public trust in what we do. The Code of Conduct helps all of us maintain the highest standards of ethical conduct and the adherence to its provisions gives confidence to the community that this a Council that is committed to the highest ethical standards. As Lord Mayor I am personally committed to the implementation of, and compliance with, the provisions of this Code.

Cr Tania Brown

Lord Mayor

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Part 1: Introduction



Part 1 - Introduction

This Code of Conduct applies to Councillors. It is based on the *Model Code of Conduct for Local Councils in NSW* ("the Model Code of Conduct") which is made under section 440 of the *Local Government Act 1993* ("LGA") and the *Local Government (General) Regulation 2021* ("the Regulation").

The Model Code of Conduct sets the minimum standards of conduct for Council officials. It is prescribed by regulation to assist Council Officials to:

- understand and comply with the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in local government.

Section 440 of the LGA requires every Council (including County Councils) and Joint Organisations to adopt a Code of Conduct that incorporates the provisions of the Model Code of Conduct. A Council's or Joint Organisation's adopted Code of Conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not "Council Officials" for the purposes of the Model Code of Conduct (e.g. volunteers, contractors and members of wholly advisory Committees).

Council's adopted Code of Conduct has no effect to the extent that it is inconsistent with the Model Code of Conduct. However, Council's adopted Code of Conduct may prescribe requirements that are more onerous than those prescribed in the Model Code of Conduct.

Councillors, Administrators, members of staff of Council, delegates of Council, (including members of Council Committees that are delegates of a Council) and any other person a Council's adopted Code of Conduct applies to, must comply with the applicable provisions of their Council's Code of Conduct. It is the personal responsibility of Council officials to comply with the standards in the Code and to regularly review their personal circumstances and conduct with this in mind.

Failure by a Councillor to comply with the standards of conduct prescribed under this Code constitutes misconduct for the purposes of the LGA. The LGA provides for a range of penalties that may be imposed on Councillors for misconduct, including suspension or disqualification from civic office. A Councillor who has been suspended on three or more occasions for misconduct is automatically disqualified from holding civic office for five years.

Note: References in this Code of Conduct to Councils are also to be taken as references to County Councils and Joint Organisations.

Council Values

Wollongong City Council has defined organisational values to support our purpose of creating an Extraordinary Wollongong. These are :

Respect	inclusive and considerate
Sustainable	use our community's resources responsibly
Courage	challenge the norm to be better
Integrity	honest and reliable
One Team	together we deliver excellent service

Our values are not meant to be just words on a page. They are part of everything we do every day. Our values are evident in this document by graphics that represent each value appearing on the cover page and each chapter page in the Code of Conduct.

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Part 2: Definitions



Part 2 - Definitions

In this Code the following terms have the following meanings:

Administrator	an administrator of a Council appointed under the LGA other than an Administrator appointed under section 66
Committee	See the Definition of "Council Committee"
complaint	a Code of Conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
conduct	includes acts and omissions
Council	Wollongong City Council
Council Committee	a Committee established by Council comprising of Councillors, staff or other persons that Council has delegated functions to and Council's Audit, Risk and Improvement Committee
Council Committee member	a person other than a Councillor or member of staff of a Council who is a member of a Council Committee other than a wholly advisory Committee, and a person other than a Councillor who is a member of the Council's Audit, Risk and Improvement Committee
Council official	includes Councillors, members of staff of Council, Administrators, Council Committee members, delegates of Council and, for the purposes of clause 4.16 of the Model Code of Conduct, Council advisers
Councillor	any person elected or appointed to civic office, including the Lord Mayor and includes members and chairpersons of County Councils and voting representatives of the boards of Joint Organisations and chairpersons of Joint Organisations
delegate of Council	a person (other than a Councillor or member of staff of Council) or body, and the individual members of that body, to whom a function of Council is delegated
designated person	a person referred to in clause 4.8
election campaign	includes Council, state and federal election campaigns
Joint Organisation	a Joint Organisation established under section 400O of the LGA
LGA	the *Local Government Act 1993*
mayor	includes the chairperson of a County Council or a Joint Organisation
members of staff of a Council	includes members of staff of County Councils and Joint Organisations
the Office	Office of Local Government
personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
the Procedures	the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW prescribed under the Regulation
the Regulation	the *Local Government (General) Regulation 2021*
wholly advisory Committee	a Council Committee that the Council has not delegated any functions to.

The term "you" used in this Code of Conduct refers to Councillors

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Part 3: General Conduct Obligations



Part 3 – General Conduct Obligations

General conduct

3.1. You must not conduct yourself in a manner that:

a) is likely to bring the Council or other Council officials into disrepute
b) is contrary to statutory requirements or the Council's administrative requirements or policies
c) is improper or unethical
d) d is an abuse of power
e) causes, comprises or involves intimidation or verbal abuse
f) involves the misuse of your position to obtain a private benefit
g) constitutes harassment or bullying behaviour under this Code or is unlawfully discriminatory.

3.2. You must act lawfully and honestly and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act (section 439).

[Model Code]

Fairness and equity

3.3. You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.

3.4. You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.

3.5. An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

[Model Code]

Harassment and discrimination

3.6. You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.

3.7. For the purposes of this Code, "harassment" is any form of behaviour towards a person that:

a) is not wanted by the person
b) offends, humiliates or intimidates the person, and
c) creates a hostile environment.

[Model Code]

3.8. All Council officials, including Councillors, that become aware of harassment or discrimination of another Council official are required to immediately report details to their supervisor, manager, Manager People and Culture, Public Officer, Professional Conduct Coordinator or the General Manager.

[Council Protocol]

Sexual harassment

3.9. You must not sexually harass others, or support others who sexually harass others.

3.10. For the purposes of this Code, "sexual harassment" is any form of sexual behaviour towards a person that is unwanted or unwelcome and where a reasonable person would have anticipated the possibility that the person harassed would feel offended, humiliated or intimidated. Sexual harassment is unlawful under the Sex Discrimination Act and some types of sexual harassment may also be criminal offences.

3.11. Sexual harassment may involve, but is not limited to, any of the following types of behaviour:

a) staring, leering or unwelcome touching
b) suggestive comments or jokes
c) unwanted invitations to go out on dates or requests for sex
d) intrusive questions about a person's private life or body
e) unnecessary familiarity, such as deliberately brushing up against a person
f) emailing pornography or rude jokes
g) displaying images of a sexual nature around the workplace
h) communicating content of a sexual nature through social media or text messages
i) behaviour which would also be an offence under the criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications
j) dating, relationships or sexual conduct
k) between employees, even if it is consensual, must not create an unpleasant and sexualised workplace for others.

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3.12. All Council officials, including Councillors, that become aware of the sexual harassment of another Council official are required to immediately report details to their manager, Manager People and Culture, Public Officer, Professional Conduct Coordinator or the General Manager.

(Council protocol)

Bullying

3.13. You must not engage in bullying behaviour towards others, or support others who engage in bullying behaviour towards others.

3.14. For the purposes of this Code, "bullying behaviour" is any behaviour in which:

a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons, and

b) the behaviour creates a risk to health and safety.

3.15. Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:

a) aggressive, threatening or intimidating conduct

b) belittling or humiliating comments

c) c spreading malicious rumours

d) teasing, practical jokes

e) or 'initiation ceremonies'

f) exclusion from work-related events

g) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level

h) displaying offensive material

i) pressure to behave in an inappropriate manner.

3.16. All Council officials, including Councillors, that become aware of bullying of another Council official are required to immediately report details to their supervisor, manager, Manager People and Culture, Public Officer, Professional Conduct Coordinator or the General Manager.

[Council Protocol]

3.17. Reasonable management action carried out in a reasonable manner does not constitute bullying, harassment or discrimination behaviours for the purposes of this Code. Examples of reasonable management action may include, but are not limited to:

a) performance management processes

b) disciplinary action for misconduct

c) informing a worker about unsatisfactory work performance or inappropriate work behaviour

d) directing a worker to perform duties in keeping with their job

e) maintaining reasonable workplace goals and standards

f) legitimately exercising a regulatory function

g) legitimately implementing a Council policy or administrative processes.

[Model Code]

Work health and safety

3.18. All Council officials, including Councillors, owe statutory duties under the Work Health and Safety Act 2011 (WHS Act). You must comply with your duties under the WHS Act and your responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety. Specifically, you must:

a) take reasonable care for your own health and safety

b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons

c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WHS Act and any policies or procedures adopted by the Council to ensure workplace health and safety

d) cooperate with any reasonable policy or procedure of the Council relating to workplace health or safety that has been notified to Council staff

e) report accidents, incidents, near misses, to the General Manager or such other staff member nominated by the General Manager, and take part in any incident investigations

f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WHS Act in relation to the same matter.

[Model Code]

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Land use planning, development assessment and other regulatory functions

3.19. You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly.

You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.

3.20. In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

[Model Code]

3.21. You must refrain from offering support to affected parties prior to the normal assessment or review processes of Council being undertaken.

[Council protocol]

Binding caucus votes

3.22. You must not participate in binding caucus votes in relation to matters to be considered at a Council or Committee meeting.

3.23. For the purposes of clause 3.15, a binding caucus vote is a process whereby a group of Councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the Council or Committee, irrespective of the personal views of individual members of the group on the merits of the matter before the Council or Committee.

3.24. Clause 3.15 does not prohibit Councillors from discussing a matter before the Council or Committee prior to considering the matter in question at a Council or Committee meeting, or from voluntarily holding a shared view with other Councillors on the merits of a matter.

3.25. Clause 3.15 does not apply to a decision to elect the Lord Mayor or Deputy Lord Mayor, or to nominate a person to be a member of a Council Committee or a representative of the Council on an external body.

[Model Code]

Obligations in relation to meetings

3.26. You must comply with rulings by the chair at Council and Committee meetings or other proceedings of the Council unless a motion dissenting from the ruling is passed.

3.27. You must not engage in bullying behaviour (as defined under this Part) towards the chair, other Council officials or any members of the public present during Council or Committee meetings or other proceedings of the Council (such as, but not limited to, workshops and briefing sessions).

3.28. You must not engage in conduct that disrupts Council or Committee meetings or other proceedings of the Council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.

3.29. You must not engage in any acts of disorder or other conduct that is intended to prevent the proper or effective functioning of the Council, or of a Committee of the Council. Without limiting this clause, you must not:

a) leave a meeting of the Council or a Committee for the purposes of depriving the meeting of a quorum, or

b) submit a rescission motion with respect to a decision for the purposes of voting against it to prevent another Councillor from submitting a rescission motion with respect to the same decision, or

c) deliberately seek to impede the consideration of business at a meeting.

[Model Code]

Public comment

3.30. The Lord Mayor and the General Manager are the official spokespersons on Council business.

3.31. The Lord Mayor may delegate Councillors to act as spokespersons for Council.

3.32. Councillors may choose to make comment to the media independently, i.e. not as a delegated spokesperson. In such instances statements should be identified as Councillor opinion and not the position of Council.

[Council protocol]

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Fraud and Corruption

3.33. You must not engage or participate in any act that may constitute fraud and corruption.

3.34. You must report any concerns that you reasonably believe may constitute fraud and/or corruption to Council's Professional Conduct Coordinator or the General Manager. Further, you must not ignore or condone any act that you reasonably suspect to constitute fraud or corruption.

[Council protocol]

Child protection

3.35. All Council officials, including Councillors, are required to support and promote the safety, wellbeing and empowerment of children under the age of 18. Specifically, you must:

a) a take all reasonable steps to protect children from harm

b) listen and respond to the views and concerns of children, particularly if they have stated that they or another child have been harmed in any way and/or are worried about their safety or the safety of another child

c) promote the cultural safety, participation and empowerment of Aboriginal children, and children with a disability, and with culturally or linguistically diverse backgrounds

d) model appropriate adult behaviour in an open and transparent way

e) respect the privacy of parents and children by not disclosing personal information

f) where child abuse is suspected, ensure that children are safe and protected from harm as quickly as possible

g) encourage children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

3.36. You must not:

a) develop any 'special' relationships with children that may be seen as favouritism or inappropriate, including through the provision of gifts, showing inappropriate attention or exhibiting improper behaviour

b) exhibit behaviours or engage in activities with children that may be construed as unnecessarily physical contact

c) put children at risk of harm

d) do things of a personal nature that a child can do for themselves such as toileting or changing clothes

e) engage in open discussions of a mature or adult nature, or use inappropriate language in the presence of children

f) express personal views on cultures, race or sexuality in the presence of children

g) discriminate against any child, including on the basis of age, gender, sexuality, race, cultural background or disability

h) ignore or disregard any concerns, suspicions or disclosures of child being harmed in any way

3.37. All Council officials, including Councillors, are required to immediately report any allegations of child abuse to Council's identified Child Protection Officer. In addition, you must:

a) Report information to the Police if you know, believe or have been informed by a child, family member or community member that a child has been abused, even if it involves another employee or Council official.

b) report any breach of the Child Protection standards in this Code of Conduct Council's identified Child Protection Officer.

c) understand and comply with all reporting and/or disclosure obligations, including mandatory reporting and reportable conduct

[Council protocol]

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Part 4: Pecuniary Interests



Part 4 – Pecuniary interests

What is a pecuniary interest?

4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.

4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.

4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:

a) your interest, or

b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or

c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.

4.4 For the purposes of clause 4.3:

a) Your "relative" is any of the following:

i your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child

ii your spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child

iii the spouse or de facto partner of a person referred to in paragraphs (i) and (ii).

b) "de facto partner" has the same meaning as defined in section 21C of the Interpretation Act 1987.

4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):

a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or

b) just because the person is a member of, or is employed by, a Council or a statutory body, or is employed by the Crown, or

c) just because the person is a member of, or a delegate of a Council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

[Model Code]

What interests do not have to be disclosed?

4.6 You do not have to disclose the following interests for the purposes of this Part:

a) your interest as an elector

b) your interest as a ratepayer or person liable to pay a charge

c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this Code

d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the Council in the same manner and subject to the same conditions as apply to persons who are not subject to this Code

e) an interest you have as a memberof a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)

f) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company

g) an interest you have arising from the proposed making by the Council of

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an agreement between the Council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the Committee) of the association, or is a partner of the partnership

h) an interest you have arising from the making by the Council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the Council in respect of similar matters with other residents of the area:

i) the performance by the Council at the expense of your relative of any work or service in connection with roads or sanitation

  i security for damage to footpaths or roads

  ii any other service to be rendered, or act to be done, by the Council by or under any Act conferring functions on the Council, or by or under any contract

j) an interest relating to the payment of fees to Councillors (including the Lord Mayor and Deputy Lord Mayor)

k) an interest relating to the payment of expenses and the provision of facilities to Councillors (including the Lord Mayor and Deputy Lord Mayor) in accordance with a policy under section 252 of the LGA

l) an interest relating to an election to the office of Lord Mayor arising from the fact that a fee for the following 12 months has been determined for the office of Lord Mayor

m) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person

n) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a Councillor

o) an interest arising from the appointment of a Councillor to a body as a representative or delegate

of the Council, whether or not a fee or other recompense is payable to the representative or delegate.

4.7 For the purposes of clause 4.6, "relative" has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

[Model Code]

What disclosures must be made by a Councillor?

4.8 A Councillor:

a) must prepare and submit written returns of interests in accordance with clause 4.9, and

b) must disclose pecuniary interests in accordance with clause 4.16 and comply with clause 4.17 where it is applicable.

[Model Code]

Disclosure of interests in written returns

4.9 A Councillor must make and lodge with the General Manager a return in the form set out in schedule 2 to this Code, disclosing the Councillor's interests as specified in schedule 1 to this Code within 3 months after:

a) becoming a Councillor, and

b) 30 June of each year, and

c) the Councillor becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

4.10 A Councillor need not make and lodge a return under clause 4.9 paragraphs (a) and (b) if:

a) they made and lodged a return under that clause in the preceding 3 months, or

b) they have ceased to be a Councillor in the preceding 3 months.

4.11 A Councillor must not make and lodge a return that the Councillor knows or ought reasonably to know is false or misleading in a material particular.

4.12 The General Manager must keep a register of returns required to be made and lodged with the General Manager.

4.13 Returns required to be lodged with the General Manager under clause 4.9(a) and (b), or a register of such returns, must be tabled at the first meeting of the Council after the last day the return is required to be lodged.

4.14 Returns required to be lodged with the General Manager under clause 4.9(c),or a register of such returns, must be tabled at the next Council meeting after the return is lodged.

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4.15 Information contained in returns made and lodged under clause 4.9 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2018* and any guidelines issued by the Information Commissioner.

[Model Code]

Disclosure of pecuniary interests at meetings

4.16 A Councillor who has a pecuniary interest in any matter with which the Council is concerned, and who is present at a meeting of the Council or Committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.

4.17 The Councillor must not be present at, or in sight of, the meeting of the Council or Committee:

a) at any time during which the matter is being considered or discussed by the Council or Committee, or

b) at any time during which the Council or Committee is voting on any question in relation to the matter.

4.18 In the case of a meeting of a board of a Joint Organisation, a voting representative is taken to be present at the meeting for the purposes of clauses 4.16 and 4.17 where they participate in the meeting by telephone or other electronic means.

4.19 A disclosure made at a meeting of a Council or Council Committee must be recorded in the minutes of the meeting.

4.20 A general notice may be given to the General Manager in writing by a Councillor to the effect that the Councillor or the Councillor's spouse, de facto partner or relative, is:

a) a member of, or in the employment of, a specified company or other body, or

b) a partner of, or in the employment of, a specified person.

Such a notice is, unless and until the notice is withdrawn or until the end of the term of the Council in which it is given (whichever is the sooner), sufficient disclosure of the Councillor's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the Council or Council Committee after the date of the notice.

4.21 A Councillor is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the Councillor has an interest in the matter of a kind referred to in clause 4.6.

4.22 A Councillor does not breach clauses 4.16 or 4.17 if the Councillor did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

4.23 Despite clause 4.17, a Councillor who has a pecuniary interest in a matter may participate in a decision to delegate consideration of the matter in question to another body or person.

4.24 Clause 4.17 does not apply to a Councillor who has a pecuniary interest in a matter that is being considered at a meeting if:

a) the matter is a proposal relating to:

i the making of a principal environmental planning instrument applying to the whole or a significant portion of the Council's area, or

ii the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the Council's area, and

b) the pecuniary interest arises only because of an interest of the Councillor in the Councillor's principal place of residence or an interest of another person (whose interests are relevant under clause 4.3) in that person's principal place of residence, and

c) the Councillor made a special disclosure under clause 4.25 in relation to the interest before the commencement of the meeting.

4.25 A special disclosure of a pecuniary interest made for the purposes of clause 4.24(c) must:

a) be in the form set out in schedule 3 of this Code and contain the information required by that form, and

b) be laid on the table at a meeting of the Council as soon as practicable after the disclosure is made, and the information contained in the special disclosure is to be recorded in the minutes of the meeting.

4.26 The Minister for Local Government may, conditionally or unconditionally, allow a Councillor who has a pecuniary interest in a matter with which the Council is concerned to be present at a meeting of the Council or Committee, to take part in the consideration or discussion of the matter and to vote on the matter if the

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Minister is of the opinion:

a) that the number of Councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or

b) that it is in the interests of the electors for the area to do so.

4.27 A Councillor with a pecuniary interest in a matter who is permitted to be present at a meeting of the Council or Committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.26, must still disclose the interest they have in the matter in accordance with clause 4.16.

[Model Code]

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Part 5: Non-Pecuniary Conflicts of Interests



Part 5 – Non-pecuniary conflicts of interests

What is a non-pecuniary conflict of interest?

5.1 Non-pecuniary interests are private or personal interests a Council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this Code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.

5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.

5.3 The personal or political views of a Council official do not constitute a private interest for the purposes of clause 5.2.

5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of Council decision-making. The onus is on youto identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this Code.

5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

[Model Code]

Managing non-pecuniary conflicts of interest

5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non- pecuniary conflict of interest arises in relation to the matter.

5.7 If a disclosure is made at a Council or Committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non- pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.

5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.

5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:

a) a relationship between a Council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the Council official's extended family that the Council official has a close personal relationship with, or another person living in the same household

b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship

c) an affiliation between the Council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a Council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation

d) membership, as the Council's representative, of the board or management Committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the Council and the organisation are potentially in conflict in relation to the particular matter

e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1

f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.

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5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:

a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or

b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a Council or Committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.16 and 4.17.

5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non- pecuniary conflict of interest is not significant and does not require further action in the circumstances.

5.12 Despite clause 5.10(b), a Councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.

[Model Code]

Political donations

5.13 Councillors should be aware that matters before Council or Committee meetings involving their political donors may also give rise to a non-pecuniary conflict of interest.

5.14 Where you are a Councillor and have received or knowingly benefitted from a reportable political donation:

a) made by a major political donor in the previous four years, and

b) the major political donor has a matter before Council,

you must declare a non-pecuniary conflict of interest in the matter, disclose the nature of the interest, and manage the conflict of interest as ifyou had a pecuniary interest in the matter by complying with clauses 4.16 and
4.17. A disclosure made under this clause must be recorded in the minutes of the meeting.

5.15 For the purposes of this Part:

a) a “reportable political donation” has the same meaning as it has in section 6 of the *Electoral Funding Act 2018*

b) “major political donor” has the same meaning as it has in the *Electoral Funding Act 2018*.

5.16 Councillors should note that political donations that are not a “reportable political donation”, or political donations to a registered political party or group by which a Councillor is endorsed, may still give rise to a non-pecuniary conflict of interest. Councillors should determine whether or not such conflicts are significant for the purposes of clause 5.9 and take the appropriate action to manage them.

5.17 Despite clause 5.14, a Councillor who has received or knowingly benefitted from a reportable political donation of the kind referred to in that clause, may participate in a decision to delegate consideration of the matter in question to another body or person.

[Model Code]

Loss of quorum as a result of compliance with this Part

5.18 A Councillor who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non- pecuniary conflict of interest in the matter is permitted to participate in consideration of the matter if:

a) the matter is a proposal relating to:

i the making of a principal environmental planning instrument applying to the whole or a significant portion of the Council’s area, or

ii the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the Council’s area, and

b) the non-pecuniary conflict of interest arises only because of an interest that a person has in that person’s principal place of residence, and

c) the Councillor discloses the interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part in accordance with clause 5.6.

5.19 The Minister for Local Government may, conditionally or unconditionally, allow a Councillor who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the Council or Committee, to take part in the consideration or discussion of the matter

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and to vote on the matter if the Minister is of the opinion:

a) that the number of Councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or

b) that it is in the interests of the electors for the area to do so.

5.20 Where the Minister exempts a Councillor from complying with a requirement under this Part under clause 5.19, the Councillor must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

[Model Code]

Personal dealings with Council

5.21 You may have reason to deal with your Council in your personal capacity (for example, as a ratepayer, recipient of a Council service or applicant for a development consent granted by Council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.

5.22 You must undertake any personal dealings you have with the Council in a manner that is consistent with the way other members of the community deal with the Council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this Code.

[Model Code]

Former Council officials

5.23 You must not use your position to obtain opportunities for future employment.

5.24 You must be careful in your dealings with former Council officials and ensure that you do not give or appear to give favourable treatment or access to otherwise confidential information to former Council officials.

[Council protocol]

Sponsorship

5.25 Council actively seeks financial or in- kind sponsorship from a variety of sources to support specific events, promotions, services or other activities of Council. It is essential that sponsorships do not limit Council's ability to carry out its functions fully and impartially. All sponsorship arrangements must comply with Council's 'Sponsorship of Council Activities from External Sources' policy.

[Council protocol]

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Part 6: Personal Benefit



Part 6 – Personal benefit

6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a Council official or someone personally associated with them for their personal use and enjoyment.

6.2 A reference to a gift or benefit in this Part does not include:

a) items with a value of $10 or less

b) a political donation for the purposes of the *Electoral Funding Act 2018*

c) a gift provided to the Council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual Council official or someone personally associated with them

d) a benefit or facility provided by the Council to a Councillor

e) attendance by a Council official at a work-related event or function for the purposes of performing their official duties, or

f) free or subsidised meals, beverages or refreshments provided to Councillors in conjunction with the performance of their official duties such as, but not limited to:

i the discussion of official business

ii work-related events such as Council-sponsored or community events, training, education sessions or workshops

iii conferences

iv Council functions or events

v social functions organised by groups, such as Council Committees and community organisations.

[Model Code]

Note: In relation to 6.2(d) in circumstances where Council is the owner of, and is responsible for the management/operation of a facility, tickets to attend events at that facility that are provided to Councillors are deemed to be provided by Council in its capacity as owner of the facility. This includes, but is not limited to, the Illawarra Performing Arts Centre.

Gifts and benefits

6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the Council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.

6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

[Model Code]

6.5 The offer of a gift or benefit of any value from a person in circumstances where the person is seeking the exercise of your decision-making discretion or where the person has sought the exercise of your decision making discretion in the previous 12 months must be refused.

[Council protocol]

How are offers of gifts and benefits to be dealt with?

6.6 You must not:

a) seek or accept a bribe or other improper inducement

b) seek gifts or benefits of any kind

c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty

d) subject to clause 6.8, accept any gift or benefit of more than token value as defined by clause 6.10

e) accept an offer of cash or a cash-like gift as defined by clause 6.14, regardless of the amount

f) participate in competitions for prizes where eligibility is based on the Council being in or entering into a customer–supplier relationship with the competition organiser

g) personally benefit from reward points programs when purchasing on behalf of the Council. This includes frequent flyer programs when Council has met the cost of travel.

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6.7 Where you receive an offer of a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to the General Manager in writing. The recipient or General Manager must ensure that, at a minimum, the following details are recorded in the Council's gift register:

a) the nature of the gift or benefit
b) the estimated monetary value of the gift or benefit
c) the name of the person who provided the gift or benefit, and the name of the organisation they represent where not received from an individual.
d) the date on which the gift or benefit was received, and
e) whether the gift or benefit was accepted or refused.

6.8 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the Council, unless the nature of the gift or benefit makes this impractical.

[Model Code]

Gifts and benefits of token value

6.9 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of $50. They include, but are not limited to:

a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed $50
b) gifts of alcohol that do not exceed a value of $50
c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
d) prizes or awards that do not exceed $50 in value.

Gifts and benefits of more than token value

6.10 Gifts or benefits that exceed $50 in value are gifts or benefits of more than token value for the purposes of clause 6.6(d) and, subject to clause 6.8, must not be accepted.

6.11 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds $50, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.

6.12 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed $50 in value.

6.13 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

"Cash-like gifts"

6.14 For the purposes of clause 6.6(e),"cash- like gifts" include but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

Improper and undue influence

6.15 You must not use your position to influence other Council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else. A Councillor will not be in breach of this clause where they seek to influence other Council officials through the proper exercise of their role as prescribed under the LGA.

6.16 You must not take advantage (or seek to take advantage) of your status or position with Council, or of functions you perform for Council, in order to obtain a private benefit for yourself or for any other person or body.

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Part 7: Relationships Between Council Officials



Part 7 – Relationships between Council Officials

Obligations of Councillors and Administrators

7.1 Each Council is a body politic. The Councillors or Administrator/s are the governing body of the Council. Under section 223 of the LGA, the role of the governing body of the Council includes the development and endorsement of the strategic plans, programs, strategies and policies of the Council, including those relating to workforce policy, and to keep the performance of the Council under review.

7.2 Councillors or Administrators must not:

a) direct Council staff other than by giving appropriate direction to the General Manager by way of Council or Committee resolution, or by the Lord Mayor or Administrator exercising their functions under section 226 of the LGA

b) in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of the Council or a delegate of the Council in the exercise of the functions of the staff member or delegate

c) contact a member of the staff of the Council on Council-related business unless in accordance with the policy and procedures governing the interaction of Councillors and Council staff that have been authorised by the Council and the General Manager

d) contact or issue instructions to any of the Council's contractors, including the Council's legal advisers, unless by the Lord Mayor or Administrator exercising their functions under section 226 of the LGA.

7.3 Despite clause 7.2, Councillors may contact the Council's external auditor or the chair of the Council's Audit Risk and Improvement Committee to provide information reasonably necessary for the external auditor or the Audit, Risk and Improvement Committee to effectively perform their functions.

[Model Code]

Obligations of staff

7.4 Under section 335 of the LGA, the role of the General Manager includes conducting the day-to-day management of the Council in accordance with the strategic plans, programs, strategies and policies of the Council, implementing without undue delay, lawful decisions of the Council and ensuring that the Lord Mayor and other Councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their official functions.

7.5 Members of staff of Council must**:**

a) give their attention to the business of the Council while on duty

b) ensure that their work is carried out ethically, efficiently, economically and effectively

c) carry out reasonable and lawful directions given by any person having authority to give such directions

d) give effect to the lawful decisions, policies and procedures of the Council, whether or not the staff member agrees with or approves of them

e) ensure that any participation in political activities outside the service of the Council does not interfere with the performance of their official duties.

[Model Code]

Inappropriate interactions

7.6 You must not engage in any of the following inappropriate interactions:

a) Councillors and Administrators approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters

b) Council staff approaching Councillors and Administrators to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters

c) subject to clause 8.6, Council staff refusing to give information that is available to other Councillors to a particular Councillor

d) Councillors and Administrators who have lodged an application with the Council, discussing the matter with Council staff in staff-only areas of the Council

e) Councillors and Administrators approaching members of local planning panels or discussing any application that is either before the panel or that will come before the panel at some future time, except during a panel meeting where the application forms part of the agenda and the Councillor or Administrator has a right to be heard by the panel at

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the meeting

f) Councillors and Administrators being overbearing or threatening to Council staff

g) Council staff being overbearing or threatening to Councillors or Administrators

h) Councillors and Administrators making personal attacks on Council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this Code in public forums including social media

i) Councillors and Administrators directing or pressuring Council staff in the performance of their work, or recommendations they should make

j) Council staff providing ad hoc advice to Councillors and Administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community

k) Councillors attending on-site inspection meetings with lawyers and/or consultants engaged by the Council associated with current or proposed legal proceedings unless permitted to do so by the Council's General Manager or, in the case of the Lord Mayor or Administrator , unless they are exercising their functions under section 226 of the LGA.

[Model Code]

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Part 8: Access to Information & Council Resources



Part 8 – Access to information and council resources

Councillor and Administrator access to information

8.1 The General Manager is responsible for ensuring that Councillors and Administrators can access information necessary for the performance of their official functions. The General Manager and public officer are also responsible for ensuring that members of the public can access publicly available Council information under the Government Information (Public Access) Act 2009 (the GIPA Act).

8.2 The General Manager must provide Councillors and Administrators with the information necessary to effectively discharge their official functions.

8.3 Members of staff of Council must provide full and timely information to Councillors and Administrators sufficient to enable them to exercise their official functions and in accordance with Council procedures.

8.4 Members of staff of Council who provide any information to a particular Councillor in the performance of their official functions must also make it available to any other Councillor who requests it and in accordance with Council procedures.

8.5 Councillors and Administrators who have a private interest only in Council information have the same rights of access as any member of the public.

8.6 Despite clause 8.4, Councillors and Administrators who are precluded from participating in the consideration of a matter under this Code because they have a conflict of interest in the matter, are not entitled to request access to Council information in relation to the matter unless the information is otherwise available to members of the public, or the Council has determined to make the information available under the GIPA Act.

[Model Code]

8.7 If a Councillor or Administrator requests access to information that relates to a Councillor's personal or business interests, 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.

[Council Protocol]

Procedure for Councillors to Access Council Information

8.8 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 via email to admin@wollongong.nsw.gov.au. The Councillor Request should be drafted carefully and should precisely detail the information being sought. It is expected that Councillors will act reasonably in making Requests.

8.9 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:

a) same day response – information is easily accessible and no reference/investigation is required. Examples:
   - copy of a Council document
   - basic information on an Agenda Item on day of a Council meeting.

b) one to five working day response – information is on hand but needs to be processed for release. Examples :
   - Submissions to a 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

c) within 10 working days – investigation and research is required in order to provide the requested information. Examples:
   - a comprehensive summary including Court Consent Orders for Planning Appeals
   - copies of documents where the files are stored offsite.

8.10 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.

8.11 Where it is believed that significant resources will be required to respond to a Councillor Request, or the number of

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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 decide 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.

8.12 The following reports will be provided to Councillors via the Councillor Portal on a monthly basis:

a) active Councillor requests

b) completed Councillor requests for the previous three months.

[Council protocol]

Councillors and Administrators to properly examine and consider information

8.13 Councillors and Administrators must ensure that they comply with their duty under section 439 of the LGA to act honestly and exercise a reasonable degree of care and diligence by properly examining and considering all the information provided to them relating to matters that they are required to make a decision on.

Refusal of access to information

8.14 Where the General Manager or Public Officer determine to refuse access to information requested by a Councillor or Administrator, they must act reasonably. In reaching this decision they must take into account whether or not the information requested is necessary for the Councillor or Administrator to perform their official functions (see clause 8.2) and whether they have disclosed a conflict of interest in the matter the information relates to that would preclude their participation in consideration of the matter (see clause 8.6). The General Manager or public officer must state the reasons for the decision if access is refused.

[Model Code]

8.15 If access to the Council information sought by a Councillor is refused, a Councillor may lodge a formal application under the GIPA Act, or lodge a complaint with the Office of Local Government

8.16 If a Councillor makes a formal application under the GIPA Act that is refused a Councillor may ask for an internal review or an external review by the Information Commissioner.

[Council protocol]

Use of certain Council information

8.17 In regard to information obtained in your capacity as a Council official, you must:

a) only access Council information needed for Council business

b) not use that Council information for private purposes

c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your office with Council

d) only release Council information in accordance with established Council policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

8.18 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.

8.19 In addition to your general obligations relating to the use of Council information, you must:

a) only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions

b) protect confidential information

c) only release confidential information if you have authority to do so

d) only use confidential information for the purpose for which it is intended to be used

e) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or another person

f) not use confidential information with the intention to cause harm or detriment to the Council or any other person or body

g) not disclose any confidential information discussed during a confidential session of a Council or Committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

8.20 You must not use Council resources (including Council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any

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publicly advertised fee is paid for use of the resources, property or facility.

8.21 You must not use the Council letterhead, Council crests, Council email or social media or other information that could give the appearance it is official Council or other information that could give the appearance it is official Council material:

a) for the purpose of assisting your election campaign or the election campaign of others, or

b) for other non-official purposes.

8.22 You must not convert any property of the Council to your own use unless properly authorised.

Personal information

8.23 When dealing with personal information you must comply with:

a) the *Privacy and Personal Information Protection Act 1998*

b) the *Health Records and Information Privacy Act 2002*

c) the Information Protection Principles and Health Privacy Principles

d) the Council's Privacy Management Plan

e) the Privacy Code of Practice for Local Government

Use of Council resources

8.24 You must use Council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes unless this use is lawfully authorised and proper payment is made where appropriate.

8.25 You must be scrupulous in your use of Council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.

8.26 You must avoid any action or situation that could create the appearance that Council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.

Information Technology

8.27 You must comply with Council's information security requirements as set out in the Information Security policy, the Technology Systems Acceptable Usage policy and the Corporate Records Management policy in relation to the use of information technology systems. All information stored in either soft or hard copy is deemed to be related to the business of Council and can be used by Council as records regardless of whether the original intention of the creation of the information was for personal or business purposes.

[Council protocol]

Internet access

8.28 You must not use Council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the Council's reputation.

8.29 When using social media, you must comply with the general conduct provisions of this Code.

[Council protocol]

Council record keeping

8.30 You must comply with the requirements of the State Records Act 1998 and the Council's records management policy.

8.31 All information created,sent and received in your official capacity is a Council record and must be managed in accordance with the requirements of the State Records Act 1998 and the Council's approved records management policies and practices.

8.32 All information stored in either soft or hard copy on Council supplied resources (including technology devices and email accounts) is deemed to be related to the business of the Council and will be treated as Council records, regardless of whether the original intention was to create the information for personal purposes.

8.33 You must not destroy, alter, or dispose of Council information or records, unless authorised to do so. If you need to alter or dispose of Council information or records, you must do so in consultation with the Council's records manager and comply with the requirements of the State Records Act 1998.

8.34 Records of Council business that are created or received by Councillors (with the

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exception of those sent from Council as they are already captured) shall be forwarded to Council as soon as is practicable for saving the record into Council's record keeping system. If documents concern sensitive or confidential matters they should be forwarded to Council's Public Officer, marked "Private and Confidential".

[Council Protocol]

Councillor access to Council buildings

8.35 Councillors and Administrators are entitled to have access to the Council chamber, Committee room, Lord Mayor's office (subject to availability), Councillors' rooms, and public areas of Council's buildings during normal business hours and for meetings.

8.36 Councillors and Administrators needing access to these facilities at other times must obtain authority from the General Manager.

8.37 The General Manager will issue Councillors and Administrators with an access pass, authorising entry into the non-public areas of Council, in accordance with clause 8.28, during and outside of business hours.

[Council protocol]

8.38 Councillors and Administrators must not enter staff-only areas of Council buildings without the approval of the General Manager (or their delegate) or as provided for in the procedures governing the interaction of Councillors and Council staff.

8.39 Councillors and Administrators must ensure that when they are within a staff only area, they refrain from conduct that could be perceived to improperly influence Council staff decisions

8.40 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.

8.41 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.

[Council protocol]

Councillor briefings

8.42 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.

8.43 Councillor briefing sessions are subject to specific provisions in Council's Code of Meeting Practice

8.44 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.

8.45 On occasion, confidential matters will be presented at Councillor Briefing and this will be noted in the presentation and accompanying documentation. Councillors must maintain the integrity and security of confidential documents or information distributed or discussed at Councillor Briefings.

8.46 The conflict of interest provisions of this Code apply to all Councillor briefing sessions.

8.47 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.

[Council protocol]

Interaction Between Councillors and Council Staff During Meetings

8.48 During Meetings a Councillor may, through the Chairperson, put a question to another Councillor and, may through the General Manager, put a question to Council staff.

8.49 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.

8.50 A Councillor must put every question directly, succinctly and without argument.

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8.51 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.

Interaction Between Councillors and Council Staff Outside of Meetings

8.52 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. Councillors must not make direct contact with 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.

8.53 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.

8.54 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. Staff must immediately report all breaches to their Divisional Manager, Director or General Manager.

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Part 9: Maintaining the Integrity of this Code



Part 9 – Maintaining the integrity of this Code

Complaints made for an improper purpose

9.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this Code for an improper purpose.

9.2 For the purposes of clause 9.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:

a) to bully, intimidate or harass another Council official
b) to damage another Council official's reputation
c) to obtain a political advantage
d) to influence a Council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
e) to influence the Council in the exercise of its functions or to prevent or disrupt the exercise of those functions
f) to avoid disciplinary action under the Procedures
g) to take reprisal action against a person for making a complaint alleging a breach of this Code
h) to take reprisal action against a person for exercising a function prescribed under the Procedures
i) to prevent or disrupt the effective administration of this Code under the Procedures.

Detrimental action

9.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this Code.

9.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.

9.5 For the purposes of clauses 9.3 and 9.4, a detrimental action is an action causing, comprising or involving any of the following:

a) injury, damage or loss
b) intimidation or harassment
c) discrimination, disadvantage or adverse treatment in relation to employment
d) dismissal from, or prejudice in, employment disciplinary proceedings.

Compliance with requirements under the Procedures

9.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.

9.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.

9.8 You must comply with a practice ruling made by the Office under the Procedures.

Disclosure of information about the consideration of a matter under the Procedures

9.9 All allegations of breaches of this Code must be dealt with under and in accordance with the Procedures.

9.10 You must not allege breaches of this Code other than by way of a complaint made or initiated under the Procedures.

9.11 You must not make allegations about, or disclose information about, suspected breaches of this Code at Council, Committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.

9.12 You must not disclose information about a complaint you have made alleging a breach of this Code or any other matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.

9.13 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the *Public Interest Disclosures Act 1994*.

Complaints alleging a breach of this Part

9.14 Complaints alleging a breach of this Part by a Councillor or Administrator are to be managed by the Office. This clause does not prevent the Office from referring an alleged breach of this Part back to the Council for consideration in accordance with the Procedures.

[Model Code]

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Schedule 1:

Disclosures of Interests and other Matters in Written Returns Submitted Under Clause 4.9



Schedule 1 - Part 1: Preliminary

Definitions

1. For the purposes of the schedules to this Code, the following definitions apply:
2.

address means:

a) in relation to a person other than a corporation, the last residential or business address of the person known to the Councillor disclosing the address, or

b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or

c) in relation to any real property, the street address of the property.

de facto partner has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

disposition of property means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

a) the allotment of shares in a company
b) the creation of a trust in respect of property
c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property
d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property
e) the exercise by a person of a general power of appointment over property in favour of another person
f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

gift means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

interest means:

a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or

b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

listed company means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

occupation includes trade, profession and vocation.

professional or business association means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

property includes money.

return date means:

a) in the case of a return made under clause 4.18(a), the date on which a person became a Councillor

b) in the case of a return made under clause 4.18(b), 30 June of the year in which the return is made

c) in the case of a return made under clause 4.18(c), the date on which the Councillor became aware of the interest to be disclosed.

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relative includes any of the following:

a) a person's spouse or de facto partner

b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child

c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child

d) the spouse or de factor partner of a person referred to in paragraphs (b) and (c).

travel includes accommodation incidental to a journey.

Matters relating to the interests that must be included in returns

3. *Interests etc. outside New South Wales:* A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.

4. *References to interests in real property:* A reference in this schedule or in schedule 2 to real property in which a designated person has an interest includes a reference to any real property situated in Australia in which the designated person has an interest.

5. *Gifts, loans etc. from related corporations:* For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a designated person by two or more corporations that are related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.

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Schedule 1 - Part 2: Pecuniary interests to be disclosed in returns

Real property

6. A person making a return under clause 4.9 of this Code must disclose:
   a) the street address of each parcel of real property in which they had an interest on the return date, and
   b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
   c) the nature of the interest.

7. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
   a) as executor of the will, or Administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
   b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.

8. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor.

9. For the purposes of clause 5 of this schedule, "interest" includes an option to purchase.

Gifts

10. A person making a return under clause 4.9 of this Code must disclose:
    a) a description of each gift received in the period since 30 June of the previous financial year, and
    b) the name and address of the donor of each of the gifts.

11. A gift need not be included in a return if:
    a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
    b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
    c) the donor was a relative of the donee, or
    d) subject to paragraph (a), it was received prior to the person becoming a Councillor.

12. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

Contributions to travel

13. A person making a return under clause 4.9 of this Code must disclose:
    a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
    b) the dates on which the travel was undertaken, and
    c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.

14. A financial or other contribution to any travel need not be disclosed under this clause if it:
    a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
    b) was made by a relative of the traveller, or
    c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
    d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12- month period or less, or
    e) was a political donation disclosed, or required to be disclosed, under Part 3 of the Electoral Funding Act 2018, or
    f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
    g) subject to paragraph (d) it was received prior to the person becoming a Councillor.

15. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

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Interests and positions in corporations

16. A person making a return under clause 4.9 of this Code must disclose:
    a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
    b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
    c) the nature of the interest, or the position held, in each of the corporations, and
    d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.

17. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
    a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
    b) required to apply its profits or other income in promoting its objects, and
    c) prohibited from paying any dividend to its members.

18. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.

19. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor.

Interests as a property developer or a close associate of a property developer

20. A person making a return under clause 4.9 of this Code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.

21. For the purposes of clause 19 of this schedule:

    close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

    property developer has the same meaning as it has in Division 7 of Part 3 of the *Electoral Funding Act 2018*.

Positions in trade unions and professional or business associations

22. A person making a return under clause 4.9 of the Code must disclose:
    a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
    b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
    c) a description of the position held in each of the unions and associations.

23. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor.

Dispositions of real property

24. A person making a return under clause 4.9 of this Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.

25. A person making a return under clause 4.9 of this Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.

26. A disposition of real property need not be disclosed if it was made prior to a person becoming a Councillor.

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Sources of income

27. A person making a return under clause 4.9 of this Code must disclose:
    a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
    b) each source of income received by the person in the period since 30 June of the previous financial year.
28. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
    a) in relation to income from an occupation of the person:
        i a description of the occupation, and
        ii if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
        iii if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
    b) in relation to income from a trust, the name and address of the settlor and the trustee, or
    c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
29. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
30. The source of any income received by the person that they ceased to receive prior to becoming a Councillor need not be disclosed.
31. A fee paid to a Councillor or to the Lord Mayor or Deputy Lord Mayor under sections 248 or 249 of the LGA need not be disclosed.

Debts

32. A person making a return under clause 4.9 of this Code must disclose the name and address of each person to whom the person was liable to pay any debt:
    a) on the return date, and
    b) at any time in the period since 30 June of the previous financial year.
33. A liability to pay a debt must be disclosed by a person in a return made under clause 4.9 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
34. A liability to pay a debt need not be disclosed by a person in a return if:
    a) the amount to be paid did not exceed $500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
        i the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
        ii the amounts to be paid exceeded, in the aggregate, $500, or
    b) the person was liable to pay the debt to a relative, or
    c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
    d) in the case of a debt arising from the supply of goods or services:
        i the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
        ii the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
        iii subject to paragraph (a), the debt was discharged prior to the person becoming a Councillor.

Discretionary disclosures

A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

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Schedule 2:

Form of Written Return if Interests Submitted Under Clause 4.9



Schedule 2 – Form of written returns of interests submitted under clause 4.18

'Disclosures by Councillors and designated persons' return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).
2. If this is the first return you have been required to lodge with the General Manager after becoming a Councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a Councillor or designated person.
3. If you have previously lodged a return with the General Manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the General Manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a Councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the General Manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2018* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

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Disclosure of pecuniary interests and other matters by [*full name of councillor or designated person*]

as at [*return date*]

in respect of the period from [*date*] to [*date*]

[*Designated person's signature*]

[*date*]

This form must be completed in BLOCK letters or typed

A. Real Property	
Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest

B. Sources of income		
1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June		
Sources of income I received from an occupation at any time since 30 June		
Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June		
Sources of income I received from a trust since 30 June		
Name and address of settlor	Name and address of trustee	
3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June		
Sources of other income I received at any time since 30 June		
[*Include* description *sufficient to identify the person from whom, or the circumstances in which, that income was received*]		

C. Gifts	
Description of each gift I received at any time since 30 June	Name and address of donor

D. Contributions to travel		
Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

E. Interests and positions in corporations			
Name and address of each corporation in which I had an interest	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of

This form must be completed in BLOCK letters or typed

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or held a position at the return date/at any time since 30 June	corporation (except in case of listed company)

F. Were you a property developer or a close associate of a property developer on the return date?

(Y/N)

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

I. Dispositions of property

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

J. Discretionary disclosures

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Schedule 3:

Form of Special Disclosure of Pecuniary Interest Submitted Under Clause 4.25



Schedule 3 – Form of Special Disclosure of Pecuniary Interest Submitted Under Clause 4.25

1. This form must be completed using block letters or typed.
2. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

Important information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.36(c) of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a Councillor has in the Councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Model Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

"*Relative*" is defined by clause 4.4 of the Model Code of Conduct as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the Council or Council Committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

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Special disclosure of pecuniary interests by [*full name of Councillor*] in the matter of [*insert name of environmental planning instrument*]

which is to be considered at a meeting of the [*name of Council or Council Committee (as the case requires)*] to be held on the [date] day of [month] 20[year]

This form must be completed in BLOCK letters or typed

Pecuniary interest
Address of the affected principal place of residence of the Councillor or an associated person, company or body (the identified land) *[Address]*
Relationship of identified land to the Councillor [*Tick or cross one box.*] ☐ The Councillor has an interest in the land (e.g. is the owner or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise). ☐ An associated person of the Councillor has an interest in the land. ☐ An associated company or body of the Councillor has an interest in the land.
Matter giving rise to pecuniary interest[1]
Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land)[2] *[Tick or cross one box]* ☐ The identified land. ☐ Land that adjoins or is adjacent to or is in proximity to the identified land
Current zone/planning control *[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]*
Proposed change of zone/planning control *[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]*
Effect of proposed change of zone/planning control on Councillor or associated person [*Insert one of the following: "Appreciable financial gain" or "Appreciable financial loss"*]

[*If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.*]

Councillor's signature:

Date:

[This form is to be retained by the Council's General Manager and included in full in the minutes of the meeting]

[1] Clause 4.1 of the Model Code of Conduct provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Model Code of Conduct.

[2] A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a Councillor or a person, company or body referred to in clause 4.3 of the Model Code of Conduct has a proprietary interest.

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Attachment 1:

Summary of Councillor Request Process



Attachment 1 - Summary of Councillor Request Process

TYPE OF REQUEST	FORM OF REQUEST	PROCESS
Action (eg repairs to footpath, mowing of park)	Email to councillorrequests@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 Councillor	Email to councillorrequests@wollongong.nsw.gov.au	
Access to documents for a private purpose	Application under GIPA Act	Referral to Information Management for determination.
Access to Council Workplace, other than as defined in this Code	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 email to: councillorrequests@wollongong.nsw.gov.au	Registration and referral to the relevant Divisional Manager with copy to Director and General Manager. Divisional Manager to update register as to progress of Request.
Administrative or Technology Support	Phone call or email to Manager, Customer and Business Integrity or Governance and Risk Manager.	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.

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APPROVAL AND REVIEW	
Responsible Division	Customer + Business Integrity
Date/s adopted	XX August 2025
Date/s of previous adoptions	06/05/2024, 21/02/2022, 16/11/2020, 27/02/2019, 20/11/2017, 25/02/2013,01/02/2011, 23/07/2008, 16/10/2007, 28/02/2005, 28/06/2004
Date of next review	October 2028

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WOLLONGONG CITY COUNCIL

CODE OF CONDUCT

COUNCIL COMMITTEE MEMBERS, DELEGATES OF COUNCIL AND COUNCIL ADVISERS

Adopted XX August 2025

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wollongong
city of innovation

STATEMENT FROM THE GENERAL MANAGER



I am pleased to introduce to you the Wollongong City Council Code of Conduct. The Executive and Senior Leadership Team of Council are strongly committed to driving a high performing organisation underpinned by robust governance practices and ethics principles. The attitudes, values, beliefs, and behaviours of our leaders and staff must support good governance. Our staff values are included in this Code and demonstrate our collective commitment to achieving the very best outcomes for our community. We are continually focused on proactively driving the highest ethical standards in our conduct and interactions and have zero-tolerance for fraud and corruption in the delivery of all our policies, processes, and projects throughout all levels of our organisation.

Protecting the reputation of the Council is vital to ensure our credibility and maintain public trust in what we do. The Code of Conduct helps all of us comply with our professional obligations and maintain high standards of ethical conduct. Everyone working with Council should expect to be treated, and must treat others, with respect, dignity and fairness. The Code does not cover every issue that may arise but provides guidance around standards of behaviour. I expect all Council employees and delegates to make themselves aware of the Code and to implement and comply with its provisions and the core values on which it is based. You are required to act both within the letter and spirit of the Code.

Greg Doyle

General Manager

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Part 1: Introduction



Part 1 - Introduction

This Code of Conduct applies to Council Committee members and delegates of Council who are not Councillors or staff of the Council. It also applies to advisers of Council for the purposes of clause 4.12. It is based on the *Model Code of Conduct for Local Councils in NSW* ("the Model Code of Conduct") which is made under section 440 of the *Local Government Act 1993* ("LGA") and the *Local Government (General) Regulation 2021* ("the Regulation").

The Model Code of Conduct sets the minimum standards of conduct for Council officials. It is prescribed by regulation to assist Council officials to:

- understand and comply with the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in local government.

Section 440 of the LGA requires every Council (including County Councils) and Joint Organisation to adopt a Code of Conduct that incorporates the provisions of the Model Code of Conduct. A Council's or Joint Organisation's adopted Code of Conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not "Council officials" for the purposes of the Model Code of Conduct (e.g. volunteers, contractors and members of wholly advisory Committees).

A Council's or Joint Organisation's adopted Code of Conduct has no effect to the extent that it is inconsistent with the Model Code of Conduct. However, a Council's or Joint Organisation's adopted Code of Conduct may prescribe requirements that are more onerous than those prescribed in the Model Code of Conduct.

Councillors, Administrators, members of staff of Councils, delegates of Councils, (including members of Council Committees that are delegates of a Council) and any other person a Council's adopted Code of Conduct applies to, must comply with the applicable provisions of their Council's Code of Conduct. It is the personal responsibility of Council officials to comply with the standards in the Code and to regularly review their personal circumstances and conduct with this in mind.

Failure by a Council Committee member or delegate of the Council to comply with a Council's Code of Conduct may give rise to disciplinary action.

Note: References in this Code of Conduct to Councils are also to be taken as references to County Councils and Joint Organisations

Council Values

Wollongong City Council has defined organisational values to support our purpose of creating an Extraordinary Wollongong. These are :

Respect	inclusive and considerate
Sustainable	use our community's resources responsibly
Courage	challenge the norm to be better
Integrity	honest and reliable
One Team	together we deliver excellent service

Our values are not meant to be just words on a page. They are part of everything we do every day. Our values are evident in this document by graphics that represent each value appearing on the cover page and each chapter page in the Code of Conduct.

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Part 2: Definitions



Part 2 Definitions

In this Code the following terms have the following meanings:

Administrator Committee	an Administrator of a council appointed under the LGA other than an Administrator appointed under section 66 Committee
Committee	see the definition of "Council Committee"
complaint	a Code of Conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
conduct	includes acts and omissions
Council	Wollongong City Council
Council Committee	a Committee established by Council comprising of Councillors, staff or other persons that Council has delegated functions to and Council's Audit, Risk and Improvement Committee.
Council Committee member	a person other than a Councillor or member of staff of a Council who is a member of a Council Committee other than a wholly advisory Committee, and a person other than a Councillor who is a member of the Council's Audit, Risk and Improvement Committee.
Council official	includes Councillors, members of staff of Council, Administrators, Council Committee members, delegates of Council and, for the purposes of clause 4.16 of the Model Code of Conduct, Council advisers
Councillor	any person elected or appointed to civic office, including the Lord Mayor and includes members and chairpersons of County Councils and voting representatives of the boards of Joint Organisations and chairpersons of Joint Organisations
delegate of Council	a person (other than a Councillor or member of staff of Council) or body, and the individual members of that body, to whom a function of Council is delegated. For the purposes of this Code of Conduct, it is taken to include volunteers.
designated person	a person referred to in clause 4.8
election campaign	includes Council, state and federal election campaigns
General Manager	includes the executive officer of a Joint Organisation
Joint Organisation	a Joint Organisation established under section 400O of the LGA
LGA	the *Local Government Act 1993*
mayor	includes the chairperson of a County Council or a Joint Organisation
members of staff of a council	includes members of staff of County Councils and Joint Organisations
the Office	Office of Local Government
personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
the Procedures	the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW prescribed under the Regulation
the Regulation	the *Local Government (General) Regulation 2021*
wholly advisory Committee	a Council Committee that the Council has not delegated any functions to

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Part 3: General Conduct Obligations



Part 3 – General Conduct Obligations

General conduct

3.1 You must not conduct yourself in a manner that:

a) is likely to bring the Council or other Council

b) officials into disrepute

c) is contrary to statutory requirements or the Council's administrative requirements or policies

d) is improper or unethical

e) is an abuse of power

f) causes, comprises or involves intimidation or verbal abuse

g) involves the misuse of your position to obtain a private benefit

h) constitutes harassment or bullying behaviour under this Code or is unlawfully discriminatory.

3.2 You must act lawfully and honestly and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act. (section 439).

Fairness and equity

3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.

3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.

3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

Harassment and discrimination

3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.

3.7 For the purposes of this Code, "harassment" is any form of behaviour towards a person that:

a) is not wanted by the person

b) offends, humiliates or intimidates the person, and

c) creates a hostile environment.

3.8 All Council officials, including Councillors, that become aware of harassment or discrimination of another Council official are required to immediately report details to their supervisor, manager, Manager People and Culture, Public Officer, Professional Conduct Coordinator or the General Manager.

Sexual Harassment

3.9 You must not sexually harass others, or support others who sexually harass others.

3.10 For the purposes of this Code, "sexual harassment" is any form of sexual behaviour towards a person that is unwanted or unwelcome and where a reasonable person would have anticipated the possibility that the person harassed would feel offended, humiliated, or intimidated. Sexual harassment is unlawful under the Sex Discrimination Act and some types of sexual harassment may also be criminal offences.

3.11 Sexual harassment may involve, but is not limited to, any of the following types of behaviour:

a) staring, leering or unwelcome touching

b) suggestive comments or jokes

c) unwanted invitations to go out on dates or requests for sex

d) intrusive questions about a person's private life or body

e) unnecessary familiarity, such as deliberately brushing up against a person

f) emailing pornography or rude jokes

g) displaying images of a sexual nature around the workplace

h) communicating content of a sexual nature through social media or text messages

i) behaviour which would also be an offence under the criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications

3.12 dating, relationships or sexual conduct between employees, even if it is consensual, must not create an unpleasant and sexualised workplace for others

3.13 All Council officials, including Councillors, that become aware of the sexual

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harassment of another Council official are required to immediately report details to their manager, Manager People and Culture, Public Officer, Professional Conduct Coordinator or the General Manager.

(Council protocol)

Bullying

3.14 You must not engage in bullying behaviour towards others, or support others who engage in bullying behaviour towards others.

3.15 For the purposes of this Code, "bullying behaviour" is any behaviour in which:

a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons, and

[Council Protocol]

b) the behaviour creates a risk to health and safety.

3.16 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:

a) aggressive, threatening or intimidating conduct

b) belittling or humiliating comments

c) spreading malicious rumours

d) teasing, practical jokes or 'initiation ceremonies'

e) exclusion from work-related events

f) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level

g) displaying offensive material

h) pressure to behave in an inappropriate manner.

3.17 All Council officials, including Councillors, that become aware of bullying of another Council official are required to immediately report details to their supervisor, manager, Manager People and Culture, Public Officer, Professional Conduct Coordinator or the General Manager.

[Council Protocol]

Reasonable Management Action

3.18 Reasonable management action carried out in a reasonable manner does not constitute bullying, harassment or discrimination behaviours for the purposes of this Code. Examples of reasonable management action may include, but are not limited to:

a) performance management processes

b) disciplinary action for misconduct

c) informing a worker about unsatisfactory work performance or inappropriate work behaviour

d) directing a worker to perform duties in keeping with their job

e) maintaining reasonable workplace goals and standards

f) legitimately exercising a regulatory function

g) legitimately implementing a Council policy or administrative processes.

Work health and safety

3.19 All Council officials, including Councillors and Administrators, owe statutory duties under the Work Health and Safety Act 2011 (WHS Act). You must comply with your duties under the WHS Act and your responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety. Specifically, you must:

a) take reasonable care for your own health and safety

b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons

c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WHS Act, and any policies or procedures adopted by the Council to ensure workplace health and safety

d) cooperate with any reasonable policy or procedure of the Council relating to workplace health or safety that has been notified to Council staff

e) report accidents, incidents, near misses, to the General Manager or such other staff

f) member nominated by the General Manager, and take part in any incident investigations

g) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WHS Act in relation to the same matter.

Land use planning, development assessment and other regulatory functions

3.20 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.

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3.21 you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

Obligations in relation to meetings

3.22 You must comply with rulings by the Chair at Council and Committee meetings or other proceedings of the Council unless a motion dissenting from the ruling is passed.

3.23 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other Council officials or any members of the public present during Council or Committee meetings or other proceedings of the Council (such as, but not limited to, workshops and briefing sessions).

3.24 You must not engage in conduct that disrupts Council or Committee meetings or other proceedings of the Council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.

[Model Code]

Child protection

3.25 All Council officials, including Councillors, are required to support and promote the safety, wellbeing and empowerment of children under the age of 18. Specifically, you must:

a) take all reasonable steps to protect children from harm

b) listen and respond to the views and concerns

c) of children, particularly if they have stated that they or another child have been harmed in any way and/or are worried about their safety or the safety of another child

d) promote the cultural safety, participation and empowerment of Aboriginal children, and children with a disability, and with culturally or linguistically diverse backgrounds

e) model appropriate adult behaviour in an open and transparent way

3.26 All Council officials, including Councillors, are required to immediately report any allegations of child abuse to Council's identified Child Protection Officer. In addition, you must:

a) Report information to the Police if you know, believe or have been informed by a child, family member or community member that a child has been abused, even if it involves another employee Council official.

b) report any breach of the Child Protection standards in this Code of Conduct Council's identified Child Protection Officer.

c) understand and comply with all reporting and/or disclosure obligations, including mandatory reporting and reportable conduct

[Council protocol]

d) respect the privacy of parents and children by not disclosing personal information

e) where child abuse is suspected, ensure that children are safe and protected from harm as quickly as possible

f) encourage children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them

3.27 You must not:

a) develop any 'special' relationships with children that may be seen as favouritism or inappropriate, including through the provision of gifts, showing inappropriate attention or exhibiting improper behaviour

b) exhibit behaviours or engage in activities with children that may be construed as unnecessarily physical contact

c) put children at risk of harm

d) do things of a personal nature that a child can do for themselves such as toileting or changing clothes

e) engage in open discussions of a mature or adult nature, or use inappropriate language in the presence of children

f) express personal views on cultures, race or sexuality in the presence of children

g) discriminate against any child, including on the basis of age, gender, sexuality, race, cultural background or disability

h) ignore or disregard any concerns, suspicions or disclosures of child being harmed in any way

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Part 4: Pecuniary Interests



Part 4 – Pecuniary Interests

What is a pecuniary interest?

4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.

4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.

4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:

a) your interest, or

b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or

c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.

4.4 For the purposes of clause 4.3:

a) Your "relative" is any of the following:

i your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child

ii your spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child

iii the spouse or de facto partner of a person referred to in paragraphs (i) and (ii).

b) "de facto partner" has the same meaning as defined in section 21C of the Interpretation Act 1987.

4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):

c) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or

d) just because the person is a member of, or is employed by, a Council or a statutory body, or is employed by the Crown, or

e) just because the person is a member of, or a delegate of a Council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

What interests do not have to be disclosed?

4.6 You do not have to disclose the following interests for the purposes of this Part:

a) your interest as an elector

b) your interest as a ratepayer or person liable to pay a charge

c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this Code

d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the Council in the same manner and subject to the same conditions as apply to persons who are not subject to this Code

e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)

f) if you are a Council Committee member, an interest you have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if you have been appointed to represent the organisation or group on the Council Committee

g) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company

h) an interest you have arising from the proposed making by the Council of an agreement between the Council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not

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a member of the Committee) of the association, or is a partner of the partnership

i) an interest you have arising from the making by the Council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the Council in respect of similar matters with other residents of the area:

i the performance by the Council at the expense of your relative of any work or service in connection with roads or sanitation

ii security for damage to footpaths or roads

iii any other service to be rendered, or act to be done, by the Council by or under any Act conferring functions on the Council, or by or under any contract

j) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person

k) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a Council Committee member

4.7 For the purposes of clause 4.6, "relative" has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

What disclosures must be made by a designated person?

4.8 Designated persons include:

a) a person who is a delegate of the Council and who holds a position identified by the Council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a delegate and the person's private interest

b) a person (other than a member of the senior staff of the Council) who is a member of a Committee of the Council identified by the Council as a Committee whose members are designated persons because the functions of the Committee involve the exercise of the Council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the Committee and the member's private interest.

4.9 A designated person:

a) must prepare and submit written returns of interests in accordance with clause 4.16, and

b) must disclose pecuniary interests in accordance with clause 4.10.

4.10 A designated person must disclose in writing to the General Manager the nature of any pecuniary interest the person has in any Council matter with which the person is dealing as soon as practicable after becoming aware of the interest.

4.11 The General Manager must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by Council advisers?

4.12 A person who, at the request or with the consent of the Council or a Council Committee, gives advice on any matter at any meeting of the Council or Committee, must disclose the nature of any pecuniary interest the person has in

the matter to the meeting at the time the advice is given. The person is not required to disclose the person's interest as an adviser.

4.13 A person does not breach clause 4.12 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

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What disclosures must be made by a Council Committee member?

4.14 A Council Committee member must disclose pecuniary interests in accordance with clause 4.23 and comply with clause 4.24.

4.15 Note: A Council Committee member identified by Council as a "designated person" for the purposes of clause 4.8(b) must also prepare and submit written returns of interests in accordance with clause 4.16.

Disclosure of interests in written returns

4.16 A designated person must make and lodge with the General Manager a return in the form set out in Schedule 2 to this Code, disclosing the designated person's interests as specified in schedule 1 to this Code within 3 months after:

a) becoming a designated person, and

b) 30 June of each year, and

c) the designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

4.17 A person need not make and lodge a return under clause 4.16, paragraphs (a) and (b) if:

a) they made and lodged a return under that clause in the preceding 3 months, or

b) they have ceased to be a designated person in the preceding 3 months.

4.18 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.

4.19 The General Manager must keep a register of returns required to be made and lodged with the General Manager.

4.20 Returns required to be lodged with the General Manager under clause 4.16(a) and (b) or a register of such returns, must be tabled at the first meeting of the Council after the last day the return is required to be lodged.

4.21 Returns required to be lodged with the General Manager under clause 4.16(c), or a register of such returns, must be tabled at the next Council meeting after the return is lodged.

4.22 Information contained in returns made and lodged under clause 4.16 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2018* and any guidelines issued by the Information Commissioner.

Disclosure of pecuniary interests at meetings

4.23 A Council Committee member who has a pecuniary interest in any matter with which the Council is concerned, and who is present at a meeting of the Committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.

4.24 The Council Committee member must not be present at, or in sight of, the meeting of the Committee:

a) at any time during which the matter is being considered or discussed by the Committee, or

b) at any time during which the Committee is voting on any question in relation to the matter.

4.25 A disclosure made at a meeting of a Council Committee must be recorded in the minutes of the meeting.

4.26 A general notice may be given to the General Manager in writing by a Council Committee member to the effect that the Council Committee member, or the Council Committee member's spouse, de facto partner or relative, is:

a) a member of, or in the employment of, a specified company or other body, or

b) a partner of, or in the employment of, a specified person.

c) Such a notice is, unless and until the notice is withdrawn or until the end of the term of the Council in which it is given (whichever is the sooner), sufficient disclosure of the Council Committee member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the Council Committee after the date of the notice.

4.27 A Council Committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the Council Committee member has an interest in the matter of a kind referred to in clause 4.6.

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4.29 A person does not breach clauses 4.22 or 4.23 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

4.30 The Minister for Local Government may, conditionally or unconditionally, allow a Council Committee member who has a pecuniary interest in a matter with which the Council is concerned to be present at a meeting of the Committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion that it is in the interests of the electors for the area to do so.

4.31 A Council Committee member with a pecuniary interest in a matter who is permitted to be present at a meeting of the Committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.28, must still disclose the interest they have in the matter in accordance with clause 4.22.

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Part 5: Non-Pecuniary Conflicts of Interests



Part 5 – Non-pecuniary interests

What is a non-pecuniary conflict of interest?

5.1 Non-pecuniary interests are private or personal interests a Council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this Code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.

5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.

5.3 The personal or political views of a Council official do not constitute a private interest for the purposes of clause 5.2.

5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of Council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this Code.

5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

Managing non-pecuniary conflicts of interest

5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter.

5.7 If a disclosure is made at a Committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure

constitutes disclosure in writing for the purposes of clause 5.6.

5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.

5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:

a) a relationship between a Council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the Council official's extended family that the Council official has a close personal relationship with, or another person living in the same household

b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.

c) an affiliation between the Council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a Council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.

d) membership, as the Council's representative, of the board or management Committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the Council and the organisation are potentially in conflict in relation to the particular matter

e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1

f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.

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5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:

a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non- pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or

b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a Committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.22 and 4.23.

5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non- pecuniary conflict of interest is not significant and does not require further action in the circumstances.

5.12 Council Committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the Council Committee.

Loss of quorum as a result of compliance with this Part

5.13 The Minister for Local Government may, conditionally or unconditionally, allow a Council Committee member who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the Committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion that it is in the interests of the electors for the area to do so.

5.14 Where the Minister exempts a Committee member from complying with a requirement under this Part under clause 5.13, the Committee member must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

Personal dealings with Council

5.15 You may have reason to deal with your Council in your personal capacity (for example, as a ratepayer, recipient of a Council service or applicant for a development consent granted by Council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.

5.16 You must undertake any personal dealings you have with the Council in a manner that is consistent with the way other members of the community deal with the Council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this Code.

[Model Code]

Former Council officials

5.17 You must not use your position to obtain opportunities for future employment.

5.18 You must be careful in your dealings with former Council officials and ensure that you do not give or appear to give favourable treatment or access to otherwise confidential information to former Council officials.

[Council protocol]

Sponsorship

5.19 Council actively seeks financial or in- kind sponsorship from a variety of sources to support specific events, promotions, services or other activities of Council. It is essential that sponsorships do not limit Council's ability to carry out its functions fully and impartially. All sponsorship arrangements must comply with Council's *Sponsorship of Council Activities from External Sources* policy.

[Council protocol]

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Part 6: Personal Benefit



Part 6 – Personal benefit

6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a Council official or someone personally associated with them for their personal use and enjoyment.

6.2 A reference to a gift or benefit in this Part does not include:

a) items with a value of $10 or less

b) a political donation for the purposes of the Electoral Funding Act 2018

c) a gift provided to the Council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual Council official or someone personally associated with them

d) attendance by a Council official at a work-related event or function for the purposes of performing their official duties, or

e) free or subsidised meals, beverages or refreshments provided to Council officials in conjunction with the performance of their official duties such as, but not limited to:

i the discussion of official business
ii work-related events such as Council- sponsored or community events, training, education sessions or workshops
iii conferences
iv Council functions or events
v social functions organised by groups, such as Council Committees and community organisations.

Gifts and benefits

6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the Council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.

6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

[Model Code]

6.5 The offer of a gift or benefit of any value from a person in circumstances where the person is seeking the exercise of your decision- making discretion or where the person has sought the exercise of your decision-making discretion in the previous 12 months must be refused.

[Council protocol]

How are offers of gifts and benefits to be dealt with?

6.6 You must not:

a) seek or accept a bribe or other improper inducement

b) seek gifts or benefits of any kind

c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty

d) subject to clause 6.8, accept any gift or benefit of more than token value as defined by clause 6.10

e) accept an offer of cash or a cash-like gift as defined by clause 6.14, regardless of the amount

f) participate in competitions for prizes where eligibility is based on the Council being in or entering into a customer– supplier relationship with the competition organiser

g) personally benefit from reward points programs when purchasing on behalf of the Council. This includes frequent flyer programs when Council has met the cost of travel.

6.7 Where you receive an offer of a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to the General Manager in writing. The General Manager must ensure that, at a minimum, the following details are recorded in the Council's gift register:

a) the nature of the gift or benefit

b) the estimated monetary value of the gift or benefit

c) the name of the person who provided the gift or benefit and the name of the organisation they represent where not received from an individual

d) the date on which the gift or benefit was received.

e) whether the gift or benefit was accepted or refused.

6.8 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the Council, unless the nature of the gift or benefit makes this impractical.

[Model Code]

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Gifts and benefits of token value

6.9 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of $50. They include, but are not limited to:

a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed $50

b) gifts of alcohol that do not exceed a value of $50

c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like

d) prizes or awards that do not exceed $50 in value.

Gifts and benefits of more than token value

6.10 Gifts or benefits that exceed $50 in value are gifts or benefits of more than token value for the purposes of clause 6.6(d) and, subject to clause 6.8, must not be accepted.

6.11 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting Codes) with a ticket value that exceeds $50, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.

6.12 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed $50 in value.

6.13 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

"Cash-like gifts"

6.14 For the purposes of clause 6.6(e), "cash-like gifts" include but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

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Part 7: Access to Information & Council Resources



Part 7 – Access to Council information and resources

Improper and undue influence

7.1 You must not use your position to influence other Council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else.

7.2 You must not take advantage (or seek to take advantage) of your status or position with Council, or of functions you perform for Council, in order to obtain a private benefit for yourself or for any other person or body.

[Model Code]

Use of certain Council information

7.3 In regard to information obtained in your capacity as a Council official, you must:

a) only access Council information needed for Council business

b) not use that Council information for private purposes

c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your position with Council

d) only release Council information in accordance with established Council policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

7.4 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.

7.5 In addition to your general obligations relating to the use of Council information, you must:

a) only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions

b) protect confidential information

c) only release confidential information if you have authority to do so

d) only use confidential information for the purpose for which it is intended to be used

e) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person

f) not use confidential information with the intention to cause harm or detriment to the Council or any other person or body

g) not disclose any confidential information discussed during a confidential session of a Council or Committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

Personal information

7.6 When dealing with personal information you must comply with:

a) the *Privacy and Personal Information Protection Act 1998*

b) the *Health Records and Information Privacy Act 2002*

c) the Information Protection Principles and Health Privacy Principles

d) the Council's privacy management plan

e) the Privacy Code of Practice for Local Government

Use of Council resources

7.7 You must use Council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes unless this use is lawfully authorised and proper payment is made where appropriate.

7.8 You must be scrupulous in your use of Council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.

7.9 You must avoid any action or situation that could create the appearance that Council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.

7.10 You must not use Council resources (including Council staff), property or facilities for the purpose of assisting the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.

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7.11 You must not use the Council letterhead, Council crests, Council email or social media or other information that could give the appearance it is official Council material:

a) for the purpose of assisting your election campaign or the election campaign of others, or

b) for other non-official purposes.

7.12 You must not convert any property of the Council to your own use unless properly authorised.

Internet access

7.13 You must not use Council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the Council's reputation.

[Model Code]

7.14 When using social media, you must comply with the general conduct provisions of this Code.

[Council protocol]

Information Technology

7.15 You must comply with Council's information security requirements as set out in the ICT Security, Technology Acceptable Use and Corporate Records Management policies in relation to the use of information technology systems.

[Council protocol]

Council record keeping

7.16 You must comply with the requirements of the State Records Act 1998 and the Council's records management policy.

7.17 All information created, sent and received in your official capacity is a Council record and must be managed in accordance with the requirements of the State Records Act 1998 and the Council's approved records management policies and practices.

7.18 All information stored in either soft or hard copy on Council supplied resources (including technology devices and email accounts) is deemed to be related to the business of the Council and will be treated as Council records, regardless of whether the original intention was to create the information for personal purposes.

7.19 You must not destroy, alter, or dispose of Council information or records, unless authorised to do so. If you need to alter or dispose of Council information or records, you must do so in consultation with the Council's records manager and comply with the requirements of the *State Records Act 1998.*

[Model Code]

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Part 8: Maintaining the Integrity of this Code



Part 8 – Maintaining the integrity of this Code

Complaints made for an improper purpose

8.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this Code for an improper purpose.

8.2 For the purposes of clause 8.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:

a) to bully, intimidate or harass another Council official

b) to damage another Council official's reputation

c) to obtain a political advantage

d) to influence a Council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions

e) to influence the Council in the exercise of its functions or to prevent or disrupt the exercise of those functions

f) to avoid disciplinary action under the Procedures

g) to take reprisal action against a person for making a complaint alleging a breach of this Code

h) to take reprisal action against a person for exercising a function prescribed under the Procedures

i) to prevent or disrupt the effective administration of this Code under the Procedures.

Detrimental action

8.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this Code.

8.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.

8.5 For the purposes of clauses 8.3 and 8.4, a detrimental action is an action causing, comprising or involving any of the following:

a) injury, damage or loss

b) intimidation or harassment

c) discrimination, disadvantage or adverse treatment in relation to employment

d) dismissal from, or prejudice in, employment

e) disciplinary proceedings.

Compliance with requirements under the Procedures

8.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.

8.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.

8.8 You must comply with a practice ruling made by the Office under the Procedures.

Disclosure of information about the consideration of a matter under the Procedures

8.9 All allegations of breaches of this Code must be dealt with under and in accordance with the Procedures.

8.10 You must not allege breaches of this Code other than by way of a complaint made or initiated under the Procedures.

8.11 You must not make allegations about, or disclose information about, suspected breaches of this Code at Council, Committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.

8.12 You must not disclose information about a complaint you have made alleging a breach of this Code or a matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.

8.13 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the Public Interest Disclosures Act 1994.

Complaints alleging a breach of this Part

8.14 Complaints alleging a breach of this Part by a Council Committee member or delegate of Council are to be managed by the General Manager in accordance with the Procedures.

[Model Code]

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Schedule 1:

Disclosures of Interests and other Matters in Written Returns Submitted Under Clause 4.16



Schedule 1, Part 1: Preliminary

Definitions

1. For the purposes of the schedules to this Code, the following definitions apply:

address means:

a) in relation to a person other than a corporation, the last residential or business address of the person known to the Councillor disclosing the address, or

b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or

c) in relation to any real property, the street address of the property.

de facto partner has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

disposition of property means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

a) the allotment of shares in a company

b) the creation of a trust in respect of property

c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property

d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property

e) the exercise by a person of a general power of appointment over property in favour of another person

f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

gift means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

interest means:

a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or

b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

listed company means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

occupation includes trade, profession and vocation.

professional or business association means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

property includes money.

return date means:

a) in the case of a return made under clause 4.18(a), the date on which a person became a Councillor

b) in the case of a return made under clause 4.18(b), 30 June of the year in which the return is made

c) in the case of a return made under clause 4.18(c), the date on which the Councillor became aware of the interest to be disclosed.

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relative includes any of the following:

a) a person's spouse or de facto partner

b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child

c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child

d) the spouse or de factor partner of a person referred to in paragraphs (b) and (c).

travel includes accommodation incidental to a journey.

Matters relating to the interests that must be included in returns

2. *Interests etc. outside New South Wales:* A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.

3. *References to interests in real property:* A reference in this schedule or in schedule 2 to real property in which a designated person has an interest includes a reference to any real property situated in Australia in which the designated person has an interest.

4. *Gifts, loans etc. from related corporations:* For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a designated person by two or more corporations that are related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.

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Schedule 1 – Part 2: Pecuniary interests to be disclosed in returns

Real property

5. A person making a return under clause 4.15 of this Code must disclose:
   a) the street address of each parcel of real property in which they had an interest on the return date, and
   b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
   c) the nature of the interest.
6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
   a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
   b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
7. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a designated person.
8. For the purposes of clause 5 of this schedule, "interest" includes an option to purchase.

Gifts

9. A person making a return under clause 4.15 of this Code must disclose:
   a) a description of each gift received in the period since 30 June of the previous financial year, and
   b) the name and address of the donor of each of the gifts.
10. A gift need not be included in a return if:
   a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
   b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Electoral Funding Act 2018, or
   c) the donor was a relative of the donee, or
   d) subject to paragraph (a), it was received prior to the person becoming a designated person.
11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

Contributions to travel

12. A person making a return under clause 4.15 of this Code must disclose:
   a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
   b) the dates on which the travel was undertaken, and
   c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.
13. A financial or other contribution to any travel need not be disclosed under this clause if it:
   a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
   b) was made by a relative of the traveller, or
   c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
   d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12- month period or less, or
   e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
   f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
   g) subject to paragraph (d) it was received prior to the person becoming a designated person.

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14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

Interests and positions in corporations

15. A person making a return under clause 4.15 of this Code must disclose:
    a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
    b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
    c) the nature of the interest, or the position held, in each of the corporations, and
    d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.
16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
    a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
    b) required to apply its profits or other income in promoting its objects, and
    c) prohibited from paying any dividend to its members.
17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a designated person.

Interests as a property developer or a close associate of a property developer

19. A person making a return under clause 4.15 of this Code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.
20. For the purposes of clause 19 of this schedule:

    close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

    property developer has the same meaning as it has in Division 7 of Part 3 of the *Electoral Funding Act 2018*.

Positions in trade unions and professional or business associations

21. A person making a return under clause 4.15 of the Code must disclose:
    a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
    b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
    c) a description of the position held in each of the unions and associations.
22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a designated person.

Dispositions of real property

23. A person making a return under clause 4.15 of this Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re- acquire the property.
24. A person making a return under clause 4.15 of this Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
25. A disposition of real property need not be disclosed if it was made prior to a person becoming a designated person.

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Sources of income

26. A person making a return under clause 4.15 of this Code must disclose:
    a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
    b) each source of income received by the person in the period since 30 June of the previous financial year.
27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
    a) in relation to income from an occupation of the person:
        i. a description of the occupation, and
        ii. if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
        iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
    b) in relation to income from a trust, the name and address of the settlor and the trustee, or
    c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
29. The source of any income received by the person that they ceased to receive prior to becoming a designated person need not be disclosed.
30. A fee paid to a Councillor or to the Lord Mayor or Deputy Lord Mayor under sections 248 or 249 of the LGA need not be disclosed.

Debts

31. A person making a return under clause 4.15 of this Code must disclose the name and address of each person to whom the person was liable to pay any debt:
    a) on the return date, and
    b) at any time in the period since 30 June of the previous financial year.
32. A liability to pay a debt must be disclosed by a person in a return made under clause 4.15 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
33. A liability to pay a debt need not be disclosed by a person in a return if:
    a) the amount to be paid did not exceed $500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
        i. the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
        ii. the amounts to be paid exceeded, in the aggregate, $500, or
    b) the person was liable to pay the debt to a relative, or
    c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
    d) in the case of a debt arising from the supply of goods or services:
        i. the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
        ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
    e) subject to paragraph (a), the debt was discharged prior to the person becoming a designated person.

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Schedule 2:

Form of Written Return if Interests Submitted Under Clause 4.16



Schedule 2 – Form of written return if interests submitted under clause 4.16

Disclosures by Councillors or designated persons' return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).

2. If this is the first return you have been required to lodge with the General Manager after becoming a Councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a Councillor or designated person.

3. If you have previously lodged a return with the General Manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the General Manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a Councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.

4. If you have previously lodged a return with the General Manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.

5. This form must be completed using block letters or typed.

6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest

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Disclosure of pecuniary interests and other matters by [*full name of Councillor or designated person*] as at [*return date*]

in respect of the period from [*date*] to [*date*]

[*Designated person's signature*]

[*Date*]

A. Real Property	
Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest

B. Sources of income		
1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June		
Sources of income I received from an occupation at any time since 30 June:		
Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June		
Sources of income I received from a trust since 30 June		
Name and address of settlor	Name and address of trustee	
3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June		
Sources of other income I received at any time since 30 June		
[*Include* description *sufficient to identify the person from whom, or the circumstances in which, that income was received*]		

C. Gifts	
Description of each gift I received at any time since 30 June	Name and address of donor

D. Contributions to travel		
Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

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E. Interests and positions in corporations			
Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

G. Positions in trade unions and professional or business associations	
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position

H. Debts
Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

I. Dispositions of property
1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

J. Discretionary disclosures

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APPROVAL AND REVIEW	
Responsible Division	Customer + Business Integrity
Date/s adopted	XX August 2025
Date/s of previous adoptions	06/05/2024, 21/02/2022, 16/11/2020, 27/02/2019, 20/11/2017, 25/02/2013, 01/02/2011, 23/07/2008, 16/10/2007,
Date of next review	October 2028

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WOLLONGONG CITY COUNCIL

PROCEDURES FOR THE ADMINISTRATION OF THE CODE OF CONDUCT

ADOPTED XX August 2025

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wollongong
city of innovation

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Part 1: Introduction



These procedures ("the Model Code Procedures") are prescribed for the administration of the Model Code of Conduct for Local Councils in NSW ("the Model Code of Conduct").

The Model Code of Conduct is made under section 440 of the *Local Government Act 1993* ("the LGA") and the *Local Government (General) Regulation 2005* ("the Regulation"). Section 440 of the LGA requires every Council (including County Councils) and Joint Organisation to adopt a Code of Conduct that incorporates the provisions of the Model Code of Conduct.

The Model Code Procedures are made under section 440AA of the LGA and the Regulation. Section 440AA of the LGA requires every Council (including County Councils) and Joint Organisation to adopt procedures for the administration of their Code of Conduct that incorporate the provisions of the Model Code Procedures.

In adopting procedures for the administration of their adopted Codes of Conduct, Councils and Joint Organisations may supplement the Model Code Procedures. However, provisions that are not consistent with those prescribed under the Model Code Procedures will have no effect.

Note: Parts 6, 7, 8 and 11 of these procedures apply only to the management of Code of Conduct complaints about Councillors (including the Lord Mayor) or the General Manager.

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Part 2: Definitions



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In this Procedure the following terms have the following meanings:

Code of Conduct	a Code of Conduct adopted under section 440 of the LGA
Code of Conduct complaint	a complaint that is a Code of Conduct complaint for the purposes of clauses 4.1 and 4.2 of these procedures
complainant	a person who makes a Code of Conduct complaint
complainant Councillor	a Councillor who makes a Code of Conduct complaint
complaints coordinator	a person appointed by the General Manager under these procedures as a complaints coordinator
conduct reviewer	a person appointed under these procedures to review allegations of breaches of the Code of Conduct by Councillors or the General Manager
Council Committee	a Committee established by a Council comprising of Councillors, staff or other persons that the Council has delegated functions to and the Council's Audit, Risk and Improvement Committee
Council Committee member	a person other than a Councillor or member of staff of a Council who is a member of a Council Committee other than a wholly advisory Committee, and a person other than a Councillor who is a member of the Council's Audit, Risk and Improvement Committee
Councillor	any person elected or appointed to civic office, including the Lord Mayor, and includes members and chairpersons of county Councils and voting representatives of the boards of joint organisations and chairpersons of Joint Organisations
Council official	any Councillor, member of staff of Council, administrator, Council Committee member, delegate of Council and, for the purposes of clause 4.16 of the Model Code of Conduct, Council adviser
delegate of Council	a person (other than a Councillor or member of staff of a Council) or body, and the individual members of that body, to whom a function of the Council is delegated
external agency	a state government agency such as, but not limited to, the Office, the ICAC, the NSW Ombudsman or the police
ICAC	the Independent Commission Against Corruption
LGA	the *Local Government Act 1993*
the Office	the Office of Local Government
investigator	a conduct reviewer

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Part 3: Administrative Framework



The establishment of a panel of conduct reviewers

3.1 The Council must establish a panel of conduct reviewers.

3.2 The Council may enter into an arrangement with one or more other Councils to share a panel of conduct reviewers including through a joint organisation or another regional body associated with the Councils.

3.3 The panel of conduct reviewers is to be established following a public expression of interest process.

3.4 An expression of interest for members of the Council's panel of conduct reviewers must, at a minimum, be advertised locally and in the Sydney metropolitan area.

3.5 To be eligible to be a conduct reviewer, a person must, at a minimum, meet the following requirements:

- a an understanding of local government, and
- b knowledge of investigative processes including but not limited to procedural fairness requirements and the requirements of the Public Interest Disclosures Act 1994, and
- c knowledge and experience of one or more of the following:
  - i investigations
  - ii law
  - iii public administration
  - iv public sector ethics
  - v alternative dispute resolution, and
- d meet the eligibility requirements for membership of a panel of conduct reviewers under clause 3.6.

3.6 A person is not eligible to be a conduct reviewer if they are:

- a a Councillor, or
- b a nominee for election as a Councillor, or
- c an administrator, or
- d an employee of a Council, or
- e a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
- f a nominee for election as a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
- g a person who has a conviction for an indictable offence that is not an expired conviction.

3.7 A person is not precluded from being a member of the Council's panel of conduct reviewers if they are a member of another Council's panel of conduct reviewers.

3.8 An incorporated or other entity may be appointed to a Council's panel of conduct reviewers where the Council is satisfied that all the persons who will be undertaking the functions of a conduct reviewer on behalf of the entity meet the selection and eligibility criteria prescribed under this Part.

3.9 A panel of conduct reviewers established under this Part is to have a term of up to four years.

3.10 The Council may terminate the panel of conduct reviewers at any time. Where a panel of conduct reviewers has been terminated, conduct reviewers who were members of the panel may continue to deal with any matter referred to them under these procedures prior to the termination of the panel until they have finalised their consideration of the matter.

3.11 When the term of the panel of conduct reviewers concludes or is terminated, the Council must establish a new panel of conduct reviewers in accordance with the requirements of this Part.

3.12 A person who was a member of a previous panel of conduct reviewers established by the Council may be a member of subsequent panels of conduct reviewers established by the Council if they continue to meet the selection and eligibility criteria for membership of the panel.

The appointment of an internal ombudsman to a panel of conduct reviewers

3.13 Despite clause 3.6(d), an employee of a Council who is the nominated internal ombudsman of one or more Councils may be appointed to a Council's panel of conduct reviewers with the Office's consent.

3.14 To be appointed to a Council's panel of conduct reviewers, an internal ombudsman must meet the qualification requirements for conduct reviewers prescribed under clause 3.5 as modified by the operation of clause 3.13.

3.15 An internal ombudsman appointed to a Council's panel of conduct reviewers may also exercise the functions of the Council's complaints coordinator. For the purposes of clause 6.1, an internal ombudsman who is a Council's complaints coordinator and has been appointed to the Council's panel of

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conduct reviewers, may either undertake a preliminary assessment and investigation of a matter referred to them under clauses 5.26 or 5.33 or refer the matter to another conduct reviewer in accordance with clause 6.2.

3.16 Clause 6.4(c) does not apply to an internal ombudsman appointed to a Council's panel of conduct reviewers.

The appointment of complaints coordinators

3.17 The General Manager must appoint a member of staff of the Council or another person (such as, but not limited to, a member of staff of another Council or a member of staff of a joint organisation or other regional body associated with the Council), to act as a complaints coordinator. Where the complaints coordinator is a member of staff of the Council, the complaints coordinator should be a senior and suitably qualified member of staff.

3.18 The General Manager may appoint other members of staff of the Council or other persons (such as, but not limited to, members of staff of another Council or members of staff of a joint organisation or other regional body associated with the Council), to act as alternates to the complaints coordinator.

3.19 The General Manager must not undertake the role of complaints coordinator.

3.20 The person appointed as complaints coordinator or alternate complaints coordinator must also be a nominated disclosures coordinator appointed for the purpose of receiving and managing reports of wrongdoing under the Public Interest Disclosures Act 1994.

3.21 The role of the complaints coordinator is to:

a coordinate the management of complaints made under the Council's Code of Conduct
b liaise with and provide administrative support to a conduct reviewer
c liaise with the Office, and
d arrange the annual reporting of Code of Conduct complaints statistics.

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Part 4: How may Code of Conduct complaints be made?



What is a Code of Conduct complaint?

4.1 For the purpose of these procedures, a Code of Conduct complaint is a complaint that shows or tends to show conduct on the part of a Council official in connection with their role as a Council official or the exercise of their functions as a Council official that would constitute a breach of the standards of conduct prescribed under the Council's Code of Conduct if proven.

4.2 The following are not "Code of Conduct complaints" for the purposes of these procedures:

a complaints about the standard or level of service provided by the Council or a Council official

b complaints that relate solely to the merits of a decision made by the Council or a Council official or the exercise of a discretion by the Council or a Council official

c complaints about the policies or procedures of the Council

d complaints about the conduct of a Council official arising from the exercise of their functions in good faith, whether or not involving error, that would not otherwise constitute a breach of the standards of conduct prescribed under the Council's Code of Conduct.

4.3 Only Code of Conduct complaints are to be dealt with under these procedures. Complaints that do not satisfy the definition of a Code of Conduct complaint are to be dealt with under the Council's routine complaints management processes.

When must a Code of Conduct complaint be made?

4.4 A Code of Conduct complaint must be made within 3 months of the alleged conduct occurring or within three months of the complainant becoming aware of the alleged conduct.

4.5 A complaint made after 3 months may only be accepted if the General Manager or their delegate, or, in the case of a complaint about the General Manager, the Lord Mayor or their delegate, is satisfied that the allegations are serious and compelling grounds exist for the matter to be dealt with under the Code of Conduct.

How may a Code of Conduct complaint about a Council official other than the General Manager be made?

4.6 All Code of Conduct complaints other than those relating to the General Manager are to be made to the General Manager in writing. This clause does not operate to prevent a person from making a complaint to an external agency.

4.7 Where a Code of Conduct complaint about a Council official other than the General Manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.

4.8 In making a Code of Conduct complaint about a Council official other than the General Manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.

4.9 The General Manager or their delegate, or, where the complaint is referred to a conduct reviewer, the conduct reviewer, must consider the complainant's preferences in deciding how to deal with the complaint.

4.10 Notwithstanding clauses 4.6 and 4.7, where the General Manager becomes aware of a possible breach of the Council's Code of Conduct, they may initiate the process for the consideration of the matter under these procedures without a written complaint.

How may a Code of Conduct complaint about the General Manager be made?

4.11 Code of Conduct complaints about the General Manager are to be made to the Lord Mayor in writing. This clause does not operate to prevent a person from making a complaint about the General Manager to an external agency.

4.12 Where a Code of Conduct complaint about the General Manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.

4.13 In making a Code of Conduct complaint about the General Manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.

4.14 The Lord Mayor or their delegate, or, where the complaint is referred to a conduct reviewer, the conduct reviewer,

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must consider the complainant's preferences in deciding how to deal with the complaint.

4.15 Notwithstanding clauses 4.11 and 4.12, where the Lord Mayor becomes aware of a possible breach of the Council's Code of Conduct by the General Manager, they may initiate the process for the consideration of the matter under these procedures without a written complaint.

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Part 5: How may Code of Conduct complaints be managed?



Delegation by General Managers and Lord Mayors of their functions under this Part

5.1 A General Manager or Lord Mayor may delegate their functions under this Part to a member of staff of the Council or to a person or persons external to the Council other than an external agency. References in this Part to the General Manager or Lord Mayor are also to be taken to be references to their delegates.

Consideration of complaints by General Managers and Lord Mayors

5.2 In exercising their functions under this Part, General Managers and Lord Mayors may consider the complaint assessment criteria prescribed under clause 6.31.

What complaints may be declined at the outset?

5.3 Without limiting any other provision in these procedures, the General Manager or, in the case of a complaint about the General Manager, the Lord Mayor, may decline to deal with a complaint under these procedures where they are satisfied that the complaint:

a is not a Code of Conduct complaint, or
b subject to clause 4.5, is not made within 3 months of the alleged conduct occurring or the complainant becoming aware of the alleged conduct, or
c is trivial, frivolous, vexatious or not made in good faith, or
d relates to a matter the substance of which has previously been considered and addressed by the Council and does not warrant further action, or
e is not made in a way that would allow the alleged conduct and any alleged breaches of the Council's Code of Conduct to be readily identified.

How are Code of Conduct complaints about staff (other than the General Manager) to be dealt with?

5.4 The General Manager is responsible for the management of Code of Conduct complaints about members of staff of Council (other than complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the Code of Conduct) and for determining the outcome of such complaints.

5.5 The General Manager must refer Code of Conduct complaints about members of staff of Council alleging a breach of the pecuniary interest provisions contained in Part 4 of the Code of Conduct to the Office.

5.6 The General Manager may decide to take no action in relation to a Code of Conduct complaint about a member of staff of Council other than one requiring referral to the Office under clause 5.5 where they consider that no action is warranted in relation to the complaint.

5.7 Where the General Manager decides to take no action in relation to a Code of Conduct complaint about a member of staff of Council, the General Manager must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.

5.8 Code of Conduct complaints about members of staff of Council must be managed in accordance with the relevant industrial instrument or employment contract and make provision for procedural fairness including the right of an employee to be represented by their union.

5.9 Sanctions for breaches of the Code of Conduct by staff depend on the severity, scale and importance of the breach and must be determined in accordance with any relevant industrial instruments or contracts.

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How are Code of Conduct complaints about delegates of Council, Council advisers and Council Committee members to be dealt with?

5.10 The General Manager is responsible for the management of Code of Conduct complaints about delegates of Council and Council Committee members (other than complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the Code of Conduct) and for determining the outcome of such complaints.

5.11 The General Manager must refer Code of Conduct complaints about Council advisers, delegates of Council and Council Committee members alleging a breach of the pecuniary interest provisions contained in Part 4 of the Code of Conduct to the Office.

5.12 The General Manager may decide to take no action in relation to a Code of Conduct complaint about a delegate of Council or a Council Committee member other than one requiring referral to the Office under clause 5.11 where they consider that no action is warranted in relation to the complaint.

5.13 Where the General Manager decides to take no action in relation to a Code of Conduct complaint about a delegate of Council or a Council Committee member, the General Manager must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.

5.14 Where the General Manager considers it to be practicable and appropriate to do so, the General Manager may seek to resolve Code of Conduct complaints about delegates of Council or Council Committee members, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a Code of Conduct complaint under this clause is not to be taken as a determination that there has been a breach of the Council's Code of Conduct.

5.15 Where the General Manager resolves a Code of Conduct complaint under clause 5.14 to the General Manager's satisfaction, the General Manager must notify the complainant in writing of the steps taken to resolve the complaint and this shall finalise the consideration of the matter under these procedures.

5.16 Sanctions for breaches of the Code of Conduct by delegates of Council and/or Council Committee members depend on the severity, scale and importance of the breach and may include one or more of the following:

a censure
b requiring the person to apologise to any person or organisation adversely affected by the breach in such a time and form specified by the General Manager
c prosecution for any breach of the law
d removing or restricting the person's delegation
e removing the person from membership of the relevant Council Committee.

5.17 Prior to imposing a sanction against a delegate of Council or a Council Committee member under clause 5.16, the General Manager or any person making enquiries on behalf of the General Manager must comply with the requirements of procedural fairness. In particular:

a the substance of the allegation (including the relevant provision/s of the Council's Code of Conduct that the alleged conduct is in breach of) must be put to the person who is the subject of the allegation, and
b the person must be given an opportunity to respond to the allegation, and
c the General Manager must consider the person's response in deciding whether to impose a sanction under clause 5.16.

How are Code of Conduct complaints about administrators to be dealt with?

5.18 The General Manager must refer all Code of Conduct complaints about administrators to the Office for its consideration.

5.19 The General Manager must notify the complainant of the referral of their complaint in writing.

How are Code of Conduct complaints about Councillors to be dealt with?

5.20 The General Manager must refer the following Code of Conduct complaints about Councillors to the Office:

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a complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the Code of Conduct
b complaints alleging a failure to comply with a requirement under the Code of Conduct to disclose and appropriately manage conflicts of interest arising from political donations (see section 328B of the LGA)
c complaints alleging a breach of the provisions relating to the maintenance of the integrity of the Code of Conduct contained in Part 9 of the Code of Conduct
d complaints that are the subject of a special complaints management arrangement with the Office under clause 5.49.

5.21 Where the General Manager refers a complaint to the Office under clause 5.20, the General Manager must notify the complainant of the referral in writing.

5.22 The General Manager may decide to take no action in relation to a Code of Conduct complaint about a Councillor, other than one requiring referral to the Office under clause 5.20, where they consider that no action is warranted in relation to the complaint.

5.23 Where the General Manager decides to take no action in relation to a Code of Conduct complaint about a Councillor, the General Manager must give the complainant reasons in writing for their decision within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.

5.24 Where the General Manager considers it to be practicable and appropriate to do so, the General Manager may seek to resolve Code of Conduct complaints about Councillors, other than those requiring referral to the Office under clause 5.20, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a Code of Conduct complaint under this clause is not to be taken as a determination that there has been a breach of the Council's Code of Conduct.

5.25 Where the General Manager resolves a Code of Conduct complaint under clause 5.24 to the General Manager's satisfaction, the General Manager must notify the complainant in writing of the steps taken to resolve the complaint within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.

5.26 The General Manager must refer all Code of Conduct complaints about Councillors, other than those referred to the Office under clause 5.20 or finalised under clause 5.23 or resolved under clause 5.24, to the complaints coordinator.

How are Code of Conduct complaints about the General Manager to be dealt with?

5.27 The Lord Mayor must refer the following Code of Conduct complaints about the General Manager to the Office:

a complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the Code of Conduct
b complaints alleging a breach of the provisions relating to the maintenance of the integrity of the Code of Conduct contained in Part 9 of the Code of Conduct
c complaints that are the subject of a special complaints management arrangement with the Office under clause 5.49.

5.28 Where the Lord Mayor refers a complaint to the Office under clause 5.27, the Lord Mayor must notify the complainant of the referral in writing.

5.29 The Lord Mayor may decide to take no action in relation to a Code of Conduct complaint about the General Manager, other than one requiring referral to the Office under clause 5.27, where they consider that no action is warranted in relation to the complaint.

5.30 Where the Lord Mayor decides to take no action in relation to a Code of Conduct complaint about the General Manager, the Lord Mayor must give the complainant reasons in writing for their decision within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.

5.31 Where the Lord Mayor considers it to be practicable and appropriate to do so, the Lord Mayor may seek to resolve Code of Conduct complaints about the General Manager, other than those requiring referral to the Office under clause 5.27, by alternative means such as, but not

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limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a Code of Conduct complaint under this clause is not to be taken as a determination that there has been a breach of the Council's Code of Conduct.

5.32 Where the Lord Mayor resolves a Code of Conduct complaint under clause 5.31 to the Lord Mayor's satisfaction, the Lord Mayor must notify the complainant in writing of the steps taken to resolve the complaint within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.

5.33 The Lord Mayor must refer all Code of Conduct complaints about the General Manager, other than those referred to the Office under clause 5.27 or finalised under clause 5.30 or resolved under clause 5.31, to the complaints coordinator.

How are complaints about both the General Manager and the Lord Mayor to be dealt with?

5.34 Where the General Manager or Lord Mayor receives a Code of Conduct complaint that alleges a breach of the Code of Conduct by both the General Manager and the Lord Mayor, the General Manager or Lord Mayor must either:

a delegate their functions under this part with respect to the complaint to a member of staff of the Council other than the General Manager where the allegation is not serious, or to a person external to the Council, or

b refer the matter to the complaints coordinator under clause 5.26 and clause 5.33.

Referral of Code of Conduct complaints to external agencies

5.35 The General Manager, Lord Mayor or a conduct reviewer may, at any time, refer a Code of Conduct complaint to an external agency for its consideration, where they consider such a referral is warranted.

5.36 The General Manager, Lord Mayor or a conduct reviewer must report to the ICAC any matter that they suspect on reasonable grounds concerns or may concern corrupt conduct.

5.37 Where the General Manager, Lord Mayor or conduct reviewer refers a complaint to an external agency under clause 5.35, they must notify the complainant of the referral in writing unless they form the view, on the advice of the relevant agency, that it would not be appropriate for them to do so.

5.38 Referral of a matter to an external agency shall finalise consideration of the matter under these procedures unless the Council is subsequently advised otherwise by the referral agency.

Disclosure of the identity of complainants

5.39 In dealing with matters under these procedures, information that identifies or tends to identify complainants is not to be disclosed unless:

a the complainant consents in writing to the disclosure, or

b it is generally known that the complainant has made the complaint as a result of the complainant having voluntarily identified themselves as the person who made the complaint, or

c it is essential, having regard to procedural fairness requirements, that the identifying information be disclosed, or

d a conduct reviewer is of the opinion that disclosure of the information is necessary to investigate the matter effectively, or

e it is otherwise in the public interest to do so.

5.40 Clause 5.39 does not apply to Code of Conduct complaints made by Councillors about other Councillors or the General Manager.

5.41 Where a Councillor makes a Code of Conduct complaint about another Councillor or the General Manager, and the complainant Councillor considers that compelling grounds exist that would warrant information that identifies or tends to identify them as the complainant not to be disclosed, they may request in writing that such information not be disclosed.

5.42 A request made by a complainant Councillor under clause 5.41 must be made at the time they make a Code of Conduct complaint and must state the grounds upon which the request is made.

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5.43 The General Manager or Lord Mayor, and where the matter is referred to a conduct reviewer, the conduct reviewer, must consider a request made under clause 5.41 before disclosing information that identifies or tends to identify the complainant Councillor, but they are not obliged to comply with the request.

5.44 Where a complainant Councillor makes a request under clause 5.41, the General Manager or Lord Mayor or, where the matter is referred to a conduct reviewer, the conduct reviewer, shall notify the Councillor in writing of their intention to disclose information that identifies or tends to identify them prior to disclosing the information.

Code of Conduct complaints made as public interest disclosures

5.45 These procedures do not override the provisions of the Public Interest Disclosures Act 1994. Code of Conduct complaints that are made as public interest disclosures under that Act are to be managed in accordance with the requirements of that Act, the Council's internal reporting policy, and any guidelines issued by the NSW Ombudsman that relate to the management of public interest disclosures.

5.46 Where a Councillor makes a Code of Conduct complaint about another Councillor or the General Manager as a public interest disclosure, before the matter may be dealt with under these procedures, the complainant Councillor must consent in writing to the disclosure of their identity as the complainant.

5.47 Where a complainant Councillor declines to consent to the disclosure of their identity as the complainant under clause 5.46, the General Manager or the Lord Mayor must refer the complaint to the Office for consideration. Such a referral must be made under section 26 of the Public Interest Disclosures Act 1994.

Special complaints management arrangements

5.48 The General Manager may request in writing that the Office enter into a special complaints management arrangement with the Council in relation to Code of Conduct complaints made by or about a person or persons.

5.49 Where the Office receives a request under clause 5.48, it may agree to enter into a special complaints management arrangement if it is satisfied that the number or nature of Code of Conduct complaints made by or about a person or persons has:

a imposed an undue and disproportionate cost burden on the Council's administration of its Code of Conduct, or
b impeded or disrupted the effective administration by the Council of its Code of Conduct, or
c impeded or disrupted the effective functioning of the Council.

5.50 A special complaints management arrangement must be in writing and must specify the following:

a the Code of Conduct complaints the arrangement relates to, and
b the period that the arrangement will be in force.

5.51 The Office may, by notice in writing, amend or terminate a special complaints management arrangement at any time.

5.52 While a special complaints management arrangement is in force, an officer of the Office (the assessing OLG officer) must undertake the preliminary assessment of the Code of Conduct complaints specified in the arrangement in accordance with the requirements of Part 6 of these procedures.

5.53 Where, following a preliminary assessment, the assessing OLG officer determines that a Code of Conduct complaint warrants investigation by a conduct reviewer, the assessing OLG officer shall notify the complaints coordinator in writing of their determination and the reasons for their determination. The complaints coordinator must comply with the recommendation of the assessing OLG officer.

5.54 Prior to the expiry of a special complaints management arrangement, the Office may, at the request of the General Manager, review the arrangement to determine whether it should be renewed or amended.

5.55 A special complaints management arrangement shall expire on the date specified in the arrangement unless renewed under clause 5.54.

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Part 6:

Preliminary Assessment of Code of Conduct complaints about Councillors or the General Manager by conduct reviewers

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Referral of Code of Conduct complaints about Councillors or the General Manager to conduct reviewers

6.1 The complaints coordinator must refer all Code of Conduct complaints about Councillors or the General Manager that have not been referred to an external agency or declined or resolved by the General Manager, Lord Mayor or their delegate and that have been referred to them under clauses 5.26 or 5.33, to a conduct reviewer within 21 days of receipt of the complaint by the General Manager or the Lord Mayor.

6.2 For the purposes of clause 6.1, the complaints coordinator will refer a complaint to a conduct reviewer selected from:

a a panel of conduct reviewers established by the Council, or

b a panel of conduct reviewers established by an organisation approved by the Office.

6.3 In selecting a suitable conduct reviewer, the complaints coordinator may have regard to the qualifications and experience of members of the panel of conduct reviewers. Where the conduct reviewer is an incorporated or other entity, the complaints coordinator must also ensure that the person assigned to receive the referral on behalf of the entity meets the selection and eligibility criteria for conduct reviewers prescribed under Part 3 of these procedures.

6.4 A conduct reviewer must not accept the referral of a Code of Conduct complaint where:

a they have a conflict of interest in relation to the matter referred to them, or

b a reasonable apprehension of bias arises in relation to their consideration of the matter, or

c they or their employer has entered into one or more contracts with the Council (other than contracts relating to the exercise of their functions as a conduct reviewer) in the 2 years preceding the referral, and they or their employer have received or expect to receive payments under the contract or contracts of a value that, when aggregated, exceeds $100,000, or

d at the time of the referral, they or their employer are the Council's legal service provider or are a member of a panel of legal service providers appointed by the Council.

6.5 For the purposes of clause 6.4(a), a conduct reviewer will have a conflict of interest in a matter where a reasonable and informed person would perceive that they could be influenced by a private interest when carrying out their public duty (see clause 5.2 of the Model Code of Conduct).

6.6 For the purposes of clause 6.4(b), a reasonable apprehension of bias arises where a fair-minded observer might reasonably apprehend that the conduct reviewer might not bring an impartial and unprejudiced mind to the matter referred to the conduct reviewer.

6.7 Where the complaints coordinator refers a matter to a conduct reviewer, they will provide the conduct reviewer with a copy of the Code of Conduct complaint and any other information relevant to the matter held by the Council, including any information about previous proven breaches and any information that would indicate that the alleged conduct forms part of an ongoing pattern of behaviour.

6.8 The complaints coordinator must notify the complainant in writing that the matter has been referred to a conduct reviewer and advise which conduct reviewer the matter has been referred to.

6.9 Conduct reviewers must comply with these procedures in their consideration of matters that have been referred to them and exercise their functions in a diligent and timely manner.

6.10 The complaints coordinator may at any time terminate the referral of a matter to a conduct reviewer and refer the matter to another conduct reviewer where the complaints coordinator is satisfied that the conduct reviewer has failed to:

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a comply with these procedures in their consideration of the matter, or

b comply with a lawful and reasonable request by the complaint's coordinator, or

c exercise their functions in a timely or satisfactory manner.

6.11 Where the complaints coordinator terminates a referral to a conduct reviewer under clause 6.10, they must notify the complainant and any other affected person in writing of their decision and the reasons for it and advise them which conduct reviewer the matter has been referred to instead.

Preliminary assessment of Code of Conduct complaints about Councillors or the General Manager by a conduct reviewer

6.12 The conduct reviewer is to undertake a preliminary assessment of a complaint referred to them by the complaints coordinator for the purposes of determining how the complaint is to be managed.

6.13 The conduct reviewer may determine to do one or more of the following in relation to a complaint referred to them by the complaint's coordinator:

a to take no action

b to resolve the complaint by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour

c to refer the matter back to the General Manager or, in the case of a complaint about the General Manager, the Lord Mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour

d to refer the matter to an external agency

e to investigate the matter.

6.14 In determining how to deal with a matter under clause 6.13, the conduct reviewer must have regard to the complaint assessment criteria prescribed under clause 6.31.

6.15 The conduct reviewer may make such enquiries the conduct reviewer considers to be reasonably necessary to determine what options to exercise under clause 6.13.

6.16 The conduct reviewer may request the complaints coordinator to provide such additional information the conduct reviewer considers to be reasonably necessary to determine what options to exercise in relation to the matter under clause 6.13. The complaints coordinator will, as far as is reasonably practicable, supply any information requested by the conduct reviewer.

6.17 The conduct reviewer must refer to the Office any complaints referred to them that should have been referred to the Office under clauses 5.20 and 5.27.

6.18 The conduct reviewer must determine to take no action on a complaint that is not a Code of Conduct complaint for the purposes of these procedures.

6.19 The resolution of a Code of Conduct complaint under clause 6.13, paragraphs (b) or (c) is not to be taken as a determination that there has been a breach of the Council's Code of Conduct.

6.20 Where the conduct reviewer completes their preliminary assessment of a complaint by determining to exercise an option under clause 6.13, paragraphs (a), (b) or (c), they must provide the complainant with written notice of their determination and provide reasons for it, and this will finalise consideration of the matter under these procedures.

6.21 Where the conduct reviewer refers a complaint to an external agency, they must notify the complainant of the referral in writing unless they form the view, on the advice of the

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relevant agency, that it would not be appropriate for them to do so.

6.22 The conduct reviewer may only determine to investigate a matter where they are satisfied as to the following:

a that the complaint is a Code of Conduct complaint for the purposes of these procedures, and

b that the alleged conduct is sufficiently serious to warrant the formal censure of a Councillor under section 440G of the LGA or disciplinary action against the General Manager under their contract of employment if it were to be proven, and

c that the matter is one that could not or should not be resolved by alternative means.

6.23 In determining whether a matter is sufficiently serious to warrant formal censure of a Councillor under section 440G of the LGA or disciplinary action against the General Manager under their contract of employment, the conduct reviewer is to consider the following:

a the harm or cost that the alleged conduct has caused to any affected individuals and/or the Council

b the likely impact of the alleged conduct on the reputation of the Council and public confidence in it

c whether the alleged conduct was deliberate or undertaken with reckless intent or negligence

d any previous proven breaches by the person whose alleged conduct is the subject of the complaint and/or whether the alleged conduct forms part of an ongoing pattern of behaviour.

6.24 The conduct reviewer must complete their preliminary assessment of the complaint within 28 days of referral of the matter to them by the complaints coordinator and notify the complaints coordinator in writing of the outcome of their assessment.

6.25 The conduct reviewer is not obliged to give prior notice to or to consult with any person before making a determination in relation to their preliminary assessment of a complaint, except as may be specifically required under these procedures.

Referral back to the General Manager or Lord Mayor for resolution

6.26 Where the conduct reviewer determines to refer a matter back to the General Manager or to the Lord Mayor to be resolved by alternative and appropriate means, they must write to the General Manager or, in the case of a complaint about the General Manager, to the Lord Mayor, recommending the means by which the complaint may be resolved.

6.27 The conduct reviewer must consult with the General Manager or Lord Mayor prior to referring a matter back to them under clause 6.13(c).

6.28 The General Manager or Lord Mayor may decline to accept the conduct reviewer's recommendation. In such cases, the conduct reviewer may determine to deal with the complaint by other means under clause 6.13.

6.29 Where the conduct reviewer refers a matter back to the General Manager or Lord Mayor under clause 6.13(c), the General Manager or, in the case of a complaint about the General Manager, the Lord Mayor, is responsible for implementing or overseeing the implementation of the conduct reviewer's recommendation.

6.30 Where the conduct reviewer refers a matter back to the General Manager or Lord Mayor under clause 6.13(c), the General Manager, or, in the case of a complaint about the General Manager, the Lord Mayor, must advise the complainant in writing of the steps taken to implement the conduct reviewer's recommendation once these steps have been completed.

Complaints assessment criteria

6.31 In undertaking the preliminary assessment of a complaint, the conduct reviewer must have regard to the following considerations:

a whether the complaint is a Code of Conduct complaint for the purpose of these procedures

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b whether the complaint has been made in a timely manner in accordance with clause 4.4, and if not, whether the allegations are sufficiently serious for compelling grounds to exist for the matter to be dealt with under the Council's Code of Conduct

c whether the complaint is trivial, frivolous, vexatious or not made in good faith

d whether the complaint discloses prima facie evidence of conduct that, if proven, would constitute a breach of the Code of Conduct

e whether the complaint raises issues that would be more appropriately dealt with by an external agency

f whether there is or was an alternative and satisfactory means of redress available in relation to the conduct complained of

g whether the complaint is one that can be resolved by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour

h whether the issue/s giving rise to the complaint have previously been addressed or resolved

i any previous proven breaches of the Council's Code of Conduct

j whether the conduct complained of forms part of an ongoing pattern of behaviour

k whether there were mitigating circumstances giving rise to the conduct complained of

l the seriousness of the alleged conduct (having regard to the criteria specified in clause 6.23)

m the significance of the conduct or the impact of the conduct for the Council

n how much time has passed since the alleged conduct occurred

o such other considerations that the conduct reviewer considers may be relevant to the assessment of the complaint.

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Part 7:

Investigations of Code of Conduct complaints about Councillors or the General Manager



What matters may a conduct reviewer investigate?

7.1 A conduct reviewer (hereafter referred to as an "investigator") may investigate a Code of Conduct complaint that has been referred to them by the complaints coordinator and any matters related to or arising from that complaint.

7.2 Where an investigator identifies further separate possible breaches of the Code of Conduct that are not related to or do not arise from the Code of Conduct complaint that has been referred to them, they are to report the matters separately in writing to the General Manager, or, in the case of alleged conduct on the part of the General Manager, to the Lord Mayor.

7.3 The General Manager or the Lord Mayor or their delegate is to deal with a matter reported to them by an investigator under clause 7.2 as if it were a new Code of Conduct complaint in accordance with these procedures.

How are investigations to be commenced?

7.4 The investigator must at the outset of their investigation provide a written notice of investigation to the respondent. The notice of investigation must:

a disclose the substance of the allegations against the respondent, and

b advise of the relevant provisions of the Code of Conduct that apply to the alleged conduct, and

c advise of the process to be followed in investigating the matter, and

d advise the respondent of the requirement to maintain confidentiality, and

e invite the respondent to make a written submission in relation to the matter within a period of not less than 14 days specified by the investigator in the notice, and

f provide the respondent the opportunity to address the investigator on the matter within such reasonable time specified in the notice.

7.5 The respondent may, within 7 days of receipt of the notice of investigation, request in writing that the investigator provide them with such further information they consider necessary to assist them to identify the substance of the allegation against them. An investigator will only be obliged to provide such information that the investigator considers reasonably necessary for the respondent to identify the substance of the allegation against them.

7.6 An investigator may at any time prior to issuing a draft report, issue an amended notice of investigation to the respondent in relation to the matter referred to them.

7.7 Where an investigator issues an amended notice of investigation, they must provide the respondent with a further opportunity to make a written submission in response to the amended notice of investigation within a period of not less than 14 days specified by the investigator in the amended notice.

7.8 The investigator must also, at the outset of their investigation, provide written notice of the investigation to the complainant, the complaints coordinator and the General Manager, or in the case of a complaint about the General Manager, to the complainant, the complaints coordinator and the Lord Mayor. The notice must:

a advise them of the matter the investigator is investigating, and

b in the case of the notice to the complainant, advise them of the requirement to maintain confidentiality, and

c invite the complainant to make a written submission in relation to the matter within a period of not less than 14 days specified by the investigator in the notice.

Written and oral submissions

7.9 Where the respondent or the complainant fails to make a written submission in relation to the matter within the period specified by the

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investigator in their notice of investigation or amended notice of investigation, the investigator may proceed to prepare their draft report without receiving such submissions.

7.10 The investigator may accept written submissions received outside the period specified in the notice of investigation or amended notice of investigation.

7.11 Prior to preparing a draft report, the investigator must give the respondent an opportunity to address the investigator on the matter being investigated. The respondent may do so in person or by telephone or other electronic means.

7.12 Where the respondent fails to accept the opportunity to address the investigator within the period specified by the investigator in the notice of investigation, the investigator may proceed to prepare a draft report without hearing from the respondent.

7.13 Where the respondent accepts the opportunity to address the investigator in person, they may have a support person or legal adviser in attendance. The support person or legal adviser will act in an advisory or support role to the respondent only. They must not speak on behalf of the respondent or otherwise interfere with or disrupt proceedings.

7.14 The investigator must consider all written and oral submissions made to them in relation to the matter.

How are investigations to be conducted?

7.15 Investigations are to be undertaken without undue delay.

7.16 Investigations are to be undertaken in the absence of the public and in confidence.

7.17 Investigators must make any such enquiries that may be reasonably necessary to establish the facts of the matter.

7.18 Investigators may seek such advice or expert guidance that may be reasonably necessary to assist them with their investigation or the conduct of their investigation.

7.19 An investigator may request that the complaints coordinator provide such further information that the investigator considers may be reasonably necessary for them to establish the facts of the matter. The complaints coordinator will, as far as is reasonably practicable, provide the information requested by the investigator.

Referral or resolution of a matter after the commencement of an investigation

7.20 At any time after an investigator has issued a notice of investigation and before they have issued their final report, an investigator may determine to:

a resolve the matter by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour, or

b refer the matter to the General Manager, or, in the case of a complaint about the General Manager, to the Lord Mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour, or

c refer the matter to an external agency.

7.21 Where an investigator determines to exercise any of the options under clause 7.20 after the commencement of an investigation, they must do so in accordance with the requirements of Part 6 of these procedures relating to the exercise of these options at the preliminary assessment stage.

7.22 The resolution of a Code of Conduct complaint under clause 7.20, paragraphs (a) or (b) is not to be taken as a determination that there has been a breach of the Council's Code of Conduct.

7.23 Where an investigator determines to exercise any of the options under

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clause 7.20 after the commencement of an investigation, they may by written notice to the respondent, the complainant, the complaints coordinator and the General Manager, or in the case of a complaint about the General Manager, to the respondent, the complainant, the complaints coordinator and the Lord Mayor, discontinue their investigation of the matter.

7.24 Where the investigator discontinues their investigation of a matter under clause 7.23, this shall finalise the consideration of the matter under these procedures.

7.25 An investigator is not obliged to give prior notice to or to consult with any person before making a determination to exercise any of the options under clause 7.20 or to discontinue their investigation except as may be specifically required under these procedures.

Draft investigation reports

7.26 When an investigator has completed their enquiries and considered any written or oral submissions made to them in relation to a matter, they must prepare a draft of their proposed report.

7.27 The investigator must provide their draft report to the respondent and invite them to make a written submission in relation to it within a period of not less than 14 days specified by the investigator.

7.28 Where the investigator proposes to make adverse comment about any other person (an affected person) in their report, they must also provide the affected person with relevant extracts of their draft report containing such comment and invite the affected person to make a written submission in relation to it within a period of not less than 14 days specified by the investigator.

7.29 The investigator must consider written submissions received in relation to the draft report prior to finalising their report in relation to the matter.

7.30 The investigator may, after consideration of all written submissions received in relation to their draft report, make further enquiries into the matter. If, as a result of making further enquiries, the investigator makes any material change to their proposed report that makes new adverse comment about the respondent or an affected person, they must provide the respondent or affected person as the case may be with a further opportunity to make a written submission in relation to the new adverse comment.

7.31 Where the respondent or an affected person fails to make a written submission in relation to the draft report within the period specified by the investigator, the investigator may proceed to prepare and issue their final report without receiving such submissions.

7.32 The investigator may accept written submissions in relation to the draft report received outside the period specified by the investigator at any time prior to issuing their final report.

Final investigation reports

7.33 Where an investigator issues a notice of investigation, they must prepare a final report in relation to the matter unless the investigation is discontinued under clause 7.23.

7.34 An investigator must not prepare a final report in relation to the matter at any time before they have finalised their consideration of the matter in accordance with the requirements of these procedures.

7.35 The investigator's final report must:

a make findings of fact in relation to the matter investigated, and,

b make a determination that the conduct investigated either,

i constitutes a breach of the Code of Conduct, or

ii does not constitute a breach of the Code of Conduct, and

c provide reasons for the determination.

7.36 At a minimum, the investigator's final report must contain the following information:

a a description of the allegations against the respondent

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b the relevant provisions of the Code of Conduct that apply to the alleged conduct investigated

c a statement of reasons as to why the matter warranted investigation (having regard to the criteria specified in clause 6.23)

d a statement of reasons as to why the matter was one that could not or should not be resolved by alternative means

e a description of any attempts made to resolve the matter by use of alternative means

f the steps taken to investigate the matter

g the facts of the matter

h the investigator's findings in relation to the facts of the matter and the reasons for those findings

i the investigator's determination and the reasons for that determination

j any recommendations.

7.37 Where the investigator determines that the conduct investigated constitutes a breach of the Code of Conduct, the investigator may recommend:

a in the case of a breach by the General Manager, that disciplinary action be taken under the General Manager's contract of employment for the breach, or

b in the case of a breach by a Councillor, that the Councillor be formally censured for the breach under section 440G of the LGA, or

c in the case of a breach by a Councillor, that the Council resolves as follows:

i that the Councillor be formally censured for the breach under section 440G of the LGA, and

ii that the matter be referred to the Office for further action under the misconduct provisions of the LGA.

7.38 Where the investigator proposes to make a recommendation under clause 7.37(c), the investigator must first consult with the Office on their proposed findings, determination and recommendation prior to finalising their report, and must take any comments by the Office into consideration when finalising their report.

7.39 Where the investigator has determined that there has been a breach of the Code of Conduct, the investigator may, in addition to making a recommendation under clause 7.37, recommend that the Council revise any of its policies, practices or procedures.

7.40 Where the investigator determines that the conduct investigated does not constitute a breach of the Code of Conduct, the investigator may recommend:

a that the Council revise any of its policies, practices or procedures

b that a person or persons undertake any training or other education.

7.41 The investigator must provide a copy of their report to the complaints coordinator and the respondent.

7.42 At the time the investigator provides a copy of their report to the complaints coordinator and the respondent, the investigator must provide the complainant with a written statement containing the following information:

a the investigator's findings in relation to the facts of the matter and the reasons for those findings

b the investigator's determination and the reasons for that determination

c any recommendations, and

d such other additional information that the investigator considers may be relevant.

7.43 Where the investigator has determined that there has not been a breach of the Code of Conduct, the complaints coordinator must provide a copy of the investigator's report to the General Manager or, where the report relates to the General

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Manager's conduct, to the Lord Mayor, and this will finalise consideration of the matter under these procedures.

7.44 Where the investigator has determined that there has been a breach of the Code of Conduct and makes a recommendation under clause 7.37, the complaints coordinator must, where practicable, arrange for the investigator's report to be reported to the next ordinary Council meeting for the Council's consideration, unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case the report must be reported to the first ordinary Council meeting following the election.

7.45 Where it is apparent to the complaints coordinator that the Council will not be able to form a quorum to consider the investigator's report, the complaints coordinator must refer the investigator's report to the Office for its consideration instead of reporting it to the Council under clause 7.44.

Consideration of the final investigation report by Council

7.46 The role of the Council in relation to a final investigation report is to impose a sanction if the investigator has determined that there has been a breach of the Code of Conduct and has made a recommendation in their final report under clause 7.37.

7.47 The Council is to close its meeting to the public to consider the final investigation report in cases where it is permitted to do so under section 10A of the LGA.

7.48 Where the complainant is a Councillor, they must absent themselves from the meeting and take no part in any discussion or voting on the matter. The complainant Councillor may absent themselves without making any disclosure of interest in relation to the matter unless otherwise required to do so under the Code of Conduct.

7.49 Prior to imposing a sanction, the Council must provide the respondent with an opportunity to make a submission to the Council. A submission may be made orally or in writing. The respondent is to confine their submission to addressing the investigator's recommendation.

7.50 Once the respondent has made their submission, they must absent themselves from the meeting and, where they are a Councillor, take no part in any discussion or voting on the matter.

7.51 The Council must not invite submissions from other persons for the purpose of seeking to rehear evidence previously considered by the investigator.

7.52 Prior to imposing a sanction, the Council may by resolution:

a request that the investigator make additional enquiries and/or provide additional information to it in a supplementary report, or

b seek an opinion from the Office in relation to the report.

7.53 The Council may, by resolution, defer further consideration of the matter pending the receipt of a supplementary report from the investigator or an opinion from the Office.

7.54 The investigator may make additional enquiries for the purpose of preparing a supplementary report.

7.55 Where the investigator prepares a supplementary report, they must provide copies to the complaints coordinator who shall provide a copy each to the Council and the respondent.

7.56 The investigator is not obliged to notify or consult with any person prior to submitting the supplementary report to the complaints coordinator.

7.57 The Council is only required to provide the respondent a further opportunity to make an oral or written submission on a supplementary report if the supplementary report contains new information that is adverse to them.

7.58 A Council may by resolution impose one of the following sanctions on a respondent:

a in the case of a breach by the General Manager, that disciplinary action be taken under the General Manager's contract of employment for the breach, or

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b in the case of a breach by a Councillor, that the Councillor be formally censured for the breach under section 440G of the LGA, or

c in the case of a breach by a Councillor:

i that the Councillor be formally censured for the breach under section 440G of the LGA, and

ii that the matter be referred to the Office for further action under the misconduct provisions of the LGA.

7.59 Where the Council censures a Councillor under section 440G of the LGA, the Council must specify in the censure resolution the grounds on which it is satisfied that the Councillor should be censured by disclosing in the resolution, the investigator's findings and determination and/or such other grounds that the Council considers may be relevant or appropriate.

7.60 The Council is not obliged to adopt the investigator's recommendation. Where the Council proposes not to adopt the investigator's recommendation, the Council must resolve not to adopt the recommendation and state in its resolution the reasons for its decision.

7.61 Where the Council resolves not to adopt the investigator's recommendation, the complaints coordinator must notify the Office of the Council's decision and the reasons for it.

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Part 8: Oversight and rights of review



The Office's powers of review

8.1 The Office may, at any time, whether or not in response to a request, review the consideration of a matter under a Council's Code of Conduct where it is concerned that a person has failed to comply with a requirement prescribed under these procedures or has misinterpreted or misapplied the standards of conduct prescribed under the Code of Conduct in their consideration of a matter.

8.2 The Office may direct any person, including the Council, to defer taking further action in relation to a matter under consideration under the Council's Code of Conduct pending the completion of its review. Any person the subject of a direction must comply with the direction.

8.3 Where the Office undertakes a review of a matter under clause 8.1, it will notify the complaints coordinator and any other affected persons, of the outcome of the review.

Complaints about conduct reviewers

8.4 The General Manager or their delegate must refer Code of Conduct complaints about conduct reviewers to the Office for its consideration.

8.5 The General Manager must notify the complainant of the referral of their complaint about the conduct reviewer in writing.

8.6 The General Manager must implement any recommendation made by the Office as a result of its consideration of a complaint about a conduct reviewer.

Practice rulings

8.7 Where a respondent and an investigator are in dispute over a requirement under these procedures, either person may make a request in writing to the Office to make a ruling on a question of procedure (a practice ruling).

8.8 Where the Office receives a request in writing for a practice ruling, the Office may provide notice in writing of its ruling and the reasons for it to the person who requested it and to the investigator, where that person is different.

8.9 Where the Office makes a practice ruling, all parties must comply with it.

8.10 The Office may decline to make a practice ruling. Where the Office declines to make a practice ruling, it will provide notice in writing of its decision and the reasons for it to the person who requested it and to the investigator, where that person is different.

Review of decisions to impose sanctions

8.11 A person who is the subject of a sanction imposed under Part 7 of these procedures other than one imposed under clause 7.58, paragraph (c), may, within 28 days of the sanction being imposed, seek a review of the investigator's determination and recommendation by the Office.

8.12 A review under clause 8.11 may be sought on the following grounds:

a that the investigator has failed to comply with a requirement under these procedures, or

b that the investigator has misinterpreted or misapplied the standards of conduct prescribed under the Code of Conduct, or

c that in imposing its sanction, the Council has failed to comply with a requirement under these procedures.

8.13 A request for a review made under clause 8.11 must be made in writing and must specify the grounds upon which the person believes the investigator or the Council has erred.

8.14 The Office may decline to conduct a review, in cases where the grounds upon which the review is sought are not sufficiently specified.

8.15 The Office may undertake a review of a matter without receiving a request under clause 8.11.

8.16 The Office will undertake a review of the matter on the papers. However, the Office may request that the complaints coordinator provide such further information that the Office considers reasonably necessary for it to review the matter. The complaints coordinator must, as far as is reasonably practicable, provide

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the information requested by the Office.

8.17 Where a person requests a review under clause 8.11, the Office may direct the Council to defer any action to implement a sanction. The Council must comply with a direction to defer action by the Office.

8.18 The Office must notify the person who requested the review and the complaints coordinator of the outcome of the Office's review in writing and the reasons for its decision. In doing so, the Office may comment on any other matters the Office considers to be relevant.

8.19 Where the Office considers that the investigator or the Council has erred, the Office may recommend that a decision to impose a sanction under these procedures be reviewed.

8.20 Where the Office recommends that the decision to impose a sanction be reviewed:

a the complaints coordinator must, where practicable, arrange for the Office's determination to be tabled at the next ordinary Council meeting unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case it must be tabled at the first ordinary Council meeting following the election, and

b the Council must:

i review its decision to impose the sanction, and

ii consider the Office's recommendation in doing so, and

iii resolve to either rescind or reaffirm its previous resolution in relation to the matter.

8.21 Where, having reviewed its previous decision in relation to a matter under clause 8. 20(b), the Council resolves to reaffirm its previous decision, the Council must state in its resolution its reasons for doing so.

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Part 9: Procedural irregularities



9.1 A failure to comply with these procedures does not, on its own, constitute a breach of the Code of Conduct, except as may be otherwise specifically provided under the Code of Conduct.

9.2 A failure to comply with these procedures will not render a decision made in relation to a matter invalid where:

a the non-compliance is isolated and/or minor in nature, or

b reasonable steps are taken to correct the non-compliance, or

c reasonable steps are taken to address the consequences of the non-compliance.

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Part 10: Practice directions



10.1 The Office may at any time issue a practice direction in relation to the application of these procedures.

10.2 The Office will issue practice directions in writing, by circular to all Councils.

10.3 All persons performing a function prescribed under these procedures must consider the Office's practice directions when performing the function.

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Part 11:

Reporting statistics on Code of Conduct complaints about Councillors and the General Manager



11.1 The complaints coordinator must arrange for the following statistics to be reported to the Council within 3 months of the end of September of each year:

a the total number of Code of Conduct complaints made about Councillors and the General Manager under the Code of Conduct in the year to September (the reporting period)

b the number of Code of Conduct complaints referred to a conduct reviewer during the reporting period

c the number of Code of Conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints

d the number of Code of Conduct complaints investigated by a conduct reviewer during the reporting period

e without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period

f the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews, and

g the total cost of dealing with Code of Conduct complaints made about Councillors and the General Manager during the reporting period, including staff costs.

11.2 The Council is to provide the Office with a report containing the statistics referred to in clause 11.1 within 3 months of the end of September of each year.

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Part 12: Confidentiality



12.1 Information about Code of Conduct complaints and the management and investigation of Code of Conduct complaints is to be treated as confidential and is not to be publicly disclosed except as may be otherwise specifically required or permitted under these procedures.

12.2 Where a complainant publicly discloses information on one or more occasions about a Code of Conduct complaint they have made or purported to make, the General Manager or their delegate may, with the consent of the Office, determine that the complainant is to receive no further information about their complaint and any future Code of Conduct complaint they make or purport to make.

12.3 Prior to seeking the Office's consent under clause 12.2, the General Manager or their delegate must give the complainant written notice of their intention to seek the Office's consent, invite them to make a written submission within a period of not less than 14 days specified by the General Manager or their delegate, and consider any submission made by them.

12.4 In giving its consent under clause 12.2, the Office must consider any submission made by the complainant to the General Manager or their delegate.

12.5 The General Manager or their delegate must give written notice of a determination made under clause 12.2 to:

a the complainant

b the complaints coordinator

c the Office, and

d any other person the General Manager or their delegate considers should be notified of the determination.

12.6 Any requirement under these procedures that a complainant is to be provided with information about a Code of Conduct complaint that they have made or purported to make, will not apply to a complainant the subject of a determination made by the General Manager or their delegate under clause 12.2.

12.7 Clause 12.6 does not override any entitlement a person may have to access to Council information under the *Government Information (Public Access) Act 2009* or to receive information under the *Public Interest Disclosures Act 1994* in relation to a complaint they have made.

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APPROVAL AND REVIEW	
Responsible Division	Customer + Business Integrity
Date/s adopted	XX August 2025
Date/s of previous adoptions	21/02/2022, 16/11/20202, 27/02/2019, 20/11/2017, 25/02/2013, 23/07/2008, 16/10/2007, 28/02/2005, 28/06/2004
Date of next review	October 2028

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ITEM 7 PROPOSED ACQUISITION OF EASEMENT FOR ACCESS OVER LOT 1 DP 115055, 120 THE AVENUE, FIGTREE

Council is proposing to install a new Debris Control Structure in a culvert located adjacent to land on which the Figtree Sports Club is located, being Lot 1 DP 115055 known as 120 The Avenue, Figtree (Subject Site).

The Debris Control Structure is required as part of Council's responsibility to maintain drainage works in connection with infrastructure located on Council land and along Byarong Creek and was a recommendation within the Allans Creek Flood Risk Management Study and Plan (ACFRMSP). The works will significantly reduce the likelihood of the culvert becoming blocked during severe weather events by preventing the build-up of natural and urban debris. In order to construct the debris control structure, it is necessary for Council to obtain an easement for access over the Subject Site.

RECOMMENDATION

1 Council acquires an easement for access over the portion of Lot 1 DP 115055 as shown on Attachment 1 to this Report.

2 Council pays compensation for the easement in accordance with the *Land Acquisition (Just Terms Compensation) Act 1991* (NSW).

3 Council be responsible for all costs relating to the acquisition of the easement including valuation, survey, plan registration and legal costs.

4 Council be responsible for the property owner's disturbance costs in accordance with the *Land Acquisition (Just Terms Compensation) Act 1991*.

5 The Lord Mayor and the General Manager be granted authority to affix the Common Seal of Council to the survey plan, Section 88B Instrument and any other documentation required to give effect to this resolution and the General Manager be granted authority to sign any documentation necessary to give effect to this resolution.

REPORT AUTHORISATIONS

Report of: Roisin OSullivan, Manager Commercial Operations + Property (Acting)
Authorised by: Kerry Hunt, Director Community Services - Creative and Innovative City

ATTACHMENTS

1 Proposed Easement Site Plan

ACRONYMS USED IN REPORT

Abbreviation	Meaning
ACFRMSP	Allans Creek Flood Risk Management Study and Plan
DCS	Debris Control Structure

BACKGROUND

Council is proposing to install a new Debris Control Structure (DCS) in the culvert adjoining the existing southern car park at the Subject Site. The purpose of the DCS is to capture natural and urban debris, significantly reducing the likelihood of the culvert becoming blocked during future severe weather events.

Associated access works will also be carried out to ensure that maintenance of the DCS can be undertaken safely. These include structural works within the creek, service relocation works, installation of retaining walls and construction of an access ramp. The works will require the use of machinery, small trucks and other plant.

Due to the nature of the works, obtaining access to the Subject Site from surrounding public land is difficult and the recommended access to the Subject Site is via the existing driveway and carpark.

Easement for access

In order to secure the access necessary for the construction of the DCS and its future maintenance, Council requires an easement over part of the driveway and carpark. The proposed easement is of variable width and covers a total area of approximately 325 square metres as shown in the attachment.

The proposed easement will be registered on title and will ensure permanent access to the DCS for ongoing maintenance requirements into the future.

Council's ability to acquire an easement for access is contained in the *Local Government Act 1993* and *Land Acquisition (Just Terms Compensation) Act 1991*. Council will pay compensation for the easement to the owner of the Subject Site in a single lump sum payment.

Agreement from landowners

Council has reached in-principle agreement with the landowners in relation to the compensation for the proposed easement. Council's agreement to the grant of the easement remains subject to Council resolution, being the purpose of this report. The details have been circulated to Council under separate cover. Council is entitled to acquire the easement in accordance with section 186 of the *Local Government Act 1993* (NSW).

PROPOSAL

Council acquires an easement for access over the Subject Site shown in the attachment in order to facilitate the construction and ongoing maintenance of a DCS in accordance with the proposals under the ACFRMSP.

CONSULTATION AND COMMUNICATION

In preparing this report, Council has consulted and communicated with:

- the owners of the Subject Site;
- Legal Services; and
- Infrastructure Strategy and Planning Division.

Council engaged an independent registered valuer, Herron Todd White Valuers, to establish compensation payable.

PLANNING AND POLICY IMPACT

This acquisition is in accordance with Council's *Land and Easement Acquisition and Disposal Policy*.

This report contributes to the delivery of Our Wollongong Our Future 2035 Goal 1 "We are a sustainable and climate resilient city" and Goal 2 "We have well planned, connected, and liveable places". It specifically delivers on the following:

Community Strategic Plan 2035	Delivery Program 2025-2029
Strategy	**Service**
1.4 Increase our resilience to natural disasters and ability to adapt to a changing climate, to protect life, property, and the environment.	Floodplain Management and Stormwater Services
2.3 Deliver high quality, fit for purpose and sustainable infrastructure to support a growing and resilient city.	Infrastructure Strategy and Delivery

FINANCIAL IMPLICATIONS

The amount to be paid by Council to acquire the easement is based on a report from Herron Todd White Valuers. This amount is considered to be fair and reasonable and has been accepted by the landowners.

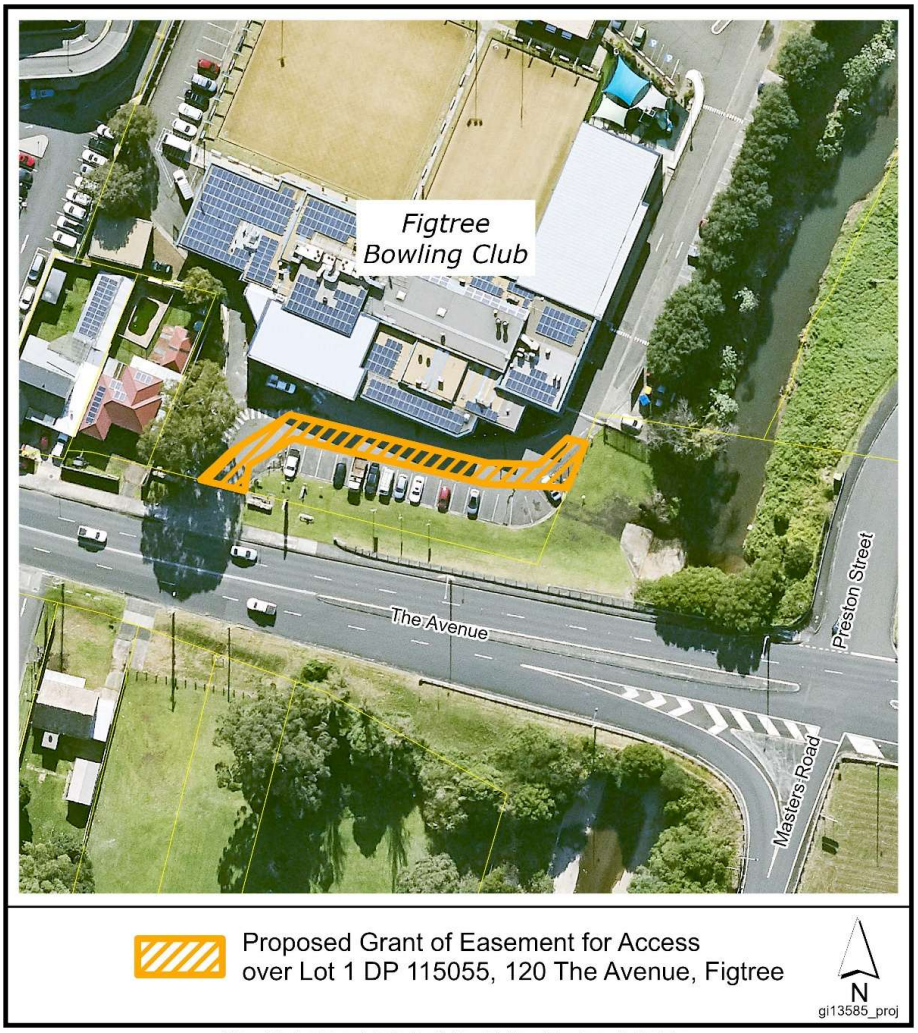
Council will be responsible for all costs associated with the creation of the easement including survey, plan lodgment fees and legal costs, and any other costs associated with the grant and registration of the easement. Council must also pay the landowner's legal costs.

Council's Infrastructure Strategy and Planning Division has confirmed that funds for the acquisition and the other expected costs are available from the current year budget allocations.

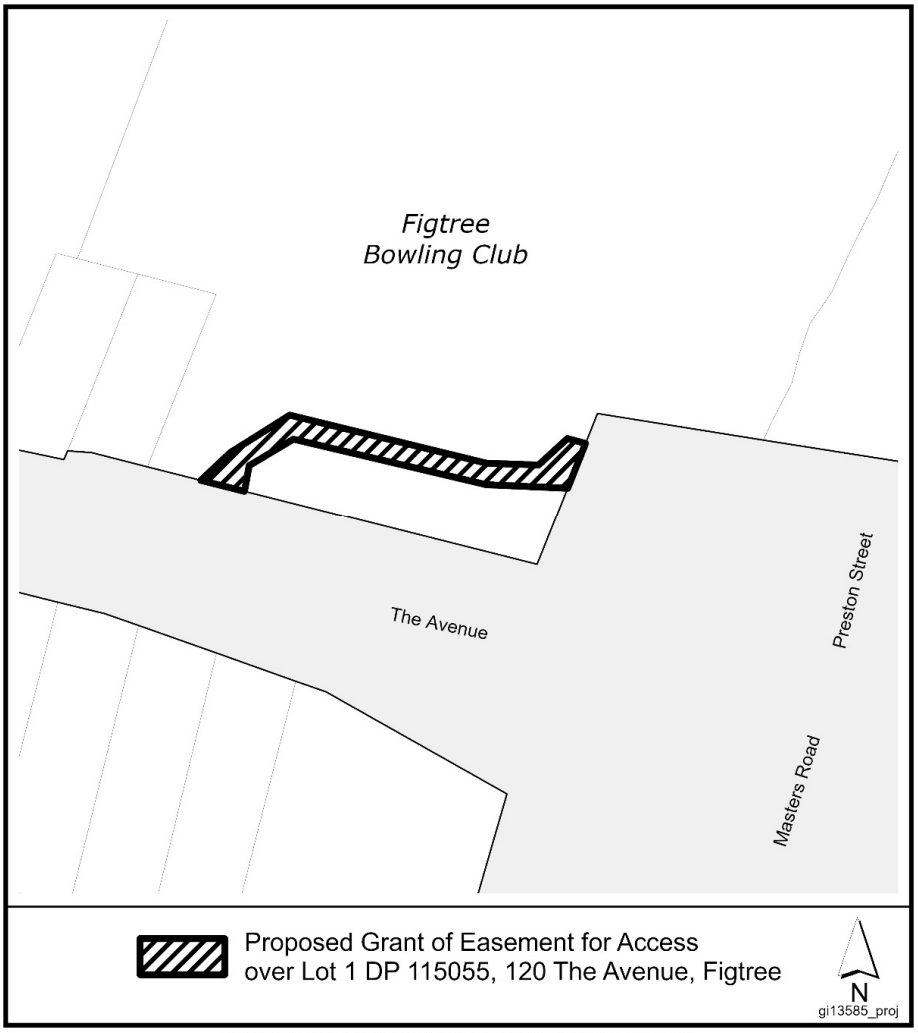
CONCLUSION

As the easement is required to facilitate the construction and future maintenance of the DCS as recommended by the ACFRMSP, it is recommended that Council approve the acquisition as outlined in this Report.

Attachment 1 – Proposed easement site plan



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ITEM 8 GRANT OF EASEMENT AT GILMORE PARK FOR COMMUNITY BATTERY

Endeavour Energy has provided Council with notice of its intention to conduct works on Council community land, being Lot 146 DP 7135 (Subject Site) for the installation of a community battery.

Endeavour Energy requires an easement for access and maintenance to be granted over the Subject Site to ensure the longevity and operation of that battery. This report seeks approval from Council to grant the easement at the Subject Site.

RECOMMENDATION

1 Pursuant to Section 46(1)(a1) of the *Local Government Act 1993*, Council resolves to grant an easement for the construction and maintenance of a community battery site of fifty-nine square metres over Council land known as Lot 146 DP 7135, as shown on the attachment to this report.

2 The applicant will be responsible for compensation to Council for the grant of the easement.

3 The applicant will also be responsible for the creation of the easement including Council's valuation, survey, plan lodgement and legal costs, and any other costs associated with the grant/registration of the easement.

4 The Lord Mayor and General Manager be granted authority to affix the Common Seal of Council to any documentation required to give effect to this resolution and the General Manager be granted authority to sign any documentation necessary to give effect to this resolution.

REPORT AUTHORISATIONS

Report of: Roisin OSullivan, Manager Commercial Operations + Property (Acting)
Authorised by: Kerry Hunt, Director Community Services - Creative and Innovative City

ATTACHMENTS

1 Gilmore Park Community Battery Easement Site Plan
2 Artist Impression Photo of Community Battery

BACKGROUND

The Community Battery Scheme

In conjunction with the Federal and NSW State Government, Endeavour Energy is installing community batteries around sites in the Illawarra region. Endeavour Energy has undertaken significant consultation with Council with respect to the Community Battery Project, as well as the specific sites identified in this report.

Community batteries provide people without roof top solar panels with access to renewable energy. This means people who rent or do not own their home can participate. Community batteries can lower household electricity costs and reduce the community's carbon footprint. They also reduce pressure on the electricity grid and improve the reliability of the electricity network. This reduces the cost of electricity for all customers.

The Subject Site is the last location in Endeavour Energy's Tranche 2 rollout.

Endeavour is entitled to enter Council land to conduct the works required to construct the community batteries pursuant to section 45 of the *Electricity Supply Act 1995* (NSW), subject to notification conditions. Council is satisfied that Endeavour Energy has complied with those conditions.

Endeavour Energy has requested easements be granted to it by Council to ensure that it is working collaboratively with Council, ensuring permanent access, and formalising all future entries for battery maintenance located on Council land.

The Subject Site, as identified by Endeavour, is classified as 'Community Land' and categorised as 'Park' pursuant to the *Local Government Act 1993* (Act). Council has limitations on how it can deal with community land, in particular to the granting of leases, licenses and other estates. The granting of easements is deemed as "*another estate*" for the purposes of the Act.

Section 46 (1) (a1) of the Act gives Council the power to grant easements over community land for the following purpose: "*providing pipes, conduits or other connections under the surface of the ground for the connection of premises adjoining the community land to a facility of the council or other public utility provider".* Council is satisfied that it can grant an easement under Section 46(1)(a1) of the Act for the community batteries.

As the proposed easements are on community land, Council is required to undergo statutory notification for the proposed granting of the easement prior to granting that easement. That has been undertaken and is addressed in this report.

Council has already granted five (5) similar easements for Endeavour Energy to construct and maintain community batteries throughout the Wollongong Local Government Area.

The Subject Site

The community battery will still consist of a 200kW 4-unit battery bank with a separate switchboard control panel similar to the battery shown in the attachment. Both the battery and switchboard will be installed on a concrete pad laid at existing ground level and earthing will be localised in accordance with AS/NZS 3000 requirements. There will be some excavation required to install the concrete culvert on which the equipment will be positioned and for the underground electricity cable running between the battery and footpath. The easement site location is shown in Attachment 1.

The proposed easement will have minimal impact upon the public's current use and amenity of the land as it is located in unused parts of the public reserves and are no different in scope or size to existing power poles or transformers across the area. Notably, the proposed battery is located next to an existing Endeavour Energy transformer.

By granting an easement for access over the land, Council will receive compensation for the easement and be able to identify the exact location of the community battery sites which will be recorded in a registered deposited plan. Details of that compensation have been circulated under separate cover. Council will also formalise maintenance and liability obligations of the community batteries to ensure it is not responsible for future maintenance of the batteries by way of the terms of the easement.

PROPOSAL

It is proposed that Council approve the grant easement of 4.5 metres wide and 13 metres long, being a total area of 58.50 square metres, to facilitate formal access, construction, and maintenance, over Lot 146 DP 7135 as shown on the attachments to this report.

CONSULTATION AND COMMUNICATION

In preparing this report, Council has consulted and communicated with:

- Land Use Planning - City Strategy
- Community Land Management – City Strategy
- Heritage – City Strategy
- Environmental Planning – City Strategy
- Community Development Strategy and Projects
- Open Space + Environmental Services Division
- Environment + Conservation Services - Open Space + Environmental Services
- Infrastructure Strategy + Planning Division
- Civil Assets - Infrastructure Strategy + Planning
- Floodplain and Stormwater - Infrastructure Strategy + Planning
- Transport and Infrastructure Planning - Infrastructure Strategy + Planning
- Commercial Operations + Property Division
- Sport + Recreation Division

- City Works Division
- Library and Community Facilities
- Development Assessment and Certification
- Legal Services

Endeavour Energy also conducted community consultation prior to the installation of the batteries.

Council received an objection to the initial location of the easement from a local resident. Following subsequent consultation by Council and Endeavour Energy with the objecting party, it was decided to slightly relocate the battery behind the existing on-site transformer. The objector was agreeable to that relocation and subsequently withdrew their objection.

Although the Subject Site is near a riparian corridor, there is no clearing proposed as part of the works. No concerns were raised by Council's Environment and Open Space teams. Notwithstanding, an Ecological Due Diligence Report was undertaken by an independent certified ecologist as part of the assessment of the suitability of the location by Endeavour Energy which identified no risks with the installation.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong Our Future 2035 Goal 1 'We are a sustainable and climate resilient city' and Goal 3 'We foster a diverse economy, and we value innovation, culture, and creativity'. It specifically delivers on the following:

Community Strategic Plan 2035	Delivery Program 2025-2029
Strategy	**Service**
1.5 Work together to achieve net zero greenhouse gas emissions, and mitigate the impacts of climate change. 3.6 We are leaders in sustainable industries and support a transition to a low-carbon and clean energy future	Environmental Services

This disposal is in accordance with Council's *Land and Easement Acquisition and Disposal* Policy.

FINANCIAL IMPLICATIONS

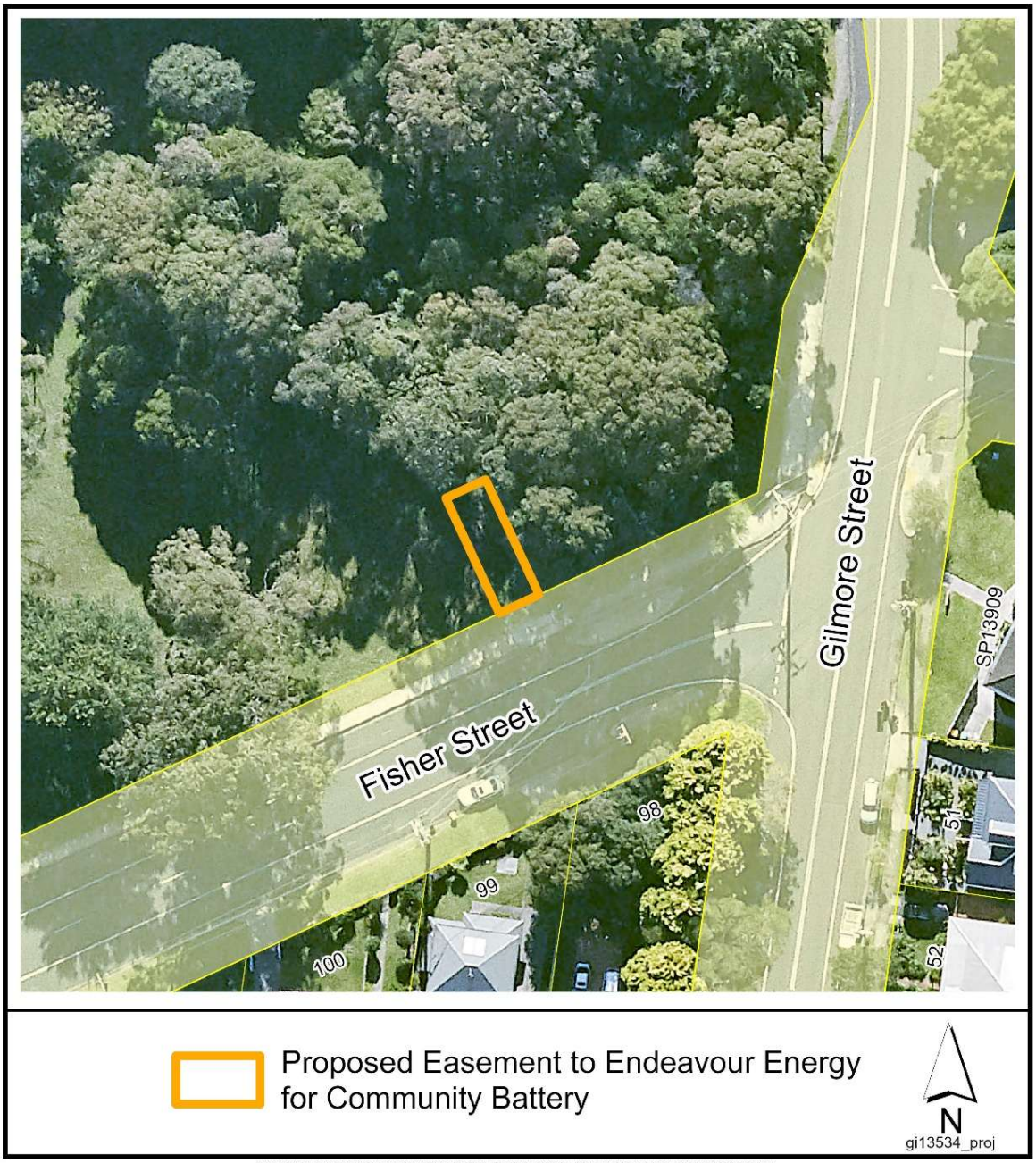
Council will receive compensation for the grant of the easement which is fair and reasonable.

Notwithstanding the above, Endeavour Energy is otherwise entitled to construct and maintain the community batteries on Council community land without consent under its statutory rights as conferred by the *Electricity Supply Act 1995* (NSW) and the *Roads Act 1993* (NSW) but is offering compensation to formalise the construction rights and access arrangements, and in good faith.

Notably, Endeavour Energy has advised Council it will be undertaking construction prior to the easement being registered and, as such, will be relying on the statutory powers provided under Section 45 of the *Electricity Supply Act* to enter the land for the works. Formal notice will be provided to Council closer to the construction date.

CONCLUSION

By granting the proposed easement over community land, Council will receive compensation for the easement (that they may otherwise not be entitled to), will be able to identify the exact location of the easement and will formalise access, maintenance, and liability obligations of the community battery. Doing so will also provide a benefit to the community, reduce electricity costs, and lower the carbon footprint of the Wollongong Local Government Area.



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Artist Impression of Ground Battery on Site



ITEM 9 ANNUAL INTERNAL AUDIT AND RISK MANAGEMENT ATTESTATION STATEMENT FOR 2024-2025

On 1 July 2024, provisions within the *Local Government (General) Regulation 2021* came into force to require all councils to have a risk management framework and an internal audit function and to prescribe membership requirements for audit risk and improvement committees.

Councils have been required to comply with these requirements for the year beginning 1 July 2024 and, starting with the 2024–2025 reporting period, must attest to their compliance in their annual reports.

RECOMMENDATION

Council endorse the Internal Audit and Risk Management Attestation Statement to be signed by the General Manager.

REPORT AUTHORISATIONS

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

ATTACHMENTS

1 Internal Audit and Risk Management Attestation Statement for the 2024-25 Financial Year

ACRONYMS USED IN REPORT

Abbreviation	Meaning
ARIC	Audit, Risk and Improvement Committee
OLG	Office of Local Government

BACKGROUND

The Governance and Risk Unit prepared the draft 2024-25 Internal Audit and Risk Management attestation, which was subsequently provided to the independent Audit, Risk and Improvement Committee (ARIC) members for consideration.

On recommendation by the ARIC, this statement has been presented to Council for endorsement which will be signed by the General Manager and included in the 2024-25 Council Annual Report.

CONSULTATION AND COMMUNICATION

The Attestation has been completed with consultation across the Governance and Risk Team. The independent ARIC members were also consulted during the process.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong Our Future 2035 Goal 4 - “We have a healthy, respectful, and inclusive community”. It specifically delivers on the following:

Community Strategic Plan 2035	Delivery Program 2025-2029
Strategy	**Service**
4.14 Council demonstrates responsible leadership that is customer focused, demonstrates respect and inclusion and uses resources that are managed effectively to ensure long-term sustainability.	Governance and Administration

CONCLUSION

The Attestation Statement provides assurance that the Council is implementing an appropriate audit and risk management framework.

Internal audit and risk management attestation statement for the 2024-2025 financial year for Wollongong City Council

I am of the opinion that Council has an audit, risk and improvement committee, risk management framework and internal audit function that operate in compliance with the following requirements except as may be otherwise provided below:

Audit, risk and improvement committee

	Requirement	Compliance
1.	Council has appointed an audit, risk and improvement committee that comprises of an independent chairperson and at least two independent members (section 428A of the *Local Government Act 1993*, section 216C of the *Local Government (General) Regulation 2021)*.	Compliant
2.	The chairperson and all members of Council's audit, risk and improvement committee meet the relevant independence and eligibility criteria prescribed under the *Local Government (General) Regulation 2021* and have not exceeded the membership term limits prescribed under the Regulation (sections 216D, 216E, 216F, 216G of the *Local Government (General) Regulation 2021*).	Compliant
3.	Council has adopted terms of reference for its audit, risk and improvement committee that are informed by the model terms of reference approved by the Departmental Chief Executive of the Office of Local Government and the committee operates in accordance with the terms of reference (section 216K of the *Local Government (General) Regulation 2021*).	Compliant
4.	Council provides the audit, risk and improvement committee with direct and unrestricted access to the general manager and other senior management and the information and resources necessary to exercise its functions (section 216L of the *Local Government (General) Regulation 2021*).	Compliant
5.	Council's audit, risk and improvement committee exercises its functions in accordance with a four-year strategic work plan that has been endorsed by the governing body and an annual work plan that has been developed in consultation with the governing body and senior management (Core requirement 1 of the Office of Local Government's *Guidelines for Risk Management and Internal Audit for Local Government in NSW*).	Compliant

6.	Council's audit, risk and improvement committee provides the governing body with an annual assessment each year, and a strategic assessment each council term of the matters listed in section 428A of the *Local Government Act 1993* reviewed during that term (Core requirement 1 of the Office of Local Government's *Guidelines for Risk Management and Internal Audit for Local Government in NSW*).	Compliant – Annual Report on Activities provided annually. Strategic Assessment – Not Yet Due. Due 2028.
7.	The governing body of Council reviews the effectiveness of the audit, risk and improvement committee at least once each council term (Core requirement 1 of the Office of Local Government's *Guidelines for Risk Management and Internal Audit for Local Government in NSW*).	Not yet due. Due 2028

Membership

The chairperson and independent membership of the audit, risk and improvement committee are:

Chairperson	Donna Rygate	30 October 2020	31 October 2027
Independent member	Robert Lagaida	1 November 2022	31 October 2026
Independent member	Carl Murphy	1 November 2022	31 December 2028

Risk Management

	Requirement	Compliance
8.	Council has adopted a risk management framework that is consistent with current Australian risk management standard and that is appropriate for the Council's risks (section 216S of the *Local Government (General) Regulation 2021*).	Compliant
9.	Council's audit, risk and improvement committee reviews the implementation of its risk management framework and provides a strategic assessment of its effectiveness to the governing body each council term (section 216S of the *Local Government (General) Regulation 2021*).	Not yet due. Due 2028

Internal Audit

	Requirement	Compliance
10.	Council has an internal audit function that reviews the council's operations and risk management and control activities (section 216O of the *Local Government (General) Regulation 2021)*.	Compliant
11.	Council's internal audit function reports to the audit, risk and improvement committee on internal audit matters (sections 216M, 216P and 216R of the *Local Government (General) Regulation 2021)*.	Compliant

	Requirement	Compliance
12.	Council's internal audit function is independent and internal audit activities are not subject to direction by the Council (section 216P of the *Local Government (General) Regulation 2021*).	Compliant
13.	Council has adopted an internal audit charter that is informed by the model internal audit charter approved by the Departmental Chief Executive of the Office of Local Government and the internal audit function operates in accordance with the charter (section 216O of the *Local Government (General) Regulation 2021*).	Compliant
14.	Council has appointed a member of staff to direct and coordinate internal audit activities (section 216P of the *Local Government (General) Regulation 2021*).	Compliant
15.	Internal audit activities are conducted in accordance with the International Professional Practices Framework, which now have been replaced with the Global Internal Audit Standards (Core requirement 3 of the Office of Local Government's *Guidelines for Risk Management and Internal Audit for Local Government in NSW*).	Compliant
16.	Council provides the internal audit function with direct and unrestricted access to staff, the audit, risk and improvement committee, and the information and resources necessary to undertake internal audit activities (section 216P of the *Local Government (General) Regulation 2021*).	Compliant
17.	Council's internal audit function undertakes internal audit activities in accordance with the ARIC four-year strategic work plan that has been endorsed by the governing body and an annual work plan that has been developed in consultation with the governing body and senior management (Core requirement 3 of the Office of Local Government's *Guidelines for Risk Management and Internal Audit for Local Government in NSW*).	Compliant
18.	Council's audit, risk and improvement committee reviews the effectiveness of the internal audit function and reports the outcome of the review to the governing body each council term (section 216R of the *Local Government (General) Regulation 2021*).	Not yet due. Due 2028

Non-compliance with the Local Government (General) Regulation 2021

As at 30 June 2025, no item has been documented as a non-compliance on the Council.

Greg Doyle

General Manager

XX August 2025

ITEM 10 ORGANISATIONAL STRUCTURE

Council is required to review the organisational structure within 12 months of an ordinary election of the council. This report presents the organisational structure for review.

RECOMMENDATION

In accordance with Section 333 of the Local Government Act 1993, Council endorse the organisational structure as outlined in Attachment 1.

REPORT AUTHORISATIONS

Report of: Renee Campbell, Director Corporate Services - Connected + Engaged City
Authorised by: Greg Doyle, General Manager

ATTACHMENTS

1 Organisational Structure

ACRONYMS USED IN REPORT

Abbreviation	Meaning
Act	The Local Government Act 1993

BACKGROUND

The Local Government Act 1993 [the Act] sets out the role of a council relating to the organisation structure.

Part 332 requires:

> *(1) A council must, after consulting the general manager, determine the resources to be allocated towards the employment of staff.*

Council allocates these resources through the adoption of the Delivery Program, Operational Plan and Budget. The general manager is then responsible for determining the positions within the organisation structure so as to give effect to the priorities set out in the strategic plans and delivery program.

Part 333 of the Act provides:

'The organisation structure may be re-determined under this Part from time to time. The council must review, and may re-determine, the organisation structure within 12 months after any ordinary election of the Council.'

The organisational structure is outlined in Attachment 1.

PROPOSAL

The organisational structure, as outlined in Attachment 1, shows the role of the General Manager, four (4) Directorates, and 16 divisions. In determining this structure, consideration has been given to delivery of the priorities set out in the strategic plans and delivery program adopted by Council. The previous senior staff structure endorsed by Council in September 2023 contained one more senior staff role (the role of Manager Commercial Development Strategy & Projects) than the current organisational structure presents. This former senior staff role was a stand-alone role (i.e. did not oversee a division of Council) and the activities undertaken by this role have now been incorporated into the activities of the Office of the General Manager and the Commercial Operations and Property division.

CONSULTATION AND COMMUNICATION

A Councillor Briefing session was held on Monday 11 August 2025 which outlined the organisational structure.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2035 Goal 4 “We have a healthy, respectful, and inclusive community”. It specifically delivers on the following:

Community Strategic Plan 2035		Delivery Program 2025-2029
Strategy		Service
4.7	Council demonstrates responsible leadership that is customer focused, demonstrates respect and inclusion, and uses resources that are managed effectively to ensure long-term sustainability.	Employee Services.

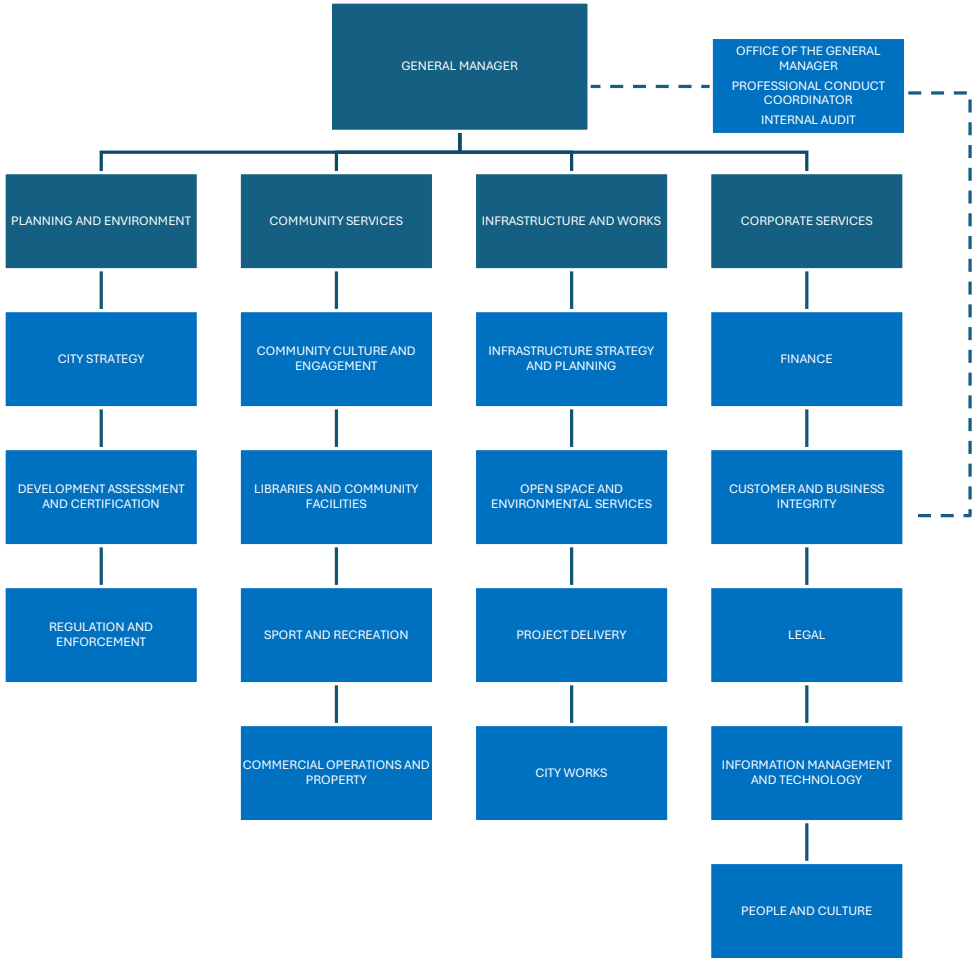
FINANCIAL IMPLICATIONS

The financial resources are set by Council in the development and adoption of the Delivery Program, Operational Plan and Budget, and the structure as proposed in this report provides for the delivery of these documents.

CONCLUSION

The organisational structure proposed in this report will support the delivery of Council’s strategic plans and delivery program.

ORGANISATIONAL STRUCTURE



ITEM 11 DELEGATIONS TO THE GENERAL MANAGER AND LORD MAYOR

Section 380 of the *Local Government Act 1993* requires Council to review its delegations during the first 12 months of its term. This provision only relates to delegations made by the Council to the General Manager or any other person or body. This report recommends that existing delegations to the General Manager and the Lord Mayor be maintained with minimal administrative and formatting changes.

RECOMMENDATION

1 Any previous delegation to the General Manager and Lord Mayor be revoked.

2 Council delegate to the General Manager the "General Manager's Delegation (Instrument of Delegation)" attached as Attachment 1.

3 Council delegate to the Lord Mayor the "Lord Mayor's Delegation (Instrument of Delegation)" attached as Attachment 2.

REPORT AUTHORISATIONS

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

ATTACHMENTS

1 General Manager's Delegation (Insturment of Delegation)
2 Lord Mayor's Delegation (Insturment of Delegation)

BACKGROUND

The current delegation to the General Manager, was adopted on 8 August 2022. As per the *Local Government Act 1993,* Council is required to review its delegations within the first 12 months of its term.

PROPOSAL

General Manager Delegation

The General Manager's delegation adopted in August 2022 appears to be operating effectively, and as such an unchanged Instrument of Delegation to the General Manager is recommended to Council for readoption.

Lord Mayor Delegation

This delegation has been in place under the current wording since 2012, and there are no significant issues with the operation or range of this delegation and therefore the current delegation is recommended for readoption.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong Our Future 2035 Goal 4 – "We have a healthy, respectful, and inclusive community". It specifically delivers on the following:

Community Strategic Plan 2035	Delivery Program 2025-2029
Strategy	**Service**
4.14 Council demonstrates responsible leadership that is customer focused, demonstrates respect and inclusion and uses resources that are managed effectively to ensure long-term sustainability.	Governance and Administration

FINANCIAL IMPLICATIONS

There are no direct financial implications that arise from issuing delegations to the General Manager and the Lord Mayor

CONCLUSION

The current delegations to the General Manager and the Lord Mayor provide appropriate delegated authority to allow for the efficient management of the organisation, and it is recommended that the current delegations be re-adopted by Council.

GENERAL MANAGER'S DELEGATION

(Instrument of Delegation)

Pursuant to section 377 of the *Local Government Act 1993* and a resolution of the Council at its meeting held on 25 August 2025 Wollongong City Council:

1. revokes all delegations granted to the General Manager prior to the date of this Instrument; and

2. delegates to the General Manager, or to the person who acts in that position, all of the functions, powers, duties and authorities of the Council that it may lawfully delegate under the *Local Government Act 1993*, any other Act, regulation, instrument, rule or the like (including any functions, powers, duties and authorities delegated to the Council by any authority, body, person or the like):

    i. other than those functions prescribed in section 377(1) of the Local Government Act 1993 as functions which may not be delegated; and subject to

    ii. the Restrictions set out in Column 2 in respect of those functions listed in Column 1 of Schedule 1 of this Instrument, and

    iii. compliance with any applicable resolution of the Council.

3. Fixes the amount, pursuant to clause 213 of the *Local Government (General) Regulation 2021*, above which debts to the Council may be written off only by resolution of the Council to be $10,000. A debt of or below that amount can be written off, by order, in writing by the General Manager and details reported to the ARIC on a monthly basis.

4. Notwithstanding any other provision of this Instrument, Council delegate to the General Manager the authority to accept all tenders, except tenders to provide services currently provided by members of staff, during the following Council recesses:

    i) Between the last meeting of the Council for the calendar year and the first meeting of the following year, with the agreement of the Lord Mayor, or in the absence of the Lord Mayor, with the Deputy Lord Mayor; and

    ii) Between the last meeting of the Council term and the day appointed for the next ordinary election; with the agreement of the Lord Mayor, or in the absence of the Lord Mayor, with the Deputy Lord Mayor, and remaining compliant with section 393B(1)(a) of the *Local Government (General) Regulation 2021*, and

    iii) Between the day appointed for the ordinary election and the first meeting of the new Council term, with the agreement of the Lord Mayor.

SCHEDULE 1

	Column 1	Column 2
	Function*	**Restriction****
1.	General use of Delegation	The General Manager cannot use the delegation in relation to those functions specified in clauses (a) to (u) of section 377(1) of the *Local Government Act 1993*
2.	Granting of Leases on Council Property	The General Manager cannot do so if: i) the term of the proposed lease or licence exceeds ten years, or ii) the rental payable to Council for the term of the lease exceeds $1,000,000 (including GST)
3.	Acceptance of Tenders invited by Council	The General Manager cannot do so if: i) the value of the tender exceeds $500,000 (including GST), or ii) the tender is to provide services currently provided by members of staff of the Council Note: The General Manager shall report to Council on a quarterly basis, details of tenders accepted under this delegation, including the cumulative value of tenders awarded to any single supplier in the preceding 12 month period under this delegation.

Notes to assist with interpretation

* To avoid doubt, the list of functions in Column 1 is not to be read as the list of total functions delegated to the General Manager pursuant to this Instrument. Column 1 merely lists those functions which are subject to restrictions as specified in Column 2.

** To avoid doubt, any monetary amount shown is inclusive of GST where applicable.

LORD MAYOR'S DELEGATION

(Instrument of Delegation)

Pursuant to section 377 of the *Local Government Act 1993* and a resolution of the Council at its meeting held on 25 August 2025 Wollongong City Council:

1. revokes all delegations granted to the Lord Mayor prior to the date of this Instrument; and
2. delegates to the Lord Mayor, or to the Councillor who acts in that position, the functions, powers, duties and authorities of the Council specified in Schedule 1, subject to
   i. the Restrictions set out in Column 2 in respect of those functions listed in Column 1 of Schedule 1 of this Instrument, and
   ii. compliance with any applicable resolution of the Council.

SCHEDULE 1

	Column 1	Column 2
	Function	**Restriction***
1.	Day-to-day oversight of and liaison with the General Manager	Within the terms and conditions of the General Manager's contract and Section 352 of the *Local Government Act 1993*
2.	Approve leave applications of the General Manager	
3.	Authorise expenditure incurred by the General Manager on behalf of Council	In accordance with delegated limits
4.	Incur Council-related expenditure on a Council-provided Purchase Card	Up to a limit of $20,000 per month and a transaction limit of $20,000
5.	Manage declarations by the General Manager in Council's Gifts and Benefits and Conflicts of Interests Registers	
6.	Authorise the holding of civic events, receptions and functions in consultation with the General Manager	
7.	Sign outgoing correspondence on behalf of the Office of the Lord Mayor	Where consistent with resolutions and adopted policies of the Council.

Notes to assist with interpretation

* To avoid doubt, any monetary amount shown is inclusive of GST where applicable.

ITEM 12 LEAVE OF ABSENCE - COUNCILLOR RYAN MORRIS - 24 AUGUST TO 30 AUGUST 2025

Councillor Ryan Morris has requested a leave of absence for the period of 24 August to 30 August 2025.

RECOMMENDATION

Leave of absence be granted to Councillor Morris for 24 August to 30 August 2025.

REPORT AUTHORISATIONS

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

ATTACHMENTS

There are no attachments for this report

ITEM 13 TENDER T1000187 - WOLLONGONG TOWN HALL AND ART GALLERY HVAC AND REFURBISHMENT WORKS

This report recommends acceptance of a tender for the Town Hall and Art Gallery HVAC and Roofing refurbishments in accordance with the requirements of the *Local Government Act 1993* and the *Local Government (General) Regulation 2021.*

The Art Gallery is valued by the community and offers a wide range of services and diverse program including exhibitions, education, forums and public programs. The Wollongong Town Hall is currently operated by Merrigong Theatre Company and provides a variety of services including theatre music and community engagement.

The Heating, Ventilation and Air Conditioning (HVAC) systems of the Town Hall and Art Gallery Buildings are at the end of their usable life and are recommended for replacement. Most of the mechanical equipment comprising the HVAC system for these buildings is located on the roofs. The roofs for both buildings are in fair to poor condition and result in numerous locations of water ingress into the buildings. It is pertinent to replace the roofs of the buildings in conjunction with the HVAC upgrades. In addition, other building services will be upgraded to current standards. The upgrades will improve the HVAC's energy efficiency at the Art Gallery and Town Hall and increase the lifespan of the buildings.

RECOMMENDATION

1 In accordance with Section 178(1)(a) of the *Local Government (General) Regulation 2021*, Council accept the tender of Climax Air Conditioning Pty Ltd for Town Hall and Art Gallery HVAC and Roofing refurbishments, in the sum of $13,753,092 including GST.

2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.

3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

REPORT AUTHORISATIONS

Report of: Jeremy Morgan, Manager Project Delivery (Acting)
Authorised by: Joanne Page, Director Infrastructure + Works

ATTACHMENTS

There are no attachments for this report

ACRONYMS USED IN REPORT

Abbreviation	Meaning
HVAC	Heating, Ventilation and Air Conditioning

BACKGROUND

The Wollongong Town Hall and Art Gallery buildings are both significant buildings in Wollongong's landscape, holding significant local heritage value. In recent years, the buildings have experienced significant roof leaks during rain events. Additionally, the mechanical and air conditioning systems have reached their end of life and need replacement for the buildings to continue operating efficiently and effectively.

The works will:

- Increase the lifespan of both buildings and reduce the maintenance costs by installing new roofs, guttering and downpipes, and new mechanical/HVAC systems
- Provide improved temperature-controlled conditions for storing and displaying art works, thus enabling the Wollongong Art Gallery to attract higher calibre exhibitions to the Art Gallery.

- Provide compliant fire protection to the Art Gallery and a new fire booster system to service the building
- Upgrade electrical boards and systems to current standards
- Introduce solar panels to the roof of the Town Hall

Tenders were invited for this project by the open tender method with a close of tenders of 10.00 am on 19 June 2025.

Four (4) tenders were received by the close of tenders and all tenders have been scrutinised and evaluated by a Tender Evaluation Panel constituted in accordance with Council's Procurement Policies and Procedures and comprising representatives of the Project Delivery, City Works and Community, Culture & Engagement Divisions.

The Tender Evaluation Panel evaluated all tenders in accordance with the following Evaluation criteria and weightings as set out in the formal tender documents:

Mandatory Criteria

1 Satisfactory references from referees for previous projects of similar size and scope

2 Financial evaluation acceptable to Council which demonstrates the tenderer's financial capacity to undertake the works

3 Evidence of accreditations in: Certified WHS Management System (AS/NZS ISO 45001:2018), certified Quality Management System (AS/NZS ISO9001:2016), Environmental Management System AS/NZS ISO14001:2016)

4 Tender Programme submitted confirms to contract milestone dates

5 Tenderers must submit completed GC21 Tender Schedules

6 Attendance at site inspection

7 Tenderer's must confirm they have downloaded and can view the provided building 3D survey

The mandatory evaluation criteria has been met by the recommended tenderer.

Evaluation Criteria

1. Cost to Council – 45%
2. Appreciation of scope of works and construction methodology – 15%
3. Demonstrated experience and satisfactory performance in undertaking projects of similar size, scope and risk profile, including staff qualifications and experience – 10%
4. Proposed sub-contractors – 5%
5. Project Schedule including minimising shutdown timeframes to operational areas – 10%
6. Demonstrated strengthening of local economic capacity – 10%
7. Accredited workplace health and safety management system and environmental management policies and procedures – 5%

The Tender Evaluation Panel utilised a weighted scoring method for the evaluation of tenders which allocates a numerical score out of 5 in relation to the level of compliance offered by the tenders to each of the evaluation criteria as specified in the tender documentation. The method then considers pre-determined weightings for each of the evaluation criteria which provides for a total score out of 5 to be calculated for each tender. The tender with the highest total score is considered to be the tender that best meets the requirements of the tender documentation in providing best value to Council. Table 1 below lists the tenderers for this project.

TABLE 1 – SUMMARY OF TENDERERS

Name of Tenderer
Climax Air Conditioning Pty Ltd
Batmac Constructions Pty Ltd
Makki Constructions Pty Ltd
AirMaster Corporation Pty Ltd

PROPOSAL

Based on the assessment of all tenders, it is recommended that Council accept the tender from Climax Air Conditioning Pty Ltd to carry out the Town Hall and Art Gallery HVAC and Roofing refurbishments in accordance with the scope of works and technical specifications developed for the project. The tender from Climax Air Conditioning was determined to have the highest overall score and ranked first in the assessment.

The recommended tenderer has satisfied the Tender Evaluation Panel that it is capable of undertaking the works to Council's standards and in accordance with the technical specification.

An acceptable financial assessment has been received in relation to the recommended tenderer.

Referees nominated by the recommended tenderer have been contacted by the Tender Evaluation Panel and expressed satisfaction with the standard of work and methods of operation undertaken on their behalf.

CONSULTATION AND COMMUNICATION

1 Members of the Tender Evaluation Panel

2 Nominated Referees

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong Our Future 2035 Goal 3 – "We foster a diverse economy, and we value innovation, culture, and creativity". It specifically delivers on the following:

Community Strategic Plan 2035	Delivery Program 2025-2029
Strategy	**Service**
1.5 Work together to achieve net zero greenhouse gas emissions and mitigate the impacts of climate change.	Environmental Services
2.3 Deliver high quality, fit for purpose and sustainable infrastructure to support a growing and resilient city	Infrastructure Strategy and Delivery
2.7 Develop and implement programs and projects that achieve proactive heritage management, education and promotion.	Community Programs
3.12 Promote museums and galleries as part of the cultural landscape	Arts and Culture
4.2 Provide a variety of quality and accessible public spaces and opportunities for sport, play, leisure, recreation, learning and cultural activities in the community.	

RISK ASSESSMENT

The risk in accepting the recommendation of this report is considered low on the basis that the tender process has fully complied with Council's Procurement Policies and Procedures and the *Local Government Act 1993.*

The risk of the project works or services is considered medium based upon Council's risk assessment matrix and appropriate risk management strategies will be implemented.

SUSTAINABILITY IMPLICATIONS

Sustainability implications have been considered as follows:

- Sustainable procurement by providing open tender to give local companies the opportunity to tender for the work.
- Weighting in tender assessment provided for using local services, labour and materials.
- Introduction of renewable energy source to the Town Hall through installation of solar panels
- Modernised HVAC systems will operate with improved energy efficiency
- Removal of gas services to the Town Hall Building
- Fit for purpose building materials to resist the coastal environment in which the building is located.

FINANCIAL IMPLICATIONS

It is proposed that the total project be funded from the following source/s as identified in the Operational Plan –

2025/26 Capital Budget

2026/27 Capital Budget

An application for funding under the NSW Government Electrification grant program is pending assessment, with the outcome anticipated to be advised in October 2025.

CONCLUSION

The proposed renewal and upgrade work to the Town Hall and Art Gallery Buildings is aligned with the strategic direction and key actions within Council's Delivery Program and Operational Plan. Climax Air Conditioning Pty Ltd have provided a satisfactory submission, and it is recommended that Council endorse the recommendations of this report.

ITEM 14 TENDER T1000214 - HARRY GRAHAM DRIVE SLOPE STABILISATION AREA 2

This report recommends acceptance of a tender for embankment stabilisation of Area 2 on Harry Graham Drive in accordance with the requirements of the *Local Government Act 1993* and the *Local Government (General) Regulation 2021.*

Harry Graham Drive connects Mount Kembla to Mount Keira Road and Clive Bissell Drive, which is a vital route for residents, emergency services, and to the Kembla Mountain Bike Trails once opened. The road is crucial during bushfire seasons and other emergencies. Its stability and accessibility are essential for community safety.

Harry Graham Drive embankments are showing signs of deterioration and failure caused by natural events. This tender relates to the rectification works to the segment identified as Area 2, comprising 275 metres in length, directly adjoining the Area 1 segment that was previously stabilised in 2022.

RECOMMENDATION

1 In accordance with Section 178(1)(a) of the *Local Government (General) Regulation 2021*, Council accept the tender of Cadifern Pty Ltd for Harry Graham Drive Slope Stabilisation Area 2, in the sum of $3,631,959.47, including GST.

2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.

3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

REPORT AUTHORISATIONS

Report of: Jeremy Morgan, Manager Project Delivery (Acting)
Authorised by: Joanne Page, Director Infrastructure + Works

ATTACHMENTS

1 T1000214 - Harry Graham Drive Slope Stabilisation Area 2 Location Plans

BACKGROUND

Harry Graham Drive is located in the Mount Kembla region of the Illawarra Escarpment. The road was built in the 1940's using cut and push methods to produce the road embankment. Combined with the pre-existing soft rock and slope wash geology, much of the low side embankment is unstable and is experiencing soil creep, slumping and storm scours. Over many years, Council has been working through a priority schedule to stabilise the lower banks of Harry Graham Drive and protect the public from rockfalls.

In 2022, a novel approach to rapid embankment construction was undertaken at Harry Graham Drive following favourable model tests. Raked and staggered heavy sheet pile walls were constructed and capped with a substantial torsion beam. This previously rectified segment is known as Area 1.

The next segment for the essential repair and stabilisation works is identified as Area 2. It is 275 meters in length and contains the Eastern Gas Pipeline within the road pavement.

For this scope, the Area 2 is to be constructed using the same novel sheet pile and beam system, in two parts – an initial 100 metres stage which will adjoin the previously rectified Area 1 and extend to the south with no gas main, but still under vibration monitoring. Following successful completion of Stage 1, the subsequent 175 metres of Stage 2 in the vicinity of the gas main will proceed under full vibration monitoring. For this portion, the gas network operator Jemena along with their service provider Zinfra have indicated a maximum allowable vibration acceleration of 20 mm/sec^2 at the location of the gas main.

The scope for both stages involves:

- Supply and installation of sheet piles

- Vibration monitoring within the rock layer during sheet pile installation
- Backfill with 200 mm no-fines concrete
- Construction of capping beam
- Stormwater drainage adjustments
- Supply and installation of concrete erosion protection mats
- Supply and installation of guardrail

Tenders were invited for this project by the selective tender method in accordance with Regulation 168 of the *Local Government (General) Regulation 2021*, with a close of tenders of 10:00 am on Tuesday 24 June 2025. This followed an open expression of interest process in November 2024.

Six tenders were received by the close of tenders and one tender was received after the closing time. This tender was deemed a late tender and was given no further consideration. The remaining tenders have been scrutinised and evaluated by a Tender Evaluation Panel constituted in accordance with Council's Procurement Policies and Procedures and comprising representatives of the Project Delivery, Infrastructure Strategy and Planning, and Customer and Business Integrity Service Divisions.

The Tender Evaluation Panel evaluated all tenders in accordance with the following Evaluation criteria and weightings as set out in the formal tender documents:

Mandatory Criteria

1 Satisfactory references from referees for previous projects of similar size and scope.

2 Financial evaluation acceptable to Council which demonstrates the tenderer's financial capacity to undertake the works.

3 Accredited Workplace Health and Safety Management System.

Evaluation Criteria

1 Cost to Council – 45%

2 Appreciation of scope of works and construction methodology – 20%

3 Demonstrated experience and satisfactory performance in undertaking projects of similar size, scope and risk profile, including staff qualifications and experience – 5%

4 Demonstrated strengthening of local economic capacity – 10%

5 Proposed sub-contractors – 10%

6 Project Schedule – 10%

The mandatory evaluation criteria have been met by the recommended tenderer.

The Tender Evaluation Panel utilised a weighted scoring method for the evaluation of tenders which allocates a numerical score out of 5 in relation to the level of compliance offered by the tenders to each of the evaluation criteria as specified in the tender documentation. The method then considers pre-determined weightings for each of the evaluation criteria which provides for a total score out of 5 to be calculated for each tender. The tender with the highest total score is considered to be the tender that best meets the requirements of the tender documentation in providing best value to Council. Table 1 below summarises the tenders received for this project.

TABLE 1 – SUMMARY OF TENDERS RECEIVED

Name of Tenderer
Cadifern Pty Ltd
Cadifern Pty Ltd (*Alternate)*
PCA Ground Engineering
Abergeldie Contractors Pty Ltd
Abergeldie Contractors Pty Ltd (*Alternate)*
Fulton Hogan Industries Pty Ltd

PROPOSAL

Following a review of all compliant tenders, it is recommended that Council accept the tender from Cadifern Pty Ltd to carry out the embankment stabilisation of Area 2 on Harry Graham Drive in accordance with the scope of works and technical specifications developed for the project.

The recommended tenderer has satisfied the Tender Evaluation Panel that it is capable of undertaking the works to Council's standards and in accordance with the technical specification.

An acceptable financial capability evaluation has been received in relation to the recommended tenderer.

Referees nominated by the recommended tenderer have been contacted by the Tender Evaluation Panel and expressed satisfaction with the standard of work and methods of operation undertaken on their behalf.

CONSULTATION AND COMMUNICATION

1 Members of the Tender Evaluation Panel

2 Nominated Referees

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong Our Future 2035 Goal 2 – "We have well planned, connected, and liveable places". It specifically delivers on the following:

Community Strategic Plan 2035	Delivery Program 2025-2029
Strategy	**Service**
2.10 Plan and provide sustainable infrastructure for safe and liveable places integrated with the environment and accessible to key transport routes.	Transport Services

RISK ASSESSMENT

The risk in accepting the recommendation of this report is considered low on the basis that the tender process has fully complied with Council's Procurement Policies and Procedures and the *Local Government Act 1993.*

The risk of the project works or services is considered medium based upon Council's risk assessment matrix and appropriate risk management strategies will be implemented.

The embankments of Harry Graham Drive have a long history of instability, landsliding and rockfall events. Council has conducted previous works to stabilise the prioritized segments of this road on multiple occasions over many years. The next segment that requires expeditious repair and stabilisation is Area 2. There are several impacts including safety, financial and reputational risks that should be considered if Council decides not to undertake the stabilisation works.

SUSTAINABILITY IMPLICATIONS

Economic sustainability implications are considered relevant to the re-use of the excavated materials onsite in backfill and/or existing road materials in new formation where suitable, as well extending the service life of the existing road following repairs and rehabilitation, reducing the maintenance costs and the likelihood of damages in case of a potential rockfall or landslide.

FINANCIAL IMPLICATIONS

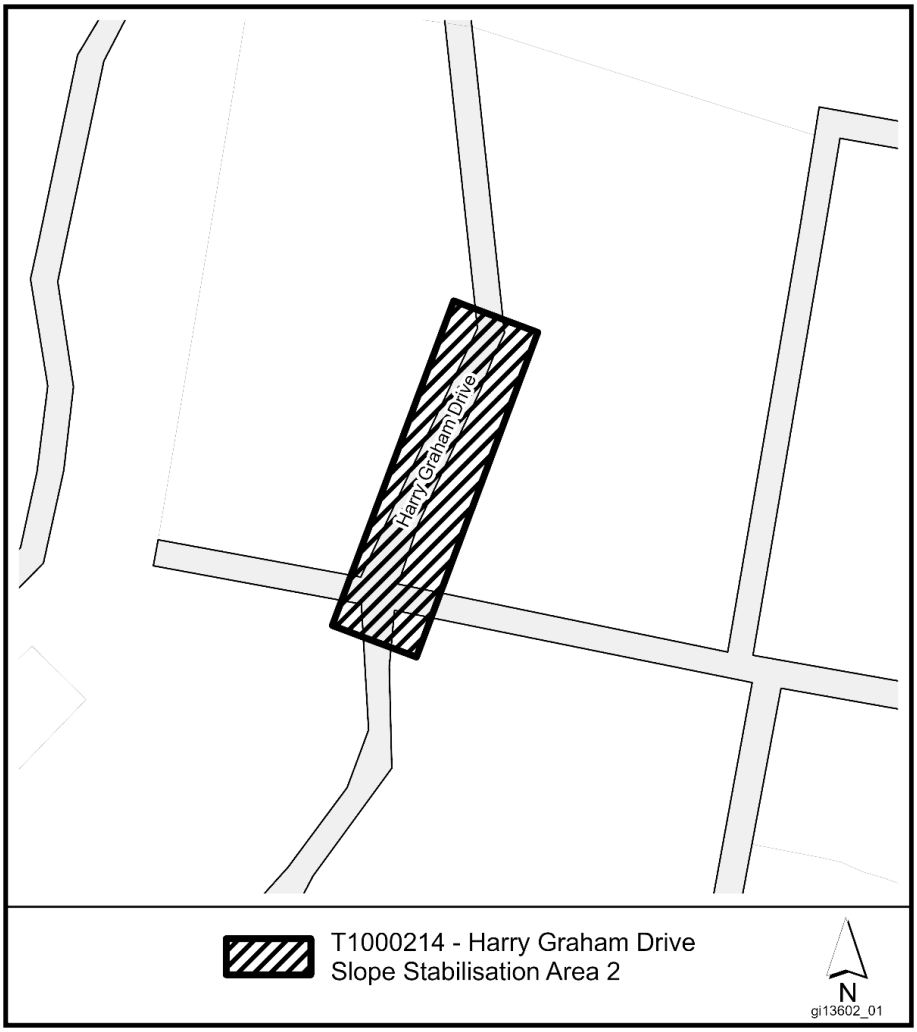
It is proposed that the total project be funded from the following source/s as identified in the Operational Plan –

2025/26 Capital Budget

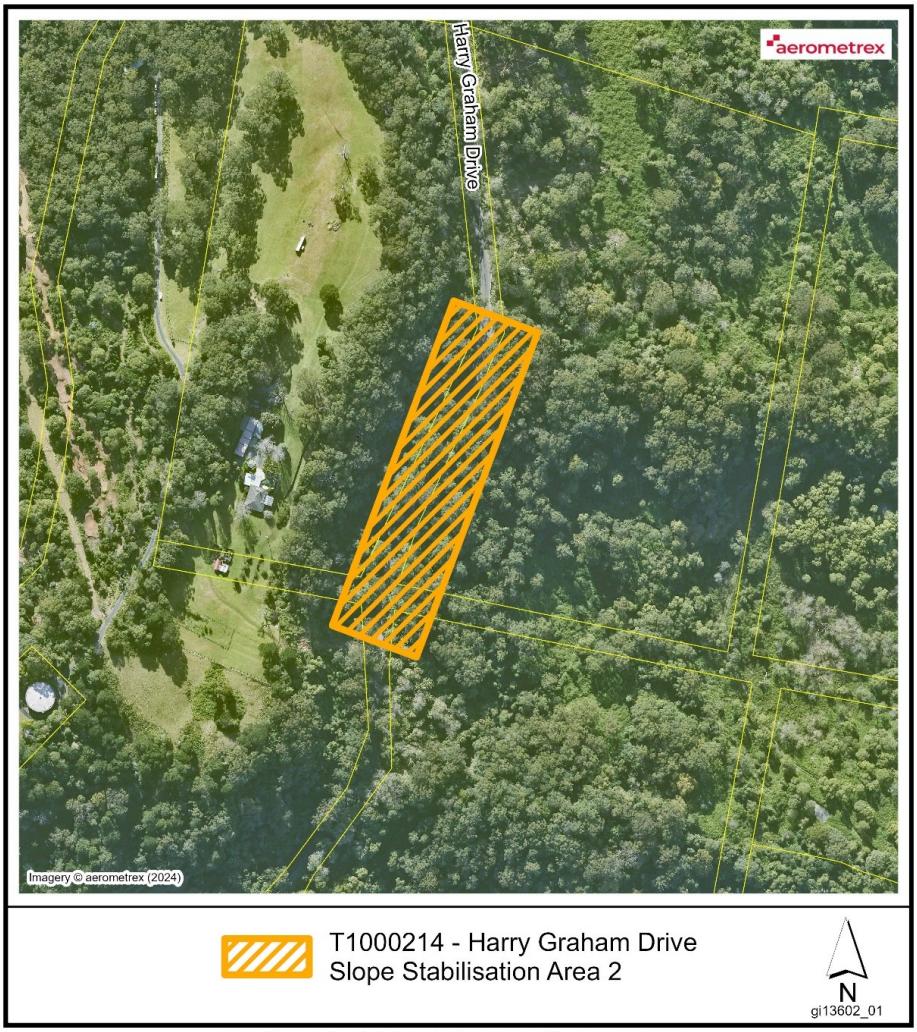
Stage 2 of the proposed works have been provided as a provisional quantity within the tender. This portion of the works will be only enacted following successful completion of Stage 1 works.

CONCLUSION

Without intervention, further deterioration of the Harry Graham Drive is imminent, and increases risks to public safety, risk of road closure, decreases the service life of the existing road and escalates the maintenance and remediation costs of the road. It is recommended that Council accept the tender to stabilise this section of Harry Graham Drive.



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ITEM 15 PRELIMINARY PRE-AUDIT FINANCIALS - 30 JUNE 2025

The preliminary pre-audit full year financial result as at 30 June 2025 compared to budget is unfavourable for the Operating Result [pre-capital] $24.8M and Funds Available from Operations was favourable compared to budget $16.6M.

The Total Funds Result is favourable $21M compared to budget and includes the prepayment of the 2025/2026 Financial Assistance Grant of $12M that was paid in June and a favourable full year variance of $7.6M in the Capital Works Program.

The pre-audit Statement of Financial Position indicates sufficient cash to support external restrictions.

Council expended a total of $88.1M on its capital works program during 2025, representing 92% of the budget. The full year budget was $95.7M.

RECOMMENDATION

The financials be received and noted.

REPORT AUTHORISATIONS

Report of: Brian Jenkins, Chief Financial Officer
Authorised by: Renee Campbell, Director Corporate Services - Connected + Engaged City

ATTACHMENTS

1 Financial Statements - June 2025

BACKGROUND

This report presents the Financial Performance of the organisation as at 30 June 2025. The below table provides a summary of the organisation's overall full year financial results.

Wollongong City Council **30 June 2025** **Full Year Position**	**Original Budget** $M **1-Jul**	**Revised Budget** $M **30-Jun**	**Forecast** $M **30-Jun**	**Actual** $M **30-Jun**	**Variation** $M
Operating Revenue	368.1	356.4	356.4	338.2	(18.2)
Operating Costs	(354.2)	(387.9)	(387.9)	(394.6)	(6.7)
Operating Result [Pre Capital]	**13.9**	**(31.5)**	**(31.5)**	**(56.4)**	**(24.8)**
Capital Grants & Contributions	27.5	30.0	30.0	45.5	15.5
Operating Result	**41.3**	**(1.5)**	**(1.5)**	**(10.9)**	**(9.4)**
Funds Available from Operations	**66.3**	**48.6**	**48.6**	**65.2**	**16.6**
Capital Works	**106.0**	**95.7**	**95.7**	**88.1**	**7.6**
Contributed Assets	**7.0**	**7.0**	**7.0**	**13.7**	(6.7)
Transfer to Restricted Cash	2.6	31.1	31.1	2.1	29.0
Borrow ings Repaid	0.7	0.7	0.7	0.7	-
Funded from:					
- Operational Funds	66.3	48.6	48.6	65.2	16.6
- Other Funding	49.2	69.7	69.7	44.2	(25.5)
Total Funds Surplus/(Deficit)	**(0.8)**	**(16.2)**	**(16.2)**	**4.8**	**21.0**

FINANCIAL PERFORMANCE

The financial performance and, particularly, variations from budget, are discussed in more detail in the June Quarterly Review. While there are significant movements in the Operating Results and Funds Available from Operations against the current budget, those variations are predominately due to timing of transactions and year-end adjustments. The Operating Result [pre-capital] deficit of $56.4M is an unfavourable variance of $24.8M compared to the budget deficit of $31.5M.

The Operating Result deficit of $10.9M is an unfavourable variance of $9.4M compared to budget.

The Funds Available from Operations result is favourable by $16.6M compared to budget. This result includes $12M in relation to the prepayment of the 2025/2026 Financial Assistance Grant. This result excludes the non-cash variations and transfers to and from Restricted Assets but includes the variation in cash payments for Employee Entitlements. This result best represents the operational budget variations that impact our funding position and current financial capacity.

The Total Funds result as at 30 June 2025 is a favourable variance of $21M compared to budget.

At the end of June, the Capital Works Program had an expenditure of $88.1M compared to a budget of $95.7M.

FINANCIAL POSITION

Cash, Investments & Available Funds

Council's cash and investments increased during June 2025 to holdings of $213.9M compared to $201.5M at the end of May 2025. A significant portion of these funds are subject to restriction meaning they can only be utilised for specific purposes. As a result, Council's true available cash position is more accurately depicted by considering available funds that are uncommitted and not subject to restriction.

Wollongong City Council

30 June 2025

Cash, Investments and Available Funds

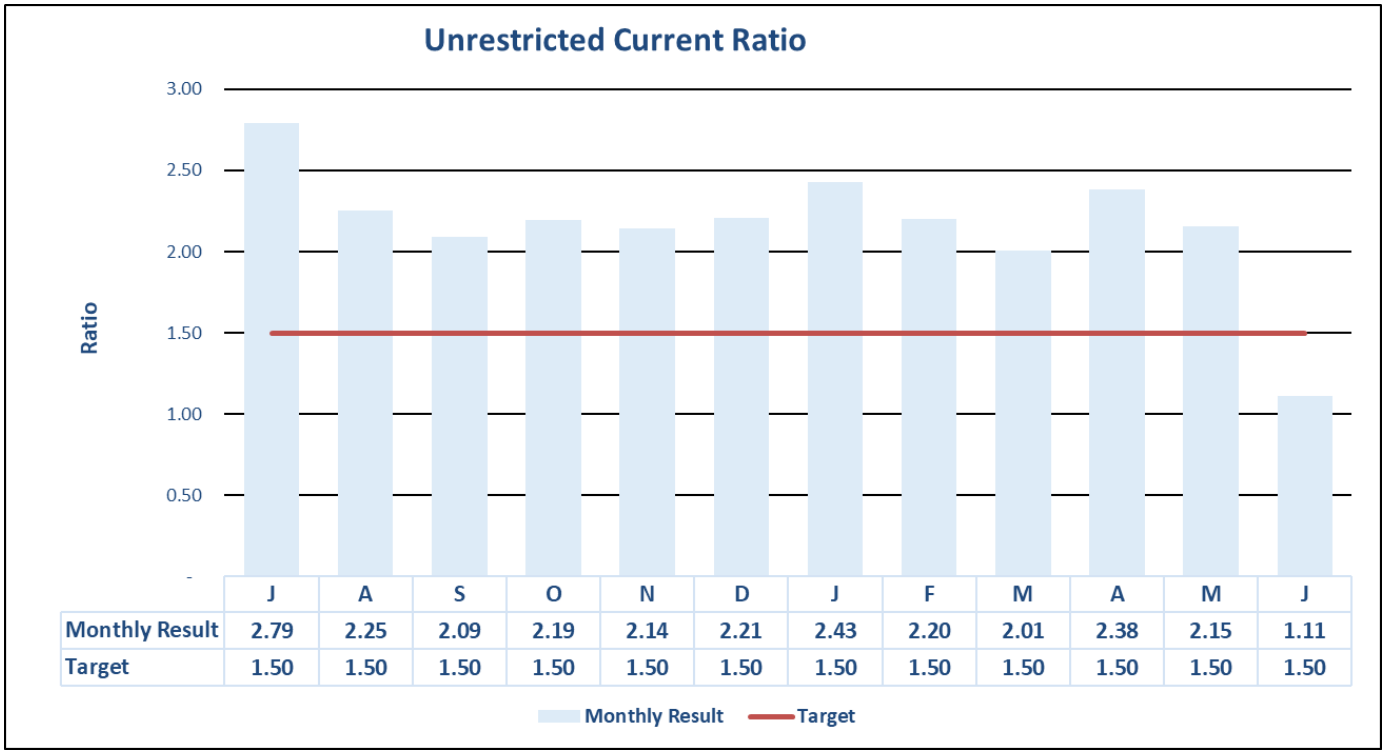
	Actual 2023/24 $M	Original Budget 2024/25 $M	Revised Budget 2024/25 $M	Actuals 2024/25 $M
Total Cash and Investments	**179.5**	**186.1**	**206.2**	**213.9**
Less Restrictions:				
External	86.9	80.0	95.3	103.2
Internal	68.7	86.6	91.8	67.6
CivicRisk Investment	3.1			3.1
Total Restrictions	158.7	166.6	187.1	173.9
Available Cash	**20.8**	**19.5**	**19.1**	**40.0**
Adjusted for :				
Payables	(22.3)	(29.3)	(32.3)	(27.5)
Receivables	32.4	28.6	27.9	30.2
Other	10.5	(2.4)	1.9	3.8
Net Payables & Receivables	20.6	(3.1)	(2.6)	6.5
Available Funds	**41.4**	**16.4**	**16.5**	**46.5**

External restrictions are funds that must be spent for a specific purpose and cannot be used by Council for general operations. Internal restrictions are funds that Council has determined will be used for a specific future purpose, although Council may vary that use by resolution of Council. Further details on the internal and external restrictions can be found in the Cash Flow Statement (Attachment 1).

The level of cash and investments in Council's available funds position remains above the Financial Strategy target range of 3.5% to 5.5% of operational revenue (pre-capital) illustrating long-term strength in Council's liquidity. The increase in cash and investments over the period remains closely aligned with anticipated cash flows.

In June 2025 the annual review of classification of investments as current or non-current was conducted. This considered intent of holdings that included investment return and liquidity (or combination of both) and reviewed historical transactions by investment type. The result of this work altered the presentation of Floating Rate Notes with a settlement date greater than 12 months being classified as non-current. The transaction moved $47.6M in Floating Rate Notes from current to non-current on the Statement of Financial Position. The transaction reduced the Unrestricted Current Ratio to fall below the existing target of 1.5. It is important to note that Floating Rate Notes can be actively traded, regardless of classification as current or non-current with the investment type still assisting Council in managing its liquidity. There has been no change in Council's liquidity because of this transaction. The Unrestricted Current Ratio target will be reassessed moving forward based on the revised accounting application.

The Unrestricted Current Ratio measures the Council's liquidity position or ability to meet short term obligations as they fall due. The below graph reflects Council's performance against the Local Government benchmark of greater than 1.5 times.



	J	A	S	O	N	D	J	F	M	A	M	J
Monthly Result	2.79	2.25	2.09	2.19	2.14	2.21	2.43	2.20	2.01	2.38	2.15	1.11
Target	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50

Borrowings

Council has no outstanding loans as at 30 June 2025. 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.

No additional borrowings have been identified in the forward estimates.

Infrastructure, Property, Plant & Equipment

The Statement of Financial Position shows $4.13B of Property, Plant and Equipment at net carrying value, and gross replacement cost $7.2B (excluding $81M in Work In Progress) that are controlled and managed by Council on behalf of the community at 30 June 2025.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong Our Future 2032 Goal 4 “We have a healthy, respectful, and inclusive community”. It specifically delivers on the following:

Community Strategic Plan 2035	Delivery Program 2025-2029
Strategy	**Service**
4.14 Council demonstrates responsible leadership that is customer focused, demonstrates respect and inclusion, and uses resources that are managed effectively to ensure long-term sustainability.	Financial Services

CONCLUSION

The financial result impacted key financial indicators at the end of June through a favourable result for *Total Funds Result Budget versus Actual*, and improved Available Funds performance against full year budget.

Wollongong City Council
1 July 2024 to 30 June 2025

Income Statement

	2024/25 Original Budget $'000	2024/25 Revised Budget $'000	2024/25 Full Year Budget $'000	2024/25 Full Year Actuals $'000	Variance $'000
Income From Continuing Operations					
Revenue:					
Rates and Annual Charges	247,048	247,558	247,558	247,517	(41)
User Charges and Fees	39,990	38,629	38,629	40,087	1,458
Interest and Investment Revenues	6,197	10,650	10,650	10,980	330
Other Revenues	6,074	7,107	7,107	7,285	178
Rental Income	7,028	6,839	6,839	7,035	196
Grants & Contributions provided for Operating Purposes	33,212	17,110	17,110	31,646	14,537
Grants & Contributions provided for Capital Purposes	27,454	29,997	29,997	45,474	15,477
Other Income:	0	0	0	0	0
Profit/Loss on Disposal of Assets	28,516	28,516	28,516	(6,276)	(34,792)
Total Income from Continuing Operations	**395,519**	**386,407**	**386,407**	**383,749**	**(2,658)**
Expenses From Continuing Operations					
Employee Costs	164,095	168,714	168,714	168,817	(102)
Borrowing Costs	557	1,055	1,055	1,143	(88)
Materials & Services	102,189	119,539	119,539	112,174	7,365
Other Expenses	24,257	25,028	25,028	31,549	(6,522)
Depreciation, Amortisation + Impairment	87,113	97,803	97,803	98,098	(295)
Labour Internal Charges	(21,690)	(21,892)	(21,892)	(15,546)	(6,346)
Non-Labour Internal Charges	(2,323)	(2,305)	(2,305)	(1,627)	(678)
Total Expenses From Continuing Operations	**354,198**	**387,942**	**387,942**	**394,608**	**(6,665)**
Operating Result	**41,322**	**(1,535)**	**(1,535)**	**(10,859)**	**(9,324)**
Operating Result [pre capital]	**13,868**	**(31,533)**	**(31,533)**	**(56,333)**	**(24,801)**

Funding Statement

Net Operating Result for the Year	41,322	(1,535)	(1,535)	(10,859)	(9,324)
Add back :					
- Non-cash Operating Transactions	106,241	104,483	104,483	141,297	36,814
- Restricted cash used for operations	14,601	19,882	19,882	27,499	7,616
- Income transferred to Restricted Cash	(79,972)	(57,953)	(57,953)	(73,056)	(15,103)
Leases Repaid	(132)	(496)	(496)	(507)	(11)
Payment of Employee Entitlements	(15,763)	(15,763)	(15,763)	(19,205)	(3,441)
Funds Available from Operations	**66,297**	**48,618**	**48,618**	**65,169**	**16,552**
Loans Repaid	(656)	(656)	(656)	(657)	(1)
Advances (made by) / repaid to Council	0	0	0	0	0
Operational Funds Available for Capital Budget	**65,642**	**47,962**	**47,962**	**64,512**	**16,550**

Capital Budget Statement

Assets Acquired	(105,995)	(95,734)	(95,734)	(88,087)	7,647
Contributed Assets	(7,014)	(7,014)	(7,014)	(13,674)	(6,659)
Transfers to Restricted Cash	(2,607)	(31,123)	(31,123)	(2,123)	29,000
Funded From :-					
- Operational Funds	65,642	47,962	47,962	64,512	16,550
- Sale of Assets	3,550	32,066	32,066	2,067	(29,999)
- Internally Restricted Cash	13,920	12,734	12,734	10,608	(2,126)
- Borrowings	0	0	0	0	0
- Capital Grants	15,875	11,035	11,035	10,381	(655)
- Developer Contributions (Section 94)	5,135	5,592	5,592	5,980	388
- Other Externally Restricted Cash	1,547	400	400	93	(307)
- Other Capital Contributions	9,161	7,908	7,908	15,033	7,124
TOTAL FUNDS SURPLUS / (DEFICIT)	**(788)**	**(16,174)**	**(16,174)**	**4,790**	**20,964**

WOLLONGONG CITY COUNCIL

Statement of Financial Position

as at 30 June 2025

	At 30 June 2025 $'000	At 30 June 2,024 $'000
Current Assets		
Cash Assets	**49,586**	44,900
Investment Securities	**67,365**	116,457
Receivables	**30,216**	32,372
Inventories	**6,511**	6,524
Current Contract Assets	**5,366**	10,771
Other	**3,143**	3,561
Assets classified as held for sale	**0**	0
Total Current Assets	**162,187**	214,585
Non-Current Assets		
Non Current Cash Assets	**46,250**	15,000
Non Current Investment Securities	**50,687**	3,117
Non-Current Inventories	**0**	0
Property, Plant and Equipment	**4,133,992**	4,056,151
Investment Properties	**5,650**	5,100
Intangible Assets	**0**	0
Right-Of-Use Assets	**2,276**	1,332
Total Non-Current Assets	**4,238,855**	4,080,700
TOTAL ASSETS	**4,401,042**	4,295,285
Current Liabilities		
Current Payables	**27,483**	22,273
Current Contract Liabilities	**23,174**	12,543
Current Lease Liabilities	**395**	460
Current Provisions payable < 12 months	**20,711**	18,706
Current Provisions payable > 12 months	**40,809**	42,119
Current Interest Bearing Liabilities	**0**	657
Total Current Liabilities	**112,572**	96,758
Non-Current Liabilities		
Non Current Interest Bearing Liabilities	**0**	0
N/C Lease Liabilities	**2,072**	963
Non Current Provisions	**50,603**	49,685
Total Non-Current Liabilities	**52,675**	50,648
TOTAL LIABILITIES	**165,247**	147,406
NET ASSETS	**4,235,795**	4,147,879
Equity		
Accumulated Surplus	**1,521,751**	1,534,631
Asset Revaluation Reserve	**2,561,571**	2,466,361
Restricted Assets	**152,473**	146,887
TOTAL EQUITY	**4,235,795**	4,147,879

WOLLONGONG CITY COUNCIL

Cash Flows and Investments

as at 30 June 2025

	At 30 June 2025 $ '000	At 30 June 2024 $ '000
Cash Flows From Operating Activities		
Receipts		
Rates & Annual Charges	247,522	232,873
User Charges & Fees	39,909	42,526
Interest & Interest Received	9,061	8,575
Grants & Contributions	97,659	68,654
Bonds, deposits and retention amounts received	167	886
Other	31,727	29,432
Payments		
Employee Benefits & On-costs	(153,952)	(142,434)
Materials & Contracts	(126,740)	(138,853)
Borrowing Costs	(141)	(127)
Bonds, deposits and retention amounts refunded	-	(1,352)
Other	(22,192)	1,578
Net Cash provided (or used in) Operating Activities	**123,019**	**101,758**
Cash Flows From Investing Activities		
Receipts		
Sale of Investments	50,649	37,813
Sale of Investment Property		
Sale of Real Estate Assets		
Sale of Infrastructure, Property, Plant & Equipment	2,067	848
Payments:		
Purchase of Investments	(79,128)	(38,090)
Purchase of Investment Property	(1,100)	
Purchase of Infrastructure, Property, Plant & Equipment	(89,795)	(98,797)
Net Cash provided (or used in) Investing Activities	**(117,306)**	**(98,226)**
Cash Flows From Financing Activities		
Payments:		
Repayment of Borrowings & Advances	(657)	(2,572)
Repayment of Finance Lease Liabilities	(370)	(431)
Net Cash Flow provided (used in) Financing Activities	**(1,027)**	**(3,003)**

WOLLONGONG CITY COUNCIL

Cash Flows and Investments

as at 30 June 2025

	At 30 June 2025 $ '000	At 30 June 2024 $ '000
Total Cash & Cash Equivalents and Investments - year to date	**213,888**	**179,474**
Attributable to:		
External Restrictions (refer below)	103,184	86,881
Internal Restrictions (refer below)	67,583	68,674
Unrestricted	43,121	23,919
	213,888	**179,474**
External Restrictions		
Developer Contributions	73,967	55,949
RMS Contributions	402	422
Specific Purpose Unexpended Grants	13,381	11,730
Special Rates Levy Wollongong Mall	1,062	962
Special Rates Levy Wollongong City Centre	94	94
Local Infrastructure Renewal Scheme	-	-
Unexpended Loans	973	924
Domestic Waste Management	6,033	5,321
Private Subsidies	2,898	6,943
Housing Affordability	3,120	3,029
Stormwater Management Service Charge	1,254	1,507
Total External Restrictions	**103,184**	**86,881**
Internal Restrictions		
Property Investment Fund	5,532	5,396
Strategic Projects	31,700	32,991
Sports Priority Program	856	524
Car Parking Stategy	1,372	1,223
MacCabe Park Development	2,190	2,040
Darcy Wentworth Park	18	18
Garbage Disposal Facility	5,982	10,854
West Dapto Development	19,259	14,927
Natural Areas	173	173
Lake Illawarra Estuary Management Fund	501	528
Total Internal Restrictions	**67,583**	**68,674**

ITEM 16 STATEMENT OF INVESTMENT - JUNE 2025

This report provides an overview of Council's investment portfolio performance for the reporting period June 2025.

Council had an average weighted return for June 2025 of 0.40% which was above the benchmark return of 0.32%. The result was primarily due to the positive valuations on the consolidated NSW TCorp investments, and the reinvestment of funds at better interest rate levels. The remainder of Council's portfolio continues to provide a high degree of credit quality and liquidity.

RECOMMENDATION

Council receive the Statement of Investment for June 2025.

REPORT AUTHORISATIONS

Report of: Brian Jenkins, Chief Financial Officer
Authorised by: Renee Campbell, Director Corporate Services - Connected + Engaged City

ATTACHMENTS

1 Statement of Investment - June 2025
2 Investment Income Compared to Budget 2024-2025

ACRONYMS USED IN REPORT

Abbreviation	Meaning
CBA	Commonwealth Bank of Australia
RBA	Reserve Bank of Australia

BACKGROUND

Council staff monitor Council's cash flow on a daily basis and mandated to invest surplus funds in accordance with the Ministerial Investment Order and Office of Local Government guidelines. The Order reflects a conservative investment approach and restricts investment types available to Council. In compliance with the Order and Office of Local Government guidelines, Council adopted an Investment Policy on 12 December 2022. The Investment Policy provides a framework for Council to manage investment credit quality, institutional diversification and maturity constraints. Council's investment portfolio was controlled by Council's Finance Division during the period and has remained in compliance with the Investment Policy. Council's Audit, Risk and Improvement Committee provide oversight of Council's Investment Policy and Investment Management Strategy.

Council's Responsible Accounting Officer, the Chief Financial Officer, is required to sign the complying Statement of Investment contained within the report, certifying that all investments were made in accordance with the Local Government Act 1993 and the Local Government Regulation 2005.

Council's investment holdings at 30 June 2025 were $213,604,895 (Statement of Investment attached) [30 June 2024 $178,708,484] and includes Council's interest in CivicRisk Mutual Ltd recognised at fair value at 30 June 2024.

Council had an average weighted return for June 2025 of 0.40% which was above the benchmark return of 0.32%. The result was primarily due to the positive valuations on the consolidated NSW TCorp investments, and the reinvestment of funds at better interest rate levels. The remainder of Council's portfolio continues to provide a high degree of credit quality and liquidity. The global markets are experiencing levels of volatility in interest rates driven primarily by the persistent inflation issues, geo-political tensions and international trade policy developments.

The Reserve Bank of Australia (RBA) Board will meet eight times each year effective from February 2024, in order to spread monetary policy decisions across fewer meetings and allow the Board to gather more information. At their July 2025 meeting, RBA decided to hold the official cash rate at 3.85%. The Board remains cautious about the outlook and wants to confirm that inflation remains on track to reach

2.5 per cent on a sustainable basis. Rates available to Council on purchased investments are assessed regularly and across credit and maturity spread to maximise returns on committed capital.

At 30 June 2025, year to date interest and investment revenue of $9,689,456 was recognised compared to the year to date proposed budget of $9,375,097.

Council's 22 Floating Rate Notes had a net decrease in value of $243,105 for June 2025.

Council holds two Mortgaged Backed Securities that recorded a net increase in value of $8,717 for June 2025. The market value of this security considers the extended term of the security with limited liquidity and the coupon margin reflects pre-Global Financial Crisis pricing. While the maturity dates are outside Council's control, the investment advisors had previously indicated capital is not at risk at this stage and recommended a hold strategy due to the illiquid nature of the investment.

Council holds two investments within the NSW TCorpIM Funds; Long-Term Growth Fund and Medium-Term Growth Fund. The Long-Term Growth Fund recorded a net increase in value of $92,432 and the Medium-Term Growth Fund recorded a net increase in value of $68,184 in June 2025. The fluctuations in both the Long-Term Growth and Medium-Term Growth Funds are a reflection of the current share market volatility both domestically and internationally and is diversified across a number of different asset classes with differing risk and return characteristics.

The current Investment Policy sets a 40% maximum exposure limit to individual institutions within the AAA category. This limit is currently considered to include funds held within the Commonwealth Bank of Australia (CBA), savings account which holds Council's operating cash balances. At the end of June 2025, the exposure to CBA was 22.90%, which is below the investment strategy target of 25%.

The current investment portfolio complies with Council's Investment Policy which was endorsed by Council on 12 December 2022. Council's Responsible Accounting Officer has signed the Statement of Investment contained within the report, certifying all investments were made in accordance with the Local Government Act 1993 and the Local Government Regulation 2005.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong Our Future 2035 goal 4 "We have a healthy, respectful, and inclusive community". It specifically delivers on the following:

Community Strategic Plan 2035		Delivery Program 2025-2029
Strategy		Service
4.14	Council demonstrates responsible leadership that is customer focused, demonstrates respect and inclusion, and uses resources that are managed effectively to ensure long-term sustainability.	Corporate Strategy

CONCLUSION

The investments for June 2025 recorded an average weighted return that was above the AusBondBank Bill Index Benchmark and performed favourably when compared to the year-to-date budget.

WOLLONGONG CITY COUNCIL
STATEMENT OF INVESTMENT
30 June 2025

DIRECT INVESTMENTS

Investment Body	Rating	Purchase Price $	Fair Value of Holding $	Security	Purchase Date	Maturity Date	Interest / Coupon Rate
CBA Business Online Saver	A1+	-	48,302,331	BOS A/c	30/06/2025	30/06/2025	4.10%
CBA General Fund A/c	A1+	-	995,221	General A/c	30/06/2025	30/06/2025	4.10%
NAB General Fund A/c	A1+	-	5,860	General A/c	30/06/2025	30/06/2025	
IMB Ltd	Moodys ST P-2	2,000,000	2,000,000	T/Deposit	26/03/2025	3/07/2025	4.75%
Bank of Sydney Ltd	Unrated ST UR	250,000	250,000	T/Deposit	11/12/2024	9/07/2025	5.00%
Rabobank Australia Ltd	S&P ST A1	2,000,000	2,000,000	T/Deposit	10/07/2024	10/07/2025	5.43%
Rabobank Australia Ltd	S&P A+	2,000,000	2,000,000	T/Deposit	23/08/2024	25/08/2025	4.94%
National Australia Bank Ltd	S&P ST A1+	2,000,000	2,000,000	T/Deposit	28/08/2024	28/08/2025	5.00%
Judo Bank	S&P ST A2	2,000,000	2,000,000	T/Deposit	17/09/2024	17/09/2025	4.60%
National Australia Bank Ltd	S&P AA-	3,000,000	3,000,000	T/Deposit	20/09/2024	22/09/2025	4.90%
Auswide Bank Limited	Moodys ST P-2	2,000,000	2,000,000	T/Deposit	15/01/2025	15/10/2025	5.00%
Westpac Banking Corporation Ltd	S&P AA-	3,000,000	3,000,000	T/Deposit	25/11/2022	25/11/2025	4.59%
Bank of Queensland Ltd	S&P ST A2	4,000,000	4,000,000	T/Deposit	2/12/2024	2/12/2025	5.03%
Coastline Credit Union Ltd	Unrated ST UR	250,000	250,000	T/Deposit	5/12/2024	5/12/2025	5.15%
Rabobank Australia Ltd	S&P ST A1	3,000,000	3,000,000	T/Deposit	23/05/2025	23/01/2026	4.31%
Bank of Queensland Ltd	S&P ST A2	2,000,000	2,000,000	T/Deposit	30/06/2025	30/01/2026	4.30%
Westpac Banking Corporation Ltd	S&P AA-	2,000,000	2,000,000	T/Deposit	20/09/2024	20/04/2026	4.62%
ING Bank Australia Limited	S&P A	5,000,000	5,000,000	T/Deposit	13/03/2025	13/05/2026	4.69%
Westpac Banking Corporation Ltd	S&P AA-	2,000,000	2,000,000	T/Deposit	30/06/2023	30/06/2026	5.19%
Summerland Bank	Unrated UR	250,000	250,000	T/Deposit	6/06/2025	10/07/2026	4.25%
ING Bank Australia Limited	S&P A	2,000,000	2,000,000	T/Deposit	20/09/2024	20/07/2026	4.46%
ING Bank Australia Limited	S&P A	2,000,000	2,000,000	T/Deposit	15/01/2025	15/12/2026	4.84%
Rabobank Australia Ltd	S&P A+	3,000,000	3,000,000	T/Deposit	23/05/2025	21/05/2027	4.16%
Westpac Banking Corporation Ltd	S&P AA-	2,000,000	2,000,000	T/Deposit	30/06/2023	30/06/2027	5.09%
Rabobank Australia Ltd	S&P A+	3,000,000	3,000,000	T/Deposit	23/05/2025	23/05/2028	4.32%
ING Bank Australia Limited	S&P A	3,000,000	3,000,000	T/Deposit	6/06/2025	6/07/2028	4.04%
Westpac Banking Corporation Ltd	S&P AA-	5,000,000	5,000,000	T/Deposit	22/12/2023	22/12/2028	4.90%
ING Bank Australia Limited	S&P A	3,000,000	3,000,000	T/Deposit	21/02/2024	21/02/2029	5.19%
Rabobank Australia Ltd	S&P A+	3,000,000	3,000,000	T/Deposit	23/05/2025	23/05/2029	4.58%
ING Bank Australia Limited	S&P A	3,000,000	3,000,000	T/Deposit	6/06/2025	6/06/2029	4.20%
ING Bank Australia Limited	S&P A	4,000,000	4,000,000	T/Deposit	15/01/2025	15/01/2030	5.08%
Rabobank Australia Ltd	S&P A+	4,000,000	4,000,000	T/Deposit	12/02/2025	12/02/2030	5.10%
Rabobank Australia Ltd	S&P A+	2,000,000	2,000,000	T/Deposit	26/03/2025	26/03/2030	5.01%
Rabobank Australia Ltd	S&P A+	3,000,000	3,000,000	T/Deposit	23/05/2025	23/05/2030	4.74%
Rabobank Australia Ltd	S&P A+	4,000,000	4,000,000	T/Deposit	6/06/2025	6/06/2030	4.60%
Total			**132,053,411**				

WOLLONGONG CITY COUNCIL
STATEMENT OF INVESTMENT
30 June 2025 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
Bendigo & Adelaide Bank Ltd	S&P A-	1,700,000	1,705,916	FRN	2/12/2020	2/12/2025	4.22%
Macquarie Bank Ltd	S&P A+	6,500,000	6,519,890	FRN	11/03/2022	9/12/2025	4.20%
Suncorp Bank (Norfina Ltd) - Subsidiary of ANZ	S&P AA-	2,100,000	2,108,526	FRN	24/02/2021	24/02/2026	4.16%
Newcastle Greater Mutual Group Ltd	S&P BBB+	5,000,000	5,011,300	FRN	4/03/2021	4/03/2026	4.34%
ANZ Banking Group Ltd	S&P AA-	2,500,000	2,509,225	FRN	31/03/2023	31/03/2026	4.43%
Teachers Mutual Bank Ltd	Moodys Baa1	1,100,000	1,101,881	FRN	16/06/2021	16/06/2026	4.39%
ANZ Banking Group Ltd	S&P AA-	2,500,000	2,516,675	FRN	11/09/2023	11/09/2026	4.48%
Macquarie Bank Ltd	S&P A+	4,000,000	4,025,280	FRN	14/09/2023	14/09/2026	4.56%
Suncorp Bank (Norfina Ltd) - Subsidiary of ANZ	S&P AA-	3,750,000	3,756,825	FRN	15/09/2021	15/09/2026	4.19%
QPCU LTD t/a QBANK	S&P BBB-	2,000,000	2,025,200	FRN	18/09/2023	18/09/2026	5.35%
Illawarra Credit Union Ltd	S&P BBB-	2,500,000	2,502,575	FRN	20/09/2023	21/09/2026	5.36%
Suncorp Bank (Norfina Ltd) - Subsidiary of ANZ	S&P AA-	1,500,000	1,517,550	FRN	11/03/2022	25/01/2027	4.68%
ANZ Banking Group Ltd	S&P AA-	3,500,000	3,550,750	FRN	12/05/2022	12/05/2027	4.77%
Suncorp Bank (Norfina Ltd) - Subsidiary of ANZ	S&P AA-	3,000,000	3,041,100	FRN	24/11/2023	24/05/2027	4.81%
Cooperatieve Rabobank U.A Australia Branch	S&P A+	2,500,000	2,551,825	FRN	19/01/2023	19/01/2028	5.13%
Beyond Bank Australia Ltd	Moodys Baa1	2,500,000	2,506,475	FRN	21/03/2025	21/03/2028	4.81%
ANZ Banking Group Ltd	S&P AA-	2,500,000	2,527,275	FRN	31/03/2023	31/03/2028	4.66%
Judo Bank	S&P BBB	4,000,000	4,017,080	FRN	13/06/2025	13/06/2028	5.17%
Emerald Reverse Mortgage Trust	Unrated UR	314,548	253,079	MBS	17/07/2006	30/06/2028	4.18%
ANZ Banking Group Ltd	S&P AA-	2,100,000	2,120,664	FRN	11/09/2023	11/09/2028	4.66%
Westpac Banking Corporation Ltd	S&P AA-	3,500,000	3,531,850	FRN	19/09/2023	19/09/2028	4.62%
National Australia Bank Ltd	S&P AA-	4,000,000	4,202,800	FRN	16/11/2023	16/11/2028	5.40%
Cooperatieve Rabobank U.A Australia Branch	S&P A+	3,000,000	3,175,590	FRN	21/11/2023	21/11/2028	5.71%
Emerald Reverse Mortgage Trust	Unrated UR	2,000,000	1,309,820	MBS	17/07/2006	21/08/2056	4.48%
Total			**68,089,151**				

Managed Funds & Other

MANAGED FUNDS

Investment Body	Rating	Purchase Price $	Fair Value of Holding $	Purchase Date	Monthly	FYTD (Actual)
Tcorp Long Term Growth Facility Fund	N/A		**4,716,502**	13/06/2007	2.00%	12.45%
Tcorp Medium Term Growth Facility Fund	N/A		**5,628,831**	26/10/2021	1.23%	8.12%
Total			**10,345,333**			

Membership interest in Investment Body			Fair Value of Holding $
CivicRisk Mutual Limited	N/A		**3,117,000**

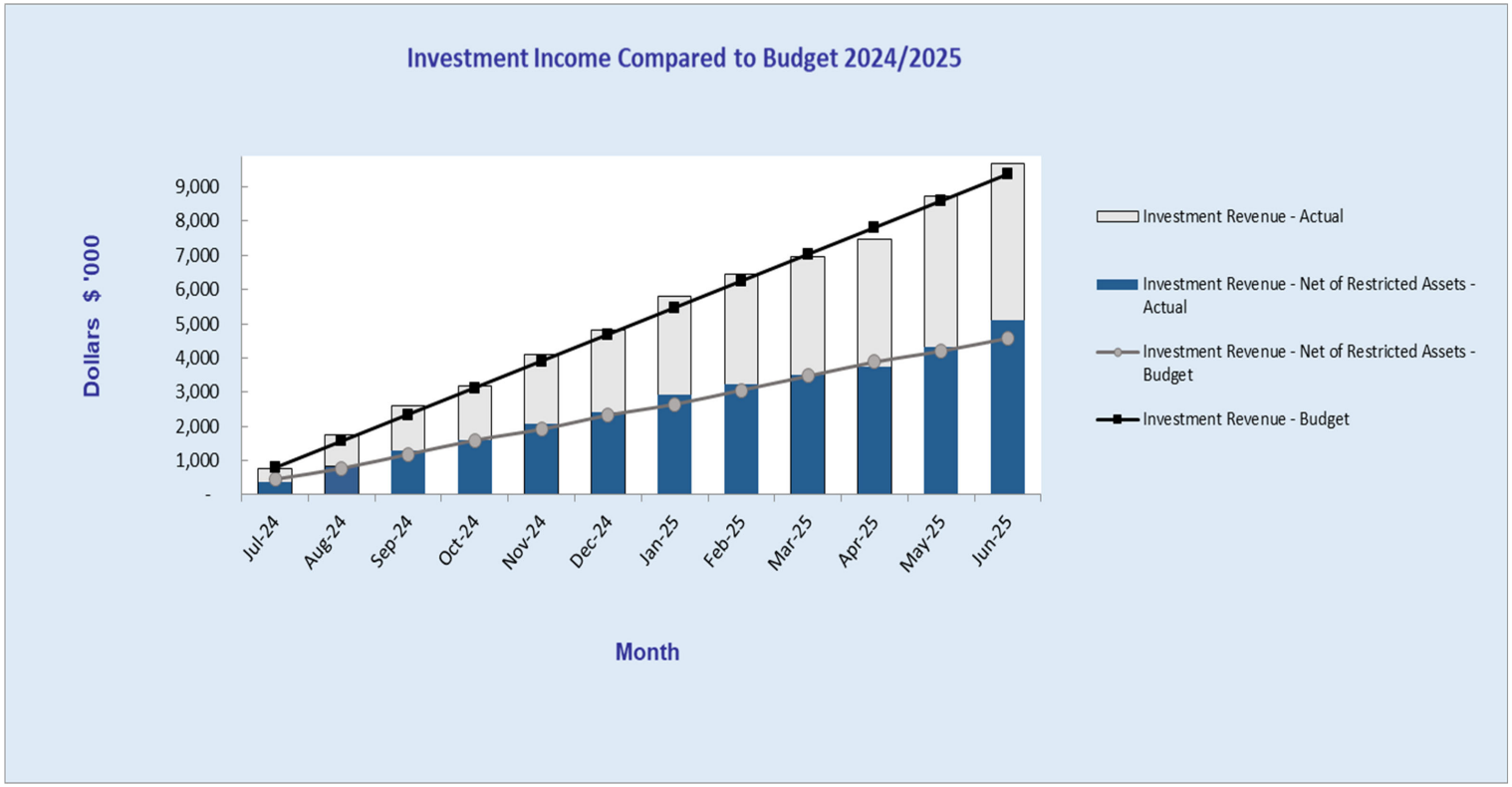
TOTAL INVESTMENTS	**$**	**213,604,895**

* The maturity date provided is the weighted-average life of the security. This is the average amount of time that will elapse from the date of security's issuance until each dollar is repaid based on an actuarial assessment. Assessments are carried out on a regular basis which can potentially extend the life of the investment. Current assessments anticipate an extension of life of the investment.

This is to certify that all of the above investments have been placed in accordance with the Act, the regulations and Council's Investment Policies.

Brian Jenkins

RESPONSIBLE ACCOUNTING OFFICER


Investment Income Compared to Budget 2024/2025
Dollars $ '000
9,000
8,000
7,000
6,000
5,000
4,000
3,000
2,000
1,000
-
Jul-24
Aug-24
Sep-24
Oct-24
Nov-24
Dec-24
Jan-25
Feb-25
Mar-25
Apr-25
May-25
Jun-25
Month
Investment Revenue - Actual
Investment Revenue - Net of Restricted Assets - Actual
Investment Revenue - Net of Restricted Assets - Budget
Investment Revenue - Budget

ITEM 17 NOTICE OF MOTION - COUNCILLOR KIT DOCKER - COMMEMORATING THE LOSS OF HUMAN LIFE IN PALESTINE AND REAFFIRMING OUR CITY'S COMMITMENT TO HUMAN RIGHTS

Councillor Kit Docker has submitted the following Notice of Motion –

"I formally move that Wollongong City Council –

1 Mourns the devastating loss of over sixty thousand [1]Palestinian lives in Gaza since October 2023, including tens of thousands of women and children, humanitarian aid workers and journalists in the current war on Gaza, and unequivocally condemns the targeting of civilians by all parties.

2 Expresses support for the Australian Government's recent pledge to recognise the State of Palestine, ongoing calls for an immediate and permanent ceasefire in Gaza, to end the ongoing humanitarian crisis, prevent further loss of life, and allow the urgent delivery of aid and support to affected civilians.

3 Reaffirms Wollongong's commitment to peace and human rights as a member of:

   a the Mayors for Peace initiative,[2]

   b a declared *Refugee Welcome Zone*[3], and

   c the *Welcoming Cities Network*[4].

4 Affirms that Wollongong is a diverse, multicultural, and multi-faith community, and strongly condemns all forms of hate, including racism, Islamophobia, antisemitism, discrimination, and vilification, in both public and private life.

5 Commits to supporting members of the local Palestinian community, including those displaced by conflict, by facilitating connections with local charities and community organisations that provide essential services such as housing, food relief, trauma counselling, English language support, and culturally appropriate assistance.

6 Amends the Community Flag Schedule under Council's Flags Procedure[5] to include the raising of the Palestinian flag as a show of solidarity within two months of the motion passing."

Background provided by Councillor Kit Docker:

In September 2023, Save the Children reported that Palestinian child deaths had already exceeded those of 2022, which until then was the deadliest year on record, before the worst of the current escalation. The devastation has only deepened since.

The United Nations Office for the Coordination of Humanitarian Affairs reports that between 7 October 2023 and 6 August 2025, at least 61,158 Palestinians have been killed in Gaza and 151,442 injured, including 18,430 children. The Gaza Health Ministry has reported a further 150,000 injuries, with the UN now describing Gaza as home to the largest group of child amputees in modern history.

Since January 2024, the International Court of Justice (ICJ), to which Australia is a signatory, has issued three binding rulings ordering the State of Israel to take all measures within its power to prevent acts of genocide. In July 2024, the ICJ determined that Palestinians in both Gaza and the West Bank remain subject to racial segregation and apartheid policies. In May 2024, the International Criminal Court (ICC) Chief Prosecutor Karim Khan KC sought arrest warrants for Israeli Prime Minister Benjamin Netanyahu and Defence Minister Yoav Gallant for alleged war crimes and crimes against humanity arising from Israel's actions in Gaza since 8 October 2023.

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[1] BBC report 30 July 2025
[2] the *Mayors for Peace* initiative
[3] Refugee Welcome Zone
[4] Welcoming Cities Network
[5] Wollongong Flag Procedure

During this period, numerous nation states, including South Africa, Ireland, and Spain, have taken concrete measures to fulfil their international obligations. More recently, democratic nations such as Germany have also adopted measures critical of Israel's conduct.

As a city and a council, Wollongong has always sought to play its part on the international stage. We work alongside global cities through networks such as the Global Covenant of Mayors for Climate and Energy, the Welcoming Cities Network and have applied to join the UNESCO Global Network of Learning Cities. In sport, we have hosted world-class events including the UCI Road World Championships and this year's World Triathlon, and we remain Australia's only UCI Bike City. At our most recent meeting, we approved a visit by our Lord Mayor to our sister city of Kawasaki, Japan, a partnership built on shared values and mutual understanding. Many of our largest institutions, from Port Kembla and the steelworks to the University of Wollongong, have deep international connections. In every sense, Wollongong is a global city and there is no reason we should shy away from that fact now.

ITEM 18 NOTICE OF MOTION - COUNCILLOR THOMAS QUINN - RESERVE BANK CONSULTATION PAPER SUBMISSION

Councillor Thomas Quinn has submitted the following Notice of Motion –

"I formally move that Council makes a submission to the "Review of Merchant Card Payment Costs and Surcharging Consultation Paper" released by the Reserve Bank of Australia (RBA), in support of the "Preferred package of policy options"."

Background provided by Councillor Thomas Quinn:

On the 15 July 2025 the Reserve Bank of Australia (RBA) released its Consultation Paper, "Review of Merchant Card Payment Costs and Surcharging Consultation Paper". This document is the culmination of research which has identified that previous policy work which introduced surcharging to Australia is no longer fit for purpose.

To address concerns the paper lists 11 Preferred Policies Changes intended to reduce cost for Australian Consumers, Australian Businesses and provide greater transparency that will enable a more efficient economy:

Policy 1 Removing the RBA's prohibition on 'no-surcharge' rules for all designated debit, prepaid and credit card systems.

Policy 2 Reducing the domestic *credit* interchange cap to 0.3 per cent of transaction value and removing the weighted-average benchmark.

Policy 3 Reducing the domestic *debit* and *prepaid* interchange weighted-average benchmark and cap to 6 cents per transaction and lowering the ad-valorem cap to 0.12 per cent of transaction value.

Policy 4 Introducing caps on interchange fees paid on foreign-issued card transactions acquired in Australia:

- with card-present transactions subject to caps of 0.2 per cent of transaction value for *debit* and *prepaid* cards and 0.4 per cent of transaction value for *credit* cards
- with card-not-present transactions subject to caps of 1.15 per cent of transaction value for *debit* and *prepaid cards* and 1.5 per cent for *credit* cards.

Policy 5 Amending the net compensation provision so that all Australian issuers are captured (including those sponsored by a foreign entity).

Policy 6 Requiring card networks to publish their aggregate interchange fees on a quarterly basis with breakdowns by card type and form factors.

Policy 7 Requiring card networks to publish their aggregate scheme fees on a quarterly basis with breakdowns by acquirer and issuer scheme fees, card type and form factors.

Policy 8 Setting an expectation for card networks to work with PSPs to simplify scheme fees by reducing complexity, improving the clarity and ensuring the usefulness of scheme fee information.

Policy 9 Setting an expectation that card networks justify any scheme fee increases, by providing PSPs with a clear explanation of the additional services and/or value provided.

Policy 10 Requiring acquirers to publish their average costs of acceptance for merchants on a quarterly basis, with breakdowns by merchant size and card type. This would only apply to acquirers that process more than $10 billion of card transactions annually.

Policy 11 Requiring acquirers to include additional detail in cost of acceptance disclosures to merchants, including a breakdown by domestic versus foreign-issued cards.

It is anticipated that these changes in policy will delivery over $1.2 Billion dollars in savings for Australian consumers which is about $60.00 each per year and, it will save small business $185 Million.

ITEM 19 NOTICE OF MOTION - COUNCILLOR DEIDRE STUART - METROPOLITAN COAL MINE MODIFICATION 4 LONGWALL 317 AND 318 MODIFICATION

Councillor Deidre Stuart has submitted the following Notice of Motion –

"I formally move that Council –

1 Writes to the NSW Department of Planning, Housing and Infrastructure to object to the proposed Metropolitan Coal Mine Modification 4 Longwall 317 and 318 Modification (*MP08_0149-Mod-4* 'Modification') noting that the deadline for written submissions is 26 August 2025.

2 Writes to the NSW Planning Minister asking that he refers determination of this Modification project to the Independent Planning Commission (IPC) for a public meeting and determination to enhance transparency and accountability in decision-making. This would also be consistent with stated NSW government policy supporting independent assessment of all resources projects."

Background provided by Councillor Deidre Stuart:

Objection to the Modification Proposal

The Metropolitan Coal Mine is an existing underground coal mine located in Helensburgh, and is owned by Peabody Energy Australia Pty Ltd. It currently operates under Project Approval 08_0149 which relates to Longwalls 20-27, 301-317, granted in 2009. The proposed MP08_0149-Mod-4 **(**the Modification**)** seeks to:

- expand on the existing approved area by extending the already approved Longwall 317 to the north;
- add an additional Longwall 318 to the west;
- add First Workings mining also to the west; and
- relocate an approved but not yet constructed ventilation shaft (#4) approximately 3 km to the west.

Two maps copied from the Peabody Modification Report are provided on the pages that follow. These show the Metropolitan mining lease sits entirely within the Wollongong Local Government Area (LGA), and the proposed expansion Modification also is entirely within Wollongong LGA's borders. The Modification proposes to expand mining significantly beyond their Mining Lease boundaries. The Modification (i.e. the expanded underground mining areas and proposed site for the relocated ventilation shaft) is located on land zoned in the Wollongong LEP as C2 (Environmental Conservation).

The Metropolitan Coal Mine mines under the legislated *Woronora Special Area* of the Greater Sydney Drinking Water Catchment (GSDWC). Special areas are areas recognised as having very high water, water infrastructure and ecological values, and are 'protected' under the law. Hefty fines apply to members of the general public who enter without appropriate permission. The Modification proposes to expand further into and further undermine the Woronora Special Area.



Figure 1 - "Figure ES-1 Regional Location" extracted from Metropolitan Coal Mine - Longwalls 317 & 318 Modification Report

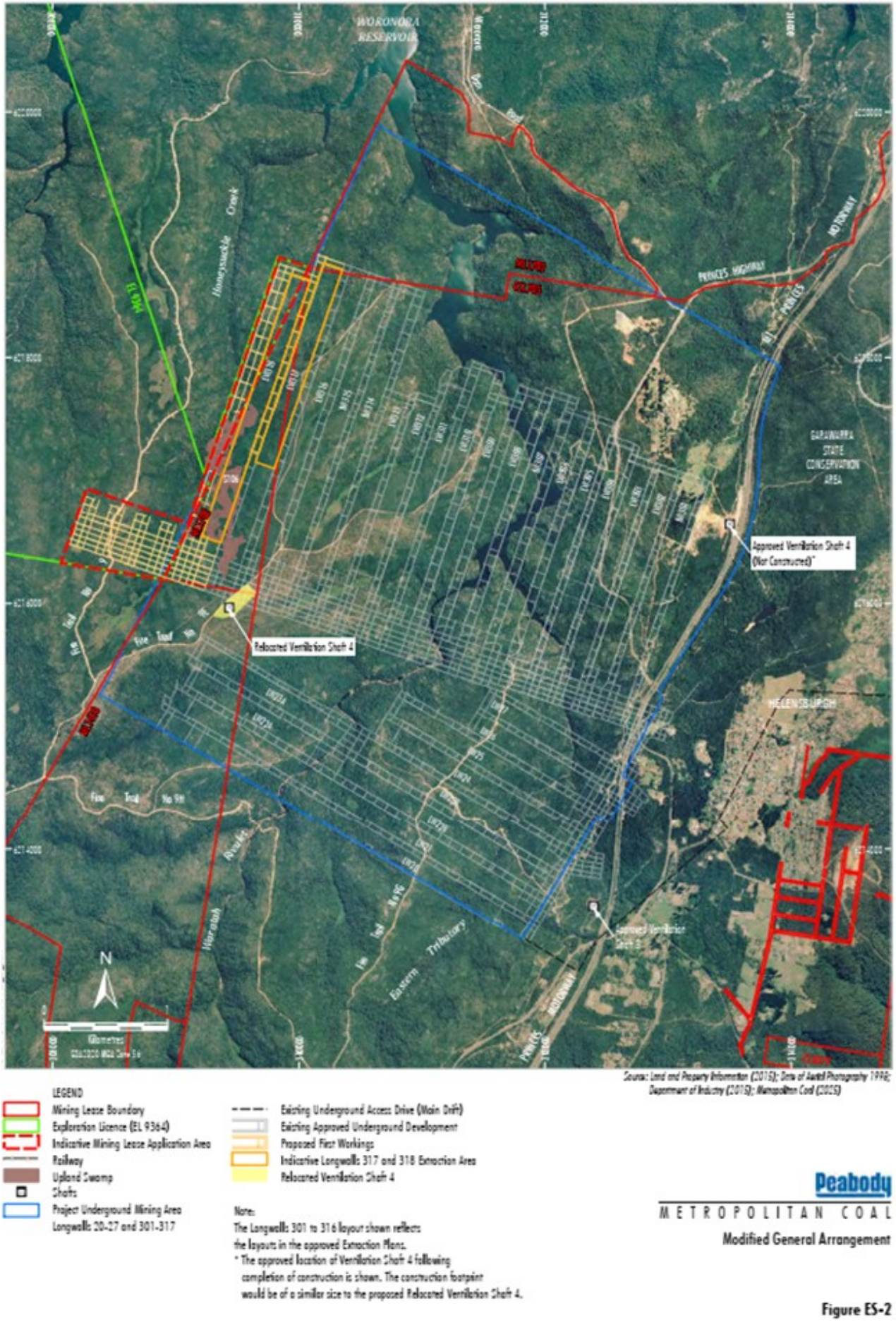


Figure 2 - "Figure ES-2 Modified General Arrangement" extracted from Metropolitan Coal Mine - Longwalls 317 & 318 Modification Report

The second map also shows that the proposed additional Longwall 318 would undermine the large upland swamp (# 106). Under NSW legislation, upland swamps are an endangered ecological community type, and their occurrence contributes to the very high water and ecological values of the Woronora Special Area. Upland swamps help capture water and release it slowly to their surroundings. Longwall mining by Peabody at Metropolitan has already destroyed and damaged other upland swamps through fracturing and subsidence of the geological strata under the swamps. Once the rocks and clays and other geological layers that hold water (under the swamp) are broken up, then when rain falls, the water flows through the swamp rather than being held by it. The swamps dry out: wetland species (plants and animals) die, and peat dries and becomes fuel for fires.

Furthermore, the fracturing and subsidence of the ground caused by underground longwall coal mining allows for methane-rich gases released hundreds of metres underground at the cut coal seams to percolate up and be released into the atmosphere. Whereas upland swamps are natural fire barriers, desiccated upland swamps can increase fire risk. On top of this, the water that would have been retained by the swamps and moved through surface water systems, instead percolates through the fissures and fractures and becomes polluted with heavy metals before it finds its way either down into mine voids and/or out into the wider environment.

Wollongong City Council as the relevant Local Government Authority should object to this Modification proposal on the following grounds:

- Climate change impacts from both projected and unaccounted-for greenhouse gas (GHG) emissions:
    - This Modification will lead to yet more *projected* GHG emissions – Scopes 1, 2 and 3 as outlined in the proposal. Given experience to date of coal mining in Australia, these projected emissions will significantly under-estimate the Scope 1 fugitive methane emissions during the life of the mine and during decommissioning.
    - This Modification will lead to GHG emissions that are *not accounted for* in the proposal. Methane-rich GHG emissions will likely continue for decades, if not centuries, well beyond the mining and decommissioning period – directly from the disrupted landscape and via nonsealable infrastructure such as adits and shaft vents. Even if the company follows through with their stated decommissioning and removes the shaft-vent above-ground structures in a timely way and plugs the shaft with reject, there is still no way to reseal the landscape. The use of polyurethane/grout or other materials attempting to repair and plug cracks and repair rock platforms, simply does not work. High-pressure coal seam gases escaping from deep underground will find their way out through other weak spots or openings in the mining-disrupted landscape.
    - The Bulli Coal Seam which Metropolitan mines is notoriously gassy. Metropolitan is NSW's fifth highest emitting coal mine with a very poor track record of GHG abatement. Its Scope 1 emissions in FY24 were at their highest level since the Safeguard Mechanism was introduced in 2016 (at almost 700,000 t CO_2-e). Furthermore 80% of Scope 1 in FY24 was methane (554,603 t CO_2-e).
    - According to the NSW Net Zero Emissions Dashboard, NSW is not on track to meet its 2030 GHG emissions reduction target. Since April 2025, NSW DPHI has approved new coal projects that will very likely be responsible for ~24% of the projected 2030 overshoot. NSW is in an even worse position related to its 2035 target. Approving this Modification will only make meeting NSW emissions targets more difficult. Moreover, experts (e.g. Climate Council, CSIRO, Ember etc) argue that during the next decade the world needs to urgently cut fossil fuel methane emissions – due to the methane's high warming potency and short lifespan in the atmosphere – while we find ways to reduce carbon dioxide emissions. However, keeping our world within 1.5^{o}C warming now seems already out of reach.
    - Our LGA is already experiencing the beginnings of climate chaos – with seven natural disasters declared since July 2019. Many in our community have been impacted directly by flooding, wind, heat and smoke. In the same period, the Illawarra Emergency Operations Committee was activated more than 12 times. Council is still carrying costs from these events. Our community is wearing rising costs resulting from climate change – including higher insurance premiums and rising food costs.

- Further negative impacts on the quantity and quality of water in the GSDWC: this is inconsistent with the *neutral or beneficial* requirement in the EP&A Act. Metropolitan has already caused very significant damages in the Woronora Special Area (e.g. as discussed in the *Independent Expert Panel on Mining in the Catchment* reports) – much more than was predicted at the proposal stages, with impacts on water quantity and quality. An extensive literature demonstrates that longwall coal mining busts up the geological strata as evidenced by subsidence, hogging, tilting, fractures, cracks and the like – and this damages the landscape with impacts on water flows and water quality. Moreover, Peabody has released polluted waste material into a waterway which flows through the Royal National Park on numerous occasions through 2022, in January, July, August, September, October, November, and December. In January 2023 the NSW Environment Protection Authority (EPA) reported yet another spill of "grey, turbid water with possible coal material present." In March 2023 the NSW EPA reviewed the mine's license to pollute and tightened some conditions, but this has failed to prevent further damage to the park. In August 2023, the embankment of the mine site next to the adjacent creek collapsed, coal waste material again spilled into the creek, and from there into the Hacking River, which flows through the heart and length of the Royal National Park. Throughout these incidents no effective emergency management procedures were put in place to stop the coal waste polluting the Hacking River and Royal National Park.
- Potential destruction of Aboriginal cultural heritage through damages to sites and to the cultural landscape – occurring across an estimated study area of 455 hectares. The proposal indicates that a total of 29 cultural heritage sites were identified in a survey of just 9% of the area. Consulted Aboriginal parties argue that cultural heritage sites should be considered wholistically and all have high cultural significance even though the Niche assessment did not identify any as having high scientific significance. The report notes potential fracturing of exposed sandstone at grinding groove sites and potential for rockfalls at overhang sites. 25 of the 29 confirmed Aboriginal heritage sites located in the Modification area could experience subsidence-driven ground movement, potentially leading to loss of cultural value.
- Damage or destruction of fragile ecosystems, including specifically to the upland swamp 106.
- Impacts on our biodiversity and species that result from:
    - Geological impacts and altered hydrogeology caused by ground subsidence and fracturing from underground longwall mining; and
    - Direct land, ecosystem and water disturbances associated with surface infrastructure such as shaft vents and sealing of roads and heavy vehicle movements – extending beyond the current impacted Mining Lease zone. Australia is already in a biodiversity and species extinction crisis.

An objection to this Modification proposal by Council would be consistent with our CSP goals, including:

1.2 *Partner with Aboriginal and Torres Strait Islander communities and organisations in the way we care for the environment.*

1.3 *Manage and improve the cleanliness, health, biodiversity of land and water including creeks, lakes, waterways and oceans.*

1.5 *Work together to achieve net zero greenhouse gas emissions and mitigate the impacts of climate change*).

3.6 *We are leaders in sustainable industries and support a transition to a low-carbon and clean energy future.*

This Modification is inconsistent with genuine sustainability or real action on climate change. It is also inconsistent with our goal as a Council to foster a diverse economy into the future. Moreover, the *Local Government Act 1993* charter specifies that councils have responsibilities to '*… properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development*'. This proposed Modification is not consistent with ecologically sustainable development.

The Wollongong LEP prohibits development for the purpose of underground mining within the C2 (Environmental Conservation) zoning, which is where this Modification would occur. Notably, the objectives of C2 zones in the LEP are:

- *To protect, manage and restore areas of high ecological, scientific, cultural or aesthetic values.*
- *To prevent development that could destroy, damage or otherwise have an adverse effect on those values.*
- *To retain and enhance the visual and scenic qualities of the Illawarra Escarpment.*
- *To maintain the quality of the water supply for Sydney and the Illawarra by protecting land forming part of the Sydney Drinking Water Catchment under State Environmental Planning Policy (Biodiversity and Conservation) 2021, Chapter 6, to enable the management and appropriate use of the land by Water NSW.*

There is no way that this proposed expansion of coal mining is consistent with these objectives, so Council should object to this Modification.

Request for a referral to the IPC for a public meeting and determination

So far, six coal mine extensions have been approved by the NSW Department of Planning, Housing and Infrastructure (DPHI), under the current NSW Labor government, none of them by the NSW IPC.

Coal mine extensions approved by the NSW DPHI under the NSW Minns Labor government *(source: Lock the Gate Alliance)*

Project	Date approved	Total Scope 1 GHG Mt CO2-e	Total Scope 2 GHG Mt CO2-e	Total Scope 3 GHG Mt CO2-e	Total GHGs (lifetime) Mt CO2-e	Approval until	Additional ROM coal approved (Mt)
Boggabri MOD 8	22/01/24	0.79	0.07	61.8	62.66	3 yrs (2033 - 2036)	28.1
Glendell Mine Modification 5 - Life Extension	01/07/24	0.07	0.0004	2.64	2.71	2026	1.8
Mt Arthur Coal MOD 2 (Pathway to 2030)	16/04/25	2.49	0.33	190.20	193.02	4 yrs (FY27 - FY30)	89.8
HVO Mod 8 - Extension of time	24/04/25	1.53	0.08	33.06	34.67	18 months (end 2026)	18.2
Ulan Coal Mod 6 - u/ground extension	22/05/25	0.10	0.04	41.679	41.81	2 yrs (2033-2035)	18.8
Tahmoor MOD 3 - Longwall S7A	27/05/25	0.97			8.01		2
Totals		**5.95**			**342.88**		**158.73**

This is despite a Labor election promise and various policy statements since such as:

- **March 2023:** Prior to the election, Clayton Barr, on behalf of NSW Labor promised that *"[n]ew coal mine projects must be subject to an independent approval process"*.
- **24 May 2023:** Courtney Houssos MLC (Resources Minister): *"On the issue of coal projects … I speak on behalf of the Government and as Minister for Natural Resources when I state that we support an independent assessment of resources projects. We do not believe the assessment of those projects should be in the hands of politicians. We took that position to the election and we continue to hold that position in government. We support an independent assessment process that involves environmental assessment and also allows communities to have their say."*
- **2 Nov 2023:** Courtney Houssos MLC (Resources Minister):
  - *"We were really clear before the election that we support the independent planning assessment process of resources projects, and that is the important overarching principle."…*
  - *"From a whole-of-government approach, we would say that we support an independent assessment of planning of all resources projects. In relation to any expansion of existing coalmines or new coalmines, they would have to go through that independent process …"*
- **29 May 2025:** Paul Scully MP (Planning Minister): claimed that *"resource proposals are all assessed by the Independent Planning Commission (IPC) and its public meeting and hearing processes*

provide an additional opportunity for the community and other stakeholders to provide submissions and other feedback during its assessment process".

It is in the power of the NSW Planning Minister to refer this Modification to the IPC for a public meeting and determination. This would provide greater transparency and higher accountability around the decision outcome – whether approval or rejection. Given NSW Government's stated position related to IPC involvement in resources projects I ask Council to write to the NSW Planning Minister asking that he refers determination of this Modification project to the Independent Planning Commission (IPC) for a public meeting and determination.

ITEM 20 SUPPLEMENTARY REPORT - TENDER T100018 - WOLLONGONG TOWN HALL AND ART GALLERY HVAC AND REFURBISHMENT WORKS

This Report is to be read in conjunction with Item 13 - TENDER T1000187 - WOLLONGONG TOWN HALL AND ART GALLERY HVAC AND REFURBISHMENT WORKS.

This report recommends that the outcomes of the invitation to tender for *T1000187 - Wollongong Town Hall and Art Gallery HVAC and Refurbishment Works* be deferred to enable further review of the submissions. Information that may materially impact the recommendations contained within the report at Item 13 warrants further consideration and review.

RECOMMENDATION

1 That this item be considered in conjunction with Item 13.

2 That Item 13 - Tender T1000187 - Wollongong Town Hall and Art Gallery HVAC and Refurbishment Works be deferred to enable further review of the tenders received.

3 That a further report be provided at a future meeting of Council to consider the outcomes of the review of tenders for T1000187 - Wollongong Town Hall and Art Gallery HVAC and Refurbishment Works.

REPORT AUTHORISATIONS

Report of: Jeremy Morgan, Manager Project Delivery (Acting)
Authorised by: Joanne Page, Director Infrastructure + Works

ATTACHMENTS

There are no attachments for this report.

BACKGROUND

Tenders were invited for proposed works on the Wollongong Town Hall and Art Gallery buildings to renewal and upgrade works to the heating, ventilation and air conditioning; roofing; fire safety; electrical services and installation of solar panels. Tenders were invited through an open method with submissions closed at 10.00 am on 19 June 2025.

Four (4) tenders were received by the close of tenders. After the assessment of tenders, information that may materially impact the recommendation on the evaluation of tenders has been received that warrants further consideration and review.

PROPOSAL

It is proposed that this be considered in conjunction with Item 13.