Council Meeting

Wednesday, 20 February 2019
at 6:30pm

Cumberland Council Chambers
Merrylands Service Centre, 16 Memorial Avenue, Merrylands
Councillor Contact Details

Granville Ward
Clr Steve Christou 0419 651 187  Steve.Christou@cumberland.nsw.gov.au
Clr Ola Hamed 0405 070 007  Ola.Hamed@cumberland.nsw.gov.au
Clr Joseph Rahme 0418 995 471  Joseph.Rahme@cumberland.nsw.gov.au

Greystanes Ward
Clr Greg Cummings 0417 612 717  Greg.Cummings@cumberland.nsw.gov.au
(Mayor)
Clr Ross Grove 0418 987 241  Ross.Grove@cumberland.nsw.gov.au
Clr Eddy Sarkis 0418 306 918  Eddy.Sarkis@cumberland.nsw.gov.au

Regents Park Ward
Clr Ned Attie 0419 583 254  Ned.Attie@cumberland.nsw.gov.au
Clr George Campbell 0409 233 315  George.Campbell@cumberland.nsw.gov.au
Clr Kun Huang 0418 911 774  Kun.Huang@cumberland.nsw.gov.au

South Granville Ward
Clr Glenn Elmore 0418 459 527  Glenn.Elmore@cumberland.nsw.gov.au
(Deputy Mayor)
Clr Paul Garrard 0414 504 504  Paul.Garrard@cumberland.nsw.gov.au
Clr Tom Zreika 0449 008 888  Tom.Zreika@cumberland.nsw.gov.au

Wentworthville Ward
Clr Lisa Lake 0418 669 681  Lisa.Lake@cumberland.nsw.gov.au
Clr Suman Saha 0419 546 950  Suman.Saha@cumberland.nsw.gov.au
Clr Michael Zaiter 0418 432 797  Michael.Zaiter@cumberland.nsw.gov.au

For information on Council services and facilities please visit www.cumberland.nsw.gov.au
### ORDER OF BUSINESS

1. Opening Prayer / Acknowledgement of Country / National Anthem
2. Notice of Live Streaming of Council meeting
3. Apologies
4. Declarations of Pecuniary & Non Pecuniary Conflicts of Interest
5. Confirmation of Previous Minutes
   - C02/19-10 Minutes of the Ordinary Meeting of Council - 06 February 2019...
6. Mayoral Minutes
   - Nil
7. Public Forum / Invited Speakers
8. Items Resolved by Exception
9. Reports to Council
   - General Manager
     - Nil
   - Director People & Performance
     - C02/19-11 Quarter 2 Performance Report on the 2018/19 Operational Plan and Budget Review Statement
   - Director Finance & Governance
     - C02/19-12 Investment Report - January 2019
   - Director Community Development
     - C02/19-13 Response to Notice of Motion - Childcare
   - Director Environment & Planning
     - C02/19-14 Planning Proposal Request - 300 Manchester Road, Auburn
     - C02/19-15 Request for Revised Gateway Determination - Planning Proposal for 264 Woodville Road, Merrylands
   - Director Works & Infrastructure
     - C02/19-16 Tender Evaluation Report - Auburn Civic Centre Mechanical (Air Conditioning) Upgrade
10. Reports from Committees
    - Nil
11. Motions pursuant to Notice
    - C02/19-17 Notice of Motion - Granville Heritage Precinct
12 Notices of Rescission
   Nil
13 Questions on Notice
   Nil
14 Presentation of Petitions
   Nil
15 Closed Session Reports
   Nil
Item No: C02/19-10

MINUTES OF THE ORDINARY MEETING OF COUNCIL - 06 FEBRUARY 2019

Responsible Division: Finance & Governance
Officer: Group Manager, Corporate and Customer

RECOMMENDATION

That Council confirm the minutes of the Ordinary Meeting of Council held on 6 February 2019.

ATTACHMENTS

1. Council Minutes - 6 February 2019
DOCUMENTS ASSOCIATED WITH REPORT C02/19-10

Attachment 1
Council Minutes - 6 February 2019
Minutes of the Council Meeting 6 February 2019

Meeting commenced at 6:30 p.m.

Present:

Greg Cummings (Mayor) Councilor
Glenn Elmore (Deputy Mayor) Councilor
Ned Attie Councilor
George Campbell Councilor
Steve Christou Councilor
Paul Garrard Councilor
Ross Grove Councilor
Ola Hamed Councilor
Kun Huang Councilor
Lisa Lake Councilor
Suman Saha Councilor
Eddy Sarkis Councilor (arrived 6:33pm)
Michael Zaiter Councilor
Hamish McNulty General Manager
Melissa Attia Director People & Performance
Daniel Cavallo Director Environment & Planning
Brooke Endycott Director Community Development
Brendan Govers Acting Director Works & Infrastructure
Richard Sheridan Director Finance & Governance

Also Present:

Charlie Ayoub Group Manager Corporate & Customer
Carol Karaki Governance Coordinator
Laith Jammal Governance Administration Officer

Opening Prayer

The opening prayer was read by Father Peter Blayney from Guildford Catholic Church.

Acknowledgement of Country

The Mayor, Councillor Cummings, opened the Meeting with the following Acknowledgement of Country:

"I would like to acknowledge the traditional owners of this land – the Darug People, and pay my respects to their elders both past and present."
National Anthem
At this point in the meeting the Mayor, Councillor Cummings, asked all of those in attendance to stand for the playing of the Australian National Anthem.

Notice of Live Streaming of Council Meeting
The General Manager, Hamish McNulty advised that the Council meeting was being streamed live on Council’s website and members of the public must ensure their speech to the Council is respectful and use appropriate language.

Min.406 Apologies/Leave of Absence
Resolved (Attie/Sarkis)
That Councillor Rahme and Councillor Zreika be granted Leave of Absence for this Council Meeting.

Declarations of Pecuniary & Non Pecuniary Conflicts of Interest
There were no declarations of interest.

Confirmation of Minutes
Min.407 C02/19-1 Minutes of the Ordinary Meeting of Council - 19 December 2018
Resolved (Attie/Campbell)
That Council confirm the minutes of the Ordinary Meeting of Council held on 19 December 2018.

Min.408 Items by Exception
Resolved (Sarkis/Saha)
At this time of the meeting, all items on the agenda not called for discussion were moved collectively, as shown:

That item numbers C02/19-2, C02/19-3, C02/19-4, C02/19-5, C02/19-8 and C02/19-9 be moved in bulk.

Min. 409 C02/19-2 Legal Register January 2019
Resolved (Sarkis/Saha)
That Council receive this report.
Min. 410 C02/19-3 Investment Report - December 2018

Resolved (Sarkis/Saha)
That Council receive the December 2018 Investment Report.

Min. 411 C02/19-4 Bi-Annual Report on Councillor Expenses and Facilities

Resolved (Sarkis/Saha)
That Council:
1. Receive and note the information contained in this report; and
2. Place a copy of the Councillor Expenses and Facilities Expenditure included under Attachment 1 of this report on Council’s website in accordance with clause 15.2 of the Councillor Expenses and Facilities Policy.

Min. 412 C02/19-5 Adoption of Fraud and Corruption Control Policy - Post Exhibition

Resolved (Sarkis/Saha)
That Council adopt the Fraud and Corruption Control Policy as outlined in Attachment 1 of this report.

Min. 413 C02/19-8 42 Killeen Street, Auburn

Resolved (Sarkis/Saha)
That Council:
1. Authorise the General Manager to negotiate the acquisition of the property at 42 Killeen Street, Auburn in accordance with valuation advice and execute all documents associated with the purchase.
2. Reallocate sufficient funds from the Section 94 Public Domain Fund of the Auburn Development Contribution Plan 2007 to acquire the property at 42 Killeen Street, Auburn.
3. Give public notice of its intention to classify the land known as Lot 34 DP 6713 as Community Land in accordance with the provisions of Section 34 of the Local Government Act 1993 and complete if no adverse submissions are received.
4. Allocate funds from the Section 94 Public Domain Fund of the Auburn Development Contribution Plan 2007 for the demolition and re-vegetation of the property following its acquisition.
Min.414  C02/19-9 Eric Crescent, Lidcombe Lot 3 and Lot 22

Resolved (Sarkis/Saha)

That Council:

1. Authorise the General Manager to negotiate and execute documentation associated with the sale of Council land in Eric Crescent, Lidcombe known as Lot 22 DP 219238 in accordance with valuation advice and in conjunction with L J Usher Pty Limited, the owner of the adjoining Lot 3 DP 555190.

2. Share the proceeds of sale and all costs incurred with the owner of Lot 3 DP 555190 in accordance with each Lot's area.

Min.415  C02/19-6 Adoption of Construction Bonds Management Policy - Post Exhibition

Resolved (Lake/Attie)

That Council adopt the Construction Bonds Management Policy as outlined in Attachment 1 of this report subject to the following:

1. Amend point 3 on page 3 of the Policy to add the words “in the general area in which the bonds were collected”.

2. That a further report be provided to Council which outlines the unclaimed bond sums received from each suburb.

Min.416  C02/19-7 Adoption of Cumberland Library Strategy - Post Exhibition

Resolved (Lake/Attie)

That Council adopt the Draft Cumberland Library Strategy 2018 - 2021 included under Attachment 1 of this report.

C02/19-8 42 Killeen Street, Auburn

This item was dealt with earlier in the meeting

C02/19-9 Eric Crescent, Lidcombe Lot 3 and Lot 22

This item was dealt with earlier in the meeting
Min. 417  Matter of Urgency – Condition of Local Government Area

Resolved (Garrard/Grove)
That in accordance with Clause 2.7(3)(b) of the Cumberland Council Code of Meeting Practice, Standing Orders be suspended to permit the Matter of Urgency in relation to the Condition of the Local Government Area.

Min. 418  Matter of Urgency - Condition of Local Government Area

Resolved (Garrard/Grove)
That the General Manager provide a report to Council in relation to the unkept condition of the Local Government Area with respect to parks, footpaths, verges, etc.

The Mayor, Councillor Cummings closed the meeting at 7.25pm.

Chairperson__________________ General Manager__________________
Item No: C02/19-11

QUARTER 2 PERFORMANCE REPORT ON THE 2018/19 OPERATIONAL PLAN AND BUDGET REVIEW STATEMENT

Responsible Division: People & Performance
Officer: Director People & Performance
File Number: S-57-50
Community Strategic Plan Goal: Transparent and accountable leadership

SUMMARY

The purpose of this report is to update Council and the community on the progress in implementing the activities in the Operational Plan 2018-19. This includes the Quarterly Budget Review Statement.

In total, 13% of key projects planned for the 2018/19 year have already been completed, with 78% on track for delivery throughout the year. 3% are currently on hold and it has been recommended that 2 projects be discontinued.

RECOMMENDATION

That Council:

1. Receive the Quarter Two Performance Report on the Operational Plan 2018/19; and
2. Approve the revised estimates of income and expenditure for 2018/19 contained in the Quarterly Budget Review Statement.

REPORT

The Operational Plan 2018-19 identifies the key projects planned for delivery throughout the year, as well as the associated budget. These projects are in direct response to the strategic goals and community vision contained in the Community Strategic Plan 2017-27. The Q2 Performance Report at Attachment 1 shows progress in implementing the planned activities over the October to December period.
During the quarter, a number of projects were completed including:

- Waste Management and Resource Recovery Strategy
- Community Participation Plan for Planning
- Library Modernisation Project
- Fraud Control Plan

The majority of other projects (54 of 69) are running on track for delivery throughout the 2018-19 year. Two projects are on hold. These are:

- Granville Town Centre Planning Strategy (On hold since Q1) – now to be incorporated into the Cumberland LEP work over the next 2 years.
- Design and acquisition for Merrylands Ring Road – On hold awaiting an LGA wide traffic study.

The Merrylands CBD Revitalisation Project (Design phase) progressed from an ‘on hold’ status in Q1 to ‘on track’ at the end of Q2.

2 projects require attention and are recommended to be discontinued:

- Create a buyer behaviour and training program
- Develop a Social and Disability Procurement Policy

Highlights from our service delivery through the quarter include:

- Council delivered two major events for over 19,000 people this quarter, ‘Christmas in the Gardens’ at the Auburn Botanic Gardens and a Diwali Street Festival in Wentworthville town centre.
• Renewal of local roads and footpaths increased this quarter from 1.38kms of roads to 4.6kms and from 0.54kms of footpaths to 6.50kms.
• Council's Recreation Team were awarded ‘Local Council of the Year’ at the Sports NSW Awards.
• The annual Schools Sustainability Expo was held this quarter and attended by 602 students over two days at the Central Gardens.
• The Waste and Resource Strategy 2018-23 was finalised and adopted by Council.
• The Child Protection Policy was adopted by Council and continues to be implemented by staff.
• Council's Protection Officers coordinated with officers from NSW Police, RID Squad and the RMS to target trucks using local load limited roads which resulted in 39 trucks being stopped.
• Council has completed the auto returns system at Wentworthville Library.
• Attendees for the Learn-to-Swim Program increased this quarter from 14,758 to 34,692 attendees.
• Council adopted the Customer Experience Strategy and implementation has commenced.

Confirmation Statement from the Director Finance & Governance

Provided in the attachments to this report are a report from the Director Finance & Governance and Quarterly Budget Review Statement (QBRS) which refer to the period ended 31 December 2018. The QBRS indicates that Council’s financial position is satisfactory for the actual year-to-date income and expenditure, as well as the original and proposed revised estimates of income and expenditure for the year.

A quarterly project summary report with revised budgets is also provided in the attachments for the three major capital works projects currently underway, being the Granville Multipurpose Centre, Merrylands CBD Major Drainage Upgrade and Cumberland Swim Centre Modernisation.

COMMUNITY ENGAGEMENT

The Quarter Two Performance Report will be placed on Council’s website.

POLICY IMPLICATIONS

The Operational Plan 2018-19 will be amended to include changes in the report.

RISK IMPLICATIONS

There are no risk implications for Council associated with this report.

FINANCIAL IMPLICATIONS

This report recommends that Council approve the revised income and expenditure estimates.
CONCLUSION

During the second quarter for 2018-19 Council has made significant progress with 9% of Key Projects already complete and another 78% on track for completion. Council is well positioned to deliver the activities committed to in the Operational Plan 2018-19.

As at the end of the second quarter, Council’s year-end projected financial position remains satisfactory, with the estimated net operating result before capital projected to finish the year with a surplus of $5.018m.

The details of the changes to the fees and charges outlined in the report enable a clearer understanding and application of these fees by council and the community.

ATTACHMENTS

1. Council report - Q2 Financial Analysis
2. Quarterly Budget Review Statement for the period 01/10/18 to 31/12/18
3. Major Project Granville Multipurpose Centre
4. Major Project Merrylands CBD Drainage
5. Major Project Swim Centres
6. Quarter 2 Performance Report October - December 2018
DOCUMENTS ASSOCIATED WITH REPORT C02/19-11

Attachment 1
Council report - Q2 Financial Analysis
FORECAST FOR DECEMBER 31, 2018

Report from Director Finance and Governance

Summary:

The attached Quarterly Budget Review Statement (QBRS) refers to the period ended 31 December 2018. The QBRS indicates that Council’s financial position is satisfactory for the actual year-to-date income and expenditure, as well as the original and proposed revised estimates of income and expenditure for the year.

Report:

Clause 203(2) of the Local Government (General) Regulation 2005 (the Regulation) requires that Council’s Responsible Accounting Officer prepare and submit a Quarterly Budget Review Statement (QBRS) that shows, by reference to the estimate of income and expenditure set out in the Operational Plan adopted by Council for the relevant year, a revised estimate of the income and expenditure for that year.

The QBRS, compiled for information of Council and the Community, provides a summary of Council’s financial position at the end of each quarter as to its progress against both the original Operational Plan and the last revised budget, as well as any recommended revisions identified as part of the budget review process.

The Operational Plan profit has decreased from the approved budget surplus of $5.029m to a surplus of $5.018m, excluding capital income, as per below table.

<table>
<thead>
<tr>
<th>Report</th>
<th>Current Budget</th>
<th>Revised Budget</th>
<th>Budget Movements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>000s</td>
<td>000s</td>
<td>000s</td>
</tr>
<tr>
<td>Operating Income</td>
<td>200,351</td>
<td>198,888</td>
<td>(1,463)</td>
</tr>
<tr>
<td>Capital Income</td>
<td>16,857</td>
<td>16,714</td>
<td>147</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>216,908</td>
<td>215,602</td>
<td>(1,306)</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>195,322</td>
<td>193,870</td>
<td>(1,452)</td>
</tr>
<tr>
<td>Net Operating Result from Continuing Operations</td>
<td>21,586</td>
<td>21,732</td>
<td>146</td>
</tr>
<tr>
<td>Net Operating Result before Capital Items</td>
<td>5,029</td>
<td>5,018</td>
<td>(13)</td>
</tr>
</tbody>
</table>

Significant material Operational Plan revisions arising in the December 2018 quarter forecast are as follows:

Increases to Surplus Total identified savings/increased income:

- Increase in rates income as the 3% allowance for growth has been exceeded
- $0.09m additional income for Commercial waste services.
- $0.7m decrease in consultants due to deferral of LEP program.
- $0.6m decrease in contractor and asset maintenance costs due to efficiency savings.

Ordinary Meeting of the Council – 20 February 2019
Page 1
Decreases to Surplus Total identified below:

- $0.7m reduction in user fees and charges in restoration work and hall hire
- $0.7m reduction in Operating Grants for LEP program
- $0.3m increase in Council contribution towards NSWFB and SES (increase of 16% on last year's contribution)
- $0.2m increase in Council's voice and data cabling costs

The projected total capital expenditure has increased by $0.379m mainly attributable to the following:

- Deferrals of pool upgrades $2.5m
- Increased allocation to construction of new traffic facilities $1.0m
- Brought forward works on demolition of Granville Park Stamat $0.8m
- Brought forward works on new Beralia Village Toilet $0.4m
- Remediation works at Gipps Road $0.3m
- S94 Park upgrades $0.3m

The projected Cash and Investments position of $153m has increased by $17m to mainly due to a projected borrowing of $30m to the Merryland CBD Major Drainage Project under the state government's Low Cost Loans Initiative. The increase in estimates have increased council unallocated cash balance by $0.6m and the balance has increased reserves by $1m. Council will re-assess the projects and make the necessary adjustments in Q3 2018/19.

Conclusion:

As at the end of the second quarter, Council's year-end projected financial position remains satisfactory. The estimated net operating result before capital is projected to finish the year with a surplus of $5.018m.

Consultation:

There are no consultation processes for Council associated with this report.

Financial Implications:

The only financial implication of this report is an increase in cash of $29m which will have a positive impact to the budget.

Policy Implications:

There are no policy implications for Council associated with this report.

Communication / Publications:

There are no communication / publications / implications for Council associated with this report.
Attachment 2
Quarterly Budget Review Statement for the period 01/10/18 to 31/12/18
Table of Contents

1. Responsible Accounting Officer’s Statement 2
2. Income & Expenses Budget Review Statements 3
3. Capital Budget Review Statement 5
4. Cash & Investments Budget Review Statement 7
5. Contracts & Other Expenses Budget Review Statement 9
Cumberland Council

Quarterly Budget Review Statement
for the period 01/10/18 to 31/12/18

Report by Responsible Accounting Officer

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

31 December 2018

It is my opinion that the Quarterly Budget Review Statement for Cumberland Council for the quarter ended 31/12/18 indicates that Council's projected financial position at 30/06/19 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: ___________________________  date: ___________________________

Richard Sheridan
Responsible Accounting Officer
# Quarterly Budget Review Statement

For the period 01/10/18 to 31/12/18

## Income & Expenses - Council Consolidated

<table>
<thead>
<tr>
<th>Description</th>
<th>Original 2018/19</th>
<th>Approved Changes</th>
<th>Revised Forecast</th>
<th>Variations for this Year End</th>
<th>Projected Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget</td>
<td>Carry</td>
<td>Other than Q2</td>
<td>Q3</td>
<td>Q4</td>
</tr>
<tr>
<td>Income:</td>
<td></td>
<td></td>
<td>Sept</td>
<td>Dec</td>
<td>Mar</td>
</tr>
<tr>
<td>Rates and Annual Charges</td>
<td>127,812</td>
<td>1,259</td>
<td>128,871</td>
<td>160</td>
<td>128,031</td>
</tr>
<tr>
<td>User Charges and Fees</td>
<td>25,848</td>
<td>(652)</td>
<td>25,196</td>
<td>(746)</td>
<td>24,450</td>
</tr>
<tr>
<td>Interest and Investment Revenues</td>
<td>4,456</td>
<td>231</td>
<td>4,687</td>
<td>-</td>
<td>4,837</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>11,895</td>
<td>805</td>
<td>12,700</td>
<td>6</td>
<td>12,700</td>
</tr>
<tr>
<td>Grants &amp; Contributions - Operating</td>
<td>23,343</td>
<td>1,119</td>
<td>24,462</td>
<td>(882)</td>
<td>23,580</td>
</tr>
<tr>
<td>Grants &amp; Contributions - Capital</td>
<td>36,497</td>
<td>(19,340)</td>
<td>17,157</td>
<td>187</td>
<td>16,714</td>
</tr>
<tr>
<td>Net gain from disposal of assets</td>
<td>-</td>
<td>4,434</td>
<td>-</td>
<td>4,434</td>
<td>4,434</td>
</tr>
<tr>
<td>Share of Interests in Joint Ventures</td>
<td>-</td>
<td>-</td>
<td>(12,743)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Income from Continuing Operations</td>
<td>229,651</td>
<td>-</td>
<td>216,986</td>
<td>(3,665)</td>
<td>216,682</td>
</tr>
<tr>
<td>Expenses:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Costs</td>
<td>82,580</td>
<td>(1,171)</td>
<td>81,809</td>
<td>(24)</td>
<td>81,785</td>
</tr>
<tr>
<td>Borrowing Costs</td>
<td>597</td>
<td>-</td>
<td>597</td>
<td>597</td>
<td>426</td>
</tr>
<tr>
<td>Materials &amp; Contracts</td>
<td>16,529</td>
<td>1,596</td>
<td>18,125</td>
<td>(1,896)</td>
<td>16,229</td>
</tr>
<tr>
<td>Depreciation</td>
<td>29,766</td>
<td>1,727</td>
<td>31,493</td>
<td>(600)</td>
<td>21,513</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>21,839</td>
<td>1,438</td>
<td>23,277</td>
<td>438</td>
<td>23,715</td>
</tr>
<tr>
<td>Total Expenses from Continuing Operations</td>
<td>181,732</td>
<td>-</td>
<td>185,389</td>
<td>(1,652)</td>
<td>184,679</td>
</tr>
<tr>
<td>Net Operating Result from Continuing Operation</td>
<td>37,919</td>
<td>-</td>
<td>21,586</td>
<td>146</td>
<td>21,732</td>
</tr>
<tr>
<td>Discontinued Operations - Surplus/(Deficit)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Net Operating Result from All Operations</td>
<td>37,919</td>
<td>-</td>
<td>21,586</td>
<td>146</td>
<td>21,732</td>
</tr>
<tr>
<td>Net Operating Result before Capital Items</td>
<td>1,422</td>
<td>-</td>
<td>3,607</td>
<td>6,029</td>
<td>(16)</td>
</tr>
<tr>
<td>Recurring Net Operating Result before Capital Items</td>
<td>1,422</td>
<td>-</td>
<td>3,607</td>
<td>6,029</td>
<td>(16)</td>
</tr>
</tbody>
</table>

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 30/12/2018 and should be read in conjunction with the total QBRS report.
# Council Meeting
20 February 2019

**Cumberland Council**

**Quarterly Budget Review Statement**
for the period 01/10/18 to 31/12/18

**Income & Expenses Budget Review Statement**

**Recommended changes to revised budget**

Budget Variations being recommended include the following major items:

<table>
<thead>
<tr>
<th>Notes</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Anticipated increase in supplementary adjustments: $160k.</td>
</tr>
<tr>
<td>2</td>
<td>Forecast reduction of $746k in fees income were mainly attributable to hire fees ($230k), restoration revenue ($506k) and prepared construction ($180k). Part of these variances have been offset by anticipated increase in commercial waste income ($90k).</td>
</tr>
<tr>
<td>3</td>
<td>Forecast reduction in operating grants of $86.2k was mainly influenced by deferral of work on Accelerated LEP Review Program to 19/20. The reduction has been offset by the same reduction in costs relating to the review of the LEP.</td>
</tr>
<tr>
<td>4</td>
<td>Forecast increase of $157k in capital grants and Contributions was attributable to increase in S7.11 contributions ($203k). Part of the increase was offset by reduction in RTA grants for construction program - $61k.</td>
</tr>
<tr>
<td>5</td>
<td>Forecast reduction of $1.87m in material and contracts was mainly contributed by deferral of Accelerated LEP Program ($729k) and savings in contractor costs ($340k) and asset maintenance ($265k). Anticipated reduction in costs of equipment hire ($235k), legal ($133k) and tipping fees ($126k) also contributed to the favourable variance.</td>
</tr>
<tr>
<td>6</td>
<td>Other expenses have increased by $478k. Increase are mainly attributable to a $300k increase to NSWFB and SES contributions (increase of 16% on last year’s contribution) and an increase to Council's voice and data cabling costs of $164k.</td>
</tr>
</tbody>
</table>
## Capital Budget Review Statement

**Budget review for the quarter ended 31 December 2018**

### Capital Budget - Council Consolidated

<table>
<thead>
<tr>
<th>($000's)</th>
<th>Original Budget 2018/19</th>
<th>Approved Changes</th>
<th>Revised Budget 2018/19</th>
<th>Variations for this Dec Qtr</th>
<th>Projected Year End Result</th>
<th>Actual YTD figures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Carry Forwards</td>
<td>Other than QBRs</td>
<td>Sep QBRs</td>
<td>Dec QBRs</td>
<td>Mar QBRs</td>
<td></td>
</tr>
<tr>
<td><strong>New Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Plant &amp; Equipment</td>
<td>1,000</td>
<td>1,600</td>
<td>2,600</td>
<td>-</td>
<td>2,600</td>
<td>667</td>
</tr>
<tr>
<td>- Land &amp; Buildings</td>
<td>14,728</td>
<td>(655)</td>
<td>14,073</td>
<td>-</td>
<td>14,073</td>
<td>2,975</td>
</tr>
<tr>
<td>- Roads, Bridges, Footpaths</td>
<td>2,342</td>
<td>1,790</td>
<td>4,132</td>
<td>-</td>
<td>4,132</td>
<td>2,006</td>
</tr>
<tr>
<td>- Parks and Open Spaces</td>
<td>4,942</td>
<td>(1,641)</td>
<td>3,301</td>
<td>950</td>
<td>1</td>
<td>4,251</td>
</tr>
<tr>
<td>- Storm Water Drainage</td>
<td>8,500</td>
<td>(3,200)</td>
<td>5,300</td>
<td>-</td>
<td>5,300</td>
<td>3,333</td>
</tr>
<tr>
<td>- Other</td>
<td>4,406</td>
<td>2,574</td>
<td>6,980</td>
<td>(139)</td>
<td>2</td>
<td>6,841</td>
</tr>
<tr>
<td><strong>Renewal Assets (Replacement)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Plant &amp; Equipment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>- Land &amp; Buildings</td>
<td>17,486</td>
<td>(5,209)</td>
<td>12,277</td>
<td>(2,436)</td>
<td>3</td>
<td>9,841</td>
</tr>
<tr>
<td>- Roads, Bridges, Footpaths</td>
<td>16,805</td>
<td>801</td>
<td>17,606</td>
<td>1,623</td>
<td>4</td>
<td>19,229</td>
</tr>
<tr>
<td>- Parks and Open Spaces</td>
<td>5,504</td>
<td>2,566</td>
<td>8,130</td>
<td>380</td>
<td>5</td>
<td>8,510</td>
</tr>
<tr>
<td>- Storm Water Drainage</td>
<td>1,462</td>
<td>2,125</td>
<td>3,587</td>
<td>-</td>
<td>3,587</td>
<td>960</td>
</tr>
<tr>
<td>- Other</td>
<td>214</td>
<td>-</td>
<td>214</td>
<td>-</td>
<td>214</td>
<td>18</td>
</tr>
<tr>
<td><strong>Total Capital Expenditure</strong></td>
<td>77,449</td>
<td>-</td>
<td>752</td>
<td>-</td>
<td>78,200</td>
<td>379</td>
</tr>
<tr>
<td></td>
<td>78,578</td>
<td>32,189</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Capital Funding

| Rates & Other United Funding | 46,121 | (8,494) | 37,626 | 2,490 | 40,116 | 16,839 |
| Capital Grants & Contributions | 4,663 | 8,822 | 13,485 | 937 | 14,422 | 5,862 |
| Reserves: |                     |                  |                 |                 |                 |                  |
| - External Restrictions/Reserves | 17,784 | 2,175 | 19,959 | (4,531) | 15,428 | 3,498 |
| - Internal Restrictions/Reserves | 8,801 | (1,751) | 7,130 | 1,483 | 8,613 | 6,146 |
| New Loans |                     |                  |                 |                 |                 |                  |
| Loan Repayment | - | - | - | - | - | - |
| Carryovers | - | - | - | - | - | - |
| **Total Capital Funding** | 77,449 | - | 752 | - | 78,200 | 379 |
|                                   | 78,578 | 32,345 |

**Net Capital Funding - Surplus/(Deficit)**

- 0

---

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 31/12/2018 and should be read in conjunction with the total QBRs report.
# Capital Budget Review Statement

**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

<table>
<thead>
<tr>
<th>Notes</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Budget allocation for demolition work on Granville Park Stadium ($750k).</td>
</tr>
<tr>
<td>2</td>
<td>Reclassification of the Accelerated LEP project to operating ($250k) and partial deferral of Cumberland Brand Implementation ($125k) were the contributing factors to the reduction.</td>
</tr>
<tr>
<td>3</td>
<td>Deferral of Guildford and Wentworthville Swim Centres were the main contributing factor ($1.0m and $1.5m respectively).</td>
</tr>
<tr>
<td>4</td>
<td>Allocation for a new software solution for bookings ($150k), equipments for Argus Childcare system ($37k), upgrade to Holroyd Centre IT network ($29k) and communication devices ($20k).</td>
</tr>
<tr>
<td>5</td>
<td>Allocation of s94 funds towards Glasgow Park playground ($200k) &amp; Lytton Street Park upgrade ($80k).</td>
</tr>
<tr>
<td>6</td>
<td>Increase funding for construction of new traffic facilities ($1m).</td>
</tr>
<tr>
<td>7</td>
<td>Allocation of funds towards Gipps Road remediation works ($300k).</td>
</tr>
<tr>
<td>8</td>
<td>Brought forward works on new Berals Village Toilet ($441k).</td>
</tr>
</tbody>
</table>
### Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 December 2018
Cash & Investments - Council Consolidated

<table>
<thead>
<tr>
<th>($’000)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Original</strong></td>
</tr>
<tr>
<td><strong>C02/19</strong> - 11 – Attachment 2</td>
</tr>
</tbody>
</table>

#### Externally Restricted (1)

**Developer Contributions**

- 55A 2007 Plan - Drainage 55A 2007 Plan - Parking
- 55B 2007 Plan - 45A Levey 55A 2007 Plan - Administration
- 55C 1998 Plan Maryland’s Town Centre 55A 2008 Woodville Uarda
- 55D 1996 Agreements (Perth)
- 55E 2013 Plan Open Space Sporting Fields 55A 2013 Plan Open Space Local
- 55F 2013 Plan Community Facilities 55A 2013 Plan Local Transport
- 56H 2013 Plan Administration 55A 2013 Plan Car Park

**Developer Contributions and External Resources - Other**

- Domestic Waste Management External Reserve
- Stormwater Levy External Reserve Specific Purposes Grants External Reserve Internal Obsolescence

**External Resources – Other Total**

<table>
<thead>
<tr>
<th>Year End</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>65,874</td>
<td>20,822</td>
</tr>
<tr>
<td>5,451</td>
<td>2,197</td>
</tr>
<tr>
<td>4,816</td>
<td>1,779</td>
</tr>
<tr>
<td>14,440</td>
<td>5,888</td>
</tr>
<tr>
<td>90,203</td>
<td>16,885</td>
</tr>
</tbody>
</table>

#### Externally Restricted (2)

**Funds that must be spent for specific purposes**

- 55A 2007 Plan - Turkey Hill and Dawes Reserve - External Reserve
- 55B 2007 Plan - Picnic and Gardens Amenities - Internal Reserve
- 55C 1998 Plan - Stronger Community Funds
- 55D 1996 Agreements (Perth)
- 55E 2013 Plan Open Space Sporting Fields 55A 2013 Plan Open Space Local
- 55F 2013 Plan Community Facilities 55A 2013 Plan Local Transport
- 55H 2013 Plan Administration 55A 2013 Plan Car Park

**MARYLAND OBIO Loan**

<table>
<thead>
<tr>
<th>Year End</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>153,971</td>
<td>14,713</td>
</tr>
</tbody>
</table>

#### Total Cash & Investments

- 150,542

<table>
<thead>
<tr>
<th>Year End</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>20,015</td>
<td>2,371</td>
</tr>
</tbody>
</table>

(1) Funds that Council has earmarked for a specific purpose

(2) Funds that Council has earmarked for a specific purpose and are available after the above restrictions
Cumberland Council

Quarterly Budget Review Statement
for the period 01/10/18 to 31/12/18

Cash & Investments Budget Review Statement

Comment on Cash & Investments Position

Investments

Investments have been invested in accordance with Council’s Investment Policy.

Cash

The cash at bank figure included in the cash & investment statement totals $143,715.

This cash at bank amount has been reconciled to Council’s physical bank statements. The date of completion of this bank reconciliation is 02/01/2019.

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>$ 000’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash at bank (as per bank statements)</td>
<td>5,033</td>
</tr>
<tr>
<td>Investments on hand</td>
<td>139,058</td>
</tr>
<tr>
<td>less: Unpresented cheques/ EFTs</td>
<td>247</td>
</tr>
<tr>
<td>add: Undeposited funds</td>
<td>3</td>
</tr>
<tr>
<td>less: Identified deposits (not yet accounted in Ledger)</td>
<td>124</td>
</tr>
<tr>
<td>add: Identified outflows (not yet accounted in Ledger)</td>
<td>-</td>
</tr>
<tr>
<td>less: Unidentified deposits (not yet actioned)</td>
<td>8</td>
</tr>
<tr>
<td>add: Unidentified outflows (not yet actioned)</td>
<td>-</td>
</tr>
<tr>
<td>Reconciled cash at bank &amp; investments</td>
<td>143,715</td>
</tr>
<tr>
<td>Balance as per Review Statement:</td>
<td>143,715</td>
</tr>
</tbody>
</table>

Difference: -
**Council Meeting**  
20 February 2019

**Quarterly Budget Review Statement**  
For the period 01/10/18 to 31/12/18

---

### Contracts Budget Review Statement

Budget review for the quarter ended 31 December 2018

#### Part A - Contracts Listing - contracts entered into during the quarter

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Contract detail &amp; purpose</th>
<th>Contract Value</th>
<th>Start Date</th>
<th>Duration of Contract</th>
<th>Budgeted (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Services Group</td>
<td>CCTV Condition Audit of Storm Water Pipework</td>
<td>$1,087,981.82</td>
<td>1/10/18</td>
<td>24 months</td>
<td>Y</td>
</tr>
<tr>
<td>Banner Maritime Pty Ltd</td>
<td>Webb Centre Modernisation - Town Planner</td>
<td>$176,870.91</td>
<td>10/12/18</td>
<td>Until completion</td>
<td>Y</td>
</tr>
<tr>
<td>Buildcorp Group Pty Ltd</td>
<td>Auburn Civic Centre Revitalisation Project (ACC Revitalisation)</td>
<td>$2,999,791.00</td>
<td>10/12/18</td>
<td>Until completion</td>
<td>Y</td>
</tr>
<tr>
<td>Complete Urban Pty Ltd</td>
<td>Lead Architect Services for Parramatta Road Urban Amenity Improvement Program</td>
<td>$384,545.45</td>
<td>12/10/18</td>
<td>Until completion</td>
<td>Y</td>
</tr>
<tr>
<td>Civil Works (NSW) Pty Ltd &amp; Aiahassil Civil Pty Ltd</td>
<td>Installation of Gross Pollutants Traps, 4 Locations</td>
<td>$502,540.00</td>
<td>10/12/18</td>
<td>Until completion</td>
<td>Y</td>
</tr>
<tr>
<td>CPS Pty Ltd</td>
<td>PM Services for Parramatta Urban Amenity Improvement Program</td>
<td>$242,689.09</td>
<td>12/10/18</td>
<td>Until completion</td>
<td>Y</td>
</tr>
<tr>
<td>DWP Australia Pty Ltd</td>
<td>Design Services for Granville Park Stadium</td>
<td>$482,170.00</td>
<td>13/11/18</td>
<td>Until completion</td>
<td>Y</td>
</tr>
<tr>
<td>Ryan Wilks Pty Ltd</td>
<td>Merrylands Air Conditioning Upgrade (referred)</td>
<td>$363,462.00</td>
<td>21/12/18</td>
<td>Until completion</td>
<td>Y</td>
</tr>
<tr>
<td>RPM Assets Pty Ltd</td>
<td>Facilities Building Assessments</td>
<td>$437,100.00</td>
<td>22/11/18</td>
<td>Until completion</td>
<td>Y</td>
</tr>
<tr>
<td>Antoun Construction Pty Ltd (AMJ Demolition &amp; Excavation)</td>
<td>Demolition of Granville Park Grandstand</td>
<td>$98,000.00</td>
<td>29/11/18</td>
<td>Until completion</td>
<td>Y</td>
</tr>
<tr>
<td>Ramiene, IMEX &amp; Sonic HealthPlus</td>
<td>Pre-Employment Medical</td>
<td>$154,545.45</td>
<td>20/11/18</td>
<td>5 years</td>
<td>Y</td>
</tr>
<tr>
<td>Savills (NSW) Pty Ltd</td>
<td>Marketing and Sale of Land</td>
<td>$53,408.06</td>
<td>25/11/18</td>
<td>3 months</td>
<td>Y</td>
</tr>
<tr>
<td>Smart Connection Consultancy</td>
<td>Synthetic Sports Surfaces Plan</td>
<td>$61,200.00</td>
<td>04/10/18</td>
<td>3 months</td>
<td>Y</td>
</tr>
<tr>
<td>Complete Urban Pty Ltd</td>
<td>Design services Stage 1 Duck River Regional Playground</td>
<td>$62,570.00</td>
<td>02/10/18</td>
<td>2 months</td>
<td>Y</td>
</tr>
<tr>
<td>Westbury Constructions Pty Ltd</td>
<td>Construction of Amenities Building at Ted Burge Sportsground</td>
<td>$100,473.64</td>
<td>09/10/18</td>
<td>3 months</td>
<td>Y</td>
</tr>
<tr>
<td>Every Trade Building Services Pty Ltd</td>
<td>Holroyd Centre Structural Issues</td>
<td>$53,000.00</td>
<td>02/11/18</td>
<td>3 months</td>
<td>Y</td>
</tr>
<tr>
<td>Nolan Construction</td>
<td>Quantity for new accessible toilet Greystanes Community Centre</td>
<td>$64,950.00</td>
<td>15/11/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EPK Architectural Joiners Pty Ltd</td>
<td>New Council Chambers table</td>
<td>$50,061.00</td>
<td>15/11/18</td>
<td>1 month</td>
<td>Y</td>
</tr>
</tbody>
</table>

---

**Notes:**

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or $50,000 - whichever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier List.
3. Contracts for employment are not required to be included.

This statement forms part of Council's Quarterly Budget Review Statement (QBRRS) for the quarter ended 31/12/2018 and should be read in conjunction with the total QBRRS report.

---

C02/19-11 – Attachment 2  Page 33
Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

<table>
<thead>
<tr>
<th>Expense</th>
<th>YTD Expenditure (Actual Dollars)</th>
<th>Budget (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>63300 - Consultancies</td>
<td>1,229,146</td>
<td>Y</td>
</tr>
<tr>
<td>63343 - Legal Fees</td>
<td>765,054</td>
<td>Y</td>
</tr>
</tbody>
</table>

**Definition of a consultant:**

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management.

Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

<table>
<thead>
<tr>
<th>Details</th>
<th>Actual</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YTD</td>
<td>YTD Budget</td>
</tr>
<tr>
<td>100080 Waste - Domestic Waste Management</td>
<td>66,774</td>
<td>27,500</td>
</tr>
<tr>
<td>100110 Homework Help Program</td>
<td>22,808</td>
<td>0</td>
</tr>
<tr>
<td>100140 Locale</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>100155 S94 Contributions</td>
<td>0</td>
<td>15,000</td>
</tr>
<tr>
<td>100160 Australia Day</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>100315 Aged and Disability Admin</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>100316 Auburn Festival</td>
<td>4,125</td>
<td>0</td>
</tr>
<tr>
<td>100540 Community Safety Plan</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>100750 Cherry Blossom/Autumn Colours</td>
<td>12,013</td>
<td>6,006</td>
</tr>
<tr>
<td>100790 New Events</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>101000 Planning Administration</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>101009 Facilities</td>
<td>25,997</td>
<td>28,857</td>
</tr>
<tr>
<td>101010 Development Assessment</td>
<td>167,471</td>
<td>125,000</td>
</tr>
<tr>
<td>101011 Capital Works Admin</td>
<td>0</td>
<td>85,442</td>
</tr>
<tr>
<td>101020 Environmental &amp; Resource Recovery</td>
<td>12,693</td>
<td>27,344</td>
</tr>
<tr>
<td>101025 Development Compliance</td>
<td>2,810</td>
<td>7,049</td>
</tr>
<tr>
<td>101030 Environmental Health</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>101040 Environmental Protection</td>
<td>1,136</td>
<td>7,500</td>
</tr>
<tr>
<td>101045 Corporate Planning</td>
<td>48,440</td>
<td>16,687</td>
</tr>
<tr>
<td>101050 Commercial Waste</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>101099 Technical Assessment</td>
<td>18,000</td>
<td>6,000</td>
</tr>
<tr>
<td>101150 Governance</td>
<td>370</td>
<td>17,200</td>
</tr>
<tr>
<td>101160 Financial Services</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>101660 GPT Maintenance</td>
<td>549</td>
<td>0</td>
</tr>
<tr>
<td>101680 Arts Programs</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>101685 Chief Financial Officer</td>
<td>45,040</td>
<td>93,333</td>
</tr>
<tr>
<td>111950 Building Engineering</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>101686 BWaRP - Waste Education</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>101215 Risk &amp; Audit</td>
<td>38,891</td>
<td>38,500</td>
</tr>
<tr>
<td>101220 GM Administration</td>
<td>10,500</td>
<td>5,200</td>
</tr>
<tr>
<td>101221 Transformation and Business excellence</td>
<td>0</td>
<td>9,500</td>
</tr>
<tr>
<td>101225 Internal Ombudsman</td>
<td>0</td>
<td>25,657</td>
</tr>
<tr>
<td>101265 Place Activation</td>
<td>34,806</td>
<td>35,107</td>
</tr>
<tr>
<td>101280 Community &amp; Culture</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>101421 Libraries</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>101470 Customer Services</td>
<td>19,670</td>
<td>19,500</td>
</tr>
<tr>
<td>101490 Works and Services Management</td>
<td>1,930</td>
<td>11,687</td>
</tr>
<tr>
<td>101501 Active Parks</td>
<td>18,280</td>
<td>28,784</td>
</tr>
<tr>
<td>101511 Streetscape &amp; Trees</td>
<td>2,187</td>
<td>0</td>
</tr>
<tr>
<td>101530 Recreation</td>
<td>1,500</td>
<td>0</td>
</tr>
<tr>
<td>101570 Arts NSW Program</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>101571 Peacock Gallery Programs</td>
<td>26,228</td>
<td>19,199</td>
</tr>
<tr>
<td>101930 Regional Roads Maintenance</td>
<td>16,287</td>
<td>0</td>
</tr>
<tr>
<td>102022 Reporting and Analytics</td>
<td>12,160</td>
<td>14,700</td>
</tr>
<tr>
<td>102435 IEP review program</td>
<td>0</td>
<td>291,667</td>
</tr>
<tr>
<td>102440 Building Operations</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>102487 Technology Services</td>
<td>0</td>
<td>5,000</td>
</tr>
<tr>
<td>101992 Finance &amp; Business</td>
<td>0</td>
<td>8,333</td>
</tr>
<tr>
<td>102050 Leased Properties</td>
<td>108,795</td>
<td>74,206</td>
</tr>
<tr>
<td>102075 Other Buildings</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>102280 Flood Management</td>
<td>27,885</td>
<td>13,333</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Actual</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>102300</td>
<td>Traffic Engineering</td>
<td>0</td>
</tr>
<tr>
<td>102426</td>
<td>Strategic Planning</td>
<td>326,850</td>
</tr>
<tr>
<td>101190</td>
<td>Technology Services Administration</td>
<td>20,248</td>
</tr>
<tr>
<td>101670</td>
<td>BWaRP - Asbestos Awareness and Disposal</td>
<td>0</td>
</tr>
<tr>
<td>101775</td>
<td>Procurement administration</td>
<td>43,387</td>
</tr>
<tr>
<td>101830</td>
<td>Footpath Maintenance</td>
<td>32,077</td>
</tr>
<tr>
<td>101860</td>
<td>Urban Road Maintenance</td>
<td>28,483</td>
</tr>
<tr>
<td>102490</td>
<td>Innovation &amp; Transformation</td>
<td>8,981</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>1,229,146</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Actual</th>
<th>YTD Budget</th>
<th>Full Year Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Legal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100090</td>
<td>Waste - Domestic Waste Management</td>
<td>41,631</td>
<td>12,500</td>
<td>25,000</td>
</tr>
<tr>
<td>101000</td>
<td>Planning Administration</td>
<td>10,016</td>
<td>1,800</td>
<td>3,000</td>
</tr>
<tr>
<td>101010</td>
<td>Development Assessment</td>
<td>169,346</td>
<td>125,000</td>
<td>250,000</td>
</tr>
<tr>
<td>101026</td>
<td>Development Compliance</td>
<td>257,133</td>
<td>228,333</td>
<td>456,000</td>
</tr>
<tr>
<td>101030</td>
<td>Environmental Health</td>
<td>3,122</td>
<td>22,770</td>
<td>45,550</td>
</tr>
<tr>
<td>101040</td>
<td>Environmental Protection</td>
<td>2,151</td>
<td>12,092</td>
<td>20,000</td>
</tr>
<tr>
<td>101165</td>
<td>Chief Financial Officer</td>
<td>6,300</td>
<td>20,833</td>
<td>0</td>
</tr>
<tr>
<td>101170</td>
<td>Rates Administration</td>
<td>161,541</td>
<td>100,000</td>
<td>200,000</td>
</tr>
<tr>
<td>101200</td>
<td>Human Resources Services</td>
<td>0</td>
<td>210,000</td>
<td>0</td>
</tr>
<tr>
<td>101220</td>
<td>GM Administration</td>
<td>72,407</td>
<td>150,000</td>
<td>300,000</td>
</tr>
<tr>
<td>101490</td>
<td>Works and Services Management</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>102050</td>
<td>Leased Properties</td>
<td>31,006</td>
<td>50,000</td>
<td>100,000</td>
</tr>
<tr>
<td>102426</td>
<td>Strategic Planning</td>
<td>0</td>
<td>6,000</td>
<td>10,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>765,054</td>
<td>728,033</td>
<td>1,418,550</td>
</tr>
</tbody>
</table>
DOCUMENTS ASSOCIATED WITH REPORT C02/19-11

Attachment 3
Major Project Granville Multipurpose Centre
Project Summary Report – Granville Multipurpose Centre

Construction Commencement Date: Forecast

February 2019 Estimated “Practical Completion”

Date: Forecast January 2020

Total Project Budget (Includes Design, Authority Fee and Construction):

$22,000,000 Main Contractor: TBC

Project Status: 24 January 2019

Project Background and Scope

The site - “Granville Memorial Park” is bounded by Memorial Drive, Enid Avenue, Diamond Avenue and the Duck Creek stormwater canal, in Granville NSW.

The project proposes to demolish the existing Youth and Recreation Facility including its associated multipurpose game court, the Granville Baby Centre Building, the St John’s Ambulance Building and the Children’s Playground and develop a new Multipurpose Community Centre including a new Youth and Recreation facilities, a new Library and a new Regional Art Gallery.

The area will include a new children’s playground and additional car parking and be integrated with the existing Swimming Pool, Parkland, War Memorial and car parking at Granville Memorial Park.

The project is being undertaken by Cumberland Council as part of its Stronger Communities Fund Major Projects Program, pursuant to the NSW Governments Stronger Communities Fund.

The proposed breakdown of the new multipurpose facility (nominally 3,500sqm) includes:

- A Community Centre – nominally 1500sqm
- Library – nominally 1000sqm
- Regional Gallery/Multi-Arts Spaces – nominally 1000sqm
- Construction Cost in the order of $18M + GST

Project Status

The DA application for the project was lodged on 29 March 2018 and approved at the JRPP meeting on 9 August, 2018. The documentation for the Construction Certificate detailed components are currently being prepared.

Concurrently a Section 4.55 application is being prepared for alterations to the DA application associated with cost minimization related to contaminated material and other conditions which require amendments. Major delays to the project have been experienced associated with a requirement of the Department of Environmental and Heritage (DoEH) to grant permission to carry out investigation of possible evidence of Aboriginal Heritage. Approval to proceed with the investigation was received on 20 December, 2018 from DoEH and works commenced on 29 January, 2019. The tender for the construction of the Granville Multipurpose Centre were advertised on 31 December, 2018 and are scheduled to close on 19 February, 2019.

Budget Summary

The total project budget for this project is $22m. (All figures below exclude GST).

To date total spend on this project totals $1,889,714. The commitments of $778,913 include works by consultants for the Construction Certificate design documentation, construction and occupation certificate phases.

A breakdown of the project expenditure is in the following table (note all figures exclude GST):
<table>
<thead>
<tr>
<th>Project Description</th>
<th>Actual 31 December 2018</th>
<th>Commitments</th>
<th>Approved budget</th>
<th>Q1 budget</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Granville Multipurpose Centre</td>
<td>1,889,714</td>
<td>778,913</td>
<td>5,200,000</td>
<td>5,200,000</td>
<td>2,533,14 0</td>
</tr>
</tbody>
</table>
DOCUMENTS ASSOCIATED WITH REPORT C02/19-11

Attachment 4
Major Project Merrylands CBD Drainage
Project Summary Report – Merrylands CBD Major Drainage Upgrade

Construction Commencement Date:
Forecast July 2019 Estimated “Practical Completion” Date: Forecast Late 2020
Total Project Budget (Includes Design and Negotiations): $31,900,000 Main Contractor: TBC
Project Status: 24 January 2019

Project Background and Scope
The original project was contained to the upgrade of the stormwater drainage system associated with the Stocklands Proposed development (233, 249-259 Merrylands Road & 52-54 McFarlane Street) and generally bounded by Merrylands Road, Treves Street, McFarlane Street and Finns Lane. This part of the project included Design, negotiations with property owners and adjustment to building structures to enable the stormwater upgrades to be constructed. The Project Control Group expanded the scope to include other major development areas within the Merrylands CBD which are affected by drainage upgrades, namely Landmark Development (1-11 Neill Street) and Dyldam Rosilano (224-240 Pitt Street, 4 & 4A Terminal Place) and HB Home Improvements (186-188 Pitt Street). The purpose of the project is to consolidate the drainage infrastructure to enable the most cost efficient method of controlling floodwaters in the Merrylands CBD and to enable proposed development to be less encumbered by stormwater infrastructure. In order to achieve these outcomes agreements have or are currently being established with the property owners/developers in the form of Work in Kind Agreements (WIKA) and/or Voluntary Planning Agreements (VPA).

Project Status
The design of the stormwater canal upgrades are nearing completion, design of the adjustments to building structures to enable the stormwater upgrades to be constructed are also nearing completion. (Peter Fitzgerald to confirm wording and/or deletion of wording with regard to realignment proposal) Negotiations for the Dyldam WIKA are ongoing. The Landmark WIKA has been finalized, work has commenced on-site and is approximately 10% complete.

HB Home Improvements have dedicated land to Council to carry out the required roads and drainage works. Council plan to commence works in late 2019 with completion in 2020.

Budget Summary
The total project budget for this project is $31.9m. (All figures below exclude GST).

A breakdown of the project expenditure is in the following table (note all figures exclude GST):

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Actual 31 December 2019</th>
<th>Commitments</th>
<th>Approved Budget</th>
<th>Proposed Q1 Budget</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merrylands CBD Drainage</td>
<td>3,977,985</td>
<td>641,215</td>
<td>5,300,000</td>
<td>5,300,000</td>
<td>738,677</td>
</tr>
</tbody>
</table>
DOCUMENTS ASSOCIATED WITH REPORT C02/19-11

Attachment 5
Major Project Swim Centres
Council Meeting  
20 February 2019

Project Summary Report – Cumberland Swim Centre Modernisation

Construction Commencement Date Forecast:

- Wentworthville: September 2019
- Guildford: February 2020

Estimated “Practical Completion” Date Forecast:

- Wentworthville: December 2020
- Guildford: May 2021

Total Project Budget (includes Design, Authority Fee and Construction): $14,300,000- Guildford - $8,500,000 Wentworthville - $5,800,000

Main Contractor: TBC

Project Status: 24 January 2019

Project Background and Scope

The Cumberland Council Swim Centre Modernisation has been under consideration for some time. The pools considered under this program are Guildford, Wentworthville, Granville & Merrylands. The modernisation and upgrades of the pools is strongly influenced by the Community Consultation. The upgrades of the pools are to address statutory requirements such as water quality and disability access. The modernisation of the pools will be addressed by the inclusion of facilities to better serve the current and future needs of the community.

The current approach is to focus on Guildford and Wentworthville Swim Centres as priorities. The design components of Merrylands and Granville are currently on hold, however, in the case of Granville, future design components are being developed in conjunction with, the adjoining development of the Granville Multipurpose Centre.

Project Status

Design consultants have been engaged and 80% Design Documentation is being produced for Guildford and Wentworthville. Additional consultation has been undertaken with the broader community. A Pre Development Application meeting with Council’s development section was conducted for Wentworthville and Guildford. Documentation for Wentworthville is being prepared in accordance with the requirements of the planning requirements (Infrastructure SEPP) for submission in late February, 2019. Documentation for Guildford is ongoing, awaiting confirmation from Council as to the approval process. Following the approval of Construction Certificates, tenders for the works will be requested.

Budget Summary

The total project budget for this project is $14.3M. (All figures below exclude GST).

To date total spend on this project totals $516,565. The commitments of $424,394 include works by consultants. A breakdown of the project expenditure is in the following table (note all figures exclude GST):

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Actual 31 December 2018</th>
<th>Commitments</th>
<th>Approved budget</th>
<th>Proposed Q2 budget</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guildford Swim Centre Upgrade</td>
<td>403,953</td>
<td>284,431</td>
<td>8,500,000</td>
<td>1,000,000</td>
<td>7,811,618</td>
</tr>
<tr>
<td>Wentworthville Swim Centre Modernisation</td>
<td>112,812</td>
<td>139,983</td>
<td>5,800,000</td>
<td>1,500,000</td>
<td>5,547,425</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>----------</td>
<td>----------</td>
<td>-----------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Total</td>
<td>516,585</td>
<td>424,394</td>
<td>14,300,000</td>
<td>5,000,000</td>
<td>13,359,041</td>
</tr>
</tbody>
</table>
Cumberland Council Quarter 2 Performance Report

October - December 2018
Contents

The Integrated Planning and Reporting Framework 3
Guide to Reading the Quarterly Report 4
Executive Summary 5
1. Community Programs and Events 6
2. Roads, Stormwater and Streetcleaning 11
3. Parks and Recreation 12
4. Environmental Programs 16
5. Household Waste and Recycling 18
6. Children's Services 20
7. Urban Planning and Development 24
8. Regulatory Programs 27
9. Libraries 29
10. Pools 31
11. Governance and Administration 32
12. Community Facilities and Property 37
THE INTEGRATED PLANNING AND REPORTING FRAMEWORK

Under the *NSW Local Government Act 1993*, councils are required to develop a hierarchy of plans known as the Integrated Planning and Reporting (IP&R) Framework. The IP&R Framework is designed to ensure that all NSW councils are using community engagement to undertake long term planning for their future.

The four year Delivery Program is informed by the overarching community vision in the 10 year Community Strategic Plan and resourced by the Resourcing Strategy. The one year Operational Plan details how Council plans to deliver the Community’s vision for that financial year.

The IP&R framework is designed to give council and the community, a clear and transparent picture of:

1. Where we want to go (Community Strategic Plan)
2. How we plan to get there (Delivery Program, Operational Plan and Resourcing Strategy)
3. How we will measure our progress (Quarterly and Annual Reporting and the End of Term Report).

The Delivery Program and Operational Plan contain information about Council’s Service Areas, Key Projects and the Performance Measures used to assess how Council is tracking towards achieving the Community’s vision for its future. Council reports on a quarterly basis to ensure thorough monitoring of the commitments it has made to the community.

This report provides a summary of Council’s progress over the second quarter, 1 October to 31 December 2018, in implementing the Operational Plan 2018 – 2019 which is year two of the Delivery Program 2017 – 2021. (Shown in the diagram below)
There are two main sections in the Quarterly Report:

1. **The Service Area Update section** is where Council provides a snapshot of overall progress for each Service Area including achievements and highlights along with issues and setbacks that are affecting the delivery of ongoing business activity.

### SERVICE AREA STATUS UPDATE

<table>
<thead>
<tr>
<th>Key Achievements and Highlights</th>
<th>Any good news stories, key events or milestones relating to the service that help display progress.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issues and Setbacks</td>
<td>Any issues experienced such as a lack of resources, unforeseen circumstances or poor conditions that have slowed progress on service delivery.</td>
</tr>
</tbody>
</table>

Also included in this section are the progress of the Performance Measures or Key Performance Indicators (KPIs).

### PERFORMANCE MEASURES (KPIs)

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Measure Indicator such as the number of attendees or the provision of programs.</td>
<td>The data relevant to the indicator measure</td>
</tr>
</tbody>
</table>

2. **The Key Projects section** provides a progress comment and status update for each of the major projects for the Operational Plan of that year. This update helps readers to understand how a project is tracking, if it is likely to be completed, as well as any milestones or key highlights.

### KEY PROJECTS

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Key Project</th>
<th>Responsible Officer</th>
<th>Project Status Update</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A.1.1</td>
<td>Name and description of the Key Project as it appears in the Operational Plan and the Delivery Program</td>
<td>Manager in charge of delivering the Key Project</td>
<td>Update on progress of Key Project including milestones, highlights, issues or changes that affect the delivery of the Key Project</td>
<td>Traffic Light status of the Key Project</td>
</tr>
</tbody>
</table>

**Key to traffic light status symbols**

- **Completed**
- **On Track**
- **Needs Attention**
- **Critical**
- **On Hold**
EXECUTIVE SUMMARY

At the end of Quarter 2, 13% of key projects were already completed with 78% on track for delivery. 3% were placed on hold due to various issues while 4 projects were recommended to be discontinued.

KEY PROJECTS

<table>
<thead>
<tr>
<th>Code</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/69</td>
<td>Completed</td>
</tr>
<tr>
<td>54/69</td>
<td>On Track</td>
</tr>
<tr>
<td>2/69</td>
<td>On Hold</td>
</tr>
<tr>
<td>4/69</td>
<td>Needs Attention</td>
</tr>
</tbody>
</table>

HIGHLIGHTS THIS QUARTER

Some highlights for the second quarter of 2018-2019 included:

- Council delivered two major events for over 19,000 people this quarter, ‘Christmas in the Gardens’ at the Auburn Botanic Gardens and a Diwall Street Festival in Wentworthville Town Centre.
- Renewal of local roads and footpaths increased this quarter from 1.38kms of roads to 4.6kms and from 0.54kms of footpaths to 6.56kms.
- Council’s Recreation Team were awarded “Local Council of the Year” at the Sports NSW Awards.
- The annual Schools Sustainability Expo was held this quarter and attended by 602 students over two days at Central Gardens.

- The Child Protection Policy was adopted by Council and continues to be implemented by staff.
- The Community Participation Plan for Planning has been developed by Council’s Urban Planning and Development Team.
- Council’s Protection Officers coordinated with officers from NSW Police, RIF Squad and the RMS to target trucks using local load limited roads which resulted in 39 trucks being stopped.
- Council has completed the auto returns system at Wentworthville Library.
- Attendees for the Learn-to-Swim Program increased this quarter from 14,758 to 34,692 attendees.
- Council adopted the Customer Experience Strategy and implementation has commenced.
1. COMMUNITY PROGRAMS AND EVENTS

SERVICE AREA STATUS UPDATE

Council received two awards this quarter:

1. The Sydney Cherry Blossom Festival won the National Parks and Leisure Australia Annual Award for Major Event of the Year.

2. Best Council Award NSW for Graffiti Removal Day for removing over 750 square metres of graffiti at Harold Reid Park in Girraween.

Council delivered the following community events and festivals this quarter:

- Diwali Street Festival: approximately 9,000 people attended the event at the Wentworthville Town Centre.

- Gift of Time Volunteer Recognition event: approximately 150 volunteers attended a High Tea and celebrated International Volunteer Day by acknowledging the outstanding contributions of Council volunteers.

- International Day of People with Disability: The theme for this year’s celebration was ‘Empowering persons with disabilities and ensuring inclusiveness and equality’.

- Five Seniors Christmas ward lunches were attended by approximately 397 seniors from the Cumberland area.

- Christmas in the Gardens was held at the Auburn Botanic Gardens, with approximately 10,000 people attending and enjoying the Christmas lights, free rides, Christmas carols and an open air cinema.

- Council’s Aged and Disability Services held two end of year functions for all customers accessing programs.

- Council’s Nutrition Services team delivered around 500 nutritious and culturally appropriate meals to vulnerable and isolated residents each week with 120 specialty hampers delivered for Christmas.

Council delivered the following Programs and Plans this quarter:

- 24 school holiday activities for young people aged between 12 to 18 years old.

- Round two of the Community Grants Program including two information sessions, two ‘Preparing a Successful Grant’ workshops and one-on-one Advisory Desk sessions. A total of 30 applications were received across the four grant streams.

- Council submitted the Cumberland Community Safety and Crime Prevention Plan 2018-2022 to the NSW Attorney General for endorsement. The successful endorsement means that Council is now eligible to apply for NSW Department of Justice Crime Prevention Grants to implement priority projects in the plan and is currently awaiting the outcome of a grant application.

- The Draft Reconciliation Action Plan was endorsed by Council for public exhibition.

- Two Place Liaison Officers were recruited to establish the place management program for the Wentworthville Ward and the Granville and Granville South Wards.

- Council received an additional $27,394 of recurrent funding under the Commonwealth Home Support Program for transport services.

- Council completed a five year Social Impact Evaluation Report on the outcomes of Council’s Award Winning Refugee Camp in My Neighbourhood.
1. COMMUNITY PROGRAMS AND EVENTS (CONTINUED)

SERVICE AREA STATUS UPDATE (CONTINUED)

Key Achievements and Highlights

- Council continued to implement actions from the Disability Inclusion Action Plan including inclusive sports workshops; Quiet Zones at events; partnering with the Employ Their Ability campaign; resources for staff about barriers faced by people with disability; and installation of Tactile Ground Surface Indicators and accessible ramps at Council facilities.

- Six Bilingual Community Educators were recruited and trained enabling the delivery of the Discover Cumberland Program in twelve community languages.

- Council held two Community Sector Networking forums to increase understanding on how to govern a volunteer-led organisation or group. The topics for the forums included: how social research can be used to support the work of community organisations and Governance.

- Two Place Liaison Officers were recruited to establish the place management program for the Wentworthville Ward and the Granville and Granville South Wards.

- Council received an additional $27,394 of recurrent funding under the Commonwealth Home Support Program for transport services.

Issues and Setbacks

- Nil this quarter.

PERFORMANCE MEASURES (KPIs)

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Result Q1</th>
<th>Result Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of young people participating in Council’s youth programs who would</td>
<td>99%</td>
<td>99%</td>
</tr>
<tr>
<td>recommend the program to another young person. (Average) (Target &lt;75%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of Council’s youth programs that involve youth participation in their</td>
<td>80%</td>
<td>80%</td>
</tr>
<tr>
<td>planning.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of school holiday programs delivered to young people.</td>
<td>Six in July school holidays.</td>
<td>15 in October school holidays.</td>
</tr>
<tr>
<td>Number of young people attending school holiday program events.</td>
<td>211 in July school holidays.</td>
<td>170 in October school holidays.</td>
</tr>
<tr>
<td>Number of major Council events delivered to residents.</td>
<td>Three.</td>
<td>Two.</td>
</tr>
<tr>
<td>Number of residents attending major Council events.</td>
<td>108,500</td>
<td>19,000</td>
</tr>
<tr>
<td>Increased engagement of small business in town centres participating in the</td>
<td>382 responses to first Cumberland Small Business Survey.</td>
<td>100 small businesses participated in workshops, Small Business Month Events, and one-on-one advisory sessions.</td>
</tr>
<tr>
<td>Cumberland Business Engagement Program.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of volunteers engaged to support Council service delivery.</td>
<td>300</td>
<td>309</td>
</tr>
<tr>
<td>Number of hours provided through Cumberland Lifestyles and Leisure Links.</td>
<td>3,247</td>
<td>2,021</td>
</tr>
</tbody>
</table>
# 1. Community Programs and Events

## Performance Measures (KPIs) (Continued)

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Result Q1</th>
<th>Result Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of income generated through Cumberland Lifestyles and Leisure Links.</td>
<td>$353,187</td>
<td>$506,411</td>
</tr>
<tr>
<td>Number of Council’s Lifelong Learning programs delivered.</td>
<td>18</td>
<td>11</td>
</tr>
<tr>
<td>Number of residents engaged in programs through Council’s Lifelong Learning programs.</td>
<td>150</td>
<td>190</td>
</tr>
<tr>
<td>Percentage of community reporting an improvement with their health and wellbeing after accessing Council’s Aged and Disability services.</td>
<td>This is an annual item and will be reported on in a later quarter.</td>
<td></td>
</tr>
<tr>
<td>Number of customers accessing Council’s Aged and Disability services.</td>
<td>1,059</td>
<td>1,059</td>
</tr>
<tr>
<td>Number of transport trips provided to seniors.</td>
<td>2,057 trips, 5,961 passengers.</td>
<td>2,061 trips, 5,752 passengers.</td>
</tr>
<tr>
<td>Number of hours of social inclusion individual and group support programs provided to seniors and people with a disability.</td>
<td>18,794</td>
<td>13,460</td>
</tr>
<tr>
<td>Number of meals provided by Cumberland’s Nutrition Services to seniors and people with a disability.</td>
<td>10,007</td>
<td>8,748</td>
</tr>
</tbody>
</table>
## KEY PROJECTS

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Key Project</th>
<th>Responsible Officer</th>
<th>Project Status Update</th>
<th>Status Q1</th>
<th>Status Q2</th>
</tr>
</thead>
</table>
| 1A.2.1       | Develop Cultural Plan                                 | Director Community Development       | This quarter the Culture and Activation Strategy included:  
  - Artist Community Survey to seek Artists’ and Arts’ practitioners input into the development of the draft Cultural Plan.  
  - Council Committees consulted on findings to date included the Heritage Committee, Culturally and Linguistically Diverse Committee, and Arts Advisory Committee.  
  - Council has commenced its analysis of the community engagement findings and a draft plan is under development.  
  The draft plan is scheduled for public exhibition next quarter. |           |           |
| 4A.1.1       | Prepare a business engagement program to support local business in town centres | Director Community Development       | This quarter Council delivered a number of events, programs and services to support local businesses, including:  
  - The National Small Business Month networking event at the Holroyd Centre which provided information about:  
  - How small businesses can increase brand awareness.  
  - Grow leads and online sales.  
  - Achieve marketing objectives.  
  - Get into the supply chain for major infrastructure projects in Western Sydney.  
  - Business Connect Bus provided one-on-one advisory sessions for small businesses.  
  - Small Business and Social Media workshop titled “How to Promote Your Business in a Social Marketing World”.  
  - Accredited Advisors provided personalised advice, skills and information to help businesses with business planning and marketing and accessing finance and legal advice.  
  - Business Safety Workshop delivered to 13 local businesses to help business owners implement best practices with preventing criminal behaviour. |           |           |
| 2B.2.1       | Complete and implement review of Council's seniors units for independent living | Director Community Development       | Council has resolved not to undertake an Expression of Interest process. Operational improvements are being implemented.                                                                                      |           |           |
| 2A.2.1       | Deliver the CCTV in Public Spaces Program expansion project | Director Community Development       | The Video Surveillance Systems Review was completed.  
  The request for tender was advertised in December and will be closing next quarter.                                                                                                                                  |           |           |
## KEY PROJECTS (CONTINUED)

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Key Project</th>
<th>Responsible Officer</th>
<th>Project Status Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.3.1</td>
<td>Develop and implement the Cumberland Reconciliation Action Plan, including the appointment of a dedicated Aboriginal Community Development Officer</td>
<td>Director Community Development</td>
<td>The Draft Cumberland Reconciliation Action Plan (RAP) has been developed through consultation with Aboriginal and Torres Strait Islander Peoples, residents, service providers, local schools, Council staff and other key stakeholders. The draft RAP outlines the actions Council will take to further reconciliation over the next two years in four key areas: 1. Respect 2. Relationships 3. Opportunities 4. Tracking progress and reporting. The Draft RAP was endorsed by Council to be placed on public exhibition. Council has successfully recruited a candidate for the Aboriginal Education and Programs Officer role who is scheduled to commence employment next quarter. The Officer’s role will be implementing actions from the RAP.</td>
</tr>
</tbody>
</table>

The above table provides a summary of the key projects, their responsible officers, and their status updates as of Q1 and Q2. The projects are part of the Cumberland Reconciliation Action Plan, which aims to enhance reconciliation efforts through various initiatives led by the Council and its stakeholders. The plan includes specific actions in the areas of respect, relationships, opportunities, and tracking progress to ensure effective implementation and monitoring of the initiatives.
2. ROADS, STORMWATER AND STREET CLEANING

SERVICE AREA STATUS UPDATE

Key Achievements and Highlights
- Road works programme will be completed by end of March.
- Neill Street East Works In Kind Agreement (WKA) works commenced.

Issues and Setbacks
- Nil this quarter.

PERFORMANCE MEASURES (KPIs)

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Result Q1</th>
<th>Result Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kilometres of local roads renewed.</td>
<td>1.38 km</td>
<td>4.6 km</td>
</tr>
<tr>
<td>Number of potholes repaired.</td>
<td>Approximately 112</td>
<td>390</td>
</tr>
<tr>
<td>Kilometres of footpaths renewed.</td>
<td>0.54 km</td>
<td>6.50 km</td>
</tr>
<tr>
<td>Kilometres of new footpaths constructed.</td>
<td>3.96 km</td>
<td>0.46 km</td>
</tr>
<tr>
<td>Number of stormwater pits inspected.</td>
<td>803</td>
<td>431</td>
</tr>
<tr>
<td>Tonnes of litter collected from public places.</td>
<td>378 tonnes</td>
<td>343 tonnes</td>
</tr>
<tr>
<td>Square metres of graffiti removed.</td>
<td>905m²</td>
<td>1,347m²</td>
</tr>
<tr>
<td>Number of instances of illegally dumped rubbish collected.</td>
<td>928*</td>
<td>1,144</td>
</tr>
<tr>
<td>Number of clean up services provided.</td>
<td>8,778</td>
<td>11,230</td>
</tr>
</tbody>
</table>

*Number of instances of illegally dumped rubbish collected was incorrectly reported in Q1 as 9,705 but should have been 928.

KEY PROJECTS

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Key Project</th>
<th>Responsible Officer</th>
<th>Project Status Update</th>
<th>Status Q1</th>
<th>Status Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>5B.2.2</td>
<td>Design and acquisition for Merrylands Ring Road</td>
<td>Director Works and Infrastructure</td>
<td>This Project is on hold while Council waits for the Cumberland Local Government Area wide traffic study.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5C.1.1</td>
<td>Develop Pedestrian Access management Plan</td>
<td>Director Works and Infrastructure</td>
<td>The preparation of the consultants brief is in progress.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3C.1.1</td>
<td>Develop Council’s Public Place Cleansing Strategy</td>
<td>Director Works and Infrastructure</td>
<td>This project was completed.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. PARKS AND RECREATION

SERVICE AREA STATUS UPDATE

Key Achievements and Highlights

- This quarter, Council has completed 32 Parks and Recreation projects with a further 91 still in progress.
- Council has progressed to the demolition stage with the Granville Park Pavilion and playing surface works.
- The most recent 2018 Community Survey results highlighted an increase in the level of satisfaction with Council services inclusive of parks, from 3.19 in 2017 to 3.40 in 2018 (mean score).
- Seasonal sports field occupancy in Q2 was at 84% (summer) vs 94% in Q1 (winter).
- Key projects were completed at Council golf courses including extending drainage pipes to increase water supply, the construction of additional pathways and ball screens was installed to protect neighbouring properties. Five tees have been refurbished and fairways returfed.
- Parks operational staff have completed a comprehensive range of ground renovation works to 23 sportgrounds, inclusive of aeration, fertilizing, herbicide applications and top dressing.
- Improvements have been completed at Central Gardens to renew the habitat island, while a new nocturnal house is completed and soon to be home to a new bat exhibition.
- Upgrade works are underway at the Auburn Botanic Gardens including irrigation 85% complete, lighting 100% complete and entrance way 25% complete.
- Plans of Management for Prospect Hill, Wyatt Park are completed and awaiting Council adoption and Holroyd Sportsground and Holroyd Gardens are being finalised for community consultation.
- School Holiday Clinics continue to grow in popularity, with greater variety and accessibility across the LGA. October school holidays saw a slight drop in attendance from 504 in April to 365 in October due to poor weather conditions, with the 18 programs offered were called off due to wet weather. However schedules were increased from April with 11 to October with 18 programs.
- The parks operational teams have established a specialist crew to focus on playground repairs and general maintenance. This has resulted in an increase in efficiency with less reliance on external contractors saving on average $500 per repair.
- Council hosted the first Sport and Recreation Local Government Forum in late November. The day had guest speakers from Sport Australia and The Office of Sport who discussed overarching Strategic plans and the importance of collaboration and partnerships to achieve outcomes. The day was attended by 30 people representing 13 different councils spanning from Blue Mountains to Waverley.
- Council's recreation team were awarded 'Local Council of the Year' at the Sports NSW Awards for our contribution to sport and proactive approach to getting more of the community physically active.
- Cumberland Council was a finalist in the Tennis NSW Awards for our contribution to growing tennis participation in the community.

Issues and Setbacks

- The extreme weather conditions including heat waves and storm events have placed significant pressure on operational resources resulting in a spike in requests for service for parks and trees by 58%.
### PERFORMANCE MEASURES (KPIs)

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Result Q1</th>
<th>Result Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of Strategic Open Space Planning projects completed within the specified</td>
<td>Two strategic plans have been identified to be completed this financial year, a Synthetic Sports Surfaces Plan and a Playspace Strategy.</td>
<td>On target to complete a Synthetic Sports Surfaces Plan and a Playspace Strategy within timeframe and in budget.</td>
</tr>
<tr>
<td>time and budget.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of Plans of Management (PoM) reviewed by review date.</td>
<td>No Plans of Management have been identified for review this quarter.</td>
<td>The following plans are on target to be reviewed by the due date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Draft Holroyd Sportsground PoM - will be placed on Public Exhibition</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Prospect Hill PoM - Public exhibition has concluded. Report going to Council</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Holroyd Gardens PoM - Will be placed on Public Exhibition.</td>
</tr>
<tr>
<td>Percentage of contractor budget reduced for open space maintenance.</td>
<td>No % available this quarter.</td>
<td>$27,000 in savings have been redirected to assist with verge mowing expenses.</td>
</tr>
<tr>
<td>Percentage of Capital works and Park Renewal projects completed within the specified</td>
<td>The asset audit has been completed and a forward works program developed. Data collection of assets is underway to update the asset register to permit better forward programming.</td>
<td>On target with actual expenditure plus commitments is 50% of budget. 32 projects have been completed (a total of 60 completed since July 2018) and 91 are in progress. Total Projects completed: 60/151 (40%)</td>
</tr>
<tr>
<td>time and budget.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Golf course income for Woodville and Auburn.</td>
<td>Nil reported this quarter.</td>
<td>It is proposed to discontinue this KPI</td>
</tr>
<tr>
<td>Number of organisational and network meetings attended.</td>
<td>Various meetings have been set up for consultation on the Biodiversity Strategy, including key groups such as the Canal Reserve Action Group, Conservation Volunteers Australia, and the Green Army.</td>
<td>Attended 23 meetings with various groups including:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Office of Sport</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Tennis Australia</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Netball NSW</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Cricket NSW</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Quidditch NSW</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Little Athletics NSW</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Global Active City</td>
</tr>
<tr>
<td>Number of Council Representatives at sports club and local park committee meetings.</td>
<td>All Parks committees inducted with six out of the nine committees holding their first meetings. Council representatives attended three of these meetings.</td>
<td>Six club meetings – council representative at every meeting. Ten Parks Committees meetings – council representative at one.</td>
</tr>
<tr>
<td>Number of Sports Forum and Recreation and Sport Advisory Panel (RSAP) meetings held.</td>
<td>Two Sports Forum meetings were held and one Recreation and Sport Advisory Panel meeting was held.</td>
<td>One Sports Forum and One RSAP meeting held this quarter. Year to date three Sports Forums, two RSAP meetings</td>
</tr>
</tbody>
</table>
### PERFORMANCE MEASURES (KPIs) (CONTINUED)

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Result Q1</th>
<th>Result Q2</th>
</tr>
</thead>
</table>
| Amount of grant funding received annually for parks and recreation projects. | Grant applications pending to the amount of $2million dollars. Successful grant applications for $18,150 from Football NSW Lets light it up. | Total Awarded: $2,779,075 (Oct18-Jan19) including:  
  • $2.7million from the Office of Sport grant funds to contribute to the Granville Park Stadium upgrade.  
  • $64,000 from Stronger Communities Fund for upgrade to canteen at Guilfoyle Park, upgrade of shelters at Civic Park, upgrade of Gazebo at Campbell Hill reserve and installation of new public BBQ at Wyatt Park.  
  • $15,075 from Sport Australia – Sport Infrastructure fund for conversion/upgrade of Merrylands Oval Change rooms to female friendly changerooms. |
| Percentage increase in seasonal occupancy rates at sportsgrounds. | Summer Seasonal bookings allocated with successful shared usage of some grounds. Seasonal sports field occupancy: 113/124 or 94%. | Seasonal sports field occupancy: 104/124 or 84%. 10% decrease from last quarter in occupancy due to summer seasonal sports. |

### KEY PROJECTS

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Key Project</th>
<th>Responsible Officer</th>
<th>Project Status Update</th>
<th>Status Q1</th>
<th>Status Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>3A.2.1</td>
<td>Develop a Cumberland Open Space and Recreation Strategy</td>
<td>Director Works and Infrastructure</td>
<td>Consultants have been engaged to undertake further work to amend the Draft Strategy as reported to Council. The Draft Strategy will then go to Council’s Park Advisory Committee for consultation and then to a Councillors Briefing.</td>
<td>🍀🍀</td>
<td>🍀🍀</td>
</tr>
<tr>
<td>3A.2.2</td>
<td>Deliver Wyatt Park Plan of Management</td>
<td>Director Works and Infrastructure</td>
<td>Changes had been made to the draft Plan of Management (PoM) to comply with the new Crown Lands Management Legislation. However, Crown Lands have advised that the referral of the earlier Draft PoM to the Minister in March 2018 does not meet the legal requirements to refer a draft PoM to the land owner under the Local Government Act and associated but subsequent consideration of the Minister, post commencement of the Crown Lands Management Act 2016 on 1 July 2018. Council is now required to formally provide a draft PoM to the Minister (as land owner) prior to public exhibition. In addition, following a Councillors Briefing, the Councillors have requested the preparation of a report to Council in relation to the Action Sports Facility proposal. This is under draft currently.</td>
<td>🍀🍀</td>
<td>🍀🍀</td>
</tr>
</tbody>
</table>
### Key Projects (continued)

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Key Project</th>
<th>Responsible Officer</th>
<th>Project Status Update</th>
<th>Status Q1</th>
<th>Status Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>3A.2.3</td>
<td>Complete Granville Park Pavilion and playing surface renewal works</td>
<td>Director Works and Infrastructure</td>
<td>Concept Designs are due to be signed off with demolition scheduled to begin. The tender for field renovations will be released once final changes have been made by procurement.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3A.2.4</td>
<td>Commence a Parks Plan of Management Review Program</td>
<td>Director Works and Infrastructure</td>
<td>It is expected that community engagement of the Draft Parks Plan of Management Review Program will commence shortly.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1B.2.1</td>
<td>Improve customer satisfaction in open space provision and presentation</td>
<td>Director Works and Infrastructure</td>
<td>This is an ongoing program with the 2018 Community Satisfaction Survey results showing a positive improvement in customer satisfaction for Council services, including parks from 319 in 2017 to 340 in 2018 (mean score).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1C.2.1</td>
<td>Develop a Cumberland Synthetic Surfaces Plan</td>
<td>Director Works and Infrastructure</td>
<td>Community engagement as part of the preparation of the Synthetic Sports Surfaces Plan is commencing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1B.1.4</td>
<td>Deliver a Play Space Infrastructure Plan</td>
<td>Director Works and Infrastructure</td>
<td>The Request for Quotation is being prepared for consultants to be appointed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3A.1.1</td>
<td>Deliver a range of asset and capital projects for parks and sportsgrounds, inclusive of shade structures, seating, picnic settings, fencing, lighting, cricket wickets and hard courts</td>
<td>Director Works and Infrastructure</td>
<td>There are currently 151 Parks and Recreation projects across 14 programs. This quarter, 32 projects have been completed (a total of 60 completed since July 2018) and 91 are in progress.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3A.1.2</td>
<td>Prospect Hill Lookout and Access</td>
<td>Director Works and Infrastructure</td>
<td>Quotations for Stage 1 Design have been received. Awaiting report from the Environmental Scientist and details for additional soil testing as well as dates for carrying out of soil compaction testing. Unwanted vegetation has been removed from the site.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 4. ENVIRONMENTAL PROGRAMS

#### SERVICE AREA STATUS UPDATE

**Key Achievements and Highlights**
- The Native Bee Hive Program has continued with 16 hives distributed to the Cumberland community.
- The Tree Giveaway Program continued with 100 plants given away this quarter.
- Annual Schools Sustainability Expo was attended by a total of 602 students over two days at the Central Gardens.
- Five community environmental workshops were held this quarter, with 120 participants in attendance.

**Issues and Setbacks**
- Finalisation of the Environmental Management Framework is ongoing to enable consideration by Council.

#### PERFORMANCE MEASURES (KPIs)

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Result Q1</th>
<th>Result Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of residents attending Council Community Environmental Workshops.</td>
<td>48</td>
<td>120</td>
</tr>
<tr>
<td>Number of Community Environmental Workshops held.</td>
<td>Five</td>
<td>Five</td>
</tr>
<tr>
<td>Number of new trees planted in public places.</td>
<td>250</td>
<td>100</td>
</tr>
<tr>
<td>Number of trees given to Cumberland residents at tree giveaway events.</td>
<td>1,000</td>
<td>100</td>
</tr>
</tbody>
</table>

#### KEY PROJECTS

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Key Project</th>
<th>Responsible Officer</th>
<th>Project Status Update</th>
<th>Status Q1</th>
<th>Status Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>3A.1.1</td>
<td>Develop and implement Environmental Management Framework</td>
<td>Director Environment and Planning</td>
<td>The Draft Environmental Management Framework is being finalised for consideration by Council.</td>
<td>[Green]</td>
<td>[Green]</td>
</tr>
<tr>
<td>3B.1.1</td>
<td>Provide support and partner with external agencies to enhance local waterways and riparian corridors</td>
<td>Director Environment and Planning</td>
<td>Council has continued to engage with the Parramatta River Catchment Group in the development of the Duck River Masterplan, as part of the multi-year program of works.</td>
<td>[Green]</td>
<td>[Green]</td>
</tr>
<tr>
<td>3A.1.4</td>
<td>Develop and implement a Biodiversity Strategy and Action Plan</td>
<td>Director Environment and Planning</td>
<td>Work is underway to develop a Draft Biodiversity Strategy and Action Plan for consideration by Council.</td>
<td>[Green]</td>
<td>[Green]</td>
</tr>
</tbody>
</table>


## KEY PROJECTS (CONTINUED)

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Key Project</th>
<th>Responsible Officer</th>
<th>Project Status Update</th>
<th>Status Q1</th>
<th>Status Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>38.2.1</td>
<td>Deliver initiatives to build awareness, skills and capacity through children and families to promote and enhance sustainable environments</td>
<td>Director Community Development</td>
<td>Approximately 360 children attending Council’s education and care services received a lunch box and drink bottle to use for their school lunches. The new or graduating students and their parents were also provided with resources on waste-free lunches. The initiative, which was supported by the Roads and Waste Group, aims to promote the reduction of waste and single-use plastics. The Children and Families Team facilitated three community events and two booked nature play workshops at the Bush School in Merrylands. A total of 142 children and 75 adults participated throughout the quarter.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38.2.2</td>
<td>Develop an Asbestos Management Plan</td>
<td>Director Environment and Planning</td>
<td>Work is underway to develop a Draft Asbestos Management Plan for consideration by Council.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. HOUSEHOLD WASTE AND RECYCLING

SERVICE AREA STATUS UPDATE

Key Achievements and Highlights

- The Waste and Resource Recovery Strategy 2018-23 was finalised and adopted at the Council meeting on 7 November 2018.
- The roll out of garden (green) waste bins to former Holroyd residents over two stages was finalised this quarter with 8,519 opt-ins.
- The development of the Interim Waste Development Control Guideline is now completed. The document will be included in the overall Development Control Plan review which will be undertaken by the Strategic Planning Area.
- Ongoing review and maintenance of the Waste Management and Resource Recovery Data Management continues.
- Promotion of the Mobile Community Recycling Service continues throughout the Cumberland and Parramatta LGAs.
- 168 residents were engaged at local events and community workshops. The residents were educated about household waste reduction and recovery as well as provided information about Council’s waste services.
- Work continues on targeting illegal dumping and promotion of Council’s booked in clean up service.
- Corporate recycling practices are ongoing.

Issues and Setbacks

- Nil this quarter.

PERFORMANCE MEASURES (KPIs)

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Result Q1</th>
<th>Result Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of waste diverted from landfill.</td>
<td>39% (harmonised waste services across Cumberland)</td>
<td>37%</td>
</tr>
<tr>
<td>Percentage of illegal dumping incidents reported that are investigated and/or collected.</td>
<td>929 reports of illegal dumps requiring collection. 8,778 requests for Council Clean Up collection.</td>
<td>100%</td>
</tr>
<tr>
<td>Number of bookings for the Asbestos Collection Program.</td>
<td>Three collection days from 32 bookings.</td>
<td>21 bookings.</td>
</tr>
<tr>
<td>Tonnes collected from bookings for the Asbestos Collection Program.</td>
<td>23 tonnes</td>
<td>1.62 tonnes</td>
</tr>
<tr>
<td>Number of Mobile Problem Waste Collection bookings.</td>
<td>1,022 mobile problem waste collection bookings. 490 e-waste and 532 problem waste.</td>
<td>Total of 1,139 mobile problem waste collection bookings. 496 e-waste and 641 problem waste.</td>
</tr>
<tr>
<td>Number of Waste Education workshops and events held.</td>
<td>7 workshops 6 events</td>
<td>8 workshops 10 events</td>
</tr>
<tr>
<td>Number of people attending Waste Education workshops and events.</td>
<td>158 attended workshops 1,080 attended events*</td>
<td>168 attended workshops 953 attended events*</td>
</tr>
</tbody>
</table>

* The methodology for calculating this performance measure has changed between Q1 and Q2 from one total figure, to two figures split into attendees per workshop and attendees per event. The Q1 result has been amended to reflect this.
### KEY PROJECTS

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Key Project</th>
<th>Responsible Officer</th>
<th>Project Status Update</th>
<th>Status Q1</th>
<th>Status Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>3C.1.2</td>
<td>Develop and implement Council’s Waste Management and Resource Recovery Strategy</td>
<td>Director Works and Infrastructure</td>
<td>The Cumberland Waste and Resource Recovery Strategy was adopted at the 7 November 2018 Council meeting. The project is completed.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 6. CHILDREN’S SERVICES

#### SERVICE AREA STATUS UPDATE

<table>
<thead>
<tr>
<th>Key Achievements and Highlights</th>
</tr>
</thead>
<tbody>
<tr>
<td>- The Child Protection Policy was adopted by Council and the policy and other related child protection documents are available on the Cumberland Council website. The Policy was featured in the Local Government NSW Weekly Newsletter.</td>
</tr>
<tr>
<td>- Council’s Children and Families Team have presented on child protection at Council’s Corporate Induction Training Sessions, management meetings and at two Education and Care Centres in the Cumberland area.</td>
</tr>
<tr>
<td>- Children’s Services and its Advisory Group supported the Paint Cumberland Read Representatives by pairing with local Aboriginal Children’s authors and presenting to the Western Sydney University Aboriginal and Torres Strait Islander Elders on a proposal to develop the Darug language version of the Poppy the Passam book.</td>
</tr>
<tr>
<td>- 100 families and their children attended the annual Paint Auburn Read Reading Day which encouraged families to come together and celebrate literacy.</td>
</tr>
<tr>
<td>- Children’s Services hosted the Cumberland Educators United Forum which delivered presentations covering the National Disability Insurance Scheme (NDIS) and the Family Referral Service.</td>
</tr>
<tr>
<td>- Children and families continued to be supported through the Early Intervention Program (EIP) which has provided support to 8 children this quarter.</td>
</tr>
<tr>
<td>- The Inclusion Support Facilitator provided 12 service visits to Council’s education and care services during this quarter to support the services and staff in their inclusive practices, this included three visits to Council’s Family Day Care to address the behavioural management of children.</td>
</tr>
<tr>
<td>- Children’s Services continued to support and develop its partnership with Neuroscience Research Australia (NeuRA), The University of New South Wales and NSW Health invited Pemulwuy Children’s Centre to participate in a study into the effective use of children’s car restraints. This directly benefited the parents at Pemulwuy Children’s Centre as restraint misuse was corrected by an onsite Qualified Restraint Fitter.</td>
</tr>
<tr>
<td>- Council partnered with NSW Health’s Children and Family Speech Pathology Teams and the Growing Little Language Learners Reference Group which is coordinating a project aiming to prevent language delays for children at risk and second-language learners.</td>
</tr>
<tr>
<td>- 40 schools in the Cumberland area participated in the Pursuit of Excellence Award Program which recognised the achievements of students in community involvement, the school’s spirit and personal excellence across the Cumberland area. This program is in its 17th year of running.</td>
</tr>
<tr>
<td>- The Community Conversation Forum was attended by approximately 15 families and hosted by Wentworthville Early Childhood Development Initiative. Parents were invited to have their say and get involved in designing and developing activities that will shape the development of their children.</td>
</tr>
<tr>
<td>- A review was completed for Cumberland Council’s Children’s Services Transport Procedure for transportation of school aged children from Before and After School Care Services. The aim is to ensure regulations around adequate supervision as outlined in the Education and Care Regulations are met.</td>
</tr>
<tr>
<td>- Children’s Services has commenced a project to provide iPads to each Education and Care Centre in the Cumberland area. The aim is to create opportunities for children to benefit from the use of technology as a learning tool and for educators to document children’s learning and share with their families.</td>
</tr>
</tbody>
</table>
6. CHILDREN’S SERVICES (CONTINUED)

SERVICE AREA STATUS UPDATE (CONTINUED)

Key Achievements and Highlights

- Per day, Council's Education and Care Centres provide:
  - 346 Long Day Care places
  - 705 Before School Care places
  - 705 After School Care places
  - 30 Occasional Care places
  - 250 Family Day Care places
  - 480 School Holiday Care places

Issues and Setbacks

- There is a threat of potential instability for the operation of some of Council's OOSH services due to schools requiring the use of leased facilities for classroom purposes as the growing demand for space continues within local schools. A range of options are being explored for service locations that may be impacted in the future.
- Ongoing challenges with the implementation of the new Child Care Subsidy and Smart Central system.
- Utilisation across Council's 17 Education and Care Services continues to vary from site to site. Targeted promotion will be undertaken to achieve improved occupancy across all sites next quarter.

PERFORMANCE MEASURES (KPIs)

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Result Q1</th>
<th>Result Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Programs on cultural awareness and competence specific to children and families and number of participants.</td>
<td>An average of 21 children and 53 families attended (per session) three multicultural storytime sessions in Hindi and Croatian for children and families at the Sometime Centre, Merrylands.</td>
<td>An average of 18.5 children and 6 families attended (per session) two multicultural storytime sessions for children and families at the Sometime Centre, Merrylands. One session was in Chinese and the other was in celebration of Diwali.</td>
</tr>
<tr>
<td>Number of networking and information sessions and number of families attending.</td>
<td>337 families attended one or more of the 17 events delivered.</td>
<td>268 families attended one or more of the 9 events.</td>
</tr>
<tr>
<td>Number of children transitioning to school.</td>
<td>243</td>
<td>249</td>
</tr>
<tr>
<td>Number of programs providing resources, support, education and care services for families with additional needs and number of families and children supported.</td>
<td>Five children and families received support. There are currently 38 children enrolled. 13 service visits provided, including two to Family Day Care.</td>
<td>20 children and families received support from the Inclusion Support Facilitator. There are currently 38 children enrolled. 12 service visits provided.</td>
</tr>
<tr>
<td>Number of Registered Educators.</td>
<td>42</td>
<td>40</td>
</tr>
</tbody>
</table>
### PERFORMANCE MEASURES (KPIs) (CONTINUED)

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Result Q1</th>
<th>Result Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Utilisation of available childcare spots across all centres:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Day Care - 99.78%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Before School Care (60) - 45.88%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Before School Care (120) - 22.94%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>After School Care (60) - 84.78%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>After School Care (120) - 42.39%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Holiday Care (60) - 94.63%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Holiday Care (120) - 47.31%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Day Care - 116</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occasional Childcare - 89.28%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Percentage of Children’s Services operating at ‘meeting or exceeding’ the National Quality Standards:</strong></td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

### KEY PROJECTS

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Key Project</th>
<th>Responsible Officer</th>
<th>Project Status Update</th>
<th>Status Q1</th>
<th>Status Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A.1.2</td>
<td>Develop and deliver a Professional Development Program that targets specific areas of education and care</td>
<td>Director Community Development</td>
<td>Children’s Services have provided staff with 10 sessions of professional development. A total of 31 hours of training was delivered to 110 staff across the quarter.</td>
<td>Green</td>
<td>Green</td>
</tr>
<tr>
<td>1A.1.4</td>
<td>Develop a Children and Family Services Strategy</td>
<td>Director Community Development</td>
<td>Children’s Services continued to engage the community to help develop the Children and Families Services Strategy. For this quarter, 35 adults were consulted and 115 children’s drawings were collected. Council’s 17 Education and Care Centres invited children and their families utilising their services to describe their aspirations for programs, services and facilities for children and families in the Cumberland area. These results are currently being collated. The 19 participants of the Cumberland Educators United forum formed a focus group to identify the needs of their services as well as those of the children and families that they engage. Children’s Services developed an in-depth online survey which aims to gain the community’s input in the key areas of: - Child protection - Health and inclusion - Community connection and culture - Education and care This survey was launched on the Council’s website, ‘Have your say’, with a target of 300 surveys to be completed.</td>
<td>Green</td>
<td>Green</td>
</tr>
</tbody>
</table>
## KEY PROJECTS (CONTINUED)

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Key Project</th>
<th>Responsible Officer</th>
<th>Project Status Update</th>
<th>Status Q1</th>
<th>Status Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>4C.1.1</td>
<td>Promote the importance of early education and provide a pathway into preschool programs</td>
<td>Director Community Development</td>
<td>Children’s Services’ programs and services were promoted at nine immunisation clinics during this quarter. Children’s Services representatives provided parents and carers with written resources, information and support on immunisation. Approximately 63 Poppys the Possum resource bags were distributed during this quarter.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 4C.1.2       | Provide inclusive programs and activities that support the educational engagement of children | Director Community Development    | Children’s Services successfully recruited for the Community Project Officer role. The position is responsible for:  
- Developing positive and trusting partnerships with communities from refugee backgrounds  
- Providing pathways to services that deliver high quality education and care. |           |           |
7. URBAN PLANNING AND DEVELOPMENT

SERVICE AREA STATUS UPDATE

Key Achievements and Highlights
- Work has commenced on developing a new Local Environmental Plan (LEP) for Cumberland.
- The External Cladding Inspection Program has commenced and Council is working in partnership with NSW Fire and Rescue.

Issues and Setbacks
- Staffing vacancy is causing a delay in the delivery of High Rise Residential Fire Safety Education Programs.

PERFORMANCE MEASURES (KPIs)

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Result Q1</th>
<th>Result Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of additional housing capacity within 800m of train stations.</td>
<td>As per baseline.</td>
<td>As per baseline.</td>
</tr>
<tr>
<td>Average DA processing times.</td>
<td>126 days</td>
<td>134 days year to date.</td>
</tr>
<tr>
<td>Number of DAs lodged.</td>
<td>312</td>
<td>321</td>
</tr>
<tr>
<td>Number of DAs determined.</td>
<td>383</td>
<td>273</td>
</tr>
<tr>
<td>Total value of DAs lodged.</td>
<td>$303,929,793</td>
<td>$469,665,477</td>
</tr>
<tr>
<td>Percentage of applications processed within 90 days.</td>
<td>46%</td>
<td>44% year to date.</td>
</tr>
<tr>
<td>Number of reports to the Cumberland Local Planning Panel (HAP)</td>
<td>21</td>
<td>27</td>
</tr>
</tbody>
</table>

KEY PROJECTS

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Key Project</th>
<th>Responsible Officer</th>
<th>Project Status Update</th>
<th>Status Q1</th>
<th>Status Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>5B.1.1</td>
<td>Finalise the Cumberland Development Contributions Plan for local infrastructure</td>
<td>Director Environment and Planning</td>
<td>Work is progressing on the Cumberland Development Contributions Plan for consideration by Council.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4A1.2</td>
<td>Implement the Cumberland Employment and Innovation Lands Strategy</td>
<td>Director Environment and Planning</td>
<td>Additional work is being undertaken to finalise the Strategy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5B.1.3</td>
<td>Develop Community Participation Plan for Planning</td>
<td>Director Environment and Planning</td>
<td>Project has been completed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Key Projects (Continued)

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Key Project</th>
<th>Responsible Officer</th>
<th>Project Status Update</th>
<th>Status Q1</th>
<th>Status Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>5A.1.1</td>
<td>Implement the town centre reviews into plans (Merrylands, Wentworthville, Auburn and Liddcombe)</td>
<td>Director Environment and Planning</td>
<td>Council has resolved that the Wentworthville Centre Planning proposal and associated Development Control Plan can progress to public exhibition.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5B.1.2</td>
<td>Develop new Cumberland LEP to implement studies and strategies (employment, residential, heritage and business)</td>
<td>Director Environment and Planning</td>
<td>The Cumberland LEP work program is ongoing with the draft LEP Studies and Strategies to be completed by mid-2019. This work is currently underway or in the process of being commissioned.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5B.1.10</td>
<td>Develop Granville Town Centre Planning Strategy</td>
<td>Director Environment and Planning</td>
<td>On hold, timing for work to be considered as part of the new Cumberland LEP.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5B.1.4</td>
<td>Establish a Design Excellence Review Panel for High-rise Buildings</td>
<td>Director Environment and Planning</td>
<td>Council resolved to proceed with constituting a Design Excellence Review Panel. Expressions of interest for panel members commenced and operational guidelines are in development.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5B.2.5</td>
<td>Shop awning safety program</td>
<td>Director Environment and Planning</td>
<td>The scope of the program is being developed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5B.1.6</td>
<td>Implement external cladding inspection program</td>
<td>Director Environment and Planning</td>
<td>Council is now an authorised user of the NSW State Government’s Register for Combustible Cladding. &lt;br&gt;The underpinning legislation that has been introduced has provided affected property owners with various options for addressing the issue and Council has been working closely with the Government Departments to ensure any fire safety compliance actions taken by Council are fully in line with the recently introduced legislative requirements. &lt;br&gt;Voluntary owner registrations of buildings suspected of having combustible external cladding are now monitored on a weekly basis. &lt;br&gt;Several buildings in the LGA suspected of having external combustible cladding have been inspected already.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### KEY PROJECTS (CONTINUED)

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Key Project</th>
<th>Responsible Officer</th>
<th>Project Status Update</th>
<th>Status Q1</th>
<th>Status Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>58.1.7</td>
<td>High Rise Fire Safety Education Project</td>
<td>Director Environment and Planning</td>
<td>The proposed high rise residential fire safety education program has been delayed due to staff vacancies as well as ongoing legislative changes introduced by the State Government to address issues relating to high rise residential buildings and combustible external cladding materials. The Department of Planning have been consulting with councils in regard to the fundamentals of ensuring the safety of high rise building occupants and will release a guideline for Councils to adopt when advising residents of the fire safety issues associated with high rise apartment living.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>58.1.8</td>
<td>Prepare Wentworthville Public Domain Upgrade Plan</td>
<td>Director Environment and Planning</td>
<td>Project is underway with the draft to be reported to Council for public exhibition.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SERVICE AREA STATUS UPDATE

Key Achievements and Highlights

- Council's Environmental Protection Officers coordinated with Officers from NSW Police, RMS and Western Sydney RID Squad, in undertaking a targeted enforcement program on trucks using local load limited roads. This resulted in 39 trucks being stopped and a variety of regulatory action being taken by all agencies.
- Council's Environmental Health Officers assisted NSW Health in the investigation of five reported legionella cases within the Lidcombe area, resulting in the source being identified and corrective actions taken.
- One food safety seminar was conducted for local retail food businesses within the Auburn area.

Issues and Setbacks

- A general heightened risk of Council's regulatory Officers receiving threats and/or being subjected to verbal and physical assault, has resulted in a number of high risk areas requiring duties to be conducted in pairs (as a minimum) to ensure Officer Safety. This additional resource requirement subsequently impacts the number of inspections being conducted by the established teams.
- A review of the Safe Work Method Statement relating to inspection of cooling towers was required following the identification of risks associated with staff 'working at heights' in accessing locations.
- The absence of a unified computer system to undertake administrative and record management duties continues to hinder performance across all areas.

PERFORMANCE MEASURES (KPIs)

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Result Q1</th>
<th>Result Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of complaints about unauthorised building works responded to.</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Number of swimming pool inspections carried out.</td>
<td>0% swimming pool inspections were undertaken during the reporting period. Inspections are anticipated to commence during summer.</td>
<td>126</td>
</tr>
<tr>
<td>Percentage of food premises inspected under Council's Food Surveillance program.</td>
<td>22.7% of primary inspections completed year to date.</td>
<td>50.4% of primary inspections completed year to date.</td>
</tr>
<tr>
<td>Percentage of skin penetration premises inspected under Council's Public Health Surveillance Program.</td>
<td>3% of primary inspections completed year to date. This program is primarily conducted during Q3-Q4.</td>
<td>30% of primary inspections completed year to date. This program is primarily conducted during Q3-Q4.</td>
</tr>
<tr>
<td>Percentage of cooling towers inspected under the Legionella surveillance program.</td>
<td>11% of primary inspections completed year to date. This program is primarily conducted between November and March.</td>
<td>11% of primary inspections completed year to date. Inspections under this program will recommence in February.</td>
</tr>
<tr>
<td>Number of registered dangerous and restricted dogs throughout the Cumberland area.</td>
<td>24 registered dangerous and restricted dogs are housed throughout the Cumberland area that are inspected three times per year.</td>
<td>24 registered dangerous and restricted dogs are housed throughout the Cumberland area that are inspected three times per year.</td>
</tr>
<tr>
<td>Percentage of complaints about abandoned vehicles responded to.</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>
8. REGULATORY PROGRAMS (CONTINUED)

PERFORMANCE MEASURES (KPIs) (CONTINUED)

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Result Q1</th>
<th>Result Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of complaints about limited load road enforcement responded to.</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Percentage of complaints about illegal dumping responded to.</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Percentage of complaints about parking compliance responded to.</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

KEY PROJECTS

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Key Project</th>
<th>Responsible Officer</th>
<th>Project Status Update</th>
<th>Status Q1</th>
<th>Status Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>2C.1.1</td>
<td>Develop the Cumberland Environmental Health Strategy</td>
<td>Director of Works and Infrastructure</td>
<td>An initial draft Environmental Health Strategy has been developed and is currently undergoing internal review.</td>
<td>![Green Circle]</td>
<td>![Green Circle]</td>
</tr>
</tbody>
</table>
9. LIBRARIES

SERVICE AREA STATUS UPDATE

<table>
<thead>
<tr>
<th>Key Achievements and Highlights</th>
<th>Recruitment of key positions in service, programs, diversity and children’s Librarians.</th>
<th>Completion of auto returns at Wentworthville Library.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issues and Setbacks</td>
<td>Nil this quarter.</td>
<td></td>
</tr>
</tbody>
</table>

PERFORMANCE MEASURES (KPIs)

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Result Q1</th>
<th>Result Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subscription database usage</td>
<td>4,683 searches/hits.</td>
<td>3,380 searches/hits.</td>
</tr>
<tr>
<td>Public Library PC usage</td>
<td>35,992 users.</td>
<td>31,369 users.</td>
</tr>
<tr>
<td>WiFi own devices usage</td>
<td>118,277 wifi own devices usage.</td>
<td>99,254 wifi own devices usage.</td>
</tr>
<tr>
<td>Number of new library memberships</td>
<td>3,776</td>
<td>3,035</td>
</tr>
<tr>
<td>Number of visitors to libraries</td>
<td>245,927</td>
<td>210,609</td>
</tr>
<tr>
<td>Number of library loans</td>
<td>203,814</td>
<td>175,651</td>
</tr>
<tr>
<td>Number of library programs delivered</td>
<td>1,169</td>
<td>755</td>
</tr>
<tr>
<td>Number of attendees at library programs</td>
<td>17,977</td>
<td>10,376</td>
</tr>
</tbody>
</table>

*All KPIs have a lower result for comparison this quarter due to December library closures and suspension of programs for the Christmas break.*

KEY PROJECTS

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Key Project</th>
<th>Responsible Officer</th>
<th>Project Status Update</th>
<th>Status Q1</th>
<th>Status Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1B.2.2</td>
<td>Auburn Library Extension</td>
<td>Director Community Development</td>
<td>The Auburn Library recarpeting has been completed, fit out items ordered, and technology and data scoped with IT external contractors. Project is on track for completion by May 2019.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1B.2.3</td>
<td>Granville Multipurpose Facility - Branch Library Component</td>
<td>Director Community Development</td>
<td>The Branch library component, technology and security scoping has been completed, and budget revised. Project is currently in the tender phase for construction.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### KEY PROJECTS (CONTINUED)

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Key Project</th>
<th>Responsible Officer</th>
<th>Project Status Update</th>
<th>Status Q1</th>
<th>Status Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1B.2.7</td>
<td>Develop and Implement a Library Strategic Plan</td>
<td>Director Community Development</td>
<td>The Library Strategy Plan has been endorsed for public exhibition and is due to be reported to the first meeting of Council in 2019 for adoption.</td>
<td>🟢🟢</td>
<td>🟢🟢</td>
</tr>
<tr>
<td>1B.2.8</td>
<td>Library Modernisation Project including RFID and print-to-pay solutions</td>
<td>Director Community Development</td>
<td>This project was completed in Quarter 1.</td>
<td>🟣</td>
<td>🟣</td>
</tr>
</tbody>
</table>
10. POOLS

SERVICE AREA STATUS UPDATE

Key Achievements and Highlights

- Public consultation for the modernisation of the Wentworthville and Guildford Swim Centres is complete.
- The Swim Centres Modernisation Project has progressed to an agreed design for each of Wentworthville and Guildford pools. Both designs are pending confirmation around DA requirements and expected to reach design for tender by the end of March 2019.
- Learn-to-Swim Program figures have increased by 19,934 attendees.

Issues and Setbacks

- Nil this quarter.

PERFORMANCE MEASURES (KPIs)

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Result Q1</th>
<th>Result Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of attendees at Council's pools.</td>
<td>30,900</td>
<td>152,397</td>
</tr>
<tr>
<td>Subsidy per attendee at Council's pools.</td>
<td>$19.36</td>
<td>$6.11</td>
</tr>
<tr>
<td>Percentage water quality compliance with health regulations - monthly testing.</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Number of attendees at Council's Learn-to-Swim program.</td>
<td>14,758</td>
<td>34,692</td>
</tr>
<tr>
<td>Number of workplace near misses and safety incidences reported at Council's Pools.</td>
<td>Three minor public incidents across the four council managed Swim Centres, one of which was outside of the actual swim centre.</td>
<td>There were minor public incidents across the four council managed Swim Centre's.</td>
</tr>
</tbody>
</table>

KEY PROJECTS

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Key Project</th>
<th>Responsible Officer</th>
<th>Project Status Update</th>
<th>Status Q1</th>
<th>Status Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.2.9</td>
<td>Modernisation of swim centres</td>
<td>Director Works and Infrastructure</td>
<td>Concepts have been developed for all swim centres in the modernisation project. A Project Manager and consultants have been engaged to commence the project. Tender documents are being developed.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
11. GOVERNANCE AND ADMINISTRATION

SERVICE AREA STATUS UPDATE

Governance and Risk:
- Annual Disclosure of Interests returns and secondary employment declarations finalised.
- All Councillors, staff and suppliers sent an annual letter in relation to Council's position on Christmas gift giving.
- The Business Continuity Plan and Enterprise Risk Management Framework was adopted by the Leadership Team.

The following training initiatives have been delivered:
- Governance and Risk Induction training for new staff at Corporate Induction.
- Disclosure of Interests returns training sessions to ensure accurate returns were received.
- NRMA Driver training rolled out to the Aged and Disability Services Volunteers and Children Services employees.

The following documents were considered by Council during the reporting period:
- Adoption of the Social Media Policy
- Adoption of the Compliments and Complaints Management Policy
- Adoption of the Child Protection Policy
- Adoption of the Property Policy
- Adoption of the Waste and Resource Recovery Strategy
- Adoption of the Community Engagement and Participation Strategy 2018-2021
- Adoption of the Customer Experience Strategy
- Annual Disclosure of Interests returns tabled.
- Public Exhibition of the Fraud and Corruption Control Policy

Customer Contact:
- Customer Experience Strategy adopted by Council and implementation has commenced.

Issues and Setbacks
- Cooperation from some of Council's Contractors in relation to providing important information for the Business Continuity Planning exercise and Chain of Responsibility legislation.

PERFORMANCE MEASURES (KPIs)

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Result Q1</th>
<th>Result Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of compliance with Office of Local Government statutory reporting.</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Percentage of Access to Information Applications (GIPA Act) completed within timeframe.</td>
<td>Eight formal applications received with 100% decided within the timeframe.</td>
<td>Four formal applications received with 100% decided within the timeframe.</td>
</tr>
<tr>
<td>Percentage of Internal Audit recommendations implemented within due date.</td>
<td>94% implemented, out of 31 due in quarter 1, 29 were implemented.</td>
<td>75% implemented, out of 20 due in quarter 2, 15 were implemented within the due date.</td>
</tr>
<tr>
<td>Percentage of Customer Calls answered in 60 seconds on average.</td>
<td>90%</td>
<td>84%</td>
</tr>
</tbody>
</table>
11. GOVERNANCE AND ADMINISTRATION (CONTINUED)

PERFORMANCE MEASURES (KPIs) (CONTINUED)

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Result Q1</th>
<th>Result Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of Customer Service counter service enquiries attended to within three minutes.</td>
<td>78.5%</td>
<td>77%</td>
</tr>
<tr>
<td>Customer contact average wait times.</td>
<td>21 seconds which has halved from 55 seconds in quarter 4.</td>
<td>41 seconds.</td>
</tr>
<tr>
<td>Percentage of Abandoned calls (Abandonment Rate).</td>
<td>1.32%</td>
<td>3%</td>
</tr>
<tr>
<td>Percentage of Tier one Complaints resolved within 15 days.</td>
<td>100%</td>
<td>94%</td>
</tr>
<tr>
<td>Percentage of business papers and meeting minutes published on time.</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Percentage of compliance with IPR legislative requirements.</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Percentage of Council meetings livestreamed and widely accessible to public.</td>
<td>100% of Council meetings were livestreamed and additionally Council commenced live streaming of its Local Planning Panel meetings.</td>
<td>100% of Council meetings were livestreamed and additionally Council continued live streaming of its Local Planning Panel meetings.</td>
</tr>
</tbody>
</table>

KEY PROJECTS

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Key Project</th>
<th>Responsible Officer</th>
<th>Project Status Update</th>
<th>Status Q1</th>
<th>Status Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>6B.1.1</td>
<td>Implement a new customer contact phone system to enable the provision of a high quality and innovative customer experience</td>
<td>Director People and Performance</td>
<td>Project completed in Quarter 1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6A.1.2</td>
<td>Develop a robust governance framework underpinned by principles of transparency and accountability</td>
<td>Director Finance and Governance</td>
<td>Council has revised the Fraud and Corruption Control Policy. This is currently on public exhibition and will be reported to a Council meeting for adoption. Significant progress has been made within the NSW Audit Office Fraud control improvement toolkit. Council continues to implement regular training and awareness initiatives such as staff communique updates to ensure staff are up-to-date with governance training. Reporting of all Code of Conduct registers sent to the Executive Team in December 2018, providing oversight over gifts and benefits, conflicts of interest, secondary employment and fraud and corruption allegations and reporting.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### KEY PROJECTS (CONTINUED)

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Key Project</th>
<th>Responsible Officer</th>
<th>Project Status Update</th>
<th>Status Q1</th>
<th>Status Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>6A.1.3</td>
<td>Cultivate a procurement culture of good governance and high ethics to minimise the risk of fraud, corruption and tarnished reputation</td>
<td>Director Finance and Governance</td>
<td>The Procurement Team has developed and delivered a Cumberland Specific Probity training package as part of the Procurement workshops in conjunction with the Internal Ombudsman Shared Service team. The objectives of the workshop are to educate staff about Council’s organisational and legislative requirements, to demonstrate the highest level of integrity and consistency with the public interest.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6C.1.3</td>
<td>Implement dedicated rolling community engagement programs that create an ongoing conversation between Council and the community</td>
<td>Group Manager Communications, Marketing and Engagement</td>
<td>The project is ongoing. During the quarter, 21 projects were live on the Have Your Say website, attracting 2,200 visitors and 387 participants. The top five performing projects during the quarter were: 1. Community Engagement Strategy 2. Swim Centre Modernisation Program 3. Community Facilities Strategy 4. Prospect Hill Plan of Management 5. Greystanes Skate Park</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6C.1.4</td>
<td>Undertake and report an annual Community Satisfaction Survey to measure our progress towards the community vision in the Community Strategic Plan</td>
<td>Director People and Performance</td>
<td>Project completed in Quarter 1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1A.1.7</td>
<td>Implement a Sponsorship Policy and Program to govern incoming and outgoing sponsorship</td>
<td>Group Manager Communications, Marketing and Engagement</td>
<td>Outgoing Sponsorship The first round of outgoing applications were received and successful applicants endorsed by council. $25,000 has been granted to the successful applicants to date. The Program will continue until the remainder of $25,000 is exhausted as all funds allocated need to be invoiced and utilised by the end of financial year. The project is currently 50% complete. Incoming sponsorship There has been a total pool of $74,500 monetary sponsorship collected/committed in the 2018/19 financial year from our community events sponsors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6B.2.2</td>
<td>Rationalisation and Harmonisation of Council Fleet Policy</td>
<td>Director Finance and Governance</td>
<td>The new Motor Vehicle Policy will take effect for all staff in April 2019.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## KEY PROJECTS (CONTINUED)

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Key Project</th>
<th>Responsible Officer</th>
<th>Project Status Update</th>
<th>Status Q1</th>
<th>Status Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>6A.1.4</td>
<td>Develop a Fraud Control Plan</td>
<td>Director Finance and Governance</td>
<td>The Fraud Control Plan has been developed and endorsed by the Leadership Team and the Audit, Risk and Improvement Committee (ARIC), and the revised Fraud and Corruption Control Policy will be reported to Council for adoption after which the Fraud Control Plan actions can commence. Project was completed in quarter 2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6A.2.2</td>
<td>Develop an ongoing Councillor Professional Development Program</td>
<td>Director Finance and Governance</td>
<td>The Office of Local Government has issued the finalised guidelines on Councillor Professional Development in December 2018. Council is now in the process of developing a professional development plan for each Councillor, building on the existing professional development already offered and undertaken by Councillors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6B.1.5</td>
<td>Provide new and improved customer online services through the delivery of an online Customer Portal platform, including a fully integrated Customer Request Management (CRM) system</td>
<td>Director Finance and Governance</td>
<td>Online Customer Portals including a fully integrated Customer Request Management (CRM) System will be provided as part of Phase Two of the TechnologyOne implementation project. These services will be available when the project is delivered in Quarter 3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6B.1.4</td>
<td>Develop a Depot Strategy</td>
<td>Director Finance and Governance</td>
<td>Project discontinued in Q1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6B.2.3</td>
<td>Investigate joint purchase opportunities with neighbouring councils</td>
<td>Director Finance and Governance</td>
<td>Joint procurement activities continue to be discussed at the Western Sydney Regional Organisational of Councils procurement network meetings.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6B.2.4</td>
<td>Undertake an annual Customer Satisfaction Survey in conjunction with other feedback to measure Council’s progress in delivering excellent customer experience outcomes</td>
<td>Director People and Performance</td>
<td>Project completed in Quarter 1.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## KEY PROJECTS (CONTINUED)

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Key Project</th>
<th>Responsible Officer</th>
<th>Project Status Update</th>
<th>Status Q1</th>
<th>Status Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>6B.2.5</td>
<td>Develop and commence implementation of a Customer Experience Strategy, setting Council’s customer experience focus for five years</td>
<td>Director People and Performance</td>
<td>The Customer Experience Strategy was adopted at the Council meeting on 19 December 2018. The strategy lays out a three year plan with a clear and concise roadmap outlining deliverables to ensure that service delivery with a customer focus is embedded within the organisation. The first year project deliverables are on track.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6C.1.6</td>
<td>Create a buyer Behaviour and Training Program</td>
<td>Director Finance and Governance</td>
<td>It is proposed to discontinue this project, as a new Procurement Operational Procedure and suite of procurement templates has recently been completed and endorsed by Leadership team. This new standardised framework will provide Council with a formalised, best practice set of documents going forward. All areas will be trained on the new suite with ongoing support from Procurement Officers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6C.1.7</td>
<td>Develop and implement the Think Local, Buy Local Program</td>
<td>Director Finance and Governance</td>
<td>A Procurement Local Preference Policy is currently under development and will be presented to Council.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6C.2.1</td>
<td>Develop a Social and Disability Procurement Policy</td>
<td>Director Finance and Governance</td>
<td>It is proposed to discontinue this project as Council is finalising the Procurement Framework which will continue to provide support to the Aboriginal and Torres Strait Islander community.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6C.2.2</td>
<td>Provide a Mayoral Community Fund (in accordance with Mayoral Fund Guidelines) for worthy causes that support community outcomes in three main categories of community support, community initiatives and community representation</td>
<td>Director People and Performance</td>
<td>Project completed in quarter 2. $30,000 a year is budgeted for this cause with two senior staff assessing each application before providing a recommendation to the Mayor for final application determination.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5B.1.11</td>
<td>Auburn Civic Centre Rectification</td>
<td>Director Finance and Governance</td>
<td>The tender for the project was evaluated and Council approved the contractor tender and budget in December 2018. The re-cladding works have been delayed as the National building code (NBC) is revising the cladding specifications in May 2019. Once NBC have provided a list of approved materials the contractor will order the cladding materials and construction can commence with works expected to take approximately 12 Months.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## SERVICE AREA STATUS UPDATE

### Key Achievements and Highlights
- The area continues to work with key community groups to manage the leasing and licensing of community space.
- The redevelopment of key seniors' sites is progressing.
- Consultation for the modernisation is complete on Wentworthville and Guildford swim centres.
- Asset Management Plan Version 2 has been produced. A building compliance and condition audit is currently being performed and expected to be completed in June 2019.
- There have been staff recognition and rewards for good facility management and capital activities as well as strong feedback from the community on work well done in delivery services.
- A Hazardous Materials audit has been completed on all Council buildings and the report is expected to be available in March 2019.

### Issues and Setbacks
- Ongoing issues with resourcing.
- Capital budget setbacks.

## PERFORMANCE MEASURES (KPIs)

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Result Q1</th>
<th>Result Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key facility utilisation rates.</td>
<td>Data currently unavailable.</td>
<td>Sports field Seasonal Usage Occupancy: 84%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parks Hall Average Occupancy: 31%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Community Halls and Meeting Rooms Average Occupancy: 31%</td>
</tr>
<tr>
<td>Number of CIIMS received and completed.</td>
<td>Data currently unavailable.</td>
<td>354 CIIMS completed within 24 hours of lodgement.</td>
</tr>
<tr>
<td>Asset Management Plans reviewed.</td>
<td>Assetic engaged to assist in update of plans along with a full building compliance audit.</td>
<td>Assetic has delivered a draft Asset Management Plan (AMP) for Council including mapping of all buildings and structures. Audit underway for all structures for building compliance as initial stage of AMP review to be followed by &quot;Fit for purpose&quot; audit. Will be done in conjunction with Community Facilities Strategy.</td>
</tr>
<tr>
<td>Amount of grant funding received for delivery of council projects and infrastructure for community benefit.</td>
<td>No infrastructure grant funding.</td>
<td>Total Awarded: $2,779,075 (Oct18-Jan19): $2.7million from the Office of Sport grant funds to contribute to the Granville Park Stadium upgrade.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$64,000 from Stronger Communities Fund for upgrade of canteen at Guilfoyle Park, shelters at Civic Park, gazebo at Campbell Hill reserve and new public BBQ at Wyatt Park.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$15,075 from Sport Australia – Sport Infrastructure fund for conversion/upgrade of Merrylands Oval Change rooms</td>
</tr>
<tr>
<td>Percentage of Council's one-stop shop community centres booked.</td>
<td>Data currently unavailable.</td>
<td>Average Occupancy: 44%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total number of user groups: 106</td>
</tr>
</tbody>
</table>
## KEY PROJECTS

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Key Project</th>
<th>Responsible Officer</th>
<th>Project Status Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>68.1.2</td>
<td>Develop Property Strategy</td>
<td>Director Finance and Governance</td>
<td>The Property Strategy will be developed with an external consultancy for the whole of Cumberland Local Government Area. Council has tendered this out during January 2019.</td>
</tr>
<tr>
<td>18.2.5</td>
<td>Deliver the Granville Multipurpose Community Facility</td>
<td>Director Community Development</td>
<td>The tender process for construction is underway with site preparations works to be undertaken after the existing users of the site have been relocated into other Council facilities for the construction phase. Council has submitted two grant applications to contribute to the costs associated with the outdoor sports courts, associated playground upgrade and fit out of the art gallery and arts spaces. Council was awarded funds through the Granville Smart Cities Precinct Pilot Project that will enable the inclusion of smart technologies including energy efficient LED and solar lighting, traffic and parking sensors, surveillance systems and public Wi-Fi.</td>
</tr>
<tr>
<td>18.2.6</td>
<td>Relocate or expand the Men’s Shed in the western areas of Cumberland</td>
<td>Director Finance and Governance</td>
<td>Council has found a suitable site to relocate the West Cumberland Men’s Shed to 2 Hyland Road Greystanes. A draft Heads of Agreement (HOA) sent to the West Cumberland Men’s Shed Group for review with Council negotiating a new five year lease with HOA. Lease to be finalised in the coming weeks, formally commencing in March 2019.</td>
</tr>
<tr>
<td>58.1.9</td>
<td>Merrylands CBD Revitalization Project - Design</td>
<td>Director Finance and Governance</td>
<td>Council has engaged a consultant to undertake a strategic approach and business case for the future of the Merrylands City Centre. This is to ensure the project is feasible, fully funded and risks are mitigated. Project will be contingent to the Property Strategy Project (68.1.2).</td>
</tr>
<tr>
<td>68.1.3</td>
<td>Establish the Guildford Community Centre’s ‘one-stop-shop’ facility</td>
<td>Director Community Development</td>
<td>The Guildford Community Centre Coordinator has focused on introducing operational systems and on coordinating phase one of capital improvements required to elevate the usability and functionality of the centre, matching that of other multipurpose community centres. Operational equipment has been purchased to ensure the centre is adequately resourced to support programs and services. Work is being undertaken to update the DA for the centre, including extending operating hours.</td>
</tr>
<tr>
<td>3A.2.5</td>
<td>Complete Plan of Management for Pemulwy</td>
<td>Director Works and Infrastructure</td>
<td>The public exhibition for the Plan of Management for Prospect Hill in Pemulwy has concluded and a report will be put up to Council on 6 March for adoption.</td>
</tr>
</tbody>
</table>
### KEY PROJECTS (CONTINUED)

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Key Project</th>
<th>Responsible Officer</th>
<th>Project Status Update</th>
<th>Status Q1</th>
<th>Status Q2</th>
</tr>
</thead>
</table>
| 18.1.2       | Develop the Cumberland Community Facilities Strategy | Director Community Development          | The Community Facilities Review and Needs Assessment Study has commenced with tasks undertaken including:• Development of a comprehensive facilities inventory.  
• Audit of Council's facilities against best practice community facility planning and design principles.  
• Consultation with various Council teams directly involved in planning, management and funding.  
• Completion of an extensive community engagement process.  
• Analysis of population, demographics and other data to identify service and facility needs now and into the future.  
• Identification and mapping of non-Council facilities and key facilities in neighbouring Council areas.  
• Discussions with other local governments to understand different models of provision for community facilities. |           |           |
Item No: C02/19-12

INVESTMENT REPORT - JANUARY 2019

Responsible Division: Finance & Governance
Officer: Director Finance & Governance
File Number: A-05-01/05
Community Strategic Plan Goal: Transparent and accountable leadership

SUMMARY

This is a report from the Director Finance & Governance providing an update on the performance of Council’s investment portfolio to 31 January 2019.

RECOMMENDATION:


REPORT

Included in this report are the following items that highlight Council's investment portfolio performance for the month, year-to-date to 31 January 2019 and an update of the investment environment.

Council Investments as at 31 January 2019

Council’s investment portfolio has a current market value of $138,139,529. This represents a premium of $1,124,009 above the face value of the portfolio being $137,015,520 and generates a 2.92% average purchase yield. The following table reflects Council's holding in various investment categories.

<table>
<thead>
<tr>
<th>Categories</th>
<th>Face Value ($)</th>
<th>Current Value ($)</th>
<th>Current Yield (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonds</td>
<td>2,500,000</td>
<td>2,490,251</td>
<td>3.0000</td>
</tr>
<tr>
<td>Cash</td>
<td>2,446,747</td>
<td>2,446,747</td>
<td>0.5528</td>
</tr>
<tr>
<td>Floating Rate Notes</td>
<td>35,000,000</td>
<td>35,176,074</td>
<td>3.2022</td>
</tr>
<tr>
<td>Floating Rate Term Deposit</td>
<td>3,000,000</td>
<td>3,021,246</td>
<td>3.0411</td>
</tr>
<tr>
<td>Managed Funds</td>
<td>7,068,773</td>
<td>7,068,773</td>
<td>3.1953</td>
</tr>
<tr>
<td>Term Deposits</td>
<td>87,000,000</td>
<td>87,936,438</td>
<td>2.8471</td>
</tr>
<tr>
<td>Total Cash Assets</td>
<td>137,015,520</td>
<td>138,139,529</td>
<td>2.9219</td>
</tr>
</tbody>
</table>
**Investment Portfolio Performance**

The investment returns for the month year-to-date of 31 January 2019 outperformed the current month benchmark and exceeded the Year to date benchmark.

**Performance – Current Month 31 January 2019**

For the month of January, Council's portfolio generated interest earnings of $348,725. This is $7,372 lower than the budget of $356,097 and outperformed the AusBond Bank Bill Index by 0.81%, as detailed below:

<table>
<thead>
<tr>
<th></th>
<th>Income</th>
<th>Budget</th>
<th>Variance</th>
<th>Portfolio Performance</th>
<th>AusBond BB Index</th>
<th>Outperformance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Portfolio</td>
<td>348,725</td>
<td>356,097</td>
<td>7,372</td>
<td>2.95%</td>
<td>2.14%</td>
<td>0.81%</td>
</tr>
</tbody>
</table>

**Performance – Year-to-date 31 January 2019**

For the year-to-date, Council's portfolio generated interest earnings of $2,457,075. This is $35,605 lower than the budget of $2,492,680 and outperformed the AusBond Bank Bill Index by 0.70%, as per below:

<table>
<thead>
<tr>
<th></th>
<th>Income</th>
<th>Budget</th>
<th>Variance</th>
<th>Portfolio Performance</th>
<th>AusBond BB Index</th>
<th>Outperformance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Portfolio</td>
<td>2,457,075</td>
<td>2,492,680</td>
<td>35,605</td>
<td>2.71%</td>
<td>2.01%</td>
<td>0.70%</td>
</tr>
</tbody>
</table>

**COMMUNITY ENGAGEMENT**

There are no consultation processes for Council associated with this report.

**POLICY IMPLICATIONS**

There are no policy implications for Council associated with this report.

**RISK IMPLICATIONS**

To manage risk, key criteria are incorporated into Cumberland Council's investment making decisions, as detailed below:

**Preservation of Capital**

The requirement for preventing losses in an investment portfolio's total value (considering the time value of money).

**Diversification**

Setting limits to the amounts invested with a particular financial institution or government authority to reduce credit risk.
**Credit risk**

The risk that an investment of Council fails to pay the interest and/or repay the principal of an investment.

**Maturity risk**

The longer the term of the investment, the greater the exposure to potential changes in interest rates, market volatility and credit quality of an issuer.

**FINANCIAL IMPLICATIONS**

There are no financial implications for Council associated with this report.

**CONCLUSION**

Council hereby certifies that the investments listed above have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council’s Investment Policy.

**ATTACHMENTS**

1. Investment Summary Report January 2019
2. Economic and Investment Portfolio Commentary January 2019
Investment Summary Report
January 2019
Cumberland Council
Investment Policy Compliance Report - January 2019

Total Credit Exposure

<table>
<thead>
<tr>
<th>Credit Rating</th>
<th>Exposures</th>
<th>Policy Max</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>($)</td>
<td>(%)</td>
</tr>
<tr>
<td>Long Term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AA</td>
<td>8,509,909</td>
<td></td>
</tr>
<tr>
<td>Short Term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A+</td>
<td>8,603,900</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>34,466,747</td>
<td></td>
</tr>
<tr>
<td>Short Term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A+</td>
<td>7,003,773</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>58,015,520</td>
<td>42% 100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>4,603,900</td>
<td></td>
</tr>
<tr>
<td>Short Term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-2</td>
<td>44,209,900</td>
<td></td>
</tr>
<tr>
<td>Short Term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P-3</td>
<td>3,003,900</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>51,208,800</td>
<td>38% 60%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baa1</td>
<td>2,109,900</td>
<td></td>
</tr>
<tr>
<td>Long Term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BBB</td>
<td>25,409,900</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>27,509,800</td>
<td>20% 30%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>137,015,520</td>
</tr>
</tbody>
</table>

Terms by Maturities

<table>
<thead>
<tr>
<th></th>
<th>Portfolio Exposure</th>
<th>Investment Policy Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 1yr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 to 2yrs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 to 3yrs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Policy Minimum

<table>
<thead>
<tr>
<th>Policy Minimum</th>
<th>Exposures</th>
<th>Min</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 3 months</td>
<td>35,315,320</td>
<td>20% 10% ✓</td>
</tr>
<tr>
<td>Between 3 months and 1 year</td>
<td>61,500,609</td>
<td>45% 20% ✓</td>
</tr>
</tbody>
</table>

Policy Maximum

<table>
<thead>
<tr>
<th>Policy Maximum</th>
<th>Exposures</th>
<th>Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 1 and 2 years</td>
<td>25,000,000</td>
<td>12% 70% ✓</td>
</tr>
<tr>
<td>Between 2 and 5 years</td>
<td>16,109,800</td>
<td>12% 59% ✓</td>
</tr>
<tr>
<td>Total</td>
<td>137,015,520</td>
<td></td>
</tr>
</tbody>
</table>

✓ = compliant
✗ = non-compliant
Cumberland Council
Investment Performance Report - January 2019

Annualised Monthly Return

Month

Index

Portfolio Return vs Bloomberg Bank Bill Index

<table>
<thead>
<tr>
<th></th>
<th>1 Month</th>
<th>3 Months</th>
<th>6 Months</th>
<th>FYTD 12 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio Return (1)</td>
<td>2.55%</td>
<td>2.59%</td>
<td>2.69%</td>
<td>2.71%</td>
</tr>
<tr>
<td>Index Return (2)</td>
<td>2.14%</td>
<td>1.93%</td>
<td>1.90%</td>
<td>2.01%</td>
</tr>
<tr>
<td>Outperformance (4)</td>
<td>0.41%</td>
<td>0.64%</td>
<td>0.78%</td>
<td>0.70%</td>
</tr>
</tbody>
</table>

Portfolio Return vs RBA Cash Rate

<table>
<thead>
<tr>
<th></th>
<th>1 Month</th>
<th>3 Months</th>
<th>6 Months</th>
<th>FYTD 12 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio Return (1)</td>
<td>2.55%</td>
<td>2.59%</td>
<td>2.69%</td>
<td>2.71%</td>
</tr>
<tr>
<td>Index Return (3)</td>
<td>1.50%</td>
<td>1.50%</td>
<td>1.50%</td>
<td>1.50%</td>
</tr>
<tr>
<td>Outperformance (4)</td>
<td>1.45%</td>
<td>1.05%</td>
<td>1.15%</td>
<td>1.15%</td>
</tr>
</tbody>
</table>

[1] Portfolio Return is the annualised rate of return for the portfolio for the specified period
[2] The Index Return is the Bloomberg Audited Bank Bill Index
[4] Outperformance is the excess of the Portfolio Return over the Index Return

[1] Portfolio Return is the annualised rate of return for the portfolio for the specified period
[3] The Index Return is the RBA Cash Rate
[4] Outperformance is the excess of the Portfolio Return over the Index Return
## Cumberland Council
### Individual Institutional Exposures Report - January 2019

<table>
<thead>
<tr>
<th>Parent Group</th>
<th>Credit Rating</th>
<th>Portfolio Exposure ($)</th>
<th>% of Portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMP Bank</td>
<td>A-1, A</td>
<td>2,000,000</td>
<td>2%</td>
</tr>
<tr>
<td>ANZ Group</td>
<td>A-1+ AA</td>
<td>3,000,000</td>
<td>3%</td>
</tr>
<tr>
<td>Bank of Australia</td>
<td>A-2, BB</td>
<td>1,000,000</td>
<td>1%</td>
</tr>
<tr>
<td>Bank of Queensland</td>
<td>A-2, BBH</td>
<td>20,000,000</td>
<td>19%</td>
</tr>
<tr>
<td>Bendigo and Adelaide Bank</td>
<td>A-2, BBH</td>
<td>6,000,000</td>
<td>5%</td>
</tr>
<tr>
<td>Commonwealth Bank of Australia</td>
<td>A-1+, AA</td>
<td>13,946,747</td>
<td>10%</td>
</tr>
<tr>
<td>Credit Suisse AG (Syd Branch)</td>
<td>A-1, A</td>
<td>1,000,000</td>
<td>1%</td>
</tr>
<tr>
<td>Credit Union Australia</td>
<td>A-2, BB</td>
<td>9,000,000</td>
<td>7%</td>
</tr>
<tr>
<td>Greater Bank</td>
<td>A-2, BB</td>
<td>500,000</td>
<td>0%</td>
</tr>
<tr>
<td>Heritage Bank</td>
<td>P-2, Baa</td>
<td>2,000,000</td>
<td>2%</td>
</tr>
<tr>
<td>ING Bank (Australia)</td>
<td>A-1, A</td>
<td>8,000,000</td>
<td>6%</td>
</tr>
<tr>
<td>Macquarie Group</td>
<td>A-1, A</td>
<td>1,000,000</td>
<td>1%</td>
</tr>
<tr>
<td>Members Equity Bank</td>
<td>A-2, BB</td>
<td>15,500,000</td>
<td>11%</td>
</tr>
<tr>
<td>NAB Bank (Australia)</td>
<td>A-1, A</td>
<td>8,000,000</td>
<td>6%</td>
</tr>
<tr>
<td>National Australia Bank</td>
<td>A-1+, AA</td>
<td>8,000,000</td>
<td>6%</td>
</tr>
<tr>
<td>Newcastle Permanent Building Society</td>
<td>A-2, BB</td>
<td>10,460,000</td>
<td>9%</td>
</tr>
<tr>
<td>NAB T-Corp (Cash)</td>
<td>TDC, TDC</td>
<td>7,063,773</td>
<td>5%</td>
</tr>
<tr>
<td>Rural Bank</td>
<td>A-2, BBH</td>
<td>2,000,000</td>
<td>1%</td>
</tr>
<tr>
<td>Teachers Mutual Bank</td>
<td>A-2, BB</td>
<td>1,000,000</td>
<td>1%</td>
</tr>
<tr>
<td>Westpac Group</td>
<td>A-1+, AA</td>
<td>15,000,000</td>
<td>13%</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td><strong>127,945,920</strong></td>
</tr>
</tbody>
</table>

---

**Individual Institutional Exposure Charts**
# Council Meeting
20 February 2019

## Cumberland Council
Investment Summary Report - January 2019

### Cash Accounts

<table>
<thead>
<tr>
<th>Face Value ($)</th>
<th>Current Yield</th>
<th>Institution</th>
<th>Credit Rating</th>
<th>Current Value ($)</th>
<th>Deal No.</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,303,682.89</td>
<td>0.500%</td>
<td>Commonwealth Bank of Australia</td>
<td>A-1+</td>
<td>2,303,682.89</td>
<td>503585</td>
<td>1036546</td>
</tr>
<tr>
<td>143,683.88</td>
<td>1.400%</td>
<td>Commonwealth Bank of Australia</td>
<td>A-1+</td>
<td>143,683.88</td>
<td>531672</td>
<td>1036546</td>
</tr>
<tr>
<td><strong>2,447,466.77</strong></td>
<td><strong>0.5529%</strong></td>
<td></td>
<td></td>
<td><strong>2,447,466.77</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Managed Funds

<table>
<thead>
<tr>
<th>Face Value ($)</th>
<th>Current Yield</th>
<th>Institution</th>
<th>Credit Rating</th>
<th>Fund Name</th>
<th>Current Value ($)</th>
<th>Deal No.</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>4,036,330.65</td>
<td>3.2804%</td>
<td>NSW T-Corp (Cash)</td>
<td>T2c</td>
<td>Cash Fund</td>
<td>4,036,330.65</td>
<td>204877</td>
<td>3123516</td>
</tr>
<tr>
<td>3,022,192.94</td>
<td>3.0921%</td>
<td>NSW T-Corp (Cash)</td>
<td>T2c</td>
<td>Short Term Income Fund</td>
<td>3,022,192.94</td>
<td>204878</td>
<td>3123516</td>
</tr>
<tr>
<td><strong>7,058,523.59</strong></td>
<td><strong>3.1933%</strong></td>
<td></td>
<td></td>
<td><strong>7,058,523.59</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Term Deposits

<table>
<thead>
<tr>
<th>Maturity Date</th>
<th>Face Value ($)</th>
<th>Rate</th>
<th>Institution</th>
<th>Credit Rating</th>
<th>Purchase Price ($)</th>
<th>Purchase Date</th>
<th>Purchase Date</th>
<th>Accrued Interest ($)</th>
<th>Coupon Frequency</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-Feb-19</td>
<td>3,000,000.00</td>
<td>2.7796%</td>
<td>ME Bank</td>
<td>A-2</td>
<td>3,000,000.00</td>
<td>21-May-18</td>
<td>3,000,283.84</td>
<td>596600</td>
<td>58,283.84</td>
<td>3123516</td>
</tr>
<tr>
<td>11-Feb-19</td>
<td>3,000,000.00</td>
<td>2.7003%</td>
<td>Credit Union Australia</td>
<td>A-2</td>
<td>3,000,000.00</td>
<td>21-Feb-18</td>
<td>3,079,362.64</td>
<td>596700</td>
<td>76,362.64</td>
<td>3123516</td>
</tr>
<tr>
<td>22-Feb-19</td>
<td>3,000,000.00</td>
<td>2.9000%</td>
<td>Bank of Queensland</td>
<td>A-2</td>
<td>3,000,000.00</td>
<td>22-Feb-17</td>
<td>3,054,665.01</td>
<td>584972</td>
<td>54,665.01</td>
<td>3123517</td>
</tr>
<tr>
<td>4-Mar-19</td>
<td>3,000,000.00</td>
<td>2.7500%</td>
<td>MyState Bank</td>
<td>P-2</td>
<td>3,000,000.00</td>
<td>4-Dec-18</td>
<td>3,013,335.61</td>
<td>593861</td>
<td>13,335.61</td>
<td>3123518</td>
</tr>
<tr>
<td>6-Mar-19</td>
<td>3,000,000.00</td>
<td>2.6200%</td>
<td>Westpac Group</td>
<td>A-1+</td>
<td>3,000,000.00</td>
<td>6-Mar-19</td>
<td>3,012,332.27</td>
<td>596316</td>
<td>22,332.27</td>
<td>3123518</td>
</tr>
<tr>
<td>25-Mar-19</td>
<td>3,000,000.00</td>
<td>2.6400%</td>
<td>Westpac Group</td>
<td>A-1+</td>
<td>3,000,000.00</td>
<td>8-Mar-19</td>
<td>3,011,000.27</td>
<td>596375</td>
<td>22,100.27</td>
<td>3123518</td>
</tr>
<tr>
<td>1-Apr-19</td>
<td>3,000,000.00</td>
<td>2.6700%</td>
<td>Westpac Group</td>
<td>A-1+</td>
<td>3,000,000.00</td>
<td>19-Mar-18</td>
<td>3,016,357.89</td>
<td>596406</td>
<td>9,057.89</td>
<td>3123518</td>
</tr>
<tr>
<td>15-Apr-19</td>
<td>3,000,000.00</td>
<td>2.8000%</td>
<td>ME Bank</td>
<td>A-2</td>
<td>3,000,000.00</td>
<td>20-Apr-18</td>
<td>3,042,005.48</td>
<td>596883</td>
<td>42,005.48</td>
<td>3123518</td>
</tr>
<tr>
<td>22-Apr-19</td>
<td>3,000,000.00</td>
<td>2.8200%</td>
<td>ME Bank</td>
<td>A-2</td>
<td>3,000,000.00</td>
<td>21-Jul-18</td>
<td>3,042,576.34</td>
<td>596901</td>
<td>42,576.34</td>
<td>3123518</td>
</tr>
<tr>
<td>13-May-19</td>
<td>2,000,000.00</td>
<td>2.8900%</td>
<td>Rural Bank</td>
<td>A-2</td>
<td>2,000,000.00</td>
<td>13-May-17</td>
<td>2,041,339.73</td>
<td>525232</td>
<td>41,339.73</td>
<td>3123518</td>
</tr>
<tr>
<td>20-May-19</td>
<td>2,000,000.00</td>
<td>2.9300%</td>
<td>Bendigo and Adelaide Bank</td>
<td>A-2</td>
<td>2,000,000.00</td>
<td>20-May-17</td>
<td>2,038,878.08</td>
<td>525235</td>
<td>39,878.08</td>
<td>3123518</td>
</tr>
<tr>
<td>27-May-19</td>
<td>3,000,000.00</td>
<td>2.8800%</td>
<td>Bankwest</td>
<td>A-1+</td>
<td>3,000,000.00</td>
<td>21-Aug-18</td>
<td>3,037,742.47</td>
<td>536084</td>
<td>37,742.47</td>
<td>3123518</td>
</tr>
<tr>
<td>27-May-19</td>
<td>3,000,000.00</td>
<td>2.8800%</td>
<td>Bankwest</td>
<td>A-1+</td>
<td>3,000,000.00</td>
<td>31-Aug-18</td>
<td>3,035,440.16</td>
<td>537016</td>
<td>35,440.16</td>
<td>3123518</td>
</tr>
</tbody>
</table>
## Cumberland Council
### Investment Summary Report - January 2019

#### Term Deposits

<table>
<thead>
<tr>
<th>Maturity Date</th>
<th>Face Value ($)</th>
<th>Rate</th>
<th>Institution</th>
<th>Credit Rating</th>
<th>Purchase Price ($)</th>
<th>Purchase Date</th>
<th>Current Value ($)</th>
<th>Accrued Interest ($)</th>
<th>Coupon Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-Jan-19</td>
<td>3,000,000.00</td>
<td>2.7500%</td>
<td>BankWest</td>
<td>A+</td>
<td>3,000,000.00</td>
<td>27-Aug-18</td>
<td>3,033,713.33</td>
<td>39,713.33</td>
<td>39,713.33</td>
</tr>
<tr>
<td>21-Jan-19</td>
<td>2,000,000.00</td>
<td>2.7000%</td>
<td>National Australia Bank</td>
<td>A+</td>
<td>2,000,000.00</td>
<td>9-Nov-18</td>
<td>2,018,842.10</td>
<td>38,842.10</td>
<td>38,842.10</td>
</tr>
<tr>
<td>31-Jan-19</td>
<td>3,000,000.00</td>
<td>2.8000%</td>
<td>Bank of Queensland</td>
<td>A-</td>
<td>3,000,000.00</td>
<td>4-Dec-18</td>
<td>3,013,576.08</td>
<td>30,576.08</td>
<td>30,576.08</td>
</tr>
<tr>
<td>1-Jul-19</td>
<td>3,000,000.00</td>
<td>2.9000%</td>
<td>Bank of Queensland</td>
<td>A-</td>
<td>3,000,000.00</td>
<td>17-Dec-18</td>
<td>3,019,586.38</td>
<td>36,586.38</td>
<td>36,586.38</td>
</tr>
<tr>
<td>22-Jul-19</td>
<td>3,000,000.00</td>
<td>2.8500%</td>
<td>ME Bank</td>
<td>A-</td>
<td>3,000,000.00</td>
<td>13-Aug-18</td>
<td>3,040,290.41</td>
<td>46,290.41</td>
<td>46,290.41</td>
</tr>
<tr>
<td>8-Aug-19</td>
<td>2,000,000.00</td>
<td>3.2000%</td>
<td>Westpac Group</td>
<td>A+</td>
<td>2,000,000.00</td>
<td>9-Aug-16</td>
<td>2,031,635.62</td>
<td>31,635.62</td>
<td>Annually</td>
</tr>
<tr>
<td>23-Aug-19</td>
<td>2,000,000.00</td>
<td>3.0000%</td>
<td>Newcastle Permanent Building Society</td>
<td>A-</td>
<td>2,000,000.00</td>
<td>24-Aug-16</td>
<td>2,017,613.70</td>
<td>31,613.70</td>
<td>Annually</td>
</tr>
<tr>
<td>26-Aug-19</td>
<td>2,000,000.00</td>
<td>3.2000%</td>
<td>Westpac Group</td>
<td>A+</td>
<td>2,000,000.00</td>
<td>23-Aug-16</td>
<td>2,042,405.48</td>
<td>30,405.48</td>
<td>Annually</td>
</tr>
<tr>
<td>2-Sep-19</td>
<td>3,000,000.00</td>
<td>2.8000%</td>
<td>Bank of Queensland</td>
<td>A-</td>
<td>3,000,000.00</td>
<td>1-Sep-17</td>
<td>3,047,750.68</td>
<td>34,750.68</td>
<td>Annually</td>
</tr>
<tr>
<td>5-Sep-19</td>
<td>3,000,000.00</td>
<td>2.8500%</td>
<td>Bank of Queensland</td>
<td>A-</td>
<td>3,000,000.00</td>
<td>7-Sep-17</td>
<td>3,034,934.25</td>
<td>34,934.25</td>
<td>Annually</td>
</tr>
<tr>
<td>17-Sep-19</td>
<td>2,000,000.00</td>
<td>3.2000%</td>
<td>Westpac Group</td>
<td>A+</td>
<td>2,000,000.00</td>
<td>14-Sep-16</td>
<td>2,024,547.95</td>
<td>26,547.95</td>
<td>Annually</td>
</tr>
<tr>
<td>8-Oct-19</td>
<td>2,000,000.00</td>
<td>2.9000%</td>
<td>ING Bank (Australia)</td>
<td>A-</td>
<td>2,000,000.00</td>
<td>14-Oct-17</td>
<td>2,018,830.14</td>
<td>18,830.14</td>
<td>Annually</td>
</tr>
<tr>
<td>21-Oct-19</td>
<td>5,000,000.00</td>
<td>2.9500%</td>
<td>ING Bank (Australia)</td>
<td>A-</td>
<td>5,000,000.00</td>
<td>26-Oct-17</td>
<td>5,023,761.64</td>
<td>33,761.64</td>
<td>Annually</td>
</tr>
<tr>
<td>18-Nov-19</td>
<td>2,000,000.00</td>
<td>2.7500%</td>
<td>National Australia Bank</td>
<td>A-</td>
<td>2,000,000.00</td>
<td>16-Nov-18</td>
<td>2,011,602.74</td>
<td>11,602.74</td>
<td>Annually</td>
</tr>
<tr>
<td>9-Dec-19</td>
<td>2,000,000.00</td>
<td>2.7800%</td>
<td>National Australia Bank</td>
<td>A+</td>
<td>2,000,000.00</td>
<td>4-Dec-18</td>
<td>2,013,481.10</td>
<td>13,481.10</td>
<td>Annually</td>
</tr>
<tr>
<td>18-Dec-19</td>
<td>2,000,000.00</td>
<td>2.7500%</td>
<td>ING Bank (Australia)</td>
<td>A-</td>
<td>2,000,000.00</td>
<td>9-Dec-17</td>
<td>2,006,276.71</td>
<td>6,276.71</td>
<td>Annually</td>
</tr>
<tr>
<td>31-Dec-19</td>
<td>1,000,000.00</td>
<td>3.2000%</td>
<td>Bank of Queensland</td>
<td>BB+</td>
<td>1,000,000.00</td>
<td>22-Feb-17</td>
<td>1,035,158.90</td>
<td>35,158.90</td>
<td>Annually</td>
</tr>
<tr>
<td>31-Dec-19</td>
<td>1,000,000.00</td>
<td>3.0000%</td>
<td>Bank of Queensland</td>
<td>BB+</td>
<td>1,000,000.00</td>
<td>18-May-17</td>
<td>1,021,641.10</td>
<td>21,641.10</td>
<td>Annually</td>
</tr>
<tr>
<td>20-Aug-20</td>
<td>2,000,000.00</td>
<td>3.0000%</td>
<td>Bank of Queensland</td>
<td>BB+</td>
<td>2,000,000.00</td>
<td>24-Aug-18</td>
<td>2,026,465.75</td>
<td>26,465.75</td>
<td>Annually</td>
</tr>
<tr>
<td>8-Dec-20</td>
<td>3,000,000.00</td>
<td>3.0000%</td>
<td>Bank of Queensland</td>
<td>BB+</td>
<td>3,000,000.00</td>
<td>5-Dec-17</td>
<td>3,014,501.37</td>
<td>34,501.37</td>
<td>Annually</td>
</tr>
<tr>
<td>8-Jan-21</td>
<td>2,000,000.00</td>
<td>3.1400%</td>
<td>Westpac Group</td>
<td>A-</td>
<td>2,000,000.00</td>
<td>9-Jan-18</td>
<td>2,067,118.90</td>
<td>9,118.90</td>
<td>Quarterly</td>
</tr>
</tbody>
</table>

**Total:**

- **$87,000,000.00** at 2.8471%
- **$87,000,000.00**
- **$87,936,438.09**
- **$930,438.09**
### Floating Rate Term Deposits

<table>
<thead>
<tr>
<th>Maturity Date</th>
<th>Face Value ($)</th>
<th>Rate</th>
<th>Institution</th>
<th>Credit Rating</th>
<th>Purchase Price ($)</th>
<th>Purchase Date</th>
<th>Current Value ($)</th>
<th>Deal No.</th>
<th>Current Interest ($)</th>
<th>Deal No.</th>
<th>Next Interest Date</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-Aug-19</td>
<td>3,000,000.00</td>
<td>3.0411%</td>
<td>Newcastle Permanent Building Society</td>
<td>A-2</td>
<td>3,000,000.00</td>
<td>8-Aug-17</td>
<td>3,023,246.04</td>
<td>52094</td>
<td>23,246.04</td>
<td>0-Feb-19</td>
<td>3088317</td>
<td></td>
</tr>
</tbody>
</table>

### Floating Rate Notes

<table>
<thead>
<tr>
<th>Maturity Date</th>
<th>Face Value ($)</th>
<th>Rate</th>
<th>Credit Rating</th>
<th>Purchase Price ($)</th>
<th>Purchase Date</th>
<th>Current Value ($)</th>
<th>Deal No.</th>
<th>Current Interest ($)</th>
<th>Deal No.</th>
<th>Next Interest Date</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-Jun-19</td>
<td>1,000,000.00</td>
<td>3.1980%</td>
<td>A-2</td>
<td>1,005,256.50</td>
<td>6-Aug-17</td>
<td>1,005,117.01</td>
<td>533962</td>
<td>9,647.01</td>
<td>25-Mar-19</td>
<td>3088054</td>
<td></td>
</tr>
<tr>
<td>12-Sep-19</td>
<td>1,000,000.00</td>
<td>3.9580%</td>
<td>A-2</td>
<td>1,000,000.00</td>
<td>17-Sep-14</td>
<td>1,015,117.01</td>
<td>491129</td>
<td>7,717.01</td>
<td>18-Mar-19</td>
<td>3176915</td>
<td></td>
</tr>
<tr>
<td>17-Sep-19</td>
<td>1,500,000.00</td>
<td>3.9580%</td>
<td>A-2</td>
<td>1,500,000.00</td>
<td>17-Sep-14</td>
<td>1,500,000.00</td>
<td>63875</td>
<td>5,896.71</td>
<td>18-Mar-19</td>
<td>3176915</td>
<td></td>
</tr>
<tr>
<td>28-Oct-19</td>
<td>1,000,000.00</td>
<td>3.4743%</td>
<td>A-2</td>
<td>1,000,000.00</td>
<td>28-Oct-16</td>
<td>1,000,000.00</td>
<td>534469</td>
<td>286.88</td>
<td>20-Apr-19</td>
<td>3283036</td>
<td></td>
</tr>
<tr>
<td>6-Nov-19</td>
<td>1,000,000.00</td>
<td>3.0190%</td>
<td>A-2</td>
<td>1,000,000.00</td>
<td>6-Nov-14</td>
<td>1,000,000.00</td>
<td>533873</td>
<td>7,176.67</td>
<td>6-Feb-19</td>
<td>3051134</td>
<td></td>
</tr>
<tr>
<td>5-Nov-19</td>
<td>1,000,000.00</td>
<td>3.0190%</td>
<td>A-2</td>
<td>1,000,000.00</td>
<td>6-Nov-14</td>
<td>1,000,000.00</td>
<td>533873</td>
<td>7,176.67</td>
<td>6-Feb-19</td>
<td>3051134</td>
<td></td>
</tr>
<tr>
<td>24-Feb-20</td>
<td>500,000.00</td>
<td>3.9300%</td>
<td>BBB</td>
<td>502,739.00</td>
<td>15-Sep-17</td>
<td>502,739.00</td>
<td>515238</td>
<td>3,111.37</td>
<td>25-Feb-19</td>
<td>3190917</td>
<td></td>
</tr>
<tr>
<td>2-Mar-20</td>
<td>1,000,000.00</td>
<td>3.0590%</td>
<td>A</td>
<td>1,000,000.00</td>
<td>2-Mar-19</td>
<td>1,000,000.00</td>
<td>502272</td>
<td>6,028.02</td>
<td>6-Mar-19</td>
<td>3208331</td>
<td></td>
</tr>
<tr>
<td>20-Mar-20</td>
<td>1,500,000.00</td>
<td>3.6630%</td>
<td>BBB</td>
<td>1,500,000.00</td>
<td>20-Mar-19</td>
<td>1,500,000.00</td>
<td>535160</td>
<td>9,442.13</td>
<td>20-Mar-19</td>
<td>3206517</td>
<td></td>
</tr>
<tr>
<td>20-Mar-20</td>
<td>3,500,000.00</td>
<td>3.6630%</td>
<td>BBB</td>
<td>3,500,000.00</td>
<td>20-Mar-19</td>
<td>3,500,000.00</td>
<td>535160</td>
<td>11,854.26</td>
<td>20-Mar-19</td>
<td>3190917</td>
<td></td>
</tr>
<tr>
<td>20-Mar-20</td>
<td>3,500,000.00</td>
<td>3.6630%</td>
<td>BBB</td>
<td>500,000.00</td>
<td>28-Sep-17</td>
<td>500,000.00</td>
<td>535160</td>
<td>1,990.71</td>
<td>20-Mar-19</td>
<td>3208331</td>
<td></td>
</tr>
<tr>
<td>6-Apr-20</td>
<td>2,000,000.00</td>
<td>3.2106%</td>
<td>BBB</td>
<td>2,000,000.00</td>
<td>15-Mar-19</td>
<td>2,000,000.00</td>
<td>502272</td>
<td>4,931.26</td>
<td>4-Apr-19</td>
<td>3206517</td>
<td></td>
</tr>
<tr>
<td>6-Apr-20</td>
<td>500,000.00</td>
<td>3.3106%</td>
<td>BBB</td>
<td>502,695.00</td>
<td>1-Mar-19</td>
<td>502,695.00</td>
<td>535763</td>
<td>1,133.56</td>
<td>4-Apr-19</td>
<td>3206517</td>
<td></td>
</tr>
<tr>
<td>7-Apr-20</td>
<td>1,000,000.00</td>
<td>3.4310%</td>
<td>BBB</td>
<td>1,000,000.00</td>
<td>7-Apr-19</td>
<td>1,000,000.00</td>
<td>533873</td>
<td>2,335.02</td>
<td>4-Apr-19</td>
<td>3206517</td>
<td></td>
</tr>
<tr>
<td>7-Apr-20</td>
<td>900,000.00</td>
<td>3.4210%</td>
<td>BBB</td>
<td>900,000.00</td>
<td>24-Aug-17</td>
<td>900,000.00</td>
<td>533873</td>
<td>2,102.02</td>
<td>4-Apr-19</td>
<td>3206517</td>
<td></td>
</tr>
<tr>
<td>7-Apr-20</td>
<td>3,000,000.00</td>
<td>3.4310%</td>
<td>BBB</td>
<td>3,000,000.00</td>
<td>24-Aug-17</td>
<td>3,000,000.00</td>
<td>533873</td>
<td>7,068.06</td>
<td>4-Apr-19</td>
<td>3206517</td>
<td></td>
</tr>
<tr>
<td>29-Apr-20</td>
<td>1,000,000.00</td>
<td>3.0547%</td>
<td>A</td>
<td>1,000,000.00</td>
<td>29-Apr-19</td>
<td>1,000,000.00</td>
<td>533873</td>
<td>205.00</td>
<td>29-Apr-19</td>
<td>2298431</td>
<td></td>
</tr>
<tr>
<td>28-Jul-20</td>
<td>1,000,000.00</td>
<td>3.0724%</td>
<td>AA-</td>
<td>1,000,000.00</td>
<td>28-Jul-19</td>
<td>1,000,000.00</td>
<td>507261</td>
<td>244.45</td>
<td>28-Jul-19</td>
<td>3208715</td>
<td></td>
</tr>
<tr>
<td>18-Aug-20</td>
<td>1,000,000.00</td>
<td>3.0490%</td>
<td>BB-</td>
<td>1,000,000.00</td>
<td>18-Aug-19</td>
<td>1,000,000.00</td>
<td>533873</td>
<td>6,163.29</td>
<td>18-Feb-19</td>
<td>2180051</td>
<td></td>
</tr>
</tbody>
</table>
# Cumberland Council

## Investment Summary Report - January 2019

### Floating Rate Notes

<table>
<thead>
<tr>
<th>Maturity Date</th>
<th>Face Value ($)</th>
<th>Current Coupon</th>
<th>Security Name</th>
<th>Credit Rating</th>
<th>Purchase Price ($)</th>
<th>Purchase Date</th>
<th>Current Value ($)</th>
<th>Deal No.</th>
<th>Accrued Interest ($)</th>
<th>Next Coupon Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-Mar-19</td>
<td>2,100,000.00</td>
<td>3.1200%</td>
<td>HSBC Sr FRN (Mar21) BBB+ 1.23%</td>
<td>Raat</td>
<td>2,100,000.00</td>
<td>26-Mar-18</td>
<td>2,167,472.44</td>
<td>516457</td>
<td>6,112.44</td>
<td>20-Mar-19</td>
</tr>
<tr>
<td>15-Mar-21</td>
<td>1,000,000.00</td>
<td>3.3548%</td>
<td>ME Bank Sr FRN (Apr21) BBB+ 1.27%</td>
<td>BBB</td>
<td>1,000,000.00</td>
<td>17-Apr-18</td>
<td>1,081,451.83</td>
<td>536589</td>
<td>1,463.80</td>
<td>16-Apr-19</td>
</tr>
<tr>
<td>30-Aug-21</td>
<td>1,000,000.00</td>
<td>3.2590%</td>
<td>BDR Sbr Sr FRN (Aug21) BBB+ 1.36%</td>
<td>BBB</td>
<td>1,000,000.00</td>
<td>30-Aug-18</td>
<td>1,067,729.59</td>
<td>536967</td>
<td>5,609.59</td>
<td>29-Feb-19</td>
</tr>
<tr>
<td>6-Sep-21</td>
<td>1,000,000.00</td>
<td>3.3290%</td>
<td>CUA Sr FRN (Sep21) BBB+ 1.25%</td>
<td>BBB</td>
<td>1,000,000.00</td>
<td>6-Sep-18</td>
<td>1,087,654.11</td>
<td>537089</td>
<td>5,044.11</td>
<td>6-Mar-19</td>
</tr>
<tr>
<td>10-Sep-21</td>
<td>2,000,000.00</td>
<td>3.0699%</td>
<td>AHP Sr FRN (Sep21) BBB- 1.08%</td>
<td>A-</td>
<td>2,000,000.00</td>
<td>10-Sep-18</td>
<td>2,004,762.26</td>
<td>537065</td>
<td>6,922.26</td>
<td>11-Mar-19</td>
</tr>
<tr>
<td>31-Jan-23</td>
<td>1,000,000.00</td>
<td>3.1290%</td>
<td>BEN Sr FRN (Jan23) BBB- 1.05%</td>
<td>BBB</td>
<td>1,000,000.00</td>
<td>29-Jan-18</td>
<td>995,650.18</td>
<td>536442</td>
<td>600.38</td>
<td>25-Apr-19</td>
</tr>
<tr>
<td>6-Feb-23</td>
<td>500,000.00</td>
<td>3.3490%</td>
<td>NPB Sr FRN (Feb23) BBB- 1.46%</td>
<td>BBB</td>
<td>501,379.90</td>
<td>23-Mar-18</td>
<td>581,378.63</td>
<td>536444</td>
<td>3,084.62</td>
<td>6-Feb-19</td>
</tr>
<tr>
<td>9-Mar-23</td>
<td>3,000,000.00</td>
<td>2.8490%</td>
<td>ANZ Sr FRN (May23) BBB+ 0.96%</td>
<td>A-</td>
<td>3,000,000.00</td>
<td>9-Mar-18</td>
<td>3,095,212.50</td>
<td>536682</td>
<td>19,612.50</td>
<td>11-Feb-19</td>
</tr>
</tbody>
</table>

**Total Floating Rate Notes:**

| 35,000,000.00 | 3.2022% | 35,064,852.50 | 35,176,073.91 | 130,391.21 |

### Fixed Rate Bonds

<table>
<thead>
<tr>
<th>Maturity Date</th>
<th>Face Value ($)</th>
<th>Coupon</th>
<th>Security Name</th>
<th>Credit Rating</th>
<th>Purchase Price ($)</th>
<th>Purchase Date</th>
<th>Current Value ($)</th>
<th>Deal No.</th>
<th>Accrued Interest ($)</th>
<th>Purchase Yield</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-Jan-24</td>
<td>3,500,000.00</td>
<td>3.6080%</td>
<td>CBA Sr Bond (Jan24)</td>
<td>AA-</td>
<td>2,476,775.60</td>
<td>11-Jan-10</td>
<td>2,480,250.83</td>
<td>537455</td>
<td>4,350.83</td>
<td>3.1850%</td>
</tr>
</tbody>
</table>

**Total Fixed Rate Bonds:**

| 2,500,000.00 | 0.63    | 2,478,775.00 | 2,480,250.83 | 4,350.83 | 3.1850%  |

---

Page 13 of 12.
Attachment 2
Economic and Investment Portfolio Commentary January 2019
Global issues:

- Some positive signals coming out of the US helped share markets gain back some ground lost at the end of 2018. The US government shutdown came to an end, at least temporarily; further interest rate hikes by the Federal Reserve are expected to be on hold; and US/Chinese trade talks are thought to be moving forward.

- Data out of Europe (GDP up a meagre 0.2%), Japan (a fall in industrial production) and China (weak manufacturing data) gave little hope that any of these areas would help start 2019 with a burst of economic confidence.

Domestic issues:

- In Australia, the latest Consumer Price Index data showed inflation continues to remain below the RBA’s 2-3% target range, at 1.8% pa. Tobacco/alcohol (+6.8%), health (+3.3%) and transport (+5%) led the price gainers. The biggest contributors to price declines were in Communications (-4.3%), household furnishings (-0.8%) and clothing (-0.7%).

- With Sydney and Melbourne leading the downward trend, the nation’s house prices continued their decline over the month. The average national capital city house prices are now off 8% from their Sep 2017 highs and economists are anticipating prices to fall by another 5-10% this year.

Interest rates

- The cash futures market shows an increasing likelihood of an interest rate cut over the next 18 months (refer chart below). At the very least, the RBA is expected to keep interest rates on hold, at 1.50%, for the foreseeable future.
- Despite the expectation of a flat to lower cash rate over the next 18 months, the cost of banks' wholesale funding has increased causing short dated swap rates to remain elevated and pushing some banks to raise mortgage rates.

- Likewise, term deposit rates were mostly higher by the end of January. The best indicative 3-month TD from an Australian major at month end was 2.70% up by 50bps from December. The same major's best 12 month rate was at 2.75%, unchanged over the month, while the other majors remained in the 2.60-2.70% range. Meanwhile, the best rates among the lower rated banks were in the 2.75% range across 3-12 months range, up to 15bps higher in some cases from last month.

**Investment Portfolio Commentary**

Council’s investment portfolio posted a return of 2.95%pa for the month of January versus the bank bill index benchmark return of 2.14%pa. For the financial year to date, the investment portfolio returned 2.71%pa, exceeding the bank bill index benchmark’s 2.01%pa by 0.70%pa.

Without marked-to-market influences, Council’s investment portfolio yielded 2.80%pa for the month. This is based on the actual interest rates being received on existing investments and excludes the underlying changes to the market value of the securities/deposits.

During January, Council’s investment portfolio had $12m in term deposits mature with a weighted average rate of approximately 2.89%pa. The term deposit proceeds were used to meet expenditure requirements. Council’s only new investment for the month was a $2.3m 5 year fixed rate bond from the Commonwealth Bank.

Council has a well-diversified portfolio invested among a range of term deposits and floating rate notes from highly rated Australian ADIs. 80% of the portfolio is spread among the top three credit rating categories (A long term/A2 short term and higher) and NSW T-Corp cash managed funds. It is expected that Council can continue to achieve above benchmark returns with prudent investment selection for its short and long term holdings.

**Disclaimer:** The statements and opinions contained in this report are based on currently prevailing conditions in financial markets and are so contained in good faith and to the belief that such statements and opinion are not false or misleading. In preparing this report, Prudential Investment Services Corp has relied upon information which it believes to be reliable and accurate. Prudential Investment Services Corp believes that this report and the opinions expressed in this report are accurate, but no warranty of accuracy or reliability is given. Prudential Investment Services Corp does not warrant that its investigation has revealed all of the matters which a more extensive examination might disclose. This report may not be reproduced, transmitted, or made available either in part or in whole to any third party without the prior written consent of Prudential Investment Services Corp. AFSL License No. 446145.
RESPONSE TO NOTICE OF MOTION - CHILDCARE

Responsibility Division: Community Development
Officer: Director Community Development
File Number: HC-02-01-2/06
Community Strategic Plan Goal: A safe accessible community

SUMMARY

This report provides a response to the ‘Notice of Motion – Childcare’ resolved at the Ordinary Meeting of Council held on 19 December 2018 (Min. 384 - C12/18-271). The report includes an explanation of the recent changes to the early childhood education and care planning context and the implications for Council. A preliminary overview of education and care (childcare) in the Cumberland Local Government Area (LGA) is also provided based on available data.

Further analysis of education and care supply and demand is underway as part of the Cumberland Children and Families Strategy, which is due to be presented to Council by June 2019.

RECOMMENDATION

That Council receive and note the information contained in this report.

REPORT

At the Ordinary Meeting of Council held on 19 December 2018, Council considered the ‘Notice of Motion – Childcare’, and resolved that:

1. The report on Childcare Services in Cumberland to be delivered in February 2019 also include an explanation of the regulations, policies and guidelines currently used by Council’s planning officers to assess development applications for childcare services including matters relating to evacuation, proximity to major traffic hubs, limits on childcare places, emergency exits and any other relevant matters.

2. Council request a workshop with the peak bodies of the Early Childhood Education and Care sector (including the Australian Childcare Alliance NSW, the Community Early Learning Australia and Family Day Care NSW) to better understand the deficiencies in planning controls and Councils inability to better regulate the provisions contained within the NSW State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017.
3. **Council write to the Federal Minister for Education requesting the release of weekly de-identifiable occupancy data since 2 July 2018 of all childcare services within the Cumberland LGA so that Council can properly assess actual demand and supply and provide a report to council with the data collected.**

4. **Once all reports are received and workshop undertaken, Council write to the NSW Premier, the NSW Minister for Planning, and the NSW Minister for Early Childhood Education, outlining its considered concerns about issues where Council has limited regulating powers and conditions with respect of childcare planning approvals.”**

**Background**

The term ‘education and care’ refers to a number of different types of services. Education and care for children aged under 5 years includes Preschool, Long Day Care (LDC), Occasional Care (OCC) and Family Day Care (FDC). Education and care for primary school aged children primarily includes Out of School Hours Care (OOSH). OOSH services can operate before and after school care as well as vacation care. See Attachment 1 for a glossary of these types of care.

The National Law and Regulations set a national standard for children’s education and care across Australia, meaning the same law is applied to each state and territory. The Regulations support the Law by providing detail on operational requirements including the National Quality Standard (NQS), the process of assessment and rating of a service against the NQS and the minimum requirements relating to the operation of an education and care service. The Australian Children’s Education and Care Quality Authority (ACECQA) is an independent national authority that assists governments in implementing the National Quality Framework (NQF) for children's education and care (ACECQA, 2019).

Education and care services in NSW are regulated by The Early Childhood Education Directorate (ECED) within the NSW Department of Education.

**State Environmental Planning Policy**

The key policies governing the assessment of childcare facilities in Cumberland are the State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017 (SEPP), the Child Care Planning Guideline (included under Attachment 2), as well as Council’s Development Control Plans (Auburn DCP 2010, Parramatta DCP 2011, and Holroyd DCP 2013).

Introduced by the NSW Government in 2017, the SEPP sought to create greater consistency in terms of provision of educational establishments, including childcare facilities. It also sought to streamline the development approvals process by defining certain types of development which are exempt or complying development. Similar to other State Environmental Planning Policies, this SEPP overrides Council’s DCPs where the provisions conflict. Specifically, the SEPP introduced non-discretionary development standards, which means that a development application for a centre-based childcare facility cannot be
refused by Council (or a consent authority) on the grounds of location, provision of indoor/outdoor space, site area and site dimensions, and the colour of building materials or shade structures.

The SEPP further specifies that the following matters in a council’s DCP do not apply:

- Numbers or groupings of children
- Ages and age ratios of children
- Operational or management plans and arrangements
- Demonstrated need for childcare services
- Proximity of a facility to other childcare and early education facilities
- Various other matters covered in the design principles, or regulatory requirements in Parts 2, 3 and 4 of the Child Care Planning Guideline.

What this means in practice is that councils are no longer able to take into consideration or regulate issues such as proposed childcare centre size, design, need, and location of centres, despite many of these issues being considered to be fundamental by Council in the effective planning for, and approval of, childcare facilities across Cumberland. Many of these aspects are considered to have a significant impact on the quality of childcare facilities, and significant concerns around safe evacuation of children from centres and locational issues (for example on major/arterial roads) have been identified by Council staff and industry representatives.

In April 2017, Council prepared and lodged a submission to the NSW Department of Planning and Environment highlighting numerous issues and concerns in relation to the Draft State Environmental Planning Policy (Educational Establishments and Childcare Facilities) 2017. A copy of Council’s submission is included under Attachment 3. Council also contributed to an additional submission prepared by Local Government NSW, which is included under Attachment 4.

Now in effect, there are four major implications for Council as a result of the SEPP and the Child Care Planning Guideline, including:

1. The ongoing ability of Council to impact on the design of education and care services to ensure they are meeting best practice for children who are residents of the LGA or accessing early education and care in the LGA.
2. The ongoing ability of Council to impact on the location of education and care services to ensure they are constructed where they are needed in the LGA.
3. The ongoing ability of Council to impact the type of education and care services that are developed to ensure they meet the needs of workers in and residents of the LGA.
4. The ongoing ability of Council to ensure that the development of education and care services do not impact on the amenity of residents.

**Current Supply of Education and Care in Cumberland LGA**

As part of the Cumberland Children and Families Strategy under development, Council has undertaken an initial investigation into the current provision of education and care
services across the Cumberland LGA and its suburbs. This includes an audit and mapping of all centres approved and in operation (Sourced from the Australian Children’s Education & Care Quality Authority (ACECQA) national register, 16 January 2019).

It should be noted that there is limited data currently available that enables Council to properly assess local supply and demand of education and care services. To address this, Council is undertaking a survey with local service providers around service utilisation. Council has also written to the Minister for Education requesting the release of weekly de-identifiable occupancy data of all childcare services within the Cumberland LGA as per Part 3 of the Council resolution (Min. 384 - C12/18-271).

There are currently a total of 161 childcare services within the Cumberland LGA. This excludes occasional care, which is currently not monitored by ACECQA. Education and care in Cumberland is provided by a variety of approved providers including Council, for-profit, not for profit and community or church based services.

Across the Cumberland LGA, there are currently:

- 9 preschools
- 96 long day care centres
- 25 family day care schemes
- 31 out of school hours (OOSH) services.

**Breakdown of Service Type by Suburb**

<table>
<thead>
<tr>
<th>Suburb</th>
<th>Preschool</th>
<th>Long Day Care</th>
<th>Family Day Care</th>
<th>OOSH</th>
<th>Total Number of Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auburn</td>
<td>1</td>
<td>13</td>
<td>9</td>
<td>3</td>
<td>26</td>
</tr>
<tr>
<td>Berala</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Chester Hill</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Girraween</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Granville</td>
<td>1</td>
<td>8</td>
<td>0</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>Greystanes</td>
<td>0</td>
<td>10</td>
<td>0</td>
<td>6</td>
<td>16</td>
</tr>
<tr>
<td>Guildford</td>
<td>0</td>
<td>12</td>
<td>3</td>
<td>3</td>
<td>18</td>
</tr>
<tr>
<td>Holroyd</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Homebush</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>West</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lidcombe</td>
<td>1</td>
<td>8</td>
<td>0</td>
<td>2</td>
<td>11</td>
</tr>
<tr>
<td>Mays Hill</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Merrylands</td>
<td>2</td>
<td>20</td>
<td>5</td>
<td>2</td>
<td>29</td>
</tr>
<tr>
<td>Merrylands</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>West</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Old Guildford</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pemulwuy</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Pendle Hill</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>4</td>
</tr>
</tbody>
</table>
Current Place Capacity

The Cumberland LGA has a total capacity of 12,586 education and care places per day. 10,214 of these places are for children aged 0-5 years. This number is for places only and may not represent the number of children. There are often multiple children who can utilise one place across different days and hours or the same child may attend more than one service. There are 20,180 children aged 0-5 years and 20,366 children aged 5-11 years in Cumberland (ABS, Census 2016).

Within Cumberland, family day care has the largest capacity of the service types. Family day care schemes are approved for a set number of educators; this varies from scheme to scheme. Cumberland LGA’s 25 family day care schemes have the capacity to care for up to 5536 children aged 0-5 years old at any given time. Family day care educators may also care for school aged children, however, to estimate this capacity is complex due to many variables.

There are a total of 4350 places at long day care centres and 328 places at preschools within the Cumberland LGA. Long day care services, who cater for 3-5 year olds, also deliver a preschool program to support the transition to school.

In the form of before school care, after school care and/or vacation care, OOSH services in Cumberland offer a total of 2372 places. Refer to the Chart 1 for ‘Total Place Capacity by Service Type.’
Council Meeting  
20 February 2019

Chart 1: Total Place Capacity by Service Type

<table>
<thead>
<tr>
<th>Service</th>
<th>Suburb</th>
<th>Age of Children</th>
<th>Service Type</th>
<th>Places</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auburn Long Day Care Centre</td>
<td>Auburn</td>
<td>0-5</td>
<td>Long day care</td>
<td>48</td>
</tr>
<tr>
<td>Frances Fisk Child Care Centre</td>
<td>Granville</td>
<td>0-5</td>
<td>Long day care</td>
<td>40</td>
</tr>
<tr>
<td>*Friend Park Children’s Centre</td>
<td>Wentworthville</td>
<td>0-5</td>
<td>Long day care</td>
<td>22</td>
</tr>
<tr>
<td>Guildford West Children's Centre</td>
<td>Guildford West</td>
<td>0-5</td>
<td>Long day care</td>
<td>48</td>
</tr>
<tr>
<td>Holroyd Children’s Centre Banksia</td>
<td>Merrylands</td>
<td>0-3</td>
<td>Long day care</td>
<td>30</td>
</tr>
<tr>
<td>Holroyd Children’s Centre Gumnut Grove</td>
<td>Merrylands</td>
<td>3-5</td>
<td>Long day care</td>
<td>45</td>
</tr>
<tr>
<td>Pemulwuy Children’s Centre</td>
<td>Pemulwuy</td>
<td>0-5</td>
<td>Long day care</td>
<td>65</td>
</tr>
<tr>
<td>Wenty Children’s Centre</td>
<td>Greystanes</td>
<td>0-5</td>
<td>Long day care</td>
<td>48</td>
</tr>
<tr>
<td>The Sometime Centre</td>
<td>Merrylands</td>
<td>0-5</td>
<td>Occasional Care</td>
<td>30</td>
</tr>
<tr>
<td>Cumberland Council Family Day</td>
<td>Merrylands</td>
<td>0-13</td>
<td>Family Day Care</td>
<td>75 educators</td>
</tr>
<tr>
<td>Guildford West</td>
<td>Merrylands</td>
<td>Primary</td>
<td>Out of School</td>
<td>120</td>
</tr>
</tbody>
</table>

*Friends Park Children’s Centre is operated by the Council in partnership with a local community group.

Snapshot of Council Owned and Operated Education and Care Services

Council directly operates a range education and care services included within the above service breakdowns, these include:
Service | Suburb | Age of Children | Service Type | Places
---|---|---|---|---
OOSH | | school age | Hours Care | 
**Parramatta West OOSH** | Parramatta West | Primary school age | Out of School Hours Care | 120
Pemulwuy OOSH | Pemulwuy | Primary school age | Out of School Hours Care | 60
Pendle Hill OOSH | Pendle Hill | Primary school age | Out of School Hours Care | 120
Ringrose OOSH | Greystanes | Primary school age | Out of School Hours Care | 120
Sherwood Grange OOSH | Merrylands | Primary school age | Out of School Hours Care | 120
Widemere OOSH | Greystanes | Primary school age | Out of School Hours Care | 45

* Friend Park Children’s Centre is currently closed for renovation. Children previously attending the service were transitioned into Council’s other education and care services.

**Parramatta West OOSH is located just outside the Cumberland LGA boundary. This service, as with many other services outside the LGA parameters, continues to service the children and families of Cumberland.

**Considering Service Quality**

There are many factors families consider when selecting education and care for their child. Service quality can be a major consideration which ultimately impacts utilisation. Education and care services are periodically assessed and rated against 7 quality areas of the National Quality Standard. Possible ratings results are:

- Excellent - this rating can only be awarded by application
- Exceeding National Quality Standard
- Meeting National Quality Standard
- Working Towards National Quality Standard
- Significant Improvement required - the regulatory authority will take immediate action.

**Table 3: Assessment and Ratings Results Comparing Cumberland and NSW**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Council Operated Services</th>
<th>Council %</th>
<th>All Education and Care Services in Cumberland</th>
<th>Cumberland %</th>
<th>All Education and Care Services in NSW</th>
<th>NSW %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>16</td>
<td>0.3%</td>
</tr>
<tr>
<td>Exceeding National Quality Standard</td>
<td>10</td>
<td>62.5%</td>
<td>33</td>
<td>20.5%</td>
<td>1456</td>
<td>27%</td>
</tr>
<tr>
<td>Meeting National Quality</td>
<td>5</td>
<td>31%</td>
<td>60</td>
<td>37.5%</td>
<td>2396</td>
<td>44%</td>
</tr>
</tbody>
</table>
Ensuring supply meets demand (and that there is no oversupply) for education and care services in Cumberland is important but so too is ensuring that the provision of education and care in the LGA is high quality and meets the cultural and social needs of residents.

**Further Work Underway**

Council has engaged Cred Consulting to oversee a full analysis of the supply and demand for Cumberland’s education and care services as a component of the *Cumberland Children and Families Strategy*.

This includes a demographic analysis that considers the increasing population, the social and cultural diversity of the LGA and the impact on demand for a range of education and care services to support the population. As mentioned earlier, the availability of data to properly assess supply and demand is limited. Council is currently surveying local providers of education and care to ascertain further data. Local service providers have been invited to complete a survey that specifically seeks data about vacancies and waiting lists. Surveys can be completed online or via telephone prior to the end of February 2019.

Council is also delivering a range of broader community engagement activities to enable community input into the development of the *Cumberland Children and Families Strategy*. An additional survey for residents aims to capture the priorities and issues impacting children and families in Cumberland, with one section focusing on
education and care; what factors are most important when selecting a service and which suburbs they believe there is a need for further childcare services. This survey also closes in February 2019.

Consistent with Part 2 of the Council resolution (Min. 384 - C12/18-271), Council will also host a workshop with peak bodies of the Education and Care sector and local service providers on Thursday 11 April 2019 from 10m to 1pm at the Holroyd Centre to present the findings of its supply and demand analysis. Council Planning and Children’s Services staff will participate in and provide input into the workshop.

This further work will provide a more comprehensive analysis into supply and demand for education and care services across the Cumberland LGA and its suburbs in 2019 and to 2036. It will also assist in the development of a rate of provision for education and care specific to Cumberland and continue to address how the SEPP and statutory requirements affect Council’s ability to plan for and manage local services. Upon completion of this further work, Council will be in an improved position to undertake further advocacy action as required by Part 4 of the Council resolution.

COMMUNITY ENGAGEMENT

The Cumberland Children and Families Strategy involves a number of stages of community engagement, which are summarised below:

1. Stage 1 (July to November 2018): Over 300 parents/carers and 330 children participated in a survey and engagement activities to share their ideas and provide input into how to improve Cumberland for children and families.
2. Stage 2 (December 2018 to February 2019): ‘Have your say’ online survey launched asking families in the community to prioritise issues and areas most important to them.
3. Stage 3 (March 2019): Children and families will be invited to focus groups to assist in the development of actions.
4. Stage 4 (April 2019): Internal and External Workshops will be held with Council staff and the Education and Care sector and local service providers to share findings and assist in the development of actions.

The Cumberland Children and Families Strategy, is due to be presented to Council by June 2019 for public exhibition. A further Councillor Briefing will be scheduled prior to this time.

POLICY IMPLICATIONS

There are significant policy implications for all councils arising from the introduction of the SEPP, and the areas where the SEPP overrides the local planning controls of councils. Of particular concern to Cumberland are the locational, size, operational, and demonstrated need criteria which are overridden by the SEPP, and cannot currently be used as grounds for refusal for a Development Application. At present the key avenue to address these implications is through ongoing advocacy for change, continued dialogue with the childcare sector, and through the research and analysis currently being undertaken by Council staff.
RISK IMPLICATIONS

Whilst the risks to Council are considered minimal, given that the State legislation overrides Council’s development control plans, this report identifies broader risks for the community, both in terms of children’s safety and more generally about the potential for provision of poorer-quality childcare facilities enabled by the SEPP. Council has already taken action to address these broader risks through its previous advocacy actions, as well as the needs analysis work being undertaken by Council for the development of the Cumberland Children and Families Strategy.

FINANCIAL IMPLICATIONS

Existing budget allocation has been provided to prepare the Cumberland Children and Families Strategy in the 2018/19 approved budget. This includes all community engagement activities and the supply and demand study for education and care services in Cumberland.

CONCLUSION

Council has a role to plan for, regulate and deliver services for children and families in Cumberland. The new State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017, however, limits the role of Council as a consent authority on influencing where new early childhood education and care services can be built in the LGA and the design of the services. For centre-based education and care facilities, the matters for consideration in the SEPP and the Child Care Planning Guideline take precedence over controls in Council’s DCPs. This impacts on how Council can direct the delivery of new services in the future.

A comprehensive analysis of childcare supply and demand is underway as part of the Cumberland Children and Families Strategy. This further work along with the planned workshop with peak bodies of the Education and Care sector and local service providers will inform further advocacy action that seeks to improve Council’s ability to plan for and manage local education and care services into the future.

ATTACHMENTS

1. Glossary - Types of Education and Care
2. NSW Child Care Planning Guideline (2017)
3. Council's Submission to NSW Department of Planning - Draft Education and Childcare SEPP (April 2017)
4. LGNSW Submission to NSW Department of Planning - Draft Education and Childcare SEPP (April 2017)
Attachment 1
Glossary - Types of Education and Care
GLOSSARY

Types of education and care

**Family Day Care (FDC)** is home based childcare where educators work within their own homes and care for up to 4 children aged 0-5 years and up to 3 additional children of primary school age. Educators can care for their own children in this setting however they are counted within the ratios. Family day care educators are registered with an approved provider which acts as a coordination unit.

**Long Day Care (LDC)** centres provide care for children under primary school age. These services can offer extended hours for working parents. LDC services are required to deliver a transition to school or preschool program if they care for 3-5 year olds.

**Occasional Care** offers short, flexible periods of care for children. This service may suit parents who are studying, working part-time or are required to attend appointments. Fees are charged by the hour. Occasional care can be booked on a regular or irregular basis.

**Out of School Hours (OOSH)** services offer care for primary school aged children before and after school, during the school term, and vacation care, during the school holidays. OOSH services can be located on school grounds or within close proximity.

**Preschool (PS)** services offer planned programs for children prior to their commencement of primary school. Preschools typically target children aged 3 – 5 years providing education and care to support the transition to school. These services generally operate school hours during the school term. Preschools can also be referred to as kindergarten or prep, particularly in other states.
Attachment 2

NSW Child Care Planning Guideline (2017)
Minister’s Foreword

New South Wales’ population is growing, as more people choose to live here and grow their families here. It’s a reflection of the strength of our economy, the jobs being delivered and the enviable lifestyle our state has to offer.

This population growth, particularly in families, is also driving strong demand for child care. NSW currently has about 1.35 million children under 12 years of age and by 2036 that number will increase by more than 250,000 with a projected demand for 2,700 more long day care centres. The NSW Government is taking proactive steps in planning for our growing population’s future.

The community has told us it wants more affordable and flexible quality child care that is closer to home and jobs. To achieve this our planning system needs to have clear regulations and guidelines.

The proposed changes to the planning laws relating to child care facilities and this Guideline will streamline planning approvals to deliver more affordable quality child care services in locations where families need them most.

Early childhood education is important to families, communities and our future, it helps parents gain employment, which benefits the quality of life and our economy and encourages healthy child development.

Child care facilities must provide a safe environment where every child has the opportunity to explore, interact and learn. They should include areas that embrace the natural environment while providing shady areas for learning and play. Designing facilities with staff in mind will deliver functional spaces and better supervision of children.

This Guideline will assist the industry to deliver early childhood education facilities that are of the highest standard.

The policy and this Guideline will align NSW planning controls with the National Quality Framework for early education and care, creating more certainty for developers and operators seeking service approval. NSW is the first state to achieve this outcome.

The NSW Government has worked closely with the industry, councils and stakeholders in the development of our new policy and this Guideline. On behalf of the NSW Government, I would like to thank all of those involved.

The Hon. Anthony Roberts MP
Minister for Planning
Contents

1. Introduction 1
   1.1 About this Guideline 2
   1.2 Who is the Guideline for? 2
   1.3 What are the planning objectives? 2
   1.4 Where does this Guideline fit? 2

2. Design quality principles 4

3. Matters for consideration 8
   3.1 Site selection and location 9
   3.2 Local character, streetscape and the public domain interface 11
   3.3 Building orientation, envelope, building design and accessibility 12
   3.4 Landscaping 15
   3.5 Visual and acoustic privacy 15
   3.6 Noise and air pollution 17
   3.7 Hours of operation 18
   3.8 Traffic, parking and pedestrian circulation 18

4. Applying the National Regulations to development proposals 22
   A. Internal physical environment 24
      4.1 Indoor space requirements 24
      4.2 Laundry and hygiene facilities 25
      4.3 Toilet and hygiene facilities 26
      4.4 Ventilation and natural light 27
      4.5 Administrative space 28
      4.6 Nappy change facilities 29
      4.7 Premises designed to facilitate supervision 30
      4.8 Emergency and evacuation procedures 31
   B. External physical environment 32
      4.9 Outdoor space requirements 32
      4.10 Natural environment 35
      4.11 Shade 36
      4.12 Fencing 37
      4.13 Soil assessment 38
   C. Best practice example 40
   D. National Quality Framework Assessment Checklist 42

5. Glossary of Terms 44
1. Introduction

This Guideline establishes the assessment framework to deliver consistent planning outcomes and design quality for centre-based child care facilities in NSW
1.1 About this Guideline

State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017 (the SEPP) determines that a consent authority must take into consideration this Guideline when assessing a development application (DA) for a centre-based child care facility. It also determines this Guideline will take precedence over a Development Control Plan (DCP), with some exceptions, where the two overlap in relation to a child care facility.

This Guideline informs state and local government, industry and the community about how good design can maximise the safety, health and overall care of young children. At the same time, it aims to deliver attractive buildings that are sympathetic to the streetscape and appropriate for the setting while minimising any adverse impacts on surrounding areas. It will help achieve a high level of design that is practical and aligned with the National Quality Framework.

The Guideline will provide a consistent statewide planning and design framework for preparing and consenting DAs for child care facilities.

1.2 Who is the Guideline for?

The Guideline is to assist and inform:
• developers, builders, child care providers and other professionals when preparing DAs for child care facilities
• planning professionals in state and local government when assessing development proposals by ensuring they know what defines a quality and compliant child care facility that can achieve subsequent service approval
• the wider community about planning and design considerations for the delivery of quality child care facilities.

1.3 What are the planning objectives?

The planning objectives of this Guideline are to:
• promote high quality planning and design of child care facilities in accordance with the physical requirements of the National Regulations
• ensure that child care facilities are compatible with the existing streetscape, context and neighbouring land uses
• minimise any adverse impacts of development on adjoining properties and the neighbourhood, including the natural and built environment
• deliver greater certainty to applicants, operators and the community by embedding the physical requirements for service approval into the planning requirements for child care facilities.

1.4 Where does this Guideline fit?

The SEPP generally provides that Development Control Plans needing to regulate development for a child care facility will not apply, except for controls relating to building height, rear and side setbacks and car parking rates. The following table helps different users understand how the Guideline fits with the SEPP, and how they should apply it.

The Guidelines will also assist users whose proposals do not require development consent, choose appropriate sites and locations, and also awareness of potential issues and impacts (for example providers seeking to temporarily re-locate after an emergency).
### Application of Child Care Planning Guideline

<table>
<thead>
<tr>
<th>SEPP Provision</th>
<th>Proponents</th>
<th>Consent authorities</th>
<th>Regulatory authority:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guideline as a consideration</td>
<td>Use the Guideline when preparing a development application to ensure once built, the development meets the physical requirements for the subsequent service approval application.</td>
<td>Consider Parts 2, 3 and 4 of the Guideline. Review the National Quality Framework Assessment Checklist.</td>
<td>Assess Concurrence request against relevant sections of Part 4 and the National Quality Framework Assessment Checklist.</td>
</tr>
<tr>
<td>Controls in Development Control Plans</td>
<td>The provisions of the Child Care Planning Guideline will generally take precedence over a DCP, other than building height, side and rear setbacks and car parking rates. Where there is no DCP, use all Parts of the Guideline to inform DA preparation.</td>
<td>The provisions of the Child Care Planning Guideline will generally take precedence over a DCP, other than building height, side and rear setbacks and car parking rates. Where there are no DCP provisions consider the development application against the matters in the Guideline.</td>
<td>N/A.</td>
</tr>
</tbody>
</table>
2. Design quality principles

This Part outlines the design quality principles

The design quality principles establish the broad design context guide of all new proposals for child care facilities, regardless of whether they are stand alone, part of a mixed-use development, modifications or retrofits of existing buildings or seeking to occupy premises without incurring new building works.

Good design is integral to creating sustainable and liveable communities. There is growing appreciation of the significant role that good design can play in education with increasing evidence that learning outcomes are closely related to the quality of learning environments.

Factors such as air quality, ventilation, natural lighting, thermal comfort and acoustic performance have been shown to have a profound impact on learning, engagement, social interactions and competencies. They also contribute to wellbeing through creating a sense of belonging, self-esteem and confidence.
Design quality principles

Principle 1 - Context
Good design responds and contributes to its context, including the key natural and built features of an area, their relationship and the character they create when combined. It also includes social, economic, health and environmental conditions.
Well-designed child care facilities respond to and enhance the qualities and identity of the area including adjacent sites, streetscapes and neighbourhood.
Well-designed child care facilities take advantage of its context by optimising nearby transport, public facilities and centres, respecting local heritage, and being responsive to the demographic, cultural and socio-economic makeup of the facility users and surrounding communities.

Principle 2 - Built form
Good design achieves a scale, bulk and height appropriate to the existing or desired future character of the surrounding area.
Good design achieves an appropriate built form for a site and the building’s purpose in terms of building alignments, proportions, building type, articulation and the manipulation of building elements. Good design also uses a variety of materials, colours and textures.
Appropriate built form defines the public domain, contributes to the character of streetscapes and parks, including their views and vistas, and provides internal amenity and outlook.
Contemporary facility design can be distinctive and unique to support innovative approaches to teaching and learning, while still achieving a visual appearance that is aesthetically pleasing, complements the surrounding areas, and contributes positively to the public realm.

Principle 3 - Adaptive learning spaces
Good facility design delivers high quality learning spaces and achieves a high level of amenity for children and staff, resulting in buildings and associated infrastructure that are fit-for-purpose, enjoyable and easy to use. This is achieved through site layout, building design, and learning spaces fit-out.
Good design achieves a mix of inclusive learning spaces to cater for all students and different modes of learning. This includes appropriately designed physical spaces offering a variety of settings, technology and opportunities for interaction.

Principle 4 - Sustainability
Sustainable design combines positive environmental, social and economic outcomes.
This includes use of natural cross ventilation, sunlight and passive thermal design for ventilation, heating and cooling reducing reliance on technology and operation costs. Other elements include recycling and re-use of materials and waste, use of sustainable materials and deep soil zones for groundwater recharge and vegetation.
Well-designed facilities are durable and embed resource efficiency into building and site design, resulting in less energy and water consumption, less generation of waste and air emissions and reduced operational costs.
**Principle 5 - Landscape**

Landscape and buildings should operate as an integrated and sustainable system, resulting in attractive developments with good amenity. A contextual fit of well-designed developments is achieved by contributing to the landscape character of the streetscape and neighbourhood.

Well-designed landscapes make outdoor spaces assets for learning. This includes designing for diversity in function and use, age-appropriateness and amenity.

Good landscape design enhances the development’s environmental performance by retaining positive natural features which contribute to the local context, coordinating water and soil management, solar access, micro-climate, tree canopy, habitat values and preserving green networks.

---

**Principle 6 - Amenity**

Good design positively influences internal and external amenity for children, staff and neighbours. Achieving good amenity contributes to positive learning environments and the well-being of students and staff.

Good amenity combines appropriate and efficient indoor and outdoor learning spaces, access to sunlight, natural ventilation, outlook, visual and acoustic privacy, storage, service areas and ease of access for all age groups and degrees of mobility.

Well-designed child care facilities provide comfortable, diverse and attractive spaces to learn, play and socialise.

---

**Principle 7 - Safety**

Well-designed child care facilities optimise the use of the built and natural environment for learning and play, while utilising equipment, vegetation and landscaping that has a low health and safety risk, and can be checked and maintained efficiently and appropriately.

Good child care facility design balances safety and security with the need to create a welcoming and accessible environment. It provides for quality public and private spaces that are inviting, clearly defined and allow controlled access for members of the community. Well-designed child care facilities incorporate passive surveillance and Crime Prevention Through Environmental Design (CPTED).
This Part covers matters for consideration

The considerations give guidance to applicants on how to design a high-quality proposal that takes account of its surroundings and any potential environmental impacts the development may cause and to be mindful of potential impacts that may arise from existing uses and conditions within a locality.

The matters support the design principles and must be considered by the consent authority when assessing a DA for a child care facility. Child care facilities can be developed in a broad range of locations and need to be flexible in how they respond to the requirements and challenges this brings.
3.1 Site selection and location

Not all sites will be suitable for child care facilities. This Guideline aims to help proponents choose a suitable site for a new service or facility. The most important question for each applicant to: is the neighbourhood a good “fit” for the proposal?

The location and physical context of a child care facility should be safe and healthy for children. There are several environmental hazards to be aware of when locating a new proposal, for example, bush fire and flood prone land, and contaminated land. In addition, local councils may identify areas of significant hazard in their planning instruments and policies.

Child care facilities should also be compatible with the surrounding land uses. The predominant issues will vary depending on the location and setting of the site, the type of development being proposed, and the type of surrounding land use.

Issues will differ depending on how urbanised or how rural the area is. While matters such as fire safety and evacuation may be a priority in a high rise building in metropolitan areas, impact on residential amenity may be more significant in suburban areas, and potential impacts from agricultural activities such as aerial spraying or odours maybe more important in rural areas.

Considerations

Objective: To ensure that appropriate zone considerations are assessed when selecting a site.

C1

For proposed developments in or adjacent to a residential zone, consider:

- the acoustic and privacy impacts of the proposed development on the residential properties
- the setbacks and siting of buildings within the residential context
- traffic and parking impacts of the proposal on residential amenity

For proposed developments in commercial and industrial zones, consider:

- potential impacts on the health, safety and wellbeing of children, staff and visitors with regard to local environmental or amenity issues such as air or noise pollution and local traffic conditions
- the potential impact of the facility on the viability of existing commercial or industrial uses

For proposed developments in public or private recreation zones, consider:

- the compatibility of the proposal with the operations and nature of the community or private recreational facilities
- if the existing premises is licensed for alcohol or gambling
- if the use requires permanent or casual occupation of the premises or site
- the availability of on site parking
- compatibility of proposed hours of operation with surrounding uses, particularly residential uses
- the availability of appropriate and dedicated sanitation facilities for the development.

For proposed developments on school, TAFE or university sites in Special Purpose zones, consider:

- the compatibility of the proposal with the operation of the institution and its users
- the proximity of the proposed facility to other uses on the site, including premises licensed for alcohol or gambling
- proximity to sources of noise, such as places of entertainment or mechanical workshops
- proximity to odours, particularly at agricultural institutions
- previous uses of premises such as scientific, medical or chemical laboratories, storage areas and the like.

Objective: To ensure that the site selected for a proposed child care facility is suitable for the use.

C2

When selecting a site, ensure that:

- the location and surrounding uses are compatible with the proposed development or use
- the site is environmentally safe including risks such as flooding, land slip, bushfires, coastal hazards
- there are no potential environmental contaminants on the land, in the building or the general proximity, and whether hazardous materials remediation is needed
- the characteristics of the site are suitable for the scale and type of development proposed having regard to:
  - size of street frontage, lot configuration, dimensions and overall size
  - number of shared boundaries with residential properties
  - the development will not have adverse environmental impacts on the surrounding area, particularly in sensitive environmental or cultural areas
Matters for consideration

- where the proposal is to occupy or retrofit an existing premises, the interior and exterior spaces are suitable for the proposed use
- there are suitable drop off and pick up areas, and off and on street parking
- the type of adjoining road (for example classified, arterial, local road, cul-de-sac) is appropriate and safe for the proposed use
- it is not located closely to incompatible social activities and uses such as restricted premises, injecting rooms, drug clinics and the like, premises licensed for alcohol or gambling such as hotels, clubs, cellar door premises and sex services premises.

**Objective:** To ensure that sites for child care facilities are appropriately located.

**C3**

A child care facility should be located:
- near compatible social uses such as schools and other educational establishments, parks and other public open space, community facilities, places of public worship
- near or within employment areas, town centres, business centres, shops
- with access to public transport including rail, buses, ferries
- in areas with pedestrian connectivity to the local community, businesses, shops, services and the like.

**Objective:** To ensure that sites for child care facilities do not incur risks from environmental, health or safety hazards.

**C4**

A child care facility should be located to avoid risks to children, staff or visitors and adverse environmental conditions arising from:
- proximity to:
  - heavy or hazardous industry, waste transfer depots or landfill sites
  - LPG tanks or service stations
  - water cooling and water warming systems
  - odour (and other air pollutant) generating uses and sources or sites which, due to prevailing land use zoning, may in future accommodate noise or odour generating uses
  - extractive industries, intensive agriculture, agricultural spraying activities
  - any other identified environmental hazard or risk relevant to the site and/or existing buildings within the site.

Child Care Planning Guideline   Delivering quality child care for NSW
3.2 Local character, streetscape and the public domain interface

A detailed understanding of the overall site context will help create a well-designed and integrated child care facility. Context is the character and setting of the area within which the facility will sit. This character and setting is influenced by environmental, physical, economic and social factors.

New developments should appropriately consider surrounding identified heritage items and identified heritage conservation areas. Local heritage provisions may apply to the proposal.

The key priorities when responding to character and context are:

- **Community** - understanding social dynamics can help developments reinforce local communities.
- **Harmony** - drawing inspiration from indigenous character and heritage can strengthen local identity.
- **Natural resources** - maximising use of the intrinsic resources of the site can create more sustainable developments.
- **Connectivity** - understanding existing street and road linkages can help develop an effective and integrated movement framework.
- **Feasibility** - ensuring schemes are economically viable and deliverable.
- **Vision** - understanding the aspirations of the site within the setting of the wider area.

Streetscape impacts are integral to local character and identity. Streetscape is particularly important in areas with strong unified, environmental, architectural, design, planting or cultural character such as scenic protection areas, environmental protection areas or heritage and urban conservation areas.

The public domain interface is the transition area between the child care facility, its private or communal space at the street edge and the public domain. The interface contributes to the quality and character of the street. The key components of the interface include entries, fences and walls, changes in level, service locations, interactions with outdoor play spaces and the location and size of street facing windows.

### Considerations

**Objective:** To ensure that the child care facility is compatible with the local character and surrounding streetscape.

C5

The proposed development should:
- contribute to the local area by being designed in character with the locality and existing streetscape
- reflect the predominant form of surrounding land uses, particularly in low density residential areas
- recognise predominant streetscape qualities, such as building form, scale, materials and colours
- include design and architectural treatments that respond to and integrate with the existing streetscape
- use landscaping to positively contribute to the streetscape and neighbouring amenity
- integrate car parking into the building and site landscaping design in residential areas.

**Objective:** To ensure clear delineation between the child care facility and public spaces.

C6

Create a threshold with a clear transition between public and private realms, including:
- fencing to ensure safety for children entering and leaving the facility
- windows facing from the facility towards the public domain to provide passive surveillance to the street and safety measure and connection between the facility and the community
- integrating existing and proposed landscaping with fencing.

C7

On sites with multiple buildings and/or entries, pedestrian entries and spaces associated with the child care facility should be differentiated to improve legibility for visitors and children by changes in materials, plant species and colours.
3.3 Building orientation, envelope and design

Orientation refers to the position of a building and its internal spaces in relation to its site, the street, the subdivision and neighbouring buildings, vistas and weather factors such as sun and wind. Building orientation influences the urban form of the street and building address. In residential areas, orientation of the facility may directly affect residential amenity including solar access and visual and acoustic privacy.

The building envelope is determined by the permissible building height and site setbacks. In combination with height and setbacks, the following elements of building design make up the overall built form.

**Building height** helps shape the desired future character of a place relative to its setting and topography.

**Setbacks** are expressed as distance of a building from property boundaries and are important to the amenity of new development and buildings on adjacent sites. Setbacks to the street establish the alignment of buildings along a street frontage. Combined with building height and road reservation, street setbacks define the proportion and scale of the street and contribute to the character of the public domain.

**Flats and mixed use** primarily apply to mixed use developments.

**Design and form** defines a building as viewed from a distance and makes a strong contribution to local character. Aesthetics and articulation can assist in refining the form and enhancing it with scale and proportion.

**Iron and design** forms an important part of the skyline and may provide opportunities for open space.

**Materials and finishes** provide visual interest and create good amenity and a positive visual impact through consistency of finish, well-considered use of colour and texture, durability of surface finishes and fixtures, resistance to damage and vandalism, and minimal recurrent maintenance.

Buildings for child care services must be designed so that they are safe and secure for children, staff and other users. Child care facilities need to allow equitable access by all members of the community, including those with disabilities. They should also provide suitable play areas for children with disabilities.
Considerations

Objective: To respond to the streetscape and site, while optimising solar access and opportunities for shade.

C11

 Orient the development on a site and design the building layout to:

- ensure visual privacy and minimise potential noise and overshadowing impacts on neighbours by:
  - facing doors and windows away from private open space, living rooms and bedrooms in adjoining residential properties
  - placing play equipment away from common boundaries with residential properties
  - locating outdoor play areas away from residential dwellings and other sensitive uses
- optimise solar access to internal and external play areas
- avoid overshadowing of adjoining residential properties
- minimise cut and fill
- ensure buildings along the street frontage define the street by judicious setting
- ensure that where a child care facility is located above ground level, outdoor play areas are protected from wind and other climatic conditions.

Objective: To ensure that the scale of the child care facility is compatible with adjoining development and the impact on adjoining buildings is minimised.

C12

The following matters may be considered to minimise the impacts of the proposal on local character:

- building height should be consistent with other buildings in the locality
- building height should respond to the scale and character of the street
- setbacks should allow for adequate privacy for neighbours and children at the proposed child care facility
- setbacks should provide adequate access for building maintenance
- setbacks to the street should be consistent with the existing character.

Objective: To ensure that setbacks from the boundary of a child care facility are consistent with the predominant development within the immediate context.

C13

Where there are no prevailing setback controls minimum setbacks to classified roads should be 10 metres. On other road frontages where there are existing buildings within 50 metres, the setback should be the average of the two closest buildings. Where there are no buildings within 50 metres, the same setback is required for the predominant adjoining land use.
Matters for consideration

C14
On land in a residential zone, side and rear boundary setbacks should observe the prevailing setbacks required for a dwelling house.

Objective: To ensure that the built form, articulation and scale of development relates to its context and buildings are well designed to contribute to an area’s character.

C15
The built form of the development should contribute to the character of the local area, including how it:
- respects and responds to its physical context such as adjacent built form, neighbourhood character, streetscape quality and heritage
- contributes to the identity of the place
- retains and reinforces existing built form and vegetation where significant
- considers heritage within the local neighbourhood including identified heritage items and conservation areas
- responds to its natural environment including local landscape setting and climate
- contributes to the identity of place.

Objective: To ensure that buildings are designed to create safe environments for all users.

C16
Entry to the facility should be limited to one secure point which is:
- located to allow ease of access, particularly for pedestrians
- directly accessible from the street where possible
- directly visible from the street fromage
- easily monitored through natural or camera surveillance
- not accessed through an outdoor play area
- in a mixed-use development, clearly defined and separate from entrances to other uses in the building.

Objective: To ensure that child care facilities are designed to be accessible by all potential users.

C17
Accessible design can be achieved by:
- providing accessibility to and within the building in accordance with all relevant legislation
- linking all key areas of the site by level or ramped pathways that are accessible to prams and wheelchairs, including between all car parking areas and the main building entry
- providing a continuous path of travel to and within the building, including access between the street entry and car parking and main building entrances. Platform lifts should be avoided where possible
- minimizing ramping by ensuring building entries and ground floors are well located relative to the level of the footpath.


1 Child Care Planning Guideline  Delivering quality child care for NSW
3.4 Landscaping

Landscaping of child care facilities can play an important role in integrating facilities into the surrounding streetscape and context. Good integration of facilities benefits neighbours and future residents.

Special attention is required when designing landscaping for sites on bush fire prone land. (For detailed guidance refer to Planning for Bush Fire Protection and NSW Rural Fire Service website.) The type, location and ongoing maintenance of landscaping within the Asset Protection Zone (APZ) is a necessary Bush Fire Protection Measure.

Considerations

**Objective: To provide landscape design that contributes to the streetscape and amenity.**

- **CT18**
  
  Appropriate planting should be provided along the boundary integrated with fencing. Screen planting should not be included in calculations of unencumbered outdoor space.

  Use the existing landscape where feasible to provide a high quality landscaped area by:
  
  - reflecting and reinforcing the local context
  - Incorporating natural features of the site, such as trees, rocky outcrops and vegetation communities into landscaping.

- **CT19**
  
  Incorporate car parking into the landscape design of the site by:
  
  - planting shade trees in large car parking areas to create a cool outdoor environment and reduce summer heat radiating into buildings
  - taking into account streetscape, local character and context when siting car parking areas within the front setback
  - using low level landscaping to soften and screen parking areas.

3.5 Visual and acoustic privacy

Visual privacy is about allowing residents on adjacent properties to occupy their private space without being overlooked by child care facilities and ensuring child care facilities are not overlooked by neighbouring properties. Privacy is influenced by the activities in each of the spaces where overlooking may occur, the times and frequency these spaces are being used, the expectations of occupants for privacy and residents’ willingness to reduce overlooking with screening devices.

Acoustic privacy involves reducing sound transmission between activity rooms and outdoor play areas of the child care facility and its neighbours. Design and site layout are the main ways of reducing acoustic impacts for example:

- site context and orientation of the building
- building design including the location of public and private open spaces and the arrangement of internal spaces
- physical relationship to surrounding uses
- building separation and providing physical barriers between the outdoor areas and the noise receivers.

Outdoor areas near residential uses can be designed to encourage more passive activities. Acoustic attenuation measures can be used to reduce reflected noise and once a facility is operating the installation of public address systems should be discouraged.
**Considerations**

**Objective: To protect the privacy and security of children attending the facility.**

**C20**

Open balconies in mixed use developments should not overlook facilities nor overhang outdoor play spaces.

**C21**

Minimise direct overlooking of indoor rooms and outdoor play spaces from public areas through:
- appropriate site and building layout
- suitably locating pathways, windows and doors
- permanent screening and landscape design.

**Objective: To minimise impacts on privacy of adjoining properties.**

**C22**

Minimise direct overlooking of main internal living areas and private open spaces in adjoining developments through:
- appropriate site and building layout
- suitable location of pathways, windows and doors
- landscape design and screening.

**Objective: To minimise the impact of child care facilities on the acoustic privacy of neighbouring residential developments.**

**C23**

A new development, or development that includes alterations to more than 50 per cent of the existing floor area, and is located adjacent to residential accommodation should:
- provide an acoustic fence along any boundary where the adjoining property contains a residential use. (An acoustic fence is one that is solid, gap free fence).
- ensure that mechanical plant or equipment is screened by solid, gap free material and constructed to reduce noise levels e.g. acoustic fence, building, or enclosure.

**C24**

A suitably qualified acoustic professional should prepare an acoustic report which will cover the following matters:
- identify an appropriate noise level for a child care facility located in residential and other zones
- determine an appropriate background noise level for outdoor play areas during times they are proposed to be in use
- determine the appropriate height of any acoustic fence to enable the noise criteria to be met.
3.6 Noise and air pollution

Child care facilities located near major roads, rail lines, and beneath flight paths are likely to be subject to noise impacts. Other noisy environments such as industrial areas and substations may impact on the amenity and well-being of the children and staff. The location of child care facilities should be selected to avoid or minimize the potential impact of external sources of significant noise.

The Protection of the Environment Operations Act 1997 provides the statutory framework for managing air emissions in NSW and should be consulted when proposing facilities in or close to industrial areas. The Protection of the Environment Operations (Clean Air) Regulation sets air emission standards for different industries.

Considerations

Objective: To ensure that outside noise levels on the facility are minimised to acceptable levels.

C25
Adopt design solutions to minimise the impacts of noise, such as:
- creating physical separation between buildings and the noise source
- orienting the facility perpendicular to the noise source and where possible buffered by other uses
- using landscaping to reduce the perception of noise
- limiting the number and size of openings facing noise sources
- using double or acoustic glazing, acoustic louvres or enclosed balconies (wintergardens)
- using materials with mass and/or sound insulation or absorption properties, such as solid balcony balustrades, external screens and soffits
- locating cot rooms, sleeping areas and play areas away from external noise sources.

C26
An acoustics report should identify appropriate noise levels for sleeping areas and other non play areas and examine impacts and noise attenuation measures where a child care facility is proposed in any of the following locations:
- on industrial zoned land
- where the ANEF contour is between 20 and 25, consistent with AS 2021 - 2000
- along a railway or mass transit corridor, as defined by State Environmental Planning Policy (Infrastructure) 2007
- on a major or busy road
- other land that is impacted by substantial external noise.

Objective: To ensure air quality is acceptable where child care facilities are proposed close to external sources of air pollution such as major roads and industrial development.

C27
Locate child care facilities on sites which avoid or minimise the potential impact of external sources of air pollution such as major roads and industrial development.

C28
A suitably qualified air quality professional should prepare an air quality assessment report to demonstrate that proposed child care facilities close to major roads or industrial developments can meet air quality standards in accordance with relevant legislation and guidelines.

The air quality assessment report should evaluate design considerations to minimise air pollution such as:
- creating an appropriate separation distance between the facility and the pollution source. The location of play areas, sleeping areas and outdoor areas should be as far as practicable from the major source of air pollution
- using landscaping to act as a filter for air pollution generated by traffic and industry. Landscaping has the added benefit of improving aesthetics and minimizing visual intrusion from an adjacent roadway
- incorporating ventilation design into the design of the facility.
3.7 Hours of operation

The hours of operation of child care facilities should not adversely impact the amenity of surrounding properties, particularly in residential areas. However, there is increasing demand for child care services outside the standard 7:00am to 7:00pm period as working hours become increasingly flexible for both skilled office workers. Hence there is a need to strike a balance between the needs of families and compatibility with the surrounding uses in an area.

Considerations

Objective: To minimise the impact of the child care facility on the amenity of neighbouring residential developments.

C29

Hours of operation within areas where the predominant land use is residential should be confined to the core hours of 7:00am to 7:00pm weekdays. The hours of operation of the proposed child care facility may be extended if it adjoins or is adjacent to non-residential land uses.

C30

Within mixed use areas or predominantly commercial areas, the hours of operation for each child care facility should be assessed with respect to its compatibility with adjoining and co-located land uses.

3.8 Traffic, parking and pedestrian circulation

Site access from the public road to the site is important to ensure safety. At the same time, a safe pedestrian environment is essential on the site.

Car parking areas need to ensure the safety of all visitors to the site, whether it is a stand-alone facility or part of a mixed use residential, commercial or industrial development.

On and off site conflicts with children, visitors and users of the facility can be avoided through a combination of design and management plans. For example, drop off, parking and play areas in light industrial or commercial areas need to be carefully designed, away from heavy truck traffic and main roads to minimise risk of accidents.

Car parking rates are generally measured as a function of capacity, that is, spaces per number of children and staff. The capacity of a facility will be determined by several factors dictated by compliance with requirements under the National Regulartions. These include:

- the amount of unencumbered space provided within a facility
- the staffing / child ratio provisions.

Rates of car parking should also be determined relative to the availability, frequency and convenience of public transport.

Facilities located in inner urban and high density areas may require fewer off street car parking spaces than in lower density areas with limited access to transport, employment and services.

Car parking within a basement can provide optimum use of the site area and minimise visual impacts. Where basement car parking is provided, design should aim to:

- locate car park entries behind the building line
- integrate entries with the overall building façade. Design options include ventilation grills, louvres, screening devices, ‘hit and miss’ brickwork and similar cladding finishes
- minimise visual prominence. This can be done by stepping car park levels or using split levels on sloping sites.

Bicycle parking should be provided suitable for the context and user needs of the centre.

Considerations

Objective: To provide parking that satisfies the needs of users and demand generated by the centre.

C31

Off street car parking should be provided at the rates for child care facilities specified in a Development Control Plan that applies to the land.
Where a Development Control Plan does not specify car parking rates, off-street car parking should be provided at the following rates:

Within 400 metres of a metropolitan train station:
- 1 space per 10 children
- 1 space per 2 staff. Staff parking may be slack or tandem parking with no more than 2 spaces in each tandem space.

In other areas:
- 1 space per 4 children.

A reduction in car parking rates may be considered where:
- the proposal is an adaptive re-use of a heritage building
- the site is in a B1B Metropolitan Zone or other high density business or residential zone
- the site is in proximity to high frequency and well connected public transport
- the site is co-located or in proximity to other uses where parking is appropriately provided (for example business centres, schools, public open space, car parks)
- there is sufficient off street parking available at appropriate times within proximity of the site.

C32
In commercial or industrial zones and mixed use developments, on street parking may only be considered where there are no conflicts with adjoining uses, that is, no high levels of vehicle movement or potential conflicts with trucks and large vehicles.

C33
A Traffic and Parking Study should be prepared to support the proposal to quantify and demonstrate the impacts of the development on the surrounding area and demonstrate that such impacts will not be minimised. The study should also address any proposed variations to parking rates and demonstrate that:
- the amenity of the surrounding area will not be affected
- there will be no impacts on the safe operation of the surrounding road network.

Objective: To provide vehicle access from the street in a safe environment that does not disrupt traffic flows.

C34
Alternate vehicular access should be provided where child care facilities are on sites fronting:
- a classified road
- roads which carry freight traffic or transport dangerous goods or hazardous materials.

The alternate access must have regard to:
- the prevailing traffic conditions
- pedestrian and vehicle safety including bicycle movements
- the likely impact of the development on traffic.

C35
Child care facilities proposed within cul-de-sacs or narrow lanes or roads should ensure that safe access can be provided to and from the site, and to and from the wider locality in times of emergency.

Objective: To provide a safe and connected environment for pedestrians both on and around the site.

C36
The following design solutions may be incorporated into a development to help provide a safe pedestrian environment:
- separate pedestrian access from the car park to the facility
- defined pedestrian crossings included within large car parking areas
- separate pedestrian and vehicle entries from the street for parents, children and visitors
- pedestrian paths that enable two prams to pass each other
- delivery and loading areas located away from the main pedestrian access to the building and in clearly designated, separate facilities
- in commercial or industrial zones and mixed use developments, the path of travel from the car park to the centre entrance physically separated from any truck circulation or parking areas
- vehicles can enter and leave the site in a forward direction.

C37
Mixed use developments should include:
- driveway access, manoeuvring areas and parking areas for the facility that are separate to parking and manoeuvring areas used by trucks
- drop-off and pick-up zones that are exclusively available for use during the facility's operating hours with spaces clearly marked accordingly, close to the main entrance and preferably at the same floor level. Alternatively, direct access should avoid crossing driveways or manoeuvring areas used by vehicles accessing other parts of the site.
Matters for consideration

- parking that is separate from other uses, located and grouped together and conveniently located near the entrance or access point to the facility;

C38

Car parking design should:
- include a child safe fence to separate car parking areas from the building entrance and play areas
- provide clearly marked accessible parking as close as possible to the primary entrance to the building in accordance with appropriate Australian Standards
- include wheelchair and pram accessible parking.
4. Applying the National Regulations to development proposals

This part covers:

Internal physical environment
This section describes the specific regulations that apply to internal physical environment matters, references related construction standards and provides design guidance on how the regulations may be met.

External physical environment
This section describes the specific regulations that apply to external physical environment matters, references related construction standards and provides design guidance on how the regulations may be met.

Best practice example
This section outlines a recommended layout for a stand-alone child care facility by bringing together the internal and external physical environmental matters. The underpinning principles may also be applied to mixed-use developments which include a centre-based child care facility in commercial, industrial or high-density zones.

National Quality Framework Assessment Checklist
The checklist will assist applicants demonstrate that the development is designed to achieve the requirements of Part 4.3 Physical Environment of the Education and Care Services National Regulations.
The physical environment of a child care facility must be safe, suitable and provide a rich and diverse range of experiences that promote children’s learning and development.

This fundamentally underpins the National Regulations covering education and care services, which need to be met before a child care facility can be given service approval to operate. The good design of a child care facility is a major contributor to ensuring these regulations are addressed and service approval processing is quick and efficient.

The SEPP states that if the requirements of the National Regulations relating to the amount of unencumbered indoor and outdoor space are not met in a DA in NSW, the concurrence of the regulatory authority will be required. In determining whether to grant or refuse concurrence, the authority must consider all requirements applicable to the proposal under the Regulations.

The following advice and information will assist child care developers and operators in applying the requirements of the National Regulations when preparing DAs. The minimum construction standards contained in the National Construction Code relating to child care facilities also apply.
A. INTERNAL PHYSICAL ENVIRONMENT

4.1 Indoor space requirements

Regulation 107
Education and Care Services National Regulations

Every child being educated and cared for within a facility must have a minimum of 3.25m² of unencumbered indoor space.

If this requirement is not met, the concurrence of the regulatory authority is required under the SEPP.

Unencumbered indoor space excludes any of the following:
- passageway or thoroughfare (including door swing) used for circulation
- toilet and hygiene facilities
- nappy-changing area or area for preparing bottles
- area permanently set aside for the use or storage of cots
- area permanently set aside for storage
- area or room for staff administration
- kitchens, unless the kitchen is designed to be used predominately by the children as part of an educational program, e.g., a learning kitchen
- on-site laundry
- other space that is not suitable for children.

All unencumbered indoor spaces must be provided as a secure area for children. The design of these spaces should consider the safe supervision of children.

When calculating indoor space requirements, the area required for an additional child may be waived when the child is being cared for in an emergency circumstance as set out in regulation 123(9) or the child is being educated or cared for in exceptional circumstances as set out in regulation 124(5) and (6) of the National Regulations.

Applicants should also note that regulation 81 requires that the needs for sleep and rest of children at the service be met, having regard to their ages, development stages and individual needs. Development applications should indicate how these needs will be accommodated.

Verandahs may be included when calculating indoor space with the written approval from the regulatory authority.

Design Guidance

Verandahs as indoor space

For a verandah to be included as unencumbered indoor space, any opening must be able to be fully closed during inclement weather. It can only be counted once and therefore cannot be counted as outdoor space as well as indoor space (refer to Figure 1).

Storage

Storage areas including joinery units are not to be included in the calculation of indoor space. To achieve a functional unencumbered area free of clutter, storage areas must be considered when designing and calculating the spatial requirements of the facility. It is recommended that a child care facility provide:
- a minimum of 0.3m² per child of external storage space
- a minimum of 0.2m² per child of internal storage space.

Storage does not need to be in a separate room or screened, and there should be a mixture of safe shelving and storage that children can access independently.

Storage of items such as prams, bikes and scooters should be placed adjacent to the building entrance.

Where an external laundry service is used, storage and collection points for soiled items should be in an area with separate external access, away from children. This will prevent clothes being carried through public areas and reduce danger to children during drop off and collection of laundry.

![Diagram showing indoor space and verandahs](image)

Figure 1. An outdoor verandah can be included as unencumbered indoor space with written approval. In spatial calculations this can only be counted once.
4.2 Laundry and hygiene facilities

Regulation 106
Education and Care Services National Regulations

There must be laundry facilities or access to laundry facilities, or other arrangements for dealing with soiled clothing, nappies and linen, including hygienic facilities for storage prior to their disposal or laundering. The laundry and hygiene facilities must be located and maintained in a way that does not pose a risk to children.

Child care facilities must also comply with the requirements for laundry facilities that are contained in the National Construction Code.

Design Guidance

Laundry and hygiene facilities are a key consideration for education and care service premises. The type of laundry facilities provided must be appropriate to the age of children accommodated.

On site laundry

On site laundry facilities should contain:
- a washer or washers capable of dealing with the heavy requirements of the facility
- a dryer
- laundry sinks
- adequate storage for soiled items prior to cleaning
- an on site laundry cannot be calculated as usable unencumbered play space for children (refer to Figure 2).

External laundry service

A facility that does not contain on site laundry facilities must make external laundering arrangements. Any external laundry facility providing services to the facility needs to comply with any relevant Australian Standards.
4.3 Toilet and hygiene facilities

Regulation 109

Education and Care Services National Regulations

A service must ensure that adequate, developmentally and age-appropriate toilet, washing and drying facilities are provided for use by children being educated and cared for by the service, and the location and design of the toilet, washing and drying facilities enable safe use and convenient access by the children.

Child care facilities must comply with the requirements for sanitary facilities that are contained in the National Construction Code.

Design Guidance

Toilet and hygiene facilities should be designed to maintain the amenity and dignity of the occupants (refer to Figure 3). Design considerations could include:

- junior toilet pans, low level sinks and hand drying facilities for children
- a sink and handwashing facilities in all bathrooms for adults
- direct access from both activity rooms and outdoor play areas
- windows into bathrooms and cubicles without doors to allow supervision by staff
- external windows in locations that prevent observation from neighbouring properties or from side boundaries

![Figure 3. Bathroom facilities including toilet pans for use by children at a lower height.](image)

Windows from activity rooms provide supervision into the bathrooms.
4.4 Ventilation and natural light

**Regulation 110**

*Education and Care Services National Regulations*

Services must be well ventilated, have adequate natural light, and be maintained at a temperature that ensures the safety and wellbeing of children.

Child care facilities must comply with the light and ventilation and minimum ceiling height requirements of the National Construction Code. Ceiling height requirements may be affected by the capacity of the facility.

**Design Guidance**

**Ventilation**

Good ventilation can be achieved through a mixture of natural cross ventilation and air conditioning. Encouraging natural ventilation is the basis of sustainable design; however, there will be circumstances where mechanical ventilation will be essential to creating ambient temperatures within a facility.

To achieve adequate natural ventilation, the design of the child care facilities must address the orientation of the building, the configuration of rooms and the external building envelope, with natural air flow generally reducing the deeper a building becomes. It is recommended that child care facilities ensure natural ventilation is available to each indoor activity room.

**Natural light**

Solar and daylight access reduces reliance on artificial lighting and heating, improves energy efficiency and creates comfortable learning environments through pleasant conditions. Natural light contributes to a sense of well-being, is important to the development of children and improves service outcomes.

Daylight and solar access changes with the time of day, seasons and weather conditions. When designing child care facilities consideration should be given to:

- providing windows facing different orientations
- using skylights as appropriate
- calling heights.

Designers should aim to minimise the need for artificial lighting during the day, especially in circumstances where room depth exceeds ceiling height by 2.5 times. It is recommended that ceiling heights be proportional to the room size, which can be achieved using raised ceilings and exposed trusses, creating a sense of space and visual interest.
4.5 Administrative space

Regulation 111
Education and Care Services National Regulations
A service must provide adequate area or areas for the purposes of conducting the administrative functions of the service, consulting with parents of children and conducting private conversations.

Design Guidance
Design considerations could include closable doors for privacy and glass partitions to ensure supervision.

When designing administrative spaces, consideration should be given to functions which can share spaces and those which cannot (refer Figure 4). Sound proofing of meeting rooms may be appropriate where they are located adjacent to public areas, or in large rooms where sound can easily travel.

Administrative spaces should be designed to ensure equitable use by parents and children of the facility. A reception desk may be designed to have a portion of it at a lower level for children or people in a wheelchair.

Reception spaces in administrative areas should be welcoming to adults and children and be designed for equitable access by all.

Figure 4: Diagram showing relationships between administrative spaces within a child care facility. Requirements of rooms and functions may vary depending on the size and individual requirements of the facility.

Child Care Planning Guidelines Delivering quality child care for NSW
4.6 Nappy change facilities

**Regulation 112**
*Education and Care Services National Regulations*

Child care facilities must provide for children who wear nappies, including appropriate hygienic facilities for nappy changing and bathing. All nappy changing facilities should be designed and located in an area that prevents unsupervised access by children.

Child care facilities must also comply with the requirements for nappy changing and bathing facilities that are contained in the *National Construction Code*.

**Design Guidance**

In circumstances where nappy change facilities must be provided, design considerations could include:

- a properly constructed nappy changing bench or benches
- a bench-type baby bath within one metre from the nappy change bench
- the provision of hand cleansing facilities for adults in the immediate vicinity of the nappy change area
- a space to store steps
- positioning to enable supervision of the activity and play areas.

Baby change facilities located in the bathroom.
4.7 Premises designed to facilitate supervision

**Regulation 115**  
**Education and Care Services National Regulations**

A centre-based service must ensure that the rooms and facilities within the premises (including toilets, nappy change facilities, indoor and outdoor activity rooms and play spaces) are designed to facilitate supervision of children at all times, having regard to the need to maintain their rights and dignity.

Child care facilities must also comply with any requirements regarding the ability to facilitate supervision that are contained in the National Construction Code.

**Design Guidance**

Design considerations should include:

- solid walls in children's toilet cubicles (but no doors) to provide dignity whilst enabling supervision
- locating windows into bathrooms or nappy change areas away from view of visitors to the facility, the public or neighbouring properties
- avoiding room layouts with hidden corners where supervision is poor, or multi room activity rooms for single groups of children
- avoiding multi-level rooms which compromise, or require additional staffing, to ensure proper supervision. If multi-level spaces are proposed, consideration should be given to providing areas that can be closed off and used only under supervision for controlled activities (refer to Figures 5, 6 and 7).

![Diagram 1](#)  
*Figure 5. Bathroom facilities to have direct access to outdoor areas and activity rooms. Supervision requirements need to be considered in the design to prevent blind spots.*

![Diagram 2](#)  
*Figure 6. Avoid tucked away areas as these reduce effective supervision.*

![Diagram 3](#)  
*Figure 7. Good design of spaces allows for effective supervision between all areas children will occupy.*

---

**Child Care Planning Guideline**  
Delivering quality child care for NSW
4.8 Emergency and evacuation procedures

Regulations 97 and 168
Education and Care Services National Regulations

Regulation 168 sets out the list of procedures that a care service must have, including procedures for emergency and evacuation. Regulation 97 sets out the detail for what those procedures must cover, including:

- Instructions for what must be done in the event of an emergency
- An emergency and evacuation floor plan, a copy of which is displayed in a prominent position near each exit
- A risk assessment to identify potential emergencies that are relevant to the service.

Design Guidance

Facility design and features should provide for the safe and managed evacuation of children and staff from the facility in the event of a fire or other emergency.

Multi-storey buildings with proposed child care facilities above ground level may consider providing additional measures to protect staff and children. For example:

- Independent emergency escape routes from the facility to the ground level that would separate children from other building users to address child protection concerns during evacuations
- A safe haven or separate emergency area where children and staff can muster during the initial stages of a fire alert or other emergency. This would enable staff to account for all children prior to evacuation.

An emergency and evacuation plan should be submitted with a DA and should consider:

- The mobility of children and how this is to be accommodated during an evacuation
- The location of a safe congregation/assembly point, away from the evacuated building, busy roads and other hazards, and away from evacuation points used by other occupants or tenants of the same building or of surrounding buildings
- How children will be supervised during the evacuation and at the congregation/assembly point, relative to the capacity of the facility and governing child-to-staff ratios.
B. EXTERNAL PHYSICAL ENVIRONMENT

4.9 Outdoor space requirements

**Regulation 108**
*Education and Care Services National Regulations*

An education and care service premises must provide for every child being educated and cared for within the facility to have a minimum of 7.0m² of unencumbered outdoor space.

*If this requirement is not met, the concurrence of the regulatory authority is required under the SEPP.*

Unencumbered outdoor space excludes any of the following:

- pathway or thoroughfare, except where used by children as part of the education and care program
- car parking area
- storage shed or other storage area
- laundry
- other space that is not suitable for children.

When calculating outdoor space requirements, the area required for any additional child may be waived when the child is being cared for in an emergency circumstance as set out in regulation 123(3) or the child is being educated or cared for in exceptional circumstances as set out in regulation 124(5) and (6) of the National Regulations.

Applicants should also note that regulation 274 (Part 7.3 NSW Provisional) states that a centre-based service for children preschool age or under must ensure there is no swimming pool on the premises, unless the swimming pool existed before 5 November 1996. Where there is an existing swimming pool, a water safety policy will be required.

A verandah that is included within indoor space cannot be included when calculating outdoor space and vice versa.

**Design Guidance**

Calculating unencumbered space for outdoor areas should not include areas of dense hedges or plantings along boundaries which are designed for landscaping purposes and not for children's play (refer to Figures 9 and 10).

When new equipment or storage areas are added to existing services, the potential impact on unencumbered space calculations and service approvals must be considered.

**Verandahs as outdoor space**

Where a covered space such as a verandah is to be included in outdoor space it should:

- be open on at least one third of its perimeter
- have a clear height of 2.1 metres
- have a wall height of less than 1.4 metres where a wall with an opening forms the perimeter
- have adequate flooring and roofing
- be designed to provide adequate protection from the elements (refer to Figure 8).

![Outdoor play areas are important for growth and development.](image)

![Figure 8: Covered areas such as verandahs can be included in outdoor space calculations.](image)
Figure 9: Dense planting along boundaries and other areas not suitable for children should be excluded when calculating outdoor unencumbered space.

Figure 10: Areas to be included when calculating outdoor unencumbered space.
Simulated outdoor environments

Proponents should aim to provide the requisite amount of unencumbered outdoor space in all development applications.

A service approval will only be granted in exceptional circumstances when outdoor space requirements are not met. For an exemption to be granted, the preferred alternate solution is that indoor space be designed as a simulated outdoor environment.

Simulated outdoor space must be provided in addition to indoor space and cannot be counted twice when calculating areas.

Simulated outdoor environments are internal spaces that have all the features and experiences and qualities of an outdoor space. They should promote the same learning outcomes that are developed during outdoor play. Simulated outdoor environments should have:

- more access to natural light and ventilation than required for an internal space through large windows, glass doors and panels to enable views of trees, views of the sky and clouds and movement outside the facility
- skylights to give a sense of the external climate
- a combination of different floor types and textures, including wooden decking, pebbles, mounds, ridges, grass, bark and artificial grass, to mimic the uneven surfaces of an outdoor environment
- sand pits and water play areas
- furniture made of logs and stepping logs
- dense indoor planting and green vegetated walls
- climbing frames, walking and/or bike tracks
- vegetable gardens and gardening tubs.

Simulated outdoor environments contain sand pits, rocks and elements from the natural environment.

An indoor space designed to be a simulated outdoor space.
4.10 Natural environment

Regulation 113
Education and Care Services National Regulations

The approved provider of a centre-based service must ensure that the outdoor spaces allow children to explore and experience the natural environment.

Design Guidance

Creating a natural environment to meet this regulation includes the use of natural features such as trees, sand and natural vegetation within the outdoor space.

Shrubs and trees selected for the play space must be safe for children. Avoid plant species that risk the health, safety and welfare of the facility’s occupants, such as those which:

- are known to be poisonous, produce toxins or have toxic leaves or berries
- have seed pods or stone fruit, attract bees, have thorns, spiky or prickly foliage or drop branches

The outdoor space should be designed to:

- provide a variety of experiences that facilitate the development of cognitive and physical skills, provide opportunities for social interaction and appreciation of the natural environment
- assist supervision and minimise opportunities for bullying and antisocial behaviour
- enhance outdoor learning, socialisation and recreation by positioning outdoor urban furniture and play equipment in configurations that facilitate interaction.
4.11 Shade

**Regulation 114**

*Education and Care Services National Regulations*

The approved provider of a centre-based service must ensure that outdoor spaces include adequate shaded areas to protect children from overexposure to ultraviolet radiation from the sun.

**Design Guidance**

Providing the correct balance of sunlight and shade to play areas is important for the health and well-being of children and staff. Combining built and natural shade will often be the best option.

**Solar access**

Controlled exposure to daylight for limited periods is essential as sunlight provides vitamin D which promotes healthy muscles, bones and overall wellbeing. Outdoor play areas should be provided with controlled solar access throughout the year. Outdoor play areas should:

- have year-round solar access to at least 30 per cent of the ground area, with no more than 60 per cent of the outdoor space covered.
- provide shade in the form of trees or built shade structures giving protection from ultraviolet radiation to at least 30 per cent of the outdoor play area
- have evenly distributed shade structures over different activity spaces.

**Natural shade**

Natural shade should be a major element in outdoor play areas. Trees with dense foliage and wide-spreading canopies provide the best protection. Existing stands of trees, particularly in rear setbacks, should be retained to provide shaded play areas. Species that suit local soil and climatic conditions and the character of the environment are recommended.

Dense shrubs can also provide shade. They should be planted around the site perimeter so they don’t obstruct supervision.

Pruning shrubs on the undersides may create shaded play nooks underneath.

Planting for shade and solar access is enhanced by:

- placing appropriately scaled trees near the eastern and western elevations
- providing a balance of evergreen and deciduous trees to give shade in summer and sunlight access in winter.

![Shade structure can be a fixed structural element or a shade sail.](image-url)
4.12 Fencing

Regulation 104

Education and Care Services National Regulations

Any outdoor space used by children must be enclosed by a fence or barrier that is of a height and design that children preschool age or under cannot go through, over or under it.

This regulation does not apply to a centre-based service that primarily provides education and care to children over preschool age, including a family day care venue where all children are over preschool age.

Child care facilities must also comply with the requirements for fencing and protection of outdoor play spaces that are contained in the National Construction Code.

Design guidance

Fencing at child care facilities must provide a secure, safe environment for children and minimise access to dangerous areas. Fencing also needs to positively contribute to the visual amenity of the streetscape and surrounding area. In general, fencing around outdoor spaces should:

- prevent children climbing over, under or through fences
- prevent people outside the facility from gaining access by climbing over, under or through the fence
- not create a sense of enclosure.

Design considerations for side and rear boundary fences could include:

- being made from solid prefinished metal, timber or masonry
- having a minimum height of 1.8 metres
- having no rails or elements for climbing higher than 150mm from the ground.

Fencing and gates should be designed to ensure adequate sightlines for vehicles and pedestrian safety in accordance with Australian Standards and Roads and Maritime Services Traffic Management Guidelines. Gates should be designed to prevent children leaning/entering unsupervised by use of childproof locking systems (refer to Figure 11).

Figure 11 Heights and requirements for child care facility fencing.
4.13 Soil assessment

Regulation 25
Education and Care Services National Regulations

Subclause 49 of regulation 25 requires an assessment of soil at a proposed site, and in some cases, sites already in use for such purposes as part of an application for service approval.

With every service application one of the following is required:

- a soil assessment for the site of the proposed education and care services premises
- if a soil assessment for the site of the proposed child care facility has previously been undertaken, a statement to that effect specifying when the soil assessment was undertaken
- a statement made by the applicant that states, to the best of the applicant's knowledge, the site history does not indicate that the site is likely to be contaminated in a way that poses an unacceptable risk to the health of children.

Design Guidance

To ensure consistency between the development consent and the service approval application, a soil assessment should be undertaken as part of the development application process.

Where children will have access to soil the regulatory authority requires a preliminary investigation of the soil. This includes sites with or without buildings and existing approved children's services whose:

- the application is to alter or extend the premises
- the alteration or extension requires earthworks or deep excavations exceeding a depth of one metre
- the works are going to take place in an area used for children's outdoor play or will be used for children's outdoor play after the work is completed
- a soil assessment has not been undertaken at the children's service.

Minor landscaping, creation of sand pits, movement of play equipment and so on do not qualify as earthworks and do not require a soil assessment.

An assessment of soil for a children's service approval application may require three levels of investigation:

- Stage 1 - Preliminary investigation (with or without soil sampling)
- Stage 2 - Detailed site investigation
- Stage 3 - Site specific human health risk assessment.
C. BEST PRACTICE EXAMPLE

Figure 12 is a sample plan of a facility designed with a best practice layout. The arrangement of rooms is linear with activity rooms and administration areas located off a central hallway. Children’s bathrooms and cut rooms are located between activity rooms to allow direct and easy access from both internal and external play areas.

Administration and services rooms such as the laundry and kitchen are located nearest the parking. This allows for separate access for deliveries away from children and their play areas.

The best practice example shows an optimal layout for new single storey, standalone developments. However, many of the underpinning principles apply equally to modifications of existing facilities, mixed use developments, and conversions of buildings to new facilities.

Figure 13. Cutaway plan showing arrangement and relationship between rooms within a child care facility.
### D. NATIONAL QUALITY FRAMEWORK ASSESSMENT CHECKLIST

<table>
<thead>
<tr>
<th>Regulation</th>
<th>Proposed</th>
<th>Complies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>104. Fencing or barrier that encloses outdoor spaces.</strong></td>
<td></td>
<td>Indicate height, materials and style on plans.</td>
</tr>
<tr>
<td>Outdoor space that will be used by children will be enclosed by a fence or barrier that is of a height and design that children preschool age or under cannot go through, over or under it.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes: This clause does not apply to a centre-based service primarily for children over preschool age or a family day care residence or venue for over preschool age children.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>106. Laundry and hygiene facilities</strong></td>
<td></td>
<td>On site or off site facilities</td>
</tr>
<tr>
<td>The proposed development includes laundry facilities or access to laundry facilities OR explain the other arrangements for dealing with soiled clothing, nappies and linen, including hygienic facilities for storage of soiled clothing, nappies and linen prior to their disposal or laundering.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laundry/hygienic facilities are located where they do not pose a risk to children</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>107. Unencumbered indoor space</strong></td>
<td></td>
<td>Number of children:</td>
</tr>
<tr>
<td>The proposed development includes at least 3.25 square metres of unencumbered indoor space for each child.</td>
<td></td>
<td>Required area:</td>
</tr>
<tr>
<td>Refer to regulation 107 of the Education and Care Services National Regulation for further Information on calculating indoor space.</td>
<td></td>
<td>Provided Area:</td>
</tr>
<tr>
<td><strong>108. Unencumbered outdoor space</strong></td>
<td></td>
<td>Number of children:</td>
</tr>
<tr>
<td>The proposed development includes at least 7.0 square metres of unencumbered outdoor space for each child.</td>
<td></td>
<td>Required area:</td>
</tr>
<tr>
<td>Refer to regulation 108 of the Education and Care Services National Regulation for further Information on calculating outdoor space, and for different requirements for out-of-school-hours care services.</td>
<td></td>
<td>Provided Area:</td>
</tr>
<tr>
<td><strong>109. Toilet and hygiene facilities</strong></td>
<td></td>
<td>Show number of toilets and hand basins on plan</td>
</tr>
<tr>
<td>The proposed development includes adequate, developmentally and age-appropriate toilet, washing and drying facilities for use by children being educated and cared for by the service.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The location and design of the toilet, washing and drying facilities enable safe and convenient use by the children.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>110. Ventilation and natural light</strong></td>
<td></td>
<td>Indicate on plans and elevations how natural ventilation and lighting is achieved.</td>
</tr>
<tr>
<td>The proposed development includes indoor spaces to be used by children that —</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• will be well ventilated; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• will have adequate natural light; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• can be maintained at a temperature that ensures the safety and well-being of children.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


### Regulation

<table>
<thead>
<tr>
<th>Proposed</th>
<th>Complies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicate administrative space on plans</td>
<td></td>
</tr>
</tbody>
</table>

#### 111. Administrative space

The proposed development includes an adequate area or areas for the purposes of conducting the administrative functions of the service, and consulting with parents of children, and conducting private conversations.

Note: This space cannot be included in the calculation of unencumbered indoor space – see regulation 107

#### 112. Nappy change facilities

(To be completed only if the proposed development is for a service that will care for children who wear nappies)

The proposed development includes an adequate area for construction of appropriate hygiene facilities for nappy changing, including at least one properly constructed nappy changing bench and hand cleaning facilities for adults in the immediate vicinity of the nappy change area.

The proposed nappy change facilities can be designed and located in a way that prevents unsupervised access by children.

#### 113. Outdoor space—natural environment

The proposed development includes outdoor spaces that will allow children to explore and experience the natural environment.

#### 114. Outdoor space—shade

The proposed development includes adequate shaded areas to protect children from overexposure to ultraviolet radiation from the sun.

#### 115. Premises designed to facilitate supervision

The proposed development (including toilets and nappy change facilities) are designed in a way that facilitates supervision of children at all times, having regard to the need to maintain the rights and dignity of the children.
5. Glossary of Terms

**Acoustic privacy**
A measure of sound insulation between dwellings, between dwellings and communal areas, and between external and internal spaces.

**Adaptive reuse**
The conversion of an existing building or structure from one use to another, or from one configuration to another.

**Aircraft noise**
Aircraft noise is identified as contours on the Australian Noise Exposure Forecast (ANEF) Map. The higher the ANEF contour value, the greater the exposure to aircraft noise.

**Amenity**
The 'useability', comfort or quality of a place which makes it pleasant and agreeable to be in for individuals and the community. Amenity is important in the public, communal and private domains and includes the enjoyment of sunlight, views, privacy and quiet. It also includes protection from pollution and odours.

**ANEF**
Australian Noise Exposure Forecast (Refer www.airservicesaustralia.com)

**BCA**
Building Code of Australia.

**Building line**
The predominant line formed by the main external face of the building. Balconies or bay window projections may or may not be included depending on desired streetscape.

**Building height**
As defined in the Standard Instrument - Principal Local Environmental Plan.

**Business zones**
Land identified on a Land Zoning Map within a local environmental plan as a B1 Neighbourhood Centre, B2 Local Centre, B3 Commercial Core, B4 Mixed Use, B5 Business Development, B6 Enterprise Corridor, B7 Business Park or B8 Metropolitan Centre zone.

**Busy road or rail line**
As defined in State Environmental Planning Policy (Infrastructure) 2007.

**Centre-based service**
As defined in the Education and Care Services National Regulations.

**Child care facility**
Term used as an abbreviation of centre-based child care facility.

**Centre-based child care facility**
As defined in the Standard Instrument - Principal Local Environmental Plan.

**Classified road**
As defined in the Roads Act 1993. (Note: Classified road includes all State Roads and specified Regional Roads. Regional roads comprise two categories: those regional roads that are classified under the Roads Act 1993 and those regional roads that are not classified. Local roads are not classified).

**Core**
Vertical circulation (lift and/or stairs) within a building. A single core may include multiple lifts serving the same floor area.

**Concurrence**
State Environmental Planning Policy (Education of Establishments and Child Care Facilities) 2017 includes a provision that consent cannot be given by a local council for a centre-based child care facility under certain circumstances unless the Regulatory Authority (currently NSW Secretary of Education) grants concurrence.

**Daylight**
Consists of both skylight (diffuse light from the sky) and sunlight (direct beam radiation from the sun). Daylight changes with the time of day, season and weather conditions.

**DCP**
Development Control Plan.

**Education and care service**
As defined in the Children (Education and Care Services) National Law (NSW) 104a.

**Education and care service premises**
As defined in the Children (Education and Care Services) National Law (NSW) 104a.

---

1. **Child Care Planning Guideline**
Delivering quality child care for NSW.
Facade
The external face of a building, generally the principal face, facing a public street or space.

Floor Space Ratio
As defined in the Standard Instrument - Principal Local Environmental Plan.

Guide to Traffic Generating Developments
Guide to Traffic Generating Developments, published by Roads and Maritime Services (formerly RITA) and available on its website.

Lanscaped Area
As defined in the Standard Instrument - Principal Local Environmental Plan.

NCC

National Law
Refers to the Children (Education and Care Services) National Law (NSW) 2014.

National Regulations
Refers to the Education and Care Services National Regulations.

NQF (National Quality Framework)
"National Quality Framework" is made up of the Children (Education and Care Services) National Law, the Education and Care Services National Regulations, the National Quality Standard (Schedule 1 of the Regulations), an assessment and rating scheme, and an approved learning framework. The National Quality Framework regulates children's education and safety, staffing, partnerships with families and the community, the physical environment and use of child care facilities throughout Australia.

Regulatory authority
As defined in Children (Education and Care Services) National Law (NSW) 2014 and Children (Education and Care Services National Law Application) Act 2010 No 104. In NSW, this is the Secretary of Education.

SEPP
State Environmental Planning Policy. In the context of this Guideline, State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017.

Sloping site
A site with a slope of 15 per cent or greater.

Solar access
The ability of a building to continue to receive direct sunlight without obstruction from other buildings or impediments, not including trees.

Street setback
The space along the street frontage between the property boundary and the building. Refer to building line or setback as defined in the Standard Instrument - Principal Local Environmental Plan.

Sunlight
Direct beam radiation from the sun.

Unencumbered indoor space
As defined by regulation 107 of the Education and Care Services National Regulations.

Unencumbered outdoor space
As defined by regulation 108 of the Education and Care Services National Regulations.
DOCUMENTS
ASSOCIATED WITH
REPORT C02/19-13

Attachment 3
Council's Submission to NSW Department of Planning - Draft Education and Childcare SEPP (April 2017)
Draft State Environmental Planning Policy 
(Educational Establishments and Child Care 
Facilities) 2017 

Submission to Department of Planning and Environment 
(DP&E)
Cumberland Council Submission

1. General Comments

This submission outlines Cumberland Council's response to the proposed Draft SEPP (Educational Establishments and Child Care Facilities) 2017 (draft SEPP), and includes recommendations for consideration. In general, the detailed package outlines some positive changes, however a number of concerns are raised.

The NSW Government has released a draft State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017 for public comment. The draft SEPP aims to streamline and consolidate planning controls for child care facilities, schools, TAFEs and universities.

Cumberland Council supports the intent of a more modern and efficient planning system and processing time for applications, however considers that the proposed changes to the legislation are likely to set up a planning system that further erodes the role of councils and elected representatives in local planning decisions, and diminishes the rights of the community to have a say on the local developments.

There is a consensus for much-needed reform which would aim to improve strategic planning processes and speed up development applications as well as referrals of applications to other agencies which often draw out assessment timeframes. However, it is considered that the proposed draft SEPP reforms are in need of further review and further examination to ensure that the proposed SEPP will create sufficient incentives to encourage new childcare centres in new residential and commercial areas (including greenfield sites) where demand is low but substantial population growth is projected.

Cumberland Council agrees that there should be a thorough investigation of the complex NSW planning system. With currently delays in processing NSW childcare-related Development Applications (DAs) estimated at a median range of between 204 and 265 business days (ie 40-53 calendar weeks), this draft SEPP is intended to reduce such unacceptable times to address the growing childcare demands and costs owing to the business cost of delays and constrained supply.

Although, Cumberland Council appreciates that there are evidence-based improvements proposed in the draft SEPP, concerns are raised about the proposal to mandate the permissibility of child care centres of childcare centres in R2 Low-Density Residential Zones and IN2 Light Industrial Zones.

The proposed SEPP considers this as identifying underutilised land (such as crown land, retired defence reserves or disused industrial land) which may be 'unlocked' to become available for child care centres, and to work together with other spheres of government to achieve this. Local governments often have established relationships with agency representatives at the local/regional scale which can prove to be vital in securing partnerships for co-location of child care with other related facilities. Furthermore, the draft SEPP proposes that local governments can be pivotal in identifying development opportunities for their local communities particularly in relation to employment generation or meeting the needs of target populations.

The draft SEPP also requires all planning authorities to become consistent with the childcare sector's Children (Education and Care Services) National Law (NSW), the Education and Care Services National Regulations and the National Quality Standards. Moreover, it also
Submission – Draft SEPP (Educational Establishments and Child Care Facilities) 2017

imposes a 28-day consultation period on all new childcare development applications (DAs) on the NSW Department of Education.

Alongside the proposed regulatory improvements, the draft SEPP also proposes to abolish all proximity requirements of new childcare facilities to existing early childhood education and care facilities, which could lead to oversupply in high demand areas, thereby putting at risk existing childcare service standards and local residents’ amenity.

The draft SEPP will expand the exempt, complying and development-without-consent provisions for schools, TAFEs, universities and child care centres. While the intention is to restrict these provisions to the simpler applications, Council has concerns about the scope of development that will be able to be approved as ‘complying’, especially in relation to schools.

The complying development process will effectively deny the community involvement in the process, and may downplay important issues that can be more rigorously assessed under the development application (DA) process. Critical issues of concern to both users and residents include traffic, parking, road safety, noise and privacy.

The proposed changes to the approval process for child care facilities appear to be less problematic from a council perspective, as there appears to be more appreciation that child care centres generally warrant a DA.

Cumberland Council raises concern with the planned reforms which include, but are not limited to, the implications for government and non-government schools in the Local Government Area, as well as for existing and new child care centres, addressing issues such as expansion in residential neighbourhoods, Council certification of developments and the adaptive reuse of existing buildings.

2. Key Proposed Changes – Issues and concerns

Key changes for Educational Establishments that are relevant to Cumberland Council (excluding universities and TAFE, ie predominantly schools) include:

- Allowing all new schools and extensions to existing schools (up to four storeys and up to 22 metres in height) to be approved as complying development.
- Lowering the Threshold for State Significant Development to $20 million for schools, enabling them to be approved by the relevant Sydney or regional planning panel.
- Introducing a certificate of compliance from RMS in relation to traffic for school developments.
- Inserting a concurrence role for the Department of Education for schools.
- Declaring non-government schools as ‘public authorities’ to allow them to undertake development declared by this SEPP without consent.
- Enabling public authorities to apply to have the zoning of adjoining land apply to the land that on which the educational establishment is situated. For example, a school (government or non-government) on land zoned SP2 - Special Uses under a council’s LEP could apply to be rezoned to R3 - Medium Density Residential, to be consistent with the zoning of adjoining lands. This would be determined by the relevant District Planning Panel.
- Potentially allowing only Council certifiers to issue complying development certificates for such proposals (rather than private certifiers) to ensure Council involvement in such developments (still under consideration).
- A draft circular to regulate the expansion of schools and student number caps.
- Allowing for school-based child care as exempt development as long as no works are required, and as complying development if works are required.
Cumberland Council is also concerned with new provisions introduced for child care centres including:

- Enabling school-based child care to be approved as exempt or complying development.
- Applying a state-wide planning guide for all child care centres that are approved as a DA.
- Referring development applications that do not meet key national requirements to the Department of Education early in the assessment process, allowing applicants to make any necessary modifications early in the design process.
- Amending all local environmental plans to permit centre-based child care in all R2 Low Density Residential and IN2 Light Industrial zones.
- Allowing early childhood education and care facilities to be temporarily relocated (through an exempt development process) in the event of an emergency.
- Introducing the Child Care Planning Guideline, which contains key national requirements and design guidance for child care facilities.

In addition to the above summary of provisions, the draft SEPP proposes to intervene in how councils assess child care development applications, in particular narrowing the matters that councils can consider and types of controls that apply. For example, council DCP controls are no longer able to refer to age, age ratios, groupings or numbers of children. The draft SEPP also proposes to introduce a list of issues that councils cannot use as a basis for refusing an application, or imposition of conditions. For example, a council will no longer be able to refuse an application on the basis of lot size.

The draft SEPP and associated changes will have a positive impact on the ability of the market to respond to demand for child care and school places, increasing certainty and accelerating approval times for development. While these are positive outcomes, there are potential negative impacts associated with these changes.

2.1 Universities and TAFE

The education, research, innovation and social benefits provided by public universities are well recognised. At the local level, universities and TAFE provide infrastructure and services that have a substantial public benefits over and above its core focus on education and research, not only to the students and staff, but also to the wider community. These include public access to and use of the libraries, spaces for cultural events, community facilities such as childcare centres, sporting facilities, entertainment spaces, retail facilities and professional services, and large areas of open space. In many cases these are analogous to the public amenities and services which councils provide in their local government areas.

The draft SEPP proposes changes to the system to allow TAFEs and universities to expand and adapt their facilities in response to the growing number of people seeking tertiary qualifications. Essentially, the draft SEPP proposes amendments to what is considered as exempt, complying development and that which would require submission of a development application, in addition to changes to consultation requirements. The new policy will also allow for more flexibility in the use of commercial buildings for educational purposes.

Cumberland Council recognises that many of the amendments are in response to the existing complicated situation faced by both early childcare, primary/secondary school and tertiary education providers, and, understands that the intent of the proposed amendments to the SEPP are designed to change the planning system to make it easier for education and child care providers to build high-quality facilities as well as reduce the social infrastructure
pressures. However, concerns are raised that a number of the proposed changes will complicate this system even further.

2.2 Government and Non-Government Schools

There are both government and non-government school sites within the Cumberland LGA to which these changes could be applied. Expansion of the scope of exempt and complying development to non-government schools and the inclusion of certain development (such as the construction of buildings up to 22m in height) is not supported. It undermines Council’s existing planning provisions (including detailed site specific controls) for key school sites, removes Council’s role in assessment of development and the community’s opportunity to provide feedback. Examples of issues that may not receive sufficient consideration under exempt and complying development include impact on views, traffic and parking.

There are serious concerns regarding provisions to allow schools to adopt the zoning of adjoining land, enabling development that is permissible on adjoining land, despite the existing provisions of the applicable LEP. These provisions will also facilitate the disposal of surplus educational sites, reducing land available for the provision of school infrastructure. If the intention of this draft SEPP is to respond to unprecedented pressure on existing school infrastructure, the inclusion of these provisions is counterintuitive.

The consideration of allowing only Council certifiers to issue complying development certificates for such proposals (rather than private certifiers) is to ensure Council involvement in such developments. Whilst retaining Council involvement in the assessment process is supported, this change to the complying development process adds further complication and extends the scope of complying development far beyond what it was originally intended for, that is, for straightforward works with minimal environmental impact.

3. The Role of Local Government in Child Care

There is great variation in the ways in which local governments deal with child care planning and provision, as outlined below.

- **Local government as whole-of-community strategic planner**

Many individual councils adopt a strategic planning approach which focuses on planning to meet the current and future needs of the whole community by taking into consideration the social, economic and environmental planning dimensions of community development.

- **Local government as service planning partner**

Local governments in some states/territories have partnered with respective state government agencies in the planning of children’s services, particularly child care.

Some councils enable child care provision through mechanisms such as support for potential child care service providers e.g. access to demographic information to assist in projecting future child populations.

Some councils also facilitate child care provision through assistance to service providers (eg provision of land and buildings for community-based operators). This form of support may also be viewed as a strategy to ensure diversity of provision in local areas, especially as this can occur in areas where the local council is a key service provider.


CUMBERLAND COUNCIL

Submission – Draft SEPP (Educational Establishments and Child Care Facilities) 2017

- Local government as provider

Some councils, including Cumberland Council, have a long history, in child care service provision, as well as in broader health services for their communities. Many councils are child care service providers, ranging across service types including family day care coordination; long day care; occasional care; out-of-school-hours care and kindergartens.

- Local government as statutory land use planner

Many councils’ land use planning instruments may include locational criteria to ensure that centres are not situated in areas that could present health or safety risks to children and, at the same time, do not unreasonably affect residents with respect to noise, loss of privacy, traffic generation and on street parking.

There may also be relevant State policies or regulations in relation to locational criteria. Transport considerations are important since child care centres can be significant trip generators. A balance needs to be achieved between providing sufficient parking to cater for staff and parents, and maintaining the existing amenity of areas, particularly residential neighbourhoods.

Ideally, planning instruments would also include reference to public transport availability and options, or location of child care facilities adjacent to related facilities (such as schools, preschools, parks, etc.) and also specify criteria for optimum co-location of facilities including child care.

It is recommended that a positive change that could be incorporated into the SEPP would be to reflect a pilot study that was conducted in three local councils in Sydney (Waverley, Sutherland Shire and Marrickville) to integrate the active transport needs of children and parents into existing council planning processes. The study identified a range of planning activities that could be used to encourage active transport, including:

- planning for active transport infrastructure such as footpaths and bicycle tracks.
- long-term strategic planning that incorporates active transport strategies.
- including active transport goals for child care into councils’ periodic social or community plans.
- reviewing Local Environment Plans (LEPs), with measures that include encouraging the siting of child care facilities near other activity hubs such as schools, shops or parks, encouraging the development of active leisure corridors and encouraging property developers to provide the infrastructure that facilitates walking and cycling to child care centres.

3.1 Tools, Mechanisms and Opportunities

Principles for a best practice local planning framework for child care centres may include:

- completeness – including addressing all of the council’s responsibilities under relevant statutes and clarifying the planning roles of councils and other agencies.
- clarity – including describing the steps, information requirements and approvals required in order for a centre to be established.

---

1 Active transport is described as any physical activity undertaken as a means of transport as an alternative to private vehicle use, with significant health, environmental and community benefits.
improvement — including recognising market failings and limitations and seeking to implement excellence, rather than just minimum standards.

- robustness — ensuring that all planning controls are based on planning objectives and sound research, including controls that respond to the physical characteristics of the area and that encourage a safe and attractive environment for users and neighbours.

- Involvement — allowing for the appropriate involvement of parties with an interest in the planning decision while not weighing the interests of one particular group above those of others.

3.2 Providing Guidelines

The production of national guidelines for local government is one of the key objectives of the current draft SEPP. Child care centre guidelines which are well written and consistent with current best practices are encouraged. Cumberland Council would consider this to be of assistance for planning authorities, developers and providers. The proposed Draft Child Care Planning Guideline should be consistent with the following common themes:

- locational criteria, development feasibility and the size and shape of development sites are commonly discussed in the guidelines, and decision-making processes should allow for flexibility and innovation in terms of these criteria.

- providing guidance through the development application process may assist child care providers and developers to provide a robust commercial case for the establishment of a centre in a given location, and address relevant planning and zoning requirements.

- the benchmarking of child care provision is identified as important, particularly in relation to new and existing residential developments.

- partnerships between spheres of government can be effective in achieving shared policy aims, and guidelines could provide examples of such partnerships.

- issues relevant to specific localities, such as new and existing residential areas, employment areas, urban centres, district centres and neighbourhood centres, are addressed and requirements for different age groups of children identified.

- factors which encourage co-location of related facilities or services are identified.

The proposed Guidelines are considered to be a valuable tool for development assessment officers during assessment of applications. Compliance with these guidelines will help achieve positive design outcomes.

However, the delivery of high quality child care centre design will remain a challenge in the Cumberland LGA. This is because the draft Guidelines are ideal for new build centres, particularly in greenfield locations, but less relevant to developments involving adaptive reuse. It is also very difficult to develop controls for adaptive reuse and therefore these applications can only be considered on a merit basis. Future adaptive reuse proposals would need to maximise the safety, health and overall care of young children without resulting in unsatisfactory outcomes for universal design, parking and heritage.

Cumberland Council operates child care centres as well as before and after school care and vacation care. The Cumberland LGA is also serviced by private operators and community based operators. Cumberland Council considers that it has high standards for child care centre controls with a view to developing specific planning controls for inclusion within the future comprehensive DCP.

Cumberland agrees with the commitment to improve the system, however suggests that the vast majority of the variations in the current proposed package of reforms are unlikely to prevent delays or resolve conflicts between State Government agencies which in particular
impact upon large integrated development applications. Furthermore, the draft SEPP is considered to establish a more complex (multi-layered) system for both local authorities, as well as operators, to consider when proposing/designing and assessing this myriad of educational establishments.

**Summary and conclusion**

Considerations for local councils when assessing development applications for child care centres in their localities include especially:

- locational criteria i.e. that centres are situated in areas that do not present health or safety risks to children and, at the same time, do not unreasonably affect residents with respect to issues such as noise, loss of privacy, traffic generation and on street parking
- development feasibility, including the cost of land, construction costs, anticipated rental return, child to adult ratios and other space requirements
- the size and shape of development sites, which affect the quality of care that can be provided, the viability of the centre and the effectiveness of the facilities.

Other factors that impact on the decisions made by planning authorities include developing the local economy in light of the links between land use planning, child care and economic development; responding to policies and initiatives from central government in respect of the decisions they make about child care supply; and responding to developments in early childhood education and care, such as integrated service provision.

**Issues for child care providers and centre developers include:**

- accessing relevant, up-to-date demographic data upon which to make projections and business plans in support of an application
- assessing and documenting parent choices
- appraising the optimal size of child care centres from a quality service provision
- and economic viability point of view
- accessing positive examples of partnership opportunities.

It is evident from a review of the NSW state strategic planning documents that there is a focus on quality issues, relating to the broader area of education, rather than addressing enablers and/or barriers to child care, such as accessibility or consideration of social infrastructure provision.

The draft documents focused on community level issues and outcomes of education on a whole. There was acknowledgement and focuses on education (and the growing demand of education) but at a primary and secondary level. The plans do refer to the role local government plans in child care delivery which may be a cause for the plans to not specifically address enablers and/or barriers of child care. This issue also extends to Secondary and Tertiary Education changes.

It is recommended that the Department of Planning and Environment review the proposed draft changes due to the implications for government and non-government schools, implications for existing and new child care centres, expansion of schools in residential neighbourhoods, Council certification of developments and adaptive reuse of existing buildings. Cumberland Council considers that although there are positives within the draft documentation, adopting the proposed draft SEPP is considered a premature action prior to a further review.
Attachment 4

LGNSW Submission to NSW Department of Planning - Draft Education and Childcare SEPP (April 2017)
Submission to the NSW Department of Planning and Environment – *Draft Education and Child Care SEPP*

April 2017
Table of contents

Executive Summary .................................................. 3
Opening ................................................................... 5
Purpose .................................................................. 5
Background ................................................................ 5

SECTION A – Educational establishments ................................ 7
a) Background ......................................................... 7
b) General concerns with schools ............................... 7
c) Specific concerns with schools ............................. 8
   i) Exempt development ....................................... 8
   ii) Complying development .................................. 8
   iii) Development without consent ....................... 9
   iv) Local development ......................................... 10
   v) Regional development ..................................... 11
   vi) State significant development ....................... 11
   vii) Caps on development consents ..................... 11
   viii) Zoning of school sites .................................. 11
   ix) Design of schools .......................................... 12
   x) Traffic issues with school development ............. 12
   xi) Student accommodation ................................. 13
d) Other comments on Universities and TAFEs ........... 13

SECTION B – Early childhood education and care facilities ........ 14
a) Background ......................................................... 14
b) General comments ............................................... 14
c) Specific comments ............................................... 15
   i) Centre-based child care ................................... 15
   ii) Draft Child Care Planning Guideline ................. 16
   iii) School based childcare ................................... 17
   iv) Home-based child care development ................ 17
   v) Mobile child care and temporary relocation of a service due to emergency ........ 17

Final Comments ........................................................ 18
Executive Summary

The NSW Department of Planning and Environment (DP&E) is undertaking an overall review of State Environmental Planning Policies (SEPPs). In February 2017 the DP&E released a new standalone draft SEPP, called the Education and Child Care SEPP (draft SEPP) for comment. The draft SEPP seeks to expedite education and child care development across NSW and is predicated on the failure of the school system to meet current demand. The draft SEPP overrides local planning processes and specifically fast-tracks the approval of schools in particular, and some low impact types of child care services more generally.

Schools and child care services are under pressure to expand in certain areas, but there is no evidence whatsoever that councils or existing planning processes are the reason for the shortfall. LGNSW contends that there are many factors behind the current pressure on schools and child care services. These include the lack of long term planning by the NSW Government, the failure to retain land for public schools, rapid population growth and demographic changes.

Education/Schools

LGNsw is of the view that the changes to fast track the approval of schools lean too far in favour of the applicant and will unreasonably remove councils and communities from the decision making process. The draft SEPP and subsidiary material will replace most local planning controls, including Local Environmental Plan (LEP) and Development Control Plan (DCP) provisions.

The key focus of the proposed SEPP is to expedite school development. The changes will remove council consent powers from all school development by:

- expanding exempt and complying development as well as development without consent to a wider range of school developments and a wider range of school projects;
- enabling Registered Non-government Schools (RNS) to self-approve certain school projects;
- enabling the Sydney or regional planning panel to approve all local DAs for schools by lowering the threshold for ‘regional development’ to exclude council as the consent authority;
- lowering the threshold to $20M for education establishments to be able to be classified as state significant development (SSD) so that more DAs can be approved by the Planning Assessment Commission; and
- enabling Roads and Maritime Services (RMS) to certify that any impacts on the surrounding road network as a result of the Complying Development Application are acceptable, avoiding the necessity for a Development Application to be approved by council.

LGNsw opposes the expansion of complying development provisions to significant local development, such as schools. The reasons for this include:

- the local community is removed from the process and unable to comment on the potential impacts;
- ambiguity about whether the development may or may not increase the school’s ability to accommodate a greater number of students with consequent impacts;
- there is a lack of clarity on how the conditions of consent of the current DA will be applied and enforced;
- local government is concerned that parking and open space requirements resulting from the intensification of school developments are not provided for in the draft SEPP;
- it is unclear how the referral process to RMS will ensure that the traffic and parking issues are addressed by the certifier and how the requirements of the consent will be enforced; and
- the complying development provisions are limited to the consideration of height and setback standards, without being able to consider the overall intensity of the use.
Child Care Facilities

In contrast, LGNSW is less concerned with the proposed changes to the approval pathways for child care facilities under the draft SEPP. Councils will retain consent powers for centre-based child care. LGNSW also supports the key purpose of the draft SEPP, which is to better align the national, state and local planning requirements for child care facilities. The consultation process in developing the child care policy has been effective in councils having input on the best way to improve this process without diminishing the responsibilities of councils and the NSW Department of Education. Improvements have been made with the draft SEPP, but further discussion is needed on the content of the draft Child Care Planning Guideline and how it is to be implemented by councils, so that these responsibilities remain clear.

Overall, LGNSW supports the key childcare provisions of the draft SEPP because they:

- introduce common definitions for child care services to be included in the Standard Instrument (i.e. LEP) that match the definitions under the National Quality Framework (NQF);
- retain development consent, with council as the consent authority, for centre-based child care - the more complex development that justifies a merits assessment;
- facilitate the fast track approval of co-located school-based child care by the certification process - a lower risk/impact type of development;
- enable some home-based child care to be approved on low risk bush fire prone land, subject to conditions - a practical solution; and
- remove the need to obtain council approval for mobile and temporary child care facilities, subject to conditions - a sensible approach for small, temporary activities.

However, there are a number of elements in the draft SEPP that require further consideration. These are:

- councils not being able to cap the size of a child care centre in certain locations where the scale of that centre may have unreasonable impacts on the residential amenity;
- removing consideration of the number of children who will attend the centres - this is unworkable as it directly affects the impact of the centre on traffic generation, vehicle access and car parking requirements; and
- the draft Child Care Planning Guideline - this needs revision as it is unclear what council responsibilities are in assessing the requirements under the NQF.

LGNSW recommends further consultation with local government on both the education and child care components of the SEPP to resolve the matters raised in our submission.
Opening

Local Government NSW (LGNSW) is the peak body for local government in NSW, representing NSW general-purpose councils, associate members including special-purpose county councils, and the NSW Aboriginal Land Council. LGNSW facilitates the development of an effective community based system of local government in the State.

LGNSW welcomes the opportunity to make a submission on the draft State Environmental Planning Policy (Educational Establishments and Child Care Facilities SEPP) 2017 (Educational and Child Care Facilities SEPP 2017).

Purpose

This submission provides LGNSW’s response to the proposed new Educational and Child Care Facilities SEPP. This SEPP is referred to as the draft SEPP for the purposes of this submission.

LGNSW’s response is based on consultation with councils and close examination of the following documents:
- Draft State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017
- Explanation of Intended Effect
- Draft Environmental Planning and Assessment Amendment (Schools) Regulation 2017
- Draft Amendment to the Standard LEP for child care
- Draft Environmental Assessment Code of Practice Draft Planning circular on student caps
- Draft Child Care Planning Guideline
- Draft Better Schools Design Guide

Background

DP&E has been progressively reviewing the long list of SEPPs over the past few years. The purpose of SEPPs is to provide high level policy direction on state planning policies to guide planning and land use decisions across NSW. Councils have raised concerns regularly that SEPPs are also used to unjustifiably remove councils’ local consent powers, as well as override local planning requirements contained within local environmental plans (LEPs) and development control plans (DCPs).

LGNSW advocates for the reduction of the overall number of SEPPs under theme-based State-wide planning policies. However, during this process LGNSW recommends that SEPPs need to retain their position as high level strategic planning statements providing state-wide direction on planning issues and, where possible, the planning controls should be shifted into the local planning instrument. This would provide better integration across the levels of plan making system. This was identified as a weakness of the system in A New Planning System for NSW: White Paper.

In addition, LGNSW recommends that DP&E ensure that the review program:
- addresses the noticeable absence of a state-wide policy position on population growth and settlement patterns. LGNSW considers this should be included as one of the new State Planning Policies;
- ensures comprehensive consultation with local government in the formulation and integration of these planning policies into LEPs and DCPs; and
- introduces the requirement for all SEPPs be placed on public exhibition for 28 days. This should be a statutory requirement (not subject to the Minister’s discretion).
This submission relates to the draft SEPP and while LGNSW supports some of the proposed changes, others are supported subject to adjustments or clarification, and a number of changes are opposed.

The submission provides detailed feedback on the proposed changes in the following order:
- SECTION A – Educational establishments.
- SECTION B – Early childhood education and care facilities.
SECTION A – Educational establishments

a) Background

This section covers LGNSW’s response to the NSW Government’s proposed regulatory changes for the approval of educational facilities, including schools (both public and private), universities and TAFEs. These changes are primarily incorporated in the new standalone draft SEPP, with subsidiary guidance outlined in the accompanying material which includes the:

- Draft State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017
- Explanation of Intended Effect
- Draft Environmental Planning and Assessment Amendment (Schools) Regulation 2017
- Draft Environmental Assessment Code of Practice Draft Planning circular on student caps
- Draft Better Schools Design Guide

The draft SEPP and subsidiary material will replace most local planning controls, including council LEP and development control plan (DCP) provisions.

The NSW Government has indicated that the key driver for the proposed changes is the urgent need to provide additional capacity in the school system (both government and private) to meet current and future demand.

Schools are obviously under pressure to expand to address demand, however there is significant variation as to where the pressure points for growth are across Sydney and regional NSW. A more strategic approach is needed, identifying the ‘hot spots’, rather than a general position that facilitates growth universally and in the absence of the infrastructure planning necessary to best manage that growth. This is a good example of the NSW Government trying to solve a planning problem through the assessment process, rather than addressing the issues upfront in the strategic planning process.

b) General concerns with schools

The key focus of the proposed SEPP is to expedite school development. The changes will remove councils’ consent powers from all school development by:

- expanding exempt, complying and development without consent to a wider range of school developments and a wider range of schools projects;
- enabling Registered Non-government Schools (RNS) to self-approve certain school projects;
- enabling the Sydney district or regional planning panel to approve all local DAs for schools by lowering the threshold for ‘regional development’ to exclude council as the consent authority;
- lowering the threshold to $20M for education establishments to be able to be classified as state significant development (SSD) so that more DAs can be approved by the Planning Assessment Commission; and
- enabling Roads and Maritime Services (RMS) to certify that any impacts on the surrounding road network as a result of the Complying Development Application are acceptable, avoiding the necessity for a Development Application to be approved by council.

The growing demand for schools is not contested. What is questioned is the overly simplistic solution proposed that suggests this fundamentally strategic issue can be resolved through changes to the approval process, and in particular the removal of councils as the consent authority. The implication is that councils are delaying DAs and unnecessarily restricting the size of schools across Sydney and regional NSW. This also implies that planning standards maintained by councils need to be lowered to enable the capacity of schools to be increased. The approach being
put forward is one of expediency over a more considered, strategic and evidence-based approach to the issues.

What has been lacking is an articulated strategic plan for the growth of schools by the NSW Government. The Greater Sydney Commission provides a long overdue good beginning by addressing this issue in the District Plans. However, there is no delivery plan that ensures that the local infrastructure, such as pedestrian crossings, parking, road intersections and lights, is upgraded to support growth at the relevant 'hot spots'. To date, councils have had to rely on the DA assessment process to advocate for these matters on behalf of their communities.

Unfortunately, the current lack of capacity in schools in some locations has been exacerbated by the sale of key school sites in previous decades. This is a legacy of the lack of coordination between the state's planning and education departments over many years and little foresight in projecting future school populations. The draft SEPP appears to perpetuate this short term policy approach by including reference to 'allowing for the efficient development, redevelopment or use of surplus government-owned land' in the aims of the draft SEPP\(^1\). This is a short-sighted policy which will limit the NSW Government's capacity to provide educational facilities for the next generation, with little regard to the strategic framework for schools and sound planning principles.

c) Specific concerns with schools

This section provides feedback on the proposed changes to the approval pathway for differing types of school development.

i) Exempt development

The draft SEPP will expand the range of development on school sites that can be classified as exempt development i.e. that does not require consent.

LGNSW agrees that most of the activities listed as exempt\(^2\) are of minor impact and are appropriate to be classified as exempt development, for example walking paths, seats, shelters and shade structures, amenity buildings, landscaping and environmental management works. However, LGNSW opposes the following activities being classified as exempt development:

- one storey portable classrooms; and
- sporting fields and tennis courts.

The location and set back of these can be important as they can be the location of relatively noisy activities that need to be sensitively sited. Also many schools have numerous single storey portable classrooms that appear to have become permanent fixtures. Given this is common practice, this type of development should not be treated as exempt development.

ii) Complying development

The draft SEPP allows more development to be approved by a private or council certifier as 'complying development', subject to complying with certain standards.

\(^1\) Draft State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017, Clause 3(d)
\(^2\) Draft State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017, Clause 32
The list of complying development\(^3\) includes the following activities:

- construction of buildings for educational uses such as classrooms, a library, administration, school hall, gymnasium, canteen or child care facility;
- a covered outdoor learning area;
- a car park; and
- minor alterations or additions to existing buildings.

The above list of development is required to comply with the following planning controls:

- height limit of 4 storeys or 22 metres;
- setback variation of 5m, 8m and 10m setbacks for a building height of 12m, 15m, and 22m, respectively;
- overshadowing and privacy requirements;
- landscaping works; and
- external roofing materials to be non-reflective.

The purpose of the complying development pathway is to approve new classrooms and learning centres on the understanding that the project does not contravene any existing conditions of development consent, in particular relating to student and staff number caps. Given that the Planning Circular on Regulating expansion of schools recommends that caps on schools should be removed or be more liberally imposed at the highest level, it follows that many school buildings are likely to be able to be approved under the complying development provisions, widening the scope of complying development activity considerably. Also, as most schools would be able to meet the 4 storey height limit and the relative setbacks, this is likely to become the most used assessment pathway for schools.

LGNSW does not support the view that expanding complying development provisions in the way proposed will provide adequate safeguards for local communities and opposes the expansion of complying development provisions to significant local development, such as schools. The reasons for this include:

- the local community is removed from the process and unable to comment on the potential impacts;
- ambiguity about whether the development may or may not increase the school’s ability to accommodate more students with consequent impacts;
- there is a lack of clarity on how the conditions of consent of the current DA will be applied and enforced;
- local government is concerned that parking and open space requirements resulting from the intensification of school developments are not provided for in the draft SEPP;
- it is unclear how the referral process to RMS will ensure that the traffic and parking issues are addressed by the certifier and how the requirements of the consent will be enforced; and
- the planning requirements attempt to address the potential impact of the proposed scale and height of the development on the boundaries of the site, without considering the intensity of the use that would be preferable measure of impact.

### iii) Development without consent

Development without consent applies to development where a state agency is the consent authority and the assessment process is limited to an environmental assessment under Part 5 of the EP&A Act, as the use is presumed to be permissible. This process requires the agency to

---

\(^3\) Draft State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017, Clause 33
consider the scale, intensity and impacts on the development based on sound planning principles so that the 'right to develop' acknowledges the potential impacts.

The changes in the draft SEPP are radical and intend to:

- enable registered non-government schools (RNS) to be able to carry out the same development (such as one storey classrooms, libraries, cafeterias and car parks) as government schools, using the same process as government schools under Part 5;
- enable development that increases the capacity of the school by no more than 10% to be approved under this pathway; and
- introduce a NSW Code of Practice for Part 5 activities (the Code of Practice) for non-government schools to manage the environmental assessment process.

LGNSW strongly objects to this significant policy shift for a number of reasons:

- The changes will give significant rights to RNS to self-assess their own building projects, which is unjustified. Transferring a regulatory role to a private organisation/business is irresponsible. Non-government, private schools operate as businesses whose primary purpose is to deliver (and continually improve) their services to their school community (i.e. their customers). The interests and rights of the surrounding community/neighbours would be of only secondary concern.
- The SEPP does not rule out the possibility that a school may cumulatively expand well beyond 10% of its original capacity (resulting in much greater intensification of use) by using the development-without-consent provisions on multiple occasions over a period of time.
- An RNS located in a residential area may already have a strained relationship with surrounding community and may be limited in its capacity to provide rigorous solutions to address the traffic and parking issues. More transparency and independence in the system is needed to ensure that workable solutions are applied to the benefit of both parties.
- The Code of Practice has no legal application and is not able to manage the fundamental conflict of interest where the RNS is both the applicant and the assessor.
- There is no transparency in the process and no requirements to consult with communities or the relevant council.
- It is unclear how the 'self-approval' will work in practice. Where is the paper work submitted and who has responsibility for monitoring compliance of the work with the National Construction Code (NCC) and other matters? In cases where mitigation works are proposed, who checks this process?
- It allows significant work to be approved that may have considerable impact on adjoining development, with no procedural requirements to consult with communities on traffic access, parking and safety issues for both students and residents.
- There is no opportunity for councils to provide planning or traffic advice.

iv) Local development

The draft SEPP has effectively removed the category of 'local development' for schools. This means that all DAs for schools will be processed as either:

- a regional development and be considered by the relevant Sydney or regional planning panel – for development under $20M; or
- a State significant development (SSD) – for development over $20m, which has been lowered from the current threshold of $30M.

This means that local government will have no consent powers for school development. While council staff will be required to manage the assessment process for regional development, these will be the only applications in which councils will have any role to play.
v) **Regional development**

As indicated above, all local development is to be reclassified as regional development in the draft SEPP, removing council as the consent authority. LGNSW’s previous comments regarding iv) Local development apply.

vi) **State significant development**

The threshold for DAs for schools will be lowered from $30M to $20M. LGNSW opposes the lowering of the threshold for SSD for schools, as it further removes decision making from the local community and reinforces the NSW Government’s power to expedite the expansion of large schools without local involvement.

vii) **Caps on development consents**

The draft *Planning Circular on Regulating expansion of schools* advocates the relaxation of caps on the number of student and staff permitted at the school, by restricting their use to ‘circumstances justified by a comprehensive and evidence-based assessment of relevant planning issues such as traffic and parking’.

The draft circular argues for a more lenient policy on the application of caps on schools to provide for growth. It provides limited direction on how to apply the relevant planning principles to improve practice going forward and is unclear on when caps should be relaxed, or in what circumstances this may be justified. This draft circular provides theoretical advice that needs to be reviewed and refined to be more practically orientated.

viii) **Zoning of school sites**

The draft SEPP will introduce a site compatibility certificate that will enable schools to apply for a ‘rezoning’ of land used as a school for school purposes.

LGNSW has a number of questions around the purpose of this process, in particular:

- Is the purpose for schools to be able to expand into surrounding residential areas? and/or
- Is this a means to increase the value of school sites to assist government in being able to sell surplus public land?

There is some variation across the sector in how schools have been zoned by councils under LEPs. The earlier versions of the Standard (LEP) Template intended school sites to be zoned more generically or alternatively to take on the zoning ‘next door’. The Department of Education argued for the highest valued zoning to apply to a school site to assist in selling its surplus sites. However, many councils sought to have a Special Use zone applied to school sites, as it made it clearer to communities what would be the expectations around such sites. This debate has resulted in the Minister for Planning approving LEPs which zone school sites differently.

The question is whether the NSW Government should be involved in fast tracking rezoning land for school sites. LGNSW questions the introduction of the site compatibility certificate and seeks further information on its purpose.

---

4 *Draft Planning Circular – Regulating expansion of schools,* page 1
ix) Design of schools

The NSW Government aims to deliver better designed schools by incorporating the design guide principles\(^5\) in Schedule 4 of the draft SEPP. These principles apply to DAs and certain types of complying development applications that are 3 to 4 storeys in height. They do not appear to apply to applications that qualify for 'development without consent'.

LGNSW welcomes measures that will deliver better designed schools and a guide to achieve better outcomes.

LGNSW does not agree that a verification certificate from the qualified designer is a transparent or effective system to deliver better design. Nor does the complying development process enable design to be effectively considered as the designer is not an independent advisor and may be personally invested in the design outcome as envisaged in the plans.

In addition, the Design Guide appears to focus on site specific design issues and has limited regard for the context of the development in relation to the surrounding area. In contrast, the NSW Government Architect’s *Better Placed*\(^6\) adopts a wider understanding of design that places greater importance of a building within its neighbourhood context, covering accessibility and other relevant impacts.

x) Traffic issues with school development

The draft SEPP requires RMS to provide advice on traffic related issues, mainly where the student population of the school is to be increased. Referral arrangements apply in the following situations:

- A complying development application for a school project (which increases the school capacity by 50 or more students) requires certification from RMS that any impacts are acceptable or will be acceptable, subject to conditions. It is not clear what this benchmark will be, what the position of RMS will be in relation to local roads and what happens if the project cannot be certified.
- A 'development without consent' requires the proponent (both government and registered non-government schools) to consult with RMS and take into account any advice for a project over 50 students. It is unclear how this process will be administered and appears to be based on an 'honesty system';
- A DA requires the application to be referred to RMS during the assessment process, which is the usual process.

The problem with the above is that the student population fluctuates and a statement from the applicant is not the best measure as to whether the traffic issues generated by the development warrant consideration.

LGNSW considers that the proportion of increase in floor area is a fairer method of determining whether a development could have a potential impact. This would be more suitable, especially where caps are to be removed, allowing for the normal fluctuations of enrolments. This will be a more practical way of addressing the pre-existing issues as well as those likely to arise with growth in the surrounding areas as well as on the school site.

\(^5\) These principles are located in the NSW Government Architect’s draft *Better Schools: A design guide for schools in NSW*

xi) Student accommodation

The draft SEPP clarifies that development proposing student accommodation is not development for the purpose of a school and is a separate use. LGNSW supports this treatment.

d) Other comments on Universities and TAFEs

The draft SEPP extends exempt and complying development provisions to universities and TAFE sites. The exempt provisions cover a wide range of minor development from walking paths to temporary buildings for educational purposes. The complying development provisions for universities enable a wider range of more complex development, such as educational facilities and amenity blocks, up to 3 storeys in height.

LGNSW supports in principle allowing development to occur on the main campuses as complying development, where the University or TAFE has a masterplan for the overall development of the site approved by council.

LGNSW also agrees that these provisions should not apply to tertiary educational facilities in office locations.

The ‘development without consent’ provisions are restricted to more minor activities and place limits on the gross floor area of buildings that can be approved under this provision. Also the proposed development needs to comply with all existing conditions of consent.

LGNSW supports this approach but does question the lack of transparency around these processes and how this pathway will be monitored or enforced.

LGNSW supports the retention of the DA process for prescribed zones, as well as retaining the threshold for tertiary institutions SSD at $30M. It is unclear whether this threshold has been lowered for tertiary institutions.
SECTION B – Early childhood education and care facilities

a) Background

The current regulatory process for the assessment and approval of child care facilities requires two steps:

- the approval of a development application for the use, scale and intensity of the activity by the relevant council, followed by;
- a license for the child care service under the National Quality Framework (NQF) by the Department of Education.

The aim of the proposed changes is to streamline the dual process for approving childcare facilities by adopting common definitions and standardising planning requirements for child care facilities across NSW. This is to ensure that any facility approved by council is able to be later licensed by the Department of Education. The changes will more specifically:

- encourage the co-location of child care facilities on school sites by applying exempt and complying provisions to school-based child care centres;
- minimise the approval process for mobile and temporary child care facilities, that are mainly used in regional/rural locations; and
- mandate the permissibility for child care centres in all R2 and Light Industrial IN2 zones and standardise the planning controls for the development application (DA) consent process, subject to locational issues being better articulated.

b) General comments

LGNSW supports the key objective of better aligning the national, state and local planning requirements for child care facilities. The consultation process enabled councils to provide input to improve this process without diminishing the differing responsibilities of councils and the Department of Education. Improvements have been made with the draft SEPP, but further discussion is needed on the content of the Draft Child Care Planning Guideline and how it is to be implemented by councils, so that these responsibilities remain clear and coherent to the user.

Overall, LGNSW supports the key childcare provisions of the draft SEPP because:

- they introduce common definitions for child care services which will be included in the Standard Instrument (LEP), and will match the definitions under the National Quality Framework (NQF);
- the introduction of common terms for the activities of child care facilities will bring more clarity to the approval system; and
- the changes to the approval pathway for the five activities are considered reasonable and are summarised in the Table on the next page.

LGNSW also supports other changes to the approval as they will:

- retain development consent, with council as the consent authority, for centre-based child care - a more complex development that justifies a merits assessment;
- facilitate the fast track approval of co-located school-based child care by the certification process - a lower risk/impact type of development;
- enable some home-based child care to be approved on low risk bushfire prone land, subject to conditions - a practical solution; and
- remove the need to obtain council approval for mobile and temporary child care facilities, subject to conditions - a sensible approach for small temporary activities.
A summary of LGNSW positions is provided in the following table:

<table>
<thead>
<tr>
<th>New terms for activities</th>
<th>Definition</th>
<th>Current approval process</th>
<th>Proposed approval process</th>
<th>LGNSW Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early childhood education and care facility</td>
<td>Group term that covers the activities below.</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Centre-based child care</td>
<td>Includes a long-day care, occasional care, out-of-school and a preschool or family day care centre.</td>
<td>DA required</td>
<td>DA consent is retained and Complying development provisions apply on TAFE sites</td>
<td>Support—subject to changes to the Draft Child Care Planning Guideline</td>
</tr>
<tr>
<td>School-based child care</td>
<td>Early education and care provided on a school site, including out of hours care and vacation care.</td>
<td>DA</td>
<td>Exempt provision apply for the use only where there is no structural work; Complying development provisions apply for minor alterations and additions</td>
<td>Support</td>
</tr>
<tr>
<td>Home-based child care</td>
<td>Early education and care provided in a private home for up to 7 children</td>
<td>DA—but generally not permitted in any areas that are classified as bushfire prone</td>
<td>Exempt development provisions apply only in: • low level bushfire attack under BAL-40; • where there is an Asset protection zone; and • a Bushfire Emergency Management and Evacuation Plan. Where the activity does not comply a DA is required.</td>
<td>Support—Question whether the fire safety provisions are clear and adequate</td>
</tr>
<tr>
<td>Mobile child care</td>
<td>Early education and care that visits a premises, area of place for the purpose of providing child care.</td>
<td>Licence only</td>
<td>Exempt provisions apply</td>
<td>Support</td>
</tr>
<tr>
<td>Temporary relocation of an early childhood education and care facility</td>
<td>The relocation of an early childhood education and care facility due to an emergency such as bushfire, flood or storm.</td>
<td>No DA required</td>
<td>Exempt development for 12 months only</td>
<td>Support</td>
</tr>
</tbody>
</table>

c) Specific comments

This section provides further comments on the proposed changes for the assessment and approval process by each activity.

i) Centre-based child care

LGNSW supports DA consent being required for centre-based child care that requires:
• a merits assessment which will now assess the DA against the draft Child Care Planning Guideline;
• referral of the DA to the Department of Education where the DA does not meet the unencumbered indoor and outdoor space requirements under the NQF.
This process will enable councils to obtain feedback from the Department of Education early in the assessment process, confirming whether a DA is likely to comply with the key criteria required under the licensing system.

The concurrence requirements are limited to the unencumbered indoor and outdoor space, where the centre is not likely to comply with the NQF requirements. This is because these are the hardest criteria to meet. However, it is recommended that the Department of Education to undertake a full check under the NQF, as outlined in the Part 2 of the Guidelines, to clarify what will be required to be met at the licensing stage. This is discussed later.

The draft SEPP will also mandate the permissibility of centre-based child care in Residential R2 and Light Industrial IN2 zones. This is a small change to the current zoning requirements for most councils and therefore is not expected to be strongly opposed.

However, where current LEPs prohibit child care centres in the relevant zones under discussion, council should be allowed to retain their position on evidence based planning. Council should be allowed to justify the exclusion of centres from certain zones on planning grounds, such as:

- whether the objectives of the zone provide a level of amenity required for a child care centre; and
- having regard to whether or not there is other land, suitably zoned that is considered more suitable for child care facilities that may also be better located nearer to transport nodes or routes.

### ii) Draft Child Care Planning Guideline

The Draft Guideline provides advisory guidance on how to meet the:

- physical environment requirements of the NQF (under Part 2); and
- matters for consideration and design criteria (under Part 3).

There is lack of clarity as to how these requirements apply to a DA which needs to be resolved. The draft Guideline (Section 1.2) states that the consent authority must take Part 2 into account when assessing a development application. It does not say it has to "comply". Hence, the Guideline does not make it clear whether the criteria in Part 2 are mandatory requirements of the development assessment process or may be able to be conditioned on the DA consent. The Self-Assessment Checklist provided is quite general and does not reflect the prescriptive nature of the guide.

In Part 3 of the draft Guideline, the consent authority may take the 'Matters for Consideration and Design Criteria' into consideration for the purposes of the assessment. However, clause 23 of the draft SEPP makes it clear that 'design' cannot not be used as grounds of refusal if the application meets the design criteria in this part. It is assumed by this wording that a 'matter for consideration' is the same as a 'design criterion' and if this matter is complied with, the DA is acceptable. More importantly, it is not clear what council planning responsibilities are in applying these draft Guidelines to the assessment of a DA, i.e. what criteria are mandatory, advisory or are matters that cannot be grounds for refusal. How the Guideline is interpreted in relationship to council DCPs further confuses the interpretation of this guideline.

The following questions need to be answered:

---

7 Draft State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017, Clause 20
- Is a DA required to comply with the National Regulations set out in Part 2? Is the advice from the Department of Education advisory or mandatory? What happens if advice is not received from the Department in 28 days?
- Are only DAs which do not comply with open space requirements referred to the Department of Education? How will councils assess DAs that do not comply with other aspects of Part 2? Are they to be refused or conditioned?
- Given that the design criteria are performance based and therefore allow for a range of approaches for the development to meet the given objective, debates around compliance are likely to arise. Therefore, it may be challenging for councils to apply the proposed rule where the consent authority cannot refuse consent on the basis of lack of compliance with the design criteria of the Guideline, where the applicant believes the criteria have been met. In these circumstances how will councils determine whether a DA complies?
- What does council do if it does not agree where a designer has verified that a DA complies with the design criteria? Can council refuse the DA?
- What is the difference between a matter of consideration and a design criterion? Are they the same thing?

iii) School based childcare

The draft SEPP encourages the co-location of child care facilities on existing and new school sites. This is a reasonable and sensible use of land and is supported by LGNSW.

Exempt provisions apply where the activity does not involve any structural work and complying development provisions apply to guide alterations and additions to the existing buildings. Given that such activity is low risk development, it is unlikely that these facilities will have negative impacts on surrounding development.

iv) Home-based child care development

The draft SEPP enables some home-based child care services to be approved on low risk bushfire prone land, as exempt development subject to planning requirements. These provisions will only apply to a small proportion of the lowest risk bushfire prone land with specific requirements to address the risk.  

While this policy recognises the need for such services across all areas, the planning requirements need to be well understood and applied. The Service Approval licence required by the Department of Education needs to ensure that the planning requirements have been met.

v) Mobile child care and temporary relocation of a service due to emergency

Similarly, mobile child care and the temporary relocation of a service are of low impact and do not warrant planning consent. These services are suitably managed by the licensing process by the Department of Education.

---

8 This only applies to land that is low risk and below bushfire attack level 40 that has an Asset Protection Zone and a Bushfire Emergency Management and Evacuation Plan.
Final Comments

LGNSW appreciates the opportunity to make a submission on the draft SEPP, and outline our areas of concern.

For further information, please contact Jennifer Dennis, Senior Policy Officer – Planning, on 9242 4094 or jennifer.dennis@lgnsw.org.au.
Item No: C02/19-14

PLANNING PROPOSAL REQUEST - 300 MANCHESTER ROAD, AUBURN

Responsible Division: Environment & Planning
Officer: Director Environment & Planning
File Number: PP-1/2018
Community Strategic Plan Goal: A resilient built environment

SUMMARY

This planning proposal seeks to rezone land at Manchester Road from IN1 General Industrial to a mix of IN1 General Industrial, R4 High Density Residential, RE1 Public Recreation, B1 Neighbourhood Centre, and B7 Business Park zones.

The proposal has been placed on preliminary public exhibition (pre-Gateway), and was reported to the Cumberland Local Planning Panel (CLPP) in December 2018 with a recommendation that the Proposal be forwarded to the Department of Planning and Environment for a Gateway Determination. The CLPP did not support this recommendation, due to inconsistencies with strategic direction of the State Government and local issues.

It is recommended that the planning proposal be forwarded to the Department of Planning & Environment for a Gateway Determination. As part of this stage, further liaison would be undertaken with the Greater Sydney Commission and Department of Planning & Environment to address the issues raised by the Cumberland Local Planning Panel. This approach provides an appropriate mechanism to resolve outstanding issues and, if supported by the Gateway, would allow the planning proposal to proceed to formal community consultation prior to finalisation and consideration by Council.

RECOMMENDATION

That Council:

1. Request a Gateway Determination for the site of 300 Manchester Road, Auburn, with the following controls: IN1 General Industrial; R4 High Density Residential, RE1 Public Recreation; B1 Neighbourhood Centre; and B7 Business Park;

2. Provide the planning proposal as per recommendation 1 above to the Department of Planning & Environment as part of the Gateway Determination stage; and
3. Liaise with the Greater Sydney Commission and the Department of Planning & Environment on the matters raised by the Cumberland Local Planning Panel as part of the Gateway Determination stage.

REPORT

Background

In January 2018, a planning proposal request was lodged with Cumberland Council seeking to rezone the 14 hectare site at 300 Manchester Road from IN1 General Industrial zone to a mix of R4 High Density Residential, B2 Local Centre and RE1 Public Recreation (refer to Table 1 below).

This proposal was placed on preliminary public exhibition from 24 January 2018 to 26 February 2018 in accordance with Council’s Planning Proposal Notification Policy. In response to feedback received from Council, public submissions, and further technical input from traffic, acoustic and economic experts, the original proposal has subsequently been amended.

The amended proposal now seeks to rezone a smaller amount of land to R4 High Density Residential, retaining a larger area of the site as IN1 General Industrial. It also proposes to increase the amount of land zoned RE1 Public Recreation, replace the B2 Local Centre zone (originally proposed) with a smaller area of B1 Neighbourhood Centre zone, and introduce the B7 Business Park zone (Table 1).

<table>
<thead>
<tr>
<th>Proposal – Lodged January 2018</th>
<th>Amended Proposal – September 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.3 hectares zoned R4 High Density Residential:</td>
<td>5 hectares zoned R4 High Density Residential:</td>
</tr>
<tr>
<td>• approx. 1,800 dwellings</td>
<td>• approx. 1,150 dwellings</td>
</tr>
<tr>
<td>• approx. 129 dwellings per hectare</td>
<td>• approx. 83 dwellings per hectare</td>
</tr>
<tr>
<td>Floor space ratio:</td>
<td>Floor space ratio:</td>
</tr>
<tr>
<td>• 1:1 for the northern industrial land</td>
<td>• 1:1 for the northern industrial land</td>
</tr>
<tr>
<td>• 1.7:1 for the remainder of site</td>
<td>• 1.5:1 for the remainder of site</td>
</tr>
<tr>
<td>Maximum building heights of 9m - 42m (2-12 storeys)</td>
<td>Maximum building heights of 9m - 42m (2-12 storeys)</td>
</tr>
<tr>
<td>Residential GFA (approx): 164,000m²</td>
<td>Residential GFA (approx): 103,000m²</td>
</tr>
<tr>
<td>Industrial/Employment GFA (approx): 30,000 – 40,000 m²</td>
<td>Industrial/Employment GFA (approx): 75,000m²</td>
</tr>
<tr>
<td>Retail GFA (approx): 6,000m²</td>
<td>Retail GFA (approx): 1,000m²</td>
</tr>
<tr>
<td>Community GFA (approx): 2,000m²</td>
<td>Community GFA (approx): 1,000m²</td>
</tr>
<tr>
<td>1.78 hectares of open space</td>
<td>2.1 hectares of open space</td>
</tr>
<tr>
<td>Additional permitted uses:</td>
<td>Additional permitted uses:</td>
</tr>
<tr>
<td>For the northern 4 hectares of the site where the industrial zone would be retained, amendments to allow additional permitted uses of Office premises (limited to max 10% of total GFA), Car park, Health service facility, Respite day</td>
<td>For the northern 6 hectares of the site where the industrial zone would be retained, amendments to allow additional permitted uses of Office premises (limited to max 10% of total GFA), Car park, Health service facility, Respite day</td>
</tr>
</tbody>
</table>
The Site and its Context

The proposal applies to the land shown in Figure 1. The site comprises 2 separate parcels of land and is known as 300 Manchester Road, Auburn (comprising Lots 11 and 12 in DP1166540).

Direct access to the site is available from Manchester Road for a length of approximately 230m along the southern boundary (see Figure 1). Beyond this point, Manchester Road is a private road (within the RailCorp NSW land holding). There is a Right of Way (over this adjoining RailCorp land) which provides a connection to Manchester Road.

![Figure 1: Access and Surrounding Land Uses](image)

Site Context

The metropolitan-significant Clyde Marshalling Yards immediately adjoining the site to the north comprise a number of facilities servicing the Sydney Trains network, including: Auburn Passenger Rail Stabling Yard; Rail Maintenance Centre; Auburn Logistics Services Warehouse; and Auburn Network Base. In addition, Sydney Trains
has a new headquarters for its Sydney Train operations accommodating approximately 1,500 employees.

The Duck River is located to the west of the site. Immediately to the south of the site is a low density residential area.

The closest part of the site is located approximately 1km walking distance from Auburn Station, with most of the site located beyond 1km from Auburn Station. Sydney Trains has indicated that any proposal to “open up to the general public rail land cannot be accommodated by RailCorp or Sydney Trains”, meaning there is no public pedestrian access to Clyde Station from the site (across RailCorp land).

**Planning Controls**

The current and proposed planning controls are summarised in Table 2 and shown graphically in figures 2 to 5.

<table>
<thead>
<tr>
<th>Current Planning Controls under Auburn LEP 2010</th>
<th>Proposed Planning Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN1 General Industrial zone</td>
<td>Rezone 8.1ha of the site from the IN1 General Industrial zone as follows:</td>
</tr>
<tr>
<td></td>
<td>B7 Business Park (1ha)</td>
</tr>
<tr>
<td></td>
<td>B1 Neighbourhood Centre</td>
</tr>
<tr>
<td></td>
<td>R4 High Density Residential (5ha)</td>
</tr>
<tr>
<td></td>
<td>RE1 Public Recreation (2.1ha)</td>
</tr>
<tr>
<td>Floor space ratio control of 1:1</td>
<td>Proposed floor space ratio control of 1.5:1 for portion of the site proposed to be rezoned (coloured light red in Figure 4)</td>
</tr>
<tr>
<td></td>
<td>No change to the existing 1:1 FSR control is proposed for the portion of the site remaining as IN1 (coloured light purple in Figure 4)</td>
</tr>
<tr>
<td>No height of building control</td>
<td>A proposed maximum height limit of up to 42 metres on the residential zoned land as follows (refer to Figure 5)</td>
</tr>
<tr>
<td></td>
<td>• 15m in areas coloured beige (development up to 4 storeys)</td>
</tr>
<tr>
<td></td>
<td>• 27m in areas coloured pink (development up to 8 storeys)</td>
</tr>
<tr>
<td></td>
<td>• 33m in 2 areas coloured light red (development between approximately 6 - 10 storeys)</td>
</tr>
<tr>
<td></td>
<td>• 42m in areas coloured maroon (development up to 12 storeys)</td>
</tr>
<tr>
<td>Minimum lots size control of 2000m²</td>
<td>No minimum lot size on the site</td>
</tr>
</tbody>
</table>

Table 2: Current and proposed planning controls
Strategic Merit Assessment

A strategic merit assessment of the proposal was undertaken and found:

- Inconsistencies with the Greater Sydney Commission’s vision for industrial lands, as the Central City District Plan identifies the direction for all industrial lands within this district as “review and manage”. However, the proposed retention of a large proportion of the site for employment uses and the introduction of provisions which would permit a greater mix of employment uses and would likely facilitate increased productivity, was considered to have some merit.

- The proposed approach to employment land within the site was considered more likely to deliver jobs and contribute to local economic activity over the next 5-10 years, rather than retaining the status quo.

- Partial inconsistency with the Cumberland Draft Employment and Innovation Lands Strategy (EILS), which acknowledges the existing metropolitan-critical role of the land immediately north of the site in terms of passenger and freight rail operations and logistics across metropolitan Sydney, and the importance.
of this precinct’s future role “services for the service sector”. However, the proposed retention of 6 hectares of land for employment uses (IN1 General Industrial), as well as the proposed additional permitted uses and the introduction of the B7 Business Park zone (1ha) on the site, was considered likely to assist in attracting new employment generating uses, including innovative activities, and thus partially consistent with the direction set in the Draft Cumberland EILS for the site.

- The proponent’s Economic Feasibility Assessment concluded that it was not economically feasible to develop the site under the existing planning regime. Council’s independent peer review of this assessment concluded that redevelopment of the site under the existing planning controls was economically feasible.

- Limited access to public transport and to Parramatta CBD, with the majority of the site falling outside the 30 minutes access measure, given the site’s distance from Auburn Station, and current bus routes.

- Potential land use conflict, noting that although the proposal has been amended significantly since lodgement, there will still be some noise impact affecting proposed residential uses (refer to Attachment 1, Figure 10).

**Public Benefit Offer**

The applicant has proposed a public benefit offer as part of the proposal outlined in Table 3. Some components of the proponent’s public benefit offer are not considered to be public benefits because they are requirements of the proposed development. Adjustment for this results in an indicative public benefit offer of approximately $24.5 million. However, it is noted that the public benefit offer is the start of the planning agreement process, and further negotiation and consideration by Council would be required.

<table>
<thead>
<tr>
<th>Public Benefit Offer</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>$6.25 million of road widening and intersection upgrades including:</td>
<td>Public benefit</td>
</tr>
<tr>
<td>- Manchester/Chisholm Road Intersection</td>
<td></td>
</tr>
<tr>
<td>- Manchester/Cumberland Road Intersection</td>
<td></td>
</tr>
<tr>
<td>- South Parade</td>
<td></td>
</tr>
<tr>
<td>- Clyde/Mona Street Intersection</td>
<td></td>
</tr>
<tr>
<td>Bridge upgrades:</td>
<td>Public benefit</td>
</tr>
<tr>
<td>Mona Street Bridge Upgrade ($4 million) Wellington Road Bridge Upgrade ($1.25 million)</td>
<td></td>
</tr>
<tr>
<td>$4m towards the Duck River Masterplan</td>
<td>Public benefit</td>
</tr>
<tr>
<td>Pedestrian Bridge over Duck River</td>
<td>Public benefit</td>
</tr>
</tbody>
</table>
Other Benefits to Development Site

<table>
<thead>
<tr>
<th>Benefit Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8.5million of Internal Roads</td>
<td>Required as part of development, therefore not considered as a public benefit</td>
</tr>
<tr>
<td>$11million Central Park and other open space</td>
<td>Substantially required as part of development, therefore not 100% considered as a public benefit (proportion would need to be identified)</td>
</tr>
<tr>
<td>$5million New Community Centre</td>
<td>Possible public benefit, however does not align with Council’s planning</td>
</tr>
<tr>
<td>$2million Shuttle Bus to Auburn</td>
<td>Temporary proposal. Not considered to be public benefit</td>
</tr>
<tr>
<td>Work with Council to create a potential bus only link from Manchester Road to Mona Street along Duck River</td>
<td>Dependent on successful negotiation between proponent, Transport for NSW and Bus operators</td>
</tr>
<tr>
<td>5% Affordable Housing – 58 units</td>
<td>Not consistent with Council’s policies in the form proposed.</td>
</tr>
</tbody>
</table>

Table 3: Public Benefit Offer

Cumberland Local Planning Panel

The amended proposal was reported to the Cumberland Local Planning Panel (CLPP) on 18 December 2018. The Panel’s advice to Council was that the Planning Proposal request should not be forwarded to the NSW Department of Planning and Environment for a Gateway Determination for the following reasons:

- “The proposal lacks strategic merit with regard to its inconsistency with the Central City District Plan Planning Priority C11: Maximising opportunities to attract advanced manufacturing and innovation in industrial and urban services land;
- The proposal lacks strategic merit with regard to the Draft Cumberland Employment and Innovation Lands Strategy which identifies the site’s role as “services for the service sector” i.e. services that are essential to the operation of local and regional economic activity;
- The proposal lacks strategic merit with regard to its pre-emption of the Greater Sydney Commission’s Industrial Lands Review;
- The proposal lacks strategic merit with regard to the site’s access to public transport, in particular the walking distances to railway stations;
- The proposal lacks strategic merit with regard to additional land use conflicts between the proposed new high density residential and industrial land and the environmentally sensitive Duck River corridor;
- The proponent’s economic justification is not convincing given the content of the peer review undertaken for the Council;
- The proposed access to the site is constrained and funnels through the neighbouring residential areas;
- Some of the uses of the proposed industrial land (childcare centre, health service facility and respite day care) are considered inappropriate; and
- The proposed additional residential dwellings are not required to meet Council’s dwelling targets under the Central City District Plan.
COMMUNITY ENGAGEMENT

Preliminary (pre-Gateway) notification of the planning proposal request (as lodged in January 2018) was undertaken from 24 January to 26 February 2018. The following submissions were received:

- 43 individual submissions and 3 groups of form letters (total 41 form letters);
- 11 Government /Public Agency submissions (many of which are adjoining land owners or own land within the notification area).

Key issues raised in the submissions included:

- the proposed scale is out of character with the surrounding area, and will lead to overdevelopment, loss amenity for the community, and overcrowding;
- the proposal will lead to a loss of employment and industrial lands - employment should be a priority, not housing;
- the proposal will place strain on existing local health facilities and hospital services and existing schools which are already at capacity;
- insufficient open space (i.e. RE1 land) provided for 1,800 new dwellings;
- the Duck River upgrade will diminish natural values of an already degraded river;
- poor accessibility - there is limited vehicular access to the site, and new development will add further pressure and worsen local traffic congestion (particularly Mona Street); and
- existing public transport infrastructure is in poor condition and will not cope with new development.

The transport agencies raised a number of issues in their submissions, including land ownership and access to the site, traffic and road network issues, noise generation, and pressure being imposed on Sydney Trains to alter the operations due to any potential noise and operations complaints.

The proponent also provided Council with 216 proponent-initiated emails of support following the close of the preliminary exhibition period. These emails were sought by the proponent via their website as a separate process outside the community engagement undertaken by Council staff.

The issues raised in submissions were in response to the Planning Proposal Request as lodged in January 2018, and not the amended proposal currently being considered. The amended Planning Proposal Request of September 2018 has been substantially revised in response to issues raised in submissions, issues raised by Council, and in response to Council officer’s strategic merit assessment.

POLICY IMPLICATIONS

The assessment of the planning proposal by Council officers and the Cumberland Local Planning Panel both identified inconsistencies and partial inconsistencies with the District Plan and Council’s draft Employment and Innovative Lands Strategy. These issues need to be balanced with the potential opportunities offered by the planning proposal in relation to the utilisation of the site for a range of employment and residential activities.
The forwarding of the planning proposal to the Gateway Determination stage provides an appropriate mechanism to resolve outstanding issues and confirm strategic alignment with NSW Government policies. As part of the Gateway stage, this would occur prior to formal community consultation and finalisation for endorsement by Council.

**RISK IMPLICATIONS**

The key risk implications for Council associated with this report are discussed in the section on policy implications.

**FINANCIAL IMPLICATIONS**

Financial implications have been identified within this report and is included as part of the section on the public benefit offer.

**CONCLUSION**

The assessment of the planning proposal by Council identified some inconsistencies between the proposal and the local and district planning framework. It also identified some of the potential advantages of the proposal, including its potential to convert the site into a more economically productive site with 75,000m² employment GFA and up to 2,600 potential new jobs. It noted the implications of the site’s constrained access if the site was to be redeveloped or land uses intensified under the current LEP controls. Additionally, the assessment identified the public benefit offer which included proposed funding for a number of required intersection and traffic works, as well as potential to expedite improvements to Duck River as part of the Duck River Masterplan.

A review of the planning proposal by the Cumberland Local Planning found that the proposal lacked strategic merit in a number of key aspects, including: inconsistency with the Central City District Plan and the Draft Cumberland Employment and Innovation Lands Strategy’s identified role of the site and surrounds; its potential pre-emption of the Greater Sydney Commission’s Industrial Lands Review; the site’s limited access to public transport, in particular the walking distances to railway stations; and creation additional land use conflicts between the proposed new high density residential and industrial land and the environmentally sensitive Duck River corridor.

It is recommended that the planning proposal be forwarded to the Department of Planning & Environment for a Gateway Determination. As part of this stage, further liaison would be undertaken with the Greater Sydney Commission and Department of Planning & Environment to address the issues raised by the Cumberland Local Planning Panel. This approach provides an appropriate mechanism to resolve outstanding issues and, if supported by the Gateway, would allow the planning proposal to proceed to formal community consultation prior to finalisation and consideration by Council.
ATTACHMENTS

DOCUMENTS ASSOCIATED WITH REPORT C02/19-14

Attachment 1
Amended Planning Proposal
Planning Proposal Request - 300 Manchester Road, Auburn

Amended Planning Proposal -
REQUEST FOR REVISED GATEWAY DETERMINATION - PLANNING PROPOSAL FOR 264 WOODVILLE ROAD, MERRYLANDS

Responsible Division: Environment & Planning
Officer: Director Environment & Planning
File Number: SC185
Community Strategic Plan Goal: A resilient built environment

SUMMARY

At the Council meeting of 18 July 2018, Council resolved to amend the Planning Proposal for the site at 264 Woodville Road, Merrylands (former John Cootes Warehouse site) from a B4 mixed use zone, with a FSR of 2:1 across the entire site, to a split B2 Local Centre and R4 High Density Residential zone with an FSR of 2.4:1 at the front (B2) and an FSR of 1.5:1 (R4) at the rear of the site.

Since this resolution, the site has been sold and the new owner has requested that Council now support the original Gateway Determination for a proposed B4 Mixed Use zone, FSR of 2:1 and Height of Building control of 31 metres across the site.

This report discusses the merit of this request and recommends an alternative approach for Council’s consideration: B2 Local Centre zone with a Maximum Height of Building 31 metres and an FSR of 2:1 across the site; and, RE1 Public Recreation zone for the park. This report also makes recommendations about amendments to the site specific controls in the Development Control Plan.

RECOMMENDATION

That Council:

1. Request a new Gateway Determination for the site with the following controls: B2 Local Centre zone with a maximum building height of 31m and maximum FSR of 2:1 across the site; and RE1 Public Recreation zone for the park;

2. Endorse an amended Planning Proposal as per recommendation 1 above, to forward to the Department of Planning and Environment for finalisation, subject to the negotiation of a planning agreement to the satisfaction of Council;
3. Amend the Development Control Plan (DCP) controls ‘4.1.12 Woodville Road Neighbourhood Centre Precinct’ of the Parramatta DCP to reflect the amended proposal; and

4. Delegate to the General Manager authority to make minor non-policy corrections or formatting changes to the draft DCP controls prior to it coming into effect.

REPORT

Background

The planning proposal request for the site at 264 Woodville Road, Merrylands was transferred from the former Parramatta City Council to Cumberland Council after amalgamation with a Gateway Determination from the Department of Planning and Environment with the following key controls: B4 mixed use zone, maximum building height of 31m and an FSR of 2:1 across the site.

At the Council meeting of 18 July 2018, Council resolved to amend the Planning Proposal for 264 Woodville Road, Merrylands (former John Cootes Warehouse site) to a split B2 Local Centre and R4 High Density Residential zone with an FSR of 2.4:1 at the front and an FSR of 1.5:1 at the rear of the site. The change to a split zone and reduced FSR at the rear of the site addressed the concerns of surrounding residents that were raised during the public exhibition period, whilst still achieving an FSR of 2:1 generally across the site.

Following the recent sale of the site, the new owner has requested that Council now support the Gateway Determination that proposed the B4 Mixed Use zone, FSR of 2:1 and Height of Building control of 31 metres, across the site. This request reflects the new owner’s (proponent) new concept plan for the site.

New Proposal

The proponent’s new proposal seeks to create a neighbourhood centre in a single floor plate two storey podium development with approximately 25,000m² of retail floorspace and 25,000m² of residential floor space in 5 towers ranging from 6-8 storeys above the podium. This would create a development with a maximum building height of 10 storeys, and approximately 500 apartments. The proponent’s concept anticipates a range of retail, business, community and recreation uses at the ground and first level, including potential for a full line supermarket.

The proponent’s concept also proposes to relocate the 2000m² public park to the rear of the site (Highland Street frontage) and it also proposes a revised street layout.

The public benefit offer is addressed in a subsequent section of this report.

The new indicative concept plan for the proposal is shown in Figure 1a.
**Proposed Planning Controls**

**Zoning**

The Proponent is seeking to revert to the original Gateway Determination that applied a B4 Mixed use zone across the entire site. This is not supported because the B4 Mixed Use zone is currently used for Cumberland’s major centre (Merrylands) and larger town centres (Granville, Auburn and Lidcombe) and it is expected that this approach would continue under the new Cumberland LEP. The objectives of the B4 zone are not considered suitable for a lower order neighbourhood centre location.

As previously recommended to Council, the B2 Local Centre zone is considered to be the most appropriate zone for the site (Figure 1b). The B2 Local Centre zone permits various uses with consent, including commercial premises (retail, business and office premises), community facilities, child care centres, and medical centres with shop top housing (apartments) above.

The B2 Local Centre zone is both consistent with Council’s strategic approach to the hierarchy of centres within Cumberland, as well as facilitating the proponent’s expressed intention for the site, and would ensure that their vision for their new neighbourhood centre can be realised.
A RE1 Public Recreation zone is also proposed for the park area, which also provides a suitable setback between the site and adjoining properties.

**Building Height**

The proponent is seeking to revert to the original Gateway Determination’s proposed maximum building height of 31m (equivalent to approximately 9 storeys) across the entire site.

Similar to the previous planning proposal concept, the revised proposal seeks to create a transition in building heights with some graduation of building heights across the site with 4, 5, 7 and 9 storeys tower being proposed (Figure 2). Lower building heights are proposed for the western and southern edges.

![Figure 2: Proposed Building Heights](image)

The report considered by Council in July 2018 recommended a mix of the B2 Local Centre zone and the R4 High Density zone as well as commensurate maximum height and FSR controls to effectively achieve transition in building height and scale stepping down from the Woodville Road frontage. This approach was recommended on the basis that including these controls in the LEP would provide greater certainty, particularly for the interface with the surrounding lower density (2 storey) development and school adjoining the site. This approach responded directly to one of the requirements of the Gateway Determination.

Council could consider a blanket height control as sought by the proponent, which would mean reliance on Development Control Plan (DCP) controls to achieve transition in height and less certainty in terms of outcomes. This approach would require amendments to the DCP controls for the site to ensure an appropriate level of detail was included, as well as amending the controls to reflect the proponents indicative concept plan.
Floor Space Ratio

The proponent is seeking to revert to the original Gateway Determination’s proposed maximum FSR of 2:1 across the entire site.

With this approach, the DCP controls previously considered by Council will need to be amended to ensure future development achieves an appropriate transition in terms of scale and density to the surrounding low density development and school.

The recommended approach of an FSR of 2:4:1 for the half of the site fronting Woodville Road and an FSR of 1:5:1 for the remainder of the site responded to the Gateway Determination by achieving and overall FSR of approximately 2:1 for the site, whilst specifically requiring a transition in the density of development away from the Woodville Road frontage. Council could consider the proponent’s request for a blanket FSR of 2:1 for the site; however this provides less certainty in terms of outcome and relies on the DCP controls to achieve an appropriate transition.

New Street Layout

The new proposal contains a revised street layout that differs to the current DCP controls. The revised street layout does not facilitate the extension of Highland Street through to Lansdowne Street. (Figure 3)

![Figure 3: DCP Street Layout](image)

![Revised New Street layout](image)

The revised street layout seeks to facilitate the proposed single floor plate podium development and create separation to the neighbouring residential development. There is some merit to the revised street layout as it would provide greater separation between the school and the proposed neighbourhood centre development than what was previously proposed under the current DCP controls.

However, the DCP controls will need to be amended to reflect the revised street layout sought by the proponent, should Council wish to proceed with this proposal.

Relocated Public Park

The revised proposal relocates the 2,000m² public park to the rear of the site (Figure 4). This differs from the current DCP which locates the public park towards the centre of the site.
As with the revised street layout, the relocation of the public park is also required to facilitate the proposed development’s indicative single floor plate layout.

Whilst the location of the park in a more central location with the site (as required by the current DCP controls) was considered to be desirable design outcome, there is also merit in the proposed relocation of the park. Relocating the park to the rear of the site would provide separation between neighbouring residential to the west and the proposed neighbourhood centre development.

The DCP would need to be amended to reflect the relocation of the public park to the rear of the site.

**Economic Impact Assessment**

The proponent was required to undertake an economic impact assessment to determine whether the increase in the size of the proposed retail component would impact on the nearby centres of Guildford and Merrylands.

Hill PDA undertook this assessment on behalf of the proponent and determined that existing centres in the locality enjoy growth in retail trade due to growth in population and expenditure in the wider trade area. All centres should experience and increase in trading levels from 2018 to 2023 with or without the proposed centre on Woodville Road. On this basis, the trading impacts of the proposed larger retail component are considered acceptable.

The proportion of growth in expenditure captured by the new centre is well within acceptable limits enabling other centres to share some of that growth. The proposed neighbourhood centre would therefore not threaten the role, function or commercial viability of any existing centre.

**Social Impact Assessment**

A social impact assessment has been submitted in response to Council’s resolution of July 2018.
Hill PDA undertook this assessment on behalf of the proponent and concluded that the potential benefits arising from the development include:

- Job creation, with more than 300 jobs proposed during construction, and more than 800 jobs proposed when operational;
- Increased housing diversity, including additional housing supply suited to smaller households; and
- Enhancement of the built environment including:
  - a more walkable neighbourhood with access to local services and opportunities for community interaction;
  - added retail amenity, producing a benefit to workers and residents in the area; and
  - an enhancement to the capacity of local facilities and services with a child care centre, medical centre.

This assessment is considered to adequately address Council’s resolution of July 2018.

Public Benefit Offer

A revised public benefit offer (which would form the basis of a Voluntary Planning Agreement (VPA)) has been received from the Proponent, as follows:

- public park landscaped with a minimum area of 2,000m²;
- widening and landscaping of Woodville Road frontage;
- traffic signals on corner of Woodville Road and Lansdowne Street;
- a new road connection between Highland Street and Lansdowne Street;
- affordable key worker housing comprising 12 dwellings exclude from floor space ratio standard;
- monetary contribution of $50,000 towards community facilities; and
- monetary contribution of 1.5% of the value of the value of VPA contributions towards Council’s administration costs.

The Proponent seeks an offset against all the development contributions that would otherwise be payable from the subsequent DAs for this site. The Proponent’s offer to provide 12 dwellings as affordable ‘key worker’ rental housing for 10 years is not consistent with Council’s Planning Agreements Policy. Council’s policy requires affordable housing dwellings to be dedicated to Council. Whilst there is merit in the proponent’s offer of key worker housing, these dwellings would not be dedicated to Council (as per the policy requirement) and would not guarantee supply of affordable/key worker housing beyond 10 years. In addition, the proponent would receive income whilst renting these dwellings, and would also derive income from the sale of these dwellings at the end of the 10 year period.

The proponent is also seeking that these dwellings be excluded from the FSR calculation, thereby receiving an FSR bonus for supplying these dwellings. Council’s
Planning Agreement Policy seeks outright dedication of the affordable housing dwellings, and Council officers would need to progress negotiations in accordance with this policy, unless otherwise directed by Council.

The formal negotiation phase of the planning agreement would commence if a decision is made by Council to proceed with the Planning Proposal. During this negotiation, Council officers would seek more specific details of the benefits proposed and their timing in relation to the project. Clarification would also be sought on offerings that are a direct requirement of the development of the site or wider public benefit that would be reasonable to offset against monetary contribution payable.

A further report to Council on the outcomes of these negotiations would be provided.

COMMUNITY ENGAGEMENT

Post Gateway Exhibition was undertaken on the previous Planning Proposal and DCP controls from 17 January 2018 to 28 February 2018.

It is not known whether the Department of Planning and Environment (DP&E) will require re-exhibition of the Planning Proposal. As the B2 Local Centre Zone does not introduce any additional land uses that may impact on neighbouring properties, and as the Height of Building Control and FSR control have previously been on public exhibition, it is possible that re-exhibition may not be required.

An amended DCP would need to be exhibited for a period of 28 days. A notice would also be placed in local newspapers to advise of the date of exhibition. If further community engagement on the planning proposal is required, this would be undertaken in conjunction with the amended DCP.

A separate exhibition process will be undertaken for the VPA once a draft agreement has been negotiated.

POLICY IMPLICATIONS

Part 4.1.12 Woodville Road Neighbourhood Centre Precinct of the Parramatta DCP would need to be amended to reflect the revised indicative concept if Council proceeds with this proposal.

Should Council resolve to proceed, a draft planning agreement would be negotiated, considered by Council, and then publicly notified in accordance with the Environmental Planning & Assessment Act 1979. The Planning Proposal would then be forwarded to the DP&E to make the LEP amendment and publish it on the NSW Legislation website.

RISK IMPLICATIONS

There are minimal risk implications for Council associated with this report. It is noted that regardless of whether DP&E requires re-exhibition of the planning proposal, the biggest influence on the timing and progress of this proposal would be the negotiation of the Voluntary Planning Agreement (VPA) that delivers acceptable public benefits for Council.
FINANCIAL IMPLICATIONS

Financial implications have been discussed in the section on Voluntary Planning Agreement. There are no other financial implications associated with this report.

CONCLUSION

The proponent’s request to revert to the B4 zone in the Gateway Determination is not supported, as the objectives of this zone and the use of this zone for a lower order neighbourhood centre are not considered appropriate. Application of the B2 local centre zone is recommended, as this is reflects the role of this potential centre and facilitates the proponent’s proposed concept. A RE1 Public Recreation zone is also recommended for the park site and this would provide an appropriate setback between the proposal and existing properties.

The DCP will need to be amended to facilitate the amended proposal. As the proponent is seeking a blanket building height and FSR control across the site, amending the DCP controls would provide Council and neighbouring residents and the community with greater detail and certainty on how transition and separation between neighbouring land uses would be maintained and that future development of the site would be consistent with the indicative concept that has been submitted to Council.

ATTACHMENTS

2. Planning Statement – Knight Frank Town Planning ▼
3. Architectural Concept Drawings ▼
4. Draft Letter of Offer ▼
DOCUMENTS ASSOCIATED WITH REPORT C02/19-15

Attachment 1
Gateway Determination – 24 June 2016
Dear Mr Ryan,

Planning Proposal for 246-264 Woodville Road, 2-4, 8-8A and 14-16 Lansdowne Street, and 19 Highland Street, Merrylands (PP_2016_PARRA_001_00)

I am writing regarding the request made by the former Parramatta City Council for a Gateway determination under section 56 of the Environmental Planning and Assessment Act 1979 ("EP&A Act") in respect of the planning proposal to amend Parramatta Local Environmental Plan 2011 to rezone land at Woodville Road, Lansdowne Street and Highland Street, Merrylands.

The proposal seeks to rezone the subject land to B4 Mixed Use; increase the maximum height of buildings to 31m; increase the maximum floor space ratio to 2.25; and exclude the wintergarden floor area from the FSR calculation for proposed units fronting Woodville Road.

Following the Local Government (City of Parramatta and Cumberland Council) Proclamation 2016 on 12 May 2016, the subject land has been incorporated into the newly formed Cumberland Council Local Government Area. As the Gateway determination was made after the proclamation date, Cumberland Council is now responsible for taking this planning proposal forward in accordance with the attached determination.

As delegate of the Greater Sydney Commission, I have determined that the planning proposal should proceed subject to the conditions in the Gateway determination. I have also considered the nature of the planning proposal and have decided not to issue an authorisation for Council to exercise delegation to make the plan given the significance of the proposal.

I have agreed that any inconsistency with Section 117 Direction 3.4 Integrating Land Use and Transport, 4.1 Acid Sulphate Soils and 6.3 Site Specific Provisions are of minor significance. No further approval is required in relation to these Directions.

I appreciate the former Parramatta City Council's intent to revitalise the Woodville Road Corridor. Following an assessment of the matter, however, I have not agreed with the density for the site proposed by the former Parramatta City Council. The proposed maximum floor space ratio (FSR) of 2.25:1 is not supported owing to an inconsistency with A Plan for Growing Sydney and limited access to high frequency public transport. Consequently, the proposed FSR controls have been reduced to a...
scale that is no greater than controls within the Merrylands and Guildford village centres.

I have also taken this opportunity to include other properties within the site area. The inclusion of these sites will allow for the orderly development of the precinct.

The amending Local Environmental Plan (LEP) is to be finalised within 12 months of the week following the date of the Gateway determination. Council should aim to commence the exhibition of the planning proposal as soon as possible. Council's request to draft and finalise the LEP should be made 8 weeks prior to the projected publication date.

The State Government is committed to reducing the time taken to complete LEPs by tailoring the steps in the process to the complexity of the proposal, and by providing clear and publicly available justification for each plan at an early stage. In order to meet these commitments, the Commission may take action under s54(2)(d) of the EP&I Act if the time frames outlined in this determination are not met.

I recognise that Cumberland Council did not request a Gateway determination for this planning proposal. In these circumstances, Council's assistance in progressing this proposal is appreciated and should the need arise, the Department remains available to support Council in this endeavour.

Should you have any queries in regard to this matter, please contact Mrs Catherine Van Laren, Director of the Sydney Region West Office of the Department, on (02) 9860 1520.

Yours sincerely,

[Signature]

Stephen Murray
Executive Director, Regions
Planning Services

Enc: Gateway Determination
Gateway Determination

Planning Proposal (Department Ref: PP 2016_PARRA_001_00) to amend Parramatta Local Environmental Plan 2011 to rezone land at 246-264 Woodville Road, 2-4, 6-8A and 14-16 Lansdowne Street and 19 Highland Street, Merrylands to B4 Mixed Use, increase the maximum height of buildings to 31m, increase the maximum floor space ratio to 2.25:1 and enable wintergardens within residential development fronting Woodville Road that exclude the wintergarden floor area from the FSR calculation.

I, the Deputy Secretary, as delegate of the Greater Sydney Commission, have determined under section 56(2) of the Environmental Planning and Assessment Act that an amendment to the Parramatta Local Environmental Plan 2011 to rezone land at Woodville Road; Merrylands to B4 Mixed Use; increase the maximum height of buildings to 31m; increase the maximum floor space ratio to 2.25:1; and enable wintergardens within residential development fronting Woodville Road that exclude the wintergarden floor area from the FSR calculation proceed subject to the following conditions:

1. Prior to exhibition, Council is to amend the planning proposal to:
   (a) include a full list of Lot and DP numbers;
   (b) correct the table numbering on page 8 from Table 3 to Table 1;
   (c) correct the Explanation of Provisions and Table 3 at page 16 to indicate that a site specific provision for the FSR calculation applies to wintergardens;
   (d) remove comments on page 16 regarding s117 Direction 7.1 Implementation of a Plan for Growing Sydney;
   (e) the Explanation of Provisions, proposed maps and any other relevant references within the document describing the proposal are to be amended to indicate a proposed maximum FSR of 2.0:1;
   (f) include land at 244 Woodville Road and land at 6, 10 and 12 Lansdowne Street, Merrylands in the land to which the plan applies. These sites are to be zoned to B4 Mixed Use, with a maximum height of buildings of 31m and a maximum FSR of 2.0:1; and
   (g) outline the proposed method to achieve an appropriate transition in height from the subject site to the land located to the west currently zoned R2 Low Density Residential fronting Lansdowne Street and Highland Street.

2. Community consultation is required under sections 56(2)(c) and 57 of the Environmental Planning and Assessment Act 1979 (the Act) as follows:
   (a) the planning proposal must be publicly available for a minimum of 28 days and
   (b) the relevant planning authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals identified in...
section 5.5.2 of "A Guide to Preparing LEPs" (Department of Planning and Infrastructure 2012).

3. Consultation is required with the following public authorities under section 56(2)(d) of the Act:
   - Department of Education and Communities;
   - Transport for NSW — Roads and Maritime Services;
   - Transport for NSW — State Transit Authority of NSW; and
   - City of Parramatta Council.

   Each public authority is to be provided with a copy of the planning proposal and any relevant supporting material, and given at least 21 days to comment on the proposal.

4. A public hearing is not required to be held into the matter by any person or body under section 56(2)(e) of the Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for instance in response to a submission or if recategorising land).

5. The timeframe for completing the LEP is to be 12 months from the week following the date of the Gateway Determination.

Dated 24th day of June 2016.

Marcus Ray
Deputy Secretary
Planning Services
Delegate of the Greater Sydney Commission
DOCUMENTS ASSOCIATED WITH REPORT C02/19-15

Attachment 2
Planning Statement – Knight Frank Town Planning
20 December 2018

Cumberland Council
16 Memorial Ave
Merrylands NSW 2160

Planning Statement – Woodville Road, Merrylands East Neighbourhood Centre

1. Introduction & Background

Knight Frank Town Planning has been engaged by Merc Capital to prepare this Planning Statement to support a revised concept plan for our client’s property known as the Merrylands East Neighbourhood Centre. The Centre is bounded by Woodville Road, Lansdowne Street and Highland Street at Merrylands (the subject site).

A Planning Proposal (PP) for the subject site was subject to a Department of Planning and Environment (DPE) Gateway Determination for which we provide the following background of progress to date:

- Gateway Determination was issued on 24 June 2016 for the PP to proceed with a proposed B4 Zone, 2:1 FSR and 31m height limit across the site, subject to conditions.
- The PP was exhibited from 15 January 2018 to 1 March 2018 with a proposed B4 Zone, 2:1 FSR and 31m height limit across the site in accordance with the Gateway Determination (including with conditions satisfied), and in accordance with Cumberland LHAP and Council meeting resolutions in September and December 2017.
- Council resolved on 18 July 2018 after the public exhibition to conditionally approve an amended PP for a split zoning which:
  - B2 Zone with 2:4:1 FSR and 31m building height limit over part of the site
  - R4 Zone with 1:5:1 FSR and 24m height limit over part of the site

This split zoning is inconsistent with the Gateway Determination is limits design flexibility, impacting the amount of retail and commercial employment generating uses that can be provided on site.

The purpose of this Planning Statement outlines the planning, design merits and community benefits of a revised B4 Mixed Use zoning scheme prepared by Marchese Partners. This scheme is consistent with the design principles of the scheme endorsed by the DPE.

This Planning Statement should be read in conjunction with the following supporting documentation:

- Concept plans - Marchese Partners
- Economic and Social Assessment – Hill PDA
- Draft Statement of Offer for a VPA – Merc Capital
2. **Key elements of the proposal**

The revised proposal includes the following key elements:

- Mixed use scheme including retail, business, community and recreation uses at the ground and first level, and residential above
- Reduced residential units (200 less apartments), while providing an increase in employment opportunity (approximately 500 more jobs)
- New public local park
- Greening of Woodville Road and new streets
- Mix of residential units with communal rooftop gardens
- New street connections and internal linkages
- Affordable Key Worker Rental Housing (10-years)

The following planning controls are proposed across the site:

- **B4 Mixed Use Zoning**
- Maximum FSR - 2:1
- Maximum height of building - 31 metres (9 Storeys)

These controls are consistent with the original scheme submitted to Council in 2015.

3. **Planning and Public Benefits**

The revised design proposal includes the following planning and public benefits:

- **Public domain improvements**, including a public park, new streets, through-site linkages, 10m setback land dedication for greening of Woodville Road, increased public open space, improved street appearance and revitalisation of the precinct;
- **New land uses** to fill the ‘gap’ in the locality, providing additional retail, community and recreational uses;
- **Traffic and Transport improvements**, with signalisation of Woodville Road intersection with Lansdowne Street, new through-street connections to relieve existing pressure on Highland Road congestion; future bus interchange space within 10m Woodville Road setback land dedication area;
- **Ground level activation** through provision of new streets with ground floor active retail uses, public park and spaces, increased casual surveillance and public safety;
- **Improved pedestrian amenity** through increased interaction of the site with the street level, and improved walkability;
- **Increased separation distances** between the proposal and existing school and residences provided for by new streets and new public park;
- **Increased provision of low cost housing forms** including Affordable Key Worker rental housing;
- **New employment opportunities**, during both construction and operation. Noting that the revised scheme provides the opportunity for approximately 500 more jobs than the previous scheme;
- **Community infrastructure**, including a large childcare centre (up to 100 children), key worker housing, gymnasium, medical centre and public park;
- **Increased open space** and amenity through providing a new public park and embellishments and residential rooftop communal open space gardens;
- **Increased services** for the local community, including retail, medical, food and beverage, and childcare uses; and
- **Economic benefits** for the locality, as described in the accompanying Economic Assessment prepared by Hill PDA.

4. **Relationship to the Surrounding Area**

The revised proposal provides an appropriate density and built form for this key site, respecting the character of the surrounding area as follows:

- A variety of building heights provide a transition to the adjoining residential areas.
- Increased separation distances from adjoining school and residences with new streets and a public park to provide an improved relationship to existing educational and residential developments with reduced potential for overlooking and overshadowing, as detailed in the Shadow Analysis Marchese Partners – See Figure 1.
- Improved accessibility through new roads and street connections.
- With the shifting of the public park to the west of the site, this provides an improved scheme:
  - Potential for a direct connection from the school grounds to the park, resulting in improved safety and amenity for the school; and
  - Increased separation distances from the park to and buildings, providing greater solar access in the new park location compared to the former central park location.

Accordingly, the revised concept design provides an improved outcome for the precinct.

*Figure 1: Shadow Analysis Marchese Partners*
5. Design Merits

5.1. Consistency with the DCP Principles

As detailed below and in the accompanying plans prepared by Marchese Partners, the proposed revised scheme aligns with the Draft DCP Principles for the Woodville Road Neighbourhood Centre Precinct (2017).

DCP - Desired Future Character

_The precinct has the following Desired Character, as stated in the DCP:_

_The development of the land is to facilitate the establishment of a “main street” for the development site, full line supermarkets and residential development that complements the surrounding residential areas at a density appropriate for the site, its location and development context. Development of the land is to contribute to the character and sustainability of the Woodville Road Neighbourhood Centre Precinct._

The proposal is entirely consistent with this Desired Character as follows:

- Active ground floor retail uses will provide an attractive main street, and will include a supermarket and other retail and business uses.
- The scale of the development is appropriate for this large corner site, providing a transition to the adjoining residential area through a variety of building heights.
- A large public park and improved public domain will contribute to the character and amenity of a people orientated precinct, and provide greater separation between the proposed mixed use development and surrounding residences and school.

DCP - Site Structure and Land use

The revised scheme is generally consistent with the Site Structure and Land Use Plan, but provides for an improved layout and scheme, better integrated with the surrounding precinct - See Figure 2 and the key features below:

- A supermarket has been provided as shown with access from Lansdowne Road
- An ‘eat street’ has been provided at two sides of the new street, but shifted to the west of the site where the cafes and restaurant will overlook the new public park and green streets, providing an improved customer experience
- An internal retail mall will provide further food offerings and retail services
- Vehicles will exit only onto Woodville Road, with the main driveway access provided on Lansdowne Road
- Improved access and circulation will be provided through more direct street connections and traffic signals, providing new connections via Lansdowne Street, Highland Street and Woodville Road.
Figure 2. Site Structure and Land Use Plan – Draft Woodville Road Neighbourhood Centre DCP 2017, and Ground Floor Plan – Marchese Partners
DCP - Precinct Principles

As illustrated on the adjoining plans prepared by Marchese Partners (see extract below), the scheme is generally consistent with the DCP precinct principles, as follows:

**Comments, Re. Revised Scheme**

- Active street frontages over and above that suggested by the DCP provide a pedestrian friendly precinct
- New food and drink premises will provide a range of options, and provide two ‘eat streets’ largely overlooking the new public park providing an attractive place to dine
- Woodville Road and the new internal streets will be greened through new trees and street planting
- Potential future connection from school to the public park. By shifting the public park to the west of the site this provides greater safety for school children by separating the open space from the new roads and retail precinct
- New street connections will provide access to Lansdowne Street, Highland Street and Woodville Road.
- A variety of building heights (ranging from 4,5,7 and 9 storeys) and appropriate setbacks provide transition to the surrounding residential development
- Increased setbacks and the provision of two levels of commercial uses ensure the adjoining school grounds will not be overlooked

*Figure 3: Precinct Principles - Draft Woodville Road Neighbourhood Centre DCP 2017, and Ground Floor Plan – Marchese Partners*
5.2. Consistency with ADG Design Quality Principles

The concept has been designed to reflect the requirements of SEPP 65 Design Quality of Residential Apartment Development and the Apartment Design Guide, subject to future detailed design plans and a compliance assessment to be submitted to Council at the future Development Application (DA) stage.

The following table outlines how the revised scheme generally responds to the ADG Design Quality Principles:

<table>
<thead>
<tr>
<th>Schedule 1 Design Quality Principles</th>
<th>How the Revised Scheme responds?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Principle 1 – Context and Neighbourhood Character</strong> Good design responds and contributes to its context. Context is the key natural and built features of an area, their relationship and the character they create when combined. It also includes social, economic, health and environmental conditions. Responding to context involves identifying the desirable elements of an area's existing or future character. Well designed buildings respond to and enhance the qualities and identity of the area including the adjacent sites, streetscape and neighbourhood. Consideration of local context is important for all sites, including sites in established areas, those undergoing change or identified for change.</td>
<td>• The revised scheme aligns with the DCP's future character of the precinct as detailed above. • Better integration of the site with the surrounding precinct is providing by active ground floor retail uses throughout the site. In comparison, a split zoning would dedicate a large portion of the site to R4 High Density Residential with non-active uses at lower level. • A new public park will enhance the area, and adjoining school grounds. Through the relocation of the public park to the west of the site, the amenity of the adjoining residential area will be protected and improved.</td>
</tr>
<tr>
<td><strong>Principle 2 – Built Form and Scale</strong> Good design achieves a scale, bulk and height appropriate to the existing or desired future character of the street and surrounding buildings. Good design also achieves an appropriate built form for a site and the building’s purpose in terms of building alignments, proportions, building type, articulation and the manipulation of building elements. Appropriate built form defines the public domain, contributes to the character of streetscapes and parks, including their views and vistas, and provides internal amenity and outlook.</td>
<td>• The revised proposal will provide a variety of building heights, and provides an appropriate transition to the adjoining residential areas. • Greater separation between new buildings, the school grounds and nearby residential properties has been provided to ensure minimal overshadowing. • Improved street connections provide a walkable neighbourhood.</td>
</tr>
<tr>
<td><strong>Principle 3 – Density</strong> Good design achieves a high level of amenity for residents and each apartment, resulting in density appropriate to the site and its context. Appropriate densities are consistent with the area’s existing or projected population. Appropriate densities can be sustained by existing or proposed infrastructure, public transport, access to jobs, community facilities and the environment.</td>
<td>• The proposal is an appropriate density for this corner location, providing an increase in employment use through a variety of retail, business and community uses, while also supporting population growth through increased housing supply.</td>
</tr>
<tr>
<td><strong>Principle 5 – Landscape</strong> Good design recognises that together landscape and buildings operate as an integrated and sustainable system, resulting in attractive developments with good amenity. A positive image and context for well designed developments is achieved by contributing to the landscape character of the streetscape and neighbourhood. Good landscape design enhances the development’s environmental performance by retaining positive natural features which contribute to the local context, co-ordinating</td>
<td>• A new public park, communal rooftop gardens, and green streets provide increased amenity while improving the appearance of the area and increasing social interaction. • The solar amenity of the adjoining school grounds will be protected from overshadowing, as illustrated in accompanying overshadowing analysis prepared by Marchesa Partners.</td>
</tr>
<tr>
<td>Schedule 1 Design Quality Principles</td>
<td>How the Revised Scheme responds?</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>water and soil management, solar access, micro-climate, tree canopy, habitat values, and preserving green networks. Good landscape design optimises usability, privacy and opportunities for social interaction, equitable access, respect for neighbours’ amenity, provides for practical establishment and long term management.</td>
<td>• The revised scheme provides increased and generous setbacks, ensuring protection of amenity of the adjoining school and residential areas. • A new park and common open spaces provide enhanced residential amenity and access to sunlight. • Internal residential apartment amenity subject to detailed design in future DA and to comply with the Apartment Design Guide.</td>
</tr>
<tr>
<td>Principle 6 – Amenity Good design positively influences internal and external amenity for residents and neighbours. Achieving good amenity contributes to positive living environments and resident well being. Good amenity combines appropriate room dimensions and shapes, access to sunlight, natural ventilation, outlook, visual and acoustic privacy, storage, indoor and outdoor space, efficient layout and service areas, and ease of access for all age groups and degrees of mobility.</td>
<td>• The revised scheme provides improved safety through improved and traffic circulation that does not divide the new park from the school grounds. • Passive surveillance of the communal rooftop gardens will be provided through overlooking from the units above. • The east street and other business and residential units will provide passive surveillance of the public park to increase public safety and security.</td>
</tr>
<tr>
<td>Principle 7 – Safety Good design optimises safety and security, within the development and the public domain. It provides for quality public and private spaces that are clearly defined and fit for the intended purpose. Opportunities to maximise passive surveillance of public and communal areas promote safety. A positive relationship between public and private spaces is achieved through clearly defined secure access points and well lit and visible areas that are easily maintained and appropriate to the location and purpose.</td>
<td>• A diversity of housing will be provided including key worker housing and a mix of apartment types, providing housing choice for a range of household types. • Large rooftop gardens, overlooked by residential units above, provide opportunities for safe social interaction amongst residents. • The mixed use scheme provides a mix of commercial, recreational and community users within the podium levels and includes a portion of Key Worker Rental Housing, providing the opportunity for social interaction.</td>
</tr>
<tr>
<td>Principle 8 – Housing Diversity and Social Interaction Good design achieves a mix of apartment sizes, providing housing choice for different demographics, living needs and household budgets. Well designed apartment developments respond to social context by providing housing and facilities to suit the existing and future social mix. Good design involves practical and flexible features, including different types of communal spaces for a broad range of people, providing opportunities for social interaction amongst residents.</td>
<td></td>
</tr>
</tbody>
</table>
Marchese Partners have confirmed that the scheme is capable of achieving consistency with the ADG, including the following key numerical requirements:

**Clause 6A of SEPP 65 and Parts 3 & 4 of ADG**
(a) visual privacy, 2F – Building Separation
(b) solar and daylight access, ADG 4A-1 Solar and Daylight Access
(c) common circulation and spaces, 3D – Communal and Public Open Space
(d) apartment size and layout, in accordance with clause 30(b) of SEPP 65 and 4D of ADG
(e) ceiling heights, in accordance with clause 30(c) of SEPP 65 and Part 4C of ADG
(f) private open space and balconies, ADG Objective 4E-1
(g) natural ventilation, ADG 4B - Natural Ventilation
(h) storage, 4G-1 of ADG

**Clause 30(a) of SEPP 65 and Part 3J of ADG**
Car parking in accordance with minimum specified in Part 3J of the Apartment Design Guide

**Clause 28 SEPP 65**
Design Quality Principles, as addressed above
Building Separation, ADG Part 2F

2E – Building Depth
Maximum apartment depths of 12-18m from glass line to glass line

2F – Building Separation
Minimum separation distances for buildings are:
Up to four storeys (approximately 12m):
- 12m between habitable rooms/balconies
- 9m between habitable and non-habitable rooms
- 6m between non-habitable rooms

Five to eight storeys (approximately 25m):
- 18m between habitable rooms/balconies
- 12m between habitable and non-habitable rooms
- 9m between non-habitable rooms

Nine storeys and above (over 25m):
- 24m between habitable rooms/balconies
- 18m between habitable and non-habitable rooms
- 12m between non-habitable rooms

3D – Communal and Public Open Space
An adequate area of communal open space is provided to enhance residential amenity and to provide opportunities for landscaping.
1. Communal open space has a minimum area equal to 25% of the site (see figure 3D.3)
2. Developments achieve a minimum of 50% direct sunlight to the principal usable part of the communal open space for a minimum of 2 hours between 9 am and 3 pm on 21 June (mid winter)

ADG 4A-1 Solar and Daylight Access
1. Living rooms and private open spaces of at least 70% of apartments in a building receive a minimum of 2 hours direct sunlight between 9 am and 3 pm at mid-winter in the Sydney Metropolitan Area and in the Newcastle and Wollongong local government areas
2. In all other areas, living rooms and private open spaces of at least 70% of apartments in a building receive a minimum of 3 hours direct sunlight between 9 am and 3 pm at mid-winter
3. A maximum of 15% of apartments in a building receive no direct sunlight between 9 am and 3 pm at mid-winter
ADG 4B - Natural Ventilation
All habitable rooms are naturally ventilated
1. At least 60% of apartments are naturally cross ventilated in the first nine storeys of the building. Apartments at ten storeys or greater are deemed to be cross ventilated only if any enclosure of the balconies at these levels allows adequate natural ventilation and cannot be fully enclosed

ADG 4C - Ceiling Heights
1. Measured from finished floor level to finished ceiling level, minimum ceiling heights are:

<table>
<thead>
<tr>
<th>Habitability</th>
<th>Minimum Ceiling Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>Habitable rooms</td>
<td>2.7m</td>
</tr>
<tr>
<td>Non-habitable</td>
<td>2.4m</td>
</tr>
<tr>
<td>Two storey apartments</td>
<td>2.7m for main living area, 2.4m for second floor, where its area does not exceed 50% of the apartment area</td>
</tr>
<tr>
<td>Attic spaces</td>
<td>1.8m at edge of room with a 30 degree minimum ceiling slope</td>
</tr>
<tr>
<td>If located in mixed use areas</td>
<td>3.3m for ground and first floor to promote future flexibility of use</td>
</tr>
</tbody>
</table>

These minimums do not preclude higher ceilings if desired.

4D - Apartment size and layout
1. Apartments are required to have the following minimum internal areas:

<table>
<thead>
<tr>
<th>Apartment type</th>
<th>Minimum internal area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio</td>
<td>35 m²</td>
</tr>
<tr>
<td>1 bedroom</td>
<td>50 m²</td>
</tr>
<tr>
<td>2 bedroom</td>
<td>70 m²</td>
</tr>
<tr>
<td>3 bedroom</td>
<td>90 m²</td>
</tr>
</tbody>
</table>

The minimum internal areas include only one bathroom. Additional bathrooms increase the minimum internal area by 5 m² each.

A fourth bedroom and further additional bedrooms increase the minimum internal area by 12 m² each.

2. Every habitable room must have a window in an external wall with a total minimum glass area of not less than 10% of the floor area of the room. Daylight and air may not be borrowed from other rooms.

ADG Objective 4E-1 - Private Open Space
1. All apartments are required to have primary balconies as follows:

<table>
<thead>
<tr>
<th>Dwelling type</th>
<th>Minimum area</th>
<th>Minimum depth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio apartments</td>
<td>4 m²</td>
<td>-</td>
</tr>
<tr>
<td>1 bedroom apartments</td>
<td>8 m²</td>
<td>2 m</td>
</tr>
<tr>
<td>2 bedroom apartments</td>
<td>10 m²</td>
<td>2 m</td>
</tr>
<tr>
<td>3+ bedroom apartments</td>
<td>12 m²</td>
<td>2.4 m</td>
</tr>
</tbody>
</table>

The minimum balcony depth to be counted as contributing to the balcony area is 1 m.
DOCUMENTS ASSOCIATED WITH REPORT C02/19-15

Attachment 3
Architectural Concept Drawings
246-260 Woodville Road, Merrylands

December 2018
### DEVELOPMENT DATA_GFA & FSR

<table>
<thead>
<tr>
<th>BLOCK A</th>
<th>BLOCK B</th>
<th>BLOCK C</th>
<th>BLOCK D</th>
<th>BLOCK E</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVEL</td>
<td>GFA RESIDENTIAL (m²)</td>
<td>LEVEL</td>
<td>GFA RESIDENTIAL (m²)</td>
<td>LEVEL</td>
</tr>
<tr>
<td>GF</td>
<td>245.20</td>
<td>GF</td>
<td>115.90</td>
<td>GF</td>
</tr>
<tr>
<td>1</td>
<td>0.00</td>
<td>1</td>
<td>10.00</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>1,276.70</td>
<td>2</td>
<td>1,042.80</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>1,276.70</td>
<td>3</td>
<td>1,042.80</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>1,276.70</td>
<td>4</td>
<td>1,042.80</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>1,276.70</td>
<td>5</td>
<td>779.22</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>1,276.70</td>
<td>6</td>
<td>779.22</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>7</td>
<td>452.79</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>8</td>
<td>452.79</td>
<td>8</td>
</tr>
<tr>
<td>TOTAL</td>
<td>6,628.70</td>
<td>TOTAL</td>
<td>4,812.74</td>
<td>TOTAL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GFA COMMERCIAL, COMMUNITY AND RECREATIONAL (m²)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUND FLOOR</td>
</tr>
<tr>
<td>FIRST FLOOR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GFA RESIDENTIAL</th>
<th>GFA COMMERCIAL, COMMUNITY AND RECREATIONAL (m²)</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td>23,248.86</td>
<td>25,197.53</td>
</tr>
<tr>
<td>SITE AREA</td>
<td>26,179.19</td>
<td>FSR</td>
</tr>
</tbody>
</table>
### DEVELOPMENT DATA_UNIT MIX

<table>
<thead>
<tr>
<th>BUILDING A</th>
<th>BUILDING B</th>
<th>BUILDING C</th>
<th>BUILDING D</th>
<th>BUILDING E</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVEL 1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>TOTAL</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUILDING A</th>
<th>BUILDING B</th>
<th>BUILDING C</th>
<th>BUILDING D</th>
<th>BUILDING E</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVEL 1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>TOTAL</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

### TOTAL UNIT MIX

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>18</th>
<th>28</th>
<th>38</th>
<th>SUB TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>5</td>
<td>50</td>
<td>10</td>
<td>65</td>
</tr>
<tr>
<td>B</td>
<td>8</td>
<td>33</td>
<td>8</td>
<td>49</td>
</tr>
<tr>
<td>C</td>
<td>12</td>
<td>33</td>
<td>0</td>
<td>45</td>
</tr>
<tr>
<td>D</td>
<td>0</td>
<td>42</td>
<td>14</td>
<td>56</td>
</tr>
<tr>
<td>E</td>
<td>2</td>
<td>39</td>
<td>0</td>
<td>41</td>
</tr>
<tr>
<td>TOTAL</td>
<td>27</td>
<td>197</td>
<td>32</td>
<td>256</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>RATIO</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>5%</td>
</tr>
<tr>
<td>B</td>
<td>7%</td>
</tr>
<tr>
<td>C</td>
<td>3%</td>
</tr>
<tr>
<td>D</td>
<td>2%</td>
</tr>
<tr>
<td>E</td>
<td>1%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>15%</td>
</tr>
</tbody>
</table>
DOCUMENTS ASSOCIATED WITH REPORT C02/19-15

Attachment 4
Draft Letter of Offer
21 December 2018

Mr Hamish McNulty
General Manager
Cumberland Council

Dear Mr McNulty

RE: PLANNING PROPOSAL FOR WOODVILLE ROAD MERRYLANDS EAST NEIGHBOURHOOD CENTRE – PROPOSED VPA TERMS

I refer to the Council resolution on 18 July 2018 and recent correspondence from Council concerning a Planning Agreement for contribution and delivery of public / community benefits associated with the Planning Proposal for the Woodville Road Merrylands East Neighbourhood Centre. Our proposed VPA terms are as follows:

- public park landscaped with a minimum area of 2,000sq.m;
- widening and landscaping of Woodville Road frontage;
- traffic signals on corner of Woodville Rd and Lansdowne Street;
- new road connection between Highland Street and Lansdowne Street;
- affordable ‘key worker’ rental housing comprising twelve dwellings excluded from floor space ratio standard;
- monetary contribution towards community facilities;
- monetary contribution of 1.5% of the value of VPA contributions towards Council administration costs.

This VPA offer is made on the basis that further development contributions at DA stage would not be applicable to future Development Applications made under this Planning Proposal.

We would be pleased to discuss these proposed VPA terms further with Council.

If you have any queries or would like to discuss this matter, please do not hesitate to contact me on 0419 464 422. Thank you.

Yours sincerely,

Tony Merhi

Managing Director
## PROPOSED VPA TERMS

<table>
<thead>
<tr>
<th>Item</th>
<th>Offer</th>
<th>Timing</th>
<th>Value</th>
<th>Comment</th>
</tr>
</thead>
</table>
| Local Open Space         | Dedication of minimum 2,000sq.m of embellished / landscaped public park. | Dedication prior to occupation certificate for more than 6,000sq.m of retail space and/or more than 200 dwellings | Works: $1,000,000  
                           |                                                        | Land: $2,754,000  
                           | Total: $3,754,000 | Value of dedication far exceeds typical development contribution rate for open space. Urban design of park has merit in terms of position, size, dimensions, solar access, landscape spend. |
| Public domain improvements | Dedication of 1,362sq.m of embellished land for widening of Woodville Road. | To be completed prior to occupation certificate for more than 6,000sq.m of retail space and/or more than 200 dwellings | Works: $473,200  
                           |                                                        | Land: $1,861,704  
                           | Total: $2,334,904 | Provides for public transport (bus and taxi) stops and improved traffic flow along Woodville Road. Urban design merits are embodied in design concept plans. |
| Roads and traffic upgrades | Construction of traffic signals on corner of Woodville Rd and Lansdowne St. | To be completed prior to occupation certificate for more than 6,000sq.m of retail space and/or more than 200 dwellings | Works: $1,500,000 | Improves local traffic flows with signalised intersection and new road connections through site between Highland Street, Lansdowne Street and Woodville Road. |
| New road connection between Highland St and Lansdowne St | | | Works: $888,600  
                           |                                                        | Land: $6,000,000  
<pre><code>                       | Total: $7,449,743 |
</code></pre>
<p>| Affordable housing       | 12 dwellings as affordable 'key worker' rental housing for 10 years which are excluded from the floor space ratio standard applying to development. | To be completed prior to occupation certificate for more than 200 dwellings. | Value to be confirmed | 12 dwellings rented to 'key workers' on low-middle household incomes (defined as 50% to 120% of median household income in Sydney) at a rent of no more than 30% of the household income for ten years. As a late-item addition to this Planning Proposal suggested by Council, affordable rental dwellings are provided on the basis that their additional floorspace will be excluded from the maximum floor space ratio and building height standards in the proposal. |</p>
<table>
<thead>
<tr>
<th>Item</th>
<th>Offer</th>
<th>Timing</th>
<th>Value</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community facilities</td>
<td>Monetary contribution of $60,000.</td>
<td>Contribution prior to occupation certificate for more than 6,000sq.m of retail space or 250 dwellings</td>
<td>Value: $50,000</td>
<td>Council advises that it is not proposing a community facility on site and is seeking a monetary contribution. Monetary contribution excludes child care below.</td>
</tr>
<tr>
<td>Child Care</td>
<td>DA will include child care centre with minimum capacity of 100 child care places which may be commercially operated (ie. not dedicated to Council).</td>
<td>Included in Development Application.</td>
<td>Qualitative value of community use.</td>
<td>Child care facility on site for up to 100 children provides community serving use with qualitative value. As a commercial operation, it has no readily identifiable quantitative public value.</td>
</tr>
<tr>
<td>Administration costs</td>
<td>1.5% of total contributions as per Council resolution.</td>
<td>Contribution prior to occupation certificate for more than 6,000sq.m of retail space and/or more than 250 dwellings</td>
<td>Value to be confirmed</td>
<td></td>
</tr>
</tbody>
</table>
Item No: C02/19-16

TENDER EVALUATION REPORT - AUBURN CIVIC CENTRE MECHANICAL (AIR CONDITIONING) UPGRADE

Responsible Division: Works & Infrastructure
Officer: Acting Group Manager Capital Projects
File Number: T-2018-022
Community Strategic Plan Goal: A resilient built environment

SUMMARY

This report requests a Council resolution to reject all tenders and call for fresh tenders for Tender T-2018-022 for the mechanical (air conditioning) upgrade at the Auburn Civic Centre in accordance with Clause 178 of the Local Government (General) Regulation 2005.

RECOMMENDATION

That Council:

1. Reject all tenders and invite fresh tenders for Tender T-2018-022 for the mechanical (air conditioning) upgrade at the Auburn Civic Centre in accordance with Clause 178(3)(b) of the Local Government (General) Regulation 2005.

2. Notify all tenderers of Council’s resolution in (1) above.

REPORT

Tender Information

<table>
<thead>
<tr>
<th>Tender Number:</th>
<th>T-2018-022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender Title:</td>
<td>Auburn Civic Centre Mechanical (Air-Conditioning) Upgrade</td>
</tr>
<tr>
<td>Advertising:</td>
<td>9 August to 20 September 2018</td>
</tr>
</tbody>
</table>

Background

An energy consultancy, BCW Carbon and Energy (BCW), was engaged by the Office of Environment and Heritage (OEH) in August 2016 under its Energy Efficient Business program to perform an Energy Audit for Cumberland Council of the mechanical (air
conditioning) systems at the Auburn Civic Centre. The energy audit report evaluates overall energy consumption, illustrates current energy use and identifies potential areas of energy and cost savings.

Based on site observations, data analysis and discussion with Council regarding its operational priorities and plans, BCW recommended that Council should plan to replace or upgrade the existing mechanical (air conditioning) units within the next few years. This advice was peer reviewed in September 2017 by Council’s consultant, Jones Nicholson Consulting Engineers (JNCE) to review the options available. JNCE recommended, in summary, the replacement of the air conditioning units with the retention of the bulk of the duct work.

**Tender Process**
Select tenders were invited through NSW e-Tender websites on 9th August 2018.

The invitation documents called for lump-sum tenders based on a Scope of Works.

Non-mandatory pre-tender meetings were held at the proposed work site on 15th and 21st August and 4th, 6th and 12th September, 2018 to allow tenderers to become familiar with site conditions.

The following addenda were issued to all prospective tenderers during the invitation period.

**Table 1: Clarification with Prospective Tenderers during the Tender Period**

<table>
<thead>
<tr>
<th>Date</th>
<th>Addendum Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 August 2018</td>
<td>1</td>
<td>Existing mechanical plant and layout drawings at the ACC</td>
</tr>
<tr>
<td>21 August 2018</td>
<td>2</td>
<td>Tender Closing Date amended to 2pm Thursday 20 September 2018</td>
</tr>
<tr>
<td>29 August 2018</td>
<td>3</td>
<td>Site briefing scheduled for 6 September with mechanical engineer present</td>
</tr>
<tr>
<td>3 September 2018</td>
<td>4</td>
<td>Revised mechanical design issued – 9 drawings</td>
</tr>
<tr>
<td>13 September 2018</td>
<td>5</td>
<td>Pre Tender Site Meeting &amp; Briefing notes</td>
</tr>
</tbody>
</table>

The tender portal closed at 2pm on 20th September, 2018.

**Details of Tenders Received**

At the closing date of the tender, five (5) on time tenders were received as listed below:
Weighted Evaluation

The tenders were scored against each of the weighted evaluation criteria as stated in the tender document as follows:

- Demonstrated Experience
- Demonstrated Capability
- Schedule of Program and Methodology
- Schedule of pricing information

Each Tender Evaluation Panel Member assessed and evaluated each of the tenders received independently and scored in accordance with the predetermined weightings. The Tender Evaluation Panel Member also determined in this process that the Tenders received, including supplementary information, were incomplete, missing or lacking in detail and as such could not be recommended to Council. As such the Tender Evaluation Panel has recommended that Council reject all tenders and invite fresh tenders.

COMMUNITY ENGAGEMENT

Council invited tenders from nineteen (19) preselected contractors listed on the NSW ProcurePoint (eTendering) prequalification scheme number SCM0256. The tender period satisfied the minimum period stated in Clause 168 of the Local Government General Regulation.

POLICY IMPLICATIONS

The tender process was undertaken in accordance with Council’s Procurement Framework and Procedures.

RISK IMPLICATIONS:

Adoption of the report recommendations will ensure Council is compliant with the tendering requirements specified under the Local Government Act 1993 and Local Government (General) Regulation 2005.
FINANCIAL IMPLICATIONS:

A component for the design and initial works has been included in the Quarter 1 and 2 adjustments of the 2018/19 budget. Due to the outcome of this tender process, a further allocation has been proposed in the 2019/20 Capital Works budget to complete this work.

CONCLUSION

This report addresses the current status of Council Tender T-2018-022 for the mechanical (air conditioning) upgrade at the Auburn Civic Centre.

Based on reports provided to Council and completed by consultants, engaged as a result of an energy audit of Cumberland Council and commissioned by the Office of Environment and Heritage (OEH) under its Energy Efficient Business program, Council entered into a process to tender for the upgrade of the Auburn Civic Centre mechanical air conditioning.

Council invited tenders from nineteen (19) preselected contractors listed on the NSW ProcurePoint (eTendering) prequalification scheme and five (5) tenders were received in response to Tender T-2018-022 by the tender closing date.

After undertaking a weighted evaluation of the submitted tenders it was determined that the Tenders received were incomplete, missing or lacking in detail and as such could not be recommended to Council.

Consequently the Tender Evaluation Panel has recommended that Council reject all tenders and undertake a further process to obtain new tenders.

This report seeks a Council resolution to reject all tenders and undertake a further process to obtain new tenders as recommended by the Tender Evaluation Panel.

ATTACHMENTS

1. Tender Evaluation Report (confidential)
2. Tender Evaluation Scoresheet (confidential)
NOTICE OF MOTION - GRANVILLE HERITAGE PRECINCT

Councillor: Paul Garrard
File Number: SC483

SUMMARY

Pursuant to Notice, Councillor Garrard submitted the following Motion.

NOTICE OF MOTION

That Council:

1. Seek a report on the establishment of a 'Granville Heritage Precinct' within the environs of the existing Granville Neighbourhoods, so as to acknowledge the preservation and interpretation of the heritage of the heritage representing the 19th and 20th century.

2. Further, that when considering any future use of the Granville Library, consideration be given to the establishment of a 'Heritage Centre' as an Annexure to the existing library system, acknowledging the extensive catalogue of data presently in the procession of the Granville Historical Society and others enabling a future benefit to the cultural tourism and family history study as desired by Cumberland residents.

RESOURCING IMPLICATIONS

The existing Heritage Conservation Area for the Granville Town Centre as identified in the Parramatta Local Environmental Plan (LEP) 2011 will be transitioned to the new Cumberland LEP.

Council has commenced work on a heritage study to review current items and identify potential items for consideration. The first stage on reviewing current items is underway. The second stage on identifying potential items will commence in the second half of the year. This study will consider areas related to a potential Granville Heritage Precinct.

The establishment of a Heritage Centre in the existing Granville Library would require some building upgrades, particularly in relation to climate control and humidity management. The building has existing infrastructure such as technology and shelving that would be appropriate for the purpose, however, some internal refits would also be required, such as new collection and office spaces. This would have financial implications for Council's capital works budget in 2020/21 following the vacating of the existing library.
If Council’s Library Services were to manage the Heritage Centre, this could be most efficiently achieved by relocating existing History/Information Services Officers to the site and backfilling their frontline duties in the branch locations from which they currently operate. An additional 2 FTE would be required in the Library Services staff structure to support the extended Library Services operation.

Council has the internal capacity to scope and cost the building refurbishment requirements and an operational business case in relation to the proposed Heritage Centre for Council’s further consideration. There are also a range of small to medium grants available to support heritage initiatives that could be explored to assist in funding the establishment of a Heritage Centre.

GENERAL MANAGER ADVICE

In relation to the first part of the motion, the establishment of a Heritage Precinct is possible under current planning legislation through the identification of a Heritage Conservation Area in a Local Environmental Plan (LEP). Heritage areas identified in the LEP provide statutory protection, with any activities on these locations placing obligations on landowners, as well as additional requirements in the preparation and assessment of development applications.

At present, the Parramatta LEP 2011 identifies a large portion of the Granville Town Centre as a Heritage Conservation Area, as well as individual items of local heritage significance in the Granville area. These provisions will be transitioned into the new Cumberland LEP when this is prepared.

The inclusion or amendment of a Heritage Conservation Area for a broader Granville Heritage Precinct would require a planning proposal to enable an amendment to the LEP. The development of a planning proposal would follow the usual process, including public consultation, and require endorsement by Council.

In relation to the second part of the Motion, the Granville Branch Library will relocate into the new Granville Multipurpose Centre in 2020. This will enable the Granville Branch Library to expand in terms of size and service provision to the community.

Council has not yet determined the future use of the existing Granville Library located at 8 Carlton St, Granville. There is scope to further pursue the establishment of a Heritage Centre in the existing Granville Library as an annexure to the Cumberland Council Library Service. There is, however, an opportunity cost in relation to alternate uses of the site, including redevelopment.

Council already has in its care significant library history collections that are dispersed over several locations managed by Council’s Library Service, which could benefit from being available in a central Heritage Centre.

Council has qualified and skilled History/Information Services Officers who would have the capacity to manage such a Centre. There is also an existing relationship between the Cumberland Library Service and the Granville Historical Society as well as the Holroyd Local History Research Group, both of which also have existing history collections at additional Council owned sites, namely the Granville Swimming Centre.
and Linnwood House. Providing a central base and collection space for both groups would release space at these current sites and provide a more collaborative and coordinated approach to preserving the history of the local area.

If supported, Council could explore a model involving Council managing the Heritage Centre as an annexure of the Library Service in partnership with multiple community groups and historical societies.

ATTACHMENTS

Nil