



COUNCIL MEETING

AGENDA

*Council Chambers
Canada Bay Civic Centre
1a Marlborough Street
Drummoyne*

*Tuesday, 10 July 2018
Commencing at 6.00 pm*



Acting Director
Corporate Services
Bob Pigott

Acting General
Manager
Bruce Cook

Mayor
Cr Angelo
Tsirekas

Acting Director
Planning &
Environment
Tony Pavlovic

Director City
Services & Assets
Kelly Loveridge

Acting Director
Community
Development
Philip Edney



**CITY OF CANADA BAY
COUNCILLORS**

Cr Michael
Megna

Cr Stephanie
Di Pasqua

Cr Daniela
Ramondino

Cr Marian
Parnaby

Cr Julia
Little

Cr Charles
Jago

Cr Nick Yap

Cr Andrew
Ferguson





Dear Councillor,

An ordinary meeting of the Council will be held in the Council Chambers, Canada Bay Civic Centre, Drummoyne, on Tuesday, 10 July 2018 at 6.00pm.

AGENDA

1. Welcome to Country
2. Apologies
3. Disclosures of Pecuniary and Non-Pecuniary Interest
4. Confirmation of Minutes
 - Council Meeting – 12 June 2018
5. Public Forum
6. General Manager's Reports
7. Notices of Motion

Bruce Cook
Acting General Manager

5 July 2018

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Council Meeting 10 July 2018

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Please Note:

The use of private tape recorders or other electronic devices, including mobile phones, is not permitted.

**ITEM-1 DEVELOPMENT APPLICATION DETERMINATIONS
BY THE INDEPENDENT HEARING AND ASSESSMENT
PANEL AND BY STAFF UNDER DELEGATION**

Department Planning and Environment

Author Initials: NPB

EXECUTIVE SUMMARY

This report provides Development Application statistical data in accordance with Council's previous resolution of 6 February 2018 on applications received, determined and applications considered by the Canada Bay Independent Hearing and Assessment Panel (CBIHAP) on 28 June 2018 and those to be considered at the meeting of 26 July 2018.

REPORT

A report was considered by Council on 6 February 2018 which resulted in a resolution of Council appointing members of the Canada Bay Independent Hearing and Assessment Panel (herein referred to as the CBIHAP). The Council also resolved as follows:-

THAT a monthly report be submitted to Council detailing all applications and other matters considered and determined by the Canada Bay Independent Hearing and Assessment Panel and all development applications determined by staff under delegated authority.

The following applications were considered by the last CBIHAP meeting held on 28 June 2018:-

- Planning Proposal No. PP2016/0002 for 53 – 69 Victoria Road and 46 Thornley Street, Drummoyne – advice only provided by the Panel
- DA2017/0363 – 15 Herbert Street, Mortlake for demolition of existing structures and construction of a new residential flat building with 24 units and basement parking for 44 spaces – The CBIHAP approved this DA subject to conditions.
- DA2017/0136 – 223 Great North Road, Five Dock for demolition of existing structures and construction of a mixed use development comprising ground floor commercial space and 34 residential units above and to the rear – The CBIHAP approved this DA subject to conditions.
- DA2017/0526 – 14 Newcastle Street, Five Dock for demolition of existing structures and construction of an attached dual occupancy with swimming pool and strata subdivision – The CBIHAP approved this application subject to conditions.

The following Development Applications have been determined by staff under delegation between 30 May 2018 and 29 June 2018 (23 business days):-

DA NO	DATE LODGED	PROPERTY	DESCRIPTION OF DEVELOPMENT	DATE DETERMINED & DECISION
DA2016/0319	9.8.2016	43 Abbotsford Parade, Abbotsford	Alterations to driveway and conversion of existing carport to garage and minor alterations to window openings of existing dwelling	Approved 13.6.2018
DA2017/0173	22.5.2017	184 Majors Bay Road, Concord	Demolition of existing dwelling and construction of a two storey attached dual occupancy with basement parking and strata subdivision	Approved 13.5.2018
DA2017/0204	6.6.2017	58 Trafalgar Parade, Concord	Demolition of existing dwelling and construction of a new two storey dwelling with basement parking and swimming pool	Approved 13.6.2018
DA2017/0283	28.7.2017	40 Correys Avenue, Concord	Demolition of existing structures on site and construction of a two storey attached dual occupancy with swimming pools to the rear, strata subdivision and front fence	Approved 1.6.2018
DA2017/0285	31.7.2017	147 – 149 Great North Road, Five Dock	Proposed new restaurant in tenancies 6 & 7 (as approved under DA657/2003) on Level 1 with a maximum number of forty (40) seats and operating hours of business between 9.00AM to 10.00PM Monday to Sunday	Approved 26.6.2018
DA2017/0289	1.8.2017	39 Wareemba Street, Wareemba	First floor addition to existing semi-detached dwelling	Approved 14.6.2018
DA2017/0291	2.8.2017	2 The Drive, Concord	Demolition of existing garage and shed and construction of a new garage outbuilding and new swimming pool to the rear yard	Approved 30.5.2018

DA NO	DATE LODGED	PROPERTY	DESCRIPTION OF DEVELOPMENT	DATE DETERMINED & DECISION
DA2017/0296	7.8.2017	11 Tripod Street, Concord	Demolition of existing structures on site and construction of a two storey attached dual occupancy with basement garage, swimming pool, front fence and strata subdivision	Approved 19.6.2018
DA2017/0333	4.9.2017	8 Plunkett Street, Drummoyne	Alterations and additions to single dwelling and a two storey addition to the rear of existing dwelling	Approved 6.6.2018
DA2017/0347	8.9.2017	17 Colane Street, Concord West	Construction of a new deck to rear of dwelling and associated landscaping of the site	Approved 18.6.2018
DA2017/0374	19.9.2017	22 Princess Avenue, North Strathfield	Construction of a secondary dwelling with a garage	Approved 5.6.2018
DA2017/0416	18.10.2017	1A Denison Street, Concord	Demolition of existing structures and construction of attached dual occupancy with basement parking and strata subdivision	Approved 31.5.2018
DA2017/0457	8.11.2017	2 Kokoda Street, Abbotsford	Demolition of existing dwelling and construction of a new attached dual occupancy with strata subdivision	Approved 26.6.2018
DA2017/0460	8.11.2017	2 Heath Street, Concord	Demolition of existing dwelling and construction of a new two storey dwelling with basement and in-ground swimming pool	Approved 6.6.2018
DA2017/0462	9.11.2017	64 Henley Marine Drive, Rodd Point	Construction of a new two storey dwelling	Approved 7.6.2018
DA2017/0473	16.11.2017	50 Polding Street, Drummoyne	Ground floor alterations and additions to existing dwelling	Approved 5.6.2018
DA2017/0487	24.11.2017	14 Barton Street, Concord	Demolition of an existing structures	Approved 27.6.2018

DA NO	DATE LODGED	PROPERTY	DESCRIPTION OF DEVELOPMENT	DATE DETERMINED & DECISION
			and construction of a dual occupancy with strata subdivision	
DA2017/0505	6.12.2017	11 Nield Avenue, Rodd Point	Demolition of all existing structure and construction of a new two storey dwelling with a new swimming pool, basement parking and associated landscaping	Approved 6.6.2018
DA2017/0509	6.12.2017	26 Clements Street, Russell Lea	Construction of two two-storey dwellings, each over basement car parking	Approved 12.6.2018
DA2018/0003	2.1.2018	464 Lyons Road West, Five Dock	Alterations to semi-detached which includes extension to the rear and first floor addition	Approved 20.6.2018
DA2018/0004	2.1.2018	35 The Drive, Concord	Alterations and additions to existing dwelling includes demolition of existing shed and construction of a new shed	Approved 18.6.2018
DA2018/0030	2.2.2018	16 Tennyson Road, Mortlake	Construction of a new balcony	Approved 13.6.2018
DA2018/0033	5.2.2018	10 Llewellyn Street, Rhodes	Alterations and additions to existing dwelling and replacement of existing driveway	Approved 28.6.2018
DA2018/0037	6.2.2018	73 Barnstaple Road, Russell Lea	Alterations to existing and first floor addition with new garage and a swimming pool	Approved 14.6.2018
DA2018/0055	22.2.2018	6 Mackenzie Street, Concord West	Proposed carport, new driveway and fencing forward of building line	Approved 20.6.2018
DA2018/0064	7.3.2018	307/7 Admiralty Drive, Breakfast Point	Installing of a vergola and shutters	Approved 6.6.2018
DA2018/0074	14.3.2018	49 Iandra Street, Concord West	Removal of a tree on a property within a heritage conservation area	Refused 26.6.2018
DA2018/0083	22.3.2018	507 Great North Road, Abbotsford	Demolition of existing dwelling and Torrens title subdivision and	Withdrawn 22.6.2018

DA NO	DATE LODGED	PROPERTY	DESCRIPTION OF DEVELOPMENT	DATE DETERMINED & DECISION
			erection of a semi-detached dwellings	
DA2018/0098	6.4.2018	16 Frederick Street, Concord	Strata Subdivision into two lots	Approved 18.6.2018
DA2018/0111	26.4.2018	505 Great North Road, Abbotsford	Ground floor alterations and additions to the rear of an existing semi-detached dwelling including new timber deck	Approved 21.6.2018
DA2018/0135	14.5.2018	12 Victoria Avenue, Concord	Removal of three trees from a site listed as a Heritage Item	Approved 20.6.2018
DA2018/0143	24.5.2018	85 Edenholme Road, Wareemba	Strata Title of dual occupancy into two lots	Approved 12.6.2018
DA2018/0145	24.5.2018	13 The Drive, Concord West	Removal of a tree on a property within a heritage conservation area	Approved 26.6.2018
DA2018/0151	30.5.2018	50 Myall Street, Concord West	Pruning of a tree on a property within a heritage conservation area	Approved 26.6.2018
DA2018/0170	20.6.2018	49 Queen Street, North Strathfield	Demolition of existing dwelling and construction of a two storey attached dual occupancy with strata subdivision	Rejected 27.6.2018

TOTAL NUMBER OF DETERMINATIONS = 36

Items for Next CBIHAP Meeting on 26 July 2018

As of the date of this report, the following applications are proposed to be referred to the next meeting of the CBIHAP to be held on 26 July 2018. It should be noted that the assessment reports for these matters are yet to be finalised and that not all matters may be finalised in time for the agenda for the CBIHAP meeting of 26 July 2018 to be published on Council's web page by close of business on Thursday 12 July 2018:-

- DA2017/0315 for No. 39 Cooper Street, Strathfield – conversion of an existing ground floor commercial space within an existing mixed use building to 10 residential apartments.
- DA2018/0038 for 34 Melbourne Street, Concord – Demolition of an existing heritage item and construction of a two storey attached dual occupancy.
- DA2018/0028 for 11 Barney Street, Drummoyne – Demolition of existing structures, construction of a new two storey attached dual occupancy and swimming pool, and strata subdivision.

- Planning Proposal PP2018/0001 for 176 – 184 George Street, Concord West to rezone the land from IN1 General Industrial to R3 Medium Density Residential, increase the FSR from 1:1 to 1.9:1 and increase the maximum height from 12.0m to 16.0m to the northern end of the site and 22.0m over the remaining portion of the site. Includes a draft VPA.

Panel member attendance fees, catering and staff time to attend the June 28, 2018 IHAP meeting is estimated at \$8500.00. These costs have been provided for in the 2018/19 budgets (staff prepare reports for the IHAP following a format which is essentially the same as preparing reports for Council). On IHAP meeting days, a senior planner is occupied in attending to the IHAP panel site inspections and the meeting. IHAP meetings are scheduled for one (1) day per month.

Council is advised that on 23 June 2018, the Minister for Planning issued a Direction to all Sydney Metropolitan Councils requiring all Panels to be named Local Planning Panels. Therefore, from the next meeting on 26 July 2018, all documentation associated with this upcoming meeting, including information on Council's web page will refer to the Canada Bay Local Planning Panel and not the Canada Bay Independent Hearing and Assessment Panel.

RECOMMENDATION

THAT Council note the information contained in this report.

**ITEM-2 CANADA BAY LOCAL HERITAGE ASSISTANCE FUND
2017/2018**

Department Planning and Environment

Author Initials: PD

EXECUTIVE SUMMARY

This report outlines the completed projects for the 2017/18 Local Heritage Assistance Fund. The fund was originally established in 2008 as part of Council's commitment to the conservation and promotion of local heritage through the financial support for small conservation projects. Council has continued to provide funding for this program since it was introduced, with a total of \$30,000 in the 2017/18 budget to fund the program.

Council has received a grant of \$5,500 from the NSW Office of Environment and Heritage, contributing to the total funding available for 2018/2019 of \$32,000.

This report recommends that Council note the completed projects for the 2017/18 Local Heritage Assistance Fund and commence the 2018/2019 Heritage Assistance Program.

STRATEGIC CONNECTION

This report supports YOUR future 2030 Goal:

High quality sustainable urban design results in innovative development sensitive to existing local character.

This report also relates to Council's Local Planning Strategy actions, to continue implementation of heritage assistance schemes.

REPORT

Background

Council established the Local Heritage Assistance Fund program in 2008 and since this time numerous applications have been received for projects, making it a popular and successful initiative.

Council launched the 2017-2018 Local Heritage Assistance Fund in September 2017. The maximum level of funding per project is \$2,000 for works in a Heritage Conservation Area, and \$3,000 for works on a Heritage Item. Council's contribution is generally to be matched dollar for dollar by the applicant.

2017/18 Heritage Assistance Fund

Letters were sent in September 2017 inviting owners of heritage items and contributory buildings in conservation area to apply for financial assistance for small conservation projects through the Local Heritage Assistance Fund.

Review of Applications

The Guidelines for the Heritage Assistance Fund include the following criteria on which applications were assessed:

- The applicant’s ability to complete the project satisfactorily within the allotted time frame;
- The degree to which the applicant is financially contributing to the project;
- Projects that would encourage others to conserve their heritage properties;
- Projects of demonstrated heritage value to the community e.g. restoration of an important local heritage building/house;
- Projects which have high public accessibility e.g. church or local hall;
- Projects which are highly visible to the public e.g. front verandas and windows;
- Projects subject to conservation controls where the owner is able to show hardship arising from conservation work to the heritage site; and
- Urgent projects to avert a threat to a heritage item.

Projects were selected on the basis of the criteria above and selected to ensure a variety of project types, and that the projects are spread throughout the Local Government Area (LGA).

Summary of completed projects for 2017/18

Below is a summary table on the thirteen (13) heritage projects with a total value of \$143,636.01 which were successfully completed and received funding under the Local Heritage Assistance Fund program.

No.	Property	Project Description	Total Project cost	Assistance funding approved
1	18 Henley Street, Drummoyne	Replacement of asbestos roof with colourbond roof; repointing of sandstone fence; painting of brickwork on driveway	\$26,070.00	\$2,000.00

No.	Property	Project Description	Total Project cost	Assistance funding approved
2	33 Thornley Street, Drummoyne	Installation and restoration terracotta chimney pots	\$1,518.00	\$759.00
3	29 Moore Street, Drummoyne	Removal of paint on front walls of the house to expose original brickwork	\$9,230.00	\$2,000.00
4	54 Plunkett Street, Drummoyne	Tuck-pointing front façade of house	\$8,400.00	\$2,000.00
5	8 Hampden Road, Russell Lea	Restoration/tuck-pointing to exterior of house	\$8,800.00	\$2,000.00
6	26 Princess Avenue, North Strathfield	Repainting of the house including repair of water damaged weatherboard	\$14,751.00	\$3,000.00
7	11M Wrights Road, Drummoyne	Draught-proofing and re-sealing of windows	\$3,675.00	\$1,500.00
8	45 Tranmere Street, Drummoyne	Restoration of the front of the house (repainting, re-rendering of walls)	\$10,500.00	\$2,000.00
9	103 Correys Avenue, Concord	Removal of old tiles, re-tiling verandah	\$5,625.00	\$3,000.00
10	75 Renwick Street, Drummoyne	Tuck-pointing of the house	\$16,093.00	\$3,000.00
11	76 Myall Street Concord West	Replacing timber on front of house	\$7,100	\$3,000.00

No.	Property	Project Description	Total Project cost	Assistance funding approved
		and repainting of external surfaces		
12	68 Tranmere Street, Drummoyne	Restoration of wooden sash windows	\$6,530.01	\$1,500.00
13	22 Denning Street, Drummoyne	Restoration of slate roof	\$25,344.00	\$3,000.00
Total			\$143,636.01	\$28,759.00

FINANCIAL IMPACT

\$32,000.00 has been allocated in the 2018/19 Strategic Planning budget for the Heritage Assistance program; \$5,500.00 of this amount is a grant from the NSW Office of Environment and Heritage.

Conclusion

The Local Heritage Assistance Fund provides valuable support for property owners of heritage items and buildings in heritage conservation areas. This funding can make the difference between saving a highly significant historic building in the Canada Bay LGA, and it falling into disrepair. Therefore, it is recommended that Council acknowledge the completed projects of the 2017/18 Local Heritage Assistance Fund and proceed with the 2018/19 fund.

RECOMMENDATION

1. THAT Council acknowledges the completed projects of the 2017/18 Local Heritage Assistance Fund.
2. THAT Council proceed with the 2018/19 Heritage Assistance fund as outlined in the report.

Attachments:

1. Local Government Heritage Places Grant Final financial report 2017/2018



NSW Heritage Grants

Local Government Heritage Places Grant Final financial report 2017/2018

City of Canada Bay

Local Government Heritage Places Grant

Local Heritage Fund for 2017–2018 financial year: Summary project report

Table 1: Summary report on all completed projects

Applicant	Address	Project description	Project cost	Applicant's contribution	Local heritage funding
[REDACTED]	18 Henley Street DRUMMOYNE	Replacement of asbestos roof with colorbond roof; repointing of sandstone fence; painting of brickwork on driveway	\$26,070.00	\$24,070.00	\$2,000.00
[REDACTED]	33 Thornley Street DRUMMOYNE	Installation and restoration terracotta chimney pots	\$1,518.00	\$759.00	\$759.00
[REDACTED]	29 Moore Street DRUMMOYNE	Removal of paint on front walls of the house to expose original brickwork	\$9,230.00	\$7,230.00	\$2,000.00
[REDACTED]	54 Plunkett Street DRUMMOYNE	Tuck-pointing front façade of house	\$8,400.00	\$6,400.00	\$2,000.00
[REDACTED]	8 Hampden Road RUSSELL LEA	Restoration/tuck-pointing to exterior of house	\$8,800.00	\$6,800.00	\$2,000.00
[REDACTED]	26 Princess Avenue NORTH STRATHFIELD	Repainting of the house including repair of water damaged weatherboard	\$14,751.00	\$11,751.00	\$3,000.00

	11M Wrights Road DRUMMOYNE	Draught-proofing and re-sealing of windows	\$3,675.00	\$2,175.00	\$1,500.00
	45 Tranmere Street DRUMMOYNE	Restoration of the front of the house (repainting, re-rendering of walls)	\$10,500.00	\$8,500.00	\$2,000.00
	103 Correys Avenue CONCORD	Removal of old tiles, re-tiling verandah	\$5,625.00	\$2,625.00	\$3,000.00
	75 Renwick Street DRUMMOYNE	Tuck-pointing of the house	\$16,093.00	\$13,093.00	\$3,000.00
	76 Myall Street CONCORD WEST	Replacing timber on front of house and repainting of external surfaces	\$7,100.00	\$4,100.00	\$3,000.00
	68 Tranmere Street DRUMMOYNE	Restoration of wooden sash windows	\$6,530.01	\$5,030.01	\$1,500.00
	22 Dening Street DRUMMOYNE	Restoration of slate roof	\$25,344.00	\$22,344.00	\$3,000.00
		Total:	\$143,636.01	\$114,877.01	\$28,759.00

City of Canada Bay



Local Government Heritage Management Program



Local Heritage Fund for 2017–2018 financial year: Detailed project report

Use Table 2 to provide details of the completed projects. Each project will need a separate table. The text in shaded fields is for example only.

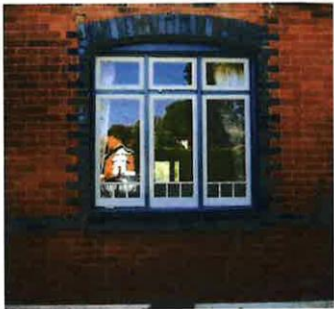

Table 2: Detailed project report

Address	18 Henley Street DRUMMOYNE
Project description	Replacement of asbestos roof with Colorbond roof; repointing of sandstone fence; painting of brickwork on driveway
Reason for the project	Needed maintenance
Heritage item	No
Heritage Conservation Area	Contributory building, Bourketown Conservation Area
Applicant	██████████
Date project commenced	January 2017
Date project completed	February 2017
Total project cost	\$26,070.00
Applicant's contribution	\$24,070.00
Local heritage funding	\$2,000.00
Insert photo of project before commencement	
Insert photo of completed project	

Address	33 Thornley Street DRUMMOYNE
Project description	Installation and restoration terracotta chimney pots
Reason for the project	Reinstate original appearance of the chimney
Heritage item	No
Heritage Conservation Area	Contributory building, Birkenhead & Dawson Estates Conservation Area
Applicant	██████████
Date project commenced	September 2017
Date project completed	September 2017
Total project cost	\$1,518.00
Applicant's contribution	\$759.00
Local heritage funding	\$759.00
Insert photo of project before commencement	
Insert photo of completed project	



Address	29 Moore Street DRUMMOYNE
Project description	Removal of paint on front walls of the house to expose original brickwork
Reason for the project	Reinstate original aesthetic values
Heritage item	No
Heritage Conservation Area	Contributory building, Moore Street Conservation Area
Applicant	[REDACTED]
Date project commenced	August 2017
Date project completed	September 2017
Total project cost	\$9,230.00
Applicant's contribution	\$7,230.00
Local heritage funding	\$2,000.00
Insert photo of project before commencement	
Insert photo of completed project	

Address	54 Plunkett Street DRUMMOYNE
Project description	Tuck-pointing front façade of house
Reason for the project	Existing mortar worn away
Heritage item	No
Heritage Conservation Area	Contributory building, Bourketown Conservation Area
Applicant	[REDACTED]
Date project commenced	September 2017
Date project completed	September 2017
Total project cost	\$8,400.00
Applicant's contribution	\$6,400.00
Local heritage funding	\$2,000.00
Insert photo of project before commencement	 A photograph showing a close-up of a black door set in a red brick wall. A small sign above the door reads 'WADSLEY'. The mortar between the bricks appears worn and uneven.
Insert photo of completed project	 A photograph showing the front of a house with a red brick facade. The mortar is now neatly tuck-pointed. A window with white curtains is visible, and there are plants in the foreground.


Address	8 Hampden Road RUSSELL LEA
Project description	Restoration/tuck-pointing to exterior of house
Reason for the project	Existing mortar worn away
Heritage item	No
Heritage Conservation Area	Contributory building, Hampden Road Conservation Area
Applicant	[REDACTED]
Date project commenced	August 2017
Date project completed	August 2017
Total project cost	\$8,800.00
Applicant's contribution	\$6,800.00
Local heritage funding	\$2,000.00
Insert photo of project before commencement	
Insert photo of completed project	



Address	26 Princess Avenue NORTH STRATHFIELD
Project description	Repainting of the house including repair of water damaged weatherboard
Reason for the project	Water damage
Heritage item	Yes, Item # 388
Applicant	██████████
Date project commenced	July 2017
Date project completed	August 2017
Total project cost	\$14,751.00
Applicant's contribution	\$11,751.00
Local heritage funding	\$3,000.00
Insert photo of project before commencement	
Insert photo of completed project	


Address	11M Wrights Road DRUMMOYNE
Project description	Draught-proofing and re-sealing of windows
Reason for the project	Conserve building fabric and improve amenity
Heritage item	No
Heritage Conservation Area	Contributory building, Drummoyne Park Estate Conservation Area
Applicant	[REDACTED]
Date project commenced	September 2017
Date project completed	September 2017
Total project cost	\$3,675.00
Applicant's contribution	\$2,175.00
Local heritage funding	\$1,500.00
Insert photo of project before commencement	
Insert photo of completed project	


Address	45 Tranmere Street DRUMMOYNE
Project description	Restoration of the front of the house (repainting, re-rendering of walls)
Reason for the project	Enhance Streetscape contribution
Heritage item	No
Heritage Conservation Area	Contributory building, Bourketown Conservation Area
Applicant	[REDACTED]
Date project commenced	October 2017
Date project completed	October 2017
Total project cost	\$10,500.00
Applicant's contribution	\$8,500.00
Local heritage funding	\$2,000.00
Insert photo of project before commencement	
Insert photo of completed project	

Address	103 Correys Avenue CONCORD
Project description	Removing of old tiles, re-tiling the verandah
Reason for the project	Improve appearance
Heritage item	Yes, Item # 133
Applicant	██████████
Date project commenced	October 2017
Date project completed	October 2017
Total project cost	\$5,625.00
Applicant's contribution	\$2,625.00
Local heritage funding	\$3,000.00
Insert photo of project before commencement	
Insert photo of completed project	

Address	75 Renwick Street DRUMMOYNE
Project description	Tuck-pointing of the house
Reason for the project	Existing mortar worn away
Heritage item	No
Heritage Conservation Area	Contributory building, Birkenhead & Dawson Estates Conservation Area
Applicant	██████████
Date project commenced	September 2017
Date project completed	September 2017
Total project cost	\$16,093.00
Applicant's contribution	\$13,093.00
Local heritage funding	\$3,000.00
Insert photo of project before commencement	
Insert photo of completed project	

Address	76 Myall Street CONCORD WEST
Project description	Replacing timber on front of house and repainting of external surfaces
Reason for the project	Improve streetscape contribution. Timber in poor condition
Heritage item	Yes, Item # 355
Heritage Conservation Area	Yaralla Estate Conservation Area
Applicant	██████████
Date project commenced	October 2017
Date project completed	October 2017
Total project cost	\$7,100.00
Applicant's contribution	\$4,100.00
Local heritage funding	\$3,000.00
Insert photo of project before commencement	
Insert photo of completed project	

Address	68 Tranmere Street DRUMMOYNE
Project description	Restoration of wooden sash windows
Reason for the project	Existing windows in poor condition
Heritage item	No
Heritage Conservation Area	Contributory building, Bourketown Conservation Area
Applicant	██████████
Date project commenced	July 2017
Date project completed	July 2017
Total project cost	\$6,530.00
Applicant's contribution	\$5,030.00
Local heritage funding	\$1,500.00
Insert photo of project before commencement	
Insert photo of completed project	

Address	22 Denning Street DRUMMOYNE
Project description	Restoration of slate roof
Reason for the project	Existing roof likes inadequate
Heritage item	Yes, Item # 169
Applicant	██████████
Date project commenced	February 2018
Date project completed	February 2018
Total project cost	\$25,344.00
Applicant's contribution	\$22,344.00
Local heritage funding	\$3,000.00
Insert photo of project before commencement	
Insert photo of completed project	

**ITEM-3 AMENDMENT TO PLANNING CONTROLS RELATING
 TO CHILD CARE CENTRES IN CANADA BAY DCP**

Department Planning and Environment

Author Initials: KL

EXECUTIVE SUMMARY

This report advises Council of State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017 (the SEPP) which was gazetted on 1 September 2017 and now applies across the State of New South Wales.

The SEPP overrides many of the planning controls currently included within the Canada Bay Development Control Plan (CB DCP) with respect to Child Care Centres.

It is recommended that Part I – Child Care Centres of the Canada Bay Development Control Plan be updated to reflect changes to legislation following the introduction of the SEPP. The key planning controls for Child Care Centres that will be retained within the CB DCP relate to building setbacks, car parking rates and signage.

STRATEGIC CONNECTION

This report supports the following YOUR future 2030 Delivery Strategies:

EFF 4.2.1. Provide **Strategic and Land Use Planning** to ensure the built and natural environment is highly liveable with quality and sustainable development incorporating best practice design.

VSA 5.1.1. The **Council** governs efficiently and effectively on behalf of the Community.

This report also relates to the Canada Bay Development Control Plan.

REPORT

The Canada Bay Development Control Plan (CB DCP) currently includes planning controls which aim to guide the design and built form outcomes for child care centres in the City of Canada Bay.

State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017 (the SEPP) now applies across the State of New South Wales and

is intended to facilitate the effective delivery of educational establishments and early education and care facilities.

In particular, the SEPP aims to simplify and standardise planning approval pathways for education establishments and early education and care facilities through providing State-wide design and assessment requirements.

In particular, under *Part 3* of the SEPP, *Early education and care facilities – specific development controls*, specific standards for exempt and complying development which relate to child care centres are outlined. The operation of the SEPP is such that where there is an inconsistency between the SEPP and another environmental planning instrument (LEP), whether made before or after the commencement of the policy, the SEPP prevails to the extent of the inconsistency.

Clause 25 of the SEPP includes non-discretionary development standards that prevent council from requiring more onerous standards in its LEP or DCP. These standards relate to matters such as the location of child care centres, the amount of indoor and outdoor space required, site area and site dimension requirements and the colour of the building materials or shade structures.

Clause 26 of the SEPP states that DCPs do not apply to Child Care Centres insofar as they relate to (including by reference to ages, age ratios, groupings, numbers or the like, of children):

- (a) operational or management plans or arrangements (including hours of operation),
- (b) demonstrated need or demand for child care services,
- (c) proximity of facility to other early childhood education and care facilities,
- (d) any matter relating to development for the purpose of a centre-based child care facility contained in:
 - (i) the design principles set out in Part 2 of the Child Care Planning Guideline, or
 - (ii) the matters for consideration set out in Part 3 or the regulatory requirements set out in Part 4 of that Guideline (other than those concerning **building height, side and rear setbacks or car parking rates**).

In summary, planning controls within the SEPP and associated Planning Guideline take precedence when Council staff review a Development Application for a Child Care Centre.

An analysis of *Part I- Child Care centres* of the CB DCP has identified that there are few remaining controls still applicable to the assessment of Child Care centres following the introduction of the SEPP. A summary of this analysis is provided within Table 1 (*Attachment 3*).

Table 2 below has been prepared to identify planning controls that remain applicable and are proposed to be retained within the CB DCP for child care centres.

Whilst referenced under Clause 26 (d)(ii) of the SEPP, building height will remain unchanged within the Canada Bay Local Environmental Plan 2013.

Table 2: Planning controls to be retained: Side and rear setbacks, car parking rates and signage.

Planning Controls to remain specific to Canada Bay	Proposed Planning Control
<p>Introduction – Amend existing introduction to reflect changes to the legislation.</p>	<p>The aim of this section of the DCP is to support the planning controls provided within the State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017 and achieve appropriate development of Child Care Centre within each land use zone.</p> <p>Objectives</p> <p>To ensure that Child Care Centres:</p> <ol style="list-style-type: none"> 1. Are compatible with neighbouring land uses; 2. Integrate into existing residential environments and are unobtrusive in terms of size, bulk and height; 3. Are appropriate for the surrounding built form and natural landscape; 4. Will have minimum impact on surrounding land uses; and 5. To ensure the health, safety and wellbeing of children and staff in Child Care Centres.
<p>Building setbacks</p>	<p>Objectives</p> <ol style="list-style-type: none"> 1. To ensure the height and scale of a child care centre relates to site conditions, complements the prevailing character of the streetscape and minimises any adverse amenity impacts upon the surrounding properties. 2. To ensure the appearance of the development enhances the streetscape. <p>Controls</p> <ul style="list-style-type: none"> • The Child Care Centre should comply with the relevant setback controls as stipulated in the

Planning Controls to remain specific to Canada Bay	Proposed Planning Control
	Canada Bay Development Control Plan as follows: <ul style="list-style-type: none"> - Within a residential zone, setbacks for dwelling houses; and - Within a commercial / industrial zone – setbacks will be considered on a merit basis.
Car Parking Rates	<ul style="list-style-type: none"> • Retain existing objectives. • Retain existing controls which set out required car parking spaces (1 space per 4 places). A designated space is to be provided for disabled parking/service vehicles close to the main entrance of the child care centre.
Signage	<ul style="list-style-type: none"> • Retain existing objectives and planning controls.

Conclusion

Following the introduction of State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017, many planning controls contained within the Canada Bay Development Control for Child Care Centres are no longer relevant.

It is recommended that *Part I – Child Care Centres* of the CB DCP be updated to reflect discussion provided within Table 2 – Applicable Planning Controls, and that amendments to the DCP be drafted and exhibited in accordance with the requirements of the Environmental Planning and Assessment Act, 1979 and associated regulations.

RECOMMENDATION

1. THAT the Canada Bay DCP be updated to amend Part I, Child Care Centres to:
 - a. Remove planning controls identified within Table 1 (provided as Attachment 3);
 - b. Retain planning controls identified within Table 2.
2. THAT the amended Canada Bay Development Control Plan be publicly exhibited for a minimum period of 28 days.

3. THAT the outcome of the public exhibition including any submissions be reported back to Council following the public exhibition period.

Attachments:

1. Guide to the SEPP (Educational Establishments and Child Care Facilities) 2017
2. Canada Bay Development Control Plan, Part I – Child Care Centres
3. Table 1 - Review of planning Controls established within the SEPP.

**Guide to the State
Environmental
Planning Policy
(Educational
Establishments and
Child Care Facilities)
2017**

Introduction

NSW's education future - A better plan

Child care and education infrastructure lays the foundation for our children's learning from their earliest years through to their adult careers.

Access to quality child care and education is vital for the development of our children and for our economy. So too, our tertiary institutions play a crucial role in building an educated and skilled workforce to meet the growing demands of industry, provide improved employment opportunities and deliver strong economic growth for NSW.

NSW needs to invest in high quality and cost-effective early education and care facilities, schools, TAFEs and universities to nurture young minds, educate and train our future leaders, innovators and skilled workforce, and to provide the best opportunities for our youth to achieve their life ambitions.

The NSW Government recognises the growing demand across all sectors of our education and child care systems, and has introduced improvements to the planning framework regulating these developments.

The planning system is designed to balance development pressures against environmental, social and economic considerations, as well as the interests of the public. With these improvements, the planning system is better placed to respond to the increasing demand for child care and education services, while still delivering high-quality infrastructure and minimising adverse outcomes.

Previously, planning provisions for schools and tertiary institutions were included in the State Environmental Planning Policy (Infrastructure) 2007 (Infrastructure SEPP), while early education and child care facilities were provided for in an array of planning instruments, including State Environmental Planning Policies (SEPPs), Local Environmental Plans (LEPs) and Development Control Plans (DCPs). Early education and child care services and facilities are also regulated under the National Quality Framework.

The NSW Government has introduced changes to the planning system to stimulate more child care services and streamline approvals to deliver appropriately located and high quality early education and care facilities. These improvements to the planning system will also ease the pressure on delivering new public and private school facilities, and upgrading existing facilities, as well as assisting TAFEs and universities to upgrade their campuses to cater for the growing number of tertiary students.

The changes aim to ensure the right settings are in place to:

- deliver high quality early education and care facilities by streamlining the planning process;
- ensure that every child in NSW has access to high quality school facilities; and
- deliver world class tertiary institutions.

Purpose of this guide

The purpose of this guide is to support the *State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017* by providing explanatory material to child care and educational providers, councils, consent authorities and the community. This guide does not form part of the SEPP or replace any provisions in the SEPP.

Overview and key aspects of the policy package

A major part of the policy package is *State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017* (Education and Child Care SEPP) which provides the overarching planning framework. The Education and Child Care SEPP is supported by amendments to *the Environmental Planning and Assessment Regulation 2000*, amendments to the *Standard Instrument (Local Environmental Plans) Order 2006*, and relevant state environmental planning policies, planning circular PS 17-004, planning

guidelines for child care and school design, and a Code of Practice for non-Government schools that regulates the assessment and carrying out development without consent under the SEPP.

Simplifying approval processes

The Education and Child Care SEPP provides a range of tools to assist child care and education providers in constructing new facilities and upgrading existing facilities. These changes include:

- minor works such as landscaping, awnings, fences, and minor internal and external alterations can be done as exempt development;
- permitting certain low-impact early education and care facilities to be considered as exempt development;
- a range of new building works including classrooms, lecture theatres, libraries, halls, indoor recreational facilities and school-based child care facilities can be delivered as complying development.

More significant development proposals will require development consent.

The Education and Child Care SEPP sets out where these different classes of development can be undertaken, what approval pathway should be followed, what level of assessment will be required for each proposal, and consultation requirements. It puts in place development controls and considerations to ensure the development meets the expectations of educational facilities and the broader community.

Ensuring design quality and safe and healthy environments

Meeting the increased demand for these facilities should not compromise the quality of the services they provide, or have a negative impact on surrounding communities. High quality educational facilities are a vital part of a healthy and thriving community and can provide an important civic place for meeting and exchange.

Quality design is a key focus of the Education and Child Care SEPP. The design quality principles will help to ensure that new educational infrastructure enhances communities, delivers greater energy efficiency and contributes to safe, healthy lifestyles for children. The design principles in the Education and Child Care SEPP also aims to ensure that the design of school infrastructure responds appropriately to the character of the area, landscape setting and surrounding built form to ensure that schools and school buildings are an integral part of the community. In addition, the *Child Care Planning Guideline* and the *School Design Guide* will help to ensure that facilities are well-designed, appropriately located, and fit for purpose.

Allowing for flexibility and multiple uses

The policy also recognises that there is a continuum in the provision of child care, education and community services. Many sites and facilities offer shared services and co-locate with other sectors. Child care services are sometimes located on school grounds and university campuses; education facilities may provide after-hours and vacation care; early education and pre-school services might co-locate with primary schools; and TAFEs may share grounds and facilities with schools.

The Education and Child Care SEPP provides a range of permissible and additional uses on sites, facilitates co-location where appropriate, and encourages flexibility, versatility and adaptability in the design of buildings and sites.

The Education and Child Care SEPP provides a solid framework for child care and education providers to optimise the current use of their existing sites and facilities, while planning for any future expansion, redevelopment or development of new sites to cater for projected demand into the future.

Provisions on Early Education and Care Facilities

The Education and Child Care SEPP mirrors the physical environment requirements for early education and care services that are already regulated under the National Quality Framework (NQF). By aligning the NSW planning system with the key physical environment requirements from the NQF, new child care facilities can be designed and built according to key national standards.

Prior to commencing an early education and care service, providers must first obtain planning approval for a facility under the NSW planning system prior to applying for a service approval to operate under the NQF. Considering the physical requirements for a service approval at the development application stage will reduce inconsistencies and the risk of service approvals not being granted. These reforms will improve certainty and consistency across national, state and local government requirements.

Education and Care Services regulated under the National Quality Framework and Supplementary State Provisions

The Australian Government's NQF consists of the *Children (Education and Care Services) National Law (NSW)*, the Education and Care Services National Regulations and the National Quality Standard. The NQF sets quality standards to improve education and care for the following child care services:

- long day care;
- family day care (including care provided in an educator's residence and care provided at a venue other than a residence);
- preschool – may be standalone or where combined with a kindergarten at a school;
- out-of-school hours care, situated on and off school sites.

NSW regulates the following child care services through the *Children (Education and Care Services) Supplementary Provisions Act 2011* and Children (Education and Care Services) Supplementary Provisions Regulation 2012:

- home based education and care services, where the care is provided by the educator as a 'sole trader';
- mobile education and care services; and
- centre-based occasional education and care service.

The NQF is a suite of controls and measures that regulate children education, health and safety, staffing, partnerships with families and the community as well as the physical environment of child care facilities.

New definitions and types of services

To support the outcomes of the Education and Child Care SEPP and to assist in delivery more child care facilities closer to homes, an amendment to the *Standard Instrument (Local Environmental Plans) Order 2006* has been made which provides clarity and certainty by removing ambiguous and obsolete definitions by aligning with national definitions and enables expanded planning approval pathways. The amendment also permits centre-based child care in R2 Low Density Residential zones.

This amendment was made through the *State Environmental Planning Policy Amendment (Child Care) 2017* which makes consequential changes to LEPs and relevant SEPPs. The amendments:

- introduce definitions for a range of early education and care services, including:
 - early education and care facilities;
 - centre-based child care;
 - school-based child care; and
 - home-based child care
- update all environmental planning instruments to incorporate the new definitions; and
- permit centre-based child care in all R2 Low Density Residential zones across NSW.

An explanation of the definitions as they relate to specific types of services are in Table 1.

Table 1: Types of services and definitions

Definition	Type of service
Early education and care facility	Group term which collectively covers home-based child care, school-based child care and centre-based child care facilities. Mobile child care services do not fall under this group term.
Centre-based child care facility	A building or place used for services such as long day care, occasional care, out-of-school hours care located on non-school sites, preschools stand-alone and on school sites, family day care carried out in an approved venue, or a combination of any of the above.
Home-based child care	Early education and care for up to 7 children under the age of 13 years provided by an educator in their home. Includes home-based care regulated under the NSW State Supplementary Provisions; and family day care carried out in an educator's residence regulated under the NQF.
School-based child care	Out-of-school hours and vacation care service for school children carried out on a school site.

The Education and Child Care SEPP includes definitions for mobile child care and the temporary relocation of an early education and care facility in emergency situations. These uses may be undertaken as exempt development, so long as requirements in clauses 27 and 28 (respectively) of the Education and Child Care SEPP are met. Table 2 explains the definitions for mobile child care and temporary relocation of an early education and care facility.

Table 2: Mobile child care and temporary relocations

Definition	Type of service
Mobile child care	Early education and care service that visits a premises, area or place for the purposes of providing child care.
Temporary relocation of an early education and care facility	The temporary relocation of an early education and care facility due to an emergency that threatens the safety of the facility and its occupants (such as bushfire, flood, storms).

Provisions to simplify planning approvals

The Education and Child Care SEPP simplifies planning approvals by introducing exempt and complying development provisions for child care facilities with low amenity impacts. The approval pathways allowed in the Education and Child Care SEPP are set out in Table 3.

Table 3: Approval Pathways

Exempt development	Complying development	Local development	Integrated development
<ul style="list-style-type: none"> • Home-based child care, except on bushfire prone land • School-based child care without works • Mobile child care (subject to requirements) • Temporary relocation of services due to emergency (subject to requirements) 	<ul style="list-style-type: none"> • New development for school-based child care • Out-of-school hours care on existing TAFE and University sites • Home-based child care on bushfire prone land 	<ul style="list-style-type: none"> • Centre-based child care • New development for school-based child care on bushfire prone land 	<ul style="list-style-type: none"> • s91 EP&A Act*
<p>* The Education and Child Care SEPP will not affect the existing integrated development provisions of the <i>Environmental Planning and Assessment Act 1979</i> (EP&A Act) for early education and care developments on land affected by the <i>Heritage Act 1977</i>, <i>Mine Subsidence Compensation Act 1961</i>, or the <i>Rural Fires Act 1997</i>.</p>			

Exempt Development

Certain low impact child care developments are permitted as exempt development under the Education and Child Care SEPP:

- home-based child care, except on bushfire prone land;
- school-based child care, providing that no works are required;
- mobile child care; and
- emergency or temporary relocation of child care facilities.

To be exempt development, all requirements in the applicable clauses in the Education and Child Care SEPP must be met. If the requirements cannot be met, then a development application (DA) must be made to the consent authority, usually a council.

Providers seeking to operate mobile child care service or to temporarily relocate a service must also obtain the consent of the landowner for the land on which the service is to be provided. Additionally, the service cannot be located on hazardous land (see clauses 27 and 28 of the Education and Child Care SEPP) and must have access to adequate sanitary facilities.

A service approval must be obtained from the Relevant Authority before commencing an early education and care service.

Complying Development

Certain child care facilities may be considered as complying development, so long as the requirements are met. Complying development is a fast-tracked combined planning and construction approval.

Home-based child care on bushfire prone land

The Education and Child Care SEPP permits home-based child care on bushfire prone land as complying development, subject to fire safety standards agreed by the NSW Rural Fire Service. The standards are designed to ensure occupants' safety in the event of bush fires, and include:

- provision of an Asset Protection Zone around the dwelling;
- preparation of a Bush Fire Emergency Management and Evacuation Plan;
- the dwelling in which the care is provided must not be located in bushfire attack level-40 (BAL-40) or the flame zone (BAL-FZ) land.

A suitably qualified consultant in bushfire risk assessment, recognised by the NSW Rural Fire Service, or the council will need to certify that the dwelling and any associated access way is not located in bushfire attack level-40 (BAL-40) or the flame zone.

A service approval must be obtained from the Relevant Authority before commencing an early education and care service.

New development for school-based child care

The Education and Child Care SEPP permits certain building works as complying development, where works are required to accommodate the school-based child care. School-based child care that involves new development is only complying development if:

- it is within the boundaries of an existing school and on land that is not bush fire prone;
- the existing school is operating as a lawful use and is not an existing use within the meaning of section 106 of the EP&A Act;
- it meets the requirements for complying development in clause 1.17A of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* (Codes SEPP) (e.g. it is not a heritage item);
- it does not contravene any existing conditions of a development consent (other than a complying development certificate) that may apply to any part of the school relating to hours of operation, noise, car parking, vehicular movement, traffic generation, loading, waste management, landscaping or student or staff numbers.

School-based child care may be allowed to operate from 7:00 am to 7:00 pm, Monday to Friday, on a school site, if complying development approval is granted.

A service approval must be obtained from the Relevant Authority before commencing an early education and care service.

Out-of-school hours care on existing TAFE and university sites

The Education and Child Care SEPP permits an out-of-school hours care facility on an existing TAFE or university site as complying development. The proposal will need to meet standards for complying development set out in the SEPP including that the facility:

- must not be located on bushfire prone land or flood affected land;
- must not involve new building work;
- must meet the indoor and outdoor space requirements of the Education and Care Services National Regulations;
- must not be in a premise that is licensed for alcohol or gambling;
- must have separate and age appropriate sanitary facilities;

- must not be located within or adjacent to a building used for restricted premises, sex services, a pub or a registered club.

If the standards cannot be met, a development application will be required. A service approval to operate the service is required from the Department of Education.

Local Development

The Education and Child Care SEPP requires all other centre-based child care facilities to be assessed through the local development application (DA) process. This means that a development application for a centre-based child care facility will be assessed by a consent authority, usually a council.

Centre-based child care facilities

Centre-based child care facilities require a development application to council. Centre-based child care facilities must be designed to meet with the physical environment requirements of the NQF, as outlined in the *Child Care Planning Guideline*. The principles, considerations and requirements in the *Child Care Planning Guideline* must be considered by a consent authority when assessing a development application as provided for in the Education and Child Care SEPP.

Development applications that do not meet the NQF's unencumbered indoor and outdoor space controls will require the concurrence of the Secretary of the Department of Education before the application can be determined (see below).

Prior to commencing a centre-based child care service, a service approval must be obtained from the Department of Education.

Concurrence of the Department of Education

Development applications that do not comply with the unencumbered indoor and outdoor space requirements of the NQF will require the concurrence of the Secretary of the Department of Education.

Clauses 107 and 108 of the Education and Care Services National Regulations contains strict space requirements for child care facilities:

- at least 3.25m² of unencumbered indoor space must be provided for each child;
- at least 7.0m² of unencumbered outdoor space must be provided for each child.

The Secretary will have 28 days in which to respond to the concurrence request. If no response is received, the consent authority may proceed to determine the application.

The Secretary will have the opportunity to give valuable input about whether the proposal should be developed in its proposed form; whether the provider may later need to apply for a service waiver and if this would be supported; or whether the proposal should be redesigned as an alternate solution. This concurrence role will ensure developers build facilities that comply with national requirements, and give service providers greater certainty in obtaining a subsequent service approval.

Heads of consideration for centre-based child care on industrial-zoned land

The Education and Child Care SEPP contains special provisions that must be considered when a centre-based child care facility is proposed on IN1 General Industrial or IN2 Light Industrial zoned land. These provisions are designed to minimise the risk of land use conflicts and ensure the safety and health of children, staff and visitors and include:

- whether the proposed development is compatible with neighbouring land uses, including its proximity to hazardous land uses, or restricted or sex service premises;

- whether the proposed development has the potential to restrict the operation of existing industrial land uses;
- whether the location of the proposed development will pose a health or safety risk to children, staff or visitors.

Non-discretionary development standards

The Education and Child Care SEPP includes non-discretionary standards for centre-based child care. This means that a development application for a centre-based child care cannot be refused by a consent authority on the following grounds:

- location;
- indoor or outdoor space;
- site area and site dimensions;
colour of building materials or shade structures.

Controls in a Development Control Plan

The Education and Child Care SEPP makes clear that certain matters contained in Development Control Plans do not apply to development for the purpose of centre-based child care. This is to ensure that any Development Control Plan does not contain requirements that exceed those within the NQF or that are onerous.

The following matters in any Development Control Plan do not apply:

- numbers or groupings of children;
- ages and age ratios of children;
- operational or management plans or arrangements;
- demonstrated need or demand for child care services;
- proximity of facility to other early education and care facilities;
- any matter contained in:
 - the design principles in in Part 2 of the *Child Care Planning Guideline*;
 - the matters for consideration in Part 3 of the *Child Care Planning Guideline*;
 - the regulatory requirements in Part 4 of the *Child Care Planning Guideline*.

Assessment of development applications for centre-based child care

Development applications for centre-based child care are subject to controls set out in the Education and Child Care SEPP and must be assessed against the *Child Care Planning Guideline*.

The *Child Care Planning Guideline* supplements the Education and Child Care SEPP, and includes planning and design principles and considerations, and regulatory requirements for centre-based child care. The Guideline is consistent with the regulatory intent of the NQF.

These provisions will ensure that these development proposals are assessed against a consistent framework throughout NSW, and that new buildings are fit for a service approval under the Education and Care Services National Law, prior to it being approved and built.

Schools

The Education and Child Care SEPP has a major focus on delivering new facilities and upgrading existing facilities at schools faster by simplifying the planning requirements for educational facilities across the state. The provisions will make it much easier for schools to implement a wide range of improvements and expansions to schools such as upgrading sports fields, replacing portable classrooms with permanent buildings, building a new library, and offering new or additional before and after school care in existing school buildings. Planning controls applying to schools are located in Division 3 of the SEPP. These provisions will apply instead of existing provisions in LEPs and DCPs where there is an inconsistency.

Exempt Development

The exempt development provisions for schools are intended to enable minor works to be undertaken within school grounds without planning approval provided that certain development standards are met.

The types of low impact developments that are permitted as exempt development include:

- short term single storey portable classrooms
- use of existing buildings for out of school hours care for primary school aged children, where no works are required to that building
- use of existing buildings and facilities by community groups, religious organisations, sporting associations and the like
- removal of trees if they pose a risk to safety or damage to infrastructure
- landscaping and environmental management works
- play equipment, sporting fields and courts
- routine maintenance works
- walking paths, seats, shelters and shade structures
- information boards and way finding signage
- amenities building
- demolition of certain development that is not a heritage item or in a heritage conservation area.

The development standards applicable to these development types are listed in clause 38 of the SEPP.

Schedule 1 of the SEPP also lists other exempt developments that may be undertaken within the boundaries of all educational establishments.

Complying Development

Straightforward developments are permitted within the boundaries of an existing schools as complying development to enable additional classrooms and educational facilities to be installed rapidly in response to increased or changing needs. These developments are determined through a fast track assessment process by an accredited certifier to determine if they meet pre-determined development standards.

The types of complying development that are permitted within the boundaries of an existing school include:

- construction of buildings for educational uses such as classrooms, a library, administration building, school hall, gymnasium, canteen or a child care facility
- a covered outdoor learning area
- a car park
- demolition of a buildings that is not a State or local heritage item

- minor alterations or additions to existing buildings
- restoration, replacement or repair of damaged facilities.

The development standards applicable to complying development are listed in Schedule 2 of the SEPP and will include those listed in Table 4 below.

Table 4 – Complying development standards in Schedule 2 of the Education and Child care SEPP

Control	Standard
Height	Maximum 4 storeys and 22m
Setbacks	<ul style="list-style-type: none"> • at least 5m from any side or rear boundary of the land where it adjoins residential zoned land, and 1m where it adjoins all other land use zones for buildings with a height up to 12m • at least 8m from any side or rear boundary of the land where it adjoins residential zoned land, and 2.5m where it adjoins all other land use zones for buildings with a height up to 15m • at least 10m from any side or rear boundary of the land where it adjoins residential zoned land, and 4m where it adjoins all other land use zones for buildings with a height up to 22m
Materials	External walls must be constructed of non-reflective materials
Overshadowing	Proposed school buildings must not reduce the solar access to habitable rooms and private open space of adjoining residential properties to less than three hours between 9 am and 3 pm on the winter solstice
Privacy	Windows must be designed or treated to preserve the privacy of adjoining residential dwellings
Landscaping	An area 3m wide along the property is to be landscaped with planting that will achieve a mature height of at least 3m and consist of species that are not likely to pose a health or safety risk

Other development standards relating to noise, waste, earthworks, tree removal, drainage and development on flood prone land are also included in Schedule 2 of the SEPP.

Development undertaken as complying development must not contravene any existing conditions of the most recent development consent that applies to any part of the school. This includes conditions that relate to hours of operation, noise, car parking requirements, vehicular movements, traffic generation, loading, waste management requirements, landscape areas or requirements, and staff or student numbers.

Development Without Consent

The SEPP recognises the importance of non-government schools in easing the burden on the public school system by permitting registered non-government schools to provide new and upgraded facilities using the development without consent provisions the same way as public authorities.

Certain small-scale developments are permitted without a development consent from a consent authority, but will require the person carrying out the development to undertake environmental assessment of the likely impacts of the proposed activity in accordance with Part 5 of the EP&A Act. Both government and non-government schools can use these provisions.

The types of development that are permitted to be carried out without consent within the boundaries of existing schools include:

- one storey buildings for school purposes such as a library, administration, a classroom, a tuckshop, cafeteria or bookshop
- a car park that is not more than one storey high
- an outdoor learning or play area and associated awnings or canopies
- minor alterations or additions, such as internal fitouts, or to address occupational health and safety requirements or to provide access for people with a disability
- restoration, replacement or repair of damaged facilities
- demolition of buildings or structures.

Developments undertaken without consent will only allow for minor expansion of schools. The provisions ensure development will not allow for an increase in the numbers of student and staff numbers at the existing school that is greater than 10 per cent of the numbers at the site during the previous 12 months. Development undertaken without consent also cannot contravene any existing condition of a development consent (other than a complying development certificate) that applies to any part of the school, relating to hours of operation, noise, car parking, vehicular movement, traffic generation, loading, waste management, landscaping or student or staff numbers.

An amendment to the *Environmental Planning and Assessment Regulation 2000* has been made that prescribes non-government schools as public authorities for the purpose of carrying out development without consent under clause 36 of the SEPP to enable this as the existing legislative provisions currently only permit public authorities to access development without consent provisions.

To support this amendment, an *Environmental Assessment Code of Practice* has been developed that regulates how non-government schools must carry out the environmental assessment and determination of activities permitted without consent by the SEPP. The code of practice outlines the assessment and documentation requirements, and requirements for community consultation. Compliance with the mandatory requirements in the code of practice is a requirement under the EP&A Act and EP&A Regulation, and the Department of Planning and Environment can undertake compliance action regarding certain breaches of the Code.

Development Permitted with Consent

School development that is not exempt development, complying development or permitted without consent will require development consent before the development can take place. The consent authority that gives this development consent varies depending on the size and nature of the proposed development.

State Significant Development

All new schools, and significant alterations and additions to existing schools that have a project cost of more than \$20 million are categorised as State Significant Development (SSD). Projects that satisfy the development standards for complying development but have a capital investment value (CIV) of more than \$20 million are also categorised as SSD.

SSD applications are lodged with the Department of Planning and Environment for assessment and consultation with the community. The Minister for Planning is the consent authority for SSD applications, although this may be delegated to Department staff, or the Planning and Assessment Commission.

To provide flexibility to accommodate the built form requirements of schools, the SEPP enables the consent authority to grant development consent even if a development does not comply with development standards such as height and floor space ratios contained in local environmental plans. The applicant is required to justify the departure from the development standards and demonstrate that there are sufficient environmental planning grounds to support the contravention.

The SEPP lists seven design quality principles in Schedule 4 that apply to schools to ensure that school infrastructure is well designed and responsive to its purpose and location. The consent authority is required to take into consideration the design quality of a proposed development in accordance with these design quality principles before determining a SSD application for school development.

Caps on Development Consents

Development consents issued for school development, either as local, regional or State significant development are often subject to conditions that limit the intensification of the school development through caps on both student and staff numbers (cap conditions). These cap conditions are an important tool to manage the traffic and parking impacts arising from school development (both new schools and major expansions), but can be a major constraint on the growth of the school and the provision of essential school infrastructure. Under the SEPP, development undertaken as complying development and development to be carried out without consent cannot contravene any existing conditions on development consents relating to student or staff numbers that apply to the land within the boundaries of an existing school.

Planning circular *PS 17-004 - Development assessment of schools* outlines that the consent authority should recognise the need for flexibility when limiting staff and student numbers as enrolments at both public and non-government schools can fluctuate considerably between years and may be hard to predict. If cap conditions are required, they should only be applied in circumstances justified by a comprehensive and evidence-based assessment of relevant planning issues such as traffic and parking.

Design of schools

Many school campuses are located within residential neighbourhoods and are an integral part of the community. Well-designed schools create a distinctive and place-friendly facility that responds to and enhance the qualities and identity of the area including adjacent sites, streetscapes and neighbourhood. High quality educational facilities play a significant role in supporting the learning outcomes of students and providing flexibility in meeting the changing methods of delivery of educational services.

The SEPP aims to deliver better quality design for schools to ensure that development at schools respond appropriately to the character of the area, landscape setting and surrounding built form as well as providing a high level of amenity for users of the site. A set of design principles are included in Schedule 4 that outline the design requirements for school developments.

The design requirements apply to three and four storey buildings proposed to be carried out as complying development under the SEPP. The EP&A Regulation has been amended to require that a certifying authority must not issue a complying development certificate unless they have been provided with a written statement by a qualified designer verifying that school buildings that are more than 12 metres in height apply the design quality principles contained in Schedule 4 of the SEPP.

The design requirements also apply to development undertaken at schools that require a development application. Clause 35 of the SEPP requires the consent authority to consider whether the proposed school development meets the design quality principles in Schedule 4 of the SEPP before granting a development approval.

Traffic issues associated with school development

Traffic impacts, demand for parking and road safety in the traffic network surrounding schools are key concerns arising from development occurring at schools.

For complying developments that will result in an additional 50 or more students at schools, the application must be accompanied by a certificate issued by the Roads and Maritime Services (RMS) certifying that any impacts on the surrounding road network as a result of the development are acceptable or will be acceptable if specified requirements are met. Schedule 1 of the EP&A Regulation 2000 has been amended to insert this requirement. the Roads and Maritime Services (RMS) first to assess whether the traffic

impacts of the proposed development on the surrounding road network are acceptable or will be acceptable if specified requirements are met. This is to ensure that the traffic impacts arising from certain complying school development are assessed by the RMS prior to the lodgement of an application for a CDC, and any required measures to address traffic congestion and road safety are identified. If the RMS does not issue a certificate, then the proponent will be required to lodge a development application for the proposed works.

The SEPP provisions also require that a proponent consult with the RMS on school development undertaken without development consent that will result in additional 50 or more students and located adjacent to a classified road. The proponent is required to take into account any matters raised by the RMS prior to determining whether to undertake the development.

Development applications (including SSD applications) lodged for a new school or an enlargement of an existing school that will result in an additional 50 or more students and is on a site that has direct vehicular or pedestrian access to any road will be referred to the RMS by the consent authority for provision of technical input as part of the assessment process.

Student accommodation

Some schools provide accommodation for students, however, these developments are not considered to be educational facilities. The SEPP clarifies that development proposing student accommodation is not development for the purpose of a school. Residential accommodation for students associated with a school may be carried out within the boundaries of an existing school but this will require a development application and the existing provisions in the relevant LEP and DCP will apply.

Tree removal at schools

The grounds of educational establishments often contain large areas of trees and vegetation that are important to the school community and the broader neighbourhood in which the school is located. The SEPP introduces provisions to achieve appropriate management of trees at schools.

Trees that have been assessed by a Level 5 qualified arborist as posing a risk to human health or safety, or a risk of damaging infrastructure at a school are permitted to be removed as exempt development. However, a replacement tree that is capable of achieving a mature height of at least 3 metres is required to be planted within grounds of the school, to ensure that there is no overall loss of tree numbers at a particular site.

Trees within the grounds of a school may be removed without permission as part of complying development, but only if the tree is not listed as a significant tree on a register kept by the relevant local council, is located within 3 metres of the development and has a height of less than 8 metres.

Otherwise, trees or other vegetation that are required to be removed or pruned to enable an exempt or complying development to be undertaken will require approval from a local council under the provisions of a local environmental plan.

Tree or vegetation removal that is proposed as part of development project that is permitted with or without consent will have the impact of the proposed removal assessed and determined as part of the approval process.

Community and shared use of school buildings and facilities

To deliver the best use of educational infrastructure, greater emphasis will be placed on the shared use of facilities for educational and community purposes. This could take the form of making school facilities available for greater community use, schools sharing spaces with other nearby schools, or it may be a school utilising nearby community facilities such as council owned recreational spaces. Community use may

comprise a sporting club using school playing fields, or religious groups, music or language schools or other groups using school buildings such as school halls or libraries.

The SEPP aims to facilitate this by encouraging the designers of school buildings, facilities and grounds to consider how this can be accommodated during the design stage. Design principle 6 requires the school design to maximise multi-use facilities, and the SEPP requires the consent authority to consider whether the development enables the use of school facilities (including recreational facilities) to be shared with the community before granting development consent.

The SEPP permits community use of existing school buildings and facilities is proposed that require no building works as exempt development, meaning that no planning approval is required.

Heritage conservation

Many school buildings are recognised for their heritage values and are listed as items of State or local heritage. The SEPP continues to apply the current protection measures and assessment requirements applying to heritage listed items.

Exempt developments are permitted to be undertaken on sites that contain State or locally listed heritage items, or within heritage conservation areas, provided that there is no more than a minimal impact on the heritage significance of the item or area. This must also be in accordance with any heritage conservation management plan if one applies to the site. The SEPP does not permit demolition as exempt development on or in a State or local heritage item or in a heritage conservation area.

Complying development cannot be carried out on land that comprises an item that is listed on the State Heritage Register, is subject to an interim heritage order or is identified as an item of environmental heritage or a heritage item by an environmental planning instrument. If the heritage listing does not apply to the whole site, then the restriction applies to the land that is described and mapped in the listing only, and complying development can be carried out in the remaining parts of the site.

Additionally, an exemption under section 57 of the *Heritage Act 1977* may be sought. If granted, this will permit complying development to be carried out on the site, subject to the conditions or requirements of that exemption.

Proponents that propose to undertake development permitted without consent on a heritage item are required to consider the environmental impacts of the development. Developments that are likely to affect the heritage significance of a local item, or of a heritage conservation area in a way that is more than a minimal impact must have an assessment of the impact prepared, give written notice to the relevant local council and take into account any response received. The SEPP does not permit development to be carried out without consent for demolition of structures or buildings that are State or local heritage items.

For projects that require a development application or SSD application, impacts on heritage items and conservation areas will be considered as part of the assessment process. Design quality principle 1 contained in Schedule 4 of the SEPP specifically requires that the design of schools should respond to and enhance the positive qualities of the setting, landscape and heritage, including Aboriginal cultural heritage.

Tertiary Institutions

The Education and Child Care SEPP recognises the integral role played by TAFEs and universities in training and developing a strong, educated workforce, to support economic growth in NSW. The provisions of the SEPP enable TAFEs and universities to expand and adapt their facilities in response to the growing number of people seeking tertiary qualifications, and to maintain the NSW reputation for providing world class tertiary education.

The SEPP includes expanded provisions for tertiary institutions to undertake exempt development and other development without consent. Provisions applying to tertiary institutions (TAFEs and universities) are contained in Part 5 and 6 of the SEPP.

Exempt development

The exempt development provisions are intended to enable minor works to be undertaken within the grounds of existing universities and TAFEs without planning approval, provided that certain development standards are met.

The types of low impact developments that are permitted as exempt development include:

- cycleways
- outdoor recreation facilities, including fields but not grandstands
- routine maintenance (including earthworks associated with a playing field or landscaping and maintenance of existing roads)
- lighting
- landscaping, including irrigation (whether they use recycled or other water)
- environmental management works
- walking tracks, boardwalks, raised walking paths, ramps, minor pedestrian bridges, stairways, gates, seats, barbecues, shelters and shade structures
- portable or temporary buildings for educational purposes
- demolition of buildings and other development that are considered to qualify as exempt development under the SEPP (excluding State or local heritage items).

The development standards applicable to these development types are listed in clauses 48 and 55 of the SEPP.

Schedule 1 of the SEPP also lists other exempt developments that may be undertaken within the grounds of all educational establishments.

Complying development

The SEPP includes complying development provisions relating to the provision of core educational facilities within the boundaries of existing universities and TAFEs. This includes the construction of, or alterations or additions to certain development (i.e. a library or an administration building, indoor and outdoor recreation facilities or food and drink premises). The full list of applicable development is at clause 49 of the SEPP. The SEPP also provides for complying development to include demolition of buildings (excluding State or local heritage listed items).

The development standards that apply to complying development are listed in Schedule 3 of the SEPP and include a maximum height limit of 15m and 3 storeys, front, side and rear setbacks, requirements for landscaping and restrictions on gross floor area.

Development undertaken as complying development must not contravene any existing conditions of the most recent development consent that applies to any part of the university or TAFE. This includes conditions that relate to hours of operation, noise, car parking requirements, vehicular movements, traffic generation, loading, waste management requirements, landscape areas or requirements, and staff or student numbers.

Development permitted without consent

These SEPP provisions enable the following types of development to be carried out without consent within the grounds of an existing university or TAFE:

- one storey buildings for school purposes such as a library, administration, a teaching facility, a kiosk, cafeteria or bookshop, environmental facility, information facility or a storage or maintenance facility
- a car park that is not more than one storey high
- an outdoor learning or play area and associated awnings or canopies
- minor alterations or additions, such as internal fitouts, or to address occupational health and safety requirements or to provide access for people with a disability
- restoration, replacement or repair of damaged facilities
- demolition of structures or buildings that are not State or local heritage items.

The provisions will restrict the amount of gross floor area of buildings that can be constructed under this provision, as outlined at clause 40 of the proposed SEPP. Development undertaken without consent also cannot contravene any existing condition of a development consent (other than a complying development certificate) that applies to any part of the university, relating to hours of operation, noise, car parking, vehicular movement, traffic generation, loading, waste management, landscaping or student or staff numbers.

Development undertaken without consent must not contravene any existing conditions of the most recent development consent that applies to any part of the school. This includes conditions that relate to hours of operation, noise, car parking requirements, vehicular movements, traffic generation, loading, waste management requirements, landscape areas or requirements, and staff or student numbers.

Development with consent

Development that is not exempt development, complying development or permitted without consent will require development consent before the development can take place. The SEPP provisions permit development for the purposes of a university or TAFE to be carried out in certain prescribed zones, or within the boundaries of an existing university or TAFE if the land is not within a prescribed zone. The consent authority that gives this development consent varies depending on the size and nature of the proposed development.

State Significant Development

Projects for the purpose of a tertiary institution, including a new institution or expansion of an existing institution that have a capital investment value of more than \$30 million are categorised as State Significant Development (SSD). Projects that satisfy the development standards for complying development but have a CIV of more than \$30 million are also categorised as SSD.

SSD applications are lodged with the Department of Planning and Environment for assessment, including consultation with the community. The Minister for Planning is the consent authority for SSD applications, although this may be delegated to Department staff, or the Planning and Assessment Commission.

Local and Regional Development

Project with a value of less than \$30 million that are not complying development will be categorised as local or regional development, dependent on the cost of works. These applications are lodged with the local council for assessment and community consultation, but are determined by the relevant Joint Regional Planning Panel (regional panel) if they are Regional development.

Student Accommodation

The provision of accommodation for students is a facility commonly offered at tertiary institutions, however, it is not an educational facility and is a separate use. The SEPP clarifies that development proposing student accommodation is not development for the purpose of an educational establishment. However, residential accommodation for students associated with the tertiary institution may be carried out within the boundaries of an existing tertiary institution but this will require a development application and the existing provisions in the relevant LEP and DCP will apply.

Heritage conservation

Many university and TAFE campuses contain buildings that are recognised for their heritage values and are listed as items of local or state heritage. The SEPP continues to apply the current protection measures and assessment requirements applying to heritage listed items.

Exempt developments are permitted to be undertaken at State or locally listed heritage items, and within heritage conservation areas, provided that there is no more than a minimal impact on the heritage significance and is in accordance with a heritage conservation management plan if one applies to the site.

Complying development cannot be carried out on land that comprises an item that is listed on the State Heritage Register, is subject to an interim heritage order or is identified as an item of environmental heritage or a heritage item by an environmental planning instrument. If the heritage listing does not apply to the whole site, then the restriction applies to the land that is described and mapped in the listing only, and complying development can be carried out in the remaining parts of the site.

Additionally, an exemption under section 57 of the *Heritage Act 1977* may be sought, which if granted will permit complying development to be carried out on the site subject to the conditions or requirements of that exemption.

Proponents that propose to undertake development permitted without consent on a heritage item are required to consider the environmental impacts of the development. Developments that are likely to affect the heritage significance of a local item, or of a heritage conservation area in a way that is more than a minimal impact must have an assessment of the impact prepared, give written notice to the relevant local council and take into account any response received.

For projects that require a development application or SSD application, impacts on heritage items and conservation areas will be considered as part of the assessment process.

Related amendments to other environmental planning instruments

A number of amendments have also been made to other environmental planning instrument as part of the reforms to the planning provisions applying to child care facilities and educational establishments.

State Environmental Planning Policy (State and Regional Development) 2011

An amendment to Schedule 1, Part 15 of the State and Regional Development SEPP has been made, to amend the trigger for school developments to become State Significant Development (SSD) applications. All new schools will be classified as SSD applications, and the capital investment threshold for major works to existing schools is proposed to be lowered from \$30 million to \$20 million.

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

A number of minor amendments to the Codes SEPP relating to child care facilities, schools and tertiary institutions have been made as outlined in the respective Parts above, including amending provisions to enable universities to access change of use provisions.

State Environmental Planning Policy (Infrastructure) 2008

The Infrastructure SEPP has been amended by removing provisions that relate to educational establishments.

Standard Instrument Local Environmental Plan Order

Consequential amendments have been made to all relevant planning instruments to enact amendments to the *Standard Instrument Local Environmental Plan Order*. The changes include inserting new definitions for various child care facilities into all affected environmental planning instruments and updating the permissible uses in the R2 Low Density Residential to include centre-based child care.



PART I - CHILD CARE CENTRES

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I1 Child Care Centres

The aim of this DCP is to achieve Child Care Centre developments within Canada Bay which:

- are attractive and sympathetic to the streetscape; and
- are appropriate for the surrounding built and natural environment; and
- have a minimum impact on surrounding land uses; and
- encourage the provision of high quality child care which meets the needs of families and the community; and
- encourage best practice in the planning and design of Child Care Centres; and
- ensure that Child Care Centres are appropriately located on sites which have high levels of safety, security, environmental health and amenity for children; and
- encourage the sustainable development of Child Care Centres.

The City of Canada Bay's Child Care provisions relate to the erection/operation of Child Care Centres and alterations to existing Child Care Centres. Schools are exempt from full compliance with the child care provisions of this DCP, as schools are purpose built facilities which accommodate existing educational needs and are generally located on sites which are suited for such services.

The DCP is intended to be a comprehensive guide for developers of the minimum provisions of this DCP, or may modify the development by way of conditions so that it does comply.

The Council may, if it is satisfied, approve development that does not comply with the provisions of this DCP. In general, it is recognised that a particular provision may not be appropriate or relevant in every particular case. Where a proposed development does not comply with a provision of this DCP, it is essential that the applicant sets out the reasons in documentation supporting the application. Such reasons should include the manner in which the Objectives of this DCP are otherwise achieved.

Objectives

- O1. To encourage the provision of high quality child care which meets the needs of the community, including users of the facility and owners and users of surrounding land uses.
- O2. To encourage best practice in the planning and design of Child Care Centres.
- O3. To ensure that Child Care Centres are compatible with neighbouring land uses.
- O4. To ensure the amenity of adjoining neighbours is retained (including protection of privacy, access to property, etc) and is not detrimentally affected by noise emissions from the site.
- O5. To ensure child care centres are located with adequate, convenient and safe parking for visitors that does not impose on any residential neighbourhoods or commercial areas.
- O6. To ensure that child care centres integrate into existing residential environments and are unobtrusive in terms of size, bulk, height and the amount of landscaped area provided.
- O7. To provide child care centres that are located or designed so as not to pose a health risk to children using the centre.
- O8. To retain and protect significant existing vegetation in the City of Canada Bay.
- O9. To ensure the health, safety and wellbeing of children and staff in childcare centres.

I2 Regulatory process

The approval of a Child Care Centre is a two part process. Development consent under the Environmental Planning and Assessment Act, 1979 (EP&A Act) is required from the City of Canada Bay and a License to operate is required from the NSW Department of Family and Community Services (FACS).

Where development consent is required under the EP&A Act, an application for a license may not be made until development consent has been obtained. Therefore, a development application for a child care centre is to be approved prior to the lodgement of a License Application with FACS.

Approval for the development of a Child Care Centre or the expansion of an existing Child Care Centre requires the lodgement of a development application with the City of Canada Bay, with the necessary plans and other documentation required for assessment of the proposal against the provisions of this DCP, and any other relevant legislation. The Development Application checklist contains details regarding the information, required by the City of Canada Bay, to be submitted as part of the development application.

Licensing approval for the operation of a Child Care Centre or the expansion of an existing Centre approval is to be obtained from FACS. Applicants are strongly advised to contact FACS to ensure that the development proposal complies with State Government regulations.

It should be noted that the granting of development consent for a proposal by Council will not necessarily result in the issue of a license from FACS.

I3 Seven steps of the development process for child care centres

Step 1

Locate a suitable site according to the criteria established by the Local Environmental Plan and this DCP.

Step 2

Ascertain the requirements of the licensing of a new child care centre by the Department of Family and Community Services (FACS). Reference should be made to the relevant legislation, regulations and policies. Refer to the FACS publication The Licensing Process for Establishing a New Child Care Centre in NSW as a guide.

Step 3

Prepare Development Application documentation for lodgement with the City of Canada Bay with all the necessary plans and information.

Step 4

If necessary, arrange a pre-Development Application meeting with Council officers to confirm the pertinent issues have been addressed and required information for submission has been provided.

Step 5

Lodge the Development Application and associated plans and documentation with the City of Canada Bay.

Step 6

The City of Canada Bay will undertake the assessment of the development application. Where necessary, the Assessment Officers may request additional information on the development application.

Step 7

Should consent be granted, a License Application should be obtained from FACS. An application can be obtained from the FACS website at www.facs.nsw.gov.au

I4 Planning and design criteria

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011 outlines a number of requirements for Child Care Centres, including minimum staff to child ratios, minimum areas for indoor and outdoor space and maximum numbers of places for children and other requirements which impact on the design of a Child Care Centre.

Some parts of the Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011 are referred to in this DCP where appropriate and relevant to the assessment of a development application. Please note however that not all the provisions of the Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011 are included; therefore applicants are advised to refer to the Regulation to ensure compliance with all relevant provisions.

Objectives

- O1. To ensure that the relationship between a Child Care Centre and adjoining land uses is favourable in terms of traffic, parking and noise impacts; and
- O2. To ensure that site layout and building design take into account the characteristics, constraints and opportunities of the site and its surrounds, and consider the users of surrounding areas with respect to privacy and noise.
- O3. To ensure that above ground Child Care Centres are easily accessible and achieve a high level of amenity for occupants.

Controls

C1.	The minimum site area for a Child Care Centre is 800m ² .
C2.	Child Care Centres are to have a direct street frontage or vehicle access point to a road, which, in the opinion of the Council is suitable for a Child Care Centre, having regard to: <ul style="list-style-type: none"> a) Prevailing traffic conditions; b) Pedestrian and vehicle safety; and c) The likely impact of the development on traffic flows; and d) Proximity to an arterial road.

C3.	The design and siting of a Child Care Centre should consider the following attributes: <ul style="list-style-type: none"> a) Existing vegetation; b) Land slope and changes in level; c) Site orientation and solar access; d) Prevailing winds; e) Natural drainage; f) Retention of any special qualities or features of the site; g) Significant noise sources; h) Views to and from the site; i) Pedestrian and vehicular access; j) Existing buildings on the site; k) Location of surrounding building, uses, open space areas adjoining or adjacent to the site; l) Overshadowing from existing buildings; m) The predominant built form and character; and n) Major trees or landmarks on surrounding sites.
C4.	Child care centres should not be located on an allotment within a residential cul-de-sac (as cul-de-sacs do not allow for good traffic circulation). The additional traffic generated by a child care centre may create a noise and traffic nuisance to surrounding residences within a cul-de-sac.
C5.	Where a Centre is to be located within 300 metres of these electromagnetic sources, a report by a suitably qualified person is to be prepared to assess the potential exposure impacts on the Child Care Centre.
C6.	Child care centres will not be allowed on sites with existing swimming pools.

CITY OF CANADA BAY

Development Control Plan

Part I Child Care Centres

List of Arterial Roads

Road Name	Section From	Section To
Bayswater Street	Lyons Road	Westbourne Street
Concord Road	Ryde Bridge	Parramatta Road
Fairlight Street	Great North Road	Ramsay Road
Gipps Street	Patterson Street	Queens Road
Great North Road	Parramatta Road	Lyons Road
Homebush Bay Drive	Concord Road	Powell's Creek
Lyons Road	Great North Road	Victoria Road
Marlborough Street	Westbourne Street	Lyons Road
Parramatta Road	Powell's Creek	Iron Cove Creek
Patterson Street	Concord Road	Gipps Street
Queens Road	Concord Road	Gipps Street
Queens Road	Gipps Street	Great North Road
Ramsay Road	Fairlight Street	Iron Cove Creek
Victoria Road	Gladesville Bridge	Iron Cove Bridge
Westbourne Street	Bayswater Street	Victoria Road

15 Building design, appearance and neighbourhood character

Objectives

- O1. To ensure the height and scale of a child care centre relates to site conditions, complements the prevailing character of the streetscape and minimises any adverse amenity impacts upon surrounding properties.
- O2. To ensure that the appearance of the development is of a high visual quality, enhances streetscape and complements good quality surrounding development.

Controls

C1.	The Child Care Centre should comply with the relevant height, floor space ratio and setback controls as stipulated in the Canada Bay LEP and this Policy as are applicable to the zone in which the Child Care Centre is to be located.
C2.	The built form should be in character with the existing streetscape. In residential areas, the building should be designed so that it is in character with the surrounding residential areas in terms of bulk, scale and form.
C3.	Roof design is to be compatible with surrounding properties with respect to height, pitch, building materials and colour.
C4.	A Child Care Centre will not be permitted on the ground floor of a residential flat building, where balconies of the building are open and overlook/overhang the outdoor play space.
C5.	Should a Child Care Centre be proposed in a commercial/business area, balconies overlooking/overhanging the centre should be enclosed/ designed so objects do not fall into the outdoor play space.

I6 Traffic, parking and access

Objectives

- O1. To ensure a safe environment for pedestrians, particularly children, motorists and cyclists around Child Care Centres.
- O2. To ensure that vehicular access and parking provisions of Child Care Centres do not detrimentally affect the traffic safety of surrounding areas.
- O3. To ensure the adequate provision of car parking.

Controls

C1.	One (1) car parking space is to be provided for every four (4) licensed places at the Child Care Centre.
C2.	All on-site parking arrangements should ensure the visual attributes of the streetscape are maintained, particularly having regard to the built form, existing landscaping, tree removal and number of vehicle crossings.
C3.	Vehicle and pedestrian access points to the centre and parking areas are to be appropriately marked and signposted.
C4.	All vehicles should be able to enter and leave the site in a forward direction.
C5.	Parking and vehicle areas are to be separated from any area used by children by appropriate safety fencing and gates.
C6.	All applications for Child Care Centres involving more than 20 children should be supported by a Traffic Report, prepared by a suitably qualified person, addressing as a minimum the following factors: <ul style="list-style-type: none"> a) The prevailing traffic conditions; b) The likely impact of the proposed development on existing traffic flows and the surrounding street system; c) Pedestrian and traffic safety; d) Justification of any variation to the parking requirements; and e) How impacts of drop off and pick up will be accommodated.
C7.	There should be one pedestrian point of entry and exit for parents/children/visitors so as to ensure separation with vehicles and control of unauthorised access.
C8.	Car parking areas are to include a designated footpath, that is separated from the driveway, entry/exit and manoeuvring areas, to ensure safety and welfare of pedestrians using the child care centre.

I7 Indoor spaces

Objectives

- O1. To provide attractive and functional indoor spaces which provide positive experiences and development growth for children.
- O2. To provide indoor spaces which are safe and functional, and enable adequate staff supervision for children at all times.
- O3. To ensure that Child Care Centres comply with the provisions of the Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011, and to encourage the use of best practice principles for Child Care Centres where possible.
- O4. To ensure that facilities can comply with the requirements of a food business, where the provision of food is intended.
- O5. Above ground floor level Child Care Centres shall provide attractive and functional spaces which cater for the experiences and developmental growth of children throughout the centre.
- O6. To ensure adequate levels of natural light and shading against excessive heat and sun are available within above ground level Child Care Centres.

Controls

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| C1. | <p>The design of indoor spaces within the Child Care Centre is to take into account the following factors:</p> <ul style="list-style-type: none"> a) A minimum of 3.25m² of unencumbered indoor floor space must be provided for each child; b) Safety and security within the Child Care Centre in relation to occupational health and safety of children, staff and visitors, and external security to ensure that access into the centre is monitored, which may require the installation of camera surveillance, and installation of a security system with access only permitted to authorised persons; c) Clear and unobstructed lines of site to all areas within the Child Care Centre for views of staff and children at all times, especially in toilets, nappy change areas and sleeping areas. d) Easy accessibility between different areas within the Child Care Centre; e) Convenient access from indoor to outdoor spaces; f) The convenient location of children's toilets, nappy change areas and storage cupboards and ensuring clear and unobstructed lines of sight for staff and children. g) The provision of kitchen areas which enable safe food preparation; h) The provision of windows to allow for access to natural light and views to the outdoors; i) Where achievable, windows of indoor play areas are to be located with a northern orientation and should receive at least three hours of sunlight between the hours of 9am and 3pm on June 21; j) Appropriate external shading of windows; k) Access to natural ventilation through appropriate placement of openings (including Nappy change rooms); l) Use of safety glass and safety markers at child and adult height is required; m) The use of energy efficient appliances; n) Adequate storage and construction of garbage and recycling areas; and o) Mechanical ventilation of nappy change areas and toilets. |
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CITY OF CANADA BAY

Development Control Plan

Part I Child Care Centres

C2.	<p>Indoor space to include the following facilities within the Child Care Centre:</p> <ul style="list-style-type: none"> a) A room or an area that is used only for administration of the Child Care service and for private consultation between staff and parents; b) A room or an area, located away from the areas used by children that is used for respite of staff; c) A room or an area that is used only for sleeping for children under two years of age; d) Where children under the age of three years are cared for, the Child Care Centre should have laundry facilities, that include at least a laundry tub connected to both hot and cold water; e) Separate craft preparation facilities, including sink, bench top and lockable cupboard. This area can be located in a play room but is not to be included in the calculation of useable indoor or outdoor floor space, or located next to a food preparation area or nappy change area; f) Designated area that is safe and hygienic for food preparation and storage, that is designed, located and maintained to prevent children gaining access to harmful substances or equipment, and includes a stove or microwave, sink, refrigerator, suitable disposal facilities and hot water supply; g) Where a separate kitchen is provided, the kitchen should have a door, half gate or other barrier to prevent unsupervised entry by children into the kitchen; h) Designated area that is safe and hygienic for the preparation of bottles for children under two years of age, which is located away from nappy change areas; 	<ul style="list-style-type: none"> i) Safe toilets, hand washing and bathing facilities that are appropriate to the ages of children cared for in the Child Care Centre and consistent with the Building Code of Australia; j) Nappy change facilities, with adult hand washing facilities in the immediate vicinity and sanitary storage facilities is for centres catering for under three year olds or any child in nappies. k) Nappy change areas should be adequately ventilated. l) Sleeping areas, with cots, beds, stretchers, mattresses and other bedding to be arranged so as to be in an area that has natural light and allow easy access to and exit of any child; m) Storage facilities for indoor and outdoor equipment that are secure and inaccessible to children; n) Storage facilities for children's belongings; and o) Garbage storage and recycling facilities.
C3.	<p>Children's toilets are to be located so they are directly accessible to children's indoor and outdoor play spaces.</p>	
C4.	<p>Food preparation areas are to be constructed and provided in accordance with the relevant sections of the Australian/ New Zealand Food Standards Code. Guidance may be obtained from the National Code for the Construction and Fitout of Food Premises published by the Australian Institute of Environmental Health and relevant Australian Standards. In the case of any inconsistency between these documents, the Australian/New Zealand Food Standards Code should prevail.</p>	
C5.	<p>New hot water systems are to have a minimum Greenhouse score of 3.5. Hot water systems are to be located as close to the kitchen and bathrooms as possible to reduce pipe lengths. Hot water pipes are to be insulated with a minimum of 10mm thick foil outer wrap.</p>	

CITY OF CANADA BAY

Development Control Plan

Part I

Child Care Centres

C6.	The structural fittings and fixtures for all internal rooms should be selected to enhance non-chemical pest management of the premises with all cracks and crevices being sealed.
C7.	Power points in indoor play areas should be at adult height.
C8.	A reduction in the minimum amount of indoor space per child is not permitted.
C9.	Indoor areas are to be well proportioned to provide flexibility of activities within the space
C10.	Indoor areas should not be interrupted by internal features such as columns.
C11.	Playrooms are to be designed so as to be enclosed by floor to ceiling height glass.

18 Outdoor areas

Objectives

- O1. To ensure children have easy access to outdoor space that allows them to move freely and engage in vigorous play. Well designed outdoor space enhances the well being of the users of the Child Care Centre and also offers sensory stimulation, provided by different surfaces, exposure to fresh air, sunlight, wind and even rain.
- O2. To ensure generous outdoor play areas that provide a variety of experiences for children, including learning, play, active and quiet time and other developmental experiences.
- O3. To provide outdoor spaces which are safe, secure and functional, and enable adequate staff supervision of children at all times.
- O4. To minimise noise transmission and other nuisances to the surrounding area.
- O5. To ensure that functional and safe outdoors spaces are provided in above ground level Child Care Centres.

Controls

C1.	A minimum of 7m ² of usable outdoor space per child that is exclusively for the use of children is to be provided. Plans of outdoor spaces are to demonstrate that they meet this requirement.
C2.	In accordance with best practice principles, outdoor spaces are to provide for a variety of experiences through the provision of different spaces within the outdoor area. These different areas are to be: <ul style="list-style-type: none"> a) Open areas for activities such as running; b) Quiet areas and formal quiet areas; and c) Active areas.

C3.	Outdoor play spaces are to be: <ul style="list-style-type: none"> a) Located away from the main entrance of the Child Care Centre, car parking areas or vehicle circulation areas; b) Integrated with indoor space and provide direct and easy access between those areas; c) Of a design and layout to enable clear lines of sight to all areas of the outdoor space to allow direct staff supervision from other areas of the Child Care Centre; d) Located away from existing and potential noise and environmental pollution sources; e) Where situated in a predominantly residential area, located away from the living/bedroom windows of surrounding dwellings; f) Inaccessible from public areas outside the Child Care Centre, except in the case of an emergency evacuation or centre deliveries such as sand replacement. g) Located away from areas where objects can be projected down onto play areas; and h) Adequately fenced on all sides.
C4.	A physical division, in the form of a low level fence (600mm high) or a similar structure, is to be maintained between the play spaces provided for children under the age of two years, and children over the age of two years to ensure that younger children have access to adequate spaces and equipment. Proposed divisions of play spaces are to be shown on a plan, ensuring that the allocation of play space is appropriate to the numbers of children to be cared for in the Child Care Centre.
C5.	Outdoor play spaces are to be adequately shaded in accordance with Shade for Child Care Services published by the NSW Cancer Council and NSW Health Department. Refer to tAppendix D for further information.

CITY OF CANADA BAY

Development Control Plan

Part I Child Care Centres

C6.	Physical shading devices are to provide sun protection to children and be integrated into the design of the building and the outdoor area. Shade devices should be fire retardant.	C12.	For above ground Child Care Centres where it is impracticable to provide the required amount of useable outdoor play space, Council may permit the provision of some or all of that space in an indoor space that is to be designed and equipped to permit children to participate in activities that promote gross motor skills, provided that: <ul style="list-style-type: none"> • The space is consistent with the objectives and controls of the Outdoor Space requirements of the DCP; • The outdoor space is to be physically separated from the indoor space, with visual and physical access between the two areas for staff supervision and ease of access for children and staff; • The area has a northern orientation for access to natural sunlight; and • The floor to ceiling heights are of adequate height to allow for the proper use of required play equipment.
C7.	Rainwater tanks are required for new Child Care Centres. The rainwater tanks should be plumbed for toilet flushing, laundry and irrigation purposes.	C13.	Where outdoor space is located outside: <ol style="list-style-type: none"> a) Measures for the protection of outdoor play areas from adverse wind and climatic conditions are to be implemented. b) Adequate fencing is to be provided for the safety of children and to prevent objects being thrown over the edge. Fencing shall be unable to be climbed over, under or through, and include a safety zone and alarm system. c) Fencing is to be integrated with the building design and not viewed from the street. d) Fencing is to enable emergency evacuation by the Fire Brigade and an evacuation plan that allows ready egress.
C8.	Outdoor balconies above ground floor level do not constitute satisfactory outdoor space.		
C9.	In commercial zones particular consideration must be given to isolating the children from the effects of noise, pollution and winds and providing access to natural light and air.		
C10.	Outdoor space should be exposed to the sky to provide direct sunlight, breezes and fresh air, and have access to shelter and shade. Planting, climbing equipment and visual features must provide an interesting and stimulating experience for the children.		
C11.	<p>Transitional Area:</p> <ul style="list-style-type: none"> • A transitional area between the building and the play area, supporting space for both indoor and outdoor activities, is to be provided. It is space additionally required for the building and the playground. It may comprise a verandah; • The roof area of the transitional area must be a minimum of 4.0m in width to ensure sufficient activity zones with access space around them; • The transitional area must be designed in a manner that offers protection from unfavourable weather conditions, including strong winds and rainfall; and • The transitional area must be designed in a manner that utilises natural temperature controlling measures, including cross ventilation. 		

19 Visual and acoustic privacy

Objectives

- O1. To ensure the privacy of surrounding properties is maintained and protected from overlooking and noise.
- O2. To protect the visual and acoustic privacy needs of children using the Child Care Centres, staff and other users.
- O3. To ensure the noise from Child Care Centres does not adversely impact upon the amenity of the Child Care Centre itself and surrounding properties.

Controls

- C1. Where noise abatement from or to the Child Care Centre is required, an acoustic report prepared by a suitably qualified acoustic consultant is required to be submitted with the development application, describing and assessing the impact of noise emissions from the Child Care Centre or to the Child Care Centre from surrounding noise sources. The investigation should include but not be limited to the following:
- a) The identification of sensitive noise receivers potentially impacted;
 - b) A statement of the proposed hours of operation of the Child Care Centre;
 - c) The qualification of the existing acoustic environment at the receiver locations (measurement techniques and assessment period should be fully justified and in accordance with relevant Australian Standards and NSW EPA requirements);
 - d) The identification of all noise that is likely to emanate from the Child Care Centre and the subsequent predication of resultant noise at the identified sensitive receiver locations from the operation of the premises. Where appropriate the prediction procedures should be justified and include an evaluation of prevailing atmospheric conditions that may promote noise propagation;
 - e) Details of any acoustic control measures that will be incorporated into the proposal; and
 - f) The prevention of a sense of enclosure.

- C2. Consideration is to be given to the following design mechanisms in respect to noise abatement for properties in the surrounding area:
- a) The appropriate design and siting of the Child Care Centre;
 - b) The appropriate layout and arrangement of outdoor space and activities;
 - c) The location of windows in respect to the location of windows in neighbouring properties;
 - d) The appropriate location of outdoor play areas away from main living area or bedroom windows of any surrounding dwellings in predominantly residential area, and away from external noise sources;
 - e) The use of acoustic barriers and design, such as screen fencing or planting as noise buffers for external noise sources or transmission of noise from the child care centre to surrounding properties; and
 - f) Noise abatement measures are to be undertaken to ensure that inside noise levels do not exceed 40dB(A) (Leq 24).
- C3. Where sites are adjoining or adjacent to railway land, the State Rail publication entitled Rail Related Noise and Vibration: Issued to consider in Local Environmental Planning - Development Applications and Building Applications should be considered.

I10 Landscaping

Objectives

- O1. To improve the overall visual amenity of Canada Bay.
- O2. To protect existing significant vegetation.
- O3. To protect the privacy of any adjoining residences.

Controls

C1.	A detailed landscape plan prepared by a suitably qualified landscape professional should be submitted with all development applications for Child Care Centres and should demonstrate the following: <ul style="list-style-type: none"> a) Separation of outdoor space into active and quiet areas; b) Proposed planting, with a variety of trees and plants to be used which create visual interest for children, and can provide shading where appropriate; c) Locations of play equipment; d) Separation of outdoor space according to age ranges, including the locations of lower fencing or other structures which divide the outdoor space spaces; and e) Outdoor spaces which include a variety of surfaces such as grass, sand, soft porous paving and the like. Surfaces should comply with AS4422 – Playground surfacing.
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C2.	Landscaping and fencing should be designed to provide a noise barrier and privacy screen for adjoining residents. In residential zones or on land adjoining residential zones, a 1.5 metre wide landscaping strip is to be provided on all boundaries to help with noise abatement and privacy.
C3.	Minimum soil depths for outdoor space and landscaped areas above basement parking should be a minimum of 600mm.
C4.	The minimum depth of sandpits is 600mm.
C5.	Outdoor play equipment is to comply with Australian Standards.
C6.	Existing natural features and significant vegetation of a site should be conserved where possible to help increase the amenity of the area.
C7.	All existing vegetation on the site and on the sites directly adjoining the site are to be assessed in order to ensure they are free of toxins or safety hazards such as seeds, poisonous, spiky or potentially dangerous plants. Landscaping is to be free of toxins or safety hazards such as seeds, poisonous, spiky or potentially dangerous plants.
C8.	Preference is to be given to plant species that require little or no watering, and planting should be grouped according to species with similar water needs.
C9.	Areas likely to be subject to high water demand are fitted with a water efficient irrigation system such as drip irrigation with moisture sensors.
C10.	Irrigation should use rainwater or recycled water in preference to mains water.

I11 Fencing

Objectives

- O1. To ensure child care centres provide a safe environment for children.
- O2. To minimise access by children to dangerous areas.

Controls

C1.	Outdoor space is required to be fenced on all sides and have regard to: <ul style="list-style-type: none"> a) The safety and security of children; b) The prevention of children climbing over, under or through fences and leaving the premises unsupervised; c) The prevention of those from outside the centre accessing the site through climbing over, under or through fencing; d) The integration with building design and proposed materials and colour scheme; e) The integration of existing and proposed landscaping with fencing; and f) The prevention of a sense of enclosure.
C2.	A series of barriers in the form of child proof gates are to be provided at the entry to the premises. This may include a gate on the front boundary and a gate into the reception area.
C3.	Outdoor play areas should be fenced on all sides by fencing of at least 1800mm in height.
C4.	Gates are to be self closing and child proof, with child proof locks and latches, and able to be permanently locked.

I12 Signage

Objectives

- O1. Complement and enhance the predominant character of the locality;
- O2. Not obscure the view of attractive landscapes, streetscapes, or significant buildings; and
- O3. Not adversely affect the safety of traffic or pedestrians.

Controls

C1.	For Child Care Centres in residential zones, advertising should be limited to not more than one sign per Child Care Centre which <ul style="list-style-type: none"> a) Has a maximum area of 0.5m²; and b) Serves only to identify the name and phone number of the Child Care Centre and the hours of operation.
C2.	For Child Care Centres in all other zones, compliance should be achieved with Council's signage requirements.

I13 Access for people with disabilities

Objectives

- O1. To ensure all new Child Care Centres, and alterations and additions including any associated spaces such as outdoor space, parking areas and the like, are designed to be accessible for all people within the community.

Controls

- | | |
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| C1. | All new Child Care Centres, building conversions and additions to existing premises should comply with the minimum access requirements of the BCA. |
|-----|--|

I14 Emergency evacuation

Objectives

- O1. To ensure that Child Care Centres have emergency evacuation plans that ensure the safe evacuation of occupants.

Controls

- | | |
|-----|---|
| C1. | <p>Prior to the issue of an Occupation Certificate for a Child Care Centre an evacuation plan complying with AS3745 should be prepared and implemented. The emergency evacuation should consider:</p> <ul style="list-style-type: none"> a) The mobility of children and how this is to be accommodated during an evacuation; b) The location of a safe congregation area, away from the evacuated building, busy roads, other hazards and the evacuation points of other residents or tenants within the building or surrounding buildings; c) Where the Child Care Centre is part of a larger building or complex, that the emergency evacuation plan is complementary and consistent with other emergency evacuation plans in place; and d) The supervision of children during the evacuation and at the safe congregation area with regard to the capacity of the Child Care Centre and the child:staff ratios. |
| C2. | Centres which accommodate children under 2 years of age are to have a large mobile cot (on wheels) so groups of babies can be quickly evacuated. |
| C3. | For above ground Child Care Centres, additional emergency evacuation requirements are necessary and consideration should be given to the implementation of a safe haven or an emergency lift for the exclusive use of the Child Care Centre. |

I15 Operational controls

Objectives

- O1. To ensure that the hours of operation of Child Care Centres do not adversely impact on the amenity of surrounding properties, particularly in residential areas.

Controls

C1.	Hours of operation within residential areas should not extend outside the core hours of 7.00am to 7.00pm. Consideration may be given to a variation in the hours of operation within residential areas if the proposed Child Care Centre is adjoining or adjacent to a commercial or other non-residential land use.
C2.	Within mixed-use areas or predominantly commercial areas, the hours of operation for each Child Care Centre will be assessed on its merits in terms of compatibility with adjoining or upper level land uses.

I16 Development Applications Checklist for Childcare Centres

This checklist is specific to the requirements of Child Care Centres in addition to the standard requirements for lodgement of development applications contained within the Application for Development. For further information on standard requirements refer to Application for Development.

Guidelines for Shade Planning and Design

Open Areas

Controls

C1.	<ul style="list-style-type: none"> Partial shade is recommended, especially over grass that needs some sun for growth Natural shade is best Provide planting to the perimeter of the active play space so as not to create obstacles or safety hazards Consider arranging planting in clusters so that a group of children can access shade Deciduous trees will allow for penetration of warmth and light to the play space during winter
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Quiet Areas

Controls

C2.	<ul style="list-style-type: none"> Shade throughout the year is recommended, particularly over sandpits A permanent shade system is the most appropriate option Consider the need for winter warmth and light
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Formal Quiet Areas

Controls

C3.	<ul style="list-style-type: none"> Shade throughout the year is recommended Consider using a combination of built and natural shade Consider the need for winter warmth and light
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Active Areas

Controls

- | | |
|-----|---|
| C4. | <ul style="list-style-type: none"> Consider using a combination of built and natural shade Shade throughout the year is recommended over fixed plan equipment and areas where children play for extended periods of time eg. a digging patch Place moveable equipment used for active play e.g. climbing frames, in the shade Consider the need for winter warmth and light |
|-----|---|

Fixed Play Equipment

Controls

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| C5. | <ul style="list-style-type: none"> Safety is a major consideration for shade provision over fixed play equipment Ensure shade structures over fixed play equipment do not have footholds or grip surfaces that would permit climbing Ensure the roofline of the shade structure is designed to prevent child access to the roof Allow a minimum head clearance height of 2.0 metres between the deck of the play equipment and the roof of the shade structure Locate trees and upright posts of shade structures at least 1.9 metres away from the most fully extended part of the play equipment eg the side of a climbing platform or the end of an extended swing arc, to ensure sufficient freefall zones Design shade structures with reference to AS4486: Australian Standard for playgrounds and playground equipment (Part 1: Development, Installation, Inspection, Maintenance and Operation) and other current Australian Standards of the day |
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Transition Zones

Controls

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| C6. | <ul style="list-style-type: none"> Verandas provide permanent shade as well as rain protection – the angle of the verandah roof and extent of overhang should be designed to maximise shade for the major part of the day, especially during summer. Design the building roof and overhang to maximise shade for the major part of the day, especially during summer A veranda width of 4.0 metres or more will allow for shaded play space underneath Select roof materials that minimise heat build up in summer. Insulate the roof with at least a ceiling cavity (and preferably with insulation material too) and provide air flow points Vertical blinds or louvres at the side of the veranda or terrace can provide additional protection from UVR when the sun is low in the sky Terraces, for example with a deciduous vine covered pergola or an adjustable shade structure system, provide seasonal shade. Some canopies will also provide rain protection. Retractable or louvred shade canopies should be easily adjustable, ideally by one person at ground level A combination of fixed roof veranda and terrace spaces may be desirable for some services Vertical pull down blinds at the side of a veranda or terrace can provide additional protection from UVR during the morning or afternoon |
|-----|--|

Baby/Toddler Areas

Controls

- | | |
|-----|--|
| C7. | <ul style="list-style-type: none"> Shade throughout the year is recommended Consider using a combination of natural and built shade Consider the need for winter warmth and light |
|-----|--|

CITY OF CANADA BAY

Development Control Plan

Part I

Child Care Centres

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Table 1: Review of planning Controls established within the SEPP.

CB Planning Controls	Relevant Planning Control Proposed by the SEPP	Proposed Action	Comment/ Components not covered by SEPP
Part 1. Aims/ Objectives	Principles provided in Childcare Planning Guideline (p6,7) - Specific objectives provided as a precursor for each Part of the Guidelines.	Amend to reflect remaining aspects of the DCP	Covered by the SEPP
Part 2. Regulatory Process	Note 1 and Note 2 provided in SEPP which relates to the regulatory process.	Remove DCP Part	Not required for an assessment and would require updating to reflect new legislation
Part 3. Seven steps of development process for Child Care Centres	Not included in SEPP	Remove DCP Part	Not required as part of an assessment and would require updating to reflect new legislation
Part 4. Planning and design criteria	Cl.25 SEPP Non-discretionary development standards in relation to: - Location - Indoor or Outdoor space - site area and dimensions - colour of building materials or shade structures Cl. 26(d) Consideration of all matters addressed in the Child Care Planning Guidelines	Remove DCP Part	Council does include a requirement for child care centres to be located more than 300m from an electromagnetic source or for a report to be prepared that assess impacts. This control is not specifically covered by the SEPP however location requirements are.
Part 5. Building design, appearance and neighbourhood character	Cl. 26(d) Consideration of all matters addressed in the Child Care Planning Guidelines (3.2 <i>Local character, streetscape and the public domain interface</i>)	Remove DCP Part	Planning controls for side and rear setbacks can be specified by Council and will be retained.

CB Planning Controls	Relevant Planning Control Proposed by the SEPP	Proposed Action	Comment/ Components not covered by SEPP
			The CB DCP does not 'permit' child care centres on the ground floor of RFBs where balconies of the building are open and overlook/overhang the outdoor play space. Additional design considerations are not able to be considered as building design is contemplated by the SEPP.
Part 6. Traffic, parking and access	Cl. 26(d) Consideration of all matters addressed in the Child Care Planning Guidelines (3.8 <i>Traffic, parking and pedestrian circulation</i>)	Remove DCP Part except car parking rates.	Clause 26 (d)(ii) of the SEPP identifies regulatory requirements for car parking rates can be specified/retained by Council. Car parking rates proposed to be retained.
Part 7. Indoor spaces	Cl. 25 SEPP Cl. 26(d) Consideration of all matters addressed in the Child Care Planning Guidelines (4.1 <i>Indoor space requirements</i>)	Remove DCP Part	Covered by the SEPP
Part 8. Outdoor spaces	Cl. 25 SEPP Cl. 26(d) Consideration of all matters addressed in the Child Care Planning Guidelines (4.9 <i>Outdoor space requirements</i>)	Remove DCP Part	Covered by the SEPP
Part 9. Visual and acoustic	Cl. 26(d) Consideration of all matters addressed in the Child Care	Remove DCP	Covered by the

CB Planning Controls	Relevant Planning Control Proposed by the SEPP	Proposed Action	Comment/ Components not covered by SEPP
privacy	Planning Guidelines (3.5 <i>Visual and acoustic privacy</i>)	Part	SEPP
Part 10. Landscaping	Cl. 26(d) Consideration of all matters addressed in the Child Care Planning Guidelines (3.4 <i>Landscaping</i>)	Remove DCP Part	Covered by the SEPP
Part 11. Fencing	Cl. 26(d) Consideration of all matters addressed in the Child Care Planning Guidelines (4.12 <i>Fencing</i>)	Remove DCP Part	Covered by the SEPP
Part 12. Signage	SEPP (Exempt and Complying Development Codes) 2008 or DA	Retain within CB DCP.	Signage not addressed. CB DCP specifically seeks to address consideration of location within residential areas. Proposed to be retained.
Part 13. Access for people with disabilities	Cl. 26(d) Consideration of all matters addressed in the Child Care Planning Guidelines (3.3 <i>Building orientation, envelope, building design and accessibility</i>)	Remove DCP Part	Covered by the SEPP
Part 14. Emergency evacuation	Cl. 26(d) Consideration of all matters addressed in the Child Care Planning Guidelines (4.8 <i>Emergency and evacuation procedures</i>)	Remove DCP Part	Covered by the SEPP
Part 15. Operational controls	Cl. 26(1)(a)	Remove DCP Part	Covered by the SEPP
Part 16. Development Applications Checklist for childcare centres	Cl. 26(d) Consideration of all matters addressed in the Child Care Planning Guidelines (4.11 <i>Shade</i>)	Remove DCP Part	DA Checklist can still be provided.

Exceptions outlined within Table 1 where planning controls can be retained in the CB DCP, reflect Clause 26 (d)(ii) of the SEPP that states regulatory requirements for building height, side and rear setbacks and car parking rates specified by Council can still apply.

**ITEM-4 CANADA BAY LOCAL TRAFFIC COMMITTEE
MINUTES - 21 JUNE 2018**

Department Technical Services and Operations

Author Initials: BM

REPORT

This report contains the minutes for the Canada Bay Local Traffic Committee meeting held on 21 June 2018 for Council's resolution.

RECOMMENDATION

THAT the minutes and recommendations of the Canada Bay Local Traffic Committee meeting of 21 June 2018, as mentioned above, be adopted.

Attachments:

1. Minutes of the Canada Bay Local Traffic Committee Meeting – 21 June 2018



TRAFFIC COMMITTEE

Held in the Council Chambers
Canada Bay Civic Centre
1a Marlborough Street, Drummoyne
on Thursday, 21 June 2018, commencing at 9.20am

MINUTES

Committee Members:

Cr M Megna	Chair
Sergeant T Crowther	NSW Police
Kathryn Hawkins	Roads & Maritime Services
Mr J Biniaries	Representing Local Member of Parliament

Advisory Members:

Mrs K Loveridge	CCB Council
Mr G El Kazzi	CCB Council (Acting Chair)
Mr B MacGillicuddy	CCB Council
Ms M Carpenter	CCB Council
Mr L Huang	CCB Council
Mr P Whitney	State Transit Authority, Sydney Buses
Mrs V Raj	Access Committee
Mr G Purves	Bay Bug – Canada Bay Bicycle Users Group

Minute Taker:	Ms S Maharaj	CCB Council
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APOLOGIES

Cr M Megna	Chair
Mrs V Raj	Access Committee

DECLARATIONS OF PECUNIARY INTEREST

Nil

CONFIRMATION OF MINUTES

Traffic Committee Meeting – 17 May 2018

COMMITTEE RECOMMENDATION

THAT the minutes of the Traffic Committee Meeting of 17 May 2018 be confirmed.

ITEM-1 VICTORIA AVENUE, CONCORD WEST- PEDESTRIAN CROSSING

REPORT

Council has been requested to review pedestrian access across Victoria Avenue, Concord West, outside Victoria Avenue Public School.

The current student enrolment at Victoria Avenue Public School is 266 students after opening in 2015 with the adjoining Victoria Avenue Child Care Centre and early Childhood Centre adding to the volume of pedestrian and vehicle movements in the area. The current parking arrangements within the school site do not meet the high demand for parking during the school pick-up and drop-off times and thus parents are utilising alternative parking in the area.

Currently during the pick-up and drop-off periods a large number of parents and carers park in the Sydney Olympic Park Authority (SOPA) carpark to the west of Homebush Bay Drive. They utilise the footpath along the north side of Victoria Avenue and cross to/from the south side of Victoria Avenue around the schools carpark entrance.

There are no pram ramps or other facilities currently installed at this location, preventing pedestrians from safely following the desired direction of travel. This was observed to be a particular issue for many parents and carers pushing prams. As a result, investigations have been undertaken into the potential installation of a pedestrian crossing.

For the installation of a pedestrian crossing the Roads and Maritime Services (RMS) requires that for a crossing predominantly used by school children, in two counts of one hour duration immediately before and after school hours the following be satisfied.

- i) The pedestrian flow per hour (P) is greater than or equal to 30
AND
- ii) The vehicle flow per hour (V) is greater than or equal to 200

Observations of vehicle and pedestrian movements have been undertaken at the subject location with the results summarised as follows.

Time of Day	Pedestrian flow (P)	Vehicle flow (V)
8.00am – 9.00am	95	208
2.30pm – 3.30pm	203	172

Whilst the current traffic volumes in the afternoon pick-up period were slightly below RMS warrants, they are likely to further increase in the future as the schools enrolment numbers continue to grow. It should also be noted that the pedestrian volumes are well above minimum RMS requirements. In light of this it is proposed to install a pedestrian crossing as detailed in the attached plan.

The proposed crossing treatment will necessitate the loss of three legal car parking spaces and one additional space that is regularly utilised across a currently disused driveway on the north side of Victoria Avenue.

Consultation with the school principal at Victoria Avenue Public School has taken place and the proposed pedestrian crossing was supported. It is noted that a school crossing supervisor will likely be required to manage the crossing and as a result should the crossing be approved the School will be requested to apply to the RMS for one via the School Crossing Supervisor program.

STAFF RECOMMENDATION

THAT a pedestrian crossing be installed on Victoria Avenue adjacent to Victoria Avenue Public School as detailed in the locality plan.

DISCUSSION

Item is in order.

COMMITTEE RECOMMENDATION

THAT a pedestrian crossing be installed on Victoria Avenue adjacent to Victoria Avenue Public School as detailed in the locality plan.

ITEM-2 WESTBOURNE LANE DRUMMOYNE - NO STOPPING

REPORT

Council has received correspondence requesting that the statutory 10m 'No Stopping' zones at the intersection of Westbourne Lane and Westbourne Street be formalised.

During investigations by Council staff, vehicles were frequently observed to be parked too close to the corners at this intersection which restricts access noting the narrow nature of Westbourne Lane. None of the statutory 10m 'No Stopping' zones are currently signposted or linemarked at the intersection. 'No Parking' restrictions do currently apply on the west side of Westbourne Lane but do not extend all the way to the intersection.

To provide guidance to motorists as to where they can legally park, it is proposed that the 10m 'No Stopping' zones in Westbourne Lane be formalised as detailed in the attached locality plan.

Council also received feedback regarding vehicles parking within the statutory 10m 'No Stopping' zones in Westbourne Street at Westbourne Lane along with Marlborough Street at Stuart Crescent. Noting that these roads and under the care and control of the RMS, Council staff will liaise with the RMS separately.

STAFF RECOMMENDATION

THAT the statutory 10m 'No Stopping' zones in Westbourne Lane at Westbourne Street be formalised.

DISCUSSION

The RMS representative advised they had no objection to the formalising of 'No Stopping' zones at the subject locations on RMS roads.

Item is in order.

COMMITTEE RECOMMENDATION

THAT the statutory 10m 'No Stopping' zones in Westbourne Lane at Westbourne Street be formalised.

ITEM-3 MARLBOROUGH STREET, DRUMMOYNE - WORKS ZONE

REPORT

Council has received an application for a 'Work Zone' in Marlborough Street, Drummoyne, outside number 9 to facilitate the construction of a detached granny flat.

Due to the timing of the application, the 'Work Zone' has been installed following consultation with the Police and the Roads and Maritime Services.

The 'Works Zone' is 7m long, coinciding with the available frontage of the work site, operating '7am-5pm Mon-Sat' with an initial operational period from 25 May 2018 to 25 July 2018.

STAFF RECOMMENDATION

THAT the installation of the 'Works Zone 7am-5pm Mon-Sat' in Marlborough Street, Drummoyne, outside number 9 Marlborough Street be approved.

DISCUSSION

Item is in order.

COMMITTEE RECOMMENDATION

THAT the installation of the 'Works Zone 7am-5pm Mon-Sat' in Marlborough Street, Drummoyne, outside number 9 Marlborough Street be approved.

ITEM-4 ARTHUR STREET, RODD POINT - WORKS ZONE

REPORT

Council has received an application for a 'Work Zone' in Arthur Street, Rodd Point, outside number 8 to facilitate the construction of a two storey single occupancy dwelling.

Due to the timing of the application, the 'Work Zone' has been installed following consultation with the Police and the Roads and Maritime Services.

The 'Works Zone' is 10m long coinciding with the available frontage of the work site, operating '7am-5pm Mon-Sat' with an initial operational period from 11 June 2018 to 11 October 2018.

STAFF RECOMMENDATION

THAT the installation of the 'Works Zone 7am-5pm Mon-Sat' in Arthur Street, Rodd Point, outside number 8 Arthur Street be approved.

DISCUSSION

Item is in order.

COMMITTEE RECOMMENDATION

THAT the installation of the 'Works Zone 7am-5pm Mon-Sat' in Arthur Street, Rodd Point, outside number 8 Arthur Street be approved.

ITEM-5 BREWER STREET, CONCORD - WORKS ZONE

REPORT

Council has received an application for a 'Works Zone' in Brewer Street, Concord, outside number 3 to facilitate construction of a single occupancy two storey dwelling.

However, it is noted that there is a Bus Stop outside the property which would need to be temporarily relocated for a 'Works Zone' to be installed. Following consultation with Sydney Buses, it is proposed to move the bus stop temporarily to the west outside 7 Brewer Street, as illustrated in the attached locality plan. At the time of writing, consultation was currently being undertaken with the residents and the results will be provided at the Traffic Committee.

The proposed 'Works Zone' is 13m long, coinciding with the frontage of the work site, operating '7am-5pm Mon-Sat' with an initial operational period from June 2018 to November 2018.

The bus stop would be returned to its original location once the 'Works Zone' is no longer required.

STAFF RECOMMENDATION

1. THAT the installation of the 'Works Zone' outside 3 Brewer Street be approved and the existing bus stop be temporarily relocated as detailed in the locality plan.
2. THAT the bus stop be relocated back to its current location when the 'Works Zone' is no longer required.

DISCUSSION

Council Officers confirmed that Sydney Buses have been consulted together with a number of properties who would be directly impacted but there has been no feedback or objections received from residents.

Item is in order.

COMMITTEE RECOMMENDATION

1. THAT the installation of the 'Works Zone' outside 3 Brewer Street be approved and the existing bus stop be temporarily relocated as detailed in the locality plan.
2. THAT the bus stop be relocated back to its current location when the 'Works Zone' is no longer required.

ITEM-6 SEYMOUR STREET AND COLLINGWOOD STREET, DRUMMOYNE - NO STOPPING

REPORT

Council has been requested to consider the installation of yellow 'No Stopping' lines at the intersection of Seymour Street and Collingwood Street, Drummoyne, due to the number of vehicles parking too close to the corner.

During investigations by Council staff, vehicles were frequently observed to be parked too close to the corners at this intersection and it was noted that the statutory 10m 'No Stopping' zones are not currently signposted or linemarked. It was also noted that a Bus Stop that operates '8:30am-9:15am, 3:30pm-4:15pm School Days Only' is positioned in Collingwood Street too close to the southern side of the intersection.

As a result, it is proposed to install yellow 'No Stopping' line marking for the statutory 10m zones at the intersection of Seymour Street and Collingwood Street to provide guidance to motorists as to where they can legally park. It is also proposed to relocate that Bus Stop outside of the statutory 10m 'No Stopping' zone along with formalising it through the installation of 'Bus Zone 8:30am-9:15am, 3:30pm-4:15pm School Days Only' signage as detailed in the attached locality plan.

STAFF RECOMMENDATION

1. THAT yellow 'No Stopping' line marking be installed in the statutory 10m zones at the intersection of Seymour Street and Collingwood Street.
2. THAT the existing Bus Stop in Collingwood Street be relocated outside of the statutory 10m 'No Stopping' zone and it be formalised through the installation of 'Bus Zone 8:30am-9:15am, 3:30pm-4:15pm School Days Only' signage as detailed in the attached locality plan.

DISCUSSION

In the absence of Sydney Buses Representative at the meeting, proposal to relocate bus stop is to be subject to successful consultation with Sydney Buses.

COMMITTEE RECOMMENDATION

1. THAT yellow 'No Stopping' line marking be installed in the statutory 10m zones at the intersection of Seymour Street and Collingwood Street.
2. THAT subject to successful consultation with Sydney Buses, the existing Bus Stop in Collingwood Street be relocated outside of the statutory 10m 'No Stopping' zone and it be formalised through the installation of 'Bus Zone 8:30am-9:15am, 3:30pm-4:15pm School Days Only' signage as detailed in the attached locality plan.

ITEM-7 GALE STREET, CONCORD - BUS ZONE RELOCATION

REPORT

At its meeting on 19 April 2018, the Traffic Committee considered a report proposing to extend an existing 'Bus Zone' on the east side of Gale Street, Concord, 6m to the south to provide adequate manoeuvring area for buses.

Whilst the Traffic Committee supported the proposal, following feedback from St Patrick's Catholic Church the matter was deferred for further investigation when it was considered at the Council meeting on 15 May 2018.

It has been advised by Church representatives that the grassed area to the north of the Church property is utilised by parishioners on Sundays for parking. This is accessed via a driveway just north of the subject 'Bus Zone' and it is advised that due to vehicles parking in close proximity to the driveway it is difficult to safely exit onto Gale Street.

In light of this the Church has requested that instead of extending the 'Bus Zone' to the south, it be extended 12m to the north. This would remove the one parking space currently located between the subject driveway and the 'Bus Zone' with the resulting net loss of parking being no different to the original proposal. As part of this the Bus Stop itself would be relocated to the north of the main church carpark driveway as indicated on the attached plan.

Consultation has been undertaken with Sydney Buses representatives who advised that there were no objections to the proposed changes.

STAFF RECOMMENDATION

THAT the 'Bus Zone' on the west side of Gale Street be extended 12m to the north and the bus stop be relocated accordingly.

DISCUSSION

Item is in order.

COMMITTEE RECOMMENDATION

THAT the 'Bus Zone' on the west side of Gale Street be extended 12m to the north and the bus stop be relocated accordingly.

ITEM-8 FORMOSA STREET, DRUMMOYNE - MOBILITY PARKING

REPORT

Council has received correspondence requesting additional Mobility Impaired Person Parking Spaces (MIPPS) in the council carpark on Formosa Street, Drummoyne.

At present, there are a total of four MIPPS within the carpark; two at the northern end of the carpark and two towards the southern end at the alleyway which provides pedestrian access to Victoria Road. Correspondence received suggests that the existing MIPPS are in high demand due to the number of mobility impaired people attending the various clinics in the area. It has been requested that Council consider adding an additional two MIPPS near the alleyway.

A parking occupancy and turnover survey was conducted by staff and it was found that the MIPPS were heavily utilised by multiple different vehicles throughout the course of a typical day. As such, it is proposed to install an additional MIPPS as depicted in the attached locality plan.

The proposed configuration will allow another MIPPS to be readily provided on the north side of the cross hatched shared area in the future should the need arise.

STAFF RECOMMENDATION

THAT an additional MIPPS be installed in the Formosa Street Carpark near the alleyway as detailed in the locality plan.

DISCUSSION

Item is in order.

COMMITTEE RECOMMENDATION

THAT an additional MIPPS be installed in the Formosa Street Carpark near the alleyway as detailed in the locality plan.

ITEM-9 DRUMMOYNE POOL CARPARK - LOADING ZONE

REPORT

Council has been requested to consider the installation of a 'Loading Zone' in the Drummoyne Pool Carpark on Henley Marine Drive, Drummoyne.

At present, the nearby restaurant is meant to utilise a driveway slightly further west along Henley Marine Drive to access an off-street loading dock for deliveries. However, concerns have been raised regarding the safety of pedestrians and cyclists utilising the Bay Run noting a vehicle would need to either reverse in or reverse out. It is also noted that the size of the loading dock area is particularly constrained.

As a result, it has been requested that deliveries be permitted within the currently cross hatched area in the Drummoyne Pool Carpark which directly adjoins the restaurant. This area is however associated with the adjoining Mobility Impaired Persons Parking Spaces (MIPPS) and such areas are required to remain clear in accordance with applicable standards.

It should also be noted that the MIPPS itself currently aligns with a set of stairs leading to the lower floor of the subject property (separate use to the restaurant) and as such vehicles utilising the MIPPS impede access.

Noting the site constraints and applicable standards, it is proposed to move the existing MIPPS and associated shared area one space to the east and convert the currently hatched area into a 'Loading Zone, vehicles under 6m only'. This arrangement is illustrated in the attached locality plan.

STAFF RECOMMENDATION

1. THAT the existing MIPPS and associated shared area at the western end of the Drummoyne Pool Carpark be relocated one parking space to the east.
2. THAT the existing cross hatched area at the western end of the Drummoyne Pool Carpark be restricted to 'Loading Zone, vehicles under 6m only'.

DISCUSSION

Item is in order.

COMMITTEE RECOMMENDATION

1. THAT the existing MIPPS and associated shared area at the western end of the Drummoyne Pool Carpark be relocated one parking space to the east.
2. THAT the existing cross hatched area at the western end of the Drummoyne Pool Carpark be restricted to 'Loading Zone, vehicles under 6m only'.

ITEM-10 GREAT NORTH ROAD, FIVE DOCK - FERRAGOSTO 2018

REPORT

Ferragosto is to be held on Sunday 19 August 2018. This is an annual festival celebrating its 21st year and involves a full road closure of Great North Road between Lyons Road and Queens Road.

The proposed traffic management is generally as per previous years with minor amendments to the management of vehicle access points due to changes in the configuration of Great North Road as a result of the Five Dock Revitalisation – Streetscape Upgrade.

The road closure of First Avenue at Waterview Street has been modified slightly to permit vehicular access to the adjoining drive through bottle shop. This has previously not been permitted since 2015 when the event area expanded to include parts of Ramsay Road and First Avenue.

Mitigation strategies will be undertaken within the road closure to prevent unauthorised vehicle access in accordance with the event risk assessment and NSW Police direction. This information is to remain confidential and has hence not been included in the attached version of the Traffic Management Plan.

STAFF RECOMMENDATION

THAT the date for Ferragosto 2018 be noted and approval be granted for the associated traffic management arrangements subject to approval from the Police, RMS and Sydney Buses.

DISCUSSION

The RMS Representative enquired about the approvals through the Transport Management Centre and it was confirmed that these are in order.

The NSW Police Representative requested that Council consider appropriate barriers to block vehicle access on the footpath/driveway area adjoining the left slip lane off Lyons Road. Council Officers to review and revise as required.

Item is in order.

COMMITTEE RECOMMENDATION

THAT the date for Ferragosto 2018 be noted and approval be granted for the associated traffic management arrangements subject to approval from the Police, RMS and Sydney Buses.

ITEM-11 BREAKFAST POINT TRAFFIC MANAGEMENT

REPORT

Councils Traffic Department has been in discussions with the Breakfast Point Community Association and its consultant with regard to potential measures to improve traffic management and thereby enhance safety within Breakfast Point.

The streets within Breakfast Point are privately owned and maintained however given that they are publicly accessible, Councils is the roads authority from which approval is required for changes to the management of traffic and parking.

It is proposed to make a number of changes which are detailed in the attached plans and summarised as follows:

- Market Street changed from two-way to one-way northbound
- Vineyard Way changed from two-way to one-way southbound between Peninsula Drive and Village Drive
- Rumble bar traffic separators in Rosewater Circuit either side of its intersection with Magnolia Drive.
- Roundabout in place of existing 'Give Way' controlled cross intersection of Juniper Drive and Orchards Avenue
- Speed cushions installed at various locations
- 'Give Way' controls changed to 'Stop' controls at various intersections

Noting the proposals for one-way streets, a Traffic Management Plan has been prepared and is attached detailing the associated justifications and consideration of various potential impacts.

The Breakfast Point Community Association has managed the community consultation process which has included meetings of the Community Association Executive and the Community Association Representatives, town hall sessions, website publications and collection of formal written feedback.

As is typical of these processes, a mixture of feedback was received and the proposed measures refined accordingly. The Breakfast Point Community Association has indicated that in general there is strong community support for the package of measures currently proposed.

All of the proposed works are to be at a cost to and managed by the Breakfast Point Community Association.

STAFF RECOMMENDATION

1. THAT Market Street changed from two-way to one-way northbound
2. THAT Vineyard Way be changed from two-way to one-way southbound between Peninsula Drive and Village Drive
3. THAT rumble bar traffic separators be installed in Rosewater Circuit either side of its intersection with Magnolia Drive.
4. THAT a roundabout be installed in place of existing 'Give Way' controlled cross intersection of Juniper Drive and Orchards Avenue
5. THAT speed cushions be installed at the various locations identified in the attached plans
6. THAT 'Give Way' controls be changed to 'Stop' controls at the various intersections identified in the attached plans.

DISCUSSION

The Bay Bug had raised concerns regarding the potential impact on cyclists of the proposed rumble bars on Rosewater Circuit. Council Officers advised that various other options were investigated but were not viable due to the width of the road and applicable standards.

The RMS Representative advised they have no objection to the proposed measures and that formal sign off for Traffic Management Plan was not required as they are private roads.

Item is in order.

COMMITTEE RECOMMENDATION

1. THAT Market Street changed from two-way to one-way northbound.
2. THAT Vineyard Way be changed from two-way to one-way southbound between Peninsula Drive and Village Drive.
3. THAT rumble bar traffic separators be installed in Rosewater Circuit either side of its intersection with Magnolia Drive.
4. THAT a roundabout be installed in place of existing 'Give Way' controlled cross intersection of Juniper Drive and Orchards Avenue.
5. THAT speed cushions be installed at the various locations identified in the attached plans.
6. THAT 'Give Way' controls be changed to 'Stop' controls at the various intersections identified in the attached plans.

ITEM-12 LATE ITEM - SWAN AVENUE, STRATHFIELD - MIPPS

REPORT

At the Traffic Committee meeting held on 19 April 2018 a report was considered proposing the installation of a Mobility Impaired Persons Parking Space (MIPPS) outside St Andrew's Anglican Church located at 37 Swan Avenue, Strathfield.

As demand for a MIPPS primarily arises on a Sunday only, it was proposed that the restriction only apply between the hours of 9am and 6pm on a Sunday with parking unrestricted outside of those times. At its meeting on 15 May 2018 Council approved the proposed restriction.

However, subsequently St Andrew's Anglican Church has requested that the duration of the MIPPS be extended such that it commences at 8am, noting that their first church service commences at 9am.

COMMITTEE RECOMMENDATION

THAT the MIPPS outside 37 Swan Avenue, Strathfield applies between 8am – 6pm on a Sunday.

ITEM-5 DRUMMOYNE OVAL MAINTENANCE CONTRACT

Department Technical Services and Operations

Author Initials: GEK

STRATEGIC CONNECTION

This report supports FuturesPlan20 Outcome area:
AV2 We will support a range of local recreation facilities.

REPORT

Council at its meeting of 19 May 2015 resolved:

“That the period for review of the agreement with the Sydney Cricket Ground Trust to manage the playing arena, including the preparation of wickets and training area, be extended to July 2016 and include provision for a 1 year option to further extend, subject to an annual review and Council being satisfied with the outcomes of that review.”

Council at its meeting of 18 July 2017 resolved:

“THAT the contract with the Sydney Cricket Ground Trust to manage the playing arena, including the preparation of wickets and training area, be extended to July 2018”.

A review of the current terms and conditions of the agreement has been undertaken with the various stakeholders through the Drummoyne Oval Event Advisory Group. The current agreement is between Council and the Sydney Cricket and Sports Grounds Trust (SC&SGT). The terms of which in general are that:

1. The SC&SGT provides maintenance to the Oval and Turf Cricket Practice Wickets, and
2. Council maintains the remainder of the park and co-ordinates events and bookings.

Whilst there is general consensus that the ground is remaining in good to excellent condition, Council will be undertaking a review of the cost of outsourcing the service in comparison to managing the playing arena utilising Council staff.

Given that the current agreement is due for renewal, it is recommended that the contract be extended for a further 12 months whilst Council undertakes a review.

FINANCIAL IMPACT

The original Contract was for a cost not exceeding \$150,000, depending on capital expenditure needed, plus CPI increases. As this is a Contract with another Government Department there is no requirement for a tendering situation. The expected costs have been allowed for in the 2018/19 budget and operational plan.

RECOMMENDATION

THAT the contract with the Sydney Cricket Ground Trust to manage the playing arena, including the preparation of wickets and training area, be extended to July 2019.

**ITEM-6 TIMBRELL PARK AMENITIES BUILDING -
PROPOSED UPGRADE**

Department Technical Services and Operations

Author Initials: KJW

EXECUTIVE SUMMARY

This report relates to discussions with Balmain Junior Touch Football and Balmain Touch Football regarding a proposal to upgrade the Amenities Building Timbrell Park.

STRATEGIC CONNECTION

This report supports FuturesPlan2030 Outcome area:

ER 2.2.1. Plan for, and maintain, **Parks and Open Space** to provide active and passive recreation opportunities for everyone's enjoyment.

REPORT

Background

Balmain Junior Touch and Balmain (senior) Touch have approached Council seeking to upgrade the existing change rooms and amenities at Timbrell Park.

Balmain Junior Touch and Balmain Touch have met with Council officers on a number of occasions recently to discuss the potential to upgrade the existing sports field facilities and discuss the process involved and potential funding options available.

During those discussions Balmain Junior Touch advised that they are in discussions with the Federal Member for Reid, Craig Laundry MP, about obtaining a grant to assist with the upgrade of the current change rooms and amenities at Timbrell Park.

Balmain Junior Touch have advised that it has over 1,200 junior touch players involved in its competition which runs on Monday nights throughout the year. The junior touch football competition has grown significantly over the past 10 years from a base of just over 500 players in 2009 and includes a strong and increasing participation level of female players.

Balmain Touch has advised that it has over 600 senior touch players involved in its competition which runs on Monday, Tuesday and Wednesday nights in summer and Tuesday and Wednesday nights in winter. Along with the two touch football organisations, Football Club Five Dock, Inner West Harbour Cricket

Association and Five Dock Falcons Baseball Club all use Timbrell Park as a sporting venue throughout the year.

Five Dock Falcons Baseball Club use the southern side of Timbrell Park (closest to the canal) and currently have their own storage facilities adjacent to the baseball diamonds.

FC Five Dock uses fields at Timbrell Park in winter however they have their home ground at Nield Park where an upgraded facility was built for the Club in 2011 including canteen, change rooms and public toilets. The Club was contacted in relation to this proposal and advised that they would be interested in obtaining access to the change rooms and a small storage area to replace their current storage container which is located inside the existing amenities building and is used for dressing the field on game days.

Inner West Harbour Cricket Association use the playing fields in summer however due to the nature of their competition there is no actual home team as such that plays at Timbrell Park. As there are a number of different teams that play at Timbrell Park the Association has not been approached at this time to determine whether they have any interest in being involved and contributing to the proposed facility upgrades.

Should the project proceed, Council will liaise with the Cricket Association regarding the potential for their involvement and subsequent provision of access to the facility during their use of the adjoining playing fields.

Existing Asset Condition

In the past few years Council has successfully completed a number of sports field facility upgrades at locations where there is high sporting use and the facilities were previously dated, including at the following locations:

- Edwards Park, Concord
- Rothwell Park, Concord
- St Luke's Park North, Concord (new facility)
- Campbell Park, Chiswick

The change room and amenities building used by the sporting groups at Timbrell Park was constructed in the 1960's. The external facade of the building has recently been repainted and some minor modifications made to increase passive surveillance, however it remains a dated facility that requires refreshing to meet the demands of an increasing number of sporting users at the Park.

Councils Buildings Asset Management Plan listed the building for ‘Major Refurbishment and Structure Repairs’ in 2016/17.

Balmain Junior Touch and Balmain Touch recently engaged an architect to prepare a concept design for the purposes of progressing discussions with Council and State and Federal members with a view to seeking contributions to fund the upgrade to facilities at Timbrell Park.

Council officers have reviewed the concept design which includes change rooms, public toilets, storage areas and canteen space and based on similar recently completed amenities buildings have estimated an upgraded facility would cost approx. \$1.6mil to construct.

Funding

Within the Capital Works budget for next three financial years an allocation exists for ‘Timbrell Park Fields and Amenities Upgrade’. In total the allocation is \$2.25mil for this project spread across the next three years. The majority of that funding is required to improve and level the vast area of playing surface however an allocation of up to \$80,000 could be set aside from that total budget for further architectural investigations and designs in relation to the proposed upgrade of the amenities building.

With the estimated cost to deliver an upgraded facility at \$1.6mil it is critical to secure as much grant funding as possible. Balmain Junior Touch and Balmain Touch have been in discussions with the Federal Member for this area in relation to obtaining grant funding for a portion of the estimated cost to build. It is their intention to also approach the State member seeking grant funding towards the estimated cost.

In order for the Balmain Junior Touch and Balmain Touch to source the grant funding from other levels of government it is necessary for Council at this time to provide it’s in principle support to the proposed upgrading of the amenities facilities.

Conclusion

Due to the current condition of the existing change rooms and amenities at Timbrell Park, Council should begin planning and investigations around the upgrading of the existing facilities and consideration of all potential funding options.

FINANCIAL IMPACT

No additional funds are required to be allocated to this proposed project at this time.

Up to \$80,000 from the Capital Works Budget 2018/19 allocation toward 'Timbrell Park Fields and Amenities Upgrade' is to be used for the purposes of undertaking investigations and further designs concerning the upgrade of the change rooms and amenities at Timbrell Park.

RECOMMENDATION

1. THAT Council provide it's in principle support for the commencement of investigations and further detailed design for the upgrade of the change rooms and amenities buildings at Timbrell Park and to allow existing sporting user groups to seek grant funding for this purpose.
2. THAT Council commit up to \$80,000 from the Capital Works Budget allocated to 'Timbrell Park Fields and Amenities Upgrade' to undertake further investigations and architectural design with a report to be returned to Council once a concept design is finalised, an indicative construction budget is prepared and funding options identified.

ITEM-7 RUSTY PRIEST KOKODA SCHOLARSHIP 2018

Department Community Development

Author Initials: SAD

EXECUTIVE SUMMARY

This report provides details of the Rusty Priest Kokoda Scholarship and nominated students for 2018.

STRATEGIC CONNECTION

This report supports YOUR future 2030 Outcome area:
IIP1.1.5. Ensure grants programs support local community development outcomes.

REPORT

Background 2016 and 2017

At the Council meeting of 19 April 2016, the Council resolved to support a scholarship in honour of Rusty Priest AM, former Chairman of the Kokoda Track Memorial Walkway.

The Scholarship provides \$15,000 in annual funding for two senior high school students from local high schools within the City of Canada Bay to participate in the Kokoda Youth Leadership Challenge which includes trekking the Kokoda Track in New Guinea.

In the initial stages, scholarship funds from each of the 2015-16 and 2016-17 financial years were combined. Six students from Rosebank College confirmed their commitment to the 2017 Challenge and while it was anticipated that a selection process would be required to select four students (two from each financial year funds) it was resolved by Council that the funds would be shared amongst all six students (\$5,000 per student plus GST) with the balance being made up by external sponsorship and student contributions.

Five students completed the Kokoda Track in September 2017 and attended the Council meeting on 4 December 2017 where they were acknowledged and congratulated by the Mayor and Councillors. The remaining \$5,000 for the student that did not participate remains in an account held by Rosebank College until otherwise instructed by Council.

Current 2018

Council is working with the RSL and Service Clubs Association who are the organisers of the Kokoda Youth Leadership Challenge. Council sought nominations from the local high schools for students to participate in the 2018 Challenge. Nominations were only received from Rosebank College, however Concord High enquired about the program but the timeframes did not allow them to pursue further with their students. They have been advised of the program dates for 2019 and will consider at that time.

Three Year 11 students from Rosebank College have already made direct contact with the RSL to participate in the Challenge and the College has nominated these students for the Scholarship.

As there are unspent funds being held by Rosebank College from the 2016-17 financial year as a result of a student withdrawal, Council could award the unspent funds and the 2017-18 scholarship funds to all three nominated students to be shared equally.

As part of the scholarship commitments, students will be required to undertake a community service commitment upon their return to Australia as well as speaking at schools and community events about their historical, cultural and environmental learnings gained from their participation in the Challenge.

FINANCIAL IMPACT

Rusty Priest Kokoda Scholarship funds are provided for in the 2017-18 budget.

RECOMMENDATION

1. THAT Council award the three nominated Rosebank College students as the recipients of the 2018 Rusty Priest Kokoda Scholarship.
2. THAT unspent funds from the 2016-17 program currently being held by Rosebank College be combined with the 2017-18 scholarship funds and shared equally amongst the three nominated students.

ITEM-8 RESILIENT SYDNEY

Department Community Development

Author Initials: SAD

EXECUTIVE SUMMARY

This report provides an overview of Resilient Sydney and the development of the Resilient Sydney Strategy that is being launched this month.

STRATEGIC CONNECTION

This report supports YOUR future 2030 Outcome area:

- VSA 5.1.1. The Council governs efficiently and effectively on behalf of the Community.
- IIP 1.1.7. Participate in emergency management planning and service provision to ensure readiness in times of emergencies.
- ER 2.1.1. Respond to the impacts of climate change through planning for environmental sustainability and implementing energy, water and greenhouse gas mitigation and adaptation programs.

REPORT

Context for Resilient Sydney

Resilient Sydney is a 100 Resilient Cities (100RC) initiative hosted by the City of Sydney in collaboration with the metropolitan councils of Sydney and the New South Wales state government.

In 2015 Sydney was selected to join the 100RC network, pioneered by the Rockefeller Foundation. 100RC partners with cities around the world to help them become more resilient to the social, economic and physical challenges that are a growing part of the 21st century. 100RC was created to help cities respond to the impacts of urbanisation, globalisation, and climate change and predominantly is aimed at building urban resilience defined as:

“the capacity of individuals, communities, institutions, businesses and systems within a city to survive, adapt and thrive no matter what kinds of chronic stresses and acute shocks they experience”, (Resilient Sydney Strategy, 2018).

The City of Sydney receives funding and support from 100RC to hire a Chief Resilience Officer (CRO), support to develop a Sydney Resilience Strategy, a platform of services to support strategy implementation, and membership in the 100RC Network. The City of Sydney will continue to fund this position beyond the development of the Strategy.

The focus of work since joining with 100RC has been to organise and plan for resilience. The City of Canada Bay Council along with all metropolitan Councils has been working with the CRO as part of the Resilient Ambassadors Working Group to provide information on risks and vulnerabilities.

Resilience Assessment Report

A resilience assessment report was prepared in 2016 to document resilience challenges and to identify priority shocks and stresses for the community and for Sydney's most vulnerable infrastructure. Shocks are described as acute sudden events that threaten a city including earthquakes, floods, disease outbreaks and terrorist attacks. Stresses are described as chronic ongoing events that weaken the fabric of the city on a day to day or cyclical basis and that impact quality of life.

Extreme weather was ranked the shock with the highest risk to Sydney. This finding was based on the number of past events; the level of disruption caused and projected future trends. Extreme weather includes heatwaves, bushfires, storms and localised flooding. Of these, heatwaves were found to have the greatest impacts in terms of mortality and the number of people hospitalised. The projected trend is for an increase in the intensity and frequency of heatwaves over the next 30 years due to climate change. Other shocks include financial institution failure, infrastructure failure, disease pandemic, digital network failure, water crisis, terror attack and cyber-attack.

The pressure of increasing demand for health services is the stress most likely to impact Sydney. Wider health and wellbeing stresses underlie this finding, including the increasing demand for health services for chronic illnesses, drug and alcohol abuse and an ageing population. Diminishing social cohesion is also high in likelihood, due to the contributing nature of global trends and other local stresses within a community. Other identified stresses include housing affordability, chronic disease, employment diversity, inequity, drug and alcohol abuse and transport diversity.

Resilient Sydney Strategy

A Resilient Sydney Strategy has recently been prepared using the context and evidence base of the resilience assessment report as well as engagement information collected from stakeholders across the metropolitan area.

The Resilient Sydney Strategy sets out collaborative actions to reduce vulnerabilities and has five directions of focus.

- ***People-centred City***
Focus on resilient growth – reducing harm to people by considering risks arising from shocks and stresses through planning
- ***Live with our Climate***
Focus on adaptation to sustain our quality of life and our environment
- ***Connect for Strength***
Focus on belonging in our community and city

- **Get Ready**
Focus on knowing how to prepare, respond and recover
- **One City**
Focus on collective leadership, collaboration and sharing knowledge

For the City of Canada Bay there are strategies in YOUR future 2030 and actions in the Delivery Program and Operational Plan that support collaboration on resilience. Funded Operational Plan actions for 2018-2019 include:

- Action 1.1.7.1 Provide emergency management services:
-Maintain updated databases on evacuation facilities and oversee other requirements as necessary
-Support the Bay Local Emergency Management Committee
-Provide space and support for SES at Council facilities
-Provide local call out services in times of emergency.
- Action 2.1.1.1 Develop, review and monitor strategies and plans to guide operations including: Sustaining Our Environment, Renewable Energy Masterplan, Greenhouse Action Plan, Sustainable Food Strategy, Climate Change Mitigation Plan, Climate Change Adaptation Plan, Canada Bay Water Security Masterplan.
- Action 2.1.1.3 Deliver projects internally to respond to the impacts of climate change including: Renewables, Energy efficiency, Water efficiency and Emission reduction.
- Action 2.1.1.4 Deliver external programs for the community including: Our energy future, Commercial e-waste recycling event, Identify opportunities to deliver business events, Research opportunities for developers to deliver environmentally sustainable projects within the LGA in line with State policies and targets.
- Action 2.1.1.5 Implement water saving programs at key Council operated sites.
- Action 2.1.1.6 Implement energy saving actions across Council by participating in the SSROC street lighting improvement program.

Any further actions identified for the City of Canada Bay that require funding as part of the delivery of the Resilient Sydney Strategy will be the subject of a further report to Council.

Next Steps

The Resilient Sydney Strategy is being launched this month at a Mayoral Roundtable event which the Mayor will be attending. Further engagement opportunities for Councils involved to date will also be held to move the Strategy from development phase to delivery phase.

RECOMMENDATION

THAT Council note this report.

ITEM-9 REDUCTION IN STATE GOVERNMENT FUNDING FOR PUBLIC LIBRARIES

Department Community Development

Author Initials: PE

EXECUTIVE SUMMARY

State Government funding of public libraries has been gradually declining over a number of decades. Local Government is currently funding 92.5% of total expenditure on libraries across the State, a figure that has increased from 77% in 1980. The City of Canada Bay funds 94.4% of Library Services expenditure. The recent announcement of a reduction in public library funding in the state budget will further reduce NSW State Government funding on a state-wide basis as well as having budgetary implications for the City of Canada Bay's Libraries.

STRATEGIC CONNECTION

This report supports YOUR future 2030 Outcome area:

IIP 1.2.1. Provide Library Services that engage the community in lifelong learning and provide recreational and social opportunities in accessible and people-friendly surrounds.

This report also relates to City of Canada Bay's Libraries Strategic Plan – Bringing People and Knowledge Together.

REPORT

The City of Canada Bay has invested significantly in library services over the past 15 years, spending \$18.5 million in capital expenditure and approximately \$4.2 million annually. Council's budgetary commitment supports 340,000 visits, 480,000 loans, 800 events and programs with attendance in the order of 27,000 each year as well as providing a broad range of well used electronic resources.

In the Community Survey administered for the community Strategic Plan engagement, libraries were rated third highest of Council provided or managed facilities and spaces after parks and open space and local roads. Survey results included 620 responses rating libraries 'very important' and 245 responses rating them 'important' of a total of 919 responses.

State-wide Context

While councils across the state have increased investment in their libraries, investment in public libraries has gradually declined over several decades. State funding for Public Libraries in 2015/16 represented only 7.5% of the total cost of

operating the 368 libraries across NSW. This is an historic issue that has been allowed to develop by successive NSW governments.

The key issues are that:

- NSW public libraries receive the lowest per-capita funding from their State Government compared with all other states in Australia
- NSW councils are currently paying 92.5% of the costs to operate public libraries, up from 77% in 1980
- In 2015-16, NSW State Government funding for public libraries was \$26.5M compared to a contribution of \$341.1M from Local Government.
- The total funding available through the NSW Public Library Funding Strategy is not indexed to population growth or consumer price index, thereby contributing to the ongoing attrition of State Government funding.
- The 2018-19 NSW state budget included \$23,528 million for public libraries, \$5.275 million less than the 2017-18 funding level, a cut of 18 per cent.
- \$5 million has been re-allocated to the Regional Cultural Fund specifically for regional public library infrastructure and is therefore inaccessible to metropolitan Councils facing increased demand from rapid population growth.
- Libraries provide significant opportunities for social connection and cohesion for newly emerging communities in high growth areas across metropolitan Sydney and are increasingly anchoring wider community development initiatives.
- Libraries play a major part in supporting the achievement of government literacy targets.
- Libraries provide collections, programs and spaces for marginalised groups including older people, refugee and multicultural communities, and people who are digitally disadvantaged.
- Physical and virtual visits, loans of library material and participation in library programs continue to increase year on year.

In 2011, the NSW State Government made a commitment to comprehensively review the level and allocation of funding for NSW public libraries. The Library Council of NSW worked with the NSW Public Libraries Association and the State Library of NSW to develop an evidence-based submission.

The resulting submission, *Reforming Public Library Funding*, recommending a fairer, simpler and more transparent method for the distribution of funding, was presented to the State Government in October 2012 but the funding model has not been reviewed since then.

It should be noted that the following motion (submitted by the Blue Mountains City Council) was unanimously endorsed at the Local Government NSW 2017 Conference:

That Local Government NSW works with the NSW Public Libraries Association (NSWPLA) to develop a strategic partnership to:

- a) increase public awareness of the multiple roles that Local Government Public Libraries play in supporting the educational, social, cultural and economic outcomes in local communities*
- b) advocate, in the lead up to the March 2019 State election, for improved State Government funding for Local Government Public Libraries in NSW to enable public libraries to meet the growing needs of our local communities.*

(Note: This motion covers the following motion set out in small font)

Wagga Wagga City Council - Funding for public libraries - That Local Government NSW and member councils lobby the NSW Government to increase annual percentage of funding for public libraries

It is noted that the City of Canada Bay is a member of both Local Government NSW and the NSW Public Libraries Association.

NSW public libraries are governed by the Library Act 1939, a legislative instrument that was initially introduced to ensure the provision and ongoing sustainability of libraries through State and Local Government collaboration, allowing for provision of up to 50% of the funding required to establish and operate libraries. Since then, local government has increasingly carried the funding burden with the situation deteriorating significantly since the 1980s.

The 2018/19 NSW state budget delivered \$23.528M for all public libraries, \$5.275M less than the 2017/18 funding level. The State Government's expert panel, the Library Council of NSW, in consultation with the State Library of NSW and the NSW Public Libraries Consultative Committee, recommended an increase in public library funding to \$30M in 2018-19. The recent reduction in public library funding means grant funding is no longer available to metropolitan councils. This component financed a competitive grant process which has part-funded countless library infrastructure and service projects over many years.

Local Impact

The reduction in funding available to metropolitan libraries will directly affect the City of Canada Bay by removing any opportunity to apply for infrastructure funding to improve the existing library buildings, internal fitouts or information technology infrastructure. In addition it is expected that 2018/19 subsidy adjustment payments for the City of Canada Bay will be less than the 2017/18 payments, further reducing what has been a regular source of funding used for local priority projects such as developing new collections, supplementing existing collections, making improvements to furniture and fittings and building improvements.

While State Government funding has dropped to 7.5% of total public library expenditure on a state-wide basis, over the past 10 years State Government funding for the City of Canada Bay Libraries has dropped from 6.3% in 2005/6 to 5.6% in 2015/16. The total State Government funding for public libraries received by the City of Canada Bay in 2015/16 was \$236,394 with Council's expenditure on Libraries being \$4,217,514.06 (including all overheads and capital expenditure on collections). City of Canada Bay's library expenditure represents \$47.48 per capita, just under the state average of \$48.42 per capita and the state median of \$48.73 per capita (data from 2015/16 Public Library Statistics, State Library of NSW, published September 2017, pp1-2). During this same 10 year period the City of Canada Bay's population increased from 68,309 to 92,382.

Action foreshadowed by the unanimously endorsed LGNSW conference motion is required to increase awareness of the educational, social, cultural and economic outcomes created by public libraries. Advocacy is also needed to reverse the ongoing reduction of state funding for public libraries to ensure that local councils will not be forced to continue meeting the funding shortfall.

Other State Budget Impacts

In addition to the above, the NSW Office of Local Government budget was cut from \$255m in 2017/18 to \$228m in 2018/19 and grants and subsidies were reduced by \$25.2 million. The impacts of these reductions have not to date been determined.

FINANCIAL IMPACT

The transfer of the Public Library Infrastructure Grant program to the Regional Culture Fund has removed the opportunity for the City of Canada Bay to apply for up to \$200,000 in capital funding annually. Local Priority Funding is calculated by State Library of NSW staff in the second quarter of each financial year. This calculation takes a number of factors into account, including the Socio-Economic Indexes for Areas (SEIFA), distance and isolation and proportion of a Council's population from a non-English speaking background. Council will only know how much the Local Priority Funding will be reduced by after this calculation is done.

RECOMMENDATION

1. THAT Council make representation to Mr John Sidoti, Member for Drummoyne, in relation to the need for additional funding from the NSW State Government for the provision of public library services.
2. THAT Council write to the Hon. Don Harwin, Minister for the Arts and the Hon. Walt Secord, Shadow Minister for the Arts, calling for support for a significant increase in future funding for NSW public libraries supported by a sustainable future funding model.

3. THAT delegation be given to the General Manager to include Council in any library funding advocacy initiatives that the NSW Public Library Association or Local Government NSW develops.

**ITEM-10 ACCESS AND INCLUSION COMMITTEE MEETING
MINUTES - 26 JUNE 2018**

Department Community Development

Author Initials: AS

EXECUTIVE SUMMARY

This report provides Council with the Access and Inclusion Committee minutes from the meeting held on 26 June 2018.

STRATEGIC CONNECTION

This report supports FuturesPlan20 Outcome area:
AV3 We will provide and advocate for accessible and relevant services.

REPORT

This report contains the minutes for the City of Canada Bay Access and Inclusion Committee meeting held on 26 June 2018.

FINANCIAL IMPACT

Administration of the Access and Inclusion Committee is provided for in the 2017-18 Operating Plan and Budget. There is no additional financial impact relating to this report.

RECOMMENDATION

THAT the minutes of the ordinary meeting of the City of Canada Bay Access and Inclusion Committee for 26 June 2018 be received and noted.

Attachments:

1. Access and Inclusion Committee Meeting Minutes 26 June 2018



**City of Canada Bay Access and Inclusion Committee
Meeting Minutes
Tuesday 26 June
Concord Library Function Room**

1. INTRODUCTIONS AND APOLOGIES

Present:

Councillor Andrew Ferguson (Chair)
Veronica Dharma
Jack Nolan
Susan Robins
Bill Dawson
Jill Hodder
Jeanette O'Hara
Phillip McCarthy
Justine Perkins
Coral Arnold
George Bulcock
Roman Deguchi (Inner West Neighbourhood Aid)

Council Staff in Attendance:

Sally Anderson-Day (Manager, Community and Corporate Planning)
Narelle Butler (Manager, Statutory Planning)
Alex Smith (Community and Corporate Planner)

Apologies:

Joy Kay
John Smith

2. CONFLICTS OF INTEREST

- Nil

3. PREVIOUS MINUTES

- Minutes from previous meeting held 24 April 2018 accepted.
- Actions arising from previous minutes
 - Council have not received any additional information regarding advocacy tasks undertaken by the Access Committee in relation to the need for improved transport options between Concord Hospital and Drummoyne. Council will look to draft a summary report on this matter in order to establish a central point detailing the relevant aspects of this matter. Council to continue the circulation of the petition regarding this matter to committee members to promote.

Action

- Council to circulate draft summary report back to the committee in one month so that it can be finalised before next meeting scheduled 28 August 2018.
- Committee member contact details are to be circulated within the committee. This will include emails and phone contact details only.

4. ROLE OF DA SUB COMMITTEE

- Narelle Butler (Manager, Statutory Planning) attended the meeting to provide an overview on the role of the Development Assessment Sub Committee. Sub-committee members are required to review DA's with the guidance of a Council Planner.
- Subcommittee members are encouraged to give advice on particular issues regarding accessibility problems in the location area or issues as a result of the development.
- The types of DA's that the sub-committee review include common community spaces, child care centres, boarding housing, public buildings. A Council planner will attend the meeting to advise committee members on any relevant legislative provisions that apply for that space.
- Discussion points raised relating to access and inclusion
 - Council should aim to go beyond minimum compliance standards for access
 - All new Council buildings should ensure that access and inclusion are central to the design and be an example of best practice.

Action

- Council to circulate DA Sub Committee meeting dates.

5. DISABILITY INCLUSION ACTION PLAN (DIAP) UPDATE

- Council have been successful in their application for a grant to support the delivery of a carpet bowls program ("all abilities") at Five Dock Leisure Centre. Unfortunately the grant

application to fund the Scooter/motorised wheelchair recharge stations was unsuccessful so council will seek an alternative funding source for this project.

- Emergency evacuation procedures have been reviewed by Property Services with particular focus on people with disabilities at Council buildings and facilities.
- Council's Events Policy and Checklist have been updated to reflect consideration to the needs of people with disability.
- Council's Community Engagement Strategy and Policy have been reviewed to ensure access and inclusion is central to the development of engagement programs.
- Missed Business Guide has been updated and re-designed. This document seeks to support and promote local business in their consideration of accessibility and inclusion. Examples of local businesses that show consideration for accessibility and inclusion include Five Dock Pharmacy, Kokoda Café and Abbotsford Chemist.
- Disability Council of NSW has been engaged by Council to carry out an audit of council's policies and procedures regarding recruitment and employment. DCNSW will provide a report including recommendations on actions that will further promote inclusion within recruitment and employment practices.

Action

- Council staff to provide further updates on the above mentioned actions during the next committee meeting.

6. CORRESPONDANCE

Incoming

1. P.D.C.N. March Live about Stand By Me Campaign Update P.D.C.N. – at present there are 32,000 signatures and they are expecting many more to come in.
2. Physical Disability Australia Newsletter.
3. A letter from Technical Services and Operations Team – Great North Road Abbotsford – shrubs encroaching onto the nature strip 08-05-2018. Has been fixed
4. A letter from Technical Services and Operations Team – Irene Street, Wareemba – Asphalt concrete repaired - to be replaced by concrete July 2018.
5. A letter from Technical Services and Operations Team the Council has decided not to proceed with proposal to install a public toilet in Halliday Park.
6. A letter from Samantha Bones – Senior Sustainability Project Officer. "I am excited to provide the Access Committee with the update on the Rhodes Park 5 Senses Garden Project. The next step in the project is to put out a tender for the construction of the garden. We expect to do this in the next month or so. Construction will begin in spring 2018.
7. A letter from Technical Services and Operations Team - The Council Infrastructure Team has made the trip hazard safe by asphalt concrete, 7 June 2018.
8. A letter from Mayor Angelo Tsirekas about Access Committee Requests.

"I refer to your recent enquiry regarding Park Facilities. Staff have advised as follows:

Halliday Park – Council consulted with community regarding the installation of an automatic accessibility toilet. The community were not in support.

Henry Lawson Park – During 2018/19, Henry Lawson Park will undergo some upgrade and picnic seating will be included, along with more accessible pathways.

Quarantine Reserve and Battersea Park – Your feed back will be considered for future works at these parks. Should you wish to discuss these further, please do not hesitate to contact our Co-ordinator – Park Manager Petrina Nelson on 9911 6328.”

Outgoing

1. Letter sent to GM Peter Gainsford about a request for a toilet block to be put into Halliday Park as there is no toilet facility between Fred Kelly Place, Five dock until you get to Quarantine Reserve, Abbotsford.
2. Sent a copy of the letter sent to GM Peter Gainsford to Cr Andrew Ferguson Access and Inclusion Committee Chairperson.
3. Joy Kay (Access Member) sent a letter to GM Peter Gainsford, as a request from fellow walkers who use the Hen and Chicken Bay Walk and some mothers, whose families use the children’s play area, requesting a toilet be built in Halliday Park.
4. Joy Kay also sent a copy of the letter to Cr Andrew Ferguson Access and Inclusion Committee Chairperson.
5. Presented a Certificate of Commendation Award to the Five Dock Meat Market, who for the last 25 years has supported the Access Annual BBQ free of charge with sausages.
6. Presented a Certificate of Commendation Award to Tony Lusrudo, who for the last 25 years has supported the Access Annual BBQ free of charge with sausages.
7. Presented a Certificate of Commendation Award to Con Dedes Waterview Sydney Rowing Club, who for the last 12 years has supported the Access Annual BBQ free of charge with salad, onions and bread rolls, and for the last two years with king prawns.
8. Posted a request form to Pauline Webb – Corner of McKinnon Avenue and Great North Road, Five Dock – outside Telstra the concrete footpath needs to be looked at.
9. Posted request form to Pauline Webb – Corner of McKinnon Avenue and Great North Road – the section of road to be looked at between the two ramps.
10. Wymston Parade, Wareemba – along the walkway of Hen and Chicken Bay, there are a lot of raised lips on the concrete that need to be ground down.
11. Posted a letter to John Sidoti MP to ask him if he could find time to attend our June meeting or our August meeting.

7. GENERAL BUSINESS

- Discussion points raised
 - Request for the Access and Inclusion Committee to have a presence at community events to promote the work of the committee.
 - Call for committee to consider the difference between access and inclusion and request to include information regarding the two concepts within the next review of the Committee Charter.
 - Following a letter to council, a hand rail has now been installed at the Memorial Hall
- Five Senses Therapy Garden – The designs for the garden have been finalised and construction is due to commence in October 2018. Next phase will look to consult with stakeholders. A focus group will be held on July 16 2018 to explore options and develop ideas regarding the management structure the operation of the space.

- A petition has been developed regarding the need for a public toilet block within Halliday Park. Petition to call for public toilets to be installed. Currently 200 signatures. Jeanette and Jack to establish meeting with the Mayor and General Manager of Council in the coming weeks
- City of Canada Bay Sustainability Awards will be held on 16 August 2018. Request for a show of hands from committee members that are interested in attending. Committee members wishing to attend are Jack Nolan, Jeanette O'Hara, Coral Arnold, Jill Hodder, Joy Kay Veronica Dharma, Jack Nolan and Susan Robins.

NEXT MEETING

Tuesday 28 August from 10am

Function Room at Concord Library, 60 Lavelle Street Concord

ITEM-11 RIVENDELL FLOWER SHOW 2018

Department Executive Services

Author Initials: VC

REPORT

The 2018 Rivendell Flower Show will be held at the Rivendell Estate in Concord on Saturday 6 October to Sunday 7 October 2108. The inaugural Rivendell Flower Show was held in September 2017 and was the first event of its kind in the beautiful grounds of the Thomas Walker Estate in Concord. Councillors would recall that Rivendell was open to the public during this weekend for this unique community event.

The Rivendell Flower show is an initiative of Concord Hospital and is being led by Alice Kang, the Director of Marketing and Community Relations at Concord Hospital. Alice Kang is also the City of Canada Bay's Citizen of the Year.

Council participated in the event in 2017 providing an exhibit with a theme of sustainability.

All profits generated from the Rivendell Flower Show are being used to support the Concord Hospital's Department of Geriatric Medicine and the Ageing and Alzheimer's Institute. These services support and care for older people throughout the inner-west areas of Sydney, focusing on older people with multiple or complex medical problems and needs.

The organizing committee led by Alice Kang is working towards establishing this event as the most significant annual flower show in Sydney. Professor The Honorable Dame Marie Bashir AD CVO is the patron of the event.

The Rivendell Flower Show event is a large floral show which brings together floral and landscape creatives and enthusiasts and community organisations, educational institutions, emerging floral designers and gardening designers at a local and international level. A copy of the event program from 2017 has been provided to Councillors.

The event provides an opportunity for the public to view spectacular displays which evoke an elegant mix of floral artistry, styling and design amidst the beautiful architecture and grounds of the estate. The Show is also a celebration of Spring, the Australian lifestyle and the great outdoors and offers an extensive array of flower and gardening presentations and workshops. Guests also have the opportunity to learn key floral arrangement techniques at the masterclasses and styling tips from gardening and lifestyle personalities.

The success of the event in 2017 has generated funding and in-kind support from both national and international sponsors and continues to attract great interest in the floral industry. These include Interflora, the Galston Flower Show, Hana Daido Chrysanthemum Grower from Malaysia and the Flower Growers Association.

The Flower Show will be launched at Rivendell with an event for media, sponsors, contributors and community representatives on Friday 5 October 2018.

Once again, the Rivendell Flower Show organising committee has approached Council requesting our support and to be part of the program of events being organised. Specifically, Council have been requested to provide the following:

1. An exhibit which reuses the structure created by Council staff in 2017 themed to promote involvement in community gardens and to generate interest and understanding of the proposed Rhodes Sensory Garden in a partnership with Inner West Neighbour Aid. The proposed exhibit would address the seasons, aboriginal bush tucker and vegetable growing.
2. Installation of a street banner to promote the Flower Show across the LGA.
3. Media support across Council platforms to promote the event including Council publications, social media, magnetic strips attached to the Council community bus and digital screens in customer service areas.
4. Installation at Rivendell of the poppy project ANZAC from the KTMW dawn service in April 2018 in the final year of the Centenary of ANZAC as a promotional opportunity for a Remembrance Day commemorative service being proposed by Concord RSL at the Pavilion of Honour in Queen Elizabeth Park on Sunday 11 November 2018.

The Flower Show organising committee will provide native floral displays for the Council exhibit to enhance synergies with the event.

Benefits to Council

Council will benefit from participation in the 2018 Rivendell Flower Show from the:

1. Recognition of its participation in an event that has considerable potential to establish as a significant local and international show.
2. Public support for an event that showcases and celebrates the creatives that work in the floral industries.
3. Support an event that provides support to the Geriatric Medicine and the Ageing programs at Concord Hospital and the Alzheimer's Institute.
4. Supporting tourism to Rhodes and Concord and across the LGA in-line with the Community Strategic Plan objectives.

FINANCIAL IMPACT

Item	Cost	Source
Banner installation	\$2,500 for a City wide installation	Supported within existing budgets
Council exhibit in a partnership with Inner West Neighbour Aid	Design, fabricate and install the 2018 exhibit utilising content from Vege pod an Australian exhibitor at the 2018 Chelsea flower show and supplier to the Rhodes Sensory garden. Disassemble and store exhibit supporting structure \$10,000	Community Projects budget.
Media	\$500	Supported within existing budgets

RECOMMENDATION

THAT Council approves the support and involvement, as requested by Rivendell Flower Show organising committee, in the staging of the 2018 Rivendell Flower Show.

ITEM-12 COMMUNITY SPONSORSHIP ROUND ONE 2018-2019

Department Executive Services

Author Initials: SG

EXECUTIVE SUMMARY

This report provides Council with details of community sponsorship requests as outlined in Council's Community Sponsorship Guidelines. This report also makes recommendations for sponsorship agreements to be entered into with community organisations, for final determination by Council.

A total of \$40,000 is available for sponsorship of community events for the 2018/2019 financial year, to be distributed over two rounds. Applications for Round One have been received from the following organisations:

Organisation	Event/activity	Requested		Recommended	
		Cash	Inkind	Cash	Inkind
Drummoyne Public School P&C	School fete	\$3,000	-	\$500	\$1,000
House to Grow	Colouring Dreams Walk	\$6,450	-	\$2,000	\$1,000
Breakfast Point Realty	Breakfast Point Spring Fair	\$5,000	-	\$3,000	\$1,000
Rotary Club of Drummoyne	Cock-A-Hoop Regatta	\$3,000	\$179	\$2,000	\$1,179
Rhodes Multicultural Community Ass.	Rhodes Moon Festival	\$7,000	\$6331	\$6,000	\$7,331
Australian Skateboarding Federation	Kind of Concrete Skateboarding contest	\$5,800	\$1,255	\$4,000	\$2,255
YMCA Community Programming	Skate Parks Leagues (x 3 events)	\$9,338	\$3,407	\$5,000	\$4,407
Majors Bay Chamber of Commerce	Celebrate Christmas	\$5,000	-	\$2,000	\$1,000
2 nd Abbotsford Port Neptune Sea Scouts	67 th Port Neptune Regatta Sailing event	\$1,500	-	-	-
2 nd Abbotsford Port Neptune Sea Scouts	Comedy for a Cause	\$2,800	-	\$1,000	\$1,000
BMXPO Sydney	Vintage bike showcase	-	\$1,399	-	\$2,399
Total		\$48,888	\$12,571	\$25,500	\$22,571

STRATEGIC CONNECTION

This report supports FuturesPlan20 Outcome area:
IE3 We will promote local events in a variety of ways.

REPORT

In September 2009, the City of Canada Bay adopted the *Community Sponsorship Guidelines*. The Guidelines were last updated in 2016. The guidelines outline the official procedure for external organisations who seek to have their event or initiative sponsored by the City of Canada Bay. The City of Canada Bay is committed to supporting projects, events, services and activities through sponsorship arrangements which provide benefit to the City of Canada Bay community.

There are two sponsorship funding rounds each year. Round One (for events or initiatives held 1 July to 31 December) and Round 2 (for events or initiatives held 1 January to 30 June). Applications for Round One were open for an eight week period, closing at 5pm on 31 May 2018. The applications received are listed below and have been assessed against the criteria outlined in the guidelines. In addition, applications were also assessed in relation to the correct documentation and information received by Council.

To be eligible for sponsorship funding, the following criteria must be met:

1. The event or activity that sponsorship is sought for must be not-for-profit or social enterprise, and
2. Contribute to one or more of the key themes of FuturesPlan20, and
3. Be targeted at local and/or regional audiences, and
4. Be located within the City of Canada Bay Local Government Area, and
5. Provide a project budget (income and expenditure)

Where activities are primarily fundraising, a specific project or cause for which funds are being raised must be nominated.

All approved recipients of Community Sponsorship funding will be required to recognise Council's sponsorship through logo recognition, banner displays and opportunity for a stall where appropriate.

Applications received for the Round One sponsorship period are outlined below including Council recommendations:

1) Drummoyne Public School P&C Association is seeking sponsorship for their annual school fete, held on Sunday 26 August 2018.

Drummoyne Public School is seeking \$3,000 sponsorship for the annual school fete, to cover the associated costs of the children's activities including the craft and face painting, and other logistical elements.

In 2018, the fete is raising funds to go towards improved playground safety, purchase of technology for better learning outcomes and learning support programs.

Council last sponsored this event in 2017 to the amount of \$500. An estimated 6,000 people are estimated to attend this event.

The sponsorship packages available include: Principal Sponsor (\$5,000), Platinum Sponsor (\$3,000), Gold Sponsor (\$1,500), Silver Sponsor (\$1,000) and Bronze Sponsor (\$500).

Drummoyne Public School P&C have also applied for a Fee Waiver for road closures and other associated event fees for the fete. The Fee Waiver has been approved, and the value is \$4,495.

This event meets all five of Council's sponsorship criteria.

Recommendation:

It is recommended that Council sponsor the Drummoyne Public School P&C Association with \$500 cash and \$1,000 in-kind promotional support through Council's What's On Newsletter and Facebook page. Given the value of Fee Waivers already granted, it is recommended that Council also stipulate in the sponsorship agreement, that Council is recognised as a Platinum Sponsor.

2) Breakfast Point Realty is seeking sponsorship for their event, Breakfast Point Spring Fair on Sunday 9th September at the Breakfast Point Village Green.

Breakfast Point Realty is seeking sponsorship to the value of \$5,000 for the Breakfast Point Spring Fair 2018. The event is expected to attract around 5,000 visitors and will include attractions such as amusement rides, gourmet foods, exhibitions, and music.

Although Breakfast Point Realty is a for-profit business, the Breakfast Point Spring Fair is not a profit making event. Breakfast Point Realty auspice the event, and contribute their own funds into this for the wider community benefit.

In 2017, Council provided \$3,000 cash plus promotional support for the event.

This event meets all five of Council's sponsorship criteria.

Recommendation:

It is recommended that Council sponsor the Breakfast Point Spring Fair \$3,000 cash sponsorship to cover entertainment, and \$1,000 in-kind promotional support through Council's What's On Newsletter and Facebook page.

3) House to Grow is seeking sponsorship their event 'Colouring Dreams Walk' on Sunday 19th August 2018. It is a fundraising walk to support children in need within Canada Bay.

House to Grow is a charity that supports vulnerable groups in society.

The Colouring Dreams Walk is a fundraising walk to support the Colouring Dreams program which House To Grow run on a regular basis at The Connection, Rhodes. It is a personal development experience designed to motivate, inspire and build confidence in children between 4 and 14 years old who are facing emotionally and physically challenging circumstances.

The event is a 3km walk starting and finishing at Cabarita Park where participants are encouraged to wear pyjamas. The walk will finish with children's activities, food and prizes.

House to Grow will promote the event on their website, social media, newsletters, and flyers distributed at various locations. House to Grow expect approximately 90 participants.

This event meets all five of Council's sponsorship criteria.

Recommendation:

It is recommended that Council sponsor the 'Colouring Dreams Walk' with \$2,000 cash, and \$1,000 in-kind promotional support, through Council's What's On Newsletter and Facebook page.

4) Rhodes Multicultural Community Association (RMCA) is seeking sponsorship for the Rhodes Moon Festival at Rhodes Foreshore Park and The Connection on Sunday 23rd September 2018.

RMCA is seeking sponsorship for the Rhodes Moon Festival to the value of \$7,000.

This is the fourth year this event has taken place in the Rhodes precinct and organisers expect around 4,000 people to attend. The event includes stalls, cultural presentations including dancing and singing. The event targets local residents of Rhodes, Liberty Grove and Concord West.

The application requests \$7,000 sponsorship from Council. The associated event fees and charges is \$6331. This includes use of the Foreshore Park including

booking fee, space hire and bin hire, which amounts to \$3,230, and the cost for hire of the Connection for \$3,101.

The application itemises cash sponsorship required to contribute to the following items:

Stalls hire	\$2,400
Insurance	\$1,668.50
Sani hire	\$600
Sound System	\$1,000
Flyer printing	\$2,500
Water and food for volunteers	\$ 300
Performance costume	\$1,000

The Rhodes Moon Festival meets all five of Council's sponsorship criteria.

Recommendation:

\$6,000 cash sponsorship towards the event operating costs, plus in-kind support to the value of \$7,331 (\$1,000 promotional support through Council's What's On Newsletter and Facebook page and \$6,331 in fee waivers).

5) Rotary Club of Drummoyne is seeking \$3,000 sponsorship for the inaugural Cock-a-Hoop Charity Regatta at the Drummoyne Sailing Club and Salton and Dunlop Reserves on Friday 26th October 2018.

The event is a sailing regatta, with approximately 30 yachts, and will be targeted at local businesses and community with the aim of raising funds for charity. Each participating yacht (average 5 crew), will pay \$400 per head. Funds raised will benefit the Children's Medical Research Institute at Westmead Hospital.

The event will benefit the City of Canada Bay community by providing a fun day where community members are encouraged to participate and/or spectate.

The event will have on-shore entertainment and food for participants and spectators.

The Cock-a-Hoop Charity Regatta meets all five of Council's sponsorship criteria.

Recommendation:

\$2,000 cash sponsorship towards the event operating costs, plus in-kind support to the value of \$1,179 (\$1,000 promotional support through Council's What's On Newsletter and Facebook page and \$179 in booking fee waivers for Dunlop and Salton Reserves).

6) The Australian Skateboarding Federation is seeking sponsorship to the value of \$5,800 for the King of Concrete Skateboard Contest to be held at Five Dock Skate Park on 24 November 2018.

King of Concrete (KOC) is a State/National level skateboarding competition sanctioned by the Australian Skateboard Federation, hosted by former World Champion Renton Millar. The event will be delivered through contractor Shredability. KOC brings participants, sponsors and support crew to the vicinity and is a display for non-skating spectators.

This is the third year the event has been held at Five Dock Park, and feedback of previous events has been positive. Organisers expect approximately 60 participants and approximately 200 to 250 spectators.

Sponsorship is being sought to contribute to the running of the event. An itemised request for funds includes:

In-kind venue fee hire (as costed by Council's Recreation Booking Coordinator)	\$1,255
Contest staff	\$2,700
Pre event preparation (planning, sourcing sponsors, registrations)	\$1,070
Videography/photography	\$800
PA system	\$320
First Aid	\$800
Trophies	\$210

Council's Community and Corporate Planner will notify the police to give them the opportunity to bring a police Youth Liaison Officer to attend the event.

The King of Concrete Skateboard contest meets all five of Council's sponsorship criteria.

Recommendation:

It is recommended that Council sponsor the Australian Skateboarding Federation for the King of Concrete with \$4,000 cash and \$2,255 in-kind (\$1,000 promotional support through Council's What's On Newsletter and Facebook page and \$1,255 in fee waivers).

7) The Victorian YMCA Community Programing is seeking sponsorship to the value of \$9,338 for three Skate Park Leagues (SPL) events to be held at Five Dock Skate Park between October and December 2018.

YMCA Action Sports is a youth focused social enterprise with a mission to empower and engage young people at skate parks and in schools across Australia. A Skate Park Leagues (SPL) event is a grassroots action sports event aiming to bring the community together around a civic event. The SPL brings together

skateboarders, scooter and BMX riders in one event designed to promote a positive engagement with each other and the community. The events are run in a competition format designed engage from 5 years up to adults.

Organisers are seeking \$9,338 in cash across the three events to contribute to marketing and operations.

The Skate Park League events meet all five of Council's sponsorship criteria.

Recommendation:

It is recommended that Council sponsor the Victorian YMCA Community Programing with \$5,000 cash and \$4,407 in-kind (\$1,000 promotional support through Council's What's On Newsletter and Facebook page and \$3,407 in fee waivers for the three bookings of Five Dock Skate Park).

8) The Major's Bay Chamber of Commerce is seeking sponsorship to the value of \$5,000 for Celebrate Christmas throughout December 2018.

Celebrate Christmas aims to build on community and business connections and establish new relationships to benefit the local community. There are three major components to the event.

1. Publicity to engage with community on prominent festivities in sharing the spirit of Christmas
2. Interacting with community by reaching out with specific tools to engage
3. Sharing the spirit of Christmas with giveaways, photos and interaction with Santa

Sponsorship is being sought to contribute to the running of the event. An itemised request for funds includes:

Social Media advertising	\$ 500
Flyers	\$ 600
Banners	\$ 600
Professional Santa	\$2,000
Professional photographer	\$ 500
Giveaways	\$ 800
Total	\$5,000

The Major's Bay Chamber of Commerce Celebrate Christmas meets all five of Council's sponsorship criteria.

Recommendation:

It is recommended that Council sponsor The Major's Bay Chamber of Commerce with \$2,000 cash in-kind \$1,000 promotional support through Council's What's On Newsletter and Facebook page.

9) The 2nd Abbotsford Port Neptune Sea Scouts are seeking sponsorship for two events, the ‘67th Port Neptune Regatta Sailing event’, and ‘Comedy for a Cause Fundraising evening’.

The 67th Port Neptune Sea Scouts Regatta is a sailing event that draws approximately 200 Scout members from across NSW and ACT. There is no fundraising objective. The event is for the benefit of cub and scout youth members from The 2nd Abbotsford Port Neptune Sea Scouts and from across the State. The 2nd Abbotsford Port Neptune Sea Scouts are seeking \$1,500 sponsorship to pay for the operating costs of the event.

Comedy for a Cause is a fundraising evening with a number of comedians presenting secret auctions and raffles. The night is attended by parents and friends of the club. It will also be promoted to the wider community outside the Scouts. It is a ticketed event, and organisers are aiming for approximately 100 participants.

Funds raised from the event will be used for equipment for the group including tents, a teaching sailing boat and PFD’s.

The 2nd Abbotsford Port Neptune Sea Scouts are seeking \$2,800 sponsorship to contribute to the operating costs of the event including:

Venue hire – Canada Bay Club	\$ 800
Comedians	\$1,200
Food	\$ 400
Prizes	\$ 400

Recommendation:

The 67th Port Neptune Sea Scouts Regatta:

It is recommended that Council decline to sponsor the 67th Port Neptune Sea Scouts Regatta, as this is a closed event, not open to the wider LGA.

Comedy for a Cause:

Comedy for a Cause is open to the wider LGA. It is recommended that Council sponsor the event with a \$1,000 cash contribution to the event and \$1,000 promotional support through Council’s What’s On Newsletter and Facebook page.

10) BMXPO Sydney is seeking in-kind sponsorship for the use of Five Dock Skate Park for their event which showcases vintage bikes. The event is to be held on 9th September.

The BMXPO is a show of vintage bikes and has an approximate audience of 500 people. The event is to be held at Five Dock Skate Park and is open to the local community to join in, and will have children’s activities.

Recommendation:

It is recommended that Council sponsor BMXPO Sydney with in-kind support in for the associated booking and bin fees at Five Dock Skate Park, amounting to \$1,399 and an additional \$1,000 promotional support through Council's What's On Newsletter and Facebook page.

FINANCIAL IMPACT

A total of \$40,000 is available for sponsorship of community events for the 2018/2019 financial year.

We strive to maximise the impact of the Community Sponsorship Program so that the Program has the widest possible reach into a variety of community sectors. The total amount of sponsorship funds requested exceeds the funding available. As a result, we have carefully assessed all applications against the criteria set out in the Community Sponsorship Guidelines.

Many applicants are not able to receive the full amount requested, and one has been declined.

The recommendation for funding in Round One is \$25,500. This means \$14,500 will be available for Round Two applications.

RECOMMENDATION

1. THAT Council provide sponsorship for the following community events through the Community Sponsorship Program:

Organisation	Event/activity	Cash	In-kind
Drummoyne Public School P&C	School fete	\$500	\$1,000
House to Grow	Colouring Dreams Walk	\$2,000	\$1,000
Breakfast Point Realty	Breakfast Point Spring Fair	\$3,000	\$1,000
Rotary Club of Drummoyne	Cock-A-Hoop Regatta	\$2,000	\$1,179
Rhodes Multicultural Community Association	Rhodes Moon Festival	\$6,000	\$7,331
Australian Skateboarding Federation	Kind of Concrete Skateboarding contest	\$4,000	\$2,255
YMCA Community Programming	Skate Parks Leagues x 3	\$5,000	\$4,407
Majors Bay Chamber of Commerce	Celebrate Christmas	\$2,000	\$1,000
2 nd Abbotsford Port Neptune Sea Scouts	Comedy for a Cause	\$1,000	\$1,000
BMXPO Sydney	Vintage bike showcase		\$2,399
Total		\$25,500	\$22,571

2. THAT Council write to all applicants to advise the outcome of Round One of the 2018/19 Community Sponsorship Program.

ITEM-13 PRIVACY MANAGEMENT PLAN

Department Corporate Services

Author Initials: BP

REPORT

Council collects and holds personal and health information for the purpose of facilitating its business. The Privacy and Personal Information Protection Act 1998 requires all public sector agencies to review their Privacy Management Plan every three years.

Council's Privacy Management Plan is attached and has recently been reviewed. Amendments include:

1. The addition of the words "ratepayers and residents" in the Policy statement (page 4).
2. Deletion of word "people" and the addition of the word "submitters" in the Introduction (clause 1.2, page 5).
3. Deletion of the words "Administrative Decisions Tribunal" and addition of the words "NSW Civil and Administrative Tribunal" (clause 5.3, page 12)

Following Council's consideration and adoption of the draft Privacy Management Plan, a copy of the Plan is required to be forwarded to the Information and Privacy Commission NSW.

RECOMMENDATION

1. THAT the draft Privacy Management Plan be adopted.
2. THAT a copy of the Privacy Management Plan be forwarded to the Information and Privacy Commission of NSW.

Attachments:

1. Privacy Management Plan – June 2018



CITY OF CANADA
BAY

PRIVACY MANAGEMENT PLAN

Privacy management plan

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Privacy management plan

Background

Council collects and holds personal and health information for the purpose of facilitating its business. It is important that the use of this information is confined to the purpose for which it is acquired. In order to properly manage the personal information it holds. The requirements of this policy apply to all Council officials.

Objective

The Privacy and Personal Information Protection Act 1998 [PPIPA] requires all public sector agencies to prepare, implement and review their Privacy Management Plan at least every three years. This policy outlines how the City of Canada Bay complies with the legislative requirements of the PPIPA, the Health Records and Information Privacy Act 2002 [HRIPA] and the Privacy Code of Practice for Local Government [the Code].

It is designed to inform the community and educate staff on access to personal information and to introduce Council policies and procedures to maximise compliance with the PPIPA and the HRIPA.

Policy statement

The City of Canada Bay is committed to protecting the privacy of its ratepayers, residents, customers, Councillors, employees, contractors and volunteers.

The Privacy Management Plan details how the City of Canada Bay manages the personal and health information it collects, stores, accesses, uses and discloses in the course of its business activities.

Privacy management plan

1. 1. Introduction

1.1 What is personal information?

Personal information is defined as:

- information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from information or opinion. This information can be on a database and does not necessarily have to be recorded in a material form.

1.2 What is not personal information?

Personal information does not include information about an individual that is contained in a publicly available publication. Personal information, once it is contained in a publicly available publication, ceases to be covered by the PPIPA.

Where the Council is requested to provide access or make a disclosure and that information has already been published, then the Council will rely on the provisions of the relevant Act that authorises Council to hold that information and not the PPIPA (for example, a formal or informal request under the Government Information (Public Access) Act 2009 [GIPAA]).

In accordance with GIPAA, when inviting public submissions Council will advise submitters ~~people~~ that ~~their~~ submissions, including any personal information in the submission, may be made publicly available.

1.3 What is health information?

Health information is defined in the HRIPA as:

- personal information that is information or an opinion about the physical or mental health or a disability (at anytime) of an individual or an individual's express wishes about the future provision of health services to him or her or a health service provided or to be provided to an individual.

1.4 Application of this Plan

The PPIPA and this Plan apply, wherever practicable, to:

- Councillors;
- Council employees;
- Consultants and contractors of the Council;
- Volunteers;
- Council owned businesses; and
- Council Committees (including those which may be established under section 355 of the Local Government Act 1993 (LGA)).

1.5 Personal and Health information held by Council

The Council holds personal information concerning Councillors, such as:

- personal contact information;
- disclosure of interest returns; and
- entitlements to fees, expenses and facilities.

The Council holds personal and health information concerning its customers, ratepayers and residents, in records such as:

- rates records;
- customer requests;
- library records;
- CCTV footage;
- donation, grant and sponsorship applications;
- submissions and information collected as part of Council's community engagement and consultation activities; and
- development applications and related submissions.

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The Council holds personal and health information concerning its current and former employees in records such as:

- recruitment material;
- pre-employment medical information;
- workers compensation investigations;
- public interest disclosure investigations;
- leave and payroll data;
- personal contact information;
- performance management plans;
- disciplinary matters;
- disclosure of interest returns; and
- wage and salary entitlements.

1.6 Unsolicited Information

Unsolicited information is personal or health information received by Council in circumstances where Council has not asked for or required the information to be provided. It includes gratuitous or irrelevant information received.

Such information is not deemed to have been collected by Council but the retention, use and disclosure principles of the information will apply to any such information in Council's possession.

Public Registers

1.7 Definition

A public register is defined as — a register of personal information that is required by law to be, or is made, publicly available or open to public inspection (whether or not on payment of a fee).

Council holds public registers under the LGA, including:

- Land Register
- Records of Approvals
- Register of Disclosures of Interests

*Note — this is purely indicative. Council may, by virtue of its own practice, hold other public registers, to which PPIPA applies.

Council holds public registers under the Environmental Planning and Assessment Act 1979 [EPA]:

- Register of consents and certificates
- Record of building certificates.

Council holds a public register under the Protection of the Environment Operations Act 1997 [POEO]:

- Public register of licences.

Council holds a public register under the Impounding Act 1993 [IA]:

- Record of impounding.

The purpose for each of these public registers is set out in this Plan.

1.8 Disclosure of personal information contained in public registers

Personal information contained in a public register, other than where required by legislation, will only be disclosed where Council is satisfied that it is to be used for a purpose relating to the purpose of the register.

Disclosure in relation to personal information not contained in a public register must comply with the Information Protection Principles as outlined in this Plan.

Privacy management plan

A person seeking a disclosure concerning someone else's personal information from a public register must make application to Council and outline their reasons and purpose.

1.9 Purposes of Public Registers

- **Land Register** - the primary purpose is to identify all land vested in Council, or under its control. The secondary purpose includes a consideration of public accountability as to the land held by Council. Third party access is therefore a secondary purpose.
- **Records of Approvals** - the primary purpose is to identify all approvals granted under the LGA.
- **Register of Disclosures of Interests** - the primary purpose of this register is to determine whether or not a Council official has a pecuniary interest in any matter with which the council is likely to be concerned. There is a corresponding public accountability purpose and third party access is a secondary purpose.
- **Register of consents and certificates** - the primary purpose is to identify applications for development consent and other approvals, confirm determinations on appeal and identify applications for complying development certificates.
- **Record of building certificates** - the primary purpose is to identify all building certificates.
- **Public register of licences** - the primary purpose is to identify all licences granted under the POEO.
- **Record of impounding** - the primary purpose is to identify any impounding action by Council.

1.10 Secondary purpose of all Public Registers

Council aims to be open and accountable and it is considered that a secondary purpose for which all public registers are held by Council includes the provision of access to members of the public. Disclosure of specific records from public registers would normally be permitted.

Requests for access, copying or the sale of the whole or a substantial part of a public register will not fit within this purpose. Council will make an assessment as to the minimum amount of personal information that is required to be disclosed with regard to any request.

1.11 Other registers

Council may keep other registers that are not public registers. The Information Protection Principles, this Plan, the Code and PPIPA apply to the use and disclosure of information in those registers.

A register that Council keeps that is not a public register is the rates record and Council's position on this record is as follows:

- **Rates Record** - The primary purpose is to record the value of a parcel of land and record rate liability in respect of that land. The secondary purpose includes recording the owner or lessee of each parcel of land. Public access to the rates record will only be granted where the purpose of the access is to obtain information necessary for a statutory purpose such as the service of a notice under the Dividing Fences Act 1991 and will require the submission of a statutory declaration. The rates record will also be used by Council to notify relevant land owners of development applications and other matters where Council is required or wishes to consult its local community.

1.12 Applications for access to own personal information

A person wishing to have access to Council's records to confirm and/or alter their own personal information will be required to do so in writing and provide proof of identity.

Privacy management plan

1.13 A person about whom personal information is contained (or is proposed to be contained) in a public register, may request Council to have the information suppressed on the register by submitting an application in the form of a Statutory Declaration.

If Council is satisfied that the safety or well-being of any person would be affected by not suppressing the person's personal information, Council will suppress the information in accordance with the request unless Council is of the opinion that the public interest in maintaining public access to the information outweighs any individual interest in suppressing the information.

The information may still be used in the exercise of Council functions, but it cannot be disclosed to other parties.

2. Policies and Legislation

Public access to information and documents held by Council is facilitated by Council's Access to Information Policy. This Policy has regard to the Government Information (Public Access) Act 2009, Government Information (Public Access) Regulation 2009 and the Local Government Act 1993.

This Plan should be read in conjunction with Council's Access to Information Policy, the Privacy Code of Practice for Local Government, together with Council's Agency Information Guide. Council's Access to Information Policy and Council's Agency Information Guide are available for viewing at www.canadabay.nsw.gov.au

- Environmental Planning and Assessment Act 1979 (EPAA)
The EPAA contains provisions that require Council to make development applications and accompanying information publicly available and provides a right for people to inspect and make copies of plans during the submission period.

The EPAA is available for viewing at www.austlii.edu.au

- Health Records and Information Privacy Act 2002 (HRIPA)
The HRIPA governs both the public and private sector in NSW. It contains a set of 15 Health Privacy Principles and sets up a complaints mechanism to ensure agencies abide by them.
The HRIPA is available for viewing at www.ipc.nsw.gov.au
- Privacy and Personal Information Protection Act 1998 (PPIPA)
In addition to requirements covered in this plan. The PPIPA prohibits disclosure of personal information by public sector officers that are not done in accordance with the performance of their official duties
The PPIPA is available for viewing at www.ipc.nsw.gov.au

3. Information Protection Principles

3.1 Council complies with the Information Protection Principles (IPPs) prescribed under PPIPA and Health Privacy Principles (HPPs) prescribed under HRIPA as follows:

- **IPP 1 & HPP 1 Lawful collection**
Council will collect personal and/or health information that is reasonably necessary and for a lawful purpose that is directly related to its functions and/or activities. Such personal and health information may include names, residential address, phone numbers, email addresses, signatures, medical certificates, photographs and video footage (CCTV).

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- **IPP 2 & HPP 2 Direct collection**

Personal information will be collected directly from the individual, unless that person consents otherwise.

Parents or guardians may give consent for minors.

Health information will be collected directly from the person concerned, unless it is unreasonable or impracticable to do so. Collection may occur via phone, written correspondence to Council, email, facsimile, Council forms or in person.

- **IPP 3 & HPP 3 Requirements when collecting**

a. Council will inform individuals that their personal information is being collected, why it is being collected and who will be storing and using it. Council will also inform the person how they can view and correct their information. A Privacy Statement is published on Council's website, and included on forms where personal or health information is collected and available to the public.

b. Council will inform persons why health information is being collected about them, what will be done with it and who might see it. Council will also inform the person how they can view and correct their health information and any consequences if they do not provide their information. If health information is collected about a person from someone else, reasonable steps will be taken to ensure that the person has been notified as above.

- **IPP 4 & HPP 4 Relevance of collection**

Personal and health information collected will be relevant to Council's functions and services, accurate, up-to-date, complete and not excessive. The collection will not unreasonably intrude into the individual's personal affairs.

Council will in normal circumstances rely on the individual to supply accurate, complete information, although in special circumstances some verification processes may be necessary.

- **IPP 5 & HPP 5 Secure storage**

Council will store personal information securely, for no longer than as required by the General Retention and Disposal Authorities for Local Government Records issued by the State Records Authority of NSW, and will be disposed of appropriately. It will be protected from unauthorised access, use or disclosure by application of appropriate access levels to Council's electronic data management system and staff training.

If it is necessary for the information to be given to a person in connection with the provision of a service to the Council (e.g. consultants and contractors), everything reasonably within the power of the Council will be undertaken to prevent unauthorised use or disclosure of the information.

- **IPP 6 & HPP 6 Transparent access**

Council will provide reasonable detail about what personal and/or health information is stored on an individual. Council stores information for the purpose of carrying out its services and functions and in order to comply with relevant records keeping legislation.

Individuals have a right to request access to their own information to determine what, if any information is stored, how long it will be stored for and how it is stored (e.g. electronically with open or restricted access to staff or in hard copy.)

- **IPP 7 & HPP 7 Access to own information**

Council will ensure individuals are allowed to access their own personal and health information without unreasonable delay or expense by way of implementation of appropriate procedures for access to this information.

Privacy management plan

- **IPP 8 & HPP 8 Right to request to alter own information**

Council will, at the request of a person, allow them to make appropriate amendments (i.e. corrections, deletions or additions) to their own personal and health information. Applications will be required to be in writing, with proof of identity and where necessary appropriate evidence must be provided as to why the amendment is needed, e.g. marriage certificate.

- **IPP 9 & HPP 9 Accurate use of information collected**

Taking into account the purpose for which the information is proposed to be used, Council will ensure that personal and health information is accurate before using it. Council will take all reasonable steps to ensure that the information it proposes to use is the most recent information within its Corporate System.

- **IPP 10 & HPP 10 Limits to use of information collected**

Council will only use personal and health information for the purpose for which it was collected, for a directly related purpose or for a purpose for which a person has given consent. It may also be used without consent in order to deal with a serious and imminent threat to any person's life, health or safety, or to find a missing person. Additionally, a secondary purpose includes investigation of suspected unlawful activity, to exercise complaint handling functions or investigative functions.

- **IPP 11 & HPP 11 Restricted and Limited disclosure of personal and health information**

Council will only disclose personal and health information with the individual's consent or if the individual was told at the time of collection that it would do so. Council may also disclose information if it is for a related purpose and it considers consent in order to deal with a serious and imminent threat to any person's life, health, safety, or to find a missing person. Additionally, a secondary purpose includes investigation of suspected unlawful activity, to exercise complaint handling or investigation functions.

- **IPP 12 Special limits on disclosure**

Council will not disclose sensitive personal information relating to an individual's:

- ethnic or racial origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- health or sexual activities unless the disclosure is necessary to prevent a serious or imminent threat to the life or health of the individual concerned or another person.

Council will not disclose this information to any person or body who is in a jurisdiction outside New South Wales unless:

- relevant privacy law that applies to the personal information concerned is in force in that jurisdiction; or
- The disclosure is permitted under a Privacy Code of Practice.

Specific Health Information Privacy Principles

Health information is given a higher level of protection regarding use and disclosure than is other personal information. In addition to the privacy principles, above, that apply to personal and health information, the following four additional principles apply specifically to health information.

The specific Health Privacy Principles are:

- **HPP 12 Unique Identifiers**

Council will only assign identifiers to individuals if the assignment of identifiers is reasonably necessary to enable the Council to carry out any of its functions efficiently.

Privacy management plan

- **HPP 13 Anonymity**

Wherever it is lawful and practicable, individuals must be given the opportunity to not identify themselves when entering into transactions with or receiving any health service(s) from Council.

- **HPP 14 Transborder data flow**

Health information must only be transferred outside NSW if Council reasonably believes that the recipient is subject to laws or obligations substantially similar to those imposed by the HRIPA or consent has been given or transfer is under a contract between Council and the individual or transfer will benefit the individual or to lessen a serious threat to an individual's health and welfare, or steps have been taken to ensure that the information will not be handled inconsistently with the HRIPA or transfer is permitted or required under any other law.

- **HPP 15 Cross-organisational linkages**

Council will seek the express consent of individuals before participating in any system that links health records across more than one organisation. Health information or the disclosure of their identifier for the purpose of the health records linkage system will only be included if the person has given express consent.

3.2 How the Privacy Code of Practice for Local Government affects the IPPs

With regard to IPPs 2, 3, 10 and 11 the Code makes provision for Council to depart from these principles where the collection of personal information is reasonably necessary when an award, prize, benefit or similar form of personal recognition is intended to be conferred upon the person to whom the information relates.

With regard to IPP 10, in addition to the above, the Code makes provision that Council may use personal information for a purpose other than the purpose for which it was collected where the use is in pursuance of Council's lawful and proper function/s and Council is satisfied that the personal information is reasonably necessary for the exercise of such function/s.

With regard to IPP 11, in addition to the above, the Code makes provision for Council to depart from this principle in the circumstances described below:

1. Council may disclose personal information to public sector agencies or public utilities on condition that:
 - i. the agency has approached Council in writing;
 - ii. Council is satisfied that the information is to be used by that agency for the proper and lawful function/s of that agency, and
 - iii. Council is satisfied that the personal information is reasonably necessary for the exercise of that agency's function/s.
2. Where Council is requested by a potential employer, it may verify that a current or former employee works or has worked for Council, the duration of that work, and the position occupied during that time. This exception shall not permit Council to give an opinion as to that person's suitability for a particular position with any potential employer unless Council is satisfied that the person has provided their consent for Council to provide a reference, which may include an opinion as to that person's suitability for the position for which he/she has applied.

4. Part 5 – Dissemination of the Privacy Management Plan

4.1 Compliance strategy

During induction and on a regular basis all employees will be made aware of this Plan and it will be made available on Council's Intranet and Council's website.

Councillors, employees, contractors and volunteers will be regularly acquainted with the general provisions of the PPIPA and HRIPA and, in particular, this Plan, the Information Protection Principles, the Public Register provisions, the Privacy Code of Practice for Local Government and any other applicable Code of Practice.

Privacy management plan

4.2 Communication strategy

Council informs its employees, Councillors and the community of their rights under PPIPA and this

Plan by:

- publishing the Privacy Management Plan and associated documents on Council's website together with a link to the Information & Privacy Commission website;
- including privacy statements on application forms.

5. Complaints and procedures for internal review

5.1 5.1 Internal Review

Any person is entitled to obtain access to any personal information that Council holds about them. They may request alterations be made to their personal details or request information on the way their personal details have been used.

If an individual is not satisfied with Council's conduct in relation to their privacy request, disclosure of personal information on a public register or believe Council is contravening a privacy principle or privacy code of practice they can make an application for internal review of Council's conduct or decision by writing to Council's Privacy Contact Officer.

The written application must be addressed to Council, include a return postal address in Australia and be received by Council within 6 months of the individual becoming aware of the conduct or decision that is the subject of the application.

5.2 How does the process of Internal Review operate?

The Privacy Contact Officer will appoint a Reviewing Officer to conduct the internal review. The Reviewing Officer will report their findings to the Privacy Contact Officer.

The review is to be completed within 60 days of receipt of the application. The applicant will be notified of the outcome of the review within 14 days of its determination.

The Privacy Commissioner will be notified by the Privacy Contact Officer of a review application as soon as is practicable after it is received. Council will brief the Privacy Commissioner on the progress of an internal review and notify them of the outcome.

The Privacy Commissioner may make submissions to Council in relation to the subject matter of the application for internal review. Council may, if it deems it appropriate, ask the Privacy Commissioner to conduct the internal review.

5.3 What happens after an Internal Review?

If the applicant remains dissatisfied with the outcome of a review, an application may be made to the ~~Administrative Decisions~~ NSW Civil and Administrative Tribunal for a review of Council's conduct.

If the applicant is dissatisfied with an order or decision made by the Tribunal they may make an appeal to an Appeal Panel of the Tribunal.

5.4 Alternative to lodging an application for internal review

If a person does not want to lodge an application for internal review with Council, they may contact the Privacy Commissioner directly.

Privacy management plan

6. Specific Exemptions in PPIPA and HRIPA Relevant to Council There are a number of exemptions from compliance with the PPIPA and HRIPA that apply directly to Council. These relate to situations where:

- information is collected in connection with proceedings (whether commenced or not) before any Court or Tribunal;
- information is collected for law enforcement purposes;
- information is used for a purpose reasonably necessary for law enforcement purposes or to protect the public revenue;
- Council is authorised or required by a subpoena or search warrant or other statutory instrument;
- Council is investigating a complaint that may be referred or made to an investigative agency;
- Council is permitted by a law or Act not to comply;
- compliance would prejudice the interests of the individual to whom the information relates;
- the individual to whom the information relates has given express consent to Council not to comply; or
- disclosure is permitted under the Privacy Code of Practice for Local Government.

7. Other Information

City of Canada Bay

Privacy Contact Officer Locked Bag 1470
Drummoyne NSW 1470
Phone: (02) 9911 6555
Email: council@canadabay.nsw.gov.au

Information & Privacy Commission

GPO Box 7011
SYDNEY NSW 2001
Phone: 1800 472 679
Email: ipcinfo@ipc.nsw.gov.au
Web: www.ipc.nsw.gov.au

Administrative Decisions Tribunal

Level 10, John Maddison Tower
86-90 Goulburn Street
SYDNEY NSW 2000
Phone: (02) 9377 5711
Fax: (02) 9377 5723

ITEM-14 CASH AND INVESTMENT REPORT FOR JUNE 2018

Department Corporate Services

Author Initials: TM

STRATEGIC CONNECTION

This report supports FuturesPlan20 Outcome area:
IE4 We will be innovative and apply good governance to meet community expectations and legislative obligations.

REPORT

The Cash at Bank and Cash Investments are summarised below:

Month	Cash At Bank	Cash Investments	Total Cash
June 2018	\$6,685,115.68	\$93,119,189.47	\$99,804,305.15

The detailed Schedule of Investments held as at 30 June 2018 is also provided as follows:

Statement of Cash Investments 30 June 2018

STATEMENT OF CASH INVESTMENTS						
Bank/Issuer	Term	Interest	Fair Value	Maturity Date	% of Portfolio	Investment Type
Commonwealth Bank of Australia	91	2.60%	\$1,500,000.00	06/07/18	1.61%	Term Deposits
Bankwest	182	2.55%	\$2,000,000.00	13/07/18	2.15%	Term Deposits
Suncorp Metway	243	2.50%	\$2,000,000.00	25/07/18	2.15%	Term Deposits
Defence Bank	273	2.65%	\$1,000,000.00	27/07/18	1.07%	Term Deposits
Bananacoast Community Credit Union	186	2.67%	\$1,000,000.00	03/08/18	1.07%	Term Deposits
Credit Union Australia	239	2.67%	\$2,000,000.00	07/08/18	2.15%	Term Deposits
Bank of Queensland	270	2.60%	\$2,000,000.00	10/08/18	2.15%	Term Deposits
Police Credit Union SA	273	2.70%	\$1,000,000.00	17/08/18	1.07%	Term Deposits
Westpac Bank	365	2.65%	\$2,500,000.00	01/09/18	2.69%	Term Deposits
Westpac Bank	365	2.65%	\$2,500,000.00	02/09/18	2.69%	Term Deposits
MyState Ltd	185	2.60%	\$2,000,000.00	03/09/18	2.15%	Term Deposits
Westpac Bank	365	2.65%	\$2,500,000.00	05/09/18	2.69%	Term Deposits
Bank Australia Ltd	364	2.80%	\$2,000,000.00	07/09/18	2.15%	Term Deposits
Westpac Bank	365	2.65%	\$2,000,000.00	09/09/18	2.15%	Term Deposits
Bananacoast Community Credit Union	371	2.60%	\$2,000,000.00	14/09/18	2.15%	Term Deposits
Westpac Bank	365	2.65%	\$2,500,000.00	16/09/18	2.69%	Term Deposits
Westpac Bank	365	2.67%	\$1,500,000.00	21/09/18	1.61%	Term Deposits
Auswide Bank Ltd	239	2.55%	\$1,500,000.00	05/10/18	1.61%	Term Deposits
National Australia Bank	210	2.55%	\$1,500,000.00	12/10/18	1.61%	Term Deposits
Police Credit Union SA	182	2.93%	\$1,000,000.00	16/10/18	1.07%	Term Deposits
AMP Bank	273	2.65%	\$1,000,000.00	19/10/18	1.07%	Term Deposits
National Australia Bank	217	2.58%	\$1,500,000.00	26/10/18	1.61%	Term Deposits
AMP Bank	185	2.70%	\$1,000,000.00	26/10/18	1.07%	Term Deposits
Bankwest	190	2.70%	\$1,000,000.00	30/10/18	1.07%	Term Deposits
AMP Bank	184	2.70%	\$1,000,000.00	02/11/18	1.07%	Term Deposits
AMP Bank	273	2.65%	\$1,000,000.00	16/11/18	1.07%	Term Deposits
AMP Bank	183	2.75%	\$1,000,000.00	23/11/18	1.07%	Term Deposits
Defence Bank	365	2.75%	\$1,000,000.00	29/11/18	1.07%	Term Deposits
Australian Military Bank	366	2.65%	\$1,000,000.00	30/11/18	1.07%	Term Deposits
MyState Ltd	364	2.70%	\$2,000,000.00	07/12/18	2.15%	Term Deposits
Credit Union Australia	364	2.65%	\$2,000,000.00	14/12/18	2.15%	Term Deposits
Commonwealth Bank of Australia	308	2.60%	\$1,000,000.00	09/01/19	1.07%	Term Deposits
Police Credit Union SA	304	2.80%	\$1,000,000.00	18/01/19	1.07%	Term Deposits
Suncorp Metway	273	2.75%	\$2,500,000.00	25/01/19	2.69%	Term Deposits
Bank of Queensland	224	2.80%	\$2,000,000.00	01/02/19	2.15%	Term Deposits
AMP Bank	266	2.75%	\$1,000,000.00	05/02/19	1.07%	Term Deposits
AMP Bank	266	2.75%	\$1,000,000.00	08/02/19	1.07%	Term Deposits
Westpac Bank	364	2.65%	\$3,545,308.22	15/02/19	3.81%	Term Deposits
ING Bank	364	2.64%	\$2,000,000.00	22/02/19	2.15%	Term Deposits
Westpac Bank	366	2.64%	\$2,000,000.00	01/03/19	2.15%	Term Deposits
AMP Bank	273	2.75%	\$2,000,000.00	08/03/19	2.15%	Term Deposits
AMP Bank	275	2.80%	\$1,000,000.00	15/03/19	1.07%	Term Deposits
Suncorp Metway	280	2.80%	\$2,000,000.00	22/03/19	2.15%	Term Deposits
Commonwealth Bank of Australia	359	2.74%	\$2,000,000.00	29/03/19	2.15%	Term Deposits
Westpac Bank	364	2.75%	\$2,000,000.00	12/04/19	2.15%	Term Deposits
Commonwealth Bank of Australia	298	2.80%	\$1,000,000.00	16/04/19	1.07%	Term Deposits
Auswide Bank Ltd	364	2.90%	\$1,000,000.00	14/06/19	1.07%	Term Deposits
ING Bank	696	2.90%	\$2,000,000.00	11/10/19	2.15%	Term Deposits
Commonwealth Bank of Australia	728	2.83%	\$1,500,000.00	31/01/20	1.61%	Term Deposits
Bank of Queensland	Note	3.19%	\$1,000,000.00	29/04/19	1.07%	Floating Rate Notes
Members Equity Bank	Note	3.52%	\$2,000,000.00	18/07/19	2.15%	Floating Rate Notes
QT Mutual Bank Ltd	Note	3.17%	\$2,000,000.00	02/08/19	2.15%	Floating Rate Notes
Bendigo and Adelaide Bank	Note	2.87%	\$2,000,000.00	18/08/20	2.15%	Floating Rate Notes
Suncorp Metway	Note	3.32%	\$1,000,000.00	20/10/20	1.07%	Floating Rate Notes
QBANK	Note	3.34%	\$1,000,000.00	06/12/20	1.07%	Floating Rate Notes
Newcastle Permanent Building Society	Note	3.40%	\$2,000,000.00	06/02/23	2.15%	Floating Rate Notes
Westpac Bank	Green	3.10%	\$500,000.00	03/06/21	0.54%	Fixed Rate Notes
Commonwealth Bank of Australia		1.45%	\$1,573,881.25		1.69%	At Call
TOTAL INVESTMENTS at 30/06/18		2.73%	\$93,119,189.47		100.00%	
TOTAL INVESTMENTS at 31/05/18			\$95,517,021.50			
Net Increase/(Decrease) in Investments			(\$2,397,832.03)			

RECOMMENDATION

THAT the Cash and Investment Report for June 2018 be received and noted.

Attachments:

1. Investment Report Jun 2018

INVESTMENT
REPORT
JUNE 2018

INVESTMENT REPORT JUNE 2018

Investment Report JUNE 2018

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Investment Report JUNE 2018

JUNE 2018 Investment Report

Statement of Cash Investments as at 30 June 2018

STATEMENT OF CASH INVESTMENTS								S&P Rating		
Issue Date	Bank/Issuer	Term	Interest	Fair Value	Maturity Date	% of Portfolio	Investment Type	Long Term Rating	Short Term Rating	Individual Entity
06/04/18	Commonwealth Bank of Australia	91	2.60%	\$1,500,000.00	06/07/18	1.61%	Term Deposits	AA-	A-1+	45%
12/01/18	Bankwest	182	2.55%	\$2,000,000.00	13/07/18	2.15%	Term Deposits	AA-	A-1+	45%
24/11/17	Suncorp Metway	243	2.50%	\$2,000,000.00	25/07/18	2.15%	Term Deposits	A+	A-1	30%
27/10/17	Defence Bank	273	2.65%	\$1,000,000.00	27/07/18	1.07%	Term Deposits	BBB	A-2	10%
29/01/18	Bananacoast Community Credit Union	186	2.67%	\$1,000,000.00	03/08/18	1.07%	Term Deposits	NR	NR	10%
11/11/2017	Credit Union Australia	239	2.67%	\$2,000,000.00	07/08/18	2.15%	Term Deposits	BBB	A-2	10%
13/11/17	Bank of Queensland	270	2.60%	\$2,000,000.00	10/08/18	2.15%	Term Deposits	BBB+	A-2	10%
17/11/17	Police Credit Union SA	273	2.70%	\$1,000,000.00	17/08/18	1.07%	Term Deposits	NR	NR	10%
01/09/17	Westpac Bank	365	2.65%	\$2,500,000.00	01/09/18	2.69%	Term Deposits	AA-	A-1+	45%
02/09/17	Westpac Bank	365	2.65%	\$2,500,000.00	02/09/18	2.69%	Term Deposits	AA-	A-1+	45%
02/03/18	MyState Ltd	185	2.60%	\$2,000,000.00	03/09/18	2.15%	Term Deposits	BBB	A-2	10%
05/09/17	Westpac Bank	365	2.65%	\$2,500,000.00	05/09/18	2.69%	Term Deposits	AA-	A-1+	45%
08/09/17	Bank Australia Ltd	364	2.80%	\$2,000,000.00	07/09/18	2.15%	Term Deposits	BBB	A-2	10%
09/09/17	Westpac Bank	365	2.65%	\$2,500,000.00	09/09/18	2.69%	Term Deposits	AA-	A-1+	45%
08/09/17	Bananacoast Community Credit Union	371	2.60%	\$2,000,000.00	14/09/18	2.15%	Term Deposits	NR	NR	10%
16/09/17	Westpac Bank	365	2.65%	\$2,500,000.00	16/09/18	2.69%	Term Deposits	AA-	A-1+	45%
21/09/17	Westpac Bank	365	2.67%	\$1,500,000.00	21/09/18	1.61%	Term Deposits	AA-	A-1+	45%
08/02/18	Auswide Bank Ltd	239	2.55%	\$1,500,000.00	05/10/18	1.61%	Term Deposits	BBB-	NR	10%
16/03/18	National Australia Bank	210	2.55%	\$1,500,000.00	12/10/18	1.61%	Term Deposits	AA-	A-1+	45%
17/04/18	Police Credit Union SA	182	2.93%	\$1,000,000.00	16/10/18	1.07%	Term Deposits	NR	NR	10%
19/01/18	AMP Bank	273	2.65%	\$1,000,000.00	19/10/18	1.07%	Term Deposits	A	A-1	30%
23/03/18	National Australia Bank	217	2.58%	\$1,500,000.00	26/10/18	1.61%	Term Deposits	AA-	A-1+	45%
24/04/18	AMP Bank	185	2.70%	\$1,000,000.00	26/10/18	1.07%	Term Deposits	A	A-1	30%
23/04/18	Bankwest	190	2.70%	\$1,000,000.00	30/10/18	1.07%	Term Deposits	AA-	A-1+	45%
02/05/18	AMP Bank	184	2.70%	\$1,000,000.00	02/11/18	1.07%	Term Deposits	A	A-1	30%
16/02/18	AMP Bank	273	2.65%	\$1,000,000.00	16/11/18	1.07%	Term Deposits	A	A-1	30%
24/05/18	AMP Bank	183	2.75%	\$1,000,000.00	23/11/18	1.07%	Term Deposits	A	A-1	30%
29/11/17	Defence Bank	365	2.75%	\$1,000,000.00	29/11/18	1.07%	Term Deposits	BBB	A-2	10%
29/11/17	Australian Military Bank	366	2.65%	\$1,000,000.00	30/11/18	1.07%	Term Deposits	NR	NR	10%
09/12/17	MyState Ltd	364	2.70%	\$2,000,000.00	07/12/18	2.15%	Term Deposits	BBB	A-2	10%
15/12/17	Credit Union Australia	364	2.65%	\$2,000,000.00	14/12/18	2.15%	Term Deposits	BBB	A-2	10%
07/03/18	Commonwealth Bank of Australia	308	2.60%	\$1,000,000.00	09/01/19	1.07%	Term Deposits	AA-	A-1+	45%
20/03/18	Police Credit Union SA	304	2.80%	\$1,000,000.00	18/01/19	1.07%	Term Deposits	NR	NR	10%
27/04/18	Suncorp Metway	273	2.75%	\$2,500,000.00	25/01/19	2.69%	Term Deposits	A+	A-1	30%
22/08/18	Bank of Queensland	224	2.80%	\$2,000,000.00	01/02/19	2.15%	Term Deposits	BBB+	A-2	10%
15/05/18	AMP Bank	266	2.75%	\$1,000,000.00	05/02/19	1.07%	Term Deposits	A	A-1	30%
18/05/18	AMP Bank	266	2.75%	\$1,000,000.00	08/02/19	1.07%	Term Deposits	A	A-1	30%
18/02/18	Westpac Bank	364	2.65%	\$3,545,308.22	15/02/19	3.81%	Term Deposits	AA-	A-1+	45%
23/02/18	NG Bank	364	2.64%	\$2,000,000.00	22/02/19	2.15%	Term Deposits	A	A-1	30%
28/02/18	Westpac Bank	366	2.64%	\$2,000,000.00	01/03/19	2.15%	Term Deposits	AA-	A-1+	45%
08/06/18	AMP Bank	273	2.75%	\$2,000,000.00	08/03/19	2.15%	Term Deposits	A	A-1	30%
13/06/18	AMP Bank	275	2.80%	\$1,000,000.00	15/03/19	1.07%	Term Deposits	A	A-1	30%
15/06/18	Suncorp Metway	280	2.80%	\$2,000,000.00	22/03/19	2.15%	Term Deposits	A+	A-1	30%
04/04/18	Commonwealth Bank of Australia	359	2.74%	\$2,000,000.00	29/03/19	2.15%	Term Deposits	AA-	A-1+	45%
22/06/18	Westpac Bank	364	2.75%	\$2,000,000.00	12/04/19	2.15%	Term Deposits	AA-	A-1+	45%
22/06/18	Commonwealth Bank of Australia	298	2.80%	\$1,000,000.00	16/04/19	1.07%	Term Deposits	AA-	A-1+	45%
15/06/18	Auswide Bank Ltd	364	2.90%	\$1,000,000.00	14/06/19	1.07%	Term Deposits	BBB-	NR	10%
14/11/17	NG Bank	696	2.90%	\$2,000,000.00	11/10/19	2.15%	Term Deposits	A	A-1	30%
02/02/18	Commonwealth Bank of Australia	728	2.83%	\$1,500,000.00	31/01/20	1.61%	Term Deposits	AA-	A-1+	45%
29/10/15	Bank of Queensland	Note	3.19%	\$1,000,000.00	29/04/19	1.07%	Floating Rate Notes	BBB+	A-2	10%
17/07/17	Members Equity Bank	Note	3.52%	\$2,000,000.00	16/07/19	2.15%	Floating Rate Notes	BBB	A-2	10%
02/08/17	QT Mutual Bank Ltd	Note	3.17%	\$2,000,000.00	02/08/19	2.15%	Floating Rate Notes	BBB+	A-2	10%
20/08/15	Bendigo and Adelaide Bank	Note	2.87%	\$2,000,000.00	18/08/20	2.15%	Floating Rate Notes	BBB+	A-2	10%
20/10/15	Suncorp Metway	Note	3.32%	\$1,000,000.00	20/10/20	1.07%	Floating Rate Notes	A+	A-1	30%
06/12/17	QSBANK	Note	3.34%	\$1,000,000.00	06/12/20	1.07%	Floating Rate Notes	BBB-	NR	10%
05/06/18	Newcastle Permanent Building Society	Note	3.40%	\$2,000,000.00	06/02/23	2.15%	Floating Rate Notes	BBB	A-2	10%
27/06/18	Westpac Bank	Green	3.10%	\$500,000.00	03/06/21	0.54%	Fixed Rate Notes	AA-	A-1+	45%
	Commonwealth Bank of Australia		1.45%	\$1,573,881.25		1.69%	At Call	AA-	A-1+	45%
	TOTAL INVESTMENTS at 30/06/18		2.73%	\$93,119,189.47		100.00%				
	TOTAL INVESTMENTS at 31/05/18			\$85,517,021.50						
	Net Increase/(Decrease) in Investments			(\$2,397,832.03)						

Certificate of the Responsible Accounting Officer

I certify that as at the date of this report, the investments listed have been made and are held in compliance with Council's Investment Policy and applicable legislation.

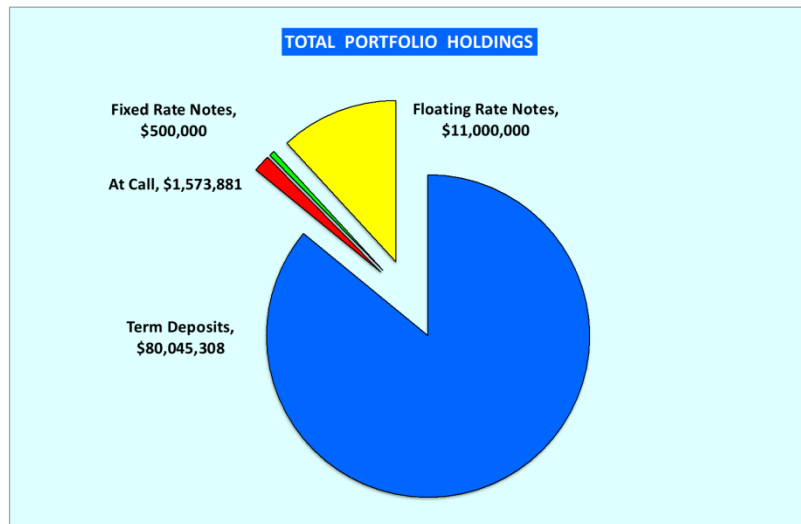
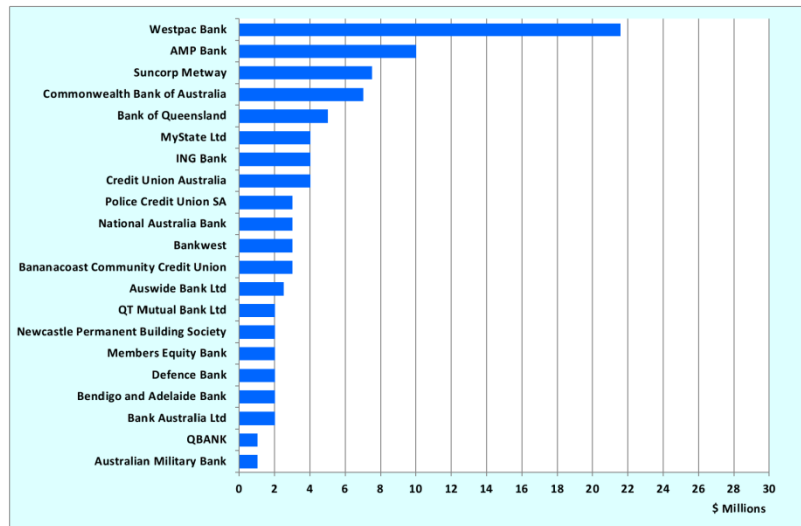
Bruce Cook

Date: 3 July 2018

Owner: [Enter Doc owner]
Last revised: 7/12/2015

Investment Report JUNE 2018

Total Investment Deposits by Institution as at 30 June 2018



Investment Report JUNE 2018

Individual Counterparty Limits for Term Deposits, Fixed Rate Notes, Floating Rate TDs, and FRNs as per Council Investment Policy

ST Ratings	ADI	Policy Limit	% of Portfolio
A-1+	Bankwest	45%	3.28%
	Commonwealth Bank of Australia	45%	7.65%
	National Australia Bank	45%	3.28%
	Westpac Bank	45%	23.53%
A-1	AMP Bank	30%	10.92%
	ING Bank	30%	4.37%
	Suncorp Metway	30%	8.19%
A-2	Bank Australia Ltd	10%	2.18%
	Bank of Queensland	10%	5.46%
	Bendigo and Adelaide Bank	10%	2.18%
	Beyond Bank Australia	10%	0.00%
	Credit Union Australia	10%	4.37%
	Defence Bank	10%	2.18%
	Members Equity Bank	10%	2.18%
	MyState Ltd	10%	4.37%
	Newcastle Permanent Building Society	10%	2.18%
	Peoples Choice Credit Union	10%	0.00%
QT Mutual Bank Ltd	10%	2.18%	
NR	Australian Military Bank	10%	1.09%
	Auswide Bank Ltd	10%	2.73%
	Bananacoast Community Credit Union	10%	3.28%
	Police Credit Union SA	10%	3.28%
	QBANK	10%	1.09%
	Total Portfolio		100.00%

Counter Party Class Limits for Term Deposits, Fixed Rate Notes, Floating Rate TDs, and FRNs as per Council's Investment Policy (excluding At Call Deposits)

Type Long Term	Type Short Term	Policy Limit	% Portfolio
AAA to AA-	A-1+	Unlimited	37.10%
A+ to A-	A-1	80%	23.09%
BBB+ to BBB-	A-2	30%	26.85%
Not Rated	NR	15%	11.28%
TDs, Fixed Rate Notes & FRNs			98.32%

Investment Report JUNE 2018

Investment Transactions during June 2018

Date	Transaction Type	Bank/Issuer	Investment Type	Term (Days)	Interest Rate	Transaction Amount	Interest Paid
31/05/2018	Balance	Investment Balance Fair Value				\$95,517,021.50	
1/06/2018	Maturity	Defence Bank	Term Deposit	366	2.80%	(\$2,000,000.00)	\$56,153.42
5/06/2018	Purchase	Newcastle Permanent Building Society	FRN	56 months	3.40%	\$2,000,000.00	(\$3,000.00)
6/06/2018	Reset	QT Mutual Bank Ltd	FRN	90	3.34%	\$2,000,000.00	
6/06/2018	Reset	QT Mutual Bank Ltd	FRN	90	3.34%	(\$2,000,000.00)	\$8,431.00
8/06/2018	Maturity	Members Equity Bank	Term Deposit	189	2.80%	(\$2,000,000.00)	\$28,997.26
8/06/2018	Purchase	AMP Bank	Term Deposit	273	2.75%	\$2,000,000.00	
12/06/2018	Maturity	AMP Bank	Term Deposit	272	2.60%	(\$1,000,000.00)	\$19,375.34
13/06/2018	Maturity	Auswide Bank Ltd	Term Deposit	189	2.65%	(\$2,000,000.00)	\$27,443.84
13/06/2018	Purchase	AMP Bank	Term Deposit	275	2.80%	\$1,000,000.00	
15/06/2018	Maturity	Auswide Bank Ltd	Term Deposit	182	2.65%	(\$1,000,000.00)	\$13,213.70
15/06/2018	Maturity	Suncorp Metway	Term Deposit	95	2.45%	(\$2,000,000.00)	\$12,753.42
15/06/2018	Purchase	Auswide Bank Ltd	Term Deposit	364	2.90%	\$1,000,000.00	
15/06/2018	Purchase	Suncorp Metway	Term Deposit	280	2.80%	\$2,000,000.00	
22/06/2018	Maturity	Bank of Queensland	Term Deposit	184	2.60%	(\$2,000,000.00)	\$26,213.70
22/06/2018	Purchase	Bank of Queensland	Term Deposit	224	2.80%	\$2,000,000.00	
22/06/2018	Purchase	Commonwealth Bank of Australia	Term Deposit	298	2.80%	\$1,000,000.00	
27/06/2018	Purchase	Westpac Bank	Fixed Rate Note	36 months	3.10%	\$500,000.00	(\$5,065.00)
29/06/2018	Maturity	Bankwest	Term Deposit	92	2.50%	(\$1,000,000.00)	\$6,301.37
30/06/2018	Activity	Commonwealth Bank of Australia	At Call (STMM)		1.45%	(\$897,832.03)	\$2,167.97
30/06/2018		EOM Balance			Total	\$93,119,189.47	\$192,986.02

Total Interest Received during June 2018

GL Account	Type	June
10-1123-1465-40068	Investments	\$190,818.05
10-1123-1465-40067	At Call Accounts	\$2,167.97
	Sub-Total	\$192,986.02
10-1123-1465-40066	General Bank Account	\$810.77
	Total	\$193,796.79

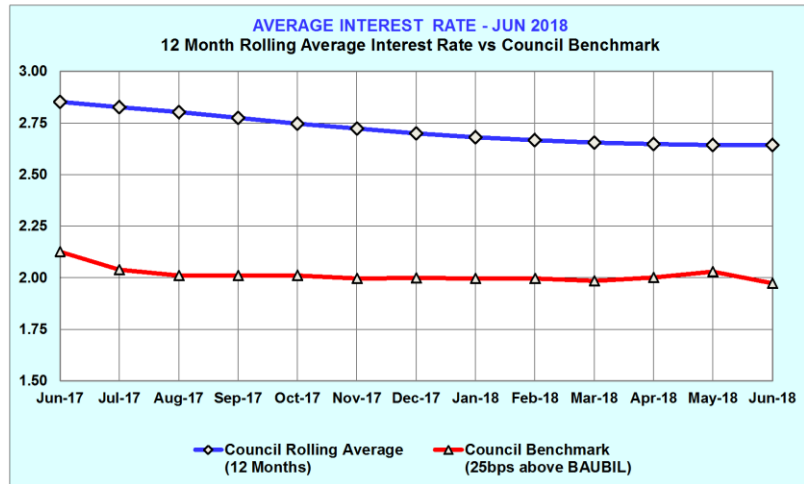
Investment Report JUNE 2018

Statement of Consolidated Cash and Investments as at 30 June 2018

Consolidated Cash & Investments			
Cash & Investments			
Cash At Bank as at 30 June 2018		6,685,115.68	
Investments at Fair Value		93,119,189.47	
Total Cash & Investments			\$99,804,305.15
The above cash and investments are comprised of:			
Externally Restricted Reserves			
Externally restricted reserves refer to funds received that are restricted by externally imposed requirements for expenditure on specific purposes. Externally restricted reserves include unexpended developer contributions under Section 94.			
Total External Restrictions			\$50,074,474.42
Internally Restricted Reserves			
Internally restricted reserves are funds restricted in the use by resolution or policy of Council			
Total Internal Restrictions			\$28,969,200.29
Total Unrestricted Cash & Investments			\$20,760,630.44
Total Cash & Investments			\$99,804,305.15
Note: At the time of this report, Council reserves have yet to be finalised for the 2017/18 financial year.			

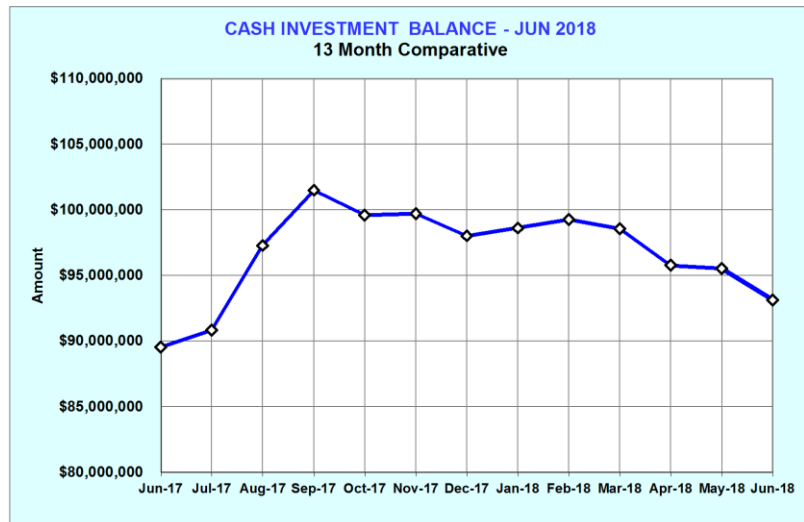
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Comparative Graphs

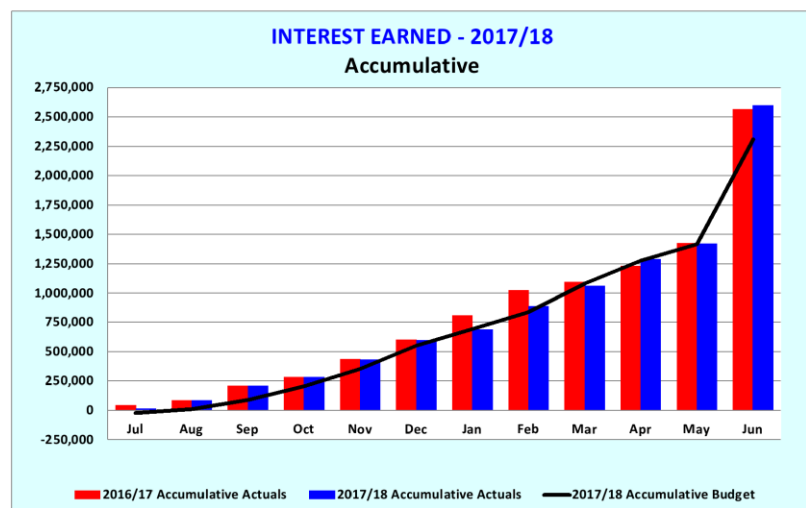
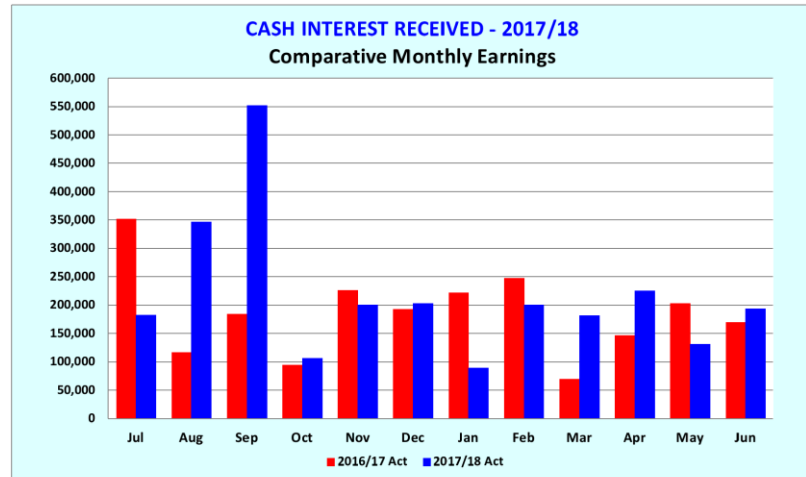


The BAUBIL (Bloomberg Ausbond Bank Bill) Index is engineered to measure the Australian money market by representing a passively-managed short term money market portfolio. This index is comprised of 13 synthetic instruments defined by rates interpolated from the RBA 24-hour cash rate, 1M BBSW, and 3M BBSW.

The Annual Average BAUBIL plus 25bps (a quarter of 1 percent) forms Council's benchmark rate against which Council's actual investment returns are compared.



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