

Burwood Council

heritage ▪ progress ▪ pride

ORDINARY MEETING

Notice is hereby given that a meeting of the Council of Burwood will be held in the Council Chamber, Suite 1, Level 2, 1-17 Elsie Street, Burwood on Tuesday 22 November 2016 at 6.00pm to consider the matters contained in the attached Agenda.

Michael McMahon
GENERAL MANAGER

Our Mission

**Burwood Council will create a quality lifestyle for its citizens
by promoting harmony and excellence in the delivery of its services**

CONFLICT OF INTERESTS

What is a “Conflict of Interests” - A conflict of interests can be of two types:

Pecuniary - an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.

A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to a matter or if the interest is of a kind specified in Section 448 of the Local Government Act.

Non-pecuniary – are private or personal interests the Council official has that do not amount to a pecuniary interest as defined in the Local Government Act. These commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

Who has a Pecuniary Interest? - A person has a pecuniary interest in a matter if the pecuniary interest is the interest of:

- The person, or
- The person's spouse or de facto partner or a relative of the person, or a partner or employer of the person, or
- A company or other body of which the person, or a nominee, partner or employer of the person, is a member.

No Interest in the Matter - However, a person is not taken to have a pecuniary interest in a matter:

- If the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative, partner, employer or company or other body, or
- Just because the person is a member of, or is employed by, a Council or statutory body or is employed by the Crown.
- Just because the person is a member of, or a delegate of the Council to, a company or other body that has a pecuniary interest in the matter so long as the person has no beneficial interest in any shares of the company or body.

N.B. “Relative”, in relation to a person means any of the following:

- a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descends or adopted child of the person or of the person's spouse;
- b) the spouse or de facto partners of the person or of a person referred to in paragraph (a)

Disclosure and participation in meetings

- A Councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- The Councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:
 - (a) at any time during which the matter is being considered or discussed by the Council or Committee, or
 - (b) at any time during which the Council or Committee is voting on any question in relation to the matter.

No Knowledge - A person does not breach the Act if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

What interests do not have to be disclosed (S 448 Act)?

- (a) an interest as an elector,
- (b) an interest as a ratepayer or person liable to pay a charge,
- (c) an interest in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this Part,
- (d) an interest in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to a relative of the person by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this Part,
- (e) an interest as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not),
- (f) an interest of a member of a council committee as a person chosen to represent the community or as a member of a non-profit organisation or other community or special interest group if the committee member has been appointed to represent the organisation or group on the committee,
- (g) an interest in a proposal relating to the making, amending, altering or repeal of an environmental planning instrument other than an instrument that effects a change of the permissible uses of:
 - (i) land in which the person or a person, company or body referred to in section 443 (1) (b) or (c) has a proprietary interest (which, for the purposes of this paragraph, includes any entitlement to the land at law or in equity and any other interest or potential interest in the land arising out of any mortgage, lease, trust, option or contract, or otherwise), or
 - (ii) land adjoining, adjacent to or in proximity to land referred to in subparagraph (i), if the person or the person, company or body referred to in section 443 (1) (b) or (c) would by reason of the proprietary interest have a pecuniary interest in the proposal,
- (h) an interest relating to a contract, proposed contract or other matter if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company,

- (i) an interest of a person arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because a relative of the person is a shareholder (but not a director) of the corporation or is a member (but not a member of the committee) of the association or is a partner of the partnership,
- (j) an interest of a person arising from the making by the council of a contract or agreement with a relative of the person for or in relation to any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
 - (i) the performance by the council at the expense of the relative of any work or service in connection with roads or sanitation,
 - (ii) security for damage to footpaths or roads,
 - (iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council or by or under any contract,
- (k) an interest relating to the payment of fees to councillors (including the mayor and deputy mayor),
- (l) an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252,
- (m) an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of mayor,
- (n) an interest of a person arising from the passing for payment of a regular account for wages or salary of an employee who is a relative of the person,
- (o) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor or member of a council committee,
- (p) an interest arising from appointment of a councillor to a body as representative or delegate of the council, whether or not a fee or other recompense is payable to the representative or delegate.

A Councillor is not prevented from taking part in the consideration or discussion of, or from voting on, any of the matters/questions detailed in Section 448 of the Local Government Act.

Non-pecuniary Interests - Must be disclosed in meetings.

If you are a Council official, other than a member of staff of Council and you have disclosed that a significant non-pecuniary conflict of interests exists, you must manage it in one of two ways:

- a) Remove the source of the conflict by relinquishing or divesting the interest that creates the conflict, of reallocating the conflicting duties to another Council official;
- b) Have no involvement in the matter, by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in Section 451(2) of the Act apply.

If you determine that a non-pecuniary conflict of interests is less than significant and does not require further action, you must provide an explanation of why you consider that the conflict does not require further action in the circumstances.

Disclosures to be Recorded - A disclosure (and the reason/s for the disclosure) made at a meeting of the Council or Council Committee must be recorded in the minutes of the meeting.

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AGENDA

**FOR AN ORDINARY MEETING OF BURWOOD COUNCIL
TO BE HELD ON TUESDAY 22 NOVEMBER 2016 IN THE COUNCIL CHAMBERS, 1-17 ELSIE STREET,
BURWOOD COMMENCING AT 6.00 PM.**

I DECLARE THE MEETING OPENED AT (READ BY MAYOR)

ACKNOWLEDGEMENT OF COUNTRY (READ BY MAYOR)

"I would like to acknowledge the Wangal people who are the Traditional Custodian of this Land. I would also like to pay respect to the Elders both past and present of the Wangal Nation and extend that respect to other Aboriginals present".

PRAYER (READ BY MAYOR)

"Lord, we humbly beseech thee to vouchsafe thy blessing on this Council, direct and prosper its deliberations for the advancement of this area and the true welfare of its people."

TAPE RECORDING OF MEETING (READ BY MAYOR)

"Members of the Public are advised that Meetings of Council and Council Committees are audio recorded for the purpose of assisting with the preparation of Minutes.

The tape recordings will be subject to the provisions of the Government Information (Public Access) Act 2009 (GIPA).

Tapes are destroyed two (2) months after the date of the recording"

APOLOGIES/LEAVE OF ABSENCES

DECLARATIONS OF INTERESTS BY COUNCILLORS

DECLARATION OF POLITICAL DONATIONS (READ BY MAYOR)

"Councillors & Members of the Gallery

As a result of recent changes to the Legislation that governs the legal process for the determination of Development Applications before Council, a person who makes a relevant application to Council or any person with a financial interest in the application must now disclose any reportable political donation or gift made to any local Councillor or employee of Council. Council will now require in its Development Application Forms this disclosure to be made.

Council is also required to publish on its website all reportable political donations or gifts. Should any person having business before Council this evening and being an applicant or party having a financial interest in such application feel that they have not made the appropriate disclosure, Council now invites them to approach the General Manager and to make their disclosure according to Law."

RECORDING OF COUNCILLORS VOTING ON PLANNING DECISIONS

In accordance with Section 375A of the Local Government Act a division must be called for and taken on every Environmental Planning & Assessment decision. The names of those Councillors supporting and those opposed to the decision are to be recorded in the meeting minutes and the register retained by the General Manager.

OPEN FORUM ACKNOWLEDGMENT (READ BY MAYOR)

The Mayor to ask each speaker to confirm that they had read the guidelines about addressing the Council and acknowledge that they had been informed that the meeting was being recorded and that the Council accepts no responsibility for any defamatory comments made. Speakers should refrain from providing personal information unless it is necessary to the subject being discussed, particularly where the personal information relates to persons not present at the meeting

OPEN FORUM COMMENCES

CONFIRMATION OF MINUTES

Recommendation

That the Minutes of the following Meeting of Burwood Council:

A. Council Meeting held on 25 October 2016

copies of which were previously circulated to all Councillors be and hereby confirmed as a true and correct record of the proceedings of that meeting.

ADDRESS BY THE PUBLIC ON AGENDA ITEMS ACKNOWLEDGMENT (READ BY MAYOR)

The Mayor to ask each speaker to confirm that they had read the guidelines about addressing the Council and acknowledge that they had been informed that the meeting was being recorded and that the Council accepts no responsibility for any defamatory comments made.

ADDRESS BY THE PUBLIC ON AGENDA ITEMS COMMENCES

MAYORAL MINUTES

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QUESTIONS WITHOUT NOTICE

Councillors are requested to submit any Questions Without Notice in writing.

(ITEM 68/16) CONSIDERATION OF POTENTIAL HERITAGE PROPERTIES

File No: 16/46743

REPORT BY DEPUTY GENERAL MANAGER LAND, INFRASTRUCTURE AND ENVIRONMENT

Summary

The report presents the findings of heritage investigations carried out in relation to several properties across the Burwood Local Government Area. It is recommended that a Planning Proposal be prepared to progress the heritage listing of six properties, and the amendment of one further existing heritage listing. Previous resolutions of Council in respect to heritage investigations would be rolled into the same Planning Proposal.

Background

On 24 August 2015 Council considered the findings of the Assessment of Potential Heritage Items (Stage 1), which recommended that nine properties be listed as heritage items of local significance, while a further three properties be included in a Heritage Conservation Area. Council resolved to undertake preliminary consultation with property owners.

At its meeting of 22 March 2016, Council considered a report on the preliminary consultation with affected property owners and resolved, in part, to undertake further investigation of four properties:

- 122-126 Burwood Road Burwood
- 18 Liverpool Road Croydon
- 99 Burwood Road Enfield
- 109 Burwood Road Enfield

A peer review of the initial heritage study has now been undertaken by an independent heritage consultant. The results of the peer review are discussed later in this report.

On 22 March 2016, Council also resolved to investigate the potential heritage listing of:

- 16 Eurella Street Burwood

A preliminary heritage investigation has been undertaken by an independent heritage consultant. The results of the heritage investigation are discussed in this report.

Proposal

Peer Review of Four Properties

An independent heritage consultant was engaged to further investigate four properties that had been recommended for heritage listing in an initial heritage study. The peer review findings are at Attachment 1.

The peer review supports the heritage listing of each of the properties. The peer review recommends some minor revisions of the Heritage Inventory Sheets with respect to building styles and dates.

Investigation of 16 Eurella Street Burwood

An independent heritage consultant was engaged to investigate the property. The investigation, at Attachment 2, finds that the property would meet criteria for heritage listing for historical, associational, and aesthetic heritage values. The consultant recommends progression to a heritage listing.

Former Electrical Substation

On 25 August 2016, Ausgrid wrote to Council advising that the former substation at 185 Georges River Road, Croydon Park has been sold. The property was listed as having heritage significance on Ausgrid's Section 170 Register, but as the land is no longer under Ausgrid's ownership, the substation has been removed from that Register.

The Ausgrid letter (see Attachment 3) requests that Council consider heritage listing the substation. The inventory sheet for the substation (see Attachment 4) has been reviewed and Council's Heritage Advisor recommends heritage listing of the property.

State Significance of PLC College

Shubra Hall, the stables and garden, within the Sydney Presbyterian Ladies College (PLC) site in Croydon were included on the State Heritage Register on 19 December 2014 (see Attachment 5). It is understood that the nomination for State listing came from the College itself, and Council wrote to the NSW Heritage Council in July 2014 in support of the nomination.

It is recommended that Council's heritage schedule be updated to identify the level of significance of the site as 'State' instead of 'local'. The update is recommended in the interests of accuracy, but would not alter the controls or legislative requirements applying to the site.

Any heritage listing or amendment would need to be progressed through a Planning Proposal.

Consultation

The four properties that have been peer reviewed were the subject of a preliminary consultation in late 2015. No submissions were received from the property owners at that time.

The property owner of 16 Eurella Street Burwood was advised of Council's resolution in respect to undertaking a heritage investigation. Verbal representations indicate that the owners do not support a heritage listing. The property is presently for sale, and Council has advised the selling agent of its investigation. The owners and agent have been provided with copies of the consultant's heritage investigation.

The new owner of 185 Georges River Road Croydon was contacted in October 2016, provided with a copy of the relevant heritage inventory, and invited to make a written submission. No written submission has been received to date.

Should a Planning Proposal be progressed, a formal public exhibition and community consultation process is required by the legislation. All affected property owners would be invited to make a submission during the public exhibition.

Planning or Policy Implications

It is recommended that Council proceed with a Planning Proposal encompassing several heritage matters. The Planning Proposal would include the following matters already endorsed by Council:

- Incorporation of three properties (being 55, 59 and 67 Liverpool Road Burwood Heights) into the Appian Way Heritage Conservation Area, as resolved by Council on 22 March 2016.
- Heritage listing of 66 Lucas Road Burwood, as resolved by Council on 24 May 2016.

The Planning Proposal would also include the following matters which are the subject of this report:

- Heritage listing of four additional properties, based upon the initial study and subsequent peer review undertaken.

- Heritage listing of 16 Eurella Street Burwood, based upon the heritage investigation undertaken.
- Heritage listing of the former Electrical Substation at 185 Georges River Road Croydon Park, based upon the advice of Ausgrid.
- Amendment of the listing for PLC at Croydon on account of its inclusion on the State Heritage Register.

Any heritage listing or amendment would need to be progressed through a Planning Proposal process, which includes a formal public exhibition, as well as consultation with relevant State agencies.

The potential heritage properties are not afforded any legislative protection until such time as these properties are included in a Planning Proposal on public exhibition. As such, properties are at risk of alteration ahead of the Planning Proposal process.

Financial Implications

The cost of the heritage consultant's work has been covered by existing budgets. The existing budget is sufficient to provide for the preparation and progression of a Planning Proposal. The rolling-over of funds may be required if timeframes are extended.

Conclusion

It is recommended that a Planning Proposal be prepared to progress the heritage listing of six properties, and the amendment of one further existing heritage listing. Earlier resolutions of Council in respect to heritage investigations would be rolled into the same Planning Proposal.

Recommendation(s)

1. That Council endorse the preparation of a Planning Proposal encompassing the following heritage matters and submit the Planning Proposal to NSW Planning and Environment for a Gateway Determination:
2.
 - The heritage listing of four properties following a peer review, being 122-126 Burwood Road Burwood, 18 Liverpool Road Croydon, 99 Burwood Road Enfield and 109 Burwood Road Enfield
 - The heritage listing of 16 Eurella Street Burwood
 - The heritage listing of the former Electrical Substation at 185 Georges River Road Croydon Park
 - The amendment of the listing for PLC at Croydon
3. That subject to the Gateway Determination, the Planning Proposal be publicly exhibited and consultation with any relevant public authorities be undertaken.
4. That the results of the public exhibition and consultation be reported back to Council.

Attachments

1	Peer Review of Four Properties	58 Pages
2	Investigation of 16 Eurella Street	24 Pages
3	Ausgrid Letter on Former Electrical Substation	1 Page
4	Heritage Inventory Sheet for Substation	3 Pages

- 5 Heritage Council Letter on PLC State Listing 3 Pages

ITEM /16 Consideration of Potential Heritage Properties.DOC

Peer Review of Four Properties

COLIN ISRAEL
PRINCIPAL HERITAGE CONSULTANT TRADING AS
HERITAGE ADVICE

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15 September 2016

RE: PEER REVIEW OF 4 POTENTIAL HERITAGE ITEMS – EXECUTIVE SUMMARY

A Peer Review has been prepared by Heritage Advice for Burwood Council of four of the properties recommended for heritage listing in the "Assessment of Potential Heritage Items for Burwood Council" prepared by City Plan Heritage P/L dated March 2015.

The properties reviewed are indicated in the excerpt from Table 3 of that report:

Item #	Suburb	Address	Item name
5	Burwood	Burwood Road, 122-126	"Ely House" (first floor only)
11	Croydon	Liverpool Road, 18	"Helmsdale"
12	Enfield	Burwood Road, 99	"Palm Cottage"
13	Enfield	Burwood Road, 109	Former John Hankinson's House

The Peer Review entailed examination of the Heritage Inventory Sheets drafted for each of the proposed Items. Our initial findings supported the listing of each of the properties with some corrections to the Inventory Sheets with respect to classification of styles for "Helmsdale" and John Hankinson's House.

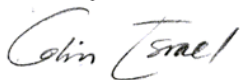
Additional study of Land Titles was recommended with respect to "Ely House" & "Helmsdale" to more precisely fix the likely date of construction. These are now provided with the final mark-up of these inventory sheets. Additional material was also provided in respect of curtilage issues and additional management policies including Interpretation and an Inclusion/Exclusion analysis for "Ely House".

Subject to incorporation of these further particulars on the Inventory Sheets this Peer Review supports the recommendations of City Plan Heritage P/L for listing of each of these properties as assessed.

This Peer Review finds that the potential heritage items would meet criteria for listing for historical, historical associations, aesthetic and rarity values as detailed on the Inventory Sheets for each, subject to incorporation of the detailed comments provided.

Our recommendation would be for Council to include listing of these properties as individual heritage items in Part 1 under Schedule 5 of the Burwood Local Environmental Plan (LEP) 2012.

Yours truly,



Colin Israel

B.Sc(Arch), B.Arch, UNSW; M. Herit. Cons. USYD
Principal Heritage Consultant
HERITAGE ADVICE

Conservation Management Plans
Heritage Impact Statements
Heritage Item Assessment
Conservation Area Assessment
Heritage Listings
D.A. Design Advice
Pre-Auction Inspection

Heritage Advisor Service
LEP & DCP guidelines
Conditions of Consent
Council DA Assessment
Archival Drawings
Photo Recording
Heritage Interpretation
Maintenance Schedules

Advocacy & Mediation
Land & Environment Court
Expert Witness Reports

ITEM /16 Consideration of Potential Heritage Properties.DOC

Peer Review of Four Properties

Response to request for information – BURWOOD ITEMS – PEER REVIEW

Ely House Inventory: You state on Page 15 that the item should be assessed against the inclusion/exclusion guidelines. Please undertake this assessment.

PLEASE SEE BELOW BRIEF ASSESSMENT AGAINST INCLUSION / EXCLUSION GUIDELINES - ELY HOUSE – BURWOOD ROAD

ASSESSMENT OF SIGNIFICANCE

Criterion (a) (local significance).

An item is important in the course, or pattern, of the local area's cultural or natural history

Inventory sheet statement:

Ely House has continually operated as its original intended design as a mixed used commercial and residential development since the early 1930s. As a mixed use development it accommodated both residential and commercial activities combining more life and business to the surrounding street, this important use is continuing today.

DISCUSSION:

Statement indicates origin and continuity of activity 1920's & 1930's – mixed use of substantial scale. While the activity is common the evidence of continuity in a particular historical phase is substantially intact.

ASSESSMENT:

Guidelines for INCLUSION		Guidelines for EXCLUSION	
• shows evidence of a significant human activity		• has incidental or unsubstantiated connections with	N/A
• is associated with a significant activity or historical phase	YES	historically important activities or processes	
• maintains or shows the continuity of a historical process or activity	YES	• provides evidence of activities or processes that are of dubious historical importance	
		• has been so altered that it can no longer provide evidence of a particular association	NO

7.2 Criterion (b) (local significance): NIL stated on inventory sheet

An item has strong or special association with the life or works of a person, or group of persons, of importance in the cultural or natural history of the local area.

7.3 Criterion (c) (local significance):

An item is important in demonstrating aesthetic characteristics and/or a high degree of creative or technical achievement in the local area.

Inventory sheet statement:

'Ely House' is a good example of the Inter-War Spanish Mission style architecture on the first floor and the access or entry stairwell on Victoria Street West. In addition, it contributes a sense of heritage character to the wider streetscape

DISCUSSION:

ITEM /16 Consideration of Potential Heritage Properties.DOC

Peer Review of Four Properties

Spanish Mission style buildings from the Inter-War period are relatively rare in Burwood.

This example exemplifies characteristic features of the style and is prominently located within Burwood Road's streetscape. Apart from the alteration of the ground floor shops the form, materials and design retain original character and stylistic elements.

Its original landmark qualities (as street corner feature) are subsumed by the scale of later surrounding development.

ASSESSMENT:

Guidelines for INCLUSION		Guidelines for EXCLUSION	
• shows or is associated with, creative or technical innovation or achievement	YES	• is not a major work by an important designer or artist	Not Known
• is the inspiration for a creative or technical innovation or achievement	NO	• has lost its design or technical integrity	NO
• is aesthetically distinctive	YES	• its positive visual or sensory appeal or landmark and scenic qualities have been more than temporarily degraded	NO
• has landmark qualities	NO	• has only a loose association with a creative or technical achievement	NO
• exemplifies a particular taste, style or technology	YES		

7.4 Criterion (d) (local significance):. NIL stated on inventory sheet

An item has strong or special association with a particular community or cultural group in the area for social, cultural or spiritual reasons.

7.5 Criterion (e) (local significance):

An item has potential to yield information that will contribute to an understanding of the area's cultural or natural history.

Inventory sheet statement:

Ely house has potential to add research and educational knowledge to the community in regards to the documentation of the Inter-War Spanish Mission style architecture.

DISCUSSION:

This assertion is largely conjectural.

ASSESSMENT:

Guidelines for INCLUSION		Guidelines for EXCLUSION	
• has the potential to yield new or further substantial scientific and/or archaeological information	NO	• the knowledge gained would be irrelevant to research on science, human history or culture	YES
• is an important benchmark or reference site or type	NO	• has little archaeological or research potential	YES

ATTACHMENT 1

ITEM /16 Consideration of Potential Heritage Properties.DOC Peer Review of Four Properties

• provides evidence of past human cultures that is unavailable elsewhere	NO	• only contains information that is readily available from other resources or archaeological sites	YES
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REFERENCE TO LISTING FOR THIS CRITERIA SHOULD BE REMOVED
FROM THE INVENTORY SHEET.

7.6 Criterion (f) (local significance):

An item possesses uncommon, rare or endangered aspects of the area's cultural or natural history.

Inventory sheet statement:

Ely House is a rare example of the Inter-War Spanish Mission style locally within the Burwood Municipality

DISCUSSION:

This style is rare within Burwood and is relatively rare in other Inter-War suburbs. Examples are therefore valued as part of the diversity of Inter-War styles. Its use may also be indicative of more cosmopolitan tastes influenced by both immigration and Hollywood.

ASSESSMENT:

Guidelines for INCLUSION		Guidelines for EXCLUSION	
• provides evidence of a defunct custom, way of life or process	N/A	• is not rare	NO
• demonstrates a process, custom or other human activity that is in danger of being lost	YES	• is numerous but under threat	NO
• shows unusually accurate evidence of a significant human activity	N/A		
• is the only example of its type (within Burwood LGA)	YES		
• demonstrates designs or techniques of exceptional interest	YES		
• shows rare evidence of a significant human activity important to a community	NO		

7.7 Criterion (g) (local significance):: GENERALLY COVERED UNDER ITEM (f)

An item is important in demonstrating the principal characteristics of a class of the area's
– *cultural or natural places; or*
– *cultural or natural environments*

Heritage Data Form

ITEM DETAILS					
Name of Item	Ely House (first floor only)				
Other Name/s Former Name/s					
Item type (if known)					
Item group (if known)					
Item category (if known)					
Area, Group, or Collection Name					
Street number	122-126				
Street name	Burwood Road				
Suburb/town	Burwood	Postcode	2134		
Local Government Area/s	Burwood	Lots 1, 2, 3 & 4 in DP 14009			
Property description	Two-Story Shop-Top/Mixed Use Commercial & Residential Spanish Mission Style. Lot 5 DP 14009.				
Location - Lat/long	Latitude	-33.875	Longitude	151.104	
Location - AMG (if no street address)	Zone	B2	Easting	Northing	
Owner	Euston Investment Pty Ltd				
Current use	Mixed use of business/residences				
Former Use	Mixed use of Business/residences				
Statement of significance	<p>Ely House's first floor is a historically and aesthetically significant local example of the Inter-War Spanish Mission style. While the ground floor remains completely altered and thus insignificant, the access stairway and entry on Victoria Street asides, the first floor remains contributory to the wider streetscape's heritage character. The Inter-War Spanish Mission Style is uncommon in the Burwood Municipality lending it the significance of rarity.</p> <p>CI- Strathview and "Wentworth" = OTHER SPANISH MISSION ITEM IN BURWOOD</p>				
Level of Significance	State <input type="checkbox"/>		Local <input checked="" type="checkbox"/>		

Strathview and "Wentworth" 50 and 50A Wentworth Road

Heritage Data Form

DESCRIPTION					
Designer	Unknown				
Builder/ maker	Unknown				
Physical Description	<p>Ely House is a two-storey Spanish Mission style corner lot with facades onto Burwood Road and Victoria Street West.</p> <p>It occupies the entire rectangular block and features a terracotta tile hipped roof. The projecting roofline is supported by decorative brackets and coffered soffit panels. Its splayed corner façade at Victoria Street West and Burwood Road is truncated with a short parapet wall bearing the name 'Ely House' above its arched sash window surmounted by a pronounced keystone. Wall finish is a fan patterned cream coloured stucco, and there is a generous metal awning overtop the street level patio. First floor windows have louvered timber shutters, and there are two enclosed balcony areas with profiled brackets.</p> <p>The ground floor has been the subject of many alterations, and it is doubtful if any original fabric exists, besides from the residence access on Victoria Street West, the north-western most corner of the building, where a tiled floor, metal rail, and terrazzo staircase provides access to the communal courtyard and residences above. The eastern elevation remains intact although a clutter of services has been attached to its side. There is a narrow staircase from this dead-end alleyway to the first floor courtyard. The generous courtyard is intact but for a few places where some services have been attached to the wall and there is a large commercial kitchen sized ventilation unit jutting through the roof on the north wing. Timber sash windows remain and some are newly fitted with steel bars for added security.</p>				
Physical condition and Archaeological potential	<p>First floor, Victoria Street West and Burwood Road facades are in good condition, but require some painting and minor maintenance.</p> <p>-Rear or sides of building cluttered with attached services.</p> <p>-Groundfloor, aside from residences entrance on Victoria Street West, thoroughly altered.</p>				
Construction years	Start year	1929 After 1925	Finish year	1930 Prior to 1929	Circa <input checked="" type="checkbox"/>
Modifications and dates	<p>Development Application History:</p> <p>1925 - Subdivision of land: DP14009</p> <p>1934 - Lot subdivision</p> <p>1969 - Renovations to property</p> <p>1984 - Property used as chemist</p> <p>1984 - Property used as cafe</p> <p>1986 - Alterations to shops and above flats</p> <p>1988 - Shop fit out for hair salon</p> <p>1998 - Shop subdivision for Western Pacific Foods Pty Ltd</p> <p>1999 - Restaurant extension and extension of trading hours</p> <p>2001 - Shop fit out for Doctor's consulting rooms</p> <p>2002 - Shop Fit out for 7/11 Store</p> <p>2005 - Shop fit out for Mourched</p> <p>2005 - Shop 5 leased to Red Rooster</p> <p>2006 - Establishment of Wood Fire Pizza Restaurant</p> <p>2007 - Shop Fit out for Bakery</p> <p>2008 - Shop fit out for Trading Pty Ltd</p> <p>2008 - Installation of new advertising signs</p> <p>2008 - Installation of new awning</p> <p>2009 - Shop fit out for Thania Box Pty Ltd.</p> <p>2010 - Storm water and drainage works</p> <p>2010 - Shop fit out for beverage purposes</p> <p>2012 - Refurbishment and internal fit out of existing coffee shop</p>				

CT Volume 3790 Folio 35 show the property was purchased by George, Wilfred & Harold Bignam as Tenants in Common in October of 1925 (ATTACHMENT 1)

Subdivision into 9 Lots occurred subsequently in DP 14009. (Page 9)

This shows a single residence located on Lot 7 and the land otherwise undeveloped.

In February of 1929 Lots 1 2 3 & 4 were transferred to Maria and George Ely. A series of leases occurred shortly afterwards for various shops in Nos 124 - 126 Burwood Road.

CT Volume 4249 Folio 95 (ATTACHMENT 2)

Based on this sequence the construction date would be prior to February of 1929 and not before 1925.

Heritage Data Form

	2014 – Shop fit out
Further comments	

HISTORY

Historical notes	<p>Subject Site History:</p> <p>According to the Sands directory plumber John Hawksford moved from Cheltenham Road to Burwood Road east just south of Victoria in 1892, and was listed as the tenant of the subject site until 1899. The property was briefly assumed by butcher William Watford and followed with John Bryant the boot-maker in 1900 for a year until Mrs L Ramsay, a dressmaker, took the location over. In 1905 a Bennet H. & Co. Produce merchants were listed for two years until Birke H.W. produce merchant in 1907. In 1910 Maurice Green was operated a pawn shop at this location. An Edward Wilcox was located at 122 Burwood Road from 1918-1925, and listed a fruiterer. Harne R&D was listed from 1925-1928, and L.V. Field, a tailor 1928-1930 (Sands Directories, 1858-1933).</p> <p>As the subject site commands the corner Victoria Street West and Burwood Road it is well suited for mixed use developments. It is unclear whether or not it was built around 1930-1931 or after, because an Ely Pharmacy was listed at 124 Burwood Road in 1931. However, because 122-124 is listed with subdivided numbers it suggests that a larger block was in place in 1931. Nevertheless, the present Ely House was built by 1943, when the SixMaps aerial photo confirms the existence of the same roof that exists today. This also correctly positions this Spanish Mission style building in its appropriate Inter-War time frame (Apperly, et. al., 1994). It currently operates as a mixed-use development.</p>
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INSERT REVISED TEXT ON PAGE 5 BASED ON LAND TITLES SEARCHES BY COLIN ISRAEL -HERITAGE ADVICE

THEMES

National historical theme	3 Developing local, regional and national economies 4 Building settlements, towns and cities
State historical theme	3 Commerce 4 Accommodation

APPLICATION OF CRITERIA

Historical significance SHR criteria (a)	Ely House has continually operated as its original intended design as a mixed used commercial and residential development since the early 1930s. As a mixed use development it accommodated both residential and commercial activities combining more life and business to the surrounding street, this important use is continuing today.
Historical association significance SHR criteria (b)	Ely House has no known associations with a historical person, place, or event of significance.
Aesthetic significance SHR criteria (c)	'Ely House' is a good example of the Inter-War Spanish Mission style architecture on the first floor and the access or entry stairwell on Victoria Street West. In addition, it contributes a sense of heritage character to the wider streetscape.

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Social significance SHR criteria (d)	Ely house has no known associations with a specific historically significant community or culture.
Technical/Research significance SHR criteria (e)	Ely house has potential to add research and educational knowledge to the community in regards to the documentation of the Inter-War Spanish Mission style architecture. CI - questionable whether this is technical significance under the criteria as it relates to style rather than technology.
Rarity SHR criteria (f)	Ely House is a rare example of the Inter-War Spanish Mission style locally within the Burwood Municipality. See only other Item defined as IW-SM Strathview and "Wentworth" 50 and 50A Wentworth Road
Representativeness SHR criteria (g)	Ely House is a representative example of the Inter-War Spanish Mission style mixed residential and commercial buildings SEE CI NOTES ON PAGE 15
Integrity	The ground floor of Ely House has no traces of historically significant fabric, except for the narrow entranceway and staircase to the first floor on Victoria Street West. The first floor is in good condition, it retains its roof form, wall fabric, and most windows in original form. Original colour scheme cannot be confirmed, however, the existing colours are appropriate.

HERITAGE LISTINGS

Heritage listing/s	No current heritage listings. Recommended for listing under this heritage assessment study.
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INFORMATION SOURCES

Include conservation and/or management plans and other heritage studies.

Type	Author/Client	Title	Year	Repository
Book	Richard Apperly, Robert Irving, & Peter Reynolds	A Pictorial Guide to Identifying Australian Architecture	1994	
Book	Frances Pollon	The Book of Sydney Suburbs	1996	-
Online Directory	John Sands	Sands Directories	1858-1933	City of Sydney Online Archive

RECOMMENDATIONS

Recommendations	<ol style="list-style-type: none"> 1) Archival photographic recording, in accordance with "Photographic Recording of Heritage Items Using Film or Digital Capture" (NSW Heritage Guidelines Series, 2006), should be undertaken before any major changes. 2) The First Floor of "122-126 Burwood Road, Ely House", should be listed under Schedule 5 of the <i>Burwood Local Environmental Plan 2012</i>.
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SOURCE OF THIS INFORMATION

Name of study or report	Burwood Assessment of Potential Heritage Items	Year of study or report	2015
Item number in study or report	5		
Author of study or report	City Plan Heritage		

Heritage Data Form

Inspected by	Flavia Scardamaglia and Evan Oxland		
NSW Heritage Manual guidelines used?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
This form completed by	Evan Oxland & Kerime Danis	Date	05/12/2014 & 05/01/2015

CI - ADDITIONAL MANAGEMENT RECOMMENDATIONS:

- 3) The entry to the first floor residential flats should be retained including the staircase, handrail, terrazzo treads and tiled landings. Elements should be repaired or replaced "like for like".
- 4) Important features of the street facade including tiled copings to parapets, recessed balconies and fanned stucco finishes should be retained and repaired or replaced "like for like"
- 5) Future major refurbishment should be subject to a detailed Heritage Impact Statement that more fully identifies original fabric and ensures its preservation. The impacts of accretions of services should be reduced or reversed in any future adaptation or change of use.

REVISED HISTORICAL NOTES - REPLACE ON PG 3 WHERE DELETED.

The property was subdivided into its present form in 1925 by then owners George, Wilfred & Harold Bignam who had purchased the property that year. The sequence of construction is not known but in 1929 the property was transferred to Maria and George Ely as Tenants in Common. Shortly afterwards leases were signed with various tenants for the shops at 124 Burwood Road including a Chemist, Motor Mechanic, Furniture Shop, Confectioners shop and Radio Shop.

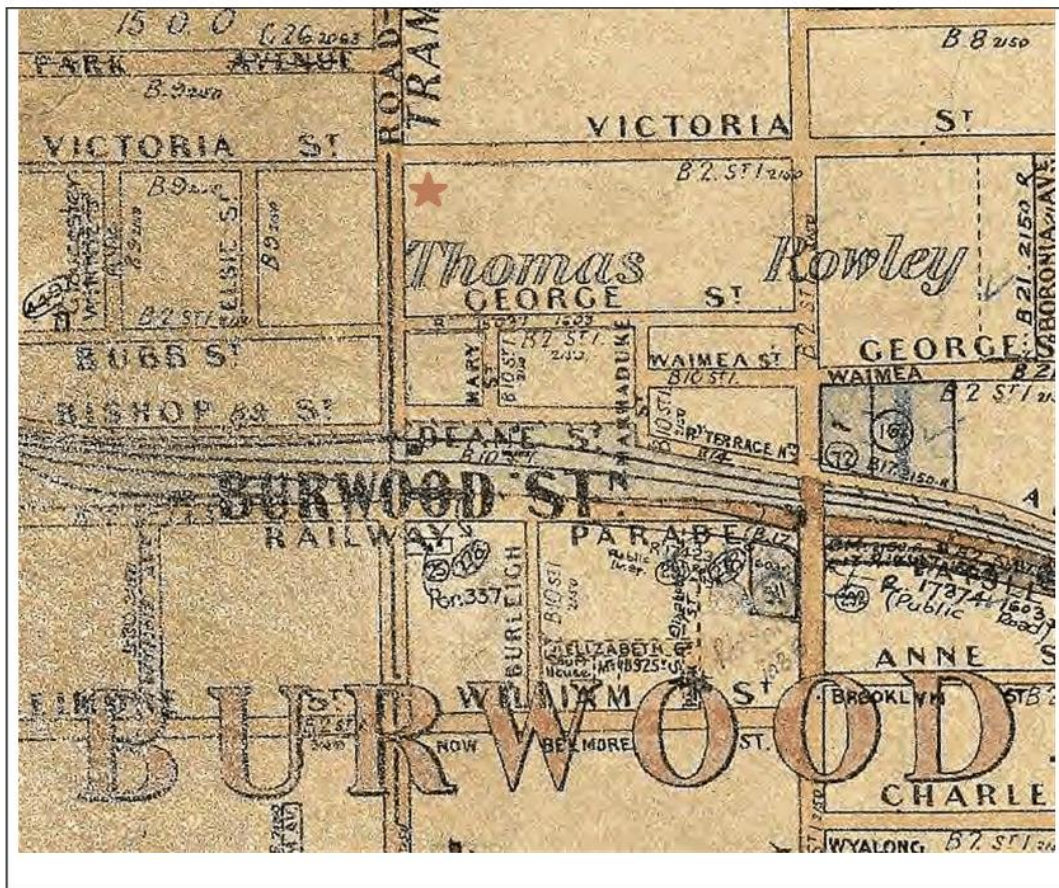
The building also acquired its name from the new owners. This suggests that the Ely's purchased the building as an investment from the Bignams who were most likely to have been responsible for its construction. The Bignams also sold the remaining Lots from the 1925 subdivision. As the construction of the Ely Building may have been staged, the date of construction is clouded but the Ely Building was certainly complete and fully tenanted by 1929.

Heritage Data Form

IMAGES - 1 per page

Please supply images of each elevation, the interior and the setting.

Image caption	Parish of Concord Map, 1915 – Ely house marked with red star				
Image year	1915	Image by	HLRV-Pixel Viewer	Image copyright holder	NSW Land and Property Information



PARISH MAP NOT PARTICULARLY INFORMATIVE IN THIS INSTANCE

Land Titles should be consulted to resolve unclear dating of the subdivision and allotments and possibly of the ownership at the time the building was constructed.

*Heritage Data Form***IMAGES - 1 per page**

Please supply images of each elevation, the interior and the setting.

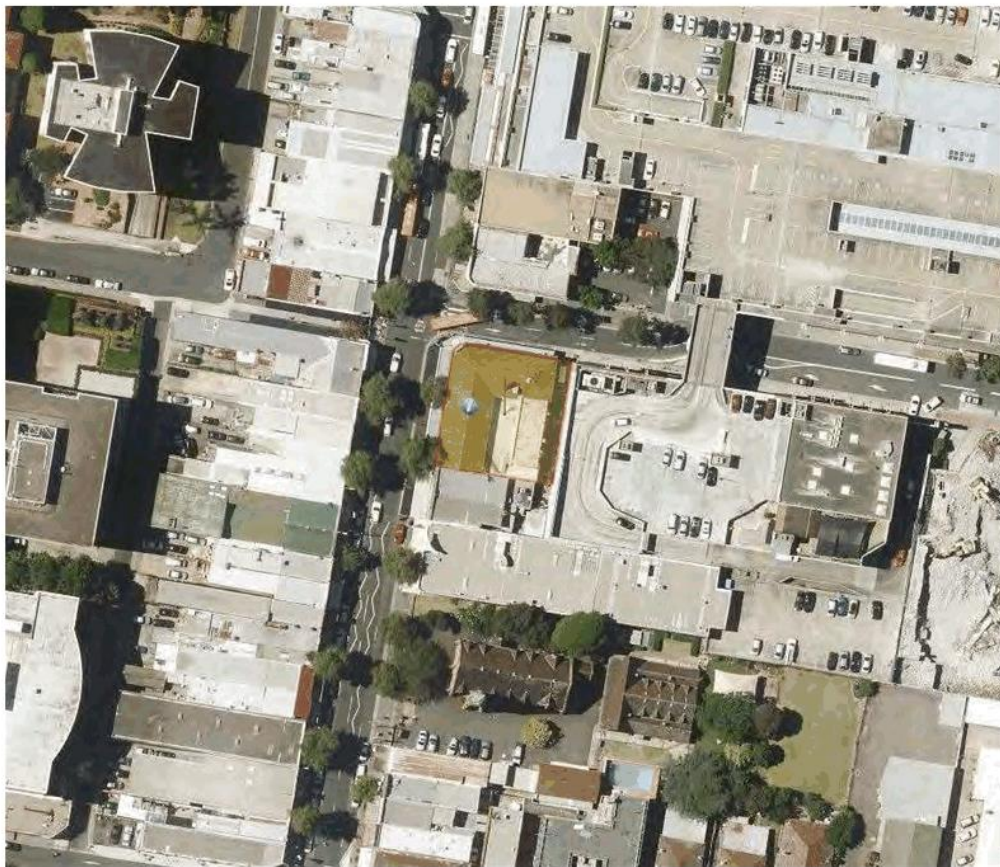
Image caption	122-126 Burwood Road, 1943 Aerial photograph				
Image year	1943	Image by	SixMaps	Image copyright holder	NSW Land and Property Information



*Heritage Data Form***IMAGES - 1 per page**

Please supply images of each elevation, the interior and the setting.

Image caption	122-126 Burwood Road, 2014 Aerial photograph				
Image year	2014	Image by	Six Maps	Image copyright holder	NSW Land and Property Information



IMAGES - 1 per page

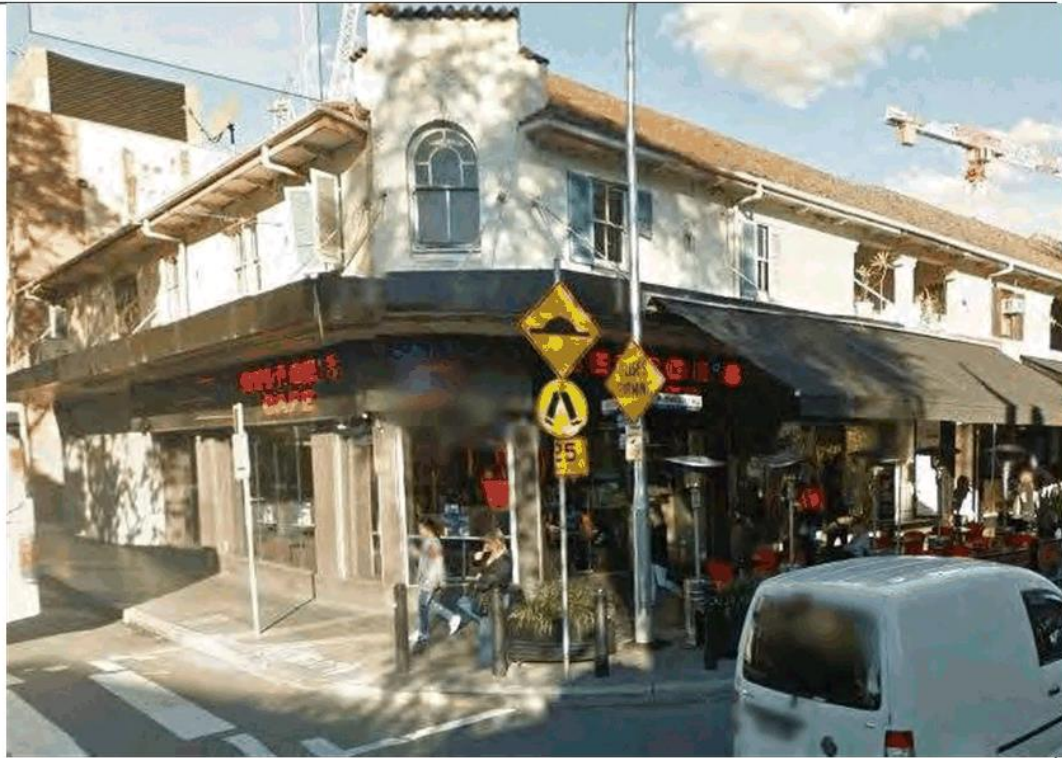
Image caption	Deposited Plan, Parish of Concord, County of Cumberland, DP 140009				
Image year	1925	Image by	Burwood City Council	Image copyright holder	Burwood City Council

[illegible]

*Heritage Data Form***IMAGES - 1 per page**

Please supply images of each elevation, the interior and the setting.

Image caption	Ely House, Corner and North/West façades				
Image year	2012	Image by	Google Street View	Image copyright holder	Google Maps



Heritage Data Form

IMAGES - 1 per page

Please supply images of each elevation, the interior and the setting.

Image caption	Ely House, First floor internal courtyard				
Image year	2014	Image by	City Plan Heritage	Image copyright holder	Burwood Council

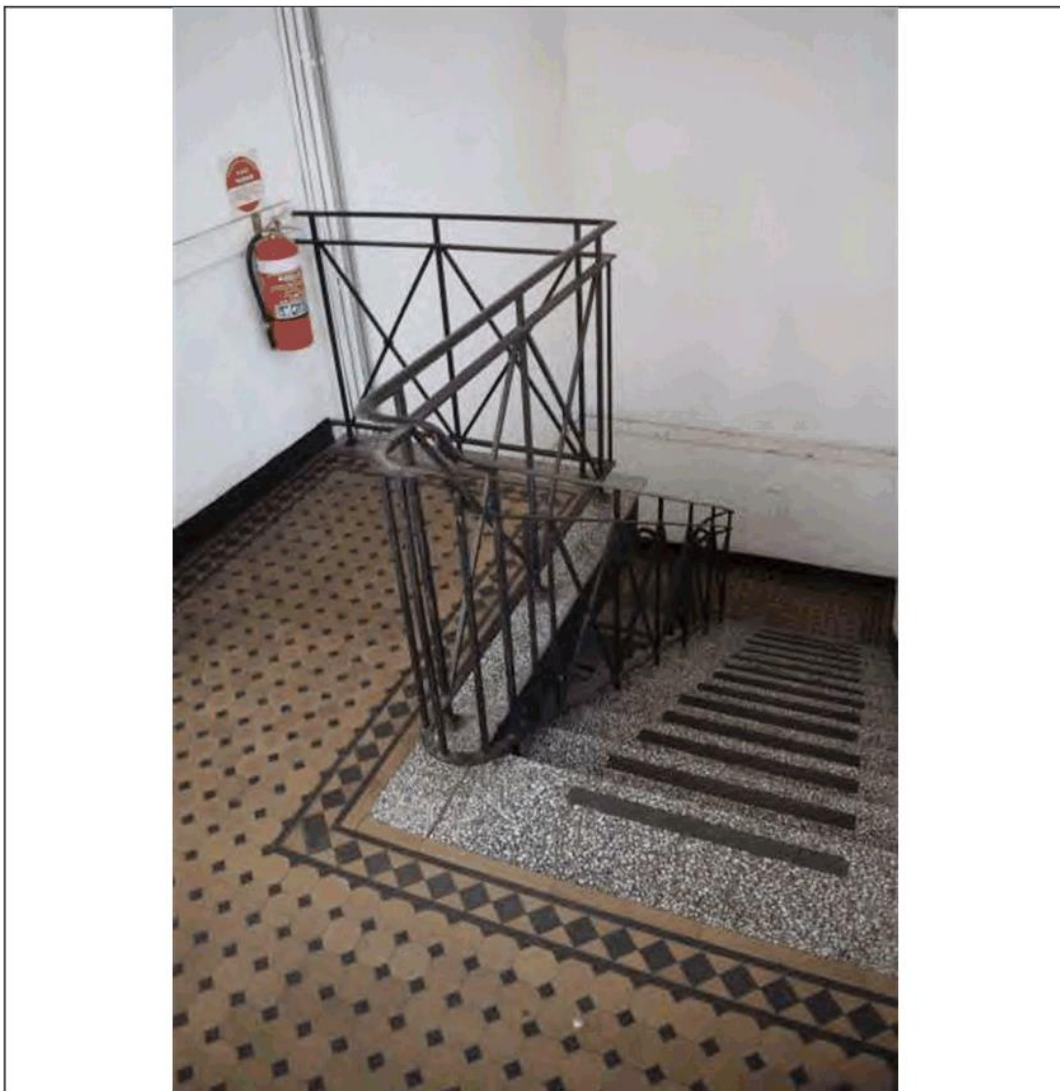


Heritage Data Form

IMAGES - 1 per page

Please supply images of each elevation, the interior and the setting.

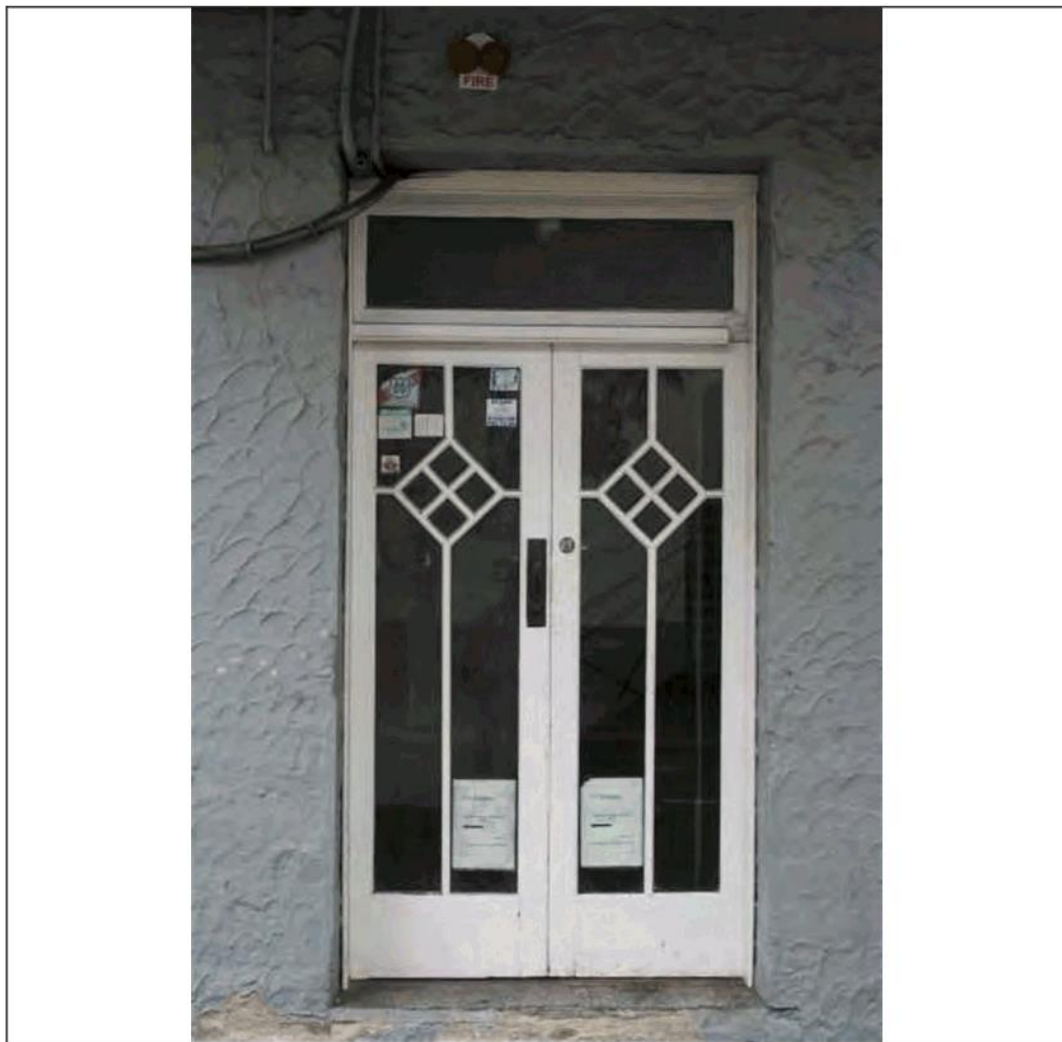
Image caption	First floor residents access terrazzo staircase, and original tile work.				
Image year	2014	Image by	City Plan Heritage	Image copyright holder	Burwood Council



*Heritage Data Form***IMAGES - 1 per page**

Please supply images of each elevation, the interior and the setting.

Image caption	Extant door, original rendering texture, original render/paint colour unknown.				
Image year	2014	Image by	City Plan Heritage	Image copyright holder	Burwood Council



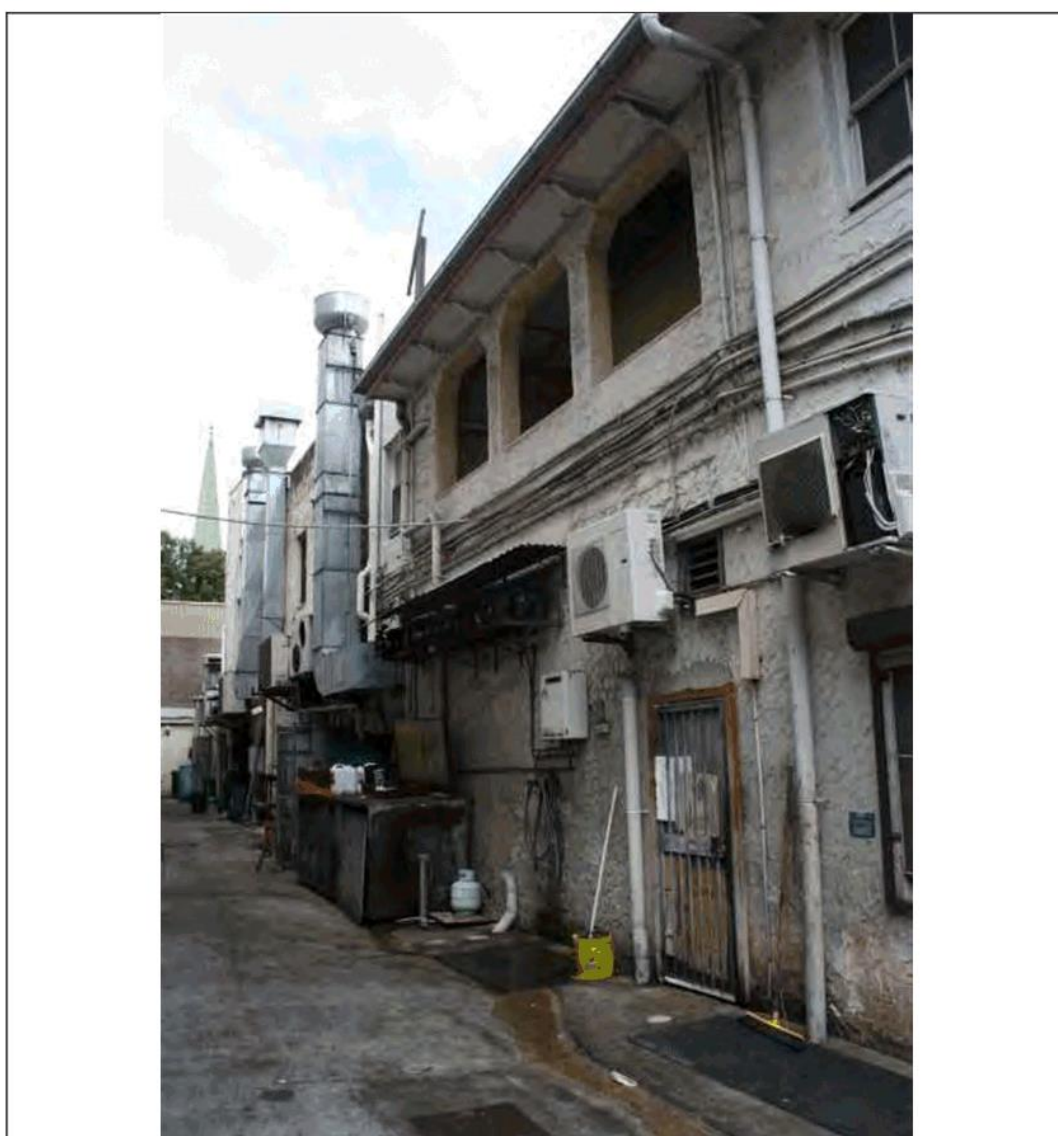
Heritage Data Form

CI - See additional policies re removal of accretions when approval of work is sought.

IMAGES - 1 per page

Please supply images of each elevation, the interior and the setting.

Image caption	Rear, or eastern, elevation with a jungle of introduced services.				
Image year	2014	Image by	City Plan Heritage	Image copyright holder	Burwood Council



Heritage Data Form

IMAGES - 1 per page

Please supply images of each elevation, the interior and the setting.

Image caption	183 Burwood Road – another example of the Spanish Mission Style commercial frontage				
Image year	2014	Image by	Google 2014	Image copyright holder	Google 2014



INCLUSION & EXCLUSION checklist to be appended - see separate sheet.

Based on the Inventory Sheet the recommendation for listing as street facades (similar to other Burwood Road shops) would be supported, primarily on the basis of its rarity as an example of Inter-War Spanish Mission Style.

Rarity should be emphasized over representativeness in order not to cloud the assessment. (The two are not necessarily mutually exclusive but it would be sound practice to determine one or other when proposing to list with rarity taking precedence. Representativeness in my opinion should be used for a fine or highly intact example. Loss of the ground floor and accretions suggest this is not the case).

The description of fabric is comprehensive and would demonstrate the categorization as IW-SM which is a rare style in Burwood. It is therefore important to preserve and record for this Local Government Area.

Colin Israel,
BSc; BArch UNSW & M Herit Cons USYD
Principal Heritage Consultant – Heritage Advice

Heritage Data Form

REFER NOTES PAGE 5 - COLIN ISRAEL PEER REVIEW

ITEM DETAILS					
Name of Item	Helmsdale				
Other Name/s Former Name/s	Wyndham, Camelot				
Item type (if known)					
Item group (if known)					
Item category (if known)					
Area, Group, or Collection Name					
Street number	18				
Street name	Liverpool Road				
Suburb/town	Croydon	Postcode	2133		
Local Government Area/s	Burwood				
Property description	Large Federation Period Romanesque House , Subdivided. ADD: Italianate (Venetian Influence) SP87303.				
Location - Lat/long	Latitude	-33.8867		Longitude	151.1117
Location - AMG (if no street address)	Zone	R1 – General Residential	Easting	Northing	
Owner	18 Liverpool Road Croydon Pty Ltd				
Current use	Apartments				
Former Use	Private Mansion				
Statement of significance	'Helmsdale' is of local heritage significance as a rare and fine example of a Federation period building in a Romanesque architectural style in the Burwood Municipality. The site is unusual in its styling as many other of its contemporaries such as 'Tulloona' were built in a Federation Free traditional or Federation Arts and Crafts style of Appian Way dominated Burwood grand home style. 'Helmsdale' further represents suburban patterns of development on arterial roads, it being situated on a corner lot of the eminently connected Liverpool Road.				
Level of Significance	State <input type="checkbox"/>		Local <input checked="" type="checkbox"/>		

DESCRIPTION	
Designer	Unknown
Builder/ maker	Unknown
Physical Description	The corner lot bounded by Liverpool Road and Croydon Avenue is occupied by a large Federation period Romanesque style mansion. The house is setback in the lot with a large garden with many established trees partially obscuring the house from the busy roads. It is currently adapted as a multi-unit residence. The house has been painted in a cream colour with green accents, probably at the same time as the large two-storey rear addition, on top of an earlier wing, and service introductions. Property curtilage has been subdivided for private yards.

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	<p>The façade entrance-way, facing Liverpool road to the north, is decidedly Romanesque with its roman arched arcaded entrance and decoratively carved springer supporting capitals. Brick moulded voussoirs double as archivolts and pronounce the style in question. English bond brickwork defines the door jambs and spandrels. Above the entrance way is a brick moulded string course, an Italianate balustrade, surmounted by tall casement bay windows with tri-panelled mullions that enclose a balcony and projects onto the front yards. Round accented windows appear throughout the new and old additions to the house, such as the west portion of the façade which is rendered in harling but is bordered by a protruding brick corner that reads like a pilaster.</p> <p>There is an eastern wing with a gable end fronting onto the northern Liverpool road façade. It is predominantly covered in harling with brick pilaster style quoining at building corners and exposed brick toothing and jack arches surrounding the eastern elevation windows. Moulded string courses and cornice follow as throughout the rest of the house.</p> <p>The east portion of the house façade has a large 'candle-snuffer' tower. This tower is constructed from brick in header bond and penetrated with unusual arrow-slit window on the first and second storey. Other tall windows in the tower are three paned casements with stained glass clerestories, as throughout the rest of the building. The top section of the tower has above decorative brick cornice that merges with the rest of the house's cornice. There is a frieze with pyramidal pattern terracotta, stone, or brick. The roof of the tower is constructed from decaying timber shingles and is finished with a metal finial. The Marseilles tile roof is skirted, above the house cornice, by a parapet with Italianate inspired balustrade.</p> <p>The eastern elevation has a remarkable casement bay window with sophisticated joinery and elaborate fan-light and clerestoried stained glass. It abuts a much later addition which blends in with the rest of the house because of its similar roofing material, brick, and is painted the same colour. This addition accommodates many more units.</p> <p>Large amounts of plumbing and electricity pipes run down the side of all facades and are painted cream to attempt to blend in with the rest of the wall fabric.</p> <p>The interior has much extant fabric such as plaster mouldings, light fixtures, joinery, and tin-pressed ceilings.</p>				
Physical condition and Archaeological potential	Good condition.				
Construction years	Start year	1892 1886	Finish year	1889	Circa <input checked="" type="checkbox"/>
Modifications and dates	1982 – Two story rear extension added - Front and side curtilage has been subdivided - Rear curtilage has been turned into a substantial parking lot. 2011 – Strata subdivision of land title				
Further comments	CONSTRUCTED BETWEEN 1886 AND 1889 Peter Braun who then sold to James Best.				

HISTORY	
Historical notes	<p>History of the subject site:</p> <p>The house that currently occupies the site at 18 Liverpool Road, Croydon was constructed around 1893 by James Best (Sands, 1893 Part 4). The house was constructed in a grand Federation Romanesque style being one of the few houses along Liverpool Road in Croydon. Before the house was constructed James Ross, a carpenter occupied the site before being brought by Mr Best around 1892 (Sands 1891). SEE ADDITIONAL Land Titles Searches on Page 16 and ATTACHMENT 5 (Best purchased from Peter Braun in Feb 1889 (CT Volume 676 Folio 246) and was in residence here in 1891 (Ref Attachment 1)</p>

Heritage Data Form

Reduce speculative content - Best was present in 1891 - perhaps Ross was resident on site as contractor completing the major project - not necessary to speculate.

	<p>After finishing the construction it appears Mr Best named his grand home "Wyndham" possibly after the town in southern NSW or after the Duke of Norfolk who at the time resided in Petworth House in Sussex. By 1893 James Best had renamed his home "Helmsdale" most likely after the northern Scottish town on the eastern cape of the Scottish highlands. Why the name change occurred is unknown, perhaps a temporary structure before construction of "Helmsdale" or it was the name is James Ross' house before James Best demolished it (Sands, 1893).</p> <p>Mr Best continued to live at the house until his death in 1914 where ownership was taken over by Mr Alfred Moultrie Stephens. Mr Stephens and his wife Eva lived at the house until his death in May 1931, during their time they renamed the house "The Towers" (SMH, 1931). The house was converted into seven flats in the 1930's and retains this residential usage today.</p>
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THEMES	
National historical theme	4 Building settlements, towns and cities
State historical theme	4 Accommodation
APPLICATION OF CRITERIA	
Historical significance SHR criteria (a)	This subject site is significant in terms of its specific location on a high traffic road as a high quality development at a particular period of inner-west Sydney suburb development. The former mansion's development signifies the era when Burwood was planted by wealthy landowners who built grand country homes on large tracts of semi-rural land. The development of new public transport links meant a large population increase to the area where the former large country estates were subdivided for suburban development.
Historical association significance SHR criteria (b)	The subject site is not associated with any person or group of persons of particular importance in the course of local or state heritage significance.
Aesthetic significance SHR criteria (c)	The former Federation Romanesque style house is a highly ornate mansion demonstrating a high levels of aesthetic significance for the Croydon area. This house was constructed well before the grand Appian Way Estate demonstrating a grand country estate aesthetic rather than a federation Queen Anne Style development more commonly associated with the Burwood area.
Social significance SHR criteria (d)	The subject site has no association with any particular community or cultural group for cultural or spiritual reasons.
Technical/Research significance SHR criteria (e)	The site has the potential to offer more knowledge about the historical/architectural development of Burwood and the Federation Romanesque styles.
Rarity SHR criteria (f)	There are not many examples of fine Federation period Romanesque style houses as the majority of larger former mansions were usually built in the Victorian or Federation Queen Anne style in the Burwood Municipality. The Federation Romanesque is also more commonly associated with commercial or religious buildings rather than residential homes, this makes Helmsdale architecturally novel.
Representativeness	Helmsdale is a fine example of Federation Romanesque domicile design.

3 I doubt there are any other FED ROM houses in Sydney - maybe 1 or 2 ? should review - see pg 5

Heritage Data Form

Strongly agree that internal inspection is required.

SHR criteria (g)	
Integrity	The former mansion was converted into flats in the 1930s, and was the subject of 1982 renovations and additions, however its integrity and heritage significance largely remains intact, externally. However a thorough site inspection will have to be undertaken to determine its internal integrity.

HERITAGE LISTINGS

Heritage listing/s	No current heritage listings. Recommended for listing under this heritage assessment study.

INFORMATION SOURCES

Include conservation and/or management plans and other heritage studies.

Type	Author/Client	Title	Year	Repository
WEB	Sydney Morning Herald	Family Notices	1931	http://trove.nla.gov.au/ndp/del/article/1677604
WEB	John Sands	Sands Directory	1892 - 1933	http://www.cityofsydney.nsw.gov.au/learn/search-our-collections/sands-directory
WEB		Burwood Development Application Records		
Book	Frances Pollon	The Book of Sydney Suburbs	1996	
Book	R. Apperly, R. Irving, P. Reynolds	A Pictorial Guide to Identifying Australian Architecture.	1994	
WEB	John Johnson – Dictionary of Sydney	Croydon	2008	http://dictionaryofsydney.org/entry/croydon
Online Document	Smith et. al.	EORA: Mapping Aboriginal Sydney 1770-1850	2006	NSW State Library Online
WEB	Strathfield Heritage	Aboriginal History of Strathfield District	2014	http://strathfieldheritage.org/placenames/aboriginal-history-of-strathfield-district/
Book	A Attenbrow	<i>Sydney's Aboriginal Past: Investigating the Archaeological and Historical Records</i>	2010	UNSW Press

RECOMMENDATIONS

Recommendations	<ol style="list-style-type: none"> 1) The building and landscape should be retained and conserved. A Heritage Impact Statement should be prepared for the building prior to any major works being undertaken. 2) Archival photographic recording, in accordance with "Photographic Recording of Heritage Items Using Film or Digital Capture" (NSW Heritage Guidelines Series, 2006), should be undertaken before major changes. 3) "18 Liverpool Road", should be listed as a heritage item in Schedule 5 of the <i>Burwood Local Environmental Plan 2012</i>. 4) Conservation work of paint removal to reveal original finishes, and to allow the porous masonry building envelope to breathe, is strongly suggested.
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SOURCE OF THIS INFORMATION

Name of study or report	Burwood Assessment of Potential Heritage Items	Year of study or report	2015
Item number in	11.		

Heritage Data Form

study or report			
Author of study or report	City Plan Heritage		
Inspected by	Flavia Scardamaglia and Evan Oxlund		
NSW Heritage Manual guidelines used?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
This form completed by	Anna McLaurin & Kerime Danis	Date	12/12/2014 & 13/05/2015

The classification of this substantial residence as a "Federation Romanesque" building is in my opinion not well founded for the following reasons:

1. It relies on the presence of round arches but the arches here are not of squat proportions nor are they dominant, projecting and massive. There are other styles in which round arches are found including Anglo-Dutch, Free Classical and Academic Classical. None of these styles is primarily a residential style.
2. In the case of this house the main round arches are finely detailed with tall proportions and grouped in a location suggesting they were originally in the form of a Loggia or colonnade. The design is more reminiscent of Venetian character suggesting Italianate influence after Ruskin. The pierced panel on the tower is also reminiscent of a Venetian influence in the design.
3. The character of the wall surfaces includes a mixture of brick and roughcast stucco with unusual toothed brick quoins. It seems likely that the effect of this would have been more dramatic in the past, assuming the brick was originally face brickwork, later bagged and painted.
4. The double gabled form of the roof and prominent tower element topped with a conical roof are equally identifiable as Arts and Crafts features, particularly when the gables have a minimal overhang. The building can be reliably dated back to at least 1891 when a 'Family Notice' identifies it as the residence of James Best and names it as 'Helmsdale' (TROVE SMH attachment 1)
5. Other noted features including the projecting bay windows and the decorative use of fenestration would be consistent with a different style. (Apperly Irving & Reynolds points in particular to the more massive qualities of Federation Romanesque and its use of small windows in rugged textured (usually stone) walling.
5. Based on the overall impression the style appears to be transitional and in my opinion is better described as 'Arts & Crafts with Venetian Influence' (after Ruskin).
6. It is nevertheless a bold and dramatic statement intended to lend prestige and style to its owner / occupant.
7. Built before the full onset of the 1890's depression the house represents a statement of achievement for its owner.
8. James Best was a successful 'Merchantile Agent' or entrepreneur (TROVE SMH Attachment 2)
9. He had some societal ambitions and is noted as a candidate for Alderman on Enfield (see TROVE SMH attachments 3)
10. His firm James Best & Son attracted salacious treatment of 'Truth' a Sydney gossip sheet in 1903 for his incidental association with a Mr Gordon and in his promotion of a memorial publication of the opening of Federal Parliament in copies of the painting by Nuttall. (TROVE Truth attachment 4).

The additional references support the profile of James Best as a local figure of some prominence. The different categorization of 'Helmsdale' as a transitional 'Art and Crafts' example does not detract from its significance to any degree. It is clearly a fine example, albeit of some eclectic influences. Later work in dividing it into apartments does not appear to have altered its interior qualities (based on the limited Real Estate photos available). These are at least equivalent to the house at No 18 Wyatt Avenue which was listed through an Interim Conservation Order after being identified by Council. Externally it presents as an intact architectural work of some distinction and justifies its assessment as having aesthetic significance. For completeness an interior inspection is warranted. This should identify relative values of the interior and the degree of intactness. One may expect that the rear first storey (skillion) addition would be of lesser or little significance but this would have to be verified. Policies should include some indication of curtilage and identify potential for additional development and the nature of such development, whether by a linked additional wing of perhaps two stories. The purpose would be to provide guidelines at the outset to permit reasonable development and ensure the overall viability of the asset. Listing with appropriate Management Policies is recommended. Review / Revise classification and relevant text - suggest Federation Arts & Crafts (Venetian Italianate Influence) (after Ruskin)

Heritage Data Form

IMAGES - 1 per page

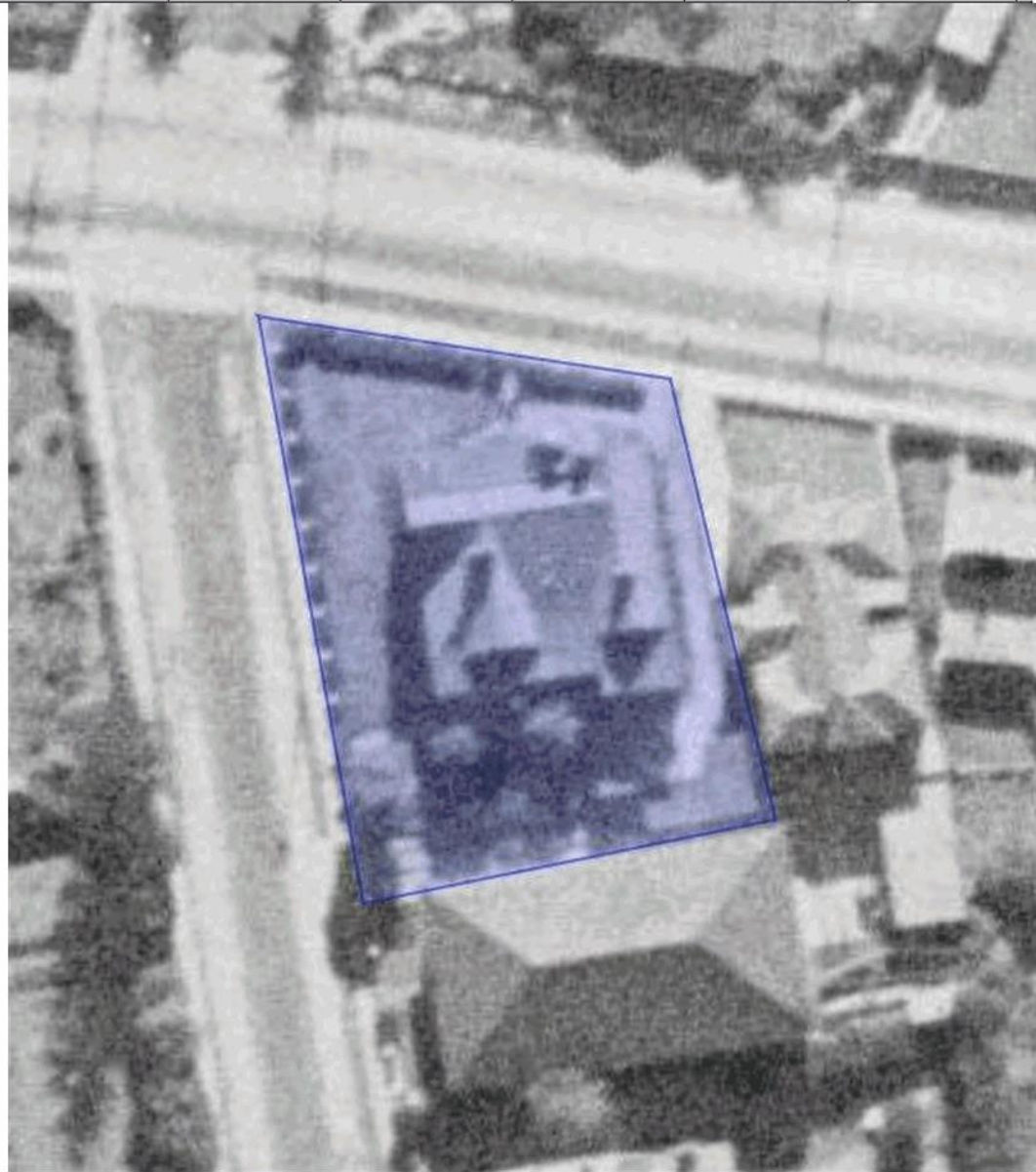
Please supply images of each elevation, the interior and the setting.

Image caption	SixMaps Aerial showing location of 18 Liverpool Road				
Image year	2014	Image by	SixMaps	Image copyright holder	SixMaps



Heritage Data Form

Image caption	1943 aerial photograph.				
Image year	1943	Image by	SixMaps	Image copyright holder	NSW Land and Property Information



*Heritage Data Form***IMAGES - 1 per page**

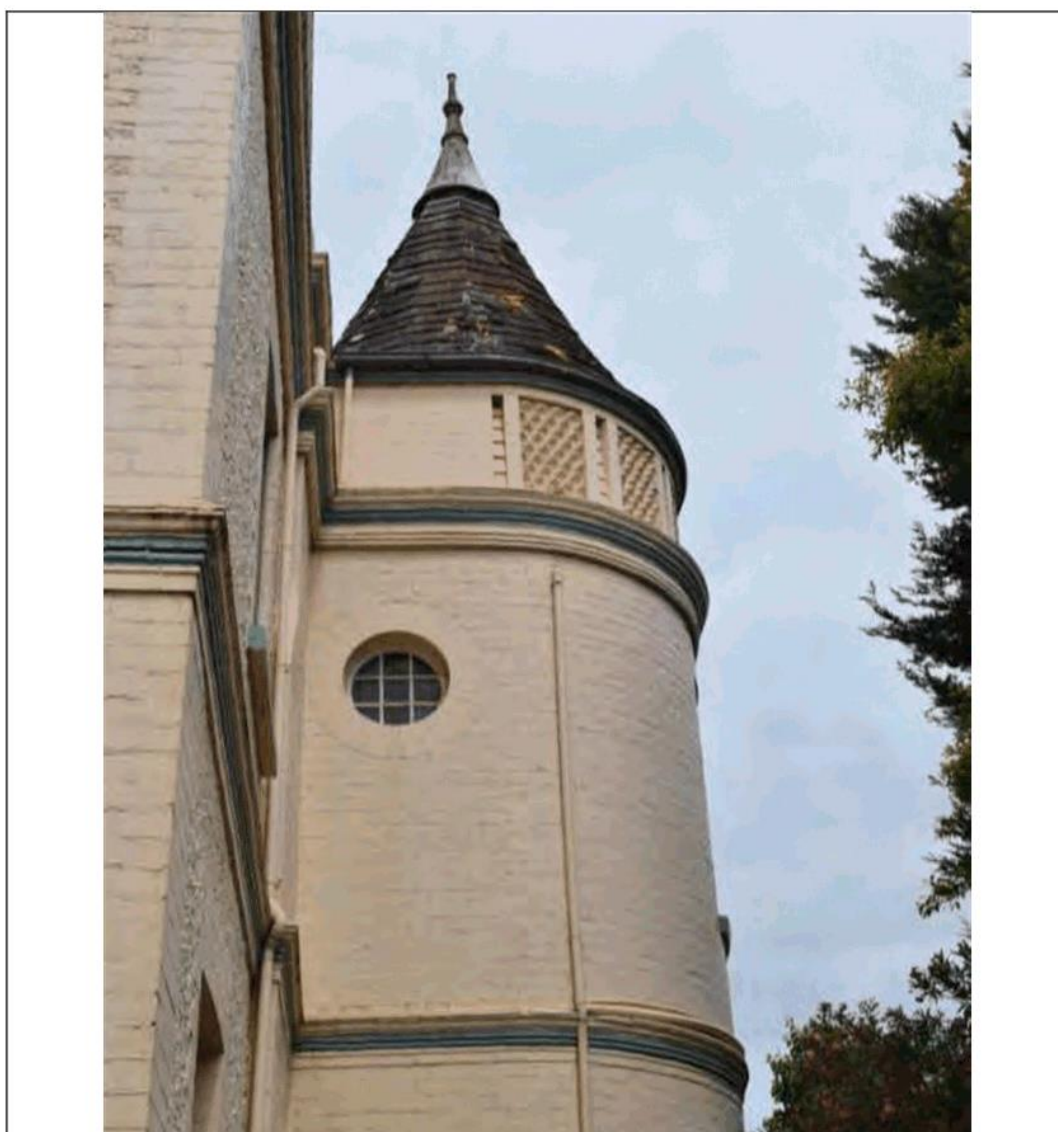
Image caption	The house from the opposite side of Liverpool Road. Note the large amounts of vegetation obstructing the view from both Liverpool Road and Croydon Ave.				
Image year	2014	Image by	City Plan Heritage	Image copyright holder	Burwood Council



Heritage Data Form

IMAGES - 1 per page

Image caption	The Federation Romanesque style turret with poor condition of timber shingles.				
Image year	2014	Image by	City Plan Heritage	Image copyright holder	Burwood Council



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Image caption	Ornate Bay windows on ground floor of apartment two, note fanlight, stained glasswork, and elaborate joinery.				
Image year	2014	Image by	City Plan Heritage	Image copyright holder	Burwood Council



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IMAGES - 1 per page

Image caption	The entrances to the apartments from Croydon Avenue Entrance. This addition was constructed in 1982				
Image year	2014	Image by	City Plan Heritage	Image copyright holder	Burwood Council



*Heritage Data Form***IMAGES - 1 per page**

Please supply images of each elevation, the interior and the setting.

Image caption	Exterior showing French doors with ornate brick arches. This area underneath the arches and above the baluster was most likely uncovered in the original construction.				
Image year	2014	Image by	Rich & Oliva http://www.realestate.com.au/property-apartment-nsw-croydon-115946507	Image copyright holder	Rich & Oliva



*Heritage Data Form***IMAGES - 1 per page**

Please supply images of each elevation, the interior and the setting.

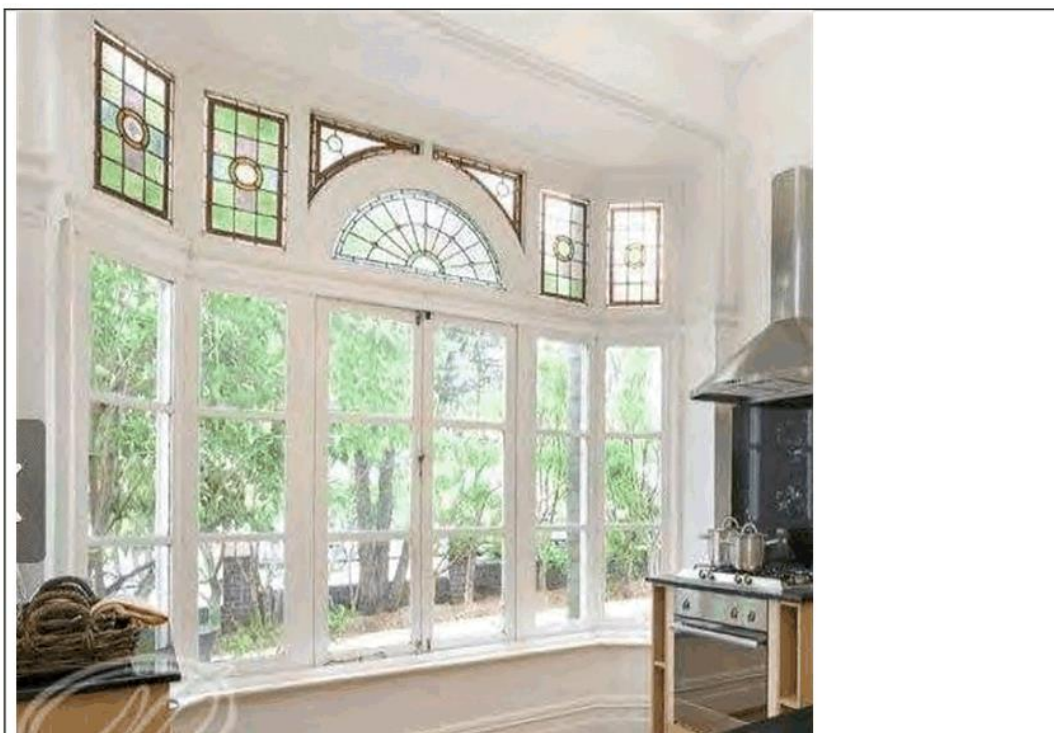
Image caption	Interior of apartment four showing pressed metal ceilings and coloured clerestory lighting still in-tact.				
Image year	2014	Image by	Oxford Real Estate http://www.realestate.com.au/property-apartment-nsw-croydon-112188707	Image copyright holder	Oxford Real Estate



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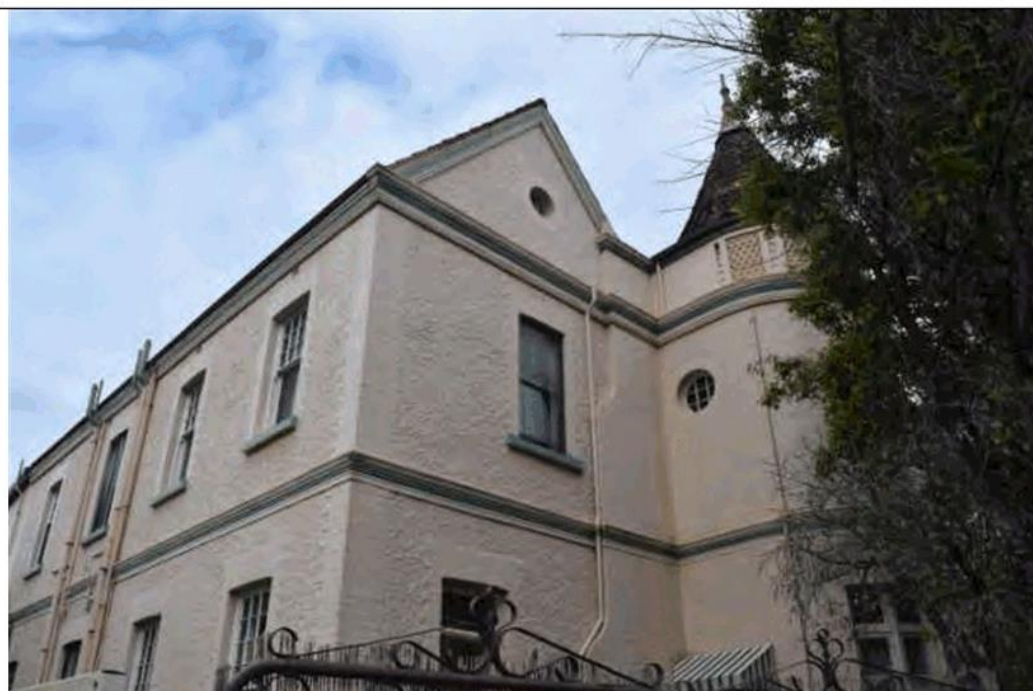
IMAGES - 1 per page

Image caption	Interior of apartment two showing ornate bay window projection.				
Image year	2014	Image by	Rich & Oliva http://www.realestate.com.au/property-apartment-nsw-croydon-115946507	Image copyright holder	Rich & Oliva



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Image caption	Eastern elevation and eastern portion of north façade.				
Image year	2014	Image by	City Plan Heritage	Image copyright holder	Burwood Council



IMAGES - 1 per page

Architectural drawings of the West First Floor Plans of the Sutherland House. The drawings include a front elevation, a side elevation, and a floor plan. The front elevation shows a two-story house with a gabled roof and a chimney. The side elevation shows the house from the side, highlighting the porch and the side wall. The floor plan shows the layout of the first floor, including the living room, dining room, kitchen, and bedrooms. The drawings are labeled with dimensions and room names. A north arrow is also present.

Land including current SP 87303 was subdivided into Lots A B & C in October 1929 and Lot A was then transferred to Clara Lapin wife of Mark Lapin, Hotel Proprietor. (REFER Certificate of Title Vol 4331 Folio 175 = ATTACHMENT 5)
Lot A became current allotment, now SP 87303.
Clara Lapin had owned the overall properties Lots A B & C from October 1927.
The immediate prior owner was Alfred Moultrie Stephens a Planter from Waverley who purchased in April 1914 from Alice Maud Best, wife of James Best. She held title subject to a power of appointment by James Best dating from July 1889.
James Best, then described as an accountant had owned the property from February of 1889, having purchased from Peter Braun, licensed victualler. Braun purchased the land as three allotments (Lots 131 132 & 133 of DP 687 ?) from Frederick Clipold in 1883.
Given that Braun mortgaged the property in 1886 and that mortgage was discharged when Best purchased the property, it is likely that Braun was responsible for the construction of 'Helmsdale' and that construction was completed by the time of Best's purchase.
All as recorded in Certificate of Title Volume 676 Folio 246 = ATTACHMENT 6

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ITEM DETAILS					
Name of Item	Palm Cottage				
Other Name/s Former Name/s	Rupert Cook's House				
Item type (if known)					
Item group (if known)					
Item category (if known)					
Area, Group, or Collection Name					
Street number	99				
Street name	Burwood Road				
Suburb/town	Enfield	Postcode		2136	
Local Government Area/s	Burwood				
Property description	One storied Federation house Queen Anne Style. Lot B DP104640.				
Location - Lat/long	Latitude	-33.8930		Longitude	151.1003
Location - AMG (if no street address)	Zone	R1 General Residential	Easting	Northing	
Owner	Mr William Su				
Current use	Residential home				
Former Use	Residential home				
Statement of significance	Constructed c1910, Palm Cottage represents a high degree of technical/aesthetic achievement through the use of bricks and terracotta mouldings in the construction of the home by owner Rupert Cook. Rupert Cook was a prominent brick maker in the Burwood area from 1902 -1919. Cook produced high quality bricks that were used in many important Sydney buildings such as Central Station. The glazed and non-glazed bricks along with terracotta mouldings were used throughout Palm Cottage indicating that the entire building was constructed from the highest quality materials. The house may also present a further research possibility as some bricks used in the house may be unique constructed specifically by Cook's plant for his house.				
Level of Significance	State <input type="checkbox"/>		Local <input checked="" type="checkbox"/>		

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- "harling" - Lime harling is a thrown, or cast-on, finish consisting of a slaked lime and coarse aggregate mortar, and it usually has a rough-textured surface.
<http://www.buildingconservation.com/articles/lime-harling/lime-harling.htm>
 more usual term would be "roughcast render" unless there is a clear distinction (as in use of Lime)

DESCRIPTION						
Designer	Unknown, possibly Rupert Cook					
Builder/ maker	Rupert Cook					
Physical Description	<p>Palm Cottage is an example of Federation period Queen Anne style domestic architecture. The house is a stand-alone residence setback from Burwood Road on a subdivided lot with a new house built in the former back yard.</p> <p>The street fronting gable ended a-symmetrical projecting bay accommodates a bay window with the veranda supported on turned slender timber posts with decorative frieze extending across the remainder of the frontage. The house is primarily clad in red face brickwork sourced from Cook's brickworks, and was once tuck pointed white with a black stopper. There is a moulded vine terracotta detail painted cream with a liver glazed brick ogee moulded border and string course (3 courses high around 1.8m from the ground) that extends from the façade wrapping around the eastern elevation. The south elevation has a three course white glazed brick string course at the same height as the others.</p> <p>The bay window on the front projection has a darker coloured brick base and glazed liver coloured bull-nosed brick sill supported by a course of similarly coloured and glazed course of cyma reversa moulded brick. The bay windows are made up of three prominent and two smaller sash windows with the upper half of the window by a multi-paned top light in green and blue stained glass. The half timbered gabled roof with a harling base above the projection bay is painted cream with a maroon stripe under the decoratively octagonal and square side-wall shingled apex.</p> <p>The front entrance is a green painted half glass with two vertical panel style door with a two pane clerestory window. The original nameplate 'Palm Cottage' is beside the door in a moulded iron template. Another casement sash window with multi-paned top light sits mid-way under the veranda it appears to have a painted timber frame and liver coloured bull-nosed brick for the sill.</p> <p>The veranda's timber posts has a diminishing chamfer and three decorative channel stripes. It supports an ornamental timber-railed valance and decorative brackets, all timber is either painted cream or brown. The Marseilles pattern terracotta gable hip roof (produced at Cook's Brickyard) extends to cover the veranda, which culminates in exposed rafter ends and roofboards. The roof ridges are capped with terracotta tiles with ridge caps are intermittently crested culminating in a gable air vent used to ventilate the attic space. Veranda flatwork, once covered in tessellated tiles, is tiled white and is bordered with slate coping.</p> <p>The chimney is constructed from brick with two bands of harling and the diagonal trellis patterned terracotta chimney pots have been painted cream.</p>					
Physical condition and Archaeological potential	Good condition					
Construction years	Start year	1910	Finish year		Circa	<input checked="" type="checkbox"/>
Modifications and dates	<p>Circa 2012 – Tessellated tile work removed from veranda.</p> <p>2003 – Dual occupancy permit submitted to subdivide the lot and construct new house in back yard.</p>					
Further comments						

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HISTORY	
Historical notes	<p>Palm Cottage was constructed around 1910 by prominent Sydney brick maker Rupert Cook. The bricks his nearby yard produced were of exceptional quality and were used in some of Sydney's most important buildings such as Central Station (Peek & Pratten, 1996).</p> <p>Rupert Cook was born in England in 1831 to Manchester based brick-maker Joseph Cook. After learning the brick-work trade from his father Rupert married Ann Plummer in Manchester Cathedral in 1952 (SMH 1919). A few years later they immigrated to Australia firstly settling in Marrickville where Rupert began work on the construction of the Princess Highway in 1863. After 21 years living in Australia Cook and his wife moved back to Manchester where he managed a brick-works for around six years. (Peek & Pratten, 1996).</p> <p>After returning to Sydney Rupert established his brickworks on Denby Street Marrickville. He located his business in the Marrickville area because of its good clay deposits. During this time he always lived nearby his factories, the Sands directory notes his first house was by Georges River Road (Sands 1869). Cook's Marrickville plant produced the bricks for the construction of Central Station. (Peek & Pratten, 1996).</p> <p>When the clay deposits of the Marrickville yard had been exhausted Cook bought nineteen acres of land in 1899 on the Western edge of Burwood Road in Enfield (Peek & Pratten, 1996). It is noted in the Sands Directory of 1902 that the Brickworks were established probably indicating they were established in 1901 after the Sands surveys were conducted. (Sands, 1902)</p> <p>A map by Alfred B. Searle indicates that the works included an office, clay/shale pit, iron machinery, a brick pressing shed, and one patent and four downdraught kilns parallel to one another (Searle, 1919). There was also the inclusion of a glazing and speciality works shed with a beehive kiln to fire handmade products. (Peek & Pratten, 1996).</p> <p>The fine handmade glazed products produced by Cook's Yard were described as 'practically perfect' by Searle (Searle, 1919). Cook was also awarded a certificate of merit by the Royal Agricultural Society of NSW for his brick making contributions to NSW. (State Library of NSW, 1896/1898)</p> <p>Palm Cottage was established along Burwood Road as Cook's own residence as it was nearby the yards. This house was probably the first around that area and was constructed from a number of different products in Cook's Yard (Peek & Pratten, 1996). For example: the decorative terracotta on the frieze, chimney pots, glazed window sills and face bricks.</p> <p>Cook died in 1919 at the age of almost 88; in his will his estates were valued at £51,219 naming his daughter Anne and her husband John Hankinson as executors of the estate. Cook also made many charitable bequests in his will towards the Congressional Home Missions Board, Camden College and the Home of Peace in Marrickville (The Maitland Daily Mercury, 1919).</p> <p>Cook's brickworks continued to operate until 1960 when the 16 acres of land was sold to Parkes Developments who then subsequently sold the land to the Burwood Council who turned it into Henley Park.</p>

THEMES	
National historical theme	4 Building settlements, towns and cities 8 Developing Australia's cultural life
State historical theme	4 Accommodation 8 Creative endeavour

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The name "Palm Cottage" appears to be based on references in Sands Sydney Directories.

- "Palm Cottage" - check capitals on both P & C consistent

APPLICATION OF CRITERIA

Historical significance SHR criteria (a)	Constructed in c1910 Palm Cottage is of local heritage significance as an evidence of development in Burwood in the Federation period. Because of its association with Rupert Cook, Palm Cottage is important in local and regional development because his bricks became the architectural of much of NSW.
Historical association significance SHR criteria (b)	Palm Cottage is strongly associated with the life work of highly regarded brick-maker Rupert Cook. The house is almost solely constructed from materials from Cook's manufacturing plant including examples of his 'practically perfect' glazed bricks used throughout some of Sydney's most important buildings. Rupert Cook was one of the first brick makers to set up practice in the Enfield/Burwood area and almost certainly contributed to the construction most of the surrounding houses including those of nearby Appian Way.
Aesthetic significance SHR criteria (c)	Palm Cottage demonstrates a high level of technical achievement through the use of very high quality constructed bricks made from Australian clay. The glazed bricks present are examples of early 20 th century glazing techniques using a large variety of unique recipes to produce different colours. It is a fine Federation Queen Anne style residence demonstrating key characteristic elements of the style in its perfect execution.
Social significance SHR criteria (d)	Palm Cottage does not have special association with a particular community or cultural group in NSW for social, cultural, or spiritual reasons.
Technical/Research significance SHR criteria (e)	Because of the unique bricks/tiles/glazing used in this building significant research could be gained from the techniques used in the construction of this house's building materials.
Rarity SHR criteria (f)	Palm Cottage is not particularly rare, there are many examples of this period and style of house in Burwood and throughout Sydney, nevertheless, its use of bricks, tiles, terracotta, and glazing are unique which contribute a sense of rarity to this building..
Representativeness SHR criteria (g)	Palm Cottage is representative of a fine Federation period Queen-Anne style house.
Integrity	Palm Cottage is an intact residence with high degree of integrity. Tessellated tiles on the veranda were unfortunately recently removed.

HERITAGE LISTINGS

Heritage listing/s	No current heritage listings. Recommended for listing under this heritage assessment study.

INFORMATION SOURCES

Include conservation and/or management plans and other heritage studies.

Type	Author/Client	Title	Year	Repository
Book	Nora Peek and Chris Pratten	Working the Clays	1996	
Book	Frances Pollon	The Book of Sydney Suburbs	1996	
Book	R. Apperty, R. Irving, P. Reynolds	A Pictorial Guide to Identifying Australian Architecture.	1994	
WEB	John Sands	Sands Directory	1905 - 1933	http://www.cityofsydney.nsw.gov.au/learn/search-our-

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				collections/sands-directory
Book	Alfred B. Searle	The Natural History of Clay	1919	
Newspaper	The Maitland Daily Mercury	Brickmakers Estate	1919	http://trove.nla.gov.au/ndp/del/article/131149046?searchTerm=rupert%20cook%20enfield%20brickmaker&searchLimits=-l-category=Article
Record	Royal Agricultural Society of NSW	Certificates (2) of merit	1896/1898	State Library of NSW http://acms.sl.nsw.gov.au/item/itemDetailPaged.aspx?itemID=911107

RECOMMENDATIONS

Recommendations	<ol style="list-style-type: none"> 1) The building and landscape should be retained and conserved. A Heritage Impact Statement should be prepared for the building prior to any major works being undertaken. 2) Archival photographic recording, in accordance with "Photographic Recording of Heritage Items Using Film or Digital Capture" (NSW Heritage Guidelines Series, 2006), should be undertaken before major changes. 3) "99 Burwood Road", should be listed as a heritage item in Schedule 5 of the <i>Burwood Local Environmental Plan 2012</i>. 4) Building owners should be advised about the importance of their property and encouraged to retain extant fabric, particularly in the un-investigated interior where reputedly unique bricks were used.
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5) Any application should be conditioned to require an acceptable form of interpretation viewable from public domain.

SOURCE OF THIS INFORMATION

Name of study or report	Assessment of Potential Heritage Items	Year of study or report	2015
Item number in study or report	12.		
Author of study or report	City Plan Heritage		
Inspected by	Evan Oxland and Flavia Scardamaglia		
NSW Heritage Manual guidelines used?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
This form completed by	Anna McLaurin & Kerime Danis	Date	31/10/2014 & 08/05/2015

PEER REVIEW SUMMARY COMMENTS:

The investigation and analysis is generally sound and defines aspects of the significance in sufficient detail to support a recommendation to list as a Local Heritage Item. The connection of the fabric (products of local brick Kiln) create a strong and demonstrable association with Cook as a prominent person in the Local Government Area. This suggests that recommendations as to appropriate Interpretation would be warranted.

CURTILAGE ISSUE:

It is recommended that the Listing be amended to reflect the change that has occurred to the curtilage due to the construction of a new house (approved) in the rear yard. Despite the reduction to the original rear curtilage the building deserves to be listed due to the strong association with Cook and evidence in the fabric of Cook's brick and tile products used and in evidence in the house. These reflect aspects of the Local Government Area that have largely been lost over time - association with the brickworks and the high quality of brick and tile products used in construction of the house as a "show piece" for the Brickworks.

Colin Israel,

BSc; BArch UNSW & M Herit Cons USYD

Principal Heritage Consultant – Heritage Advice

14-09-2016

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*Heritage Data Form***IMAGES - 1 per page**

Image caption	1943 aerial photograph, note undeveloped green field behind 99 Burwood Road.				
Image year	1943	Image by	SixMaps	Image copyright holder	Land & Property Information



Further management policies:

Interpretation Policy required to highlight connection with Cook's brickpit such as:

5) Any application should be conditioned to require an acceptable form of interpretation viewable from public domain.

Preservation policies:

(6) Itemise special bricks & locations - require NO PAINTING or Rendering of face brickwork or special brick or tile features and no disturbance or removal of special bricks, chimney pots etc in the event of any work occurring

Note: tessellated tiles on No 109 may provide a guide to future reinstatement of tilting to verandah of No 99 as the pair of houses are associated historically.

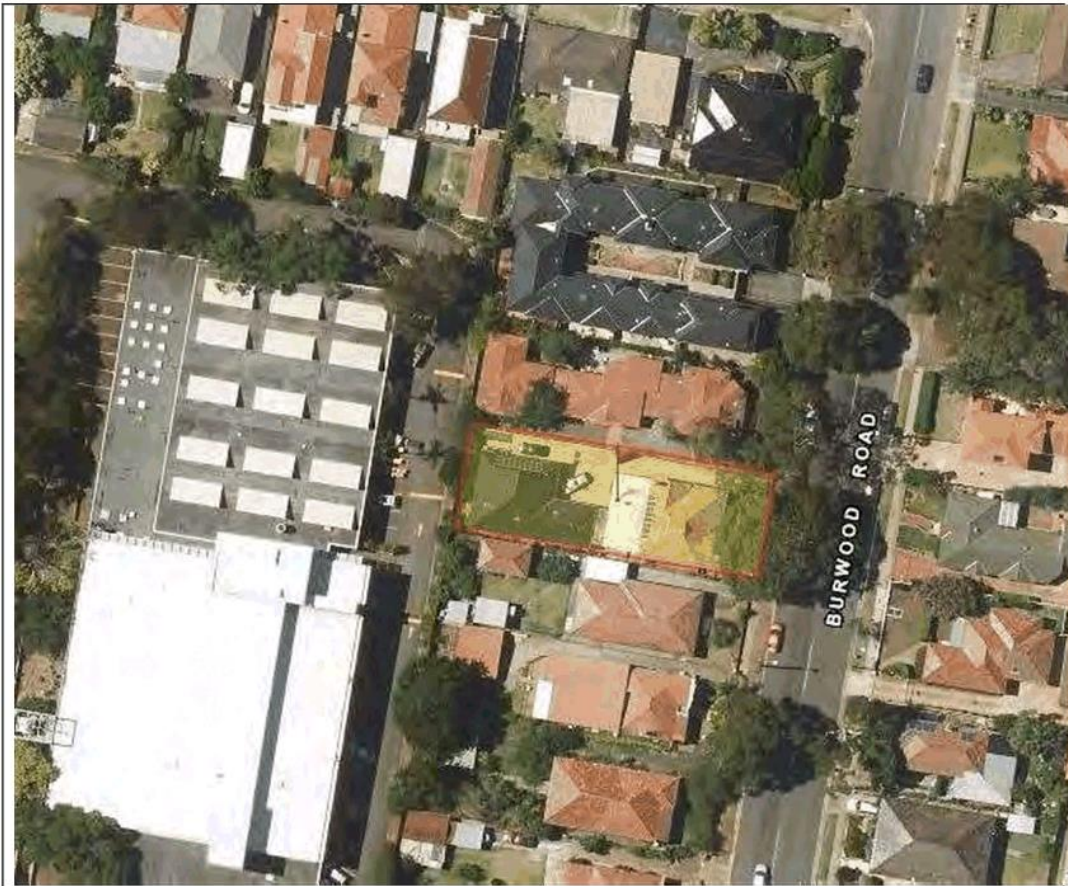
Cross reference to other related items should be explicit in the summary statement of significance.

Fine polychrome work particularly to chimney & glazed chimney pots are worth noting.

*Heritage Data Form***IMAGES - 1 per page**

Please supply images of each elevation, the interior and the setting.

Image caption	Aerial photograph, note rear development with black roof.				
Image year	2014	Image by	SixMaps	Image copyright holder	Land & Property Information



*Heritage Data Form***IMAGES - 1 per page**

Please supply images of each elevation, the interior and the setting.

Image caption	Burwood Road Façade of Palm Cottage				
Image year	2014	Image by	City Plan Heritage	Image copyright holder	Burwood Council



*Heritage Data Form***IMAGES - 1 per page**

Please supply images of each elevation, the interior and the setting.

Image caption	Image taken from Burwood Road showing the extent of Palm Cottage				
Image year	2014	Image by	City Plan Heritage	Image copyright holder	Burwood Council

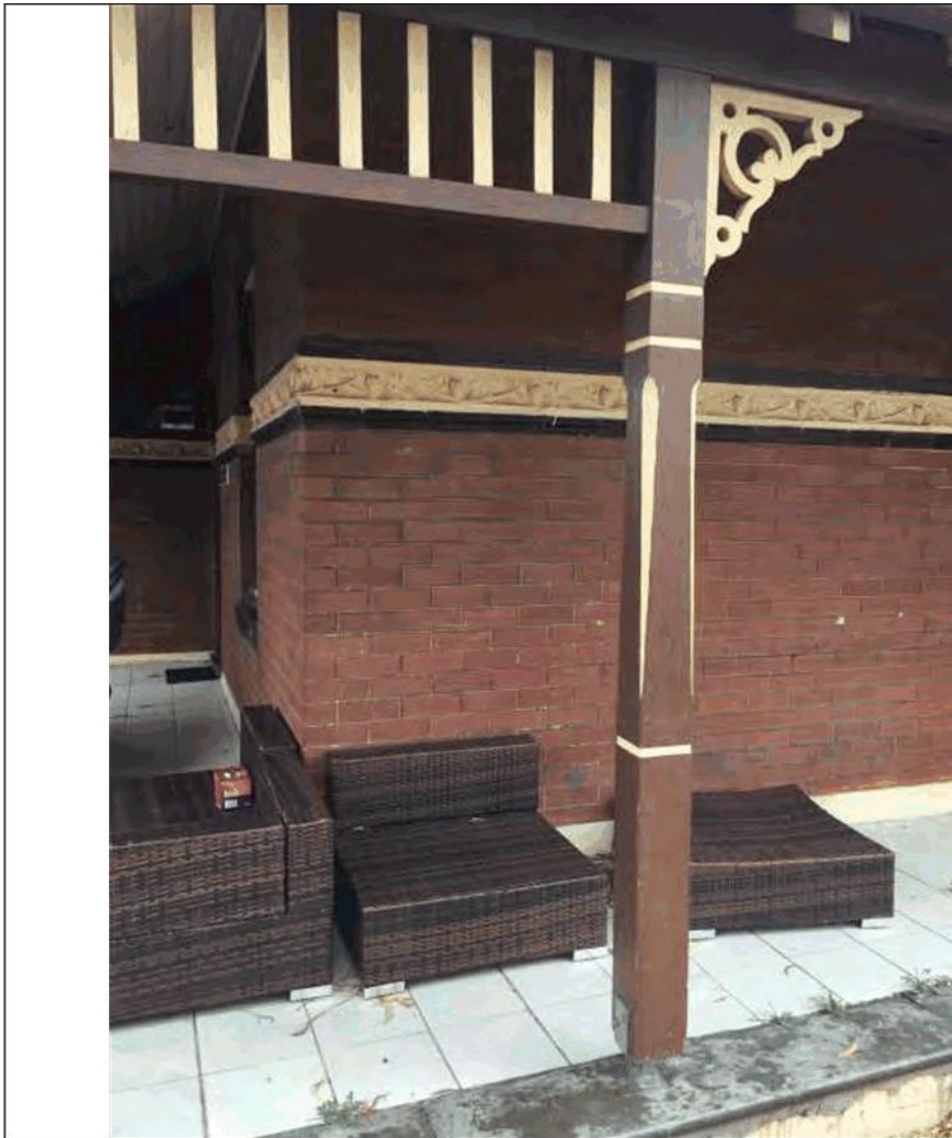


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IMAGES - 1 per page

Please supply images of each elevation, the interior and the setting.

Image caption	Detail showing timber filigree veranda and terracotta moulded string course.				
Image year	2014	Image by	City Plan Heritage	Image copyright holder	Burwood Council

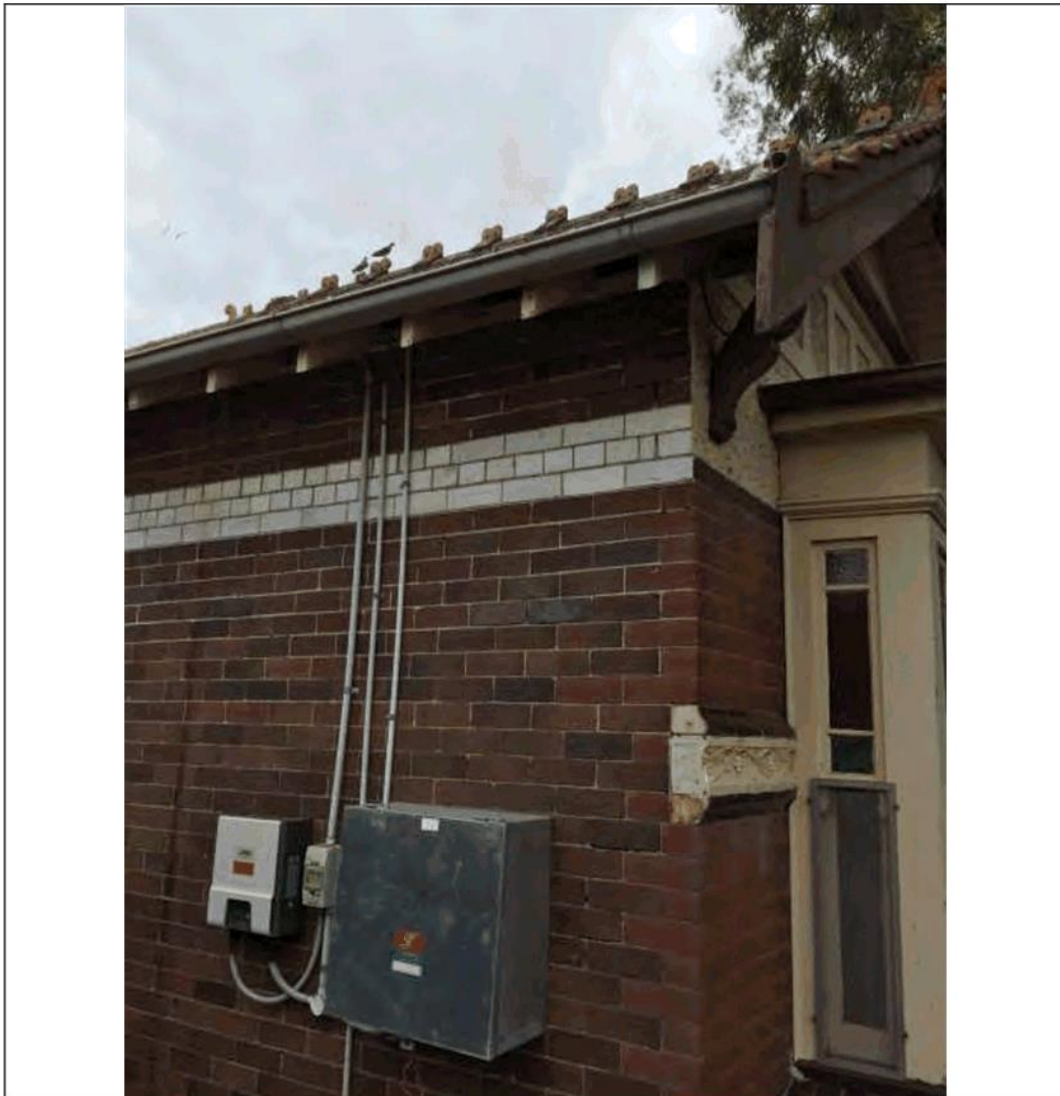


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IMAGES - 1 per page

Please supply images of each elevation, the interior and the setting.

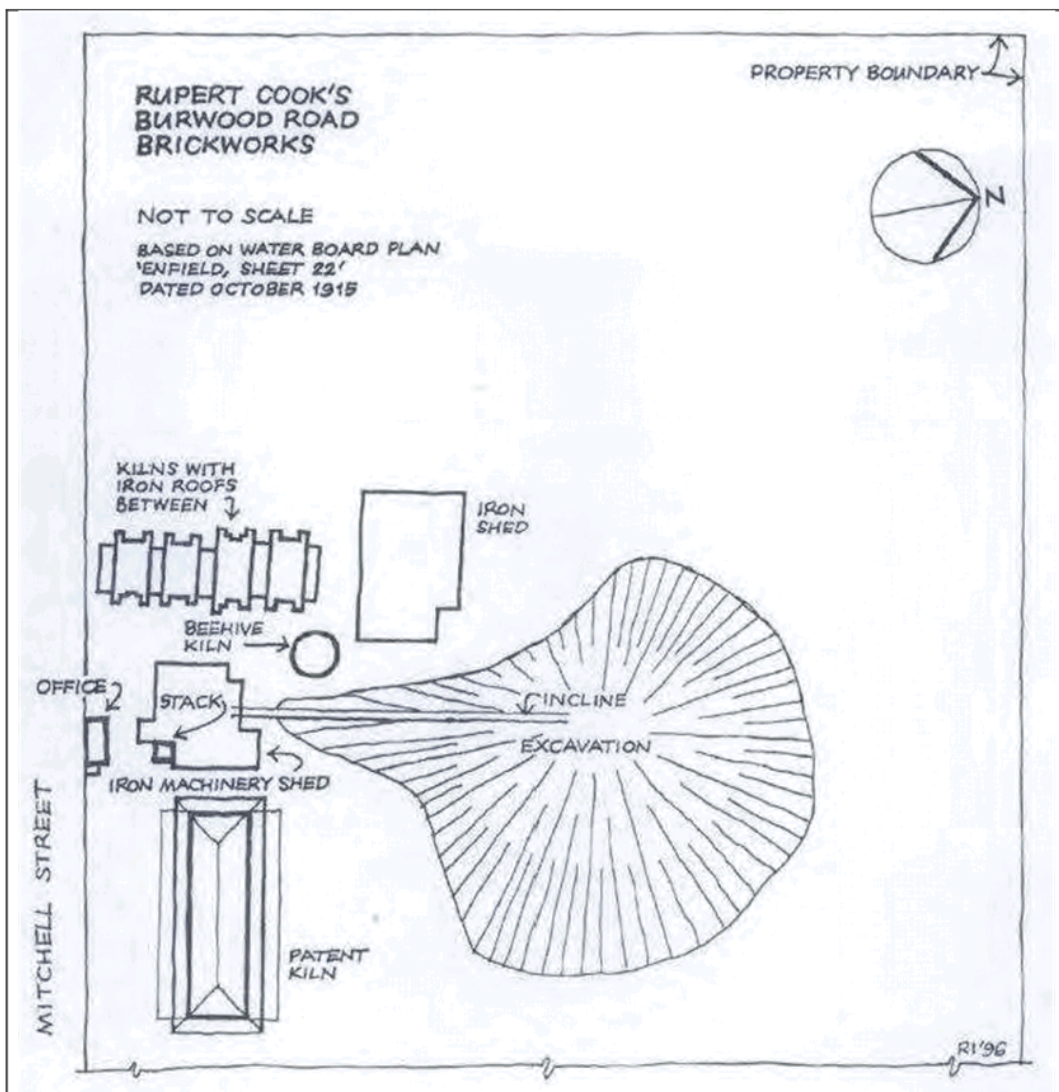
Image caption	String course of white glazed bricks along western façade of Palm Cottage.				
Image year	2014	Image by	City Plan Heritage	Image copyright holder	Burwood Council



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IMAGES - 1 per page

Image caption	The brickworks of Rupert Cook along Burwood Road.				
Image year	1996	Image by	Nora Peek and Christ Pratten	Image copyright holder	Nora Peek and Christ Pratten



ATTACHMENT 1

ITEM /16 Consideration of Potential Heritage Properties.DOC Peer Review of Four Properties

Heritage Data Form

REFER NOTES & HIGHLIGHTING WHERE FOUND AND SUMMARY ON PAGE 5

ITEM DETAILS							
Name of Item	John Hankinson's House						
Other Name/s Former Name/s	Santa Rosa						
Item type (if known)							
Item group (if known)							
Item category (if known)							
Area, Group, or Collection Name							
Street number	109						
Street name	Burwood Road						
Suburb/town	Enfield					Postcode	2136
Local Government Area/s	Burwood						
Property description	One storied Federation house Queen Anne Style. Lot C DP304943						
Location - Lat/long	Latitude	151°06'00.1"E			Longitude	33°53'37.1"S	
Location - AMG (if no street address)	Zone	R1 – General Residential	Easting		Northing		
Owner	Mr Paul Beynon & Ms Nicole Smeulders						
Current use	Residential home						
Former Use	Residential home						
Statement of significance	<p>John Hankinson's House represents a high degree of technical/aesthetic achievement through its construction bricks and terracotta mouldings made by brick maker Rupert Cook. Rupert Cook who was also Hankinson's father-in-law was a prominent brick maker in the Burwood/Enfield area from 1902 - 1919.</p> <p>Rupert Cook produced high quality bricks that were used in many important Sydney buildings such as Central Station. The glazed and non-glazed bricks with terracotta mouldings were used throughout John Hankinson's House indicating that the entire building was constructed from the highest quality materials. The house may also present a further research possibility as some bricks used in the house may be unique constructed specifically by Cook's plant for his house.</p>						
Level of Significance	State <input type="checkbox"/>				Local <input checked="" type="checkbox"/>		

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In my opinion it is Federation Bungalow with some more ornamental detailing - it is definitely not Arts and Crafts, it is single storey with integral verandah - basic Bungalow plan & roof form.

There is no "Federation Georgian" in Apperley Irving & Reynolds

DESCRIPTION					
Designer	Unknown, possibly Rupert Cook				
Builder/ maker	Probably Rupert Cook				
Physical Description	<p>The former John Hankinson and Emily Hankinson (nee Cook) house is a rare example of a Federation period Georgian style structure with Arts and Crafts details. The house has the symmetrical front façade and massive roof form of a large hipped roof in a Georgian style, which is played upon by breaking the roofline with a gabled dormer and its asymmetrical window light to the right of the doorway is decidedly not Georgian. To further confuse this seemingly vestigial Federation period Georgian style home its two windows flanking the entrance are Italianate in their triptych groupings, or Serliano format. The house is on a large residential lot with an ample front and back yard space, being accessed via a driveway on the northern side of the house.</p> <p>The house is constructed with red brick, stopping and white tucked joints. The front veranda is half enclosed with a bull nosed capped low brick wall. The wall is capped with glazed liver coloured bull-nosed brick, these bricks are supporting cream timber piers holding up the Marseilles style terracotta clad roof. The roof ridge line terminates in two opposing crests. Veranda floor is paved with tessellated tiles and bordered by a stone step at the entrance. The roofline is broken over the doorway by a small gabled dormer painted cream with a cream finial.</p> <p>The door screen (a later addition) has an art-nouveau inspired design in front of the main door. On each side of the door a triple-light window containing double hung sashes. The timber window frames are painted cream which contrasts well with darker glazed liver coloured mullions. This course of darker bricks extends upwards to form a double tier of header arches. The brick walls have a painted terracotta frieze with an Aster-motif running across the façade bordered by blue glazed tiles.</p>				
Physical condition and Archaeological potential	Good condition				
Construction years	Start year	1907	Finish year		Circa <input checked="" type="checkbox"/>
Modifications and dates	2002 - Rear extension with corrugated iron roof				
Further comments					

REVISE

Federation Bungalow with excellent brick features.

Not Queen Anne either as later stated.

HISTORY	
Historical notes	<p>John Hankinson House was originally constructed by prominent Sydney brick maker Rupert Cook for his daughter Emily. The bricks, which were produced at his nearby yard, were of exceptional quality and were used in some of Sydney's most important buildings such as Central Station.</p> <p>Rupert Cook was born in England in 1831 to Manchester based brick-maker Joseph Cook. After learning the brick-work trade from his father Rupert married Ann Plummer in Manchester Cathedral in 1952 (SMH 1919). A few years later they immigrated to Australia firstly settling in Marrickville where Rupert began work on the construction of the Princess Highway in 1863. After 21 years living in Australia Cook and his wife moved back to Manchester where he managed a brick-works for around six years. (Peek & Pratten, 1996).</p> <p>After returning to Sydney Rupert established his brickworks on Denby Street Marrickville. The reason he chose the Marrickville area for is manufacturing business is due to the good clay deposits. During this time he always situated is house nearby the plants, the sands directory notes his first house was by Georges River Road (Sands 1869). It was in the Marrickville plant that produced the brickwork for</p>

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<div style="border: 1px solid black; background-color: yellow; padding: 5px; margin-bottom: 10px;">Revise syntax</div>	<p>the construction of Central station. (Peek & Pratten, 1996).</p> <p>When the clay deposits of the Marrickville yard had been exhausted Cook brought nineteen acres of land in 1899 on the Western edge of Burwood Road in Enfield (Peek & Pratten, 1996). It is noted in Sands Directory of 1902 that the Brickworks were established probably indicating they were established in 1901 after the Sands surveys were conducted. (Sands, 1902)</p> <p>A map created in publication modern brick-making by Alfred B. Searle indicates that the works included an office, clay/shale pit, iron machinery, a brick pressing shed, and one patent and four downdraught kilns parallel to one another (Searle, 1919). There was also the inclusion of a glazing and speciality works shed with a beehive kiln to fire handmade products (Peek & Pratten, 1996).</p> <p>By this time Cook's daughter Emily had married John Hankinson and Cook donated the land where they were to build their homes using materials from Cook's nearby plant (Peek & Pratten, 1996). This home was built around 1907 before Cook's own home built in 1910 according to analysis of the Sands Directory (Sands 1907,1910) At the Hankinson acted as the works manager for Cook's plant and was also heavily involved in the manufacturing process.</p> <p>Cook died in 1919 at the age of almost 88; in his will his estates were valued at £51,219 naming his daughter Anne and son-in-law John Hankinson as executors of the estate. Cook also made many charitable bequests in his will towards the Congressional Home Missions Board, Camden College and the Home of Peace in Marrickville (The Maitland Daily Mercury, 1919).</p> <p>← The brickworks continued to operate until 1960 where John Hankinson took over as managing director until the 16 acres of land was sold to Parkes Developments who then subsequently sold the land to the Burwood Council who turned it into Henley Park (SMH, 1921)</p>
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THEMES

National historical theme	4 Building settlements, towns and cities 3 Developing local, regional and national economies 8 Developing Australia's cultural life 9 Marking the phases of life
State historical theme	4 Accommodation 3 Industry 8 Creative endeavour 9 Persons

APPLICATION OF CRITERIA

Historical significance SHR criteria (a)	Constructed c1907, John Hankinson's House has strong familial ties with the Cook Family who were a prominent brick producing family in the early 20 th century. The Cook family, particularly Rupert Cook produced high quality bricks used in some of Sydney's most well-known buildings such as central station. As a result of the post war housing boom local brick manufacturing business boomed, particularly the Cook brickworks where a large majority of the surrounding area's housing development were constructed from bricks made by the Cook Brickworks.
Historical association significance SHR criteria (b)	John Hankinson's House is strongly associated with the works of highly regarded brick-maker Rupert Cook as the house was built for his daughter and her husband. The house is almost solely constructed from materials from Cook's manufacturing plant including examples of his 'practically perfect' glazed bricks used throughout some of Sydney's most important buildings. Rupert Cook was one of the first brick makers to set up practice in the Enfield/Burwood area and almost certainly contributed to the construction most of the surrounding houses including those of nearby Appian Way.
Aesthetic	John Hankinson's House demonstrates a high level of aesthetic quality and technical achievement through the use of very high quality constructed bricks made from Australian clay. The glazed bricks

Heritage Data Form

significance SHR criteria (c)	present are examples of early 20 th century glazing techniques using a large variety of unique recipes to produce different colours.
Social significance SHR criteria (d)	John Hankinson's house does not have any special association with a particular community or cultural group in NSW for social, cultural or spiritual reasons.
Technical/Research significance SHR criteria (e)	John Hankinson's house may yield further information relating to the development of the Australian Brick manufacturing industry. The house may contain unique glazed bricks made by Rupert Cook's brick manufacturing plant especially for the construction of Cook's Daughter and her husband's house.
Rarity SHR criteria (f)	John Hankinson's House is a rare example of the Queen Anne Federation style home because of its association with Rupert Cook and the use of peculiar and rare bricks/glazing/and ceramics is rare.
Representativeness SHR criteria (g)	John Hankinson's house is representative as a fine example of Queen Anne Federation style bungalow house. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Bungalow NOT Queen Anne - also not consistent with "Georgian" idea.</div>
Integrity	<ul style="list-style-type: none"> - The exterior of John Hankinson's remains in good condition with the brickwork and mouldings intact. - The extension at the rear of the property does not appear to diminish the significance of the site.

HERITAGE LISTINGS

Heritage listing/s	N/A

INFORMATION SOURCES

Include conservation and/or management plans and other heritage studies.

Type	Author/Client	Title	Year	Repository
Book	Nora Peek and Chris Pratten	Working the Clays	1996	
Council Records		Burwood Development Application Records		
Book	Frances Pollon	The Book of Sydney Suburbs	1996	
Book	R. Apperly, R. Irving, P. Reynolds	A Pictorial Guide to Identifying Australian Architecture.	1994	
WEB	John Sands	Sands Directory	1905 - 1933	http://www.cityofsydney.nsw.gov.au/learn/search-our-collections/sands-directory
Newspaper	Daily Commercial News and Shipping List (Sydney, NSW : 1891 - 1954)	'NEW SOUTH WALES.', 14 September, p. 5 Supplement: Weekly Summary,	1921	http://nla.gov.au/nla.news-article159595849 viewed 2 December, 2014

RECOMMENDATIONS

Recommendations	1) The building and landscape should be retained and conserved. A Heritage Impact Statement should be prepared for the building prior to any major works being undertaken.
------------------------	--

Heritage Data Form

	<p>2) Archival photographic recording, in accordance with "Photographic Recording of Heritage Items Using Film or Digital Capture" (NSW Heritage Guidelines Series, 2006), should be undertaken before major changes.</p> <p>3) "109 Burwood Road", should be listed as a heritage item in Schedule 5 of the <i>Burwood Local Environmental Plan 2012</i>.</p> <p>4) Building owners should be advised about the importance of their property and encouraged to retain extant fabric, particularly in the un-investigated interior where reputedly unique bricks were used.</p>
--	---

SOURCE OF THIS INFORMATION

Name of study or report	Burwood Assessment of Potential Heritage Items	Year of study or report	2015
Item number in study or report	13.		
Author of study or report	City Plan Heritage		
Inspected by	Evan Oxland and Flavia Scardamaglia		
NSW Heritage Manual guidelines used?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
This form completed by	Anna McLaurin & Kerime Danis	Date	18/11/14 & 12/05/2015

Further management policies:

Interpretation Policy required to highlight connection with Cook's brickpit etc.

Preservation policies: Itemise special bricks & locations - require NO PAINTING or Rendering; no disturbance or removal of special bricks, chimney pots etc in the event of any work occurring

Note: tessellated tiles may provide a guide to future reinstatement of tilting to verandah of No 99 due to family connection.

Cross reference to other related items should be explicit in the summary statement of significance.

Fine polychrome work particularly to chimney is worth noting.

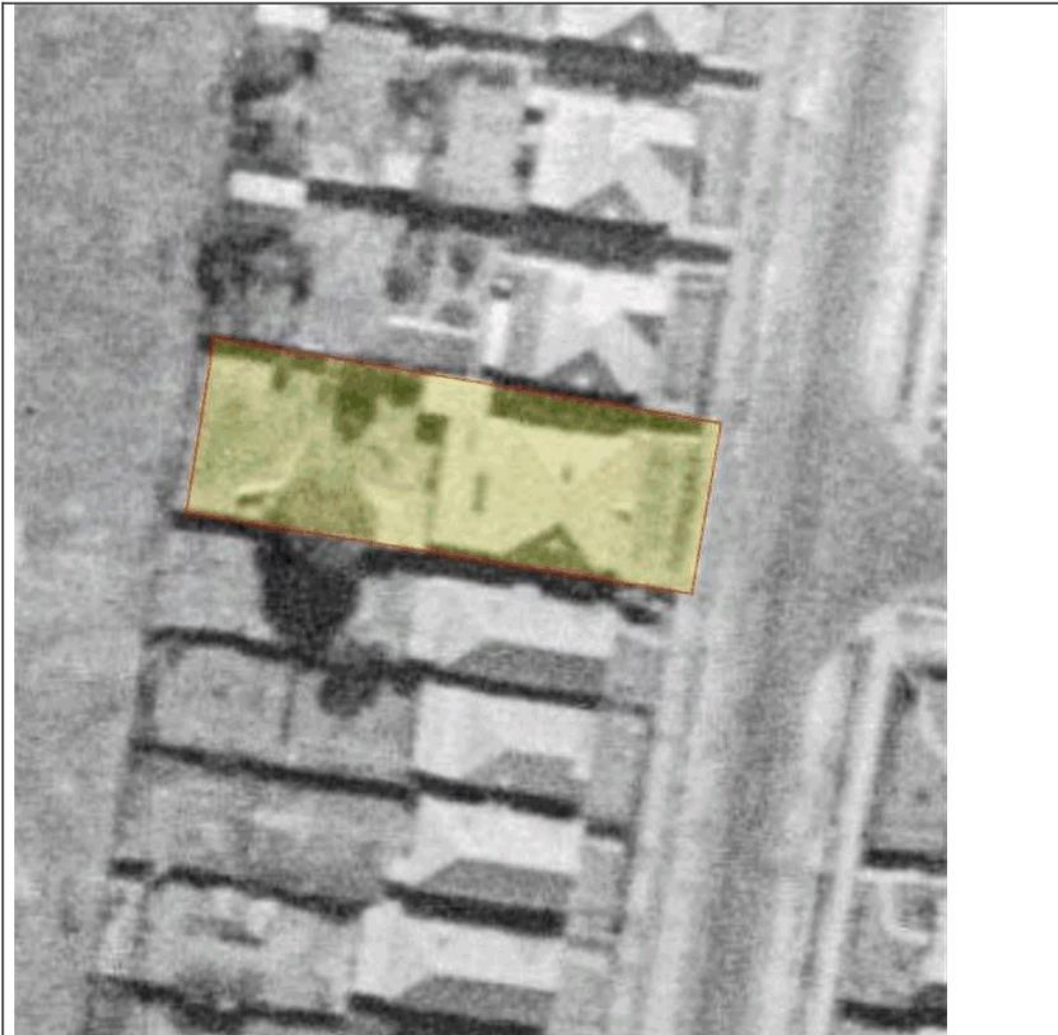
NOTE: SIMILAR COMMENTS MAY BE APPLICABLE TO NO 99

Heritage Data Form

IMAGES - 1 per page

Please supply images of each elevation, the interior and the setting.

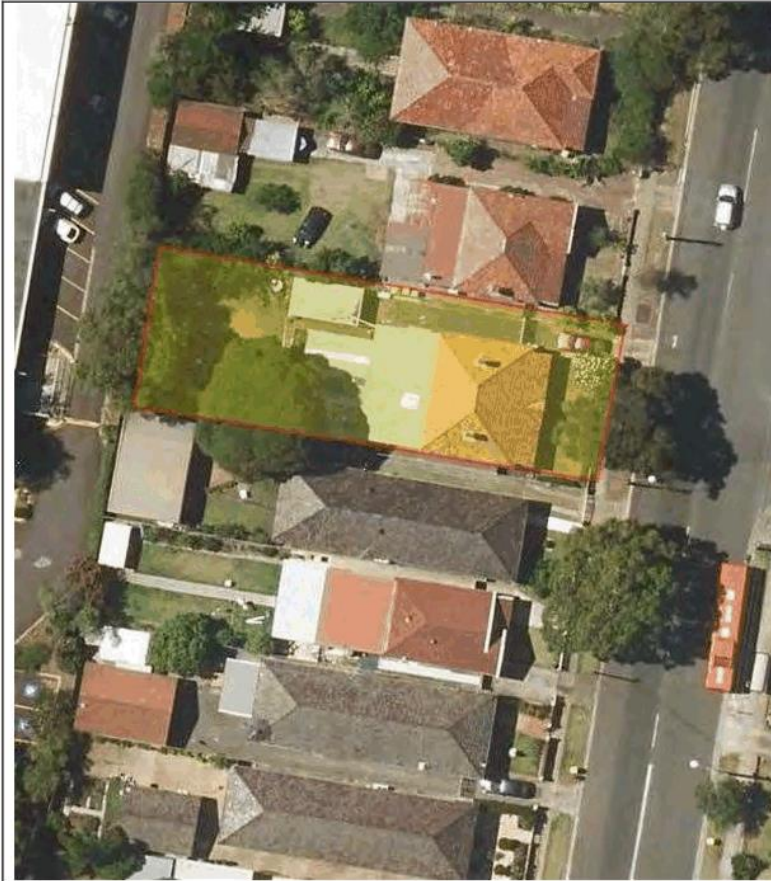
Image caption	1943 aerial photograph, note undeveloped green field behind 109 Burwood Road.				
Image year	1943	Image by	SixMaps	Image copyright holder	Land & Property Information



*Heritage Data Form***IMAGES - 1 per page**

Please supply images of each elevation, the interior and the setting.

Image caption	Aerial photograph.				
Image year	2014	Image by	SixMaps	Image copyright holder	Land & Property Information



*Heritage Data Form***IMAGES - 1 per page**

Please supply images of each elevation, the interior and the setting.

Image caption	190 Burwood Road, Enfield.				
Image year	2013	Image by	Google	Image copyright holder	Google

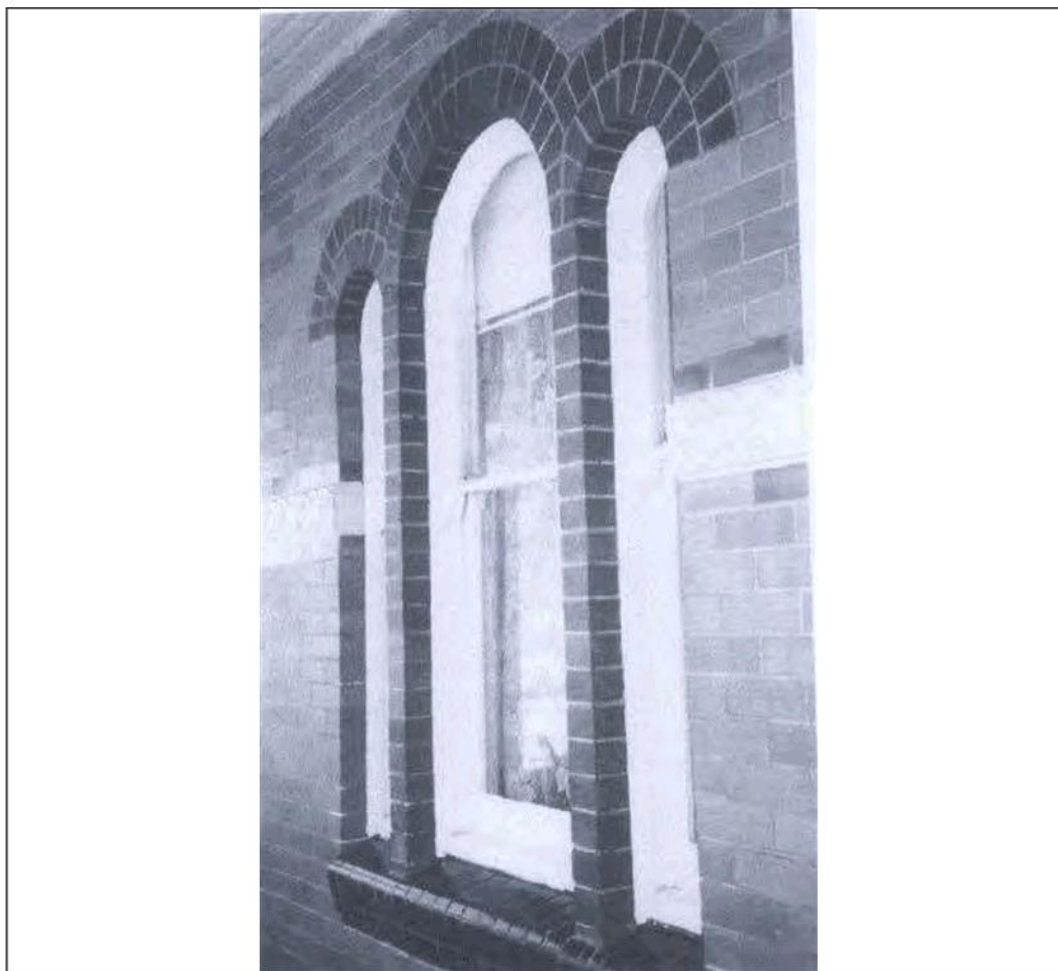


Heritage Data Form

IMAGES - 1 per page

Please supply images of each elevation, the interior and the setting.

Image caption	Triple light windows.				
Image year	1996	Image by	Robert Irving	Image copyright holder	Ashfield and District Historical society.



*Heritage Data Form***IMAGES - 1 per page**

Please supply images of each elevation, the interior and the setting.

Image caption	View of eastern façade of 109 Burwood Road Enfield. Note the fine pointing in the brickwork.				
Image year	2014	Image by	City Plan Heritage	Image copyright holder	Burwood Council



Heritage Data Form

IMAGES - 1 per page

Please supply images of each elevation, the interior and the setting.

Image caption	Detail of ornate terracotta moulding in string course along the eastern façade.				
Image year	2014	Image by	City Plan Heritage	Image copyright holder	Burwood Council



PHOTOS CLEARLY SHOW THE EXEMPLARY QUALITY OF BRICKS & BRICKWORK.

USE OF GLAZED BRICK IS RARE IN THE CONTEXT OF DOMESTIC RESIDENCES

GLAZED BRICKS SOMETIMES SEEN ON SILLS - HERE THEY ARE FOUND ON SILLS, DOUBLE BULL NOSED COPINGS AND DECORATIVELY LAID IN WALLS.

LISTING IS FULLY JUSTIFIED ON ACCOUNT OF THE WORKMANSHIP
APART FROM FINE SELECT QUALITY OF THE MATERIALS THE WORKMANSHIP IS EXEMPLARY.

19-08-2016

Colin Israel,

BSc; BArch UNSW & M Herit Cons USYD

Principal Heritage Consultant – Heritage Advice

ITEM /16 Consideration of Potential Heritage Properties.DOC

Investigation of 16 Eurella Street

COLIN ISRAEL
PRINCIPAL HERITAGE CONSULTANT TRADING AS
HERITAGE ADVICE

ABN: 23 155 854 944

Manager, Planning and Development
Burwood Council
Suite 1, Level 2
1-17 Elsie Street
BURWOOD NSW 2134

PO BOX 199
NORTH RYDE BUSINESS CENTRE
NSW 1670
heritage.advice@bigpond.com

M: 0408 462163
12 September 2016

RE: ASSESSMENT OF POTENTIAL HERITAGEVALUE OF 16 EURELLA STREET, BURWOOD

This report has been prepared by Heritage Advice on behalf of Burwood Council to assess the potential heritage value of the property 16 Eurella Street, Burwood.

The property was inspected on 24th June 2016 by Colin Israel.

The inspection was visual and conducted from the public domain.

The owners were contacted by Council's officers requesting access to the interior and initially agreed. At the arranged time the owner was met in front of the house and he asked for an explanation of Council's assessment process which was given. The owner on consulting with family members then courteously declined to provide access onto or into the property and the inspection was conducted from the public domain by photo survey of the exterior of the property.

Research included:

- Sands Directories
- Land & Property Information Certificates of Title & Deposited Plan
- Trove open searches – newspapers, maps etc.
- Council's archival development files.
- Our previous research of related properties.

The report finds that the potential heritage item would meet criteria for listing for historical, historical associations and aesthetic heritage values.

Other criteria may also be demonstrated with further study.

Our recommendation would be for Council to advance the listing of this potential item with inclusion of the following:

1. Summary Statement of Significance based on the assessment against criteria in this report.
2. Management Policies for listing including a Curtilage Study identifying any acceptable additional development potential.

Yours truly,



Colin Israel

B.Sc(Arch), B.Arch, UNSW; M. Herit. Cons. USYD

Principal Heritage Consultant
HERITAGE ADVICE

Conservation Management Plans
Heritage Impact Statements
Heritage Item Assessment
Conservation Area Assessment
Heritage Listings
D.A. Design Advice
Pre-Auction Inspection

Heritage Advisor Service
LEP & DCP guidelines
Conditions of Consent
Council DA Assessment
Archival Drawings
Photo Recording
Heritage Interpretation
Maintenance Schedules

Advocacy & Mediation
Land & Environment Court
Expert Witness Reports

ITEM /16 Consideration of Potential Heritage Properties.DOC

Investigation of 16 Eurella Street

Potential Heritage Item – Preliminary Assessment

16 Eurella Street
Burwood NSW 2134

1.1 Initial Assessment – Potential Heritage Item:

[Name of potential heritage item]

16 Eurella Street Burwood initially called “Partis”, later “Ivanhoe”

This single storey Victorian House has been identified by Council as having potential heritage significance. It is not currently listed as a local heritage item. It is in the vicinity of several other heritage items. It was built as a residence circa 1892.

1.2 Reference:

[Reference number/s for the potential heritage item.]

Suburb	Item Name	Address	Property Description	Potential Significance	Item No.
Burwood	House	16 Eurella Street	Lot 1, DP 168060	Local	TBA

1.3 Address and property description:

[of potential heritage item]

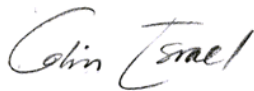
Lot 1 DP 168060

1.4 Prepared for:

[Name of client or owner, where manager or owner]

Burwood Council

1.5 Prepared by:



Colin Israel,
Principal Heritage Consultant – Heritage Advice
Date: 12 September 2016

COLIN ISRAEL
B.Sc Arch, B.Arch UNSW; M.Herit. Cons. USYD
HERITAGE ADVICE
ABN: 23 155 854 944

PO BOX 199
NORTH RYDE BUSINESS CENTRE
NSW 1670
heritage.advice@bigpond.com
M: 0408 462163

2 EXECUTIVE SUMMARY OF POTENTIAL HERITAGE VALUES

This preliminary heritage assessment identifies three criteria for which the potential item has demonstrated heritage values:

Criterion (a) (local historical significance)

Subdivided in the 1880's and purchased by Elizabeth Ahearn, wife of John Ahern, a prominent builder c 1890. A single storey Late Victorian Villa home of superior quality was built by Ahearn in 1892. The home is shown on Block Plan Survey of the area in 1894. It was one of the first houses on Eurella Street. "Partis" as it was first called, demonstrates the process of subdivision and development in a period of mixed fortunes, the 1890's depression years. Although Ahearn was twice mayor of Burwood (in 1894 and 1899) he died tragically in 1909 leading to the disposal of his estates.

Criterion (b) (local historical associations significance):

Subsequently the house has been owned and occupied by two prominent families:

Jack E Cassidy lived there between 1920 and 1930. He was a prominent Barrister, one of the founders of the Liberal Party in 1940's. His biography is listed in the Australian Dictionary of Biography.

A E W Lowe was a well-respected educator and a head master initially in Albury. He had taught around NSW and in Manila before settling in Burwood with his family and residing at No 16 Eurella Street between 1930 and 1949. Subject to additional research, he may have been Principal of one of the areas' large Private Schools.

Criterion (c) (local aesthetic significance):

This Victorian Italianate Villa demonstrates exemplary design, detailing and construction. The brickwork is finished with sandstone quoins and sandstone surrounds to the windows. It is remarkably intact including joinery, iron lace and timber details.

Known modifications were carried out in 1994 to the designs and under the direction of Otto Cserhalmi a recognised Heritage Architect. Although this involved a large rear addition and some internal alterations to the original house, the majority of the house was retained and conserved in the process. While not listed at the time of these works, the care and skill applied was equal to that required under the Burra Charter and augments rather than detracts from the significance of the potential item.

Other Criteria:

Other criteria not fully investigated at this preliminary stage may also provide a basis for listing. Of these, the criteria of "Rarity" or "Representativeness" would warrant further research, particularly through a detailed comparative analysis with any Late Victorian Villas in surrounding suburbs.

Our recommendation would be for Council to advance the listing of this potential item with a more in-depth assessment to include:

- 1. A Summary Statement of Significance based on the assessment against criteria in this report.**
- 2. Management Policies for listing including a Curtilage Study identifying any acceptable potential additional development potential.**

3 PHYSICAL EVIDENCE

3.1 Location

The subject site is 16 Eurella Street, Burwood. The site is a large block almost square in shape located facing north onto Eurella Street between Shaftesbury and Lucas Roads.

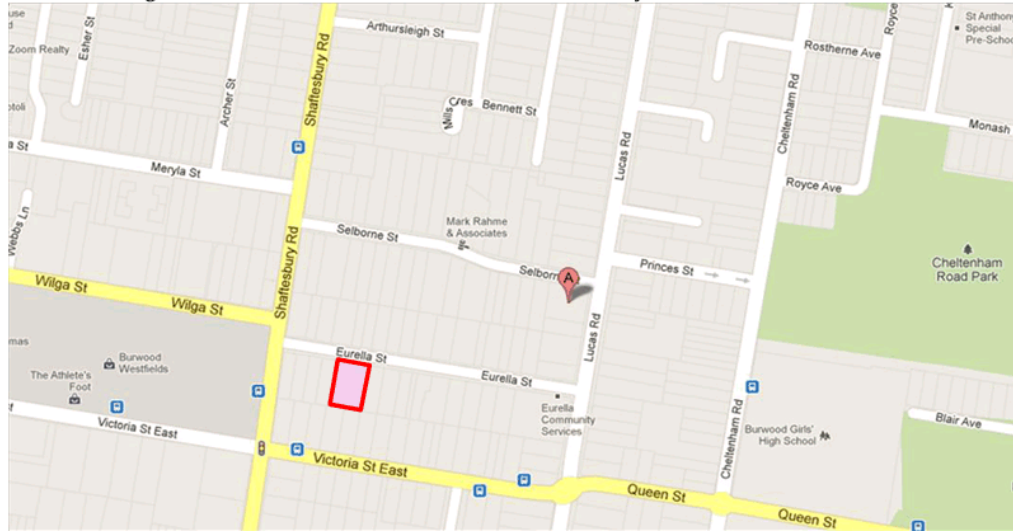


Figure 1: Location of the site, outlined red & tinted. Source: Google maps www.google.com.au/maps

3.2 Topography and land use

The topography of the area is relatively level, with Eurella Street sloping up slightly towards the east. The site and surrounding area are zoned R2 for low density residential uses indicated in Burwood LEP 2012 maps.

3.3 Streetscape and Setting

Eurella Street is a straight suburban street that runs east to west with parking either side. Substantial trees line the street as part of a formal planting scheme. Many houses have large front yards with mature trees in a range of species, including the subject site.

The area is characterised by residential properties generally freestanding and of one to two storeys. There are a number of heritage items in the vicinity including several Victorian villas and Federation bungalows which are visible in the streetscape and some examples of semi-detached residences. Front gardens have generous street setbacks, often resulting in smaller backyards.

The area presents as a mix of developments from Late Victorian, Federation and some Inter-War infill.

3.4 Views

The gently sloping topography, consistency of scale of built form and abundance of vegetation and trees mean that there are no long range views to or from the site. Principal views of the site are from Eurella Street with the site being located with a prominent double frontage.



Figure 2: Recent aerial photograph showing the site and immediate surroundings.
Source: NSW Land and Property Information.

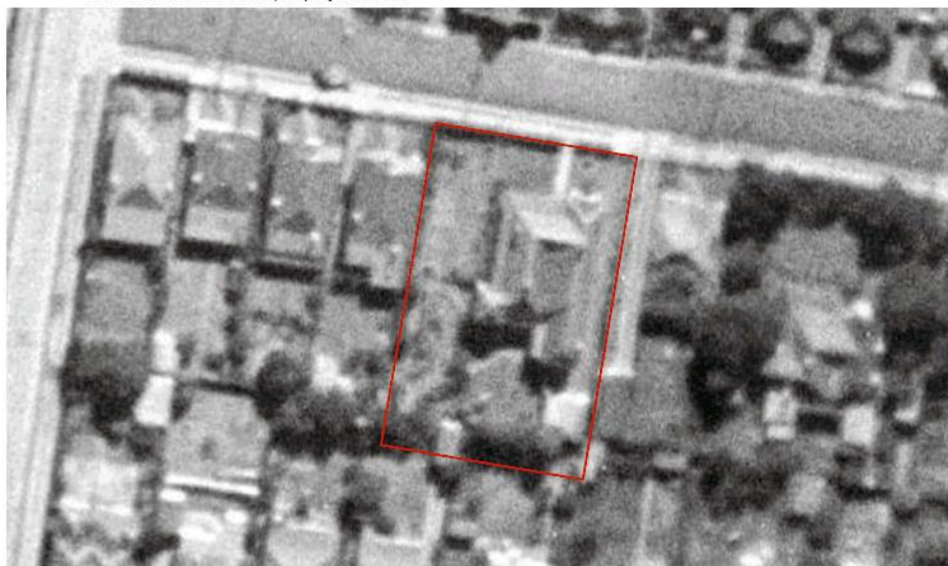


Figure 3: Aerial photograph from 1943 showing the site and the character of the immediate area.
Source: NSW Land and Property Information.



Figure 4: Eurella Street looking south towards the site Burwood CBD in background.

3.5 Heritage Status

The site is neither listed as a heritage item nor located within a conservation area. There are several heritage items located in the vicinity of the site as listed in Table 1 and shown in Figure 7.

Suburb	Item Name	Address	Property Description	Significance	Item No.
Burwood	"Eurella house"	2-2A Eurella Street	Lots 4-6, Section 1, DP 552	Local	53
Burwood	Victorian house	31 Eurella Street	Lot 18, Section 2, DP 552	Local	54
Burwood	House	63 Lucas Road	Lot A, DP 311745	Local	75
Burwood	Villas	65 and 76 Lucas Road	Lot 3, Sec 2, DP 552; Lot 1, DP 456975; Lot 2, DP 456975; Lot 3, DP 333087	Local	76
Burwood	Federation Houses	11, 14, 17 and 21 Selborne Street	Lot B, DP 65343; Lot 1, DP 79133; Lot 1, DP 934186; Lot 1, DP 962756	Local	100
Burwood	Victorian Villa	12 Selborne Street	Lot 1, DP 78623	Local	101
Burwood	"Orama"	16 Selborne Street	Lot 1, DP 742888	Local	102
Burwood	Federation house	19 Selborne Street	Lot 1, DP 935087	Local	103
Burwood	Federation house and garden	27 Selborne Street	Lot A, DP 340927	Local	104

Table 1: Burwood LEP 2012 Schedule 5 Environmental Heritage Part 1 Heritage Items

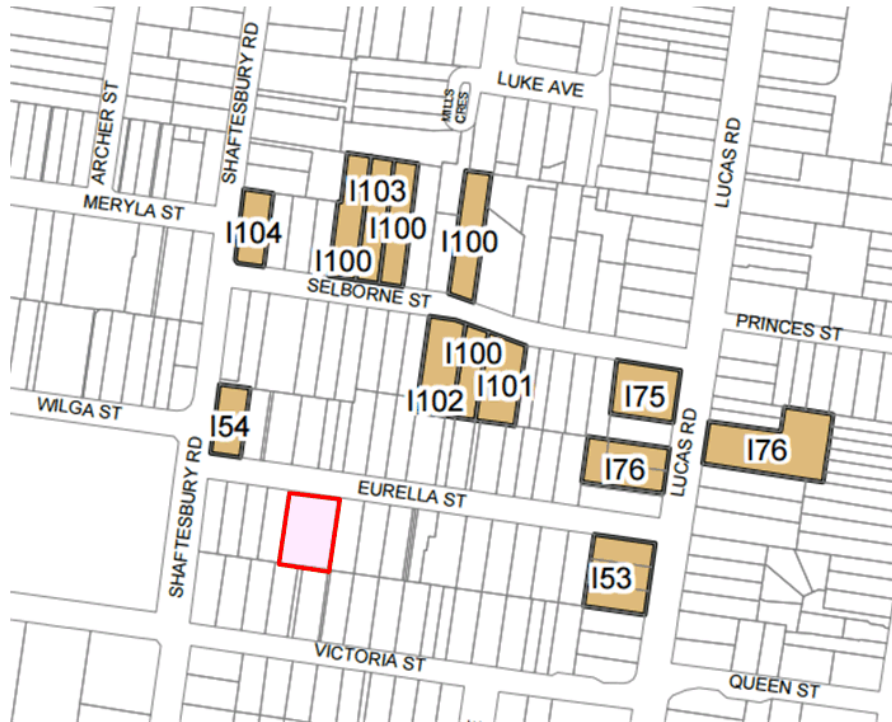


Figure 5: Burwood LEP 2012 Heritage Map. The site is outlined red and tinted.

Other heritage items in the vicinity are shown in brown.

Item I75 is referred to in the text as having historical associations with Ahearn family.

There are no conservation areas in the vicinity of the site.

3.6 Physical description of the property

3.6.1 Inspection and Background Research

The property was inspected on 24th 2016 June by Colin Israel.

The inspection was visual and conducted from the public domain.

The owners were contacted by Council's officers requesting access to the interior and initially agreed. At the arranged time the owner was met in front of the house and he asked for an explanation of Council's assessment process which was given. The owner on consulting with family members then courteously declined to provide access onto or into the property and the inspection was conducted from the public domain by photo survey of the exterior of the property.

Real estate record photos available publicly on the internet were viewed for use with Council's own DA records to provide an assessment of past modifications and recent condition.

The house and grounds were clean and well maintained. The house was in use as a private residence and appeared to be in a sound condition, recently painted and repaired with no evident structural defects.

3.6.2 Exterior Description

The house is a single storey Victorian Italianate Villa constructed from brick with stone quoins and stone. The bullnosed corrugated iron front verandah returns on the western side and features original decorative cast iron posts, valences and railings. Windows on the main facades are double hung timber with shaped sandstone reveals and lintels. Original chimneys have been retained.

The rear has highly sympathetic additions true to the style and character of the original Villa and utilising similar forms and details but using more render finishes than face brick. These are situated to the rear of the house apart from the free standing double garage which is on the western side and set back in line with the front of the house. This has a sympathetic rendered form with twin doors as opposed to a double width garage door.

The front fence is a rendered reproduction with Victorian styled pickets on a masonry base set between capped piers. The front of the house has a prominent gabled bay with shaped barge boards including turned timber finial. The roofing has been changed to a low profile red concrete tile and possibly was originally of slate. The colour scheme is highly sympathetic with red frames and cream / off white sashes in windows and red gutter and iron posts.

The garden is Victorian in character with lawn and formal garden beds, hedging and a very mature frangipani and a formal pathway to the verandah steps sympathetically restored.



Figure 6: No 16 Eurella Street looking south towards the site showing the double fronted property as highly intact.

ATTACHMENT 2

ITEM /16 Consideration of Potential Heritage Properties.DOC Investigation of 16 Eurella Street

COLIN ISRAEL
HERITAGE ADVICE

3.6.3 Exterior Details

EXISTING HOUSE – INSPECTION RECORD PHOTOS.



Front facade facing Eurella Street



Front verandah - northern western corner.



Western side – sympathetic additions at rear & garage



Bay Window – projecting from front gable – stone quoins and window surrounds.

ATTACHMENT 2

ITEM /16 Consideration of Potential Heritage Properties.DOC Investigation of 16 Eurella Street

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HERITAGE ADVICE

	
<p>Eastern side – general view.</p>	<p>Eastern side details – shaped stone lintel & boarded eaves.</p>
	
<p>Detail projecting front bay, flying gable and finial, sandstone circular vent – sympathetic period colours.</p>	<p>Detail verandah iron corner post and lace valence – sympathetic period colours.</p>

ATTACHMENT 2

ITEM /16 Consideration of Potential Heritage Properties.DOC Investigation of 16 Eurella Street

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HERITAGE ADVICE

3.6.4 Interior - Real Estate postings

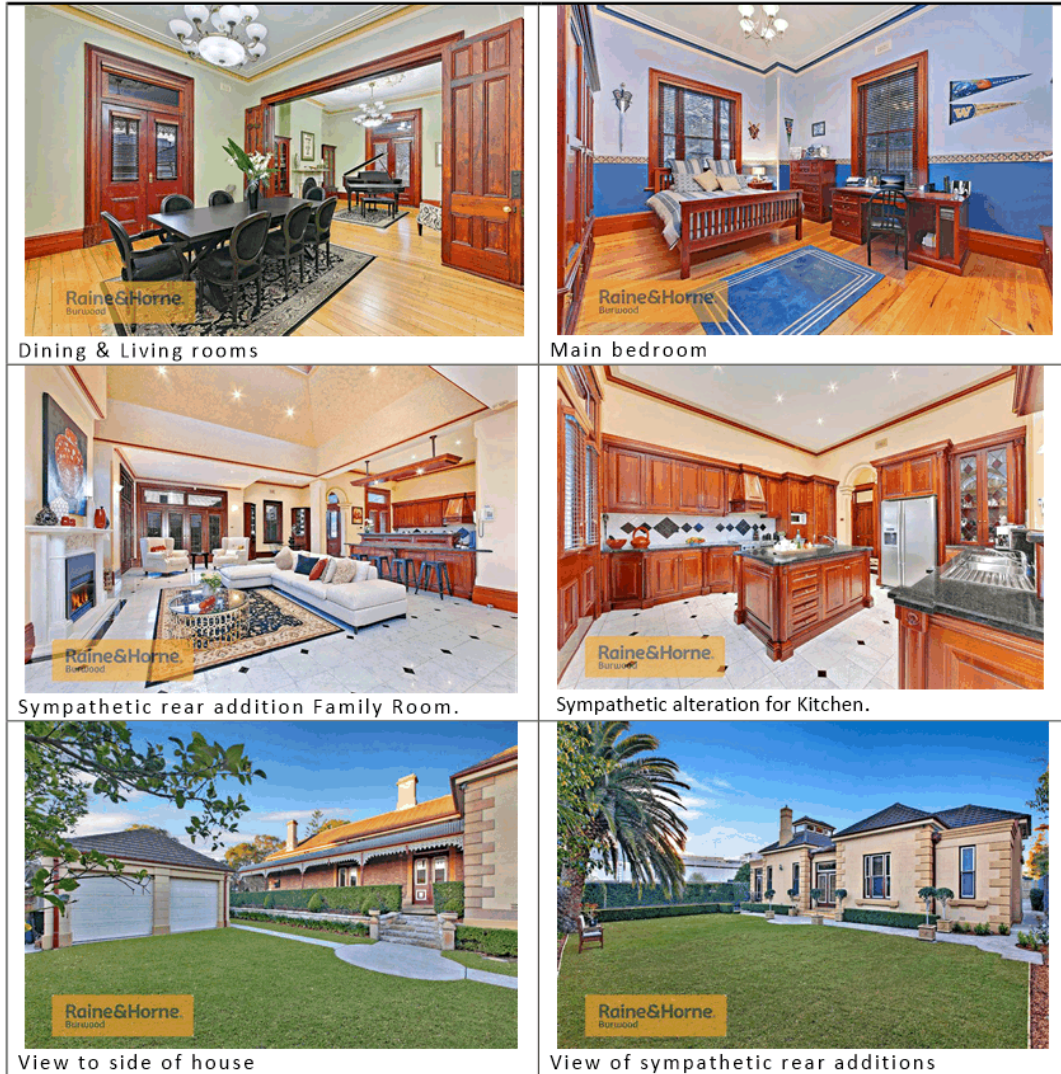


Figure 7: Recent internet images showing interior rooms and rear of site as noted - watermarked Raine & Horne - Burwood.

4 DOCUMENTARY EVIDENCE

4.1 Early European History

Burwood was first settled by Europeans following the construction of a bush track c.1791 linking the settlements of Sydney Cove and Parramatta along what is today Parramatta Road. The track was needed as a land route to supplement the river transport. It took many years to improve the road and the constant passage of guards and workers made it necessary to build an overnight resting place halfway between the two settlements, close to the present day Burwood.

4.2 Early Land Grants

Present day 16 Eurella Street is on land that was once part of a crown grant of 750 acres is made to Thomas Rowley in 1803 (portion 246 of Parish of Concord). The Rowley grant, along with Faithful's 1000 acre grant cover present day Burwood and parts of the surrounding suburbs.

Following the Thomas Rowley's return to England, control of his estate passed into the hands of executors as his children were not of legal age. The executors wrongfully auctioned the estate to Alexander Riley in 1812. Captain John Piper leased the land after Riley returned to England in 1817, and lived there in Burwood Villa, built by Riley (now demolished) until the completion of his own manor at Point Piper in 1822. Burwood Villa was then leased in succession to a number of gentlemen.

Following Riley's death in 1833 the Rowley children instituted legal proceedings and regained possession of the 750 acre property which according to his will should not have been auctioned. The estate was partitioned among his children, with the site of 16 Eurella Street within the 213 acres granted to Thomas Rowley junior.¹

Almost at once the new owners began to subdivide their land into blocks ranging from four to twenty acres for country homes and small farms. The first streets were marked out at this point to provide access to the highways (Parramatta and Liverpool Roads). Eurella Street was originally named Edrop Street for Edward J. Edrop and later named Eurella Street after the house of that name situated at the corner of Eurella Street and Lucas Road.²

4.3 Subdivision of the Site

Edrop Street is first listed in the Sands Directory in 1880 and subsequently as Eurella Street about 1892 when the site was owned by Elizabeth Ahearn, wife of Mr. John Ahearn, a well known building and engineering contractor. Elizabeth Ahearn owned this land on behalf of the family together with several other allotments. Clearly this was part of a speculative holding, intended for development. John Ahearn purchased a sizeable quantity of land in a number of the original subdivisions in the area including some around No 63 Lucas Road Burwood where he built a substantial two storey Victorian Italianate mansion as his family's home "Bronte". Another of Ahearn's properties "Marlborough" at nearby 29 Victoria Street, was assessed under Council's Heritage Review Stage 1 but not listed.³

¹ Dunlop, Eric Wilfred. *Harvest of the Years: The Story of Burwood, 1794-1974*. Burwood, N.S.W.: Council of the Municipality of Burwood, 1974, pp 16, 26-29.

² LPI Certificate of Title Volume 704 Folio 23

See also Dunlop, Eric Wilfred. *Harvest of the Years: The Story of Burwood, 1794-1974*. – Table P 186 "Street Names" Burwood, N.S.W.: Council of the Municipality of Burwood, 1974, p 11.

³ Refer BWD TRIM 15/11544

This is now listed in BLEP 2012 Schedule 5 as Item I 75.

Mr. John Ahearn, born in Parramatta in 1844, was a well known building contractor. He is known to have carried out three contracts for the Sydney Water Supply and others for the Railways, including a Contract for quadrupling the main suburban railway line from Croydon to Strathfield; The duplication of the line from Parramatta to Penrith and constructing of the sorting siding at Clyde

Among his contracts for the Public Works Department and the Water and Sewerage Board was the construction of the Centennial Park Reservoir and a section of the main sewer at Arncliffe. Mr. Ahearn was interested in local government, and was the first Mayor of Campbelltown. He was afterwards Mayor of Mudgee, and twice Mayor of Burwood, in 1894 and again in 1899.

During his term in the Burwood Council Mr. Ahearn was chiefly noted for his work in connection with the finances. During his first year of office he instituted a system of making each year's revenue cover the year's expenditure, and was the first Mayor for fifteen years who had a surplus at the end of the year. Prior to his term as Mayor the borough had been steadily drifting into debt, despite the fact that it was receiving Government endowment. He instituted the principle of "living within our means" with the result that financially Burwood became one of the soundest municipalities in the State. He was also one of the foundation members of the Water and Sewerage Board, and held his position, for four years. With his wife Elizabeth he had three sons and three daughters.⁴

Ahearn's occupation as a contractor indicates that he was the builder of the house on site, and he may originally have intended to build on his other properties adjoining. The house displays the skills of a master builder and has superior workmanship and considerable design acumen. It may have been intended as a form of "display home" to increase the value of the adjoining properties and provide a fine example of his capabilities. Its quality is all the more noteworthy as indications are that it was constructed about 1892 at the onset of a decade long economic depression.

John Ahearn died in tragic circumstances in 1909 at his office on the Arncliffe-Bexley tramline construction site, aged 65. His widow and descendants were pressed to settle his affairs by disposal of family owned properties. Although extensive these were heavily mortgaged. Following her death in 1918 the remaining properties were disposed of including the house at No 16 Eurella Street.

Some research relating to Ahearn is collected at "Attachment A" bundled to this report.

The house is first listed under the name of "Partis" in The Sands Directory in 1892. Ahearn and his family never occupied the home and it was leased to Hector R Maclean, a musician and teacher of piano, singing, organ and theory.⁵

The Sands Directories show several tenant occupants followed using various house names. A preliminary list follows, next page.

⁴ 1909 'A CONTRACTOR'S DEATH.', *The Sydney Morning Herald* (NSW : 1842 - 1954), 19 June, p. 16, viewed 5 November, 2012, <http://nla.gov.au/nla.news-article15066243>

⁵ SMH 3-02-1894 – pg 12 advertising

ATTACHMENT 2

ITEM /16 Consideration of Potential Heritage Properties.DOC Investigation of 16 Eurella Street

COLIN ISRAEL
HERITAGE ADVICE

1893 – C 1895	Hector R Maclean, Music Teacher	"Partis"
1896	Thomas Jones, Contractor	
1897	Edward A Bronsdon, Draftsman	"Rexdon" (To be confirmed)
1900 to 1905	Arthur J Scott, Printer	"Ivanhoe"
1909 to 1912	Mrs M A Kelly	
1915	Mrs R G Ekin	"Ivanhoe"
1919	Mrs Sarah Clewes	
C 1920 to 1930	Jack E Cassidy	(No 16 – house name no longer used)
1932	Mrs M Cassidy	

The first owner occupier was Jack E Cassidy. He was just starting his career in Law and rose to be a prominent barrister and one of the founders of the Liberal Party, though by that time he was no longer living in Burwood. He and his widowed mother had moved to Sydney to complete his education, his father having died when he was about 15. His life has been recorded in the Australian Dictionary of Biography and the article is attached at "Attachment B" of this report.

The subsequent owner-occupant, F W A Lowe was also a well-regarded figure, though not as prominent. He was a teacher and headmaster who had served in regional NSW and overseas before settling in Burwood. Several notices in the papers are appended at "Attachment C".

Table 2: Land Titles Research for 16 Eurella Street

ORIGINAL GRANT				PORTION 246			
9/08/1803	Crown Grant to	Thomas Rowley		Portion 246		Parish of Concord	
							V478 F230
INITIAL SUBDIVISION							DP 552
12/07/1884	Transfer from	Edward John Edrop	of	LOTS 12, 17-22 Section 1 1,2,3,4 & 7, 10 in Section 3	to	James James	V704 F23
30/05/1884	Mortgage by	James James		" "	to	Mary Anne Cope	"
11/05/1885	Transfer from	James James	of	Lot 4 Section 3		Thomas Stiles	"
30/06/1886	Transfer from	James James	of	Lot 12 Section 1	to	Sophia Ada Simpson wife of George S.	"
24/03/1892	Transfer by	Mary Anne Cope	of	Lots 17 - 22 Section 1	to	Elizabeth Ahern	"
		Mortgagee excersising power of sale				wife of John Ahern	
31/01/1903	Transfer by	Mary Anne Cope	of	Lots 7 & 10 Section 3	to	Robert Ambrose Dallieu	"
		Mortgagee excersising power of sale		(Residue)			
NEW CERTIFICATE OF TITLE ISSUED FOR LOTS 17 & 18							CT V3122 F234
9/11/1920	Transfer by	Elizabeth Ahern	of	Lots 17 & 18	to	Jack Evelyn Cassidy of Sydney - Law Clerk	V3122 F234
15/11/1920	Various						
to	Mortgages						"
8/10/1930	by	J.E. Cassidy					
24/01/1941	Transfer by	J.E. Cassidy	to	Francis William Addison Lowe	of	Auburn - Teacher	
to	Various						"
16/08/1949	Mortgages						
14/09/1970	Transmission	F.W.A. Lowe	to	Marion Charlotte Lowe	of	Burwood - widow	"
28/05/1971	Transfer	M.C. Lowe	to	James Valera Clyde Cubis			"
			and	Josephine Cubis his wife		as joint tenants	
TRANSFERRED TO COMPUTER FOLIO							CT 1/168060

ITEM /16 Consideration of Potential Heritage Properties.DOC
Investigation of 16 Eureka Street

Edrop S^t now Eureka S^t

21	20	19	18	17	16
	a 0	r 3	p 38 ³ / ₄	14.18	
	"	"	200 ft		Suc 1
22	23	24	25	26	27
50 ft					

Victoria S^t

Scale 300 feet to an inch

Eurella St.

from A.P. Rd. Kerbo (Aligned 8' 6" at 33' 8' 6") 1/2 d. to A.P. Rd.

18.7m 89° 44' 98 ft 10 in.

19 18 17 16

141 ft. 0° 04' 141 ft. 18 11 P

180° 04'

Sec. 1

18.7m 26° 04' 98 ft 10 in.

24 25 26 27

Scale: 40 ft. to one inch.

LAND WITHIN
ENCLOSED IS LOT 7
D.P. 168960

15/24

4.4 Documentary Evidence



Figure 10: Circa 1894 "Block Survey Plan" showing the outline of the site and outbuildings, well, and the adjacent house.
Source: Burwood Local Studies "1890's Survey"CD

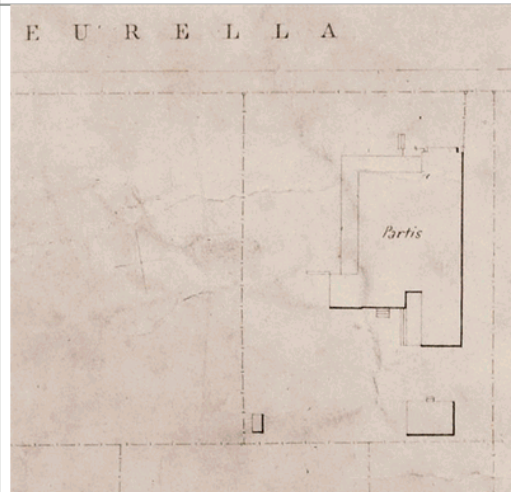


Figure 11: Circa 1894 "Block Survey Plan" showing the outline of the site and outbuildings, well, and the adjacent house.
Source: Burwood Local Studies "1890's Survey"CD

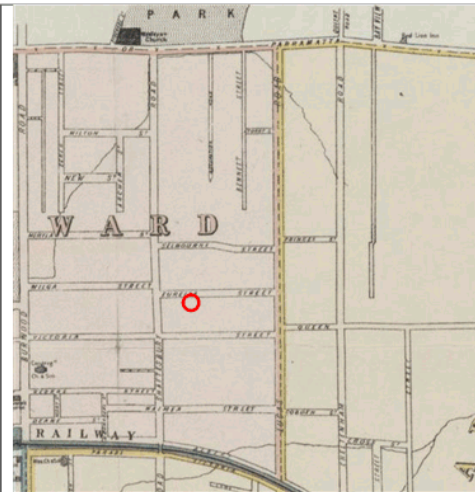


Figure 12: Section of Burwood Parish of Concord Map showing Eurella Street in the late nineteenth century.
Higginbotham and Robinson (1890-1899).
Source: National Library of Australia Map F 549

4.5 Evolution of the House

The house has remained a single residence since constructed. There are no records indicating changes prior to the major additions and alterations undertaken in the 1990's. Council's records include detailed drawings for this redevelopment. These give a clear indication of the prior existing plan together with the extent of works undertaken. The works were designed by a recognised and respected Heritage Architect Otto Cserhalmi & Partners P/L for R&E Sacco in July of 1994 and approved September 1994 as Application No 257/94.

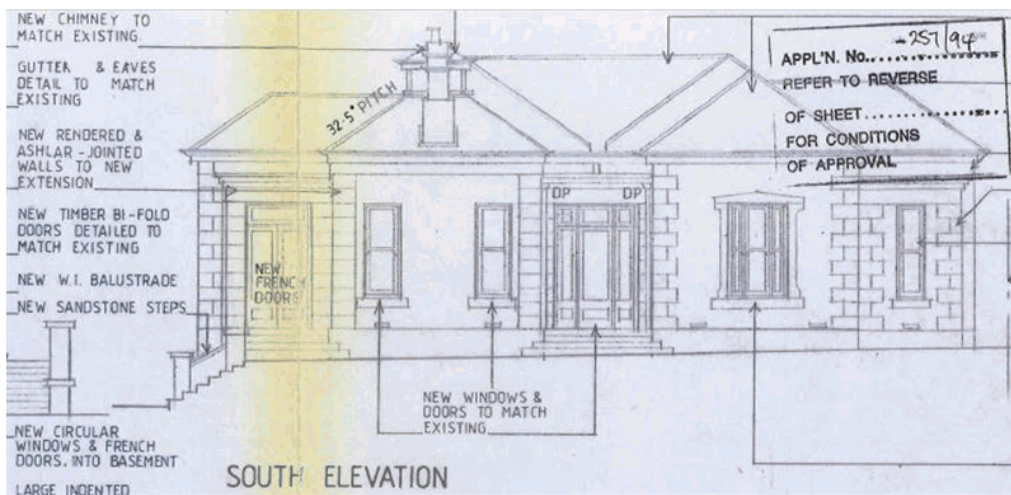


Figure 13: Rear elevation drawing of sympathetic additions designed by Otto Cserhalmi & Partners P/L in BA 257/94

The limited external inspection and real estate listing photos, together with the record drawings of alterations by a recognised Heritage Architect together confirm the assessment that the Late 20th Century alterations and additions have been designed and carried out in a highly sympathetic manner and in accordance with Burra Charter principles.

Consequently, the high aesthetic values of the original Ahearn (master built) construction have not been compromised and remain evident, legible and capable of appreciation and interpretation.

Alterations and additions have been carried out without detriment to the heritage significance of the fabric and would not support any contention that these values have been diminished by the later additions.

ATTACHMENT 2

ITEM /16 Consideration of Potential Heritage Properties.DOC Investigation of 16 Eureka Street

COLIN ISRAEL
HERITAGE ADVICE

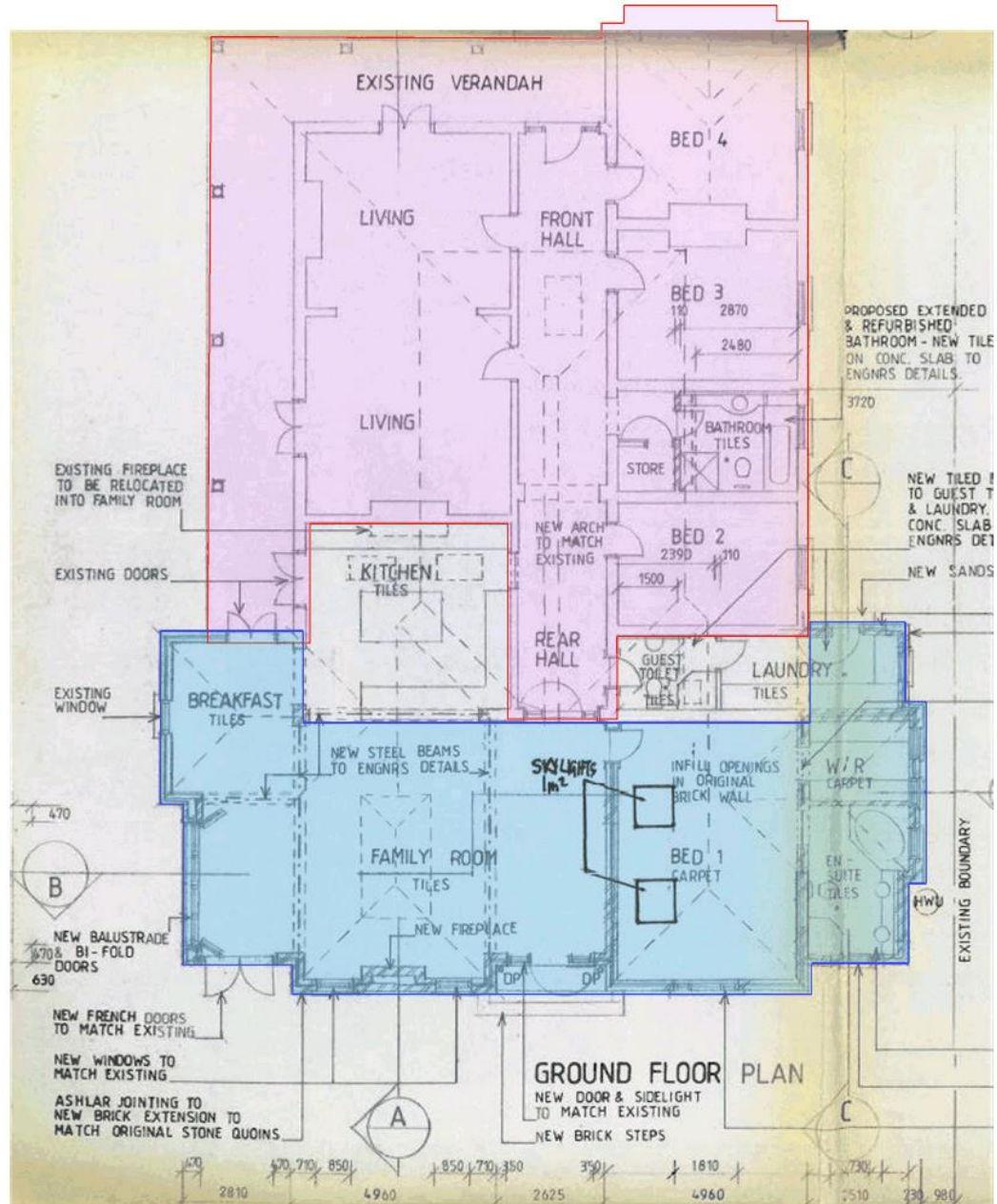


Figure 14: Ground Floor Plan of sympathetic additions designed by Otto Cserhalmi & Partners P/L in BA 257/94

Pink tint added to show parts of house retained in original form

Blue tint added to show 1990's additions.

Kitchen & Laundry modified and adapted.

Source: Burwood Council Archive Files (Colin Israel – Heritage Advice – Tints added).

5 PRELIMINARY HERITAGE ASSESSMENT

ASSESSMENT OF SIGNIFICANCE

Criterion (a) (local significance).

An item is important in the course, or pattern, of the local area's cultural or natural history

DISCUSSION:

The potential item at No 16 Eurella Street demonstrates the process of secondary subdivision and speculative development in the later part of the 19th Century in Burwood. The house appears to have been developed c. 1892 as a speculative Villa home of superior quality by John Ahearn a master builder who twice served as Burwood's Mayor and was responsible for several major infrastructure projects in the State including the Iron railway bridges over Burwood Road as part of the line duplication. The house has been sympathetically altered and retains its ability to demonstrate historical values.

ASSESSMENT: As follows:

Guidelines for INCLUSION		Guidelines for EXCLUSION	
• shows evidence of a significant human activity	YES	• has incidental or unsubstantiated connections with historically important activities or processes	NO
• is associated with a significant activity or historical phase	YES	• provides evidence of activities or processes that are of dubious historical importance	NO
• maintains or shows the continuity of a historical process or activity	YES	• has been so altered that it can no longer provide evidence of a particular association	NO

7.2 Criterion (b) (local significance):

An item has strong or special association with the life or works of a person, or group of persons, of importance in the cultural or natural history of the local area.

DISCUSSION:

No 16 Eurella has historical associations with:

John Ahearn & his wife Elizabeth. Ahearn was a prominent and successful Building Contractor responsible for major infrastructure projects around the State, in Sydney and in Burwood. He speculated in property and other investments and dies tragically in 1909 resulting in the dispersal of his estates. He built "Ivanhoe" but resided at nearby 63 Lucas Road which is a Local Heritage Item with values including associational significance related to the Ahearn family.

The house was first occupied by Hector R Maclean, a music teacher with the name "Partis".

The first owner occupier was Jack E Cassidy who resided here with his mother between 1920 and 1930. J E Cassidy was at the beginning of what proved to be a successful career as a Barrister. Moving elsewhere after his marriage in the early 1930's, Cassidy was a well known and respected figure at the Bar. He was one of the founding members of the Liberal Party in the early 1940's and is listed in the Australian Dictionary of Biography.

A subsequent owner was F W A Lowe and his family a respected educator who had taught widely in New South Wales and risen to be Head Master of Albury Public School and had taken an

ITEM /16 Consideration of Potential Heritage Properties.DOC

Investigation of 16 Eurella Street

appointment in Manilla before settling in Burwood. His involvement may extend to one of the Private Schools within Burwood or nearby.

ASSESSMENT:

The house was built by and is associated with John Ahearn a prominent Building Contractor and twice Mayor of Burwood. A subsequent owner occupier was Jack E Cassidy who rose to prominence as a Barrister during the decade he owned "Ivanhoe".

Another potential association would be with F A W Lowe a respected educator who may have held appointment as a Principal in one of the districts educational establishments.

Substantial parts of the house remain much as they would have been for these associated owners.

Guidelines for INCLUSION		Guidelines for EXCLUSION	
• shows evidence of a significant human occupation	YES	• has incidental or unsubstantiated connections with historically important people or events	NO
• is associated with a significant event, person, or group of persons	YES	• provides evidence of people or events that are of dubious historical importance	NO
		• has been so altered that it can no longer provide evidence of a particular association	NO

7.3 Criterion (c) (local significance):

An item is important in demonstrating aesthetic characteristics and/or a high degree of creative or technical achievement in the local area.

DISCUSSION:

The construction of the house is attributable to John Ahearn a master builder responsible for many substantial building and infrastructure works in NSW, Sydney and Burwood. It is classified as being a Victorian Italianate Villa in style although built just after the end of that period. It is not regarded as transitional as its features and detailing are consistently of the Victorian Period and mainly Italianate in style:

- Asymmetrical Façade
- Bay front with gable
- Stone quoins and shaped stone door & window jambs & lintels
- Bracketed eaves / boxed eaves
- Use of cast iron lace decoration (adopted feature of Victorian Filigree Style)

It is likely it was constructed as a "display home" to advertise Ahearn's skill and promote sales of his adjoining allotments.

The house demonstrates superior design and building skills relative to similar scaled Villa houses surviving in Burwood. It uses stone detailing in quoins, reveals and heads to openings. Joinery is of a high standard (where visible to inspection) and the house has lost little of its characteristic Late Victorian detailing including cast iron lacework and verandah posts.

ITEM /16 Consideration of Potential Heritage Properties.DOC

Investigation of 16 Eurella Street

Major alterations and additions have not detracted from the original qualities of the house due to the influence and guidance of recognised Heritage Architects Otto Cserhalmi and Partners. The work done appears to have followed Burra Charter principles, notwithstanding the lack of formal recognition or listing prevailing at the time (C 1994).

ASSESSMENT:

Both in the original construction and the 1994 additions and alterations, the house demonstrates superior skills in design and building and remains a fine example of a Late Victorian Villa built with a high degree of skill and utilising fine trades persons for each era of works. It retains a high degree of authenticity and significant original fabric.

Guidelines for INCLUSION		Guidelines for EXCLUSION	
• shows or is associated with, creative or technical innovation or achievement	YES	• is not a major work by an important designer or artist	NO
• is the inspiration for a creative or technical innovation or achievement	YES	• has lost its design or technical integrity	NO
• is aesthetically distinctive	YES	• its positive visual or sensory appeal or landmark and scenic qualities have been more than temporarily degraded	NO
• has landmark qualities	?	• has only a loose association with a creative or technical achievement	NO
• exemplifies a particular taste, style or technology	YES		

7.4 Criterion (d) (local significance):

An item has strong or special association with a particular community or cultural group in the area for social, cultural or spiritual reasons.

DISCUSSION:

Potential values to the community or an identifiable group have not been fully explored in this preliminary assessment.

ASSESSMENT: POTENTIAL SIGNIFICANCE SUBJECT TO STAGE 2 ASSESSMENT.

Guidelines for INCLUSION		Guidelines for EXCLUSION	
• is important for its associations with an identifiable group	?	• is only important to the community for amenity reasons	NO
• is important to a community's sense of place	?	• is retained only in preference to a proposed alternative	NO

ITEM /16 Consideration of Potential Heritage Properties.DOC

Investigation of 16 Eurella Street

7.5 Criterion (e) (local significance):

An item has potential to yield information that will contribute to an understanding of the area's cultural or natural history.

DISCUSSION:

Potential values for technical values are likely to have been disturbed in the alterations and additions of 1994. Consequently, the potential to reveal any further or new technical values would be assessed as LOW in this preliminary assessment.

ASSESSMENT: POTENTIAL SIGNIFICANCE SUBJECT TO STAGE 2 ASSESSMENT.

Guidelines for INCLUSION		Guidelines for EXCLUSION	
• has the potential to yield new or further substantial scientific and/or archaeological information	NO	• the knowledge gained would be irrelevant to research on science, human history or culture	YES
• is an important benchmark or reference site or type	NO	• has little archaeological or research potential	YES
• provides evidence of past human cultures that is unavailable elsewhere	NO	• only contains information that is readily available from other resources or archaeological sites	YES

7.6 Criterion (f) (local significance):

An item possesses uncommon, rare or endangered aspects of the area's cultural or natural history.

DISCUSSION:

Potential values for rarity are present given the high level of skill in finishes evident in the construction and detailing.

There are only a few comparable houses in Burwood, these are noted at the end of this section. Further comparative assessment may be useful against houses of similar period and style in surrounding LGA's..

ASSESSMENT: POTENTIAL SIGNIFICANCE SUBJECT TO STAGE 2 ASSESSMENT.

Guidelines for INCLUSION		Guidelines for EXCLUSION	
• provides evidence of a defunct custom, way of life or process	?	• is not rare	?
• demonstrates a process, custom or other human activity that is in danger of being lost	NO	• is numerous but under threat	NO
• shows unusually accurate evidence of a significant human activity	NO		
• is the only example of its type	?		
• demonstrates designs or techniques of exceptional interest	YES		
• shows rare evidence of a significant human activity important to a	NO		

community			
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7.7 Criterion (g) (local significance)::

An item is important in demonstrating the principal characteristics of a class of the area's

– cultural or natural places; or

– cultural or natural environments

DISCUSSION:

Comparison with other houses with similar qualities within the Burwood LGA confirms that the workmanship and detailing is above the quality of houses of similar period found in the local area.

Very few of Burwoods's items have comparable details such as the use of stone for the window reveals and lintels. Use of stone in this way is generally confined to public buildings such as the original Police Station or the Federation period churches in Burwood LGA.

One comparable example is located at 89 Park Road. In addition to moulded reveals and lintels shaped to a peak, it has a bracketed eaves, a return verandah and cast iron lace & verandah posts. It retains a slate roof and has the wall surfaces rendered and painted. It is not certain that stone is used but the similarities appear more than co-incidental. No 89 was identified as a heritage item and is listed on Schedule 5 of the LEP.



Figure 15: No 89 Park Road - a heritage item with some similarities possibly pre-dating No 16 Eurella (based on the more Victorian character. Inset: detail of window head possibly painted sandstone surrounds of similar pattern to 16 Eurella.

Further assessment would benefit from comparative assessment against houses of similar period and style in other LGA's.

ATTACHMENT 2

ITEM /16 Consideration of Potential Heritage Properties.DOC Investigation of 16 Eureka Street

COLIN ISRAEL
HERITAGE ADVICE

ASSESSMENT: POTENTIAL SIGNIFICANCE SUBJECT TO STAGE 2 ASSESSMENT.

Guidelines for INCLUSION		Guidelines for EXCLUSION	
• is a fine example of its type	YES	• is a poor example of its type	NO
• has the principal characteristics of an important class or group of items		• does not include or has lost the range of characteristics of a type	NO
• has attributes typical of a particular way of life, philosophy, custom, significant process, design, technique or activity		• does not represent well the characteristics that make up a significant variation of a type	NO
• is a significant variation to a class of items	YES		
• is part of a group which collectively illustrates a representative type	YES		
• is outstanding because of its setting, condition or size	?		
• is outstanding because of its integrity or the esteem in which it is held			

5.1 Indicative Historic themes:

Australian theme (abbrev)	New South Wales theme	Local theme
4. Settlement-Building settlements, towns and cities	Towns, suburbs and villages-Activities associated with creating, planning and managing urban functions, landscapes and lifestyles in towns, suburbs and villages	Gentlemen's Villas-

ITEM /16 Consideration of Potential Heritage Properties.DOC
Ausgrid Letter on Former Electrical Substation



570 George Street
Sydney NSW 2000
All mail to GPO Box 4009
Sydney NSW 2001
T +61 2 131 365
www.ausgrid.com.au

25th August 2016

General Manager
Mr Michael McMahon
Burwood Council
PO Box 240
Burwood NSW 1805
Email: council@burwood.nsw.gov.au

Dear Michael,

Removal of former substation No 178, Croydon Park, from Ausgrid's Section 170 Register

Ausgrid is writing to notify Burwood Council that ownership has transferred for the former substation No 178, Georges River Road, Croydon Park. This property was previously listed as having local heritage significance on Ausgrid's s170 register.

Ausgrid has delisted the above mentioned property from its section 170 register. Listing the property on the Burwood Local Environmental Plan 2012 should be considered.

If you require any additional information please contact Michelle Quinn on (02) 9981 9944.

Regards,

A handwritten signature in black ink, appearing to read "Michelle Quinn".

Michelle Quinn
Senior Environmental Officer

ITEM /16 Consideration of Potential Heritage Properties.DOC

Heritage Inventory Sheet for Substation

8/26/2016

Electricity Substation No. 178 | NSW Environment & Heritage



Home > Topics > Heritage places and items > [Search for heritage](#)

Electricity Substation No. 178

Item details

Name of item:	Electricity Substation No. 178
Other name/s:	#178 'Boyle Street', 'Electricity Dept. Sub-station No. 178'
Type of item:	Built
Group/Collection:	Utilities - Electricity
Category:	Electricity Transformer/Substation
Primary address:	185 Georges River Road, Croydon Park, NSW 2133
Local govt. area:	Burwood

Whole site - large rear yard suitable for expansion if required.

Boundary:

All addresses

Street Address	Suburb/town	LGA	Parish	County	Type
185 Georges River Road	Croydon Park	Burwood			Primary Address

Owner/s

Organisation Name	Owner Category	Date Ownership Updated
Ausgrid	State Government	

Statement of significance:

The Boyle Street substation is a small domestic scaled Interwar structure designed and built by the Municipal Council of Sydney. It is designed to resemble a single storey residence to better blend in with the surrounding dwellings. The substation is typical of those built by the Municipal Council of Sydney in the 1920s during the rapid roll-out of electricity to Sydney's suburbs.

Date significance updated: 07 Mar 07

Note: There are incomplete details for a number of items listed in NSW. The Heritage Division intends to develop or upgrade statements of significance and other information for these items as resources become available.

Description

Designer/Maker: Municipal Council of Sydney

Builder/Maker: Municipal Council of Sydney

Construction years: 1927-1927

Physical description: The Boyle Street substation is a domestic scaled building designed to be unobtrusive in its suburban environment. It is set back from the street alignment behind a contemporary low brick wall. Stylistic elements include a flat roof, double fronting, tall narrow windows and bold cement rendered window sills and architraves. A band of cement render applied to several brick courses below the eaves, and tuck pointing are used as decorative features. There are two simple double timber doors, and ventilation panels with soldier coursed lintels along the side walls.

ATTACHMENT 4

ITEM /16 Consideration of Potential Heritage Properties.DOC Heritage Inventory Sheet for Substation

8/26/2016

Electricity Substation No. 178 | NSW Environment & Heritage

Physical condition and/or Archaeological potential:	The Boyle Street substation is constructed in face brick, with reinforced concrete window sills and cornices. It has cement render name plaques and eaves banding, and a metal roof. The low boundary wall is constructed with brick pillars and panels of bull-nosed capped brick walling.
Modifications and dates:	<p>Date condition updated: 07 Mar 07</p> <p>New clerestory added to roof. Roof, gutters and downpipes replaced. Front gate is missing. Modern steel mesh fences at sides. Evidence of a former decorative garden bed at rear. The substation was decommissioned in October 2007. The internal equipment was archivally recorded prior to removal for disposal.</p>
Current use:	Electricity Substation


History

Historical notes:	The Boyle Street substation is a purpose designed and built structure constructed in 1927. White cement rendered panels above the doorways carry the Municipal Council of Sydney logo, and "ELECTRICITY DEPT. SUB-STATION No. 178" respectively, in relief.
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Historic themes

Australian theme (abbrev)	New South Wales theme	Local theme
4. Settlement-Building settlements, towns and cities	Utilities-Activities associated with the provision of services, especially on a communal basis	Distribution of electricity-

Assessment of significance

SHR Criteria a) [Historical significance]	Historically important as an example of the rapid roll-out of electricity by the Municipal Council of Sydney to the suburbs of Sydney in the 1920s and 1930s.
SHR Criteria c) [Aesthetic significance]	A good examples of a small domestic scaled Interwar industrial structure designed to integrate unobtrusively with the surrounding residential structures.
SHR Criteria f) [Rarity]	One of a number of substations built by the Municipal Council of Sydney during the 1920s and 1930s.
Integrity/Intactness	Good. Minor alterations only.
:	
Assessment criteria:	Items are assessed against the  State Heritage Register (SHR) Criteria to determine the level of significance. Refer to the Listings below for the level of statutory protection.

Recommended management:

The building contributes to the local character. A Conservation Assessment should identify changes that will not adversely affect significance before any works are planned. External character should be conserved. Internal changes are acceptable. Continuing care & maintenance are essential.

Listings

Heritage Listing	Listing Title	Listing Number	Gazette Date	Gazette Number	Gazette Page
Heritage Act - s.170 NSW State agency heritage register	Ausgrid Heritage Register	3430275	01 Nov 94		

Study details

Title	Year	Number	Author	Inspected by	Guidelines used
Sydney Electricity S170 Heritage and Conservation Register	1994	PMIS 472	Schwager Brooks and Partners Pty Ltd		

<http://www.environment.nsw.gov.au/heritageapp/ViewHeritageItemDetails.aspx?ID=3430275>

2/3

ATTACHMENT 4

ITEM /16 Consideration of Potential Heritage Properties.DOC Heritage Inventory Sheet for Substation

8/26/2016

Electricity Substation No. 178 | NSW Environment & Heritage

					N o
EnergyAustralia Heritage Register Review	2007		MacLaren North	M north	Y e s

References, internet links & images

Type	Author	Year	Title	Internet Links
Written	M North	2007	Archival Recording of Substation No 178, Croydon Park	
Written	Wilkenfeld and Spearitt	2004	Electrifying Sydney	

Note: Internet links may be to web pages, documents or images.



(Click on thumbnail for full size image and image details)

Data source

The information for this entry comes from the following source:

Name: State Government

Database number: 3430275

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ATTACHMENT 5

ITEM /16 Consideration of Potential Heritage Properties.DOC Heritage Council Letter on PLC State Listing



Heritage Council

of New South Wales

3 Marist Place
Parramatta NSW 2150

Locked Bag 5020
Parramatta NSW 2124
DX 8225 PARRAMATTA

Telephone: 61 2 9873 8500
Facsimile: 61 2 9873 8599

heritage@heritage.nsw.gov.au
www.heritage.nsw.gov.au

Contact: Bronwyn Hanna
Phone: 02 9873 8585
Fax: 02 9873 8599
Email: bronwyn.hanna@environment.nsw.gov.au
File: EF14/9670

Mr Michael McMahon
General Manager
Burwood Council
PO Box 240
BURWOOD NSW 1805



Dear Mr McMahon

**Re: Listing on the State Heritage Register:
Shubra Hall, stables and garden – PLC, Boundary Street Croydon
Notice pursuant to 37(1)(a) of the *Heritage Act 1977 (NSW)***

I advise that the Minister for Heritage, the Hon. Rob Stokes, MP, has, on the recommendation of the Heritage Council of NSW directed the listing of the above heritage item on the State Heritage Register. The listing, a copy of which is attached, was published on 19 December 2014 in Government Gazette No. 126, p4589. An *Erratum* was published on 24 December 2014 to correctly identify the SHR Number: 1939 (Government Gazette No. 129, p4738, also enclosed).

The item was listed due to its heritage significance to the people of the State of New South Wales. The details of the item, including the statement of significance, can be viewed on the SHR via the Heritage Division website at www.heritage.nsw.gov.au by selecting *Search the State Heritage Register* and following the user-friendly instructions.

ITEM /16 Consideration of Potential Heritage Properties.DOC
Heritage Council Letter on PLC State Listing

Should you have any enquiries regarding this matter, please contact Bronwyn Hanna on 02 9873 8585.

Yours sincerely



19-1-15

**Dr Siobhan Lavelle, OAM
A/Manager, Listings
Heritage Division
Office of Environment & Heritage**

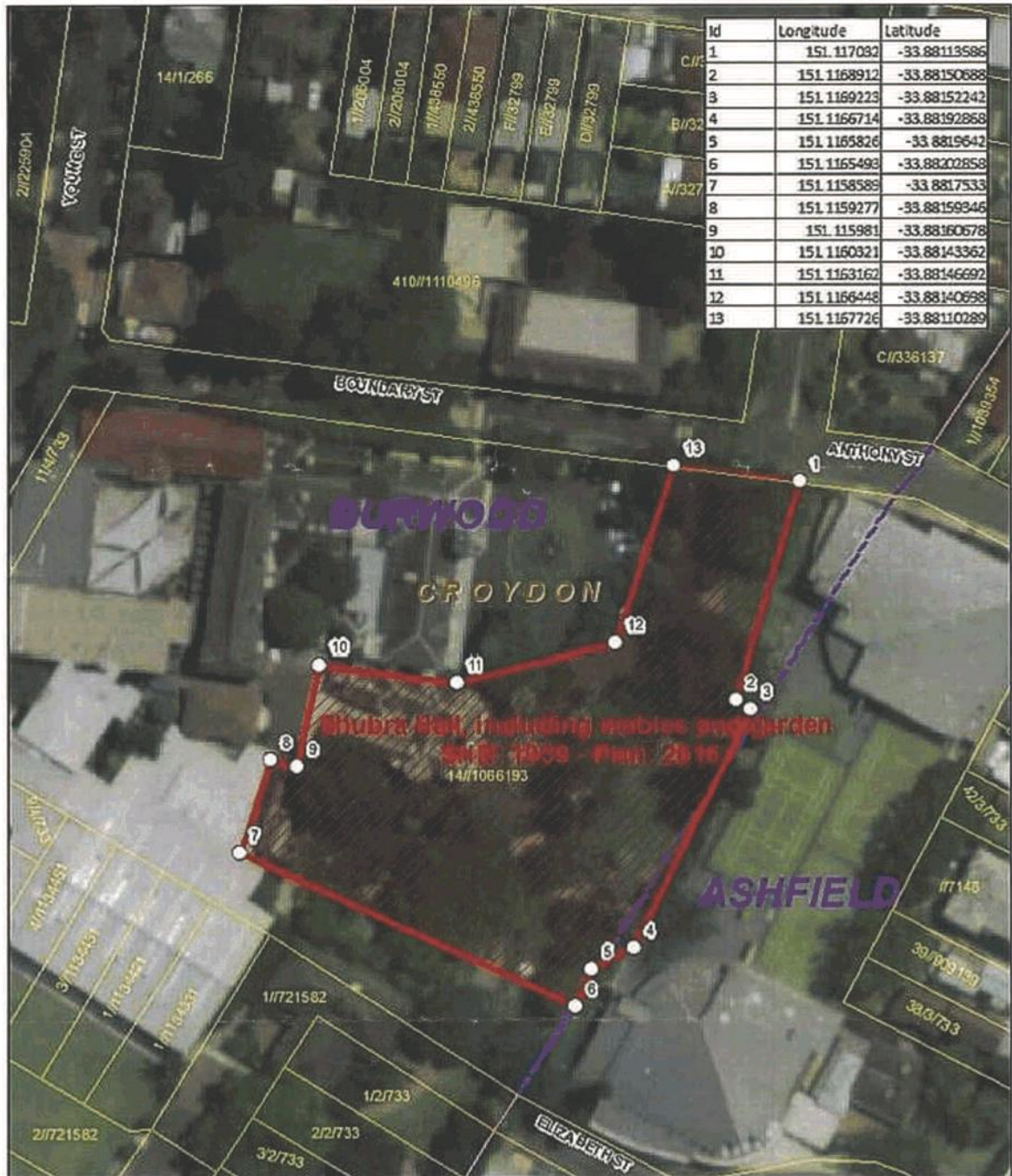
As delegate of the Heritage Council of NSW

Encl
Curtilage map
Gazettal notices

ATTACHMENT 5

ITEM /16 Consideration of Potential Heritage Properties.DOC
Heritage Council Letter on PLC State Listing

Heritage Council of New South Wales



State Heritage Register - SHR 1939, Plan 2616

Shubra Hall, including stables and garden

Gazettal Date: 19 December 2014

0 30 60 Metres

Scale: 1:1,000
Datum/Projection: GCS GDA 1994



- Legend
- SHR Curtilage
 - Land Parcels
 - LGAs
 - Suburbs

(ITEM 69/16) DRAFT VOLUNTARY PLANNING AGREEMENT - NOS. 9-15 GEORGE STREET BURWOOD

File No: 16/48375

REPORT BY DEPUTY GENERAL MANAGER LAND, INFRASTRUCTURE AND ENVIRONMENT

Summary

A draft Voluntary Planning Agreement (VPA) and Explanatory Note (EN), prepared in connection with Development Application (DA) BD.2016.098 at Nos. 9-15 George Street Burwood, have been publicly notified in accordance with the relevant legislation. The draft VPA provides for the developer to pay a monetary contribution to Council towards the provision, augmentation and/or improvement of open space, community facilities or other public facilities as determined by Council, in exchange for additional development on the site. Council's endorsement is sought to enter into the VPA.

Background

Development Application (DA) BD.2016.098 proposes the demolition and construction of a 19 storey mixed use development comprising three levels of commercial suites, 16 levels of residential containing 58 apartments above basement parking. The proposal seeks 546.65 m² of additional floor space over that which is permitted by the *Burwood Local Environmental Plan 2012* (BLEP), equivalent to a 9.7% increase from the development standard. The maximum floor space ratio (FSR) permitted for the site is 4.5:1, while the development proposes 4.936:1.

Draft VPA and EN

A draft VPA and EN have been prepared in conjunction with BD.2016.098. The draft VPA will:

- Provide a monetary contribution to Council for the purposes of providing, augmenting or improving open space, community facilities or other public facilities as determined by Council, in accordance with the *Burwood Open Space and Community Facilities Study* undertaken for Council.
- Provide the developer, in exchange for making the monetary contribution, an additional 9.7% FSR over the development site, based on the *Burwood Town Centre Urban Design Study* undertaken for Council, which recommended a maximum 10% FSR increase.

The amount of the monetary contribution is determined to be \$1,100 per m² of additional floor space in the development as per Council's Schedule of Fees and Charges for 2016–2017. The total monetary contribution payable is \$601,315.

The draft VPA and EN were referred to Council's solicitors for their advice and vetting. The documents have been modified in negotiation with the applicant in response to the legal advice.

Further minor revision of the draft VPA may be necessary prior to the execution, e.g. updating footer or insertion of dates. Any changes will not alter the purpose or intention of the VPA.

Consultation

Following the modification and negotiation of the document contents, the draft VPA and EN were publicly notified for a period of at least 28 days from 27 September 2016 to 25 October 2016. The public notice was placed in the local newspaper and on the Council's website. Hard copies were also made available to view at Council's Customer Service Centre. No submissions have been received.

Planning or Policy Implications

Council has a *Planning Agreements Policy* which has been referenced in the progression of this matter. The Policy contains an acceptability test which stipulates the matters that Council should consider when determining whether or not to enter into a VPA. Consideration of these matters against the draft VPA is outlined below:

1. The VPA is directed towards a proper or legitimate planning purpose. The VPA provides funds to Council to be used to provide the augmentation or improvement of open space, community facilities or other public facilities, consistent with the *Burwood Open Space and Community Facilities Study*.
2. The VPA would result in a public benefit. The contribution of \$601,315 to Council would be used towards public facilities.
3. The VPA provides a reasonable means of achieving the relevant purpose. The *Burwood Open Space and Community Facilities Study* recommended a monetary contribution rate for additional development. In late 2015 the rate was reviewed by the economic consultant who was co-commissioned to undertake the study. An updated rate of \$1,100 per additional m² of floor space was adopted by Council based on the consultant's recommendation.
4. The VPA would be taken into consideration in the assessment of the DA. The DA must stand on its own merits from a design, planning and amenity perspective, which has been the subject of a separate and independent planning assessment. If the VPA is not entered into, approval of the DA could not be granted and the applicant would be expected to submit a proposal without the additional floor space.
5. The VPA would produce outcomes that meet the general values and expectations of the community, and protect the overall public interest. The provision, augmentation and improvement of public facilities by Council are an expectation of the community. The VPA provides Council with the financial resources to assist in the delivery.
6. The VPA promotes Council's strategic objectives as outlined in Clause 2.1 of Council's *Planning Agreements Policy*, particularly:
 - Objective 'a' – *to provide an enhanced and more flexible development contributions system for Council*. The VPA encourages flexibility by enabling a monetary contribution towards public facilities, to the mutual benefit of the developer and the community.
 - Objective 'b' – *to supplement or replace, as appropriate, the application of s94 and s94A of the Act to development*. The VPA supplements Council's *Section 94A Plan* because the VPA contribution is on top of established Section 94A contributions.
 - Objective 'e' – *to lever planning benefits from development wherever possible*. The VPA would facilitate the provision of public facilities, which represents a public benefit.
7. The VPA conforms to the fundamental principles governing the Council's use of planning agreements as set out in Clause 2.2 of the *Planning Agreements Policy*, particularly:
 - *Principle 'a' – planning decisions may not be bought or sold through planning agreements*. Council is not obliged to support the DA proposal and instead, each application must be considered on its merits.
 - *Principle 'd' – Council will not use planning agreements for any purpose other than a proper planning purpose*. The manner in which the VPA is proposed to be used is in accordance with Council's studies.

8. There are not considered to be any circumstances that may preclude the Council from entering into the VPA should it determine to do so.

Financial Implications

The VPA would provide for a monetary contribution of approximately \$601,315 (depending on the final determination of the DA in relation to floor space) to Council for the provision, augmentation or improvement of open space, community facilities or other public facilities.

The VPA makes it clear that the provision of public facilities by Council would not coincide with the completion of the subject development, and would be undertaken at a time determined by Council at its discretion.

Conclusion

Council's endorsement is now sought to enter into the VPA with the owners and developer of Nos. 9-15 George Street, Burwood. The VPA would provide Council with a monetary contribution, being an amount of approximately \$601,315 for allocation towards public facilities. It is recommended that arrangements be made for the execution of the VPA by Council authorising the signing of the agreement, after the granting of consent for the DA, which would include a condition requiring that the VPA be entered into.

Recommendation(s)

1. That Council enter into the VPA for Nos. 9-15 George Street, Burwood for the provision of a monetary contribution towards public facilities after the granting of BD.2016.098 which would include a condition requiring that the VPA be entered into prior to the issuing of a Construction Certificate.
2. That Council authorise the General Manager to sign the VPA and any related documentation under his Power of Attorney.
3. That Council authorise the General Manager to endorse minor revisions of the VPA documents prior to execution.
4. That the Developer pay the monetary contribution to Council, on or before, the execution of the VPA by Council.

Attachments

- 1 Voluntary Planning Agreement and Explanatory Note 16 Pages

PLANNING AGREEMENT

Parties

Burwood Council of Suite 1, Level 2, 1-17 Elsie Street Burwood in the State of New South Wales (**Council**).

and

GSD Apartments Pty Ltd ACN 604 902 972 of Shop 1/36 Victoria Street, Burwood, in the State of New South Wales (**Developer**).

and

Ewa Bury, Xiaofan Huang and Dong Fu of 15 George Street, Burwood, in the State of New South Wales.

Livia Jeanette Cadez of 13 George Street, Burwood, in the State of New South Wales.

Ivan Juricic and Maria Juricic of 11 George Street, Burwood, in the State of New South Wales.

Silvano Joseph Toffolo, Deborah Toffolo, Geoffrey Francis Lussick and Sharee Ann Lussick of 9 George Street, Burwood, in the State of New South Wales.

(collectively **The Owners**)

Background

- A. The Owners are the registered proprietors of the Land.
- B. On 12 July 2016, the Developer made a Development Application to the Council for Development Consent to carry out the demolition and construction of a 19 storey mixed use development comprising 3 levels of commercial suites, 16 levels of residential containing 58 apartments above basement parking on the Land.
- C. The Developer is prepared to make Development Contributions towards the Public Facilities if Development consent is granted to the Development Application.

Operative Provisions

1. Planning agreement under the Act

The Parties agree that this Agreement is a planning agreement governed by Subdivision 2 of Division 6 of Part 4 of the Act.

2. Application of this Agreement

This Agreement applies to the Land, the Development Application and the Development.

3. Operation of this Agreement

- 3.1. This Agreement commences on the date of execution by the Parties.
- 3.2. Development Contributions are not required to be made under this Agreement until Development Application 98/2016 is granted Development Consent.

4. Definitions and interpretation

4.1. In this Agreement the following definitions apply:

Act means the *Environmental Planning and Assessment Act 1979* (NSW).

Construction Certificate has the same meaning as in the Act.

Dealing, in relation to the Land, means, without limitation, selling, transferring, assigning, mortgaging, charging, encumbering or otherwise dealing with the Land.

Development means the Development Consent granted to Development Application No. 98/2016.

Development Application has the same meaning as in the Act.

Development Consent has the same meaning as in the Act.

Development Contribution means a monetary contribution, the dedication of land free of cost or the provision of a material public benefit.

GST has the same meaning as in the GST Law.

GST Law has the meaning given to that term in *A New Tax System (Goods and Services Tax) Act 1999* (Cth) and any other Act or regulation relating to the imposition or administration of the GST.

Land means Lots A, B, C and D in DP 415890, known as 9, 11, 13 and 15 George Street, Burwood.

Monetary Contribution means the sum of \$601,315 (six hundred and one thousand, three hundred and fifteen dollars) representing \$1,100.00 x 546.65m².

Party means a party to this agreement, including their successors and assigns.

Planning Certificates means any certificate or certificates with the meaning of section 149 of the Act.

Public Facilities means the augmentation or improving of public open space, community facilities, or other public facilities as determined by the Council.

Regulation means the *Environmental Planning and Assessment Regulation 2000*.

4.2. In the interpretation of this Agreement, the following provisions apply unless the context otherwise requires:

- (a) Headings are inserted for convenience only and do not affect the interpretation of this Agreement.
- (b) A reference in this Agreement to a business day means a day other than a Saturday or Sunday on which banks are open for business generally in Sydney.
- (c) If the day on which any act, matter or thing is to be done under this Agreement is not a business day, the act, matter or thing must be done on the next business day.
- (d) A reference in this Agreement to dollars or \$ means Australian dollars and all amounts payable under this Agreement are payable in Australian dollars.
- (e) A reference in this Agreement to any law, legislation or legislative provision includes any statutory modification, amendment or re-enactment, and any subordinate legislation or regulations issued under that legislation or legislative provision.

- (f) A reference in this Agreement to any agreement, deed or document is to that agreement, deed or document as amended, novated, supplemented or replaced.
- (g) A reference to a clause, part, schedule or attachment is a reference to a clause, part, schedule or attachment of or to this Agreement.
- (h) An expression importing a natural person includes any company, trust, partnership, joint venture, association, body corporate or governmental agency.
- (i) Where a word or phrase is given a defined meaning, another part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning.
- (j) A word which denotes the singular denotes the plural, a word which denotes the plural denotes the singular, and a reference to any gender denotes the other genders.
- (k) References to the word 'include' or 'including' are to be construed without limitation.
- (l) A reference to this Agreement includes the agreement recorded in this Agreement.
- (m) A reference to a party to this Agreement includes a reference to the servants, agents and contractors of the party, and the party's successors and assigns.
- (n) Any schedules and attachments form part of this Agreement.

5. Development Contributions to be made under this Agreement

- 5.1. The Developer must pay to Council the Monetary Contribution prior to the issue of the first Construction Certificate for the Development.
- 5.2. The payment of the Monetary Contribution will be by way of delivery of a bank cheque to the Council which must be:
 - (a) made payable to the Council; and
 - (b) in a form acceptable to the Council.

6. Application of the Development Contributions

- 6.1. The Council acknowledges and agrees that the Monetary Contribution paid by the Developer under this Agreement will be used by the Council to develop Public Facilities.
- 6.2. The Public Facilities will:
 - (a) not be provided to coincide with the conduct or completion of the Development;
 - (b) be constructed at a time determined by the Council at its absolute discretion;
 - (c) be available for use by the general public and will not be restricted for use by patrons of the Development.
- 6.3. Notwithstanding any other provision of this Agreement, the parties acknowledge and agree that nothing in this Agreement in any way fetters or attempts to fetter the discretion of the Council in the performance of its obligations.

7. Application of section 94 and section 94A of the Act to the Development

7.1. This Agreement does not exclude the application of:

- (a) section 94 or section 94A of the Act;
- (b) section 94EF of the Act; or
- (c) any Affordable Housing Levy;

in connection with Development Application 98/2016. Benefits under this Agreement are not to be taken into account in determining a Development Contribution under section 94 or section 94A.

7.2 The obligations of the Developer under this Agreement involve a contribution to or provision of Public Facilities over and above those which would otherwise be imposed under section 94 or section 94A of the Act (benefits). The benefits are not to be taken into consideration by the Council in determining contributions under section 94 and section 94A of the Act.

8. Registration of this Agreement

8.1. The parties will take all practical steps to procure:

- (a) The consent of each person who:
 - i. has an estate or interest in the Land registered under the *Real Property Act 1900* (NSW); or
 - ii is seized or possessed of an estate or interest in the Land; and
- (b) the execution of any documents; and
- (c) the production of the relevant duplicate certificates of title.

to enable the registration of this Agreement under the *Real Property Act 1900* (NSW) in the relevant folios of the register for the Land in accordance with section 93H of the Act. 8.2 The Parties will take all practical steps to procure the lodgement of this Agreement with the Registrar-General as soon as reasonably practicable after the Agreement is entered into by the Parties.

8.3 If this Agreement is not registered on the title of the Land, and if any of the Owners should propose to sell the Land or any part of the Land then the Owners and Developer must:

- (a) within seven (7) days of listing the Land or any part of the Land for sale, either through an agent or privately, notify the Council of such intention;
- (b) as a condition of sale, require that the incoming purchaser enter into with Council a similar agreement to this Agreement ;
- (c) within seven (7) days of exchange of contracts, notify the Council of the sale and provide the Council with a copy of the contract for sale;
- (d) within twenty one (21) days of receipt from the Council of a replacement agreement between the Council and the purchaser substantially of the same as this Agreement, have it executed by the purchaser and return it to the Council;

8.4 If any of the Owners propose to transfer or assign any of their interests in the Land, other than by sale then prior to effecting the assignment or transfer the relevant Owner will have the incoming transferee or assignee enter into an agreement with the Council substantially in the form of this Agreement.

8.5 The Owners and Developer agree pending the registration of this Agreement on the title of the Land as

required by clause 8.1, the Council shall be entitled to register a caveat at NSW Land & Property Information over the title to the Land.

- 8.6 The Parties are to do such things as are reasonably necessary to remove any notation relating to this Agreement from the title of the Land once the Developer has completed its obligations under this Agreement or this Agreement is terminated or otherwise comes to an end for any other reason.

9. Acknowledgements

- 9.1. The Owners and Developer acknowledge that the Council may include a notation on Planning Certificates under section 149(5) of the Act in relation to this Agreement until this Agreement is no longer in force.
- 9.2. The Parties acknowledge that the Council is a consent authority with statutory rights and obligations pursuant to the Act and other relevant legislation.

10. Dispute Resolution

- 10.1. If a Party believes that there is a dispute in respect of this Agreement then:
- (a) the Party must give notice in writing to the other Party stating that there is a dispute (the Dispute Notice); and
 - (b) the Dispute Notice must outline:
 - i. what the Party believes the dispute to be;
 - ii. what the Party wants to achieve;
 - iii. what the Party proposes to do to settle the dispute; and
 - iv. who will be the Party's representative to negotiate the dispute.
- 10.2. Within fifteen (15) business days of a Dispute Notice being served, the representatives of each of the Parties must meet in order to resolve the dispute.
- 10.3. The Parties must adhere to the dispute resolution procedure set out in this Agreement. The only time that a Party may depart from the dispute resolution procedure set out in this clause is when urgent interlocutory relief is required to restrain a breach or threatened breach of this Agreement.
- 10.4. If the Parties cannot resolve the dispute after adhering to the dispute resolution procedure set out in this Agreement then either Party may seek any other avenues available to it in order to resolve the dispute.

11. Enforcement

- 11.1. Without limiting any other provision of this Agreement, the Parties may enforce this Agreement in any Court of competent jurisdiction.
- 11.2. For the avoidance of doubt, nothing in this Agreement prevents:
- (a) a party from bringing proceedings in the Land Environment Court to enforce any aspect of this Agreement or any matter to which this Agreement relates; or
 - (b) the Council from exercising any function under the Act or law relating to the enforcement of any aspect of this Agreement or any matter to which this Agreement relates.

12. Notices

12.1. Any notice given under this Agreement:

- (a) must be in writing and signed by a person authorised to do so by the sender and
 - (i) delivered or posted to that Party at its address set out in this Agreement, or if the intended recipient has previously given the sender notice of a change of address for the purpose of notices then the notice must be addressed to the intended recipient at the last address notified by the intended recipient to the sender; or
 - (ii) faxed to that Party at its fax number set out in this Agreement, and subject to the sender holding a transmission report by the machine from which the facsimile was successfully sent; or
 - (iii) emailed to that Party at its email address set out in this Agreement.

Council

Attention: The General Manager

Address: Suite 1, Level 2, 1-17 Elsie Street Burwood 2134

Fax Number: 9911 9900

Email: council@burwood.nsw.gov.au

Developer and Owners

Attention: GSD Apartments Pty Ltd

Address: Shop 1 of 38 Victoria Street Burwood NSW 2134

Fax Number: N/A

Email: peter@sleiman.com.au

Ewa Bury, Xiaofan Huang and Dong Fu of 15 George Street, Burwood, in the State of New South Wales.

Livia Jeanette Cadez of 13 George Street, Burwood, in the State of New South Wales.

Ivan Juricic and Maria Juricic of 11 George Street, Burwood, in the State of New South Wales.

Silvano Joseph Toffolo, Deborah Toffolo, Geoffrey Francis Lussick and Sharee Ann Lussick of 9 George Street, Burwood, in the State of New South Wales.

(collectively The Owners)

12.2. If a Party gives the other Party three (3) business days' notice of a change of its address or fax number, any notice, is only given or made by that other Party if it is delivered, posted or faxed to the latest address or fax number.

12.3. Any notice, is to be treated as given or made at the following time:

- (a) If it is delivered, when it is left at the relevant address.

(b) If it is sent by post, 2 business days after it is posted.

(c) If it is sent by fax, as soon as the sender receives from the sender's fax machine a report of an error free transmission to the correct fax number.

12.4. If any notice, delivered, or an error free transmission report in relation to it is received, on a day that is not a business day, or if on a business day, after 5pm on that day in the place of the Party to whom it is sent, it is to be treated as having been given or made at the beginning of the next business day.

13. Approvals and consent

Except as otherwise set out in this Agreement, and subject to any statutory obligations, a Party may give or withhold an approval or consent to be given under this Agreement in that Party's absolute discretion and subject to any conditions determined by the Party. A Party is not obliged to give its reasons for giving or withholding consent or for giving consent subject to conditions.

14. Assignment and Dealings

14.1 This Agreement may be assigned or novated by the Owners and/or Developer in accordance with any dealings the Owners and/or Developer may have with respect to their interests in the Land without requiring the Owners or Developer to obtain Council's Approval in respect of either the dealing or the assignment or the novation of this Agreement.

14.2 Council agrees to execute any deeds of assignment or novation or other documents necessary to assign, novate or otherwise transfer all of the Owners and/or Developer's rights and obligations under the Agreement to a successor as contemplated by the agreement.

15. Costs

The Developer agrees to pay its own costs directly related and incidental to negotiation, preparing, executing, stamping and registering this Agreement, including any costs of lodging / removing caveats on the title to the Land.

The Developer agrees to pay the Council's reasonable legal costs and disbursements in connection with the negotiation, preparation, execution, carrying into effect and release and discharge of this agreement.

16. Entire agreement

This Agreement contains the entire agreement between the Parties about its subject matter and this Agreement supersedes all prior discussions, representations, agreements and understandings between the parties in connection with the subject matter.

17. Further acts

Each Party must promptly execute all documents and do all things that another Party from time to time reasonably requests to affect, perfect or complete this Agreement and all transactions incidental to it.

18. Governing law and jurisdiction

This Agreement is governed by the law of New South Wales and is to be interpreted according to the Laws in force in New South Wales. The Parties submit to the non-exclusive jurisdiction of the courts operating in New South Wales.

19. Joint and individual liability and benefits

Except as otherwise set out in this Agreement, any agreement, covenant, representation or warranty under this Agreement by 2 or more persons binds them jointly and each of them individually, and any benefit in favour of 2 or more persons is for the benefit of them jointly and each of them individually.

20. No fetter

- (a) Nothing in this Agreement shall be construed as requiring Council to do anything that would cause it to be in breach of any of its obligations at law, and without limitation, nothing shall be construed as limiting or fettering in any way the exercise of any statutory discretion or duty.
- (b) If, contrary to the operation of this clause, any provision of this Agreement is held by a Court of competent jurisdiction to constitute an unlawful fetter on any discretion of the Council, the Parties agree:
 - i. they will take all practicable steps, including the execution of any further documents, to ensure the objectives of this Agreement are substantially satisfied, and
 - ii. in the event that any provision of this Agreement cannot be achieved without giving rise to an unlawful fetter on the discretion of the Council, the relevant provision is to be severed and the remainder of this Agreement has full force and effect.

21. Representations and warranties

The Parties represent and warrant that they have power to enter into this Agreement and comply with their obligations under this Agreement and that entry into this Agreement will not result in the breach of any law.

22. Severability

If a clause or part of a clause of this Agreement can be read in a way that makes it illegal, unenforceable or invalid, but can also be read in a way that makes it legal, enforceable and valid, it must be read in the latter way. If any clause or part of a clause is illegal, unenforceable or invalid, that clause or part is to be treated as removed from this Agreement, but the rest of this Agreement is not affected.

23. Modification

No modification of this Agreement will be of any force or effect unless it is in writing and signed by the Parties to this Agreement.

24. Waiver

The fact that a Party fails to do, or delays in doing, something the Party is entitled to do under this Agreement, does not amount to a waiver of any obligation of, or breach of obligation by, another Party. A waiver by a Party is only effective if it is in writing. A written waiver by a Party is only effective in relation to the particular obligation or breach in respect of which it is given. It is not to be taken as an implied waiver of any other obligation or breach or as an implied waiver of that obligation or breach in relation to any other occasion.

25. GST

If any Party reasonably decides that it is liable to pay GST on a supply made to the other Party under this Agreement and the supply was not priced to include GST, then recipient of the supply must pay an additional amount equal to the GST on that supply.

26. Explanatory Note

ATTACHMENT 1

ITEM /16 Draft Voluntary Planning Agreement - Nos. 9-15 George Street Burwood.DOC Voluntary Planning Agreement and Explanatory Note

- (a) The Appendix contains the Explanatory Note relating to this Agreement required by clause 25E of the Regulation.
- (b) Pursuant to clause 25E(7) of the Regulation, the Parties agree that the Explanatory Note is not to be used to assist in construing this Agreement.

Draft

ATTACHMENT 1

ITEM /16 Draft Voluntary Planning Agreement - Nos. 9-15 George Street Burwood.DOC Voluntary Planning Agreement and Explanatory Note

EXECUTED AS AN AGREEMENT

Signed for and on behalf of **Burwood Council** by)
its attorney, **Michael Gerard McMahon**, under)
power of attorney dated 6 July 2011 registered)
book 4615 number 590, in the presence of:)

.....
Signature of Witness

.....
(Print) Name of Witness

.....
Signature of Attorney

Michael Gerard McMahon

.....
(Print) Full Name of Attorney

Level 2, 1 – 17 Elsie Street, Burwood, New South
Wales, 2134

.....
(Print) Address

By executing this document, the attorney certifies
that he has not received notification of revocation
of the power of attorney.

Signed on behalf of **Developer**)
GSD Apartments Pty Ltd ACN 604 902 972)
executed this agreement pursuant to section 127)
of the Corporations Act in the presence of:)
)

.....
Signature of Director/Secretary

.....
Print Full Name of Director/Secretary

.....
Signature of Director

.....
Print Name of Director

Signed by **Ewa Bury** in the presence of:)

.....
Signature of Witness

.....
(Print) Name of Witness

.....
Signature

.....
(Print) Full Name

Signed by **Xiaofan Huang** in the presence of:)

ATTACHMENT 1

ITEM /16 Draft Voluntary Planning Agreement - Nos. 9-15 George Street Burwood.DOC
Voluntary Planning Agreement and Explanatory Note

.....
Signature of Witness

.....
Signature

.....
(Print) Name of Witness

.....
(Print) Full Name

Signed by **Livia Jeanette Cadez** in the presence of:)
)

.....
Signature of Witness

.....
Signature

.....
(Print) Name of Witness

.....
(Print) Full Name

Signed by **Ivan Juricic** in the presence of:)
)

.....
Signature of Witness

.....
Signature

.....
(Print) Name of Witness

.....
(Print) Full Name

Signed by **Maria Juricic** in the presence of:)
)

.....
Signature of Witness

.....
Signature

.....
(Print) Name of Witness

.....
(Print) Full Name

Signed by **Silvano Joseph Toffolo** in the presence of:)
)

.....
Signature of Witness

.....
Signature

ATTACHMENT 1

ITEM /16 Draft Voluntary Planning Agreement - Nos. 9-15 George Street Burwood.DOC
Voluntary Planning Agreement and Explanatory Note

.....
(Print) Name of Witness

.....
(Print) Full Name

Signed by **Deborah Toffolo** in the presence of:

)
)

.....
Signature of Witness

.....
Signature

.....
(Print) Name of Witness

.....
(Print) Full Name

Signed by **Geoffrey Francis Lussick** in the presence of:

)
)

.....
Signature of Witness

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Signature

.....
(Print) Name of Witness

.....
(Print) Full Name

Signed by **Sharee Ann Lussick** in the presence of:

)
)

.....
Signature of Witness

.....
Signature

.....
(Print) Name of Witness

.....
(Print) Full Name

.....
Date

Appendix

(clause25)

Explanatory Note

Environmental Planning and Assessment Regulation 2000 (NSW) (EP&A Regulation)

(Clause 25E)

Draft Planning Agreement

Under s93F of the Environmental Planning and Assessment Act 1979 (NSW) (the Act)

1. Parties

Burwood Council. ABN 84 362 114 428. Suite 1, Level 2, 1-17 Elsie Street, Burwood NSW 2134 (**Council**).

and

GSD Apartments Pty Ltd ACN 604 902 972 of Shop 1/36 Victoria Street, Burwood, in the State of New South Wales (**Developer**).

and

Ewa Bury, Xiaofan Huang and Dong Fu of 15 George Street, Burwood, in the State of New South Wales.

Livia Jeanette Cadez of 13 George Street, Burwood, in the State of New South Wales.

Ivan Juricic and Maria Juricic of 11 George Street, Burwood, in the State of New South Wales.

Silvano Joseph Toffolo, Deborah Toffolo, Geoffrey Francis Lussick and Sharee Ann Lussick of 9 George Street, Burwood, in the State of New South Wales.

(collectively **The Owners**)

2. Description of the Land to which the Draft Planning Agreement Applies

The Land comprises Lots A, B, C and D in DP 415890.

3. Description of Proposed Development

The proposed development is documented in the Development Application submitted to Council in July 2016. DA 98/2016 proposes the demolition and construction of a 19 storey mixed use development comprising 3 levels of commercial suites, 16 levels of residential containing 58 apartments above basement parking on the Land.

4. Summary of Objectives, Nature and Effect of the Draft Planning Agreement

4.1 Summary of Objectives

The objectives of the Draft Planning Agreement are to provide a Monetary Contribution to Council for the purposes of the provision of public purposes.

4.2 Nature of Draft Planning Agreement

The Draft Planning Agreement is a planning Agreement under s93F of the *Environmental Planning and Assessment Act 1979 (Act)*. The Draft Planning Agreement is a voluntary Agreement under which Development Contributions (as defined in clause 1.1 of the Draft Planning Agreement) are made by the Developer for various public purposes (as defined in s93F(2) of the Act).

4.3 Effect of the Draft Planning Agreement

The Draft Planning Agreement:

- (a) relates to the carrying out of the Development on the Land;
- (b) does not exclude the application of sections 94, 94A and 94EF;
- (c) requires the Developer to make certain Development Contributions in anticipation of the need for the provision of public facilities created by the Development comprising Monetary Contributions to improve public benefit; and
- (d) in summary, makes provision for the Developer to make tailored Development Contributions by way of Monetary Contributions, that meet the anticipated demands for public infrastructure created by the Development.

5. Assessment of the Merits of the Draft Planning Agreement

5.1 The Planning Purposes Served by the Draft Planning Agreement

In accordance with section 93F(2) of the Act, the Planning Agreement promotes the following public purposes:

- (a) the provision of (or the recoupment of the cost of providing) public amenities or public services;
- (b) the provision of (or the recoupment of the cost of providing) affordable housing;
- (c) the provision of (or the recoupment of the cost of providing) transport or other infrastructure relating to land;
- (d) the funding of recurrent expenditure relating to the provision of public amenities or public services, affordable housing or transport or other infrastructure;
- (e) the monitoring of the planning impacts of development; and
- (f) the conservation or enhancement of the natural environment.

5.2 How the Draft Planning Agreement Promotes the Objects of the Environmental Planning and Assessment Act 1979 (NSW)

The Draft Planning Agreement promotes the following objects of the Act:

- (a) the promotion and co-ordination of the orderly and economic use and development of land;
- (b) the provision of land for public purposes, and
- (c) the provision and co-ordination of community services and facilities.

The Draft Planning Agreement provides for a reasonable means of achieving those purposes.

6. How the Draft Planning Agreement Promotes the Public Interest

6.1 How the Draft Planning Agreement Promotes the Elements of the Council's Charter

The Draft Planning Agreement promotes one or more of the elements of Council's charter under section 8 of the *Local Government Act 1993* (NSW) as follows [italicised sections come directly from the Charter]:

- (i) Council undertakes to provide *adequate, equitable and appropriate services for the community*. The Draft Planning Agreement provides the monetary resources to assist Council in the provision of Public Facilities and ensures that those *facilities are managed efficiently and effectively*. Council is the *custodian and trustee of public assets* and has a responsibility to *effectively plan for, account for, and manage the assets*.
- (ii) Council undertakes to involve *councillors, members of the public, users of facilities and services, and council staff* in its activities. The Draft Planning Agreement process provides an opportunity for the community and stakeholders to be involved and interested people are invited to make comment during the exhibition period. The public exhibition and the consideration of this matter at Council meetings is intended to *keep the local community informed*.

6.2 Whether the Draft Planning Agreement Conforms with the Council's Capital Works Program

The Draft Planning Agreement conforms with Council's Capital Works Program to the extent that it will supplement the Program by providing land and infrastructure.

Council has in place a capital works program, but the program does not, to date, identify public benefits. Council has prepared a Burwood Community Facilities and Open Space Study which identifies works and improvements to community facilities and open space to be carried out as a direct result of an Urban Design Study. These are known as public benefits. This study will inform the capital works program as it is reviewed annually where those public benefits will be included within the capital works program, including when and where sufficient funds are available.

- 6.3 Whether the draft Planning Agreement specifies that certain requirements must be complied with before a construction certificate, occupation certificate or subdivision certificate is issued**

The Draft Planning Agreement contains requirements that must be complied with following the issue of the first Construction Certificate and prior to the first issue of the Occupation Certificate for the Development.

- 7. The Impact of the Draft Planning Agreement on the Public or Any Section of the Public**

The draft Planning Agreement impacts on the Public by promoting the Public's interest as outlined above.

- 8. Other Matters**

None.

Draft

(ITEM 59/16) PUBLIC EXHIBITION OF PLANNING PROPOSAL FOR BONUS RESIDENTIAL FLOOR SPACE AND DESIGN EXCELLENCE

File No: 15/35212

REPORT BY DEPUTY GENERAL MANAGER LAND, INFRASTRUCTURE AND ENVIRONMENT

Summary

A Planning Proposal (PP) has been prepared to amend the Burwood Local Environmental Plan (BLEP) 2012. The amendment will allow for increased residential floor space within the Commercial Core and Middle Ring of the Burwood Town Centre and a higher standard of architectural and urban design for new development comprising three storeys or more in B4 Mixed Use Zones and B2 Local Centre Zones. The PP was exhibited in 2015. It has been revised and re-exhibited in accordance with an amended Gateway Determination by the Department of Planning & Environment (DP&E). Submissions received in response to both exhibitions are discussed in this report. It is recommended that Council endorse the PP as re-exhibited to proceed to finalisation.

Background

Council at its meeting of 25 August 2014 resolved (in part) that a PP be initiated to amend the BLEP in order to allow for bonus residential floor space in the Commercial Core and Middle Ring of the Burwood Town Centre and to achieve design excellence in the Burwood Local Government Area (LGA).

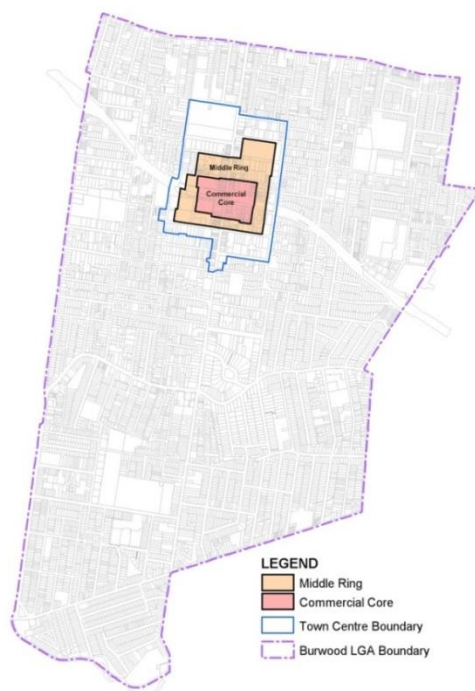
Below is a brief timeline for the PP:

- The PP was submitted to the DP&E on 26 September 2014. The DP&E sought additional information and provided comments on several occasions. Its main concern was that an LEP provision, which is statutory, cannot require a voluntary planning agreement (VPA), which is voluntary.
- The DP&E issued a Gateway Determination on 11 April 2015, determining that the PP should proceed subject to conditions. The conditions mainly required Council to amend the PP to:
 - Remove all references that mandate or infer the requirement for a VPA.
 - Apply the design excellence provisions for all new development of three or more storeys in the B4 Mixed Use and B2 Local Centre zones.
- In accordance with the Gateway Determination, the PP was amended and a plain English explanation was prepared before its public exhibition of 4 August 2015 to 1 September 2015.
- The DP&E then advised that the PP as exhibited had not met the conditions of the Gateway Determination, in particular it had not removed the requirement for a VPA in exchange for bonus development.
- The DP&E issued an amended Gateway Determination dated 15 March 2016, requiring a further amendment of the PP to meet the conditions of the Gateway and a re-exhibition of the PP.
- The PP was revised further and referred to the DP&E for comment before the re-exhibition took place.

It is stated in the initial Gateway Determination that Council has not been authorised to exercise delegation to make the BLEP amendment due to the significance of the amendment.

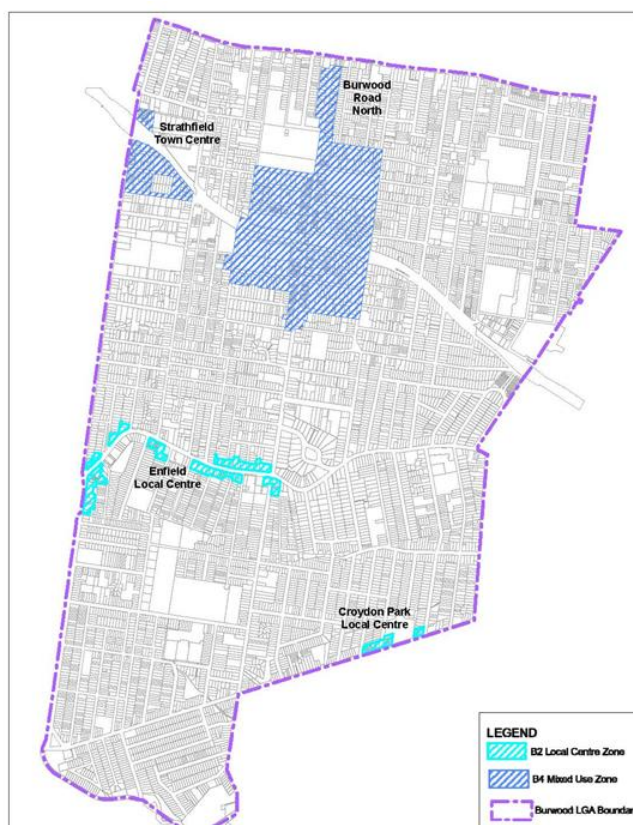
Proposal

The PP intends to allow an increase in the maximum residential FSR and the maximum overall FSR for development in the Commercial Core and Middle Ring of the Burwood Town Centre.



Bonus development controls will apply to Commercial Core and Middle Ring of Burwood Town Centre

The PP also intends to impose design excellence provisions for development involving the erection of new buildings comprising three storeys or more in the B4 Mixed Use and B2 Local Centre zones.



Design excellence provisions will apply to new development three storeys or more in B4 and B2 Zones

To achieve the intended outcomes, the following provisions are proposed:

- For residential development, where the proposed development demonstrates a commitment to the delivery of social and community infrastructure:
 - In the Commercial Core of the Burwood Town Centre, the maximum residential FSR will be increased from 2:1 to 2.6:1, and the maximum overall FSR will be increased from 6:1 to 6.6:1.
 - In the Middle Ring of the Burwood Town Centre, the maximum residential FSR will be increased from 3:1 to 3.45:1, and the maximum overall FSR will be increased from 4.5:1 to 4.95:1.
- For design excellence, the term will be explained, and development approval will not be granted unless the consent authority is satisfied that the applicable development exhibits design excellence.

Consultation

Following the Gateway Determination issued in April 2015, the PP was amended and a plain English explanation for the PP was prepared. The PP and supporting documents were placed on public exhibition between 4 August 2015 and 1 September 2015. An exhibition notice was published in the Inner West Courier. Exhibited material was made available at Council's Customer Service Centre and on Council's website. Comments from public authorities identified in the Gateway Determination were invited. Two submissions from individuals and one submission from the Environment Protection Authority (EPA) were received in response to the exhibition.

Subsequent to the amended Gateway Determination issued on 15 March 2016, the PP and the plain English explanation were amended further in consultation with the DP&E's regional office. Upon receiving the positive feedback from the regional office, the PP and supporting documents were re-exhibited between 23 August 2016 and 20 September 2016. Once again, an exhibition notice was published in the Inner West Courier. Exhibition material was made available at Council's Customer Service Centre and on Council's website. Comments from public authorities identified in the amended Gateway determination were invited. Those who made a submission during the previous exhibition were advised of this re-exhibition in writing. One submission from a community group and six submissions from public authorities have been received.

The submissions received from both exhibitions are summarised and commented on below:

Non Public Authorities Submissions

The three submissions (two from the first exhibition and one from the re-exhibition) received are summarised in the table below:

Trim Number	Issues Raised	Planning Comment
E15/22239 (received in response to exhibition in 2015)	▪ Lack of corresponding 10% increase in height.	▪ A height increase is generally considered to have less impact on the streetscape and surrounding areas than an FSR increase, as the latter tends to increase the bulk of a building. Any height increases could be assessed under Clause 4.6 – exceptions to development standards.
	▪ Lack of bonus available for all	▪ The proposed FSR bonus has been

Trim Number	Issues Raised	Planning Comment
	<p>uses.</p> <ul style="list-style-type: none"> ▪ Clause 4.6 (Exceptions to development standard) should not be excluded from applying. ▪ Draft Clause 6.5 (Public benefits and FSR in Burwood Town Centre) is confusing. ▪ Disagree with Council consultant's finding of a mismatch between height and FSR in the BLEP. The height limit in the BLEP was purposely set to allow maximum flexibility for the varying types of development. 	<p>based on site testings in the Burwood Town Centre (BTC) Urban Design Study. The study suggests that bonus floor spaces for residential purposes would help create elegant and slender towers, which would cast fast moving shadows so as to cause less amenity impacts on adjacent and nearby properties than lower and bulkier buildings.</p> <ul style="list-style-type: none"> ▪ The draft LEP clause for bonus development, contained in the PP as exhibited in 2015, stated that the clause is excluded from the operation of Clause 4.6. This was because an application of both Clause 4.6 and the draft bonus clause could present more significant variations to the development standard thereby having accumulative impact on the streetscape and surrounding areas. <p>All draft LEP clauses were removed from the PP before the re-exhibition on advice from the DP&E. DP&E's advice was that PP should focus on the intended effect and its justification and that all LEP clauses are subject to scrutiny by the Parliamentary Counsel, who may overhaul clauses as drafted by Council.</p> <ul style="list-style-type: none"> ▪ That is why a plain English explanation was required, which aims to clarify the intended effect of the proposed BLEP amendment. <p>All draft LEP clauses were removed from the PP before the re-exhibition on advice from the DP&E.</p> <ul style="list-style-type: none"> ▪ This disagreement is noted. It is stated in the BTC Urban Design Study that "generally there is a mismatch between the current FSR and height controls. ... This mismatch is particularly evident within the Middle Ring and less significant in the Commercial Core". Council's consultant did not consider that the mismatch applies to all areas within the BTC.

Trim Number	Issues Raised	Planning Comment
	<ul style="list-style-type: none"> The design excellence provisions are subjective, confusing and difficult to judge. 	<ul style="list-style-type: none"> Draft Clause 6.6 (which was removed from the PP before the re-exhibition) regarding design excellence has adopted consistent wording used in other council's LEPs. It is intended that Council's DCP will be amended later to supplement the LEP provisions.
15/36709 (on behalf of Westfield Burwood, received in response to exhibition in 2015)	<ul style="list-style-type: none"> Supports further residential development within BTC, including the Westfield site. The building envelope suggested in the BTC Urban Design Study cannot be achieved under the current BLEP controls. The 2.5:1 residential FSR for Westfield site suggested in the BTC Urban Design Study is well below the maximum 3.45:1 residential FSR envisaged in the PP for Middle Ring. Option 1 of the BTC Urban Design Study is a FSR bonus of 5% in Commercial Core and 15% in Middle Ring. Westfield site is largely located in Middle Ring, thus having the ability to accommodate further residential density. Westfield would like to fully explore the opportunities for renewal and investment. Request a review of the PP to allow flexibility for the Westfield site. 	<ul style="list-style-type: none"> The BTC Urban Design Study acknowledged Westfield site as an opportunity site for revitalisation of the northern part of the BTC. It further recommended the preparation of a master plan for the site taking into consideration several urban design aspects. <p>The 10% residential FSR bonus suggested in the PP might not suit Westfield site due to its unique siting, character and existing development.</p> <p>Westfield is entitled to submit an individual PP for the further renewal and development of the site. Such a PP may seek to increase the FSR and height to be over and above the recommendations of the BTC Urban Design Study. The PP will be assessed on merit.</p>
E16/24733 (received in response to re-exhibition)	<ul style="list-style-type: none"> Does Council have plans for social and community infrastructure? How definite are these plans? 	<ul style="list-style-type: none"> Council in 2014 commissioned a Burwood Community Facilities and Open Space Study. The study identifies the community facilities and open space needs of the current and future population in the Burwood LGA. This study was undertaken by consultants engaged by Council and was based on a sound methodology. Like any studies or plans, this study is subject to updates with time and as new information comes in.

Trim Number	Issues Raised	Planning Comment
	<ul style="list-style-type: none"> ▪ What will happen if there is an amalgamation of councils? ▪ Is there a monetary value placed on the FSR increase provided to the developer which will then support the social and community infrastructure program? ▪ An increase in FSR will result in over population of residents and workers, which will jam the streets and parks like New York City. ▪ An increase in population will place pressure on resources and infrastructure, and have further repercussions eg. increase in pollution caused by the increase in traffic. ▪ The design excellence criteria should incorporate sustainable design elements, such as solar power, water recycling, community gardens, water saving, sustainable building materials and building methods. ▪ Housing choices should incorporate rental and purchasing flexibility, access for people with physical disabilities and adaptable interior layout. ▪ Burwood LGA will require an extra 165,055 sqm of open space by 2031 for the predicted increase in population. The existing open space is inadequate now. From where will this open space come? ▪ Green Space is needed in the Burwood North LGA, where will this be located? 	<ul style="list-style-type: none"> ▪ It is not expected that the amalgamated Council would make immediate changes to policy directions and LEPs without a holistic assessment of existing policies and planning provisions of all councils concerned. ▪ Yes. A monetary contribution rate for the additional floor space has been adopted by Council based on recommendations of the consultant undertaking the Burwood Community Facilities and Open Space Study. ▪ The Burwood Community Facilities and Open Space Study was commissioned with the aim of mitigating these impacts. The study serves as a guide to Council's policy making. ▪ As mentioned before, on advice from the DP&E, the draft LEP clauses were removed from the PP prior to the re-exhibition. The LEP provisions will be re-drafted in consultation with the DP&E and will take this suggestion into consideration. ▪ Rental and purchasing flexibility exist in the current housing market. Access for people with disabilities is a mandatory consideration in a DA assessment. Provisions for adaptable housing are contained in Council's Development Control Plan. ▪ The Burwood Community Facilities and Open Space Study recognises the limited opportunities to provide additional public open space in the LGA, and makes several recommendations to Council, such as: <ul style="list-style-type: none"> – Embellish existing public open space – Focus on quality over quantity – Develop flexible and multiple purpose playing fields and courts – Improve cycle and walking links – Encourage the provision of public

Trim Number	Issues Raised	Planning Comment
	<ul style="list-style-type: none"> This PP does not appear to have addressed the social and economic effects with the population increase. Outdoor space is important for people's well-being, which in turn affects the economy. While this PP appears to be the answer to a population growth, it requires more consideration and detailed planning before it is executed and a 'liveable' Town Centre is developed. 	<p>and private open space, green roofs or gardens as part of new development</p> <ul style="list-style-type: none"> There are not expected to be significant social implications on account of this PP. The additional dwellings and the resultant additional population would increase the demand for educational establishments and health services facilities. These land uses are already permitted in the B4 Mixed Use zone. It is expected that the population demand together with the market conditions would influence the supply of social infrastructure. <p>The additional housing and population generated from the bonus residential development would stimulate retail and service activities within the Town Centre.</p> <ul style="list-style-type: none"> To address these concerns in a practical way, the Burwood Community Facilities and Open Space Study was commissioned with the aim of linking the population growth with the infrastructure (eg. outdoor space) needs and demands. The PP has been informed by the study. More detailed controls, which aim to mitigate potential adverse impacts and to make the Town Centre liveable, are contained in Council's DCP document.

Public Authorities Submissions

The submissions received from the public authorities are summarised in the table below:

Authority	Issues Raised	Planning Comment
Environmental Protection Authority (EPA) (in response to exhibition in 2015)	<ul style="list-style-type: none"> Adequate planning controls should be identified in BLEP and DCP to manage potential noise and air related environmental issues in order to prevent land use conflict. Council should consider potential road and rail traffic noise impacts and proposed mitigation strategies associated with the proposed BLEP amendments. The Infrastructure State Environmental Planning Policy (SEPP) 2007, the 	<ul style="list-style-type: none"> The EPA did not specifically raise an objection to the PP. Issues raised concerning potential land use conflict, road and rail traffic noise impacts and waste management are all relevant, given that mixed use development is encouraged and permitted in the Town and Local Centres and that the rail line traverses the Burwood Town Centre. However, the existing provisions in the BLEP and BDCP are generally considered adequate in addressing

Authority	Issues Raised	Planning Comment
	<p>Development Near Rail Corridors and Busy Road – Interim Guideline and the NSW Road Noise Policy were referred to in the submission.</p> <ul style="list-style-type: none"> ▪ Council's DCP should include specific noise criteria for sensitive land uses which should be consistent with the Infrastructure SEPP or reference the noise requirements in the SEPP. Validation of achieving the noise criteria should be required prior to the issue of an Occupation Certificate. ▪ Council should consult the Waste Not DCP Guideline (EPA 2008) to determine whether Council's DCP has contemporary and adequate waste provisions in relation to the proposed BLEP amendments. In addition, the Better Practice Guide for Multi-Unit Dwellings and the Better Practice for Public Place Recycling documents were referred. 	<p>these issues. A further review of these existing provisions is outside the scope of the PP. The issues will always be considered in more detail at the DA stage.</p>
WaterNSW (in response to re-exhibition)	<ul style="list-style-type: none"> ▪ WaterNSW does not own or manage assets or infrastructure in the Burwood LGA, thus has no comment. ▪ Suggest contacting Sydney Water or the Department of Primary Industries (Water). 	<ul style="list-style-type: none"> ▪ Sydney Water has been consulted.
Transport for NSW (TfNSW) (in response to re-exhibition)	<ul style="list-style-type: none"> ▪ Roads and Maritime Services (RMS) and Sydney Trains should be consulted for separate responses. ▪ No objections are raised regarding the PP. ▪ TfNSW would be pleased to review any future major developments or proposals to facilitate integration with public transport infrastructure. 	<ul style="list-style-type: none"> ▪ RMS and Sydney Trains have been consulted.
Sydney Water (in response to re-exhibition)	<ul style="list-style-type: none"> ▪ Unable to assess impact of the PP on water and wastewater systems. ▪ Request information on potential number of dwellings. 	<ul style="list-style-type: none"> ▪ While information on potential number of dwellings resulting from the PP is not readily available and is difficult to determine, Sydney Water has been provided with mapping and data in terms of the location and description of DAs approved including dwelling numbers,

Authority	Issues Raised	Planning Comment
		developments completed and DAs currently before Council in the BTC. This should help inform Sydney Water's impact assessment.
Roads and Maritime Services (in response to re-exhibition)	<ul style="list-style-type: none"> Suggest a traffic study be prepared to assess the potential low, medium and high development uplift scenarios No objection to the PP subject to RMS's reservations being maintained. 	<ul style="list-style-type: none"> Council's Traffic and Transport Team has advised that bonus development by up to 10% additional floor space within certain sites in the Burwood Town Centre is not expected to generate significant vehicle trips to warrant the undertaking of a traffic study, however, the traffic modelling and impact analysis associated with a separate individual PP will be assessed in context of that proposal as well as developments on adjacent sites.
EPA (in response to re-exhibition)	<ul style="list-style-type: none"> Refer to previous comment made in response to exhibition in 2015. 	<ul style="list-style-type: none"> Noted.
Office of Environment & Heritage (OEH) (in response to re-exhibition)	<ul style="list-style-type: none"> As no design excellence clause has been attached to the exhibited PP, it could not be reviewed. Would not support a clause that encourages heritage owners to propose demolition or substantial alterations to heritage items. Recommend consultation with the OEH in drafting the design excellence clause. 	<ul style="list-style-type: none"> The design excellence clause previously drafted required development proposals to address any heritage or streetscape issues. Such requirement is expected to stay when the clause is deliberated by the Parliamentary Counsel.

Planning or Policy Implications

The amended Gateway Determination requires the PP to be completed in a BLEP amendment by 11 October 2016. A letter dated 26 September 2016 has been sent to the DP&E, requesting an extension of six months until 11 April 2017, to complete the matter.

The amended Gateway Determination mainly required the PP and the plain English explanation to be modified to remove the requirement for a developer to enter into a VPA and/or dedicate land and/or undertake works in exchange for bonus FSR. However, Council would not allow the bonus FSR unless the developer voluntarily offers to provide certain public benefits through a VPA.

Should Council resolve to endorse the PP as re-exhibited, the next step will be the drafting of an LEP, which is expected to contain two LEP clauses, regarding bonus development and design excellence, by the Parliamentary Counsel. It could take some time for the LEP clauses to be drafted, given both the DP&E and Council need to be satisfied with the wording and effects of the clauses.

The LEP will serve to be an amendment to the BLEP 2012, and will give effect to the PP.

Financial Implications

The PP would allow for bonus residential development within the BTC, where the proposed

development demonstrates a commitment to the provision, augmentation or improvement of social and community infrastructure, or local public facilities. This would bring more monetary contributions or works in kind for Council towards the delivery of the infrastructure or facilities.

Conclusion

An assessment of the submissions received from the initial exhibition and the re-exhibition suggests that Council's justification of the PP stands. The PP should be progressed to the next steps. Council's endorsement is now sought for the PP.

Recommendation(s)

1. That Council endorse the PP, which is to amend the BLEP 2012 to provide for:
 - a. An increased residential floor space within the Commercial Core and Middle Ring of the Burwood Town Centre, where the proposed development demonstrates a commitment to the delivery of social and community infrastructure.
 - b. A higher standard of architectural and urban design for new development comprising three storeys or more in B4 and B2 Zones.
2. That Council proceed towards the legal drafting of the LEP in liaison with the DP&E to give effect to the PP.
3. That those who have made a submission on the PP be advised of Council's decision.

Attachments

There are no attachments for this report.

(ITEM 70/16) ADOPTION OF MONETARY CONTRIBUTION RATE FOR BONUS DEVELOPMENT IN BURWOOD ROAD NORTH

File No: 16/50699

REPORT BY DEPUTY GENERAL MANAGER LAND, INFRASTRUCTURE AND ENVIRONMENT

Summary

Council at its Ordinary Meeting of 13 September 2016 resolved to approve in principle the monetary contribution rate of \$1,100 per sqm additional gross floor area (GFA) for bonus development to apply to properties fronting Burwood Road Burwood, between Parramatta Road and Meryla Street (known as Burwood Road North). Council also resolved to place the rate on public exhibition in accordance with Sections 610F and 705 of the *Local Government Act 1993*. No submissions have been received. The monetary contribution rate is now put to Council for adoption.

Background

At its Meeting of 13 September 2016 Council considered a Mayoral Minute on allowing bonus development for properties fronting Burwood Road Burwood, between Parramatta Road and Meryla Street (known as Burwood Road North). It was resolved to approve in principle a monetary contribution rate of \$1,100 per sqm additional GFA for bonus development at these properties. It was further resolved to exhibit the proposed rate.

Proposal

Approval is now sought for the adoption of the proposed monetary contribution rate of \$1,100 per sqm additional GFA for bonus development for properties fronting Burwood Road North.

Consultation

In accordance with Sections 610F and 705 of the *Local Government Act 1993*, the proposed monetary contribution rate was exhibited for 28 days from 27 September 2016 to 25 October 2016. No submissions have been received.

Planning or Policy Implications

Upon adoption of the proposed monetary contribution rate, Council's Schedule of Fees and Charges for 2016-2017 will be updated to reflect the rate for Burwood Road North.

In considering the Mayoral Minute on allowing bonus development in Burwood Road North, Council resolved to apply the \$1,100 per sqm additional GFA to any bonus development in Burwood Road North received by Council from 13 September 2016. Council also resolved that:

- A maximum floor space ratio bonus of not exceeding 10% in Burwood Road North be allowed subject to development demonstrating a commitment to the delivery of social and community infrastructure.
- The Public Benefit Policy allow for an extra 5% bonus (additional to the maximum 10% bonus) in the Commercial Core and Middle Ring of the Burwood Town Centre for upgrading infrastructure.
- Council can apply the 10% bonus to any area deemed necessary for infrastructure upgrade, i.e. road widening, public walkways and public squares.
- The General Manager be delegated to review and adjust the rate periodically, and/or negotiate a rate as part of a voluntary planning agreement (VPA).

Council's Public Benefit Policy on *Carrying out Bonus Development in the Public Interest* will require an amendment to reflect these resolutions. Such an amendment would be the subject of a separate report to Council in the future, followed by a public exhibition and a further report to Council for adoption.

Financial Implications

The introduction of the monetary contribution rate for bonus development in Burwood Road North is likely to result in more revenue to Council. Any monetary contribution paid to Council through a VPA is expected to be kept in the VPA account. The funds are to be used for the provision of public benefits.

Conclusion

It is recommended for Council to adopt the proposed monetary contribution rate and that the rate be incorporated into Council's Schedule of Fees and Charges for the 2016-2017 Financial Year.

Recommendation(s)

1. That Council adopt the monetary contribution rate of \$1,100 per sqm additional GFA for bonus development in Burwood Road North.
2. That the rate be incorporated into Council's Schedule of Fees and Charges for the 2016-2017 Financial Year.
3. That the rate be applied to any bonus development proposal received by Council on or after 13 September 2016, as per council's resolution of 13 September 2016.
4. That the General Manager be delegated the authority to review and adjust the monetary contribution rate periodically, and/or negotiate a rate as part of a VPA as per Council's resolution of 13 September 2016.

Attachments

There are no attachments for this report.

(ITEM 71/16) AMENDMENT NO. 3 TO BURWOOD DEVELOPMENT CONTROL PLAN

File No: 16/51714

REPORT BY DEPUTY GENERAL MANAGER LAND, INFRASTRUCTURE AND ENVIRONMENT

Summary

A draft Amendment No. 3 to the Burwood Development Control Plan (BDCP) has been prepared. The amendment relates to boarding houses, buildings outside centres, parking, health consulting rooms, duplex development, semi-detached dwellings, identity theft from mailboxes and other minor matters. The draft amended BDCP was publicly exhibited. One submission has been received. This report discusses the submission and further changes to the BDCP. It is recommended that Council adopt Amendment No. 3 to the BDCP.

Background

The BDCP commenced operation on 1 March 2013. It supplements the provisions of the Burwood Local Environmental Plan (BLEP) 2012.

Amendment No. 1 to the BDCP commenced on 4 March 2014. This amendment related to multi dwelling housing, dwelling houses, boarding houses, parking and heritage provisions etc.

Amendment No. 2 to the BDCP commenced 10 March 2015. This amendment mainly provided additional controls for awnings and associated structures in business centres and for residential flat buildings.

A further review of the BDCP led to the preparation of a draft Amendment No. 3 to the BDCP. This review and the draft amendment were reported to the Council Meeting on 26 July 2016. It was resolved that the draft amendment be publicly exhibited and results of the exhibition with any further changes be reported back to Council prior to adoption.

Draft Amendment No. 3

The report to the Council Meeting of 26 July 2016 detailed the proposed changes, which mainly relate to:

- Boarding house common room, communal open space, side and rear setbacks
- Minimum site area for three storey+ buildings outside centres
- Dwelling house side setbacks
- Roof top gardens
- Parking rates for retail premises and visitors parking for commercial premises
- Health consulting rooms
- Duplex development
- Semi-detached dwellings
- Identity theft from mailboxes

The draft amended BDCP, which highlights the proposed changes as exhibited and further changes as discussed later in this report, has been placed separately on Council's website.

Consultation

The draft Amendment No. 3 to the BDCP was exhibited for six weeks, between 16 August and 27 September 2016. A notice was displayed in the local newspaper and on Council's website. The draft amended BDCP with all proposed changes highlighted was made available for viewing at Council's Customer Service Centre and on Council's website.

Submission

One submission has been received concerning duplex development, raising the following issues:

- Disappointed that Council is moving away from its long held position of discouraging duplex development due to it being incongruent with Burwood's traditional period streetscapes.
- Attach in the submission photos of duplex developments to illustrate that this form of development could destroy the cohesive streetscapes in Burwood, Inner West and Sydney.
- Request Council to defer the duplex provisions until the merging of Councils to ensure a consistent approach across the new enlarged Council area.
- Request the following limitations if Council resolves to proceed with the duplex provisions:
 - Allow duplex development only in R1 and R3 zones.
 - Not allow duplex development in streets and sites which are subject to the Building Appearance and Streetscape provisions under the BDCP.

Comment

When and if the Councils are amalgamated, the LEP and DCP of each Council are expected to be reviewed with the aim of being consistent across the new enlarged Council.

The State Government recently released a draft Medium Density Housing Code, covering several development types including 'two dwellings side by side', equivalent to a duplex referred to in the BDCP. This development type would be allowed in R1, R2 and R3 zones under the draft Code and is permitted as an attached dual occupancy in all residential zones under the BLEP.

Notwithstanding, it is considered reasonable to refrain the streets and sites which are subject to Building Appearance and Streetscape provisions in the BDCP from duplex development. These streets and sites have consistent building characteristics and streetscape presentation, and should be protected. A new provision is inserted under the Duplex Development section of the draft amended BDCP, as below:

Px Duplex development will not be supported in streets and sites subject to Building Appearance and Streetscape Provisions under Section 4.5. Refer to the map at Appendix 8.2.

Roof Design and Rooftop Gardens

The following objective is inserted in the draft amended BDCP:

O2 To encourage rooftop gardens and planting on structures that enhance the quality and amenity of open space.

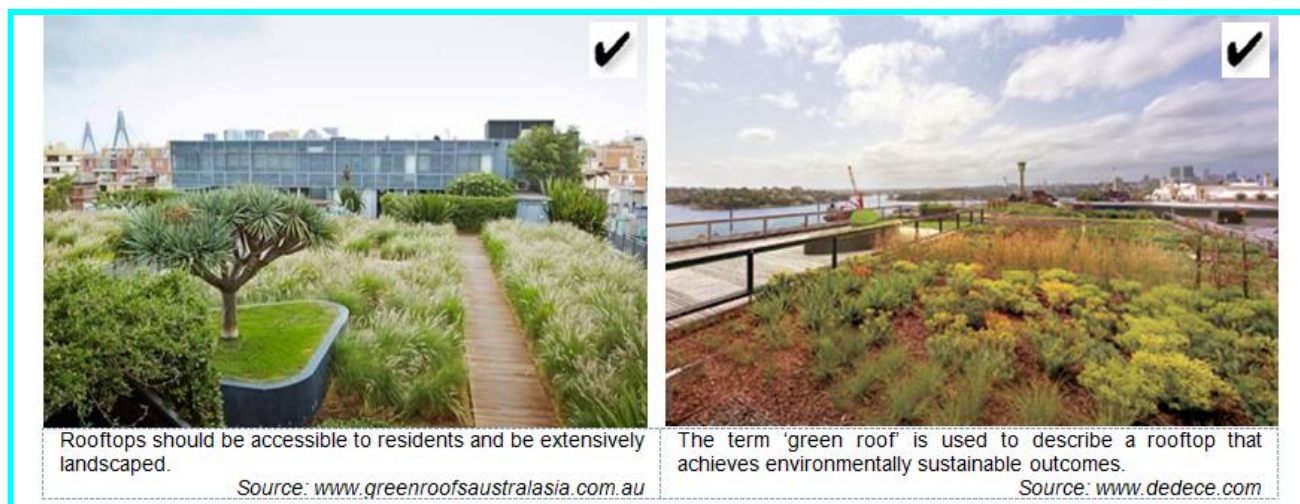
The following provisions and diagrams are added in the draft amended BDCP:

P5 Residents shall have access to rooftop and podium gardens wherever possible. At least 50% of the roof area shall be vegetated with grasses, shrubs and trees.

P6 Planter boxes must be located at the perimeter of rooftop gardens to minimise overlooking of neighbouring dwellings.

P7 Planting containers must allow sufficient depth and volume, growing medium and irrigation to support the mature size of plants.

P8 All planting areas on structures must be designed by a suitably qualified engineer.



Planning or Policy Implications

The further changes to the draft amended BDCP as discussed above are not considered substantial to warrant a further exhibition of the draft document.

Should Council resolve to adopt the draft amended BDCP, it will replace the existing BDCP and become effective from the date that public notice of Council's adoption is given in a local newspaper, or on a later date specified in the notice.

Financial Implications

There are no financial implications arising from the amendment to the BDCP.

Conclusion

Further changes relating to duplex development, roof design and rooftop gardens have been drafted following the public exhibition. Council's adoption of the amended BDCP is sought.

Recommendation(s)

1. That Council adopt Amendment No. 3 to the Burwood Development Control Plan.
2. That Council authorise the General Manager to allow further editorial or minor changes to the amended BDCP considered necessary before the document becomes effective.
3. That the amended Burwood Development Control Plan be brought into effect in accordance with the relevant provisions of the planning legislation.

Attachments

There are no attachments for this report.

(ITEM 72/16) REVISED GENERAL MANAGER'S DELEGATIONS BY EXCEPTION AND REVISED PETITIONS POLICY

File No: 16/52709

REPORT BY GENERAL MANAGER

Summary

To seek Council's approval of the revised General Manager's Delegations by Exception and Petitions Policy.

Background

The General Manager's Delegations were last endorsed by Council on 23 March, 2015.

The *Local Government Act* provides Council with powers, authorities and duties. It is the primary source of Council's functions although other legislation, such as the *Environmental Planning and Assessment Act 1979* and the *Roads Act 1993*, impose further functions for Council to administer.

Due to the nature, scope and complexity of the functions Council has to perform, the Act makes provision for the Council to delegate those functions to the General Manager. However, Section 377(1) of the Act provides functions that Council cannot delegate to the General Manager.

In addition, the General Manager may delegate any of the functions of the General Manager (other than the power of delegation) to any person or body (including another employee of the Council). For accountability purposes a copy of the Delegations Register (including the sub-delegations from the General Manager to Council Officers) will be made available on Council's website.

The Petitions Policy was adopted by Council on the 3 December 2015. The Policy was introduced to provide guidance to persons wishing to lodge a petition with Burwood Council.

Proposal

Over the past few years Burwood has experienced a substantial growth in major development in both the Burwood Town Centre and surrounding area. In the last financial year Council has determined almost \$300 million worth of development. Because of the surge in development activity processing times for Development Applications (DAs) and particularly major development applications have risen considerably. The mean turn over time for the last quarter is 77 days. The mean figure for the Local Development Performance Monitoring figures for 2015-2016 to be released by the Department of Planning shortly are expected to be at least in that range if not greater.

Several DAs referred to Council in recent times were just over the limit in respect of the number of submissions that required a referral to Council. It is considered that those matters could have been determined under delegation of the General Manager. In order to streamline the assessment process and to ensure that applications are determined as expeditiously as possible it is considered that the General Manager's Delegations could be reviewed so that DAs with a comparatively small number of objections may be determined under the General Manager's Delegations.

The Building and Development Team recently had a comprehensive service review of its processes carried out by an independent consultant Ian Reynolds & Associates Ptd Ltd (Ian Reynolds is now Administrator of the merged Central Coast Council). The report concluded that while Burwood and its potential merging partners used a high level of delegation Burwood still had 5% of DA's determined by Council. With Group 2 Councils, the level of DA's referred to Council for determination is varied. Council's such as Mosman, Lane Cove and Manly have 0 applications referred to and determined by Council, Botany Bay have 24%, Strathfield 10% and Ashfield 9% of

DA's determined by Council. In Burwood's case 5% is somewhat higher than previous years. In previous years the number of DA's determined by Council had been as low as 2-3% but that figure appears to be rising and this is no doubt driven by the number of larger development applications being received. Overall it is considered that while the current use of delegations is good, (as highlighted by the service review) it could be improved by extending the number of submissions necessary to refer the application to Council for determination and thus speeding up processing times.

The General Manager's Delegations have been reviewed to ensure that Council's processes in relation to Development Applications may be improved and expedited. The Proposal is to increase the number of objections including petitions received before a Development Application can be referred to Council for determination. The proposal also seeks delegate to the General Manager two-storey houses and first floor conversions and additions approvals.

Development Application amendments are as follows:

The General Manager cannot approve Development Application where:

1. A petition with more than ten signatures from separate households within the notification area has been received and the application has not been refused.
2. More than ten valid planning objections to the development application have been received from separate households within the notification area and the application has not been refused.
3. Any matter subject to appeal where the matter has gone to a hearing or Section 34A conference.
4. Where four or more Councillors request a Development Application brought to Council.

These Development Applications would be determined in accordance with legislation and policy.

Other Matters amendments are as follows:

The writing off of accounts, stores and materials. The limit has been increase from \$3,000 to \$5,000.

The acceptance of tenders to provide services currently provided by members of staff of the Council. This amendment relates to the recent change to Section 377 of the *Local Government Act 1993*.

The Petitions Policy has been revised to reflect the changes to the receipt of Petitions relating to Development Applications.

That Council endorse the General Manager's Delegations in accordance with the *Local Government Act 1993*.

The revised Petitions Policy is now submitted to Council for approval.

Planning or Policy Implications

Once, the General Manager's Delegations by Exception has been approved it will be communicated to Council Officers and published on the website for members of the public.

Financial Implications

No Financial implications.

Conclusion

That Council endorse the General Manager's Delegations in accordance with Section 377(2) of the *Local Government Act 1993*.

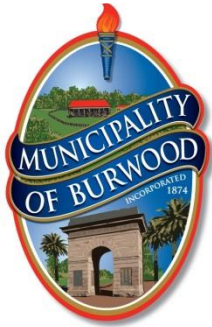
That Council endorse the Petitions Policy to provide assistance to persons wishing to lodged a Petition with Council.

Recommendation(s)

1. That Council approves the General Manager's Delegations by Exception in accordance with Section 377 (2) of the *Local Government Act 1993*.
2. That Council approves the revised Petitions Policy.

Attachments

- | | | |
|---|--|---------|
| 1 | Revised General Manager's Delegations by Exception | 3 Pages |
| 2 | Revised Petitions Policy | 5 Pages |



Burwood Council

heritage ■ progress ■ pride

DRAFT - GENERAL MANAGER'S DELEGATIONS

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Public Document
Adopted by the Council: 23 March 2015
Updated: 7 October 2016 – Phase 1 Amendments to the LGA
Trim No.: 15/11020
Version No.: 2
Ownership: Governance

**ITEM /16 Revised General Manager's Delegations by Exception and Revised Petitions
Policy.DOC
Revised General Manager's Delegations by Exception**

Purpose

To devolve accountability to the General Manager to ensure the uncertainty associated with limit of authority, responsibility and accountability which will improve Council's service through speedier resolution for the organisation and customer needs.

This document outlines what functions are not delegated to the General Manager and thereby the General Manager has delegation to undertake all other functions.

Delegations

The General Manager does not have the delegation to undertake the following in accordance with Section 377 of the *Local Government Act 1993* (the Act):

1. the appointment of a general manager,
2. the making of a rate,
3. a determination under section 549 as to the levying of a rate,
4. the making of a charge,
5. the fixing of a fee,
6. the borrowing of money,
7. the voting of money for expenditure on its works, services or operations,
8. the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),
9. the acceptance of tenders to provide services currently provided by members of staff of the council,
10. the adoption of an operational plan under section 405,
11. the adoption of a financial statement included in an annual financial report,
12. a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,
13. the fixing of an amount or rate for the carrying out by the council of work on private land,
14. the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,
15. the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the *Environmental Planning and Assessment Act 1979*,
16. the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,
17. a decision under section 356 to contribute money or otherwise grant financial assistance to persons,

ITEM /16 Revised General Manager's Delegations by Exception and Revised Petitions Policy.DOC

Revised General Manager's Delegations by Exception

18. a decision under section 234 to grant leave of absence to the holder of a civic office,
19. the making of an application, or the giving of a notice, to the Governor or Minister,
20. this power of delegation,
21. any function under this or any other Act that is expressly required to be exercised by resolution of the council.

Development Application Delegations

The General Manager can not approve Development Applications where:

1. A petition with more than ten signatures from separate households within the notification area has been received and the application has not been refused.
2. More than ten valid planning objections to the development application have been received from separate households within the notification area and the application has not been refused.
3. Development where there is major variation (more than a 10%) from Council's Development Standards under Clause 4.6 of BLEP 2012.
4. Where four or more Councillors request a Development Application to be brought to Council.
5. Any matter subject to appeal where the matter has gone to a hearing or Section 34A Conference.
6. Applications having a major environmental impact on the locality and which involve land owned by Council.

These matters must be referred to either Council or the Building and Development Committee for determination.

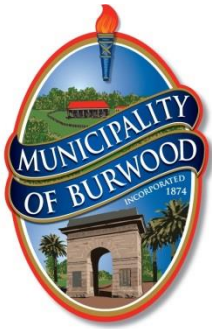
Other Matters

Writing Off Accounts

The General Manager does not have the delegation to approve the writing off of accounts greater than \$5,000. Write offs are reported to Council on an annual basis.

Writing Off Stores and Materials

The General Manager does not have the delegation to approve the write on and off stores and materials greater than \$5,000.



Burwood Council

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DRAFT - PETITION POLICY

PO Box 240, BURWOOD NSW 1805
Suite 1, Level 2, 1-17 Elsie Street, BURWOOD NSW 2134
Phone: 9911-9911 Fax: 9911-9900
Email: council@burwood.nsw.gov.au
Website: www.burwood.nsw.gov.au

Public Document
Adopted by Council: 3 December 2015 (Min. No. 198/15)
Trim No.: 15/52701
Version No.: 2
Ownership: Governance Team

ITEM /16 Revised General Manager's Delegations by Exception and Revised Petitions Policy.DOC
Revised Petitions Policy

Purpose

To provide guidance to a person(s) wishing to lodge a petition with Burwood Council.

Scope

This Policy is applicable to members of the Public and Council Officers.

What is a Petition

“Petition” is defined by the concise Oxford Dictionary as:

“a formal written request, typically signed by many people, appealing to authority in respect of a cause, an appeal or request”.

Usually, petitions to Council are requests seeking it to take a particular action in relation to issues relevant to the Burwood Local Government Area.

Access to Petition Lodged

All petitions and related documents received by Council are publicly available under the *Government Information (Public Access) Act 2009*.

What is a Valid Petition

A valid petition should:

- be headed “Petition”
- be signed by 10 or more people and from different households (in relation to Development Applications signatures must be from the notification area)
- be made by persons that have a direct interest in Burwood Council such as residents, land owners, business people or in some other capacity
- detail the purpose of the petition at the top of each page of that petition
- contain the names, addresses and signatures of the persons signing the petition in their handwriting
- hand written signatures is not a requirement for electronic petitions
- contain wording that notifies people who sign the petition that their personal details will be disclosed to another parties
- state the name of the person who initiated the petition, and an address to which a response can be forwarded as the head petitioner
- be respectful and temperate in its language and not contain language disrespectful to Council or any other person
- be legible
- not promote illegal acts

ATTACHMENT 2

ITEM /16 Revised General Manager's Delegations by Exception and Revised Petitions Policy.DOC

Revised Petitions Policy

- if written in a language other than English, must be accompanied by a certified translation, including contact details of the translator
- be in relation to a matter on which Council has the power to act.

Lodging the Petition

A petition may be lodged by either mail, email, fax or at Council's Customer Service Centre, Suite 1 Level 2, 1-17 Elsie Street, Burwood.

What happens after a petition has been lodged with Council?

Every petition lodged with Council is referred to Council and to the section within Council responsible for the matter that is the subject of the petition.

A response to the request in the petition will be sent the head petitioner. In the event this person cannot be identified, the first signatory that appears on the petition will receive the notification.

Related Information/Glossary

Legislation:

- *Local Government Act 1993*
- *Government Information (Public Access) Act 2009*
- *Privacy and Personal Information Protection Act 1998*

Burwood Council documents:

- Code of Meeting Practice
- Privacy Management Plan

Review

Policy to be reviewed every four years.

Contact

Governance Co-ordinator on 9911 9910

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ITEM /16 Revised General Manager's Delegations by Exception and Revised Petitions Policy.DOC Revised Petitions Policy

Appendix 1 – Petition Template

Petition to Burwood Council

PO Box 240, BURWOOD NSW 1805
Suite 1, Level 2, 1-17 Elsie Street, BURWOOD NSW 2134

We, the undersigned, petition Council to.....
.....
.....
.....
.....

and consent for our personal details to be provided in full to Burwood Councillors in accordance with Section 18(1)(b) of the *Privacy and Personal Information Protection Act 1998 (NSW)* for considering the subject of the petition and to verify that each petitioner lives in the municipality.

We understand that all petitions and related documents received by Council are publicly available under the *Government Information (Public Access) Act 2009*.

Name of Head Petitioner:.....

Address of Head Petitioner:.....

Name	Address	Signature

ITEM /16 Revised General Manager's Delegations by Exception and Revised Petitions Policy.DOC
Revised Petitions Policy

and consent for our personal details to be provided in full to Burwood Councillors in accordance with Section 18(1)(b) of the *Privacy and Personal Information Protection Act 1998* (NSW) for considering the subject of the petition and to verify that each petitioner lives in the municipality.

[illegible]

(ITEM 73/16) CONNECTED CORRIDORS FOR BIODIVERSITY

File No: 16/52596

REPORT BY DEPUTY GENERAL MANAGER LAND, INFRASTRUCTURE AND ENVIRONMENT

Summary

It is proposed that Burwood Council participate in the Connected Corridors for Biodiversity project in order to protect and enhance habitat connectivity within the Burwood Council area and adjoining Council areas.

Background

The Southern Sydney Regional Organisation of Councils (SSROC) has implemented a project entitled 'Connected Corridors for Biodiversity' (CCB), with funding from the Australian Government through the Sydney Coastal Councils Group's (SCCG) Salty Communities program. The project encompasses a total of 23 pre-amalgamation Council areas (the 22 pre-amalgamation Councils in the SSROC and SCCG areas, plus Strathfield Council).

Proposal

The aim of the project is to create the following tools that can be used by Councils to facilitate increased habitat connectivity, and to thereby increase resilience of biodiversity to climate change and other threats across the project area:

1. A habitat corridor map, based largely on existing habitat mapping
2. A good practice guide to the regulatory tools, financial incentives, policies and programs that can be used by Councils to promote biodiversity conservation on privately-owned land

Habitat connectivity is essential for the long-term conservation of a diverse range of species and ecological communities. In isolated habitats, the potential for many fauna species to move between different habitats to feed and reproduce is limited, and isolation also presents barriers for plant pollination, germination and dispersal. Over time this leads to dwindling population sizes, reduced genetic diversity, and adverse impacts on ecosystem function and health, with consequent increases in the susceptibility of populations to threats such as disease, competition, predation, and weed invasion – as well as to climate change, which is likely to exacerbate these other threats.

Habitat loss due to urban development in Sydney has resulted in significant biodiversity declines, but there are nevertheless many species and ecological communities that persist in the area, including many that are listed as threatened – some of which only occur in Sydney – and many others that are considered locally significant.

However, with ongoing urban development, the habitats for such species and ecological communities are becoming increasingly fragmented and isolated. Enhancement of habitat connectivity is therefore required to facilitate their conservation.

Consultation

The CCB map has been produced in consultation with Council biodiversity and sustainability staff. The map also has the support of the Greater Sydney Commission's Environmental Commissioner, and is being considered in preparation of the District Plans and Green Grid. Consultation between the SSROC and the NSW Office of Environment and Heritage (OEH) is in progress regarding links between the CCB habitat corridor map and OEH's BioMap project, which identifies priority land for conservation investment.

Given the fragmented nature of habitats in the project area, the map includes land subject to varying uses, and includes both public land and private property. Regardless of tenure, it should be

noted that there are substantial opportunities within the mapped corridors to enhance existing or create new habitat features without compromising other land uses, for example as part of landscaping associated with new developments.

Planning or Policy Implications

If endorsed, the CCB tool could be used to inform the next Burwood Council LEP and DCP.

Financial Implications

No Financial implications.

Options

This is a regional project involving the participation of adjoining Council areas and it is the regional approach will ensure the overall effectiveness of such a program

Conclusion

Many Councils in Sydney have well-developed programs focused on the management of bushland reserves, wetlands, waterways and other habitats on public land, but private property can play a vital role in providing 'stepping stones' of habitat that provide connectivity between larger habitat areas.

While many Councils also implement community engagement programs that focus on creating/enhancing habitat on private property, there are other mechanisms, including both regulatory and financial, that can be used to improve biodiversity conservation outcomes on private property. The CCB good practice guide document highlights the lessons learned from a number of such mechanisms that have proven successful in Sydney and elsewhere, and that have the potential to be more widely implemented.

Recommendations

1. That Council endorses the CCB habitat corridor map as a tool to guide the conservation and enhancement of habitat connectivity within the Burwood Council area, and between adjoining Council areas.
2. That Council supports to enhancing habitat connectivity within the mapped corridors by undertaking on-ground bush regeneration and habitat enhancement works, implementing targeted community engagement programs.
3. That Council supports to working with adjoining Councils to improve habitat connectivity across Council boundaries.
4. That Council supports to undertaking an annual review of the mapping over the next four years, and providing any required edits to the SSROC.
5. That Council supports to investigation of additional tools, incentives, policies and programs that can be implemented to promote biodiversity conservation on privately-owned land, with a view to future implementation of those that are considered feasible in the Burwood Council area.

Attachments

There are no attachments for this report.

(ITEM 74/16) DELIVERY PROGRAM 2013/17 - QUARTERLY REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2016

File No: 16/46120

REPORT BY EXECUTIVE MANAGER

Summary

Following the introduction of the Integrated Planning and Reporting framework in 2009, Section 404(5) of the *Local Government Act 1993* requires that the General Manager provide progress reports to the Council, at least every six months, as to its progress with respect to the principal activities detailed in its Delivery Program.

As per Burwood Council's Delivery Program 2013/17 (Strategic Goal 2.1.2), a review of the Program is to be presented to Council on a quarterly basis.

Background

The report reflects the structure of the Delivery Program 2013/17 and Operational Plan 2016/17, which in turn follow the targets identified by the Community in 2010 and 2013 as part of the Burwood2030 Community Strategic Plan.

The strategic goals are divided into five themes:

- A Sense of Community
- Leadership Through Innovation
- A Sustainable Natural Environment
- Accessible Services and Facilities
- A Vibrant Economic Community

Each strategic goal is divided into actions, which represent the specific initiatives Council proposes to implement to achieve the identified targets. The Delivery Program includes a total of 243 actions, allocated into quarters as part of the annual Operational Plan.

The reporting structure features:

- planned action
- identified performance measure
- target (indicating in which quarter Council plans to start or deliver the service)
- status (a management assessment of the project/activity)
- comment

Reporting Structure

Key users are required to provide a rating (Status) and a comment for each strategic action they are responsible for. The rating options are as follows:

On Track	The activity/project has been completed on time, or is ongoing and progressing regularly
Watch	The activity/project is underway, but has not been completed on time, or its completion date has been postponed
No Activity	The activity/project has not started
Not Due	No activity is planned for that specific quarter

These requirements support and promote a continuous risk evaluation process for staff and management, which allows the identification of risks and opportunities at an early stage in the delivery of activities/projects.

Measuring our success

For the period 1 July – 30 September 2016, Council has registered the following progress:

Status	Number
On Track	232
Watch	1
No Activity	0
Not Due	10
Total	243

In addition to the full Quarterly Review report (see attached) the General Manager and Executive Team provide to Council and the public an exception report highlighting and explaining the top 5 actions that have been rated as “Watch” or “No Activity” based on a management risk assessment.

For the reporting period 1 July – 30 September 2016 there were zero “No Activity” items, one “Watch” item and ten “Not Due” items.

Below is a summary of the “Watch” items:

Strategic Goal	Action	Target	Comment
1.2.15 Implement five hectares of new space facilities in Wangal Park	1.2.15.10 Commission and construct a skate park facility	Works completed by 31 July 2016	<p>Council submitted an Expression of Interest (EOI) application for a grant to Design and Construct the Skate Park Facility in Wangal Park under NSW Sport and Recreation Infrastructure. Unfortunately the EOI application was unsuccessful.</p> <p>Council will seek other grant funding opportunities for this project as they arise. It should be noted in May/June 2016 the Federal Minister Mr. Craig Laundy MP provided a funding commitment of \$1,000,000 for the embellishment of Wangal Park, once this funding is secured the time line for the construction of the skate park facility can be determined.</p> <p>In the meantime, the land shaping of the greater Wangal Park area is continuing and the skate park facility can only be completed when other aspects of the park's construction are finalised.</p>

Consultation

Once the Plan is endorsed by Council, the Delivery Program Quarterly Report will be made available to the public on Council's Website, and in hard copy at the Library and Community Hub, and at the Customer Service Centre.

Planning or Policy Implications

In accordance with Section 404(5) of the *Local Government Act 1993* the General Manager must

provide progress reports to the Council, at least every six months, as to its progress with respect to the principal activities detailed in its Delivery Program.

Burwood Council's Delivery Program 2013/17 (Strategic Goal 2.1.2) requires that a review of the Program is to be presented to Council on a quarterly basis.

Financial Implications

No Financial implications.

Recommendation(s)

That Council endorse the Delivery Program 2013/17 Quarterly Report for the period ending 30 September 2016.

Attachments

1	Delivery Program 2013/17 Quarterly Report for the period ending 30 September 2016	41 Pages
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Operational Plan 2016-17
Quarterly Report
For the period ending 30 September 2016

HOW TO READ THE OPERATIONAL PLAN 2016-17 – QUARTERLY REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2016

Themes

The Operational Plan is divided into five themes:

- **A Sense of Community**
- **Leadership Through Innovation**
- **A Sustainable Natural Environment**
- **Accessible Services and Facilities**
- **A Vibrant Economic Community**

Strategic Goals

Each theme is divided into strategic goals, which address the priorities identified by the community during the Burwood2030 Community Strategic Plan consultation.

Responsibility

Identifies the team in Council responsible for the delivery of the specific strategic goal.

Service

The services Council carries out on an ongoing basis.

Action





The specific initiative that Council proposes to implement to achieve a strategic goal.

Service Standard

The performance indicator against which the actions will be measured.

Quarter

Indicates in which of the quarters Council plans to start or deliver the service.

-  Denotes Council has commenced the action or that the action is ongoing
-  Denotes Council has completed the action
-  Denotes no activities are scheduled for that quarter
-  Denotes the action will commence and be completed in the same quarter

Council's management team supports and promotes a continuous risk evaluation process, which allows the identification of risks and opportunities at an early stage in the delivery of activities/projects.

The quarterly report includes a status rating for each of the strategic actions.

The status options are as follows:

On Track

The activity/project has been completed on time, or is ongoing and progressing regularly

Watch

The activity/project is underway, but has not been completed on time, or its completion date has been postponed

No Activity

The activity/project has not started

Not Due

No activity is planned for that specific quarter

ATTACHMENT 1

ITEM /16 Delivery Program 2013/17 - Quarterly Report for the period ending 30 September 2016.DOC

Delivery Program 2013/17 Quarterly Report for the period ending 30 September 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
1 - A Sense of Community							
1.1 - A safe community for residents, workers and visitors							
1.1.1 - Maintain clean and attractive streets and public spaces.							
Lead Assets, Landscape, Architecture, Urban Design & Contracts Secondary Works, Operation & Parks	Capital Works	Complete Capital Works on time, within budget and to standards, including Welksafe Program, Road Resurfacing, kerb & gutter and stormwater.	95% Completed	●	On Track	Capital Works Projects completed during this quarter include: Raised threshold and pedestrian crossing at Jersey Rd, Pedestrian refuge on Park Ave at the intersection with Park Rd, Concrete centre island at Beresford Ave, New roundabout construction at Paisley Rd with the intersection of Brady St, Footpath upgrade on the corner of Park Ave and Durms Lane.	
	Stormwater Drainage Network	Maintain, clean stormwater drainage network.	Inspect pits in critical locations (hot spots) twice a year.	●	On Track	Council actively inspects pits identified as being hot spot or critical and schedule cleaning of those pits as required	
	Lead Works, Operation & Parks Secondary Works, Operation & Parks	Blocked drainage pits cleaned.	Within seven working days after being reported.	●	On Track	Reactively Council responds to Customer requests within the stipulated timeframes. Proactively Council inspects pits determined as being high risk or critical and schedule for cleans routinely	
	Shopping Precincts	Clean footpaths in CBD areas of Strathfield, Croydon Park, Croydon, Burwood and Enfield.	Daily.	●	On Track	Footpaths in CBD areas are cleaned daily.	
	Lead Assets, Landscape, Architecture, Urban Design & Contracts Secondary Works, Operation & Parks	Remove dumped rubbish from shopping precincts, carparks and streets.	Collected within two working days from request.	●	On Track	Dumped rubbish in CBDs is collected within two days in accordance with the agreed level of service.	
	Lead Works, Operation & Parks Secondary Works, Operation & Parks	Maintain planter boxes along footpaths in CBD areas.	Monthly.	●	On Track	Litter and rubbish in planter boxes in CBD areas serviced by Safe and Clean contractors and Council street cleaning staff.	
						Replanting of planter boxes to be commence in second week of October 2016	
	Street Cleaning	Street sweeping.	Streets swept within a three week cycle with urgent requests responded to within three working days.	●	On Track	Burwood road network of 91 kms is swept over a 3 week sweeping cycle, or 30 kms per week on a set routine. Three sub areas totalling approx. 30 kms completed every week of the 3 week cycle.	
	Carpark Cleaning	Provide clean and safe parking areas and landscaped areas.	Major carparks (Belmore St, Parnell St, Elizabeth St, Fitzroy St, Menzies St) cleaned daily.	●	On Track	In addition to the weekly average 13 kms of reactive sweeping activities attending CRMs, known hotspots, residents. Our current service level of sweeping is 2 weeks.	
						Councils utilises a combination of machine/manual street sweeping for cleaning of major car parks 5 days per week, with additional clean ups as required.	

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ITEM /16 Delivery Program 2013/17 - Quarterly Report for the period ending 30 September 2016.DOC

Delivery Program 2013/17 Quarterly Report for the period ending 30 September 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
	Lead: Parks Secondary: Works, Operation & Parks	Crime & Safety	Implement Council's Graffiti Management Strategy.	Graffiti removed within five working days.	●	On Track	Reactively Council responds to customer requests within the stipulated timeframes. Pro-actively, Council's Graffiti Team inspects hot-spots and cleans as required.
		Carpark Cleaning	Weed spraying of streets and carpark areas	Four times per year.	●	On Track	VandalTrak has now been implemented as Council's new Graffiti Register.
		Street Cleaning	Mowing of nature strips based on eligibility.	Every six weeks.	●	On Track	Weed spraying of streets and Council car parks last completed in June. Next spraying by contractors to be scheduled for mid-late November 2016.
						On Track	New aged pensioner/ medical conditions mowing service has been on target in delivering 6 calendar week service standard. Residents that did not respond to the two mail outs requesting nature strip mowing application and proof of eligibility were taken of mowing list in June. Those that were taken off the list and have since responded and provided required proof of eligibility were immediately put back on mowing list to receive this service.
	Lead: Assets, Landscape, Architecture, Urban Design & Contracts Secondary: Works Operation & Parks	Asset Management Plans	Update asset management plans for civil assets including kerb & gutter, footpath, storm water and roads.	Update plans as assets are upgraded.	●	On Track	Council has completed new road infrastructure condition data capture and assessment following the previous data capture and assessment that was done in 2012. This new condition data is currently being imported into Council's New Asset Management Software ASSETiC, which was procured and is being implemented and configured to prioritise, schedule and formulate forward capital and maintenance works programs. This will assist Council to strategically manage its civil assets and provide real time condition data for these assets which will be used to update asset management plans.
	Lead: Parks Secondary: Works, Operation & Parks	Tree Maintenance	Respond to tree maintenance requests.	Requests addressed within 28 days.	●	On Track	Tree Maintenance team had a 98% compliance rating of service standard for Customer Service Requests for street tree trimming this quarter.
	Lead: Works, Operation & Secondary: Works, Operation & Parks	Street Cleaning	Clean area around bus shelters.	Daily in Burwood, Croydon and Streatham CBD areas	●	On Track	Areas around bus shelters within the CBDs are cleaned daily. Areas outside the CBDs are cleaned Tuesdays and Fridays.
				Twice weekly outside CBD areas.	●	On Track	Areas around bus shelters located outside the CBD areas are cleaned on Tuesdays and Fridays.
	Lead: Assets, Landscape, Architecture, Urban Design & Contracts Secondary: Works, Operation & Parks	Asset Management Plans	Undertake inspections of footpaths in high pedestrian areas.	100% of footpaths in high pedestrian areas assessed annually i.e. Town Centre, schools, commercial areas etc.	●	On Track	Council has completed new road infrastructure condition data capture and assessment following the previous data capture and assessment that was done in 2012. This new condition data is currently being imported into Council's New Asset Management Software ASSETiC which was procured and is being implemented and configured to prioritise, schedule and formulate forward capital and maintenance works programs.

Operational Plan Quarterly Report – Quarter 1, 2016/17

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ITEM /16 Delivery Program 2013/17 - Quarterly Report for the period ending 30 September 2016.DOC

Delivery Program 2013/17 Quarterly Report for the period ending 30 September 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
Operational Plan Quarterly Report - Quarter 1, 2016/17	Lead Works, Operation & Parks Secondary Works, Operation & Parks	Clean-up Service	Provide a service to remove household items	Provision of two Clean-up Services per annum – one scheduled & one at call	●	On Track	All booked and scheduled area clean ups are completed and up to date
		Public Litter Bins	Provide waste collection for public areas.	Public waste bins in CBD areas (Be Tidy Bins) emptied daily and as required in high traffic areas.	●	On Track	All be tidy bins are emptied 7 days a week.
				Wash public waste bins monthly	●	On Track	Be tidy bin surrounds are washed monthly and as required.
	Lead Assets, Landscape, Architecture, Urban Design & Contracts Secondary Works, Operation & Parks	Infrastructure Maintenance Work	Measure, evaluate asset condition and develop forward programs.	Infrastructure Assets Maintenance Program, including roads, footpaths, kerb and gutter and drainage, developed by 30 April each year for the following financial year and forward programs reported quarterly.	○	On Track	Council has completed new road infrastructure condition data capture and assessment following the previous data capture and assessment that was done in 2012. This new condition data is currently being imported into Council's New Asset Management Software ASSETIC which was procured and is being implemented and configured
		Street Lighting	Effectively maintain liaison with Energy Australia in regards to the design, supply maintenance, alteration and upgrading of street lighting services.	Quarterly Planning Meetings and reporting of outages within twenty four hours.	●	On Track	Street lighting outages have been investigated within a 24 hour period of initial report, with Ausgrid being notified upon completion of pre-inary audit where necessary. The average repair time confirmed in Ausgrid's Performance Management Plan for its public lighting assets is 4.5 days from receipt of fault report. This is within the minimum Ausgrid service standard of ~ 8 days.
			Attend to queries in regards to street lighting, negotiate and follow up with Energy Australia.	100% of resident queries / complaints investigated and attended to within fourteen days including response.	●	On Track	Street lighting investigations as well as night audits have been undertaken for the following locations within the Burwood LGA: Shelley Street, Cheltenham Road, Tangara Street, Paisley Road, Railway Parade, Jersey Road, Myria Street Car park and the Henley Park Walking Track. 100% of all required upgrades and maintenance works that were required have been completed successfully and within Ausgrid's minimum service standards of < 8 days.
							Council applied and was successful in receiving further grant funding from OEH to carry out overland flow flood studies for the remaining catchments of the Council. These studies are ongoing. This will provide Council with flood and drainage assessment information on the storm water system for those catchments. Council also investigates and undertakes various CCTV inspections throughout the year of its stormwater drainage network.
				10% of drainage system assessed annually via CCTV inspections.	●	On Track	Council was successful in receiving grant funding from the Office of Environment and Heritage (OEH), to carry out Overland Flow Flood Studies for the Cooks River and Dobroyd Canal Catchments. Both of these overland flow flood studies are ongoing and final draft reports have been completed.
							This will assist Council to strategically manage its civil assets and provide real time condition data for these assets which will be used to update asset management plans. High Pedestrian areas will be assessed annually and footpath condition data updated in ASSETIC accordingly.

ATTACHMENT 1

ITEM /16 Delivery Program 2013/17 - Quarterly Report for the period ending 30 September 2016.DOC

Delivery Program 2013/17 Quarterly Report for the period ending 30 September 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
	Lead Works, Operation & Parks Secondary Works, Operation & Parks		Road and footpath Repairs – Low Risk Condition Notification.	100% investigated, assessed and programmed within two working days.	●	On Track	Reactively Council responds to Customer Requests within the stipulated time frames. Pro-actively, Council's Civil Team and Contractors are tasked with making safe identified defects whilst working within the area. Defects investigated, assessed and programmed within 2 working days.
				100% investigated, assessed and programmed within four working days.	●	On Track	Reactively Council responds to Customer Requests within the stipulated time frames. Pro-actively, Council's Civil Team and Contractors are tasked with making safe identified Defects whilst working within the area, defects investigated assessed and programmed within 4 working days.
1.1.2 - Work with key partners and the community to reduce crime and improve community safety.							
	Lead Compliance Secondary Compliance	City Safe Program	Maintain a strategic CCTV capability	Authorised requests for footage completed within two working days.	●	On Track	Council work closely with Police producing CCTV footage for crime offences listed in the Code of Practice. This relationship involves producing CCTV footage in a timely manner, ensuring the CCTV program is maintained and operational, attending court when required and participating in police operations.
	Lead Community and Library Services Secondary Compliance	Community Development (Community Safety)	Meet and discuss crime activity and trends with Police	Meet on a monthly basis.	●	On Track	Council Officer work closely with Police to discuss crime trends and develop initiative to reduce crime statistics. This relationship consists of the Manager Compliance meeting with Police on a regular basis and participation by Police in the quarterly Safety Cross Functional Team.
			Work in partnership with the Police on community safety and crime prevention issues and attend key meetings including safety precinct committees and Liquor Accord	Attend all scheduled meetings and have a proactive representation in the Accord.	●	On Track	Monthly meetings with Council and Burwood Local Area Command have commenced to review crime statistics and identify crime hot spots.
	Lead Compliance Secondary Compliance	Networking	Attend SSROC Compliance meetings to promote networking between Councils.	Attend all scheduled meetings	●	On Track	SSROC Compliance Group have meetings scheduled every quarter. These meetings are rotated amongst Councils in the SSROC group allowing a different host for each meeting. A representative for Burwood Council attends each quarterly meeting.
1.1.3 - Support and implement programs that aim to reduce anti-social behaviour such as graffiti and littering.							
	Lead Community and Library Services Secondary Compliance	Crime & Safety	Implement recommendations from Council's Crime Prevention Plan and Graffiti Management Strategy.	Recommendations adopted by Council are implemented.	●	On Track	A community graffiti survey has been completed and analysed. The results will assist Council to direct future resources towards appropriate graffiti management approaches.
1.2 - High quality activities, facilities and services							
1.2.1 - Engage the community in decision making processes about activities, facilities and services.							
	Lead Community and Library Services	Community Development (Youth Services)	Co-ordinate and support Burwood Youth Advisory Group (BYAG) to plan and implement annual Youth Week.	Youth Week event delivered by BYAG annually.	○	On Track	Planning has commenced for Youth Week 2017. Burwood Council will be partnering with Burwood Community Welfare Services (BCWS) to deliver a six week self-esteem program for young people aged between 12-24 years. The program, within
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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
1.2.2 - Pursue partnerships and opportunities to access additional funding to maintain, upgrade and develop new recreational facilities and meeting places for the community.	Lead: Community and Library Services Secondary: Landscape & Urban Design	Grant Funding	Actively apply for grants to provide community and recreational facilities.	Number and value of grants approved.	●	On Track	Council applied for a \$354,982.50 grant under the Metropolitan Greenspace Program for the Design and Construction of the shared pedestrian and cycle path, solar lights and exercise equipment in Warrigal Park. This grant application has been successful although at the reduced amount of \$317,463 and not including the exercise equipment. Additional funding will be sought to support the design and construction of the exercise equipment for Warrigal Park in the future.
			Actively apply for grants to support and enhance delivery of community development and community services programs.	Number and value of grants approved.	●	On Track	Council applied for a Public Reserve Management Fund Program Grant for the part funding of the multi-purpose entertainment facility in Burwood Park. This grant has been successful to a value of \$174,350 and the construction works are now completed with the facility open to the public.
							Council will apply for grant funding for suitable projects as opportunities arise.
1.2.4 - Support existing sport and recreation groups to provide services and facilities.	Lead: Customer Service & Records	Community Facilities	Offer community facilities.	Community facilities available for use.	●	On Track	The Community Hub, Fitzroy Centre, George Street Centre, Woodstock Community Centre and Burwood Park Community Centre were all available for hire.
	Lead: Parks		Offer parks for hire.	Parks available for hire.	●	On Track	Park hire for sporting activities and events processed as per Council procedures and invoiced as per Councils adopted Fees and Charges.
1.2.5 - Upgrade existing playground areas and park structures to cater for wider community and provide pet friendly facilities.							

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
	Lead: Landscape & Urban Design	Parkgrounds & Pet Friendly Parks	Investigate opportunities for further pet friendly areas as requested by the community.	Incorporated into specific Plans of Management and Capital Works Program as necessary.	●	On Track	The adopted Henley Park and Grant Park Plan of Management includes provision for dog off-leash areas.
	Lead: Landscape & Urban Design Secondary: Community Services	Park Equipment Upgrading	Ensure accurate assessment of park equipment and future requirements to provide a basis for capital works budget.	Replace play equipment according to Playground Replacement Schedule.	●	On Track	Council recently replaced the play equipment in Jackett Reserve. The equipment includes a shade structure, rubber soft fall and a new bench seat. New paving was also installed throughout the park.
							New play equipment is programmed to be installed at two locations in Henley Park this financial year.
1.2.6 - Upgrade existing playground areas and park structures to cater for wider community							
	Lead: Community and Library Services	Community Development (Volunteering)	Work with CHSP/CCSP and other agencies to support volunteering, including partnering with culturally specific organisations to increase the number of volunteers of CALD background.	Strategic partnerships established and CALD volunteer members increased.	●	On Track	During the quarter, Volunteer Network had 257 enquiries regarding volunteering, conducted 28 volunteer interviews and referred 240 volunteers to not for profit organisations in the inner West Area. Council received 57 enquiries regarding volunteering specifically in the Burwood LGA.
			Continue to provide a Volunteer Network Service for the CHSP/CCSP (Commonwealth Home Support Programme/Community Care Support Program) sector on behalf of the Ashfield, Burwood, Strathfield and Canada Bay LGAs.	Number of volunteers within the Burwood Local Government area increased annually.	●	On Track	During the quarter, Volunteer Network had 257 enquiries regarding volunteering, conducted 28 volunteer interviews and referred 240 volunteers to not for profit organisations in the inner West Area. Council received 57 enquiries regarding volunteering specifically in the Burwood LGA.
							Volunteer Network continued to promote volunteer opportunities through GoVolunteer and Volunteer Network websites and advertises volunteering through the local media.
1.2.8 - Develop appropriate and relevant training in order to build CHSP/CCSP (Commonwealth Home Support Programme/Community Care Support Program) capacity across the inner West area.							
	Lead: Community and Library Services	Home and Community Care (HACC) Services	Work with CHSP/CCSP funded service providers across the inner West area on training and development.	Training sessions and CHSP/CCSP forums conducted monthly.	●	On Track	The inner West Sector Support Development and Training Officer mentored CHSP/CCSP services in relation to Commonwealth and State Government Reforms, changes to service provision, policy implementation, workforce development and issues of cultural diversity. The officer also worked in collaboration with a number of service providers and peak bodies on community projects, such as the Dementia Expo delivered in four community languages, and presentations to community groups.
							In addition, 12 training sessions were provided to 30 CHSP/CCSP service providers and volunteers.

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
1.2.9 - Facilitate access to Podiatry Services							
	Lead: Community and Library Services	Community Development (Podiatry Services)	Facilitate Podiatry client assessments and re-assessments and access to clinic services.	Increase number of Podiatry clients, as per funding requirements (1,150 clients)	●	On Track	Referrals for the Inner West Home & Community Podiatry Service continued to be received through My Aged Care. The client rate reached 1235 with approximately 26 new referrals ready to be signed up. There was still limited capacity available for more frail aged clients. The service also gave information presentations for community groups on request.
1.2.10 - Improve online access to services at Council's key facilities.							
	Lead: Information Technology	Information Systems	Provide free Wi-Fi internet facilities to the Public at Council's Library.	Wi-Fi connectivity within Library building available every day during opening hours.	●	On Track	Wi-Fi connectivity within Library building was available every day during opening hours.
1.2.12 - Comply with NSW Health Regulations and Guidelines.							
	Lead: Enfield Aquatic Centre	Enfield Aquatic Centre	Maintain pool water quality	Swimming Pool water tested every two hours during business hours, with levels kept within NSW Health Guidelines Standards.	●	On Track	The water testing is an ongoing procedure that the staff undertake every two hours, plus external testing every month. Test sheets are checked and signed by shift supervisors to ensure tests have not been missed. The centre is operating with automated dosing units, which controls chlorine and PH levels to keep them within safe parameters.

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
1.2.13 - Provide new learn-to-swim and lifesaving programs and encourage community participation.							
	Lead: Enfield Aquatic Centre	Enfield Aquatic Centre	Introduce a new Squad Swimming Program.	Increase participation in the Squad Swimming Program by 5% per year.	●	On Track	The squad continued to be improved with a new coaching team now delivering the program.
			Introduce new Life Saving initiatives aimed at teaching children basic lifesaving skills.	Increase participation in the Learn-to-Swim Program by 5% per year.	●	On Track	Past improvements resulted in squad numbers increasing by 14 % last financial year. Staff are aiming for another strong improvement this year. Centre staff have continued to develop the Learn-to-Swim Program to increase participation with four new levels being introduced to the program. In addition, stronger ties have been developed with Royal Lifesaving NSW and the Centre is now a recognised five star facility. The Centre is also a partner in the Keep Watch program that focuses on preventing drowning of children. Improvements made to the LTS program has seen numbers continuing to climb, with over 5,000 participants in the program in the last financial year.
1.2.14 - Implement best practice customer service at Enfield Aquatic Centre.							
	Lead: Enfield Aquatic Centre	Enfield Aquatic Centre	Maintain standards of Customer Service.	Conduct regular Customer Feedback Surveys across all services and products with an Annual Report submitted to Council's Executive.	○	On Track	Centre staff will implement customer surveys during the year to capture feedback all areas of the Centre's operations. The next survey will be focusing on what other programs users might like to see offered. The community survey conducted in early 2016 was used to inform the recently completed master plan for the Centre.
1.2.15 - Implement five hectares of new open space facilities in Wangal Park.							
	Lead: Landscape & Urban Design	Wangal Park	Commission and construct a skate park facility.	Works completed by 31 July 2016.	●	Watch	Council submitted an Expression of Interest (EOI) application for a grant to Design and Construct the Skate Park Facility in Wangal Park under NSW Sport and Recreation Infrastructure. Unfortunately the EOI application was unsuccessful. Council will seek other grant funding opportunities for this project as they arise. It should be noted in May/June 2016 the Federal Minister Mr. Craig Laundy MP provided a funding commitment of \$1,000,000 for the embellishment of Wangal Park, once this funding is secured the time line for the construction of the skate park facility can be determined. In the meantime, the land shaping of the greater Wangal Park area is continuing and the skate park facility can only be completed when other aspects of the park's construction are finalised.

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
1.3 - A well informed, supported and engaged community							
1.3.1 - Maintain up-to-date information on the community profile to support planning and program development							
	Lead: Community and Library Services	Community Development (Community Profile)	Review and update Community Profile for Burwood LGA in line with 2011 Census for use in support of planning and program development.	Community profile to be updated as new data becomes available.	●	On Track	The Community Profile remains up to date and relevant and will be further enhanced when new statistical data becomes available when the latest Census is released by the ABS in 2017.
1.3.2 - Provide information to the community on Council's activities, facilities and services using communications that can be accessed by all people in the community.							
	Lead: Media, Communications & Events Secondary: Information Technology	Council's Website	Ongoing maintenance of Council's Website.	Daily updates.	●	On Track	Council's website is maintained daily to provide current news and information on Council's services, policies, events and meetings. In particular, Council provided a dedication section to the community with information on the NSW Government's Stronger Councils reform agenda. Key documents such as public exhibitions, minutes and agendas, Development Applications and employment opportunities at Council are routinely published on the website. In addition, Council's social media pages are monitored and updated daily.
			Improvement of accessibility and content functionality.	Provide translation of major sections of website and most important documents.	●	On Track	Council's Business page on its website features a section in Chinese in order to provide information to the diverse business community. Council had 211 views on translation service pages this quarter. "What does Burwood Council do?" guides are available online in Arabic, Chinese Korean and Italian. The documents include information all Council's key services and initiatives including waste, facilities, illegal dumping and events. Major sections of Council's website have been translated into Arabic, Chinese, Greek, Italian and Korean. The sections which can be accessed on Council's homepage under the Language Service tab include information on Community Services, Library Services, Regulations, Waste Management and Parking.
			Improve interaction between Council and stakeholders through the web.	Increase number of customer visits through the web and report monthly to Executive Team and six monthly to the Community	●	On Track	Council's website had 130,964 views during the quarter. Council's social media audience continues to grow with a 6.9% increase across Facebook, Twitter, Instagram and LinkedIn this quarter. Council has digitised its forms to make applications quicker and easier for residents and stakeholders. Forms on a range of Council's services including events, road safety, traffic and transport, and council meetings can now be accessed on Council's website with more forms to be digitised over the next quarter. This information is incorporated in a monthly report which is presented to the Executive Team and Councilors.
			Notify residents of important decisions via media, notice boards, newsletters and other communications tools	As required	●	On Track	Council disseminates news and information to residents through media releases, fortnightly Mayor's Columns, mail outs and advertisements in local papers.

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
1.3.3 - Preserving information.	Lead: Customer Service & Records	Records Maintenance	Identify records with historical significance and preserve hard copy records in accordance with legislative requirements.	As per Records Monitoring and Maintenance Program.	●	On Track	The Council Rate and Valuation book collection has been transferred to State Records. The Building Application register series is next to be imaged to ensure the preservation of this collection.
	1.3.4 - Provide information to the community on library services.	Lead: Community and Library Services Secondary: Media, Communications & Events	Community Development (Library) Distribute Library's services information via flyers, email database, website, local media, notice boards	Increase delivery of information about Library services.	●	On Track	During the quarter, Library Services staff distributed information to the community about available services via a range of channels, including the website, social media, in-house promotions, emails and presentations made to groups, both within the Library and Community Hub and externally.
	1.3.5 - Promote library services to the community.	Lead: Community and Library Services Secondary: Media, Communications & Events	Community Development (Library) Undertake actions to increase membership of the Library.	Number of new members measured and reported every six months.	●	On Track	During the quarter 718 applications for Library membership were processed and the total membership at the end of September 2016 was 21,094.
							Information is made available on Council's website and social media pages which are updated daily. In particular, Council used these methods of communication extensively to raise awareness on the NSW Government's Stronger Councils reform agenda, Sandakan Memorial Services, road safety initiatives and re-opening of the Woodstock Centre following restoration works.
		Media Communication	Prepare media releases for all major events and initiatives of Council.	Number of releases	●	On Track	Council prepared 14 media releases on key issues and initiatives including the Sandakan Memorial Service, road safety initiatives, Woodstock Open Day, Mangal Park and community service activities. Media releases were uploaded onto the Council website after distribution.
				Number published.	●	On Track	During the quarter 60 articles were published in local and metropolitan news outlets without any negative coverage.
							A majority of the coverage Council received during this quarter was as a result of Strathfield Council's legal challenge of the NSW Government's mergers, Woodstock Open Day, parking matters and Burwood Festival.

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
1.3.7 - Provide a range of services for children and young people.							
1.4 - A community that celebrates diversity	Lead: Community and Library Services	Community Leadership Achievements	Acknowledge and celebrate achievements of community leaders/groups.	Mobile Play-van runs twice per week during school terms and one youth developmental project to be delivered per annum.	●	On Track	Mobile Play Van ran successfully during term three, even though some Wednesday sessions had to be cancelled mainly due to wet weather. Play Van played a significant role in the launch of the SAFE Book Series developed by the Office of Children's Guardian through a reading of one of the new books at a session and participating in a Book Week reading.
				Customer satisfaction measured annually and evaluation reports prepared.	○	On Track	A bi-cultural support worker attended two Thursday sessions to communicate with Chinese families, with a particular focus on Chinese grandparents. Feedback was provided to staff so that future programming can be undertaken to better meet this community's needs.
							The 2016-17 survey is currently being developed.
				1.4.1 - Celebrate the achievement of community leaders.			
1.4 - A community that celebrates diversity	Lead: Media, Communications & Events Secondary: Community Services	Community Leadership Achievements	Acknowledge and celebrate achievements of community leaders/groups.	Number of nominations received for community leader awards.	○	On Track	Council celebrated the achievements of local veterans and service personnel as part of the Sandakan Memorial Service. In addition, Council recognised the winners of Council's Book Week Library Competition. These achievements were promoted on Council's website, social media and media release.
				Promote community and community leaders' achievements through media articles and Council's publications.	○	On Track	Council celebrated the achievements of local veterans and service personnel as part of the Sandakan Memorial Service. In addition, Council recognised the winners of Council's Book Week Library Competition. These achievements were promoted on Council's website, social media and media release.
				In conjunction with Council's initiatives and awards programs.			
				1.4.2 - Improve access to information on government services.			
1.4 - A community that celebrates diversity	Lead: Media, Communications & Events	Government Information Services	Inform stakeholders about key services provided by Council.	Keep frequently accessed document list on website up to date.	●	On Track	The Frequently Accessed Documents and Frequently Asked Questions page can be accessed from the quick links section on Council's homepage. The page includes information on the most common enquiries and provides a list in alphabetical order of the most popularly viewed and requested documents. This section is updated regularly to ensure content is up to date. The section of the website received 437 views, a 12% increase since last quarter.
				Computer terminals available for access.	●	On Track	Library Services maintained 30 public PCs and Wi-Fi access to the internet during the quarter. Total PC bookings and Wi-Fi logins for the quarter were 9,409 and 18,127 respectively.
				Identify government information sources and systems and databases.			During the quarter, Library staff experienced a noticeable increase in requests for assistance from customers who were encountering difficulties completing the national Census online.
				The mobile printing service continued to be popular			
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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
1.4.3 - Develop strategic relationships with multicultural service providers.							
	Lead Community and Library Services	Community Development (Multicultural Services)	Develop appropriate approaches to linking with the Multicultural Community	New relationships established with multicultural groups	●	On Track	Library Services's Health and Wellness Information Program was conducted in partnership with Chinese Australian Services Society (CASS) and NSW Health and continued to be very popular, with 179 community members from both the Korean and Chinese community attending sessions on stroke awareness and maintaining healthy diet.
			Engage with and develop relationships with multicultural service providers.	Increase the percentage of community cultural groups that participate and engage with the Library.	●	On Track	Demand for English Conversation classes remains very high, especially at the beginner's level, and volunteers continued to deliver classes during the quarter. The Library Team continued to work with a range of culturally and linguistically diverse groups in the community during the quarter, including the Multicultural Health Service, Sydney Local Health District and Chinese Australian Services Society (CASS). Planning was undertaken towards the future delivery of My Aged Care information sessions for residents in English, Mandarin, Cantonese and Greek in partnership with Council's CHSP/COSP Team and the Ethnic Communities Council.
1.4.4 - Promote healthy and active living.							
	Lead Community and Library Services	Events	Facilitate the delivery of programs that promote healthy lifestyle, community wellbeing and active ageing.	Deliver a minimum of one initiative per annum.	●	On Track	The Seniors Social Group held several activities during the quarter, including Christmas in July a road safety talk and activities for Dementia Awareness Month, with over 120 people in total in attendance. A number of exercise programs and art classes continued to be supported by Council in local community centres.
1.4.5 - Promote sporting activities and the arts to bring people together.							
	Lead Media, Communications & Events	Government Information Services	Invite and engage local artists, crafts groups, local schools' arts departments to join Council's events in the form of display or competitions.	At least one local sporting group at each Council event as relevant and appropriate.	●	On Track	Local sporting groups are invited to participate in major civic events where deemed relevant and appropriate. The Sandakan Remembrance Service held this quarter was not deemed suitable for participation by local sporting groups. However five local schools participated in the Service as readers, helpers and the band.
			Create a designated area for local artists and groups at Council's civic events.	●	On Track	Local artists, community groups and schools are invited to participate in major civic events as performers, contributors, organisers, volunteers and ambassadors. During this quarter, five local schools participated in the Sandakan Remembrance Service. This included Burwood Girls High School who provided the band, bugler and readers, Trinity Grammar School who provided the Catalaue Party, honour guard and readers, P.L.C who provided readers, Homebush Boys who provided the Drum Corps and St Patrick's College who were ushers for the event as well as readers.	

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
1.4.6 - Promote usage of Library by multicultural groups and residents.	Lead: Community and Library Services	Community Development (Multicultural Services)	Provide book collection items to reflect the needs and interests of the multicultural community	Increase number of foreign languages publications in accordance with Census data and community needs.	●	On Track	A total of 192 items in Korean, Hindi, Italian and Chinese were added to the Library's collections during the quarter. These included books, DVDs, CDs and magazines for both adults and children.
	Lead: Community and Library Services Secondary: Media, Communications & Events	Community Development (People with a Disability)	Develop a communications strategy in relation to the Disability Action Plan (DAP).	Information sessions held in relation to implementation of the Disability Action Plan, including for Council staff who work with people with disabilities.	●	On Track	Plans are under way to hold a series of disability inclusion sessions for Council staff before the end of the current financial year.
1.4.7 - Improve communications between Council and the community by implementing a range of communication tools including face to face, web based, social media channels and alternative formats to communicate with people with a disability.	Lead: Media Communications & Events Secondary: Media Communications & Events		Improve accessibility of Council's website.	List of Council services published on Council's Website with text size options available and improved 'readability' of documents for visually impaired users.	●	On Track	Council's mobile website provides a simplified interface for visually impaired users. Over 32% of Council's overall website traffic comes from smart phones or tablet devices, an increase of 2% from the last quarter. Council's website features an identifiable link on each page to increase text size. The website is also available in 'Text Version' to provide improved 'readability' with a simplified view for visually impaired users. Documents are uploaded on Council's website in both PDF and Word format, as per the Federal Government's Web Content Accessibility Guidelines V2.0. This allows for the use of computerised reading software.
	Lead: Media Communications & Events	Media	Provide information to the public through publications such as Mayoral columns, Burwood Update resident's newsletter and other publications.	Mayoral column published in the local newspapers a minimum of once a month.	●	On Track	The Mayoral Column appears fortnightly in local publications (Inner West Courier) and includes the following information: <ul style="list-style-type: none"> • Mayor's Message • Latest news and information on events and initiatives • Development applications received and approved by Council • Times and dates of upcoming Council Meetings • Contact information • Council's values • Link to social media pages The column is also published on the Council website and social media pages In addition, a Mayoral Column is published in various community papers in Arabic, Chinese, Greek and Italian. The Burwood Update Winter Edition was distributed to 16,000 households and businesses across the LGA in July 2016. The Update included the latest news and information on Council's services and initiatives including the Sandakan Memorial Service, Woodstock Open Day and Wynne Avenue Car Park The Update was also made available online and sent to digital newsletter subscribers.

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
1.4.9 - Promote volunteering opportunities.	Lead: Community and Library Services	Community Development (Volunteering)	Produce timely and appropriate Media Releases.	Newsletter made available in electronic format.	●	On Track	The Winter Burwood Update and Business newsletters were made available online on Council's website and on social media.
				Within one day.	●	On Track	Media releases are produced and distributed to media outlets within one day. An initial response to all media enquiries is made within the first two hours.
			Advertise volunteering opportunities on multimedia formats.	The number of enquiries, interviews and recruitments increases annually.	●	On Track	The Volunteer Network continued to advertise volunteering opportunities across a diverse range of media, including the GoVolunteer and Volunteer Network websites. As a result, Volunteer Network had 257 enquiries regarding volunteering, conducted 28 volunteer interviews and referred 240 volunteers to non for profit organisations in the Inner West Area.
1.5 - A sense of community pride	Lead: Strategic Planning	Heritage	Initiate volunteering programs that embrace mentoring and skills development.	The number of enquiries, interviews and recruitments increases annually.	●	On Track	Volunteer Network offered training to volunteers and organisations within the Inner West and produced a six month training calendar.
			Provide comment/input on heritage-related Development Applications (DAs).	100% of DA referrals responded to within fifteen working days.	●	On Track	Volunteer Network assisted volunteers within Burwood Council to engage in projects that gave them experience and knowledge and further developed their skills.
			Provide information on heritage of the Burwood area on Council's website and in Council's publications.	80% responded to within ten working days. Up to date heritage information included on Council's website.	●	On Track	During the quarter, Volunteer Network had 257 enquiries regarding volunteering, conducted 28 volunteer interviews and referred 240 volunteers to not for profit organisations in the Inner West Area.
1.5.2 - Provide leadership on community values.							
1.5.1 - Preserve Burwood's diverse heritage and provide more information on the history of the area.	Lead: Media, Communications & Events	Promotion of Values	Incorporate Council's Values in advertising material, publications and signage.	Council's Values included in Council's fortnightly Mayoral Column, quarterly newsletter Burwood Update, Website and on selected advertisements.	●	On Track	Council's community values: Governance, Service, Sustainability and Respect feature on fortnightly Mayoral Column publications and in other forms of advertising and correspondence wherever possible.
							The meaning and importance of these values can be viewed on Council's website.
1.5.4 - Identify ways to promote heritage and encourage the preservation of Burwood's historic buildings.							
Operational Plan Quarterly Report – Quarter 1, 2016/17	Lead: Media, Communications & Events Secondary: Strategic Planning	Heritage	Promotion through Heritage Week.	Participation in Heritage Week	○	Not Due	The dates of the National Trust of Australia (NSW) Heritage Festival 2017 are 18 April - 18 May. The theme for the 2017 National Heritage Festival is 'Having a Voice', and activities will be incorporated into Burwood Council's 2017 calendar of events in

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
1.5.5 - Develop campaigns designed to facilitate community and neighbourhood interaction.	Lead Community and Library Services Secondary Media Communications & Events	Events	Deliver Neighbourhood Week initiative	One activity held per year		On Track	Neighbour Day will take place in March 2017. Preliminary discussions with partner agencies indicate that the new services directory for welfare services in Burwood and the Inner West, which is currently in development, will be launched at Neighbour Day next year.
							accordance with this theme.
1.5.6 - Promote interaction between different groups in the community.	Lead Media, Communications & Events Secondary Community Services	Events	Engage different cultural groups in civic events and commemorative services.	Promotional material sent to community groups in the lead up to each major Council event and commemorative service.		On Track	One major civic event was held during this quarter, the Sandakan Remembrance Service. To promote this event, 17,000 DL flyers were delivered to all residents and businesses in the Burwood LGA two weeks prior to the event. The event was also promoted on the Council website and Council's Facebook and Twitter pages. After the Service, the website was updated with images from the event.
			Promote awareness of Australian history through delivery of commemorative services such as Anzac Day Service, National Servicemen Service and Sandakan Remembrance Service	Increase in attendance		On Track	The Service was also promoted via mentions in the Mayoral Column which appeared in the Inner West Courier newspaper. Details of the Service were also included in the quarterly Burwood Update which was sent to 17,000 residents in the Burwood LGA. A letter was also sent to residents and businesses around Burwood Park prior to the event date, notifying them of the event.
1.6 - Improved interactions between young and older people							
1.6.1 - Establish regular interaction between young people and councillors e.g. Annual Youth Council, Youth advisory groups.							
Lead Community and Library Services	Events	Facilitate informal discussions between youth and Council	Conduct one event per year for young people		On Track	Planning has commenced for Burwood Council's 2016 'Expect Respect' Young Ambassador Project. This project will be delivered in conjunction with the Burwood Youth Advisory Group (BYAG), Burwood Police and the West Tigers Rugby League Team. All will all play a role in the facilitation of youth-targeted workshops with local year 10 and senior high school students in conjunction with Council's Youth Officer.	
Local high schools have been invited to select five students to participate in the project and be trained to become White Ribbon Representatives. Following the Expect Respect training, the participating students will be encouraged to highlight the White Ribbon cause to the rest of their school community via workshops or an assembly presentation with the support of Burwood Council. They will also be invited to attend the 2016 White Ribbon Day Launch on Friday 25 November 2016							

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
1.6.2 - Provide access to online information services.	Lead: Media Communications & Events	Online Services	Improve accessibility of Council's website.	Run a quarterly information session on Council's website at Seniors' Computer Club.	<div></div>	On Track	The next meeting with the Seniors Computer Club has been scheduled in line with the commencement of the new term on 17 October 2016.
	Lead: Community and Library Services	Events	Investigate opportunities for activities that support intergenerational engagement.	One intergenerational activity delivered per year.	<div></div>	On Track	Planning for Seniors Week in 2017 has commenced and will include an intergenerational component as in previous years.
	1.6.4 - Provide opportunities that facilitate interaction between young and older people.						
	2 - Leadership through Innovation						
2.1 - Community confidence in Council's decision making							
2.1.1 - Report decisions back to the community through open forums.							
	Lead: Executive Team	Executive Functions	Conduct workshops, special meetings and/or forums on major initiatives.	Conduct a minimum of four workshops, special meetings and/or forums per annum.	<div></div>	On Track	Council held 2 workshops during the reporting period: Saturday 6 August – Healthy Garden, Healthy Soil (17 attendees) Saturday 10 September – Green Cleaning (16 attendees)
2.1.2 - Develop performance measures and provide status updates to the community on key Council projects and plans.							
	Lead: Executive Team Secondary Executive Manager	Executive Functions	Council's commitments and responsibilities under the Delivery Program, Operational Plan, Budget are met and relevant Acts are complied with.	Progress report on Delivery Program and Operational Plan presented to the Council and Community on a quarterly basis.	<div></div>	On Track	Regular quarterly reports are presented to Council and the community on the progress of Delivery Program 2013-17 and Operational Plan 2016-17. This document represents the quarterly report in relation to the period 1 July - 30 September 2016.
		Statutory Reporting	Annual Report is completed in accordance with the requirements of the Local Government Act.	Lodged by 30 November each year.	<div></div>	On Track	A copy of the Annual Report and the summary flyer was lodged with the Office of Local Government on 26 November 2015. It was also sent to the State Library for their record. The Annual Report for 2015/16 will be presented to Council for approval at the October 2016 meeting.
			Operational Plan is completed in accordance with the requirements of the Local Government Act and placed on Public Exhibition for a period of 28 days prior to formal endorsement.	Adopted by 30 June each year.	<div></div>	On Track	The Operational Plan for 2016-17 was adopted by Council at its 24 May 2016 meeting.
2.1.3 - Audit and evaluate projects and plans when they fail to meet stated performance measures.							

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
	Lead: Executive Team	Executive Functions	Develop a work program covering the Burwood2030 Community Strategic Plan.	Preparing timetables for the delivery of the work program with exception reporting for the Executive.	●	On Track	In accordance with the Integrated Planning and Reporting framework, the delivery of the goals identified by the community in the Burwood2030 Community Strategic Plan is achieved through Council's four year Delivery Program and the annual Operational Plan. The Delivery Program lists the actions identified as necessary to achieve the community's priorities. The Operational Plan details Council's budget and identifies specific initiatives that are able to be funded each year, including a list of major capital works and their respective values.
2.1.4 - Provide community education on Council policies and regulations.							
	Lead: Governance	Community Education	All Council approved Policies are published on Council's website. Ensure that Agendas and Minutes from Council and Building and Development Committee Meetings are published on Council's website.	Published within two weeks of approval Published three days prior to each Meeting.	●	On Track	No Council Policies were adopted in the September Quarter. During the September Quarter the following Council Meetings Agendas were published on the website: 14 July 2016 23 August 2016 27 September 2016 During the September Quarter no Building and Development Committee were held.
2.1.5 - Hold Council Meetings.							
	Lead: Governance	Council Meetings	Ensure Council Meetings are held in accordance with the requirements of the Local Government Act 1993.	Schedule 10 Council Meetings per year.	●	On Track	During the September Quarter the following Council Meetings were held: 14 July 2016 23 August 2016 27 September 2016
2.1.6 - Develop appropriate programs and services to improve communications between different cultural groups and between cultural groups and the Council.							
	Lead: Media, Communications & Events	Communication with Cultural Groups	Engage cultural groups in Council's civic events.	Cultural groups included in performance program at each Council event.	●	On Track	Cultural groups are invited to participate in Council's major civic events where relevant and appropriate. During this quarter, one major civic event was held, the Sandakan Remembrance Service. This Commemorative Service was not deemed suitable for performances by cultural groups. Council supported the TVB Australia Carnival event which included a main stage programme with performances by popular international and local Asian acts. The Pokemon Go meals Hala Snack Pack event, hosted by Islamic Relief Australia, was also supported by Burwood Council. This event included a scavenger hunt and food stalls. During the quarter Library Services held 144 activities with 3,149 people in attendance.
	Lead: Community and Library Services		Design library programs to bring together community cultural groups and improve communication between those groups and Council.	Minimum 300 activities conducted per year.	●	On Track	A popular fun, educational program of events was held for children in the July and September school holidays offering attendees programs such as a games day, a science workshop and an energetic circus skills workshop. Other programs conducted during this quarter included special Book Week Story times with 139 children participating, a poetry awareness
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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
2.1.7 - Hold regular open forums for face to face discussions between Council and the Community.							
	Lead Governance Secondary Governance	Open Forums	Conduct of Open Forum at Council Meetings.	An Open Forum is scheduled for each Council Meeting.	●	On Track	Open Forum is conducted at each Council Meeting.
	Lead Media, Communications & Events Secondary Governance		Develop a new program of open community forums in conjunction with major projects.	Number of open forums and public attendance.	●	On Track	Three Council Meetings were held during the quarter on 26 July, 23 August and 13 September. All members of the public are welcome to attend.
2.1.8 - Provide language aide services and translate key documents into main community languages.							
	Lead Media, Communications & Events Secondary Customer Service & Records	Translations	Promote Council's language aide service, and the available interpreter service.	Visible signage at key Council venues and reminders included in all Council publications in different languages.	●	On Track	Council uses various large screen displays at Railway Square on Burwood Road, Council Chambers and the Library and Community Hub to provide information and promote initiatives in a simple and visual format. This quarter, Council used these screens to provide information on the Sandakan Memorial Service and Burwood Festival. Signage promoting Council's language aid services is on display at Council's Customer Services and Library and Community Hub. In addition, contact details for Council's interpreter service feature in all Council publications including advertisements, residential newsletters and signage. This information is also available in all outgoing mail and newsletters in the following languages: Arabic, Chinese, Croatian, Greek, Italian, Korean, Spanish, Russian and Tamil.
2.1.9 - Maintain the currency, legislative compliance and clarity of Council's Policy Manual.							
	Lead Governance	Policies, Procedures, Corporate Practices and Plans	Maintain Council's Policy/Procedures/Corporate Practices/Plans of Management Register.	Register updated and reviewed in part at a minimum of three Policy, Corporate Practices and Procedures Panel meetings	●	On Track	The Register was updated for the policies, corporate practices and procedures approved during the September Quarter and also cleansed for out-of-date documents.
			Review Policies/Procedures/Corporate Practices/Plans.	Conduct six Policy, Corporate Practices and Procedures Panel meetings per year.	●	On Track	One meeting was conducted during the September Quarter in July 2016.
2.1.10 - Comply with Local Government reforms promoted by the NSW State Government.							
	Lead Executive Manager	Policies, Procedures, Corporate Practices and Plans	Implement the recommendations from The Local Government Independent Review Panel Report.	As required subject to release of reports and guidelines by the NSW State Government.	●	On Track	Following completion of activities and submissions on the Fit for the Future and Boundary Change agendas, Council is currently awaiting the outcome of the legal challenge promoted by Strathfield Council against the merger of Burwood, Canada Bay and Strathfield Councils. Preparatory work for a possible transition is being undertaken.
	Lead Governance		Implement the recommendations from The Local Government Act Review.	As required subject to release of reports and guidelines by the NSW State Government.	●	On Track	The Office of Local Government has issued Circular No. 16-30, dated 2 September 2016 which deals with the Local Government Amendment (Governance Planning) Act. Implications will be reported shortly.
2.1.11 - Implement best practice governance strategies.							
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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
2.1.12 - Maintain an effective, open complaint handling processes.	Lead Executive Team	Legislative Requirements	Ensure that new Division of Local Government Guidelines Practice Notices and Model Codes are compiled with.	Processes and procedures implemented to comply with new Division of Local Government Guidelines Practice Notices and Model Codes.	●	On Track	Council continues to be briefed on the Local Government reform agenda implemented by the NSW Government. In particular, Councilors were informed of Section 23A Guidelines in relation to restrictions on expenditure, capital works and employment of senior staff released by the State Government.
	Lead Executive Manager Secondary Customer Service & Records	Complaint Handling	Ensure methodology to lodge a complaint is simple and clearly advertised to the public.	Complaint and feedback lodging system advertised on Council's website and at Customer Service counter.	●	On Track	All complaints received by Council and actions taken in relation to the complaints are recorded on Council's database system (TRIM) and allocated a log number to track progress of each matter. A further monthly review of the complaints received and outcomes is discussed and monitored by the Executive Team. Data on Code of Conduct complaints and Public Interest Disclosures is regularly reported to Council, the public and external agencies (NSW Ombudsman and Office of Local Government) through annual reports and other frameworks.
			Investigate complaints made.	Complaints are investigated in accordance with Council's Policy/Procedure/Guidelines.	●	On Track	All complaints received by Council are acknowledged, assessed and responded to. All complaints are entered into Council's corporate database to allow for reporting and trend analysis. Council's Executive Team assess whether issues are systemic or recurring, and subsequently implement steps to improve processes and reduce further complaints.
			Produce a report of all complaints received under the Complaints Management Policy to the Executive Team.	On a monthly basis.	●	On Track	A monthly report on complaints received is presented to the Executive Team. An assessment is undertaken and if necessary the Executive Team recommends steps to improve processes and reduce further complaints. The review of the complaint and any further steps to improve customer relations is undertaken to ensure consistency with the policy.
2.1.13 - Monitor and manage personal and private information.			Maintain register of all complaints received and action taken.	In accordance with Council's Complaints Handling Policy.	●	On Track	All complaints received by Council and actions taken in relation to the complaints are recorded on Council's database system (TRIM) and allocated a log number to track progress of each matter. A further monthly review of the complaints received and outcomes is discussed and monitored by the Executive Team. Data on Code of Conduct complaints and Public Interest Disclosures is regularly reported to Council, the public and external agencies (NSW Ombudsman and Office of Local Government) through annual reports and other frameworks.
	Lead Governance	Privacy & Personal Information and Government Information Public Access (GIPA)	Comply with statutory requirements under the Privacy & Personal Information Act and the Government Information Public Access (GIPA) Act.	Applications are responded to within the statutory time frame.	●	On Track	No Privacy and Personal Information Applications were received for the September Quarter. During the September Quarter 2 Formal and 61 Informal Applications under the Government Information (Public Access) Act were received. All Applications were processed within the statutory time frame.
2.1.14 - Undertake records management in accordance with State Records Act legislative requirements.							
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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
	Lead Customer Service & Records	Records Maintenance	Create scan and process new Development Applications for submission to Council's Building and Development Section for assessment. Receipt, scan and lodge Government Information Public Access (GIPA) Act applications and submit to Council's Governance Section for response. Provide required supporting documents in relation to Government Information Public Access (GIPA) Act applications to Council's Governance Section. Retention and disposal of records. Scan, process and distribute incoming daily mail.	Within one day. Within one day. Provide Council's Governance Section with relevant files within three days. Annually.	● ● ● ● ●	On Track On Track On Track On Track On Track	During the quarter 44 Development Applications, 45 Complying Development Applications and 9 Pre Development Applications were submitted to Building Development. 76 applications were delivered within the Service Standard. During the quarter 65 Informal and 2 Formal GIPA Applications were scanned, registered and submitted to the Governance section within one day. Supporting documents and files related to Government Information Public Access (GIPA) Act applications were provided to Governance in accordance with the service standard. Records is in the process of sentencing the remaining 2011 and 2012 Day Boxes for disposal in accordance with the General retention and disposal authority, local government records. Daily mail processed, scanned, registered and distributed.
	2.1.15 - Provide an efficient Electronic Document Management System.	Lead Customer Service & Records	Records Maintenance Increase user uptake of Electronic Document Management System.	Monthly training and reporting.	●	On Track	TRIM (Council's Electronic Document Management System) training has been provided to new staff. Total Records created for the quarter 24467.
	2.1.16 - Undertake efficient and transparent procurement and purchasing.	Lead Governance	Procurement and Purchasing To coordinate Council's Tender Process in accordance with: - Local Government Regulation 2005 - Local Government Act 1993 - Tendering Guidelines for NSW Local Government 2009 - Burwood Council Tendering Procedure Ensure effective and efficient purchasing and procurement of goods and services across Council.	Number of Tenders successfully delivered. Implement a Procurement Strategy and update Procurement Policy as required.	● ●	On Track On Track	During the September quarter Council approved two Tenders, for the Provision of Agricultural Products and Sodium Hypo chloride through SSRQC. In accordance with Council's Corporate Review Practice the Procurement Strategy and Purchasing and Contract Management Corporate Practice are current.
	2.1.17 - Provide education to Councilors on changes to legislation.	Lead Governance	Councilors' Training Conduct Training sessions.	Provide the necessary education resources and tools to Councilors and hold workshops within three months of major changes to legislation.	●	On Track	Changes to legislation were proclaimed in September 2016. Councilors will be informed of the changes shortly.
2.2 - Strong partnerships to benefit the community							
	2.2.1 - Improve dialogue with neighbouring councils to share resources and assets to improve provision of services.	Lead Executive Team	Resource Sharing Participation in the Southern Sydney Regional Organisation of Councils (SSROC).	Active participation in relevant SSROC activities.	●	On Track	Council management participates in the following SSROC working groups: • The GM at the delegates meeting in conjunction with the elected Councilors • General Managers Meeting which meets each month • Environmental Managers' Group • Waste Management Group
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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
2.3.2 - Implement best practice Human Resource policies and strategies.	Lead Organisational Development	Policies, Procedures, Corporate Practices and Plans	Implement, educate and communicate to staff and stakeholders on policy, procedure, entitlements and workplace change.	Manage payroll process.	●	On Track	Delivery and payment of wages and salaries is undertaken on a fortnightly basis as per the Local Government (State) Award 2014 requirements and Council's procedures in a timely and accurate manner.
				Delivery of pays on a fortnightly basis.	●	On Track	Update of all salaries and wages as per the Local Government (State) Award 2014 with the new rates due to the 2.8% Award increase as at the first full pay period after 1 July 2016.
				Ensure that payroll reports meet operational needs and audit requirements by undertaking regular upgrades and reviews.	●	On Track	Delivery and payment of wages and salaries is undertaken on a fortnightly basis as per the Local Government (State) Award 2014 requirements and Council's procedures in a timely and accurate manner. All Managers were provided monthly with staffs Annual and Sick Leave balances for monitoring and all Executive members are to ensure that the Managers take steps to, where possible, continue with reducing excessive annual leave balances and monitor and address any sick leave issues. Up dated Techone systems salaries and wages as per the Local Government (State) Award 2014 2.8% increase as at the first full pay period after 1 July 2016.
2.3.3 - Provide a safe work environment.	Lead Organisational Development	Policies, Procedures, Corporate Practices and Plans	Implement, educate and communicate to staff and stakeholders on policy, procedure, entitlements and workplace change.	Coordinate the implementation of the Human Resources Strategy and Workforce Plan and the development of associated policies, guidelines and corporate practices.	●	On Track	The Consultative Committee continues to be the forum of communication to discuss any policy updates and developments and workplace change. Draft Recruitment and Selection Corporate Practice and Flexible Work Practices Corporate Practice have been developed and awaiting further consultation.
				Consolidate and implement strategies for: - Succession Planning - Employee Reward and Recognition - Performance Management System	●	On Track	This quarter focussed on the completion of the 2015/16 Competency and Performance Management process (CaP) 160 employees undertook this process online to review and be provided with feedback from their Managers on their performance the last 12 months. The next quarter will be for employees and managers to set their objectives and CaP Plans for the 2016/2017 period. The half yearly Staff Awards were held during this quarter to recognise employees achievements within the last 6 months in relation to our Corporate Plan and Values.

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
Operational Plan Quarterly Report – Quarter 1, 2016/17	Lead Organisational Development	Risk Management	Manage Council's insurance portfolio including public liability, motor vehicle accidents and property claims.	Review insurance portfolios annually in consultation with Council's brokers for commercial, market and service delivery improvement.	○	On Track	The insurance portfolio is managed in accordance with and in consultation with the Metro Pool Board, brokers and insurer's advice and is reviewed on annual basis.
				Report to the Executive Team on Council's claims and key aspects of risk management issues and strategies on a quarterly basis.	●	On Track	<p>Throughout the reporting year the Manager Organisation Development provides fortnightly updates to the Executive Committee on any major risk management or significant insurance matters.</p> <p>The Executive was provided with a comprehensive yearly Risk and Insurance report from the Risk Management Coordinator at the August 2016 Executive meeting.</p> <p>This quarter's report to the Executive will be submitted in November 2016.</p> <p>Council's positive performance in all areas of risk management and insurance claims management continues.</p>
				Conduct and report annually on risk management self-audit and prepare action plan.	●●	On Track	In preparation for potential Council amalgamations, all Risk related corporate practices, processes, procedures, plans and documentation have been reviewed this quarter to be prepared for this outcome.
				Risk Management Committee to meet at least six times each year	●	On Track	<p>In this first quarter of 2016/17 Risk Management Action Plan has been drafted for the consideration of the Risk Management Committee and approved at the August 2016 meeting.</p> <p>For this current reporting quarter the Committee has met on one occasion. Main discussion was around Council's amalgamation activities. Also a presentation given to the Committee members: IMG Footpath, K&G and Roads - Digital Data Collection.</p> <p>Motor Vehicle and Public Liability claims have been discussed at this meeting with particular emphasis on "at fault" motor vehicle accidents as well as any current risks issues that Committee members have raised.</p> <p>Pending amalgamation reviews of all Safe Work Method Statements and Safe Operating Procedures continues</p> <p>The following 3 New Safe Work Method Statements have been developed in consultation with Enfield Aquatic Centre staff: Manually Dosing Hydrochloric Acid, Manually Dosing Dry Chemicals and Cleaning Unit Basket</p>
	Work, Health and Safety		Develop, implement and review Council's Work, Health and Safety system, policy, procedures and guidelines, to comply with relevant legislation.	Review and implement Work, Health and Safety policies, procedures and forms, every two years.	●	On Track	

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
2.4 - Ensure Burwood Council is financially sustainable	2.4.1 - Maintain an Investment Strategy and Policy.		Effective management of Workers Compensation administration, Return-to-Work (RTW) programs and health and wellbeing initiatives.	Process workers compensation claims with insurer within prescribed timeframes including case management and monitoring of Return-to-Work (RTW) programs.	●	On Track	Investigations are conducted and recorded for any incidents that have any time loss or medical treatment to establish the cause of the incident and to ensure appropriate corrective action is undertaken to eliminate any causes which might have caused the injury. Number of incidents (including near misses) for the this quarter were: 2 - Lost Time 0 - Dangerous Occurrences 7 - Notifications 0 - Contractor Notification 0 - Medical Treatment Continuation of Tool Box Talks have been conducted this quarter with Enfield Aquatic Centre staff in Manual Handling, Fire and Evacuation Procedures. A Risk Assessment for Pond Treatment Works at Burwood Park has been developed in consultation with Parks & Gardens staff. All workers compensation claims continue to be effectively managed to ensure timely return to work of injured employees. All claims for workers compensation were processed and reported to Council's insurer StateCover within the prescribed statutory time frames. Council's Work Health and Safety Coordinator is responsible for ensuring that all Return to Work Programs (RTW) with injured workers, medical professionals and supervisors are monitored and reviewed to ensure suitable duties are provided to injured workers with a return to pre injury duties in a safe and timely manner. During this quarter there were 2 lost time injury claims lodged.
				Coordinate health, safety and wellbeing initiatives including Work, Health and Safety training, Health Fair, Safety Week and vaccinations programs.	●	On Track	Manual Handling Training was conducted at Enfield Aquatic Centre staff on the 19 September and 21 September 2016 On the 22 September 2016, all outdoor Team Leaders attended a First Aid Training program. Fire Warden and Evacuation Training programme was conducted at Enfield Aquatic Centre staff on 26 September 2016 Chemwatch System Software has been updated with new chemicals being used and old chemicals deleted. On the 15 September 2016 a volunteer spokesperson from Stroke Foundation attended the Library to present a short information session to staff on Strokes for Stroke Week.

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
2.4.2 - Investigate opportunities to expand revenue from commercial operations, property portfolio and other income generating assets.	Lead: Finance	Policies, Procedures, Corporate Practices and Plans	Prepare and submit monthly investment report	Report on Investments to Council for each month 100% compliant.	●	On Track	In accordance with legislative requirements, Investment Reports were tabled for each month to Council.
		Financial Services	Investment Portfolio Management	Investment rate of return of 0.15 basis point or greater above the RBA rate.	●	On Track	Council invests surplus funds with various Financial Institutions during the year. These invested funds have been receiving at least 0.15 basis points above the RBA official rate. Council ensures that these funds are invested in secured instruments.
			Quarterly budget reviews completed and reported to Council in accordance with Local Government Regulations.	Quarterly budget review statements completed and presented to Council for September, December and March of each year.	●	On Track	The September 2016 Budget review will take place during October 2016 and will be reported to Council at the November 2016 Council Meeting in accordance with the Office of Local Government's Quarterly Budget Reporting Guidelines.
			Audited annual financial reports lodged with DLG in accordance with Local Act 1993 (amended).	Annual financial reports to be lodged with DLG by November each year.	○	On Track	Annual Financial Statements were completed within the prescribed legislative time frame. The Audited version were submitted to the Office of Local Government on 8 September 2016.
			Review financial aspects of the Delivery Program.	Undertake review of financial aspects of the Delivery Program, which will form basis for rolling forecasts under Best Practice principles.	○	On Track	The financial aspects of the Delivery Plan are monitored on a monthly basis via input from Council's Executive Committee.
			Address any management items identified as part of the external audit in a timely manner including consideration of cost/benefit analysis on control process.	Appropriate strategies are implemented.	●	On Track	The interim audit for 2016-17 financial year has not been conducted during the first quarter as a result the Management Letter from the External Audit has not received.
2.5 - Efficient, effective, customer focused services							
2.5.1 - Monitor and review Council's customer service performance against other Councils.							
	Lead: Customer Service & Records	Customer Service Improvement	Participate in an external benchmarking program.	Program conducted annually and completed by December.	○	Not Due	
2.5.2 - Provide 'One Stop Shop' Customer Service.	Lead: Customer Service & Records	Customer Service Improvement	Answer Council's incoming telephone calls in line with Customer Service standards.	80% of external telephone calls answered in less in forty seconds.	●	On Track	Of the 10100 calls received during the quarter 84.05% were answered in less than forty seconds.
			Enter Customer Request into CRM System and forward to appropriate team for action.	100% daily	●	On Track	Of the 2,364 Customer Requests received, 100% were entered into the system on the same day.
			Produce Section 149 Zoning Certificates and refer to Council's Building and Development Section for issuing.	Non-urgent requests within three days. Urgent requests within one day.	●	On Track	During the quarter 99% of the 287 non-urgent and urgent Section 149 certificates received and generated for Building and Development were provided within three days and one day respectively.
			Receipt and lodge Residential and 2P Prime Parking Permit applications in Council's records systems.	Within one day.	●	On Track	During the quarter 999 Residential Parking Permits and 116 Prime Parking Permits were processed and issued on the same day.
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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
2.5.4 - Conduct a comprehensive biannual customer survey regarding satisfaction with Council's performance and service provision.	Lead: Customer Service & Records Secondary: Media Communications & Events	Customer Satisfaction survey	Attend to Customers arriving at Council in line with Customer Service Standards. Design, implement and report on biannual customer survey.	80% within five minutes of arrival.		On Track	A total of 3,324 customers were served at the counter and 75% were served within five minutes.
				Survey to be undertaken in 2015 and 2017.		On Track	Preparatory work is currently being undertaken for the Customer Satisfaction Survey. It is anticipated that the survey will be between Quarter 2 and 3 with a final report released by Quarter 4.

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3 - A Sustainable Natural Environment							
3.1 - Maintain and enhance open green spaces and streetscapes							
3.1.1 - Implement strong planning controls to protect open green space.							
	Lead: Landscape & Urban Design Secondary: Strategic Planning	Planning Instruments	Review planning provisions and/or development controls, in accordance with Council resolutions, in relation to open space provision.	Planning Policies enhance and protect open and green space where appropriate.	●	On Track	Council's development control plan requires the provision of green open space within new development.
							Council also commissioned an Open Space and Community Facilities study to guide its policy decision making on the provision, augmentation or improvement of green open space.
3.1.2 - Provide adequate funding to maintain open space areas.							
	Lead: Strategic Planning Secondary: Strategic Planning	Section 94 Contribution Plans	Review Contributions Plans Works Schedule to be in line with Council's Capital Works Program.	Contribution Plan provides for open space capital works.	●	On Track	Council's Contributions Plans provide for capital works. The capital works program is reviewed annually in view of the contribution plans.
	Lead: Landscape & Urban Design Secondary: Strategic Planning	Grant Funding	Apply for Grant funding for open space.	Number and value of grant received.	●	On Track	Council applied for a \$354,982.50 grant under the Metropolitan Greenspace Program for the Design and Construction of the shared pedestrian and cycle path, solar lights and exercise equipment in Wangial Park. This grant application has been successful although at the reduced amount of \$317,463 and does not include the exercise equipment. Additional funding will be sought to support the design and construction of the exercise equipment for Wangial Park in the future. Council applied for a Public Reserve Management Fund Program Grant for the part funding of the multi-purpose entertainment facility in Burwood Park. This grant has been successful to a value of \$174,350 and the construction works are now completed with the facility open to the public. Council will apply for grant funding for suitable projects as opportunities arise.
3.1.3 - Pursue partnerships and opportunities to create new open spaces.							
	Lead: Building & Development Secondary: Strategic Planning	Open Space	Negotiate with developers upon redevelopment of sites for additional open space.	Number of planning agreements and/or conditions of consent that provide additional public open space.	●	On Track	There were no VPAs entered into last quarter that related to open space.
3.1.4 - Ensure all public parks and open spaces are accessible, maintained and well managed to meet the current and future recreation needs of the community.							
	Lead: Parks Secondary: Parks	Park Maintenance	Maintenance of parks, including litter collection, cleaning of paths, toilets maintenance, BBQ plates cleaning, tables & benches.	Parks cleaned weekly.	●	On Track	Parks and reserves serviced daily/weekly depending on location and usage. Service activities include rubbish/litter removal, toilet and BBQ cleaning, paths sweeping, dog litter bin cleaning, playground inspections.
			Maintenance of flower bed displays in Burwood Park.	Annual flower beds will have three to four displays per year that coincide with Council Events.	●	On Track	Annual flower bed displays planned to coincide with spring festival activities in Burwood Park.
			Turning Maintenance including sprinkler system.	Comprehensive inspections completed one month prior to relevant sporting seasons commencement.	●	On Track	Inspections of playing fields carried out before beginning of new season for any requirements and then works actioned accordingly.
				Line marking of sporting fields maintained at minimum of 4 weeks cycles.	●	On Track	Sports field line marking carried out as per requirements for sporting clubs and schools.
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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
				Sporting fields fertilised during March-April period.	○	On Track	Average of every 2 weeks early parts of season Additional line marking frequently required as fields become worn towards end of season and line marking does not last as long.
				Soil analysis test for turf nutrient requirements undertaken annually in July and August.	●●	On Track	Soil tests taken in August from sporting fields. Fertiliser and amendment program then implemented from the test results for spring renovation works.
				Fields aerated and fertilised where required annually in September-October.	●	On Track	Henley and Flockhart Park fields aerated and fertilised this quarter at end of winter season sports.
				Worn down turfed areas re-turfed where required during the September-December period.	●	On Track	Approximately 3,000m ² of turf be laid in bare and worn areas of playing fields at Henley Park and approx. 2000m ² to Blair Park playing field.
				Fields are sprayed for broad leaf weeds during August-October period and as required for crowfoot infestations.	●	On Track	Works to commence week starting 17 October 2016.
				Cricket pitches line marked on regular basis.	●	On Track	Henley, Blair, Flockhart, Grant and Burwood Parks sprayed for broad leaf weeds including bindii.
				Sporting fields oversowed for high traffic areas where required during March-April period.	○	On Track	Henley, Blair, Flockhart, Grant and Burwood Parks played for broad leaf weeds including bindii.
				Fields mown on a 1-4 weeks cycle subject to season and sporting activities.	●	On Track	Playing fields will be inspected and assessed for over-sowing requirements prior to the winter sporting season activities.
				Fields set up for soccer season and during March-April period.	○	On Track	Fields mown on average every 1-2 weeks during soccer season.
				Herbicide/Insecticide spraying.	●	On Track	Goal post removed and dismantled at end of season at Blair, Henley and Flockhart Parks.
				Major parks (Henley, Blair, Burwood, Woodstock, Flockhart) sprayed during the August to September period and for broad leaf and bindi weeds. Additional spraying undertaken as and when required.	●	On Track	Blair, Henley, Flockhart, Grant and Burwood Park sprayed for broad leaf weeds including bindii. Pesticide notification carried out prior to works as per Council's Pesticide Notification Plan.
				Pruning of park trees and Phoenix palms.	●	On Track	Pruned some palms in Burwood Park for dead fronds this quarter. Further pruning scheduled for before Burwood Festival.
				Phoenix Palms are pruned once per year and then as programmed. Park trees are pruned as required.	●	On Track	Another palm at front of park that succumbed to Fusarium, a disease that cannot be treated was removed.
			Mowing of parks and playing fields	Passive areas mown on a 2-4 week cycle, depending on season.	●	On Track	Passive grass areas in parks and reserve mown on average at 3-4 week cycles this quarter.

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT	
3.2 - Improve waste management	Lead: Landscape & Urban Design Secondary: Parks	Open Space	Provide playground equipment that comply with the relevant Australian Standards and undertake regular inspections.	Equipment maintained in accordance with relevant standards and carry out minimum weekly inspections and repairs as required, and comprehensive inspection carried out quarterly.	●	On Track	Routine visual inspections carried out by Council staff on daily or weekly basis depending on location and usage. Comprehensive quarterly inspections carried out by playground consultant / contractors.	
			Identify actions from Disability Discrimination Action Plan that are relevant to open spaces.	Capital Works Plan to consider the actions of the Plan.	●	On Track	The replacement play equipment in Jackett Reserve has been designed to include some equal access play equipment. The installation of this play equipment is now completed. The Jackett Reserve path network was recently upgraded by removing some steps and replacing them with ramped grades. The new cafe outdoor eating area in Burwood Park has been constructed with equal access from the network of paths in the Park. The Wangal Park Masterplan has provisions for equal access throughout the Park. The installation of the new fully automated, equally accessible toilet block in Wangal Park is now completed. The recently completed children's bicycle track in Barbara Hoborow Park includes equal access. Other parks' capital works will be considered according to the DDA Plan.	
			Identify recreation trends/issues in the population	ABS Census data and SSROC data analysed and trends identified every two years.	●	On Track	Trends and relevant data are assessed on an ongoing basis. The recent ABS Census which took place during the quarter will provide further useful information when the results are made available in 2017.	
	3.2.1 - Better promote existing recycling services.	Lead: Environment & Health Secondary: Media Communications & Events	Education	Provide education and information about Council's recycling services.	Produce website updates, media releases and multi-lingual pamphlets to targeted problem multi-unit dwellings.	●	On Track	Recycling information such as a bin bay signage, bin stickers and multi lingual pamphlets were provided to residents in Multi Unit Dwellings (MUDs) as requested by Strata Managers or tenants/residents during the reporting period.
					Offer free environmental workshops for schools on waste and sustainability.	●	On Track	The 'Providing the Links' program continued during the reporting period and provided free presentations to primary schools and childcare centres throughout the Burwood LGA. Presentation topics included recycling, litter, composting and worm farming.
					Facilitate diversion of e-waste from waste stream through promotion of e-waste drop off centres and e-waste collection events.	●	On Track	Regular e-waste drop off days have continued during the reporting quarter. There were four drop off days during the July - September period. The drop off days occur at Council's Depot on nominated Saturday mornings.
				Undertake bin contamination audits for recycling.	Conducted twice per year	○	Not Due	Contamination audits not due during the reporting quarter. The next visual inspection audit for the recycling bins is scheduled to occur prior to the end of 2016.

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
3.2.2 - Encourage a reduction in waste generation through community education.	Lead: Environment & Health Secondary: Media, Communications & Events	Education	Promote waste reduction through programs such as home composting and worm farming.	Media release produced twice per year and advertisement flyer available at Customer Service and distributed at Council's initiatives and events.	<div></div>	On Track	Information pamphlets on a range of topics to assist residents to reduce waste and improve diversion are available on Council's website and at Customer Services Centre. Council's involvement in the Compost Revolution program continues to be heavily promoted. The program focuses on the diversion of organic matter from landfill through activities such as home composting and worm farming. Worm farms and compost bins are available to Burwood residents at a 50% discount through the Compost Revolution program.
			Conduct free workshops for residents on composting and organic gardening.	Conduct two workshops per year for residents as requested.	<div></div>	On Track	Two Teatling Lightly workshops were held during the reporting period: 1. Saturday 6 August - Healthy Garden, Healthy Soil 2. Saturday 10 September - Green Cleaning
3.3 - Educate the community on sustainable practices							
3.3.1 - Hold a program of workshops to encourage more sustainable practices around the home and provide these in different languages, as required.	Lead: Environment & Health Secondary: Media, Communications & Events	Workshops	Conduct eco living workshops to promote sustainable practices.	Conduct a minimum of four workshops per year in Chinese & English.	<div></div>	On Track	Two workshops in english were conducted during the July - September reporting quarter and a Chinese workshop is being planned to engage residents on the Compost Revolution program.
3.3.2 - Promote public transport and more active forms of transport such as cycling and walking.							
3.3.3 - Encourage residents to reduce the amount of hard surfaces at their properties (e.g. Concrete yards).	Lead: Traffic & Transport Secondary: Environment & Health	Cyceways	Ensure new developments provide bicycle facilities in line with Council's Development Control Plan (DCP)	New major development within the Burwood Town Centre will be required to have bicycle facilities.	<div></div>	On Track	During this Quarter, sixteen (16) referrals for major developments within the Burwood Local Government Area were received and assessed by the Traffic and Transport Team with bicycle parking facilities required as a condition of consent.
3.3.3 - Encourage residents to reduce the amount of hard surfaces at their properties (e.g. Concrete yards).	Lead: Building & Development Secondary: Strategic Planning	Planning Instruments	Provide information to residents on the impact of impervious surfaces on the Environment	Relevant information provided in Council's Development Application Starter Kits.	<div></div>	On Track	This information has been included in a Fact Sheet for Residential Development that is on Council's Website.
3.3.4 - Focus planning on environmentally sustainable development to reduce impacts on the environment.							
	Lead: Building & Development Secondary: Strategic Planning	Planning Instruments	Encourage four to five star building designs.	Number of four to five star building designs received for major developments.	<div></div>	On Track	Council received 7 major development applications this quarter for designs with a 4 to 5 star rating.

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
3.4 - Leadership in environmental sustainability							
3.4.2 - Develop programs that encourage the community to take pride in the cleanliness and maintenance of the Local Government Area.							
	Lead: Environment & Health Secondary: Media, Communications & Events	Environmental education	Encourage Community ownership of our Council	Participate in annual 'Clean up Australia Day'.	○	Not Due	The next Clean Up Australia Day is occurring on Sunday March 5, 2017. Council will assist with any registered sites in the Burwood Local Government Area - providing clean up bags and removal of the waste and recycling collected on the day.
			Implement Council's Litter and Illegal Dumping Strategy.	Run regular campaigns to raise awareness and promote Dob in a Dumper phone number.	●	On Track	The Dob in a Dumper program is promoted through letterbox drops in identified problem areas, media releases in local newspaper, featured in the residential newsletter and signage on depot vehicles and machinery.
				Trial use of CCTV cameras as a deterrent for illegal dumping.	●	On Track	During the reporting quarter Council continued to use two mobile CCTV cameras in an identified illegal dumping hotspot.
				Report quarterly on levels on illegal dumping, including tonnage and number of incidents.	●	On Track	During the reporting period there were 166 reports of dumped materials on both Council and Public property.
3.4.3 - Invest in green technology and seek opportunities to be a leader in this area.							
	Lead: Information Technology	Green technologies & Alternative Energy Sources	Implement strategies to reduce power consumption from Council's equipment.	Report on reduction in power consumption on an annual basis.	○	On Track	This item is due for completion in quarter 4.
3.4.4 - Promote greater use of more efficient green technologies and alternative energy sources.							
	Lead: Environment & Health Secondary: Assets, Property & Building Services	Green technologies & Alternative Energy Sources	Support and promote Federal and State Government initiatives in the rollout of green technology grants and rebate schemes.	Report take up of rebates by the community and recorded participation in schemes available through Government information services.	●	On Track	Currently there are no rebate schemes available to residents of a sustainable or resource recovery nature. Therefore no data available on rebate uptake in the Burwood Local Government Area.
			Promote to the community and participate in the annual Earth Hour event.	Participate in Earth Hour.	○	Not Due	The next Earth Hour event is to occur on Saturday 25 March, 2017.
3.4.5 - Develop management plans that improve the performance of Council operations to address global warming.							
	Lead: Environment & Health	Develop Management Plans	Monitor actions from: - Green Action Plan - Sustainability Action Plan - Water Savings Action Plan - Cities for Climate Protection program - Local Action Plan - Strategic Waste Action Plan - Litter and Illegal Dumping Plan	Annual report to Council.	○	Not Due	The Annual Report was not due during the reporting quarter. The Annual Report was submitted to the February 2016 Council meeting.
4 - Accessible Services and Facilities							
4.1 - Effective traffic management and adequate parking provision							
4.1.1 - Investigate an increase in bus priority lanes along local roads.							
	Lead: Traffic & Transport	Bus Priority Lanes	Investigate opportunities for bus priority lanes to improve public transport efficiency.	Work with RMS and Transport NSW to identify location for improved bus access.	●	On Track	Sydney buses consulted in relation to the new bus shelter installed on Burwood Road north of Mitchell Street and Bus Stop signage on Burwood Road north of Yandaro Street.
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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
4.1.2 - Investigate options for effective traffic management and increased public parking.							
4.1.3 - Develop a whole of LGA parking strategy.	Lead: Building & Development Secondary: Traffic & Transport	Additional parking and traffic management	Encourage opportunities for additional traffic measurement measures and provision of public parking within developments.	Number of developments where traffic management measures and additional parking are provided.	●	On Track	There were 27 DAs referred to Council's Traffic & Transport section for comment during this quarter with 4 DAs referred to Roads & Maritime Services for comment.
	Lead: Traffic & Transport Secondary: Compliance	Parking Strategy	Implement and review Burwood Public Parking Strategy.	Roll out Parking Strategy and undertake a review every 18-24 months to identify areas requiring improvement.	●	On Track	The next review of the Burwood Public Parking Strategy is under way, with consultation having been undertaken with residents of Murray Street with regards to on-street parking. Streets on the periphery of the Parking Strategy have all had parking occupancy audits undertaken to identify additional streets for possible inclusion into the Parking Strategy.
4.1.4 - Consult pedestrians as key stakeholders in traffic management planning.		Assessment of New Developments	Ensure new developments provide sufficient off-street parking in line with Councils DCPs.	Traffic, transport and parking comments provided within 14 days.	●	On Track	During this Quarter, a total of twenty six (26) Development Applications were assessed by the Traffic and Transport Team in accordance with Council's DCP, including sixteen (16) major applications.
	Lead: Traffic & Transport	Traffic Management Planning	Design of traffic facilities such as pedestrian refuges, roundabouts, cycle ways to be produced on time.	Investigate all requests for traffic facilities and design them in accordance with Australian Standards and RMS Guidelines.	●	On Track	The design of the new roundabout to be constructed at the intersection of Paisley Road and Brady Street was finalised. This project is 100% grant funded via the National Black Spot Program. Designs were also undertaken for a new pedestrian refuge island in Park Avenue, a new raised pedestrian crossing in Jersey Road and a median island in Beresford Avenue. All of Council's traffic facilities are designed to relevant Australian Standards and the Roads and Maritime Services (RMS) Guidelines and Technical Directions.
4.1.5 - Work with RMS and Transport NSW in the development of integrated transport plans.							
4.1.6 - Expand the Burwood bike plan.	Lead: Traffic & Transport Secondary: Strategic Planning	Integrated Transport Plans	Work with RMS, STA, NSW Police, Local State Member, Chambers of Commerce and major stakeholders, as part of the Local Traffic Committee to develop and review new traffic and parking initiatives.	Local Traffic Committee to meet monthly.	●	On Track	The July 2016 Burwood Local Traffic Committee meetings was held successfully with a total of eleven (11) items for consideration by committee members.
	Lead: Traffic & Transport	Cycleways	Apply for grant funding for cycling facilities from external sources	Number and value of grants received.	●	On Track	Burwood Council's cycleway network is complete and no new extensions are required to accommodate additional connectivity or demand. No grants have been applied for in this Quarter.
4.2 - Accessible services and facilities that are well utilised							
4.2.1 - Explore options for funding new spaces and upgrading old facilities.							
	Lead: Assets, Property & Building Services	Grant Funding	Identify appropriate spaces for expansion to include leisure activities.	Submit grant applications.	●	On Track	Continue to monitor the availability of the Grant funding program.

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
4.2.2 - Install ramps and lifts to improve accessibility of the town centre for seniors, people with a disability and parents with prams.							
	Lead: Assets, Landscape, Architecture, Urban Design & Contracts Secondary: Community Services	Accessible Infrastructure and Services	Identify appropriate location and build access ramps for prams and wheelchairs.	Capital Works Plan to consider the actions of the Plan	●	On Track	During this quarter Council has upgraded five (6) new pram ramps across the LGA. It should be noted that pram ramps are constructed/upgraded in conjunction with capital and maintenance works projects.
4.2.3 - Support the development of increased safe cycleways and collaborate with adjacent councils to improve connections throughout the Inner West.							
	Lead: Traffic & Transport Secondary: Community Services	Cycleways	Improve access and connections between recreational facilities, open space, and linkages to neighbouring Councils' cycleways.	Regularly meet with local bicycle groups and neighbouring Councils to identify opportunities for new cycleway linkages.	●	On Track	A planning meeting was held in July with Strathfield Council as part of the Strathfield Town Centre Plan. Consultation with neighbouring LGAs has not identified any new requirements for cycleway linkages.
4.2.4 - Develop and implement road safety programs to achieve Council's road safety objectives.							
	Lead: Traffic & Transport	Road safety	Apply for funding and run targeted programs such as Kids and Ride area, safety around schools, cyclists safety, child restaurants, senior citizens safety, pedestrians safety, speeding, learners drivers.	Run a minimum of three programs per year, subject to funding.	●	On Track	Council has successfully obtained grant funding for "Watch Out Cars About", "Slow Down", and "Buckle Up Buds and Kids" programs from the Roads and Maritime Services (RMS). These programs will be run throughout the 2016/17 financial year.
4.2.7 - Deliver programs targeted to families and children aged 0-12 years.							
	Lead: Community and Library Services	Community Development (Children and Families Services)	Facilitate and deliver inter-agency network meetings for providers of services to Families and Children.	Six inter-agency network meetings held per annum.	●	On Track	The Child and Family Inter-agency meetings were held bi-monthly at Burwood Council. The Children, Families and Cultural Development Officer assisted the Families NSW Coordinator to deliver the meetings, which are invaluable for planning and coordinating activities.
			Deliver Families and Children events.	One event held per annum.	●	On Track	A range of activities were delivered including Parenting Sessions, Women and the Workforce Expo and Children's Book Week Competition. All events attracted a large audience and participation with the Children's Book Week Competition receiving over 80 entries which were showcased at the Burwood Library and Community Hub and winners announced on Council website and on social media.
			Provide information, training and resources targeted to Families and Children.	Children's directory kept up to date.	●	On Track	The Child and Family Directory and Services Brochure were updated, with the online version available via Council's website.
4.2.8 - Improve accessibility of Council owned community facilities.							
	Lead: Community and Library Services Secondary: Assets, Landscape, Architecture, Urban Design & Contracts	Accessible Infrastructure and Services	Implement actions from Disability Action Plan including actions that are relevant to community facilities.	Annual progress report presented to Council by 30 June each year.	○	On Track	Activities continue to be delivered under the Disability Action Plan. Two significant achievements for the quarter were as follows: 1. Bus shelter at the stop on corner of Burwood Road and Mitchell Street Entitled - this bus shelter was finally constructed in August 2016 after three years of community negotiation and will provide shelter to the vision impaired clients of Vision Australia. 2. A new ramp was installed at Woodstock Community Centre's main entrance that blends well with the heritage design of the building and provides better access into the centre.

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
4.3 - Safe facilities and services							
4.3.1 - Design footpaths to increase pedestrian only spaces for improved pedestrian access and safety.							
	Lead Assets, Landscape, Architecture, Urban Design & Contracts	Civil Footpath Design	To delineate between pedestrian only and shared footpaths.	Clearly identify shared paths.	●	On Track	Construction of any future shared paths will be designed in accordance with all relevant guidelines & standards such as RMS, Ausroads and Council.
4.3.2 - Improve street lighting and lighting in public places.							
	Lead Assets, Landscape, Architecture, Urban Design & Contracts Secondary Community Services	Street Lighting	Review Council's Street Lighting Program with a view to balancing safety, environmental and sustainability aspects.	Undertake regular night audits.	●	On Track	Following several successful public lighting trials of new LED technology, Ausgrid has now included a number of LED lights in their default list of approved lanterns for pedestrian (P) category lighting. This LED lighting has been found to improve reliability, increase energy efficiency and lower costs for Council. As of 30 September 2016, 221 LED lights have been installed within the Burwood LGA. Ausgrid is now in the process of developing LED lighting for vehicle (V) category lighting which will further assist in reducing costs for Council but more importantly will contribute in decreasing greenhouse gas emissions.
4.4 - Encourage active and healthy lives							
4.4.1 - Support and implement programs for seniors, people with disabilities and their carers.							
	Lead Community and Library Services	Community Development (Ageing)	Provide a range of activities to support health and wellbeing for seniors, people with disabilities and their carers, as per Council's Ageing Strategy.	Agreed number of programs and activities delivered	●	On Track	<p>For the period covering July to September, Council staff organised a range of events for seniors at the newly renovated Woodstock Community Centre. There was a Christmas in July lunch, a Road Safety for Seniors event in August and a talk on Utilising the Memory Kit for Dementia Awareness Month in September. The road safety session was important as statistics prepared by Council's Road Safety Officer showed that older people are more vulnerable and more likely to be impacted as road users.</p> <p>Council continued to support fitness and exercise activities for the community by providing reduced hire rates for activities that were part of Council's "Have a Go" Program. These activities continued to be offered at the Fitzroy Hall and the Burwood Park Community Centre and included community yoga, Zumba, Tai Chi, line dancing and gentle exercise activities for seniors.</p> <p>Staff have also been preparing for the annual Carers Week activity in October, which will be a bus trip to the Blue Mountains.</p> <p>Staff have also been undertaking preparations for the Groovability Festival to be held on 1st December at Burwood Park to celebrate International Day of People with a Disability.</p> <p>Council's Aged and Disability Officer continues to support the Inner West Disability Forum. The Forum organises four meetings in a year for disability service providers and the third quarterly forum was held on 8 September 2016. This meeting was well attended and helped plan and coordinate local activities.</p>

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
4.5 - Vibrant and clean streetscape							
4.5.1 - Undertake programs that aim to reduce graffiti and littering in local neighbourhoods and the town centre.							
Lead: Compliance Secondary: Media, Communications & Events	Education	Promote Council's "Dob in a Dumpster" program targeting littering in the LGA	Leaflets to be distributed on known offending streets highlighting littering trend increases.	●	On Track	Council produce educational articles in local papers as well as target locations identified as developing rubbish dumping issues with leaflets placed in letter boxes seeking assistance and making the local area aware of the issue and council's involvement.	
			Two articles per year to be posted in local media papers educating the community of the program.	●	On Track	Council produce educational articles throughout the period focusing on key issues such as illegal dumping and Council's Dob in a Dumpster" program. This approach aims at educating the broader community to participation in reporting crime and identifying offenders.	
	Lead: Community and Library Services Secondary: Media, Communications & Events	Promote information and phone numbers for the Graffiti Line.	Graffiti Line number maintained in Council's website, newsletters and publications.	●	On Track	The graffiti line continued to be promoted.	
4.5.2 - Activate streetscapes through local events.							
Lead: Media, Communications & Events	Events	Produce and promote an annual program of civic events.	Number of events delivered and increase in attendance.	●	On Track	One major civic event was held this quarter, the Sandakan Remembrance Service which was attended by over 300 people. The Council-supported, TVB Australia Carnival, was attended by more than 10,000 people. The date of Council's largest civic event, Burwood Festival, was moved from September to October.	
4.5.3 - Encourage architectural integrity and aesthetically appealing buildings.							
Lead: Strategic Planning Secondary: Strategic Planning	Planning Instruments	Review planning provisions and/or development controls, in accordance with Council resolutions, in relation to architectural integrity and aesthetically appealing buildings.	Planning Policies to enhance and promote architectural integrity and aesthetically appealing buildings.	●	On Track	Council has prepared a planning proposal, part of which is to introduce a design excellence provision to enhance and promote aesthetically appealing buildings.	
Lead: Building & Development Secondary: Strategic Planning	Development Assessment	Assessment of Development Applications to ensure substantial compliance with State Environmental Planning Policy (SEPP) 65 & NSW Residential Flat Design Code (RFDC).	Number of Development Applications assessments.	●	On Track	During this quarter Council applied the residential design quality planning controls to the assessment & determination of 5 major DA proposals and also referred a further 8 Major DAs, and 3 major pre-DAs to specialist Urban Design Architects to assist in providing high quality urban design outcomes.	
4.5.4 - Invest in upgrading the public area south of Burwood railway station.							
Lead: Assets, Landscape, Architecture, Urban Design & Contracts	Capital Works	Investigate the upgrade of the area south of Burwood railway station.	Include in the future Capital Works Program.	●	On Track	During this Quarter, no Council capital improvement works were undertaken in the CBD area south of Burwood Railway Station. However, Ralan P/L commenced the installation of the heritage Jib Crane and Weigh Bridge on Railway Pde as part of the DA consent for the development at No. 1 Railway Pde.	
4.5.5 - Provide Development Application assessment as per Environment and Planning Assessment Act.							
Lead: Building & Development	Development Assessment	Assess development applications in a timely and professional manner.	Development applications assessment time not to exceed the median and mean assessment time for NSW Department of Local Government Group 2 Councils.	●	On Track	The mean and median turnover figures for the last quarter were 77 & 66 days respectively compared to the Group 2 performance monitoring figures of 66 & 51 days. This included the determination of 5 Major DAs within that period. Council has engaged additional town planning resources to assist with	
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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
4.6 - Minimise risk and ensure continuity of critical business functions							
4.6.1 - Implement best practice records and risk management strategies.							
	Lead: Customer Service & Records Secondary: Information Technology	Management of Council's records systems in accordance with the State Records Act	Monitor Records Management Plan.	Required records are available.	●	On Track	Required records were available within service level time frames.
	Lead: Information Technology Secondary: Information Technology	Policies, Procedures, Corporate Practices and Plans	Manage an Information Business Continuity & Disaster Recovery Plan in relation to Information Communication Technology (ICT).	Test ICT Business Continuity & Disaster Recovery Procedures annually.	○	On Track	Preparations for the tests are under way which will be conducted in the fourth quarter.
4.6.2 - Facilitate training and education awareness programs regarding risk management.							
	Lead: Organisational Development	Risk Management	Develop training and education program in strategic risk management.	All staff are informed and understand risk as it relates to their position and responsibilities.	●	On Track	On 5 August 2016, Council hosted the United Independent Pools Risk Managers meeting at Woodstock with 30 representatives attending from the member Councils. During this quarter the Risk Management Coordinator has met with the staff of Customer Service section to identify any gaps in Council's Risk Management approach to their business operations.
4.6.3 - Maintain an appropriate insurance program.							
	Lead: Organisational Development	Insurance	Manage Council's insurance portfolio.	Review insurance portfolios annually in consultation with Council's brokers for commercial, market and service delivery improvements.	○	On Track	The insurance portfolio is managed in accordance with and in consultation with the Metro Pool Board, brokers' and insurer's advice and is reviewed on annual basis. Metro Pool's insurance portfolio will be renewed in 31 October 2015. The pool's brokers Willis Towers Watson have undertaken a review of the local and international market to ensure that members obtain the best possible cover and premiums. In this quarter Council completed all forms and questionnaires for renewal for Motor Vehicle cover, Cyber/Fidelity Guarantee, Public Liability/Professional Indemnity, CDO and Property cover and sent to the brokers.
4.6.4 - Provide suitable reliable information technology hardware and software across the organisation.							
	Lead: Information Technology	Hardware Infrastructure	Develop, implement, manage and support Council's Information Technology Hardware.	Provide management and support to Council's desktops, laptops, servers and network infrastructure to agreed service level.	●	On Track	No major outages were reported for the quarter.
		Information Systems	Develop, implement, manage and support Council's Information Communications Technology (ICT) Information Systems.	Provide management and support to Council's Information systems and Software Applications to agreed service levels.	●	On Track	During quarter one there were no reportable outages of Council's Information Systems.
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5 - A Vibrant Economic Community							
5.1 - Support and manage Burwood's major centre status							
5.1.1 - Implement economic development strategies.							
Lead Media, Communications & Events	Economic Development	Cooperate and identify partnership opportunities with all local Chambers of Commerce.	Engage local Chambers of Commerce on major Council projects and promote a minimum of two meetings per year between Council management and Chambers' Presidents.		<div></div>	On Track	A regular program of business workshops and networking events for the local community has been established. The events are attended by Council staff and senior management, industry stakeholders, members from the Chambers of Commerce and many local businesses. Where they have the opportunity to interact and learn from industry experts. During the reporting period 4 events were held with a total of 234 registrations.
5.1.2 - Pursue funding for infrastructure that supports commercial activities such as public transport.							
Lead Traffic & Transport	Grant funding	Apply for grant funding for transport facilities.	Number and value of successful grants.		<div></div>	On Track	Council was successful in obtaining \$70,000 in funding for a new roundabout at the intersection of Paisley Road and Brady Street. This intersection was identified as a black spot due to the number of accidents which occurred over a 5 year period. The project has now been completed. Submissions for 2017/18 National Black Spot Program were submitted on 29 July 2016, with three locations identified for potential treatment.
5.1.3 - Encourage mixed use buildings – commercial and residential to maximise use of buildings in the town centre.							
Lead Strategic Planning	Planning Instruments	Review planning provisions and/or development controls, in accordance with Council resolutions, in relation to mixed use.	Planning Policies to enhance and promote mix use.		<div></div>	On Track	Mix use in town centres is permitted under the Burwood Local Environmental Plan 2012.
5.2 - Support small business							
5.2.1 - Develop programs to strengthen and sustain small businesses.							
Lead Environment & Health Secondary Media, Communications & Events	Public Health	Implement an inspection program for premises that present a potential public health risk to ensure compliance with the requirements of the Food Act 2003, Food Safety Standards, Public Health Act 1991 & Regulations and the Local Government Act 1993 & Regulations	Ensure all registered premises are inspected at least once per year and higher risk premises at least twice per year.		<div></div>	On Track	Registered premises inspection program continuing. There were 37 inspections carried out in the reporting quarter.
		Regulate and enforce the process in accordance with Food Act and Council's Enforcement Policy	Monitor and record number of improvement Notices, Prohibition Orders, Penalty Notices and Prosecutions issued by Council's Environmental Health Officers.		<div></div>	On Track	Enforcement action has included the issuing of twelve (12) penalty infringement notices and One (1) improvement notice during the reporting quarter.
	Education	Provide enforcement action information to NSW Food Authority to enable timely updating of Name and Shame Register for Food Shops.	Submit Annual Food Activity report to the NSW Food Authority by end of July each year.		<div></div>	On Track	Annual NSW Food Authority Activity Report completed and submitted within required time frame.
		Conduct two food handling, hygiene and safety workshops for food shop operators.	Conduct two workshops per year. One of the workshops is to be in a language other than English.		<div></div>	Not Due	Food Authority has acknowledged receipt. Workshops will be conducted in Q3 and Q4.
		Provide advice and factsheets to shop keepers in their preferred language about food safety and other health issues.	Environment and Health Officers to maintain supply of fact sheets in other languages for distribution at time of inspection and make them available on Council's website.		<div></div>	On Track	Environmental Health officers maintain a supply of a range of fact sheets in multiple languages and distribute to premises as considered necessary.

ITEM /16 Delivery Program 2013/17 - Quarterly Report for the period ending 30 September 2016.DOC

Delivery Program 2013/17 Quarterly Report for the period ending 30 September 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
5.2.2 - Support and facilitate opportunities for home based businesses to grow and prosper, develop skills and enhance community capacity.	Lead Strategic Planning	Planning Instruments	Provide environmental and health advice and conditions on submitted Development Applications to ensure compliance with standards and legislation as necessary.	Examine and condition development applications as necessary.	●	On Track	There was a total of thirty (30) development applications that required consideration and conditioning by the Environment and Health Team during the reporting quarter.
			Respond to and investigate public health complaints.	Report number of complaints investigated and actioned as part of quarterly reporting process.	●	On Track	There were fourteen (14) public health complaints received and investigated by the Environment and Health Team during the reporting quarter.
			Review of Comprehensive Local Environment Plan (LEP) in response to emerging issues.	As required.	●	On Track	Burwood Local Environmental Plan 2012 is reviewed with amendments made from time to time in response to emerging issues.
5.2.3 - Explore opportunities to activate Burwood's economy after hours such as markets on the weekends or in the evenings including arts, crafts and farmers markets.	Lead Media, Communications & Events	Events	Investigate opportunity to hold markets in conjunction with other civic events.	Inclusion of market-type sections at Council's major civic events.	●	On Track	Burwood Council incorporates market-type sections in its major civic events where relevant and appropriate. The only major civic event held during this quarter was the Sandakan Remembrance Service which was not deemed appropriate for the inclusion of a market-type section.
			Develop civic events on weekends.	Majority of civic events held on weekends.	●	On Track	One major civic event was held during this quarter, the Sandakan Remembrance Service, which was held on Sunday 7 August 2016. The Council-supported, TVB Australia Carnival, was also held on the weekend, on Saturday 3 September. The first event of the Spring Sessions, the Platinum Vocal Studio Concert was also held on Sunday 18 September. The date of Burwood Festival was moved from September to October in 2016.
5.3 - Increase employment and training opportunities							
5.3.1 - Build links and partnerships with educational institutions for the development of diverse local skills and to increase local provision of employment and training for the community.							
Lead Organisational Development	Identify Opportunities	Provide opportunities within Council service provision for youth employment, student placements and traineeships where appropriate.	Continue to promote and support local learning institutions with work experience, traineeships and student placements opportunities.	●	On Track	Council hosted one student from Southern Cross Vocational High during this quarter in administration and two students in Events. The administration student worked in various teams within the administration, records and organisation development areas of Council.	
						Council continues to engage an apprentice in landscaping construction through a group training company who has now successfully entered his third year of training. Council has in this quarter employed a casual graduate engineer who was previously volunteering within civil engineering to assist with a number of projects over the next 3-6 months. Council continued to recruit local school students in the casual library shelving positions.	

ATTACHMENT 1

ITEM /16 Delivery Program 2013/17 - Quarterly Report for the period ending 30 September 2016.DOC

Delivery Program 2013/17 Quarterly Report for the period ending 30 September 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
5.4 - Economic centre growth and preserved residential areas							
5.4.1 - Preserve local heritage through relevant planning strategies.							
	Lead: Strategic Planning Secondary Building & Development	Heritage Protection	Ensure that all development applications relating to heritage items or Heritage Conservation Areas are referred to the Senior Strategic Planner – Heritage Adviser for comment.	80% of DA's relating to heritage items or Heritage Conservation Areas referred to Strategic Planning for comment to be answered within 10 days. 100% of DA's to be answered within fifteen days.		On Track	Approximately 20 DA referrals were received, about 70% were commented on within 10 days and 80% within 15 days.

(ITEM 75/16) BUDGET REVIEW FOR QUARTER ENDING 30 SEPTEMBER 2016

File No: 16/51628

REPORT BY CHIEF FINANCE OFFICER

Summary

The 2016-2017 Budget was adopted at the Council Meeting held on 24 May 2016 with a surplus of \$44,977. The adopted budget was prepared on the basis of the organisational structure which includes the three Divisions (General Manager, Corporate, Governance and Community, and Land, Infrastructure and Environment).

This report provides Council with the financial results for the period ending 30 September 2016 2016-2017 Financial Year. In accordance with Clause 203(1) *Local Government (General) Regulations* the responsible accounting officer is required to prepare and submit to Council a budget review statement no later than two months after the end of each Quarter (except the June Quarter).

The following Statement of Budget Income and Expenditure identifies a forecast funding surplus of \$136,112 as at 30 September 2016 compared to the adopted forecast surplus of \$44,977. The reasons for the net improvement of \$91,135 are outlined in the report.

Background

Included in this report is the budget forecast of Income and Expenditure Statement which is based on external and internal reporting consolidations. This statement forms part of a group of statements which must be reported to Council on a quarterly basis in accordance with *Clause 202(3) Local Government (General) Regulations*. These statements are known as the Quarterly Budget Review Statements (QBRs).

Council's budget is prepared on a program basis and forecasts expected for operating and capital income and expenditure for the year. To fund the budget Council also uses funds held in reserve that have accumulated in prior years, such as Section 94A Contributions and Internally Restricted Reserves.

The Local Government Code of Accounting Practice and Financial Reporting requires Council to prepare its General Purpose Annual Financial Reports in accordance with the Australian Accounting Standards. This requires Council to:

- implement full accrual accounting, including capitalisation of infrastructure assets
- prepare consolidated financial statements incorporating all functions and entities under the control of Council
- adapt to a change in accounting focus from the fund result for the year (i.e. the movement in working funds) to the gain/(loss) from ordinary activities

Each of these requirements are applied at the time of preparing the Annual Financial Reports at 30 June each year. However, with respect to the budget process, Council is still focusing on the funding result for reporting purposes. The financial result for the year is determined and audited and the Financial Reports and Auditor's Report are included in Council's Annual Report.

BURWOOD COUNCIL					
Statement of Budget Income & Expenditure					
as at 30 September 2016					
Income					
Type	Budget	Recommended Amendments	Forecasted Year End	Reference	Actuals
Rates & Annual Charges	(24,240,908)	(575,621)	(24,816,529)	1	(24,804,417)
User Charges & Fees	(9,090,845)	(150,200)	(9,241,045)	2	(2,439,895)
Interest & Investment Revenue	(1,145,000)	-	(1,145,000)	3	(275,552)
Other Revenue	(4,054,721)	(8,000)	(4,062,721)	4	(787,381)
Operating Grants & Contributions	(4,196,672)	198,509	(3,998,163)	5	(758,247)
Capital Grants & Contributions	(4,314,000)	(1,242,646)	(5,556,646)	6	(1,437,496)
Carryover Grants	-	(4,149)	(4,149)	7	(4,149)
Total Income	(47,042,146)	(1,782,107)	(48,824,253)		(30,507,137)
Expenditure					
Type	Budget	Recommended Amendments	Forecasted Year End	Reference	Actuals
Employment Costs	18,858,186	(370,589)	18,487,597	8	4,021,567
Borrowing Costs	340,212	-	340,212	9	85,740
Materials & Contracts	9,890,432	569,539	10,459,971	10	1,679,781
Depreciation	6,620,000	-	6,620,000	11	10,492
Other Expenses	8,545,941	106,272	8,652,213	12	2,408,407
Total Expenditure	44,254,771	305,222	44,559,993		8,205,988
Net Operating Result	(2,787,375)	(1,476,885)	(4,264,260)		(22,301,149)
Net Operating Result before Capital Items	1,526,625	(234,239)	1,292,386		(20,863,653)
Funding Statement					
Net Operating Result	(2,787,375)	(1,476,885)	(4,264,260)		(22,301,149)
Add Back Non Cash Items					
Depreciation	(6,620,000)	-	(6,620,000)	13	(10,492)
Movement in ELE	-	-	-		-
Adjusted Net Operating Result	(9,407,375)	(1,476,885)	(10,884,260)		(22,311,641)
Source of Capital Funds					
Sale of Assets	(850,000)	(1,723,397)	(2,573,397)	14	(2,220,036)
Loan Funding	-	(1,330,057)	(1,330,057)	15	-
Transferred From Section 94	(1,225,000)	(1,378,257)	(2,603,257)	16	-
Transferred From Reserves	(680,000)	(512,453)	(1,192,453)	17	(829)
Add Back Non Cash Property	-	-	-		-
Funds Available	(12,162,375)	(6,421,049)	(18,583,424)		(24,532,506)
Funds Utilised:					
Acquisition of Assets	6,591,485	4,606,517	11,198,002	18	904,494
Loan Principal Repayment	443,913	-	443,913	19	108,789
Transfer to Section 94	4,282,000	-	4,282,000	20	-
Transfer to Reserves	800,000	1,723,397	2,523,397	21	-
Budget Result	(44,977)	(91,135)	(136,112)		(23,519,223)

The material variations greater than \$15,000 will be detailed in the following section which are cross referenced to the Income and Expenditure type on the face of the above report.

Total Income from Continuing Operations

Income from continuing operations was originally forecast at \$47,042,146. This has now been revised up by \$1,782,107 to \$48,824,253. The major items behind these forecasted income adjustments include:

Reference 1 – Rates and Annual Charges

An increase in Council's Rating Base of \$575,621 mainly due to the increase in residential strata units coming on line and the re-categorisation of property within the Town Centre of \$420,465, Stormwater Management Service Charge of \$6,533 and a further increase of \$148,623 in Domestic Waste Management Charges.

Reference 2 – User Charges and Fees

An overall increase of \$150,200 in income has been attributed to increases in Commercial Lane Hire Fees at the Enfield Aquatic Centre \$40,000, Work Zone Permit Fees of \$15,000, \$48,000 in additional Community Hall Facility hire fees and \$47,200 in Commercial Lease Rental through the renegotiation of lease agreements.

There were also other budget movements within the classification of User Charges and Fees which were under \$15,000 resulting in little or no change to the actual overall budget.

Reference 4 – Other Revenue

An increase of only \$8,000 attributed to the increase in Community Hall Facility Cleaning fees.

Reference 5 – Operating Grants and Contributions

An overall decrease in Operating Grants and Contributions of \$198,509 relates to the reclassification of Private Works Contributions of \$257,165 from Operational Income to Capital Income. Council also received a Grant of \$40,139 from NSW Treasury toward the implementation of the Emergency Services Planning Levy commencing 1 July 2017.

The expenditure items for these grants and contributions monies are distributed within Materials and Contractors - Reference 10.

There were also other budget movements within the classification of Operating Grants and Contributions which were under \$15,000 resulting in little or no change to the actual overall budget.

Reference 6 – Capital Grants & Contributions

During the Quarter Council received notification from RMS of a grant of \$70,000 for Traffic Facility works – Roundabout at Paisley Road and Brady Street and a further grant of \$317,463 has also been granted to Council from Metropolitan Greenspace for Wangal Park - Path and Solar Lighting. During the quarter there has been a reclassification of Operational Contributions to Capital Contributions of \$257,165 for Private Works and Council has received a further amount of \$598,018 in Private Works Contributions associated with works within the Town Centre. The expenditure items are distributed within Reference 18 – Acquisition of Assets.

Reference 7 – Carryover Grants

A total of \$4,149 Grant monies which were unspent or prepaid in the 2015-2016 Financial Year have been brought forward after being approved by the funding authority.

The expenditure items for these grant monies are distributed within Materials and Contractors - Reference 10.

Total Expenditure from Continuing Operations

Expenditure from continuing operations was originally forecast at \$44,254,771. This has now been revised up by \$305,222 to \$44,559,993. The major items behind these forecast expenditure adjustments include:

Reference 8 – Employment Costs

An overall decrease of \$370,589 in Employee costs attributed to, but not limited to, the transfers from various Business Units Wages and Salaries components to Contractors - Temporary Agency Staff due to employing contracted staff to fill vacant positions as follows:

- Organisational Development - \$32,000
- Procurement - \$47,000
- Property Services - \$40,000
- Podiatry Services - \$22,000
- Building & Development - \$100,000
- Enfield Pool - \$25,000
- Depot Operations - \$100,000

Note: there is a commensurate offset in Materials and Contracts - Reference 10.

There were other budget movements within the classification of Employee Costs which resulted in little or no change to the actual overall budget.

Reference 10 – Materials and Contracts

An additional amount of \$569,539 was attributed to various movements within Business Units throughout the budget. Significant movements and additional funding requests were:

- Contracted Temporary Staff - \$483,700 to fill vacant positions throughout the organisation. These funds were in part sourced from savings within Wages and Salaries respective budgets. Reference 8 – Employment Costs.
- An additional amount of \$85,000 for a Planner for six months to assist with the backlog of development applications.
- Additional \$76,623 in Domestic Waste Contractor Fees attributed to the additional strata units coming online during the quarter. Contra – Reference 1 – Rates and Annual Charges.
- An additional amount of \$100,000 for the maintenance of the Local Area Traffic Management devices throughout the Burwood local area.
- The transfer of \$257,165 to Acquisition of Assets due to the reclassification of Operating Contributions to Capital Contributions for Private Works. Operating Grants and Contributions – Reference 5
- \$62,600 was brought forward for the completion of the Heritage Study \$43,000 and \$19,600 for Burwood LEP. Contra – Reference 17 – Transferred From Reserve
- An additional amount of \$100,000 for the maintenance of Footpaths within Parks throughout the Burwood local area to assist in the reduction of trip hazards. Any monies which are unspent at years end from these funds will be transferred to a specific reserve for future maintenance works on Parks Footpaths.
- \$20,000 for the supply and laying of turf in front of Multipurpose Facility Burwood Park.
- \$40,139 toward the costs of the implementation of the Emergency Services Planning Levy, Operating Grant funded Reference 5.
- A reduction of \$185,000 relating to Council Election expenses due to the postponement of the Local Government Elections pending the amalgamation announcement. Contra – Reference 17 – Transfer from Reserves

There were other minor budget movements within the classification of Materials and Contracts, however, these movements had little or no change to the actual overall budget

Reference 12 – Other Expenses

An additional expenditure amount of \$106,272 was attributed to various movements within Business Units throughout the budget. Significant movements and additional funding requests include:

- Additional \$72,000 for Waste Disposal Charges in Domestic Waste Contractor Fees attributed to the additional strata units coming online during the quarter. Contra – Reference 1 – Rates and Annual Charges.
- An increase of \$25,000 to cover Insurance and CTP charges in relation to Council's Heavy and Light Fleet.
- An amount of \$56,000 in Strata Levy fees primarily associated with Council's Wynne Avenue Car Park.
- Savings of \$39,000 in Trade Waste Agreement charges for Wangal Park through a new agreement reached with Sydney Water.
- Additional expenditure of \$4,149 within the classification to accommodate Carryover Grants - Reference 7.
- A reduction of \$15,000 relating to Council Election expenses due to the postponement of the Local Government Elections pending the amalgamation announcement. Contra – Reference 17 – Transfer from Reserves

There were other budget movements within the classification of Other Expenses which were either offset with savings from within respective budgets or funded from Materials and Contracts.

Capital Expenditure**Reference 18 – Acquisition of Assets**

Council's original adopted 2016-17 Capital Budget, per Delivery Plan, was \$6,591,485. During the First Quarter there has been an increase of \$4,606,517 to \$11,198,002.

Capital Equipment - Plant:

Expenditure to 30 September 2016 represents 25.94% of the revised budget as shown in the table below.

Property Acquisitions/Disposals:

During the Quarter Council settled the sale of Marmaduke Street Roadway for \$1,723,397, the proceeds will be transferred to Reserves for future income producing Property Investment. Sale of Assets and Transfer to Reserve – References 14 and 21.

Capital Works Program:

Following the completion of the 2015-2016 Financial Year, \$3,030,325 of incomplete or deferred projects or unspent loan monies has been carried forward to the 2016-17 Capital Works Budget. These projects include Wangal Park Bulk Earthworks and Shaping \$1,035,288, and Wangal Park associated works \$976,537 (Leachate Management, Level Designs, Closure Plan, Lighting and Workshed), \$81,500 for the Local Infrastructure Renewal Scheme Round 2 and a further \$937,000 for Road and Footpath Infrastructure loan funded works.

Also during the First Quarter Council received grants from Metropolitan Greenspace of \$317,463 toward Wangal Park Footpaths and Lighting and \$70,000 from RMS for a Roundabout at Paisley Road and Brady Street. A project valued at \$70,000 to replace the existing glass fencing along Burwood Road with approved "Crash Resistant" glass fencing, the installation of one Bus Shelter Burwood Road \$40,000, increase of \$6,533 for Stormwater Investigation, \$855,183 for capital Private Works associated with development within the Burwood Town Centre and adjacent areas, additional Infrastructure works valued at \$108,728 and \$60,000 for the installation of The Strand Clock. In addition further capital works of \$9,000 for Woodstock Vehicle crossing and \$39,285 toward the Shade Structure for Burwood Park Multipurpose Facility.

Funding for the above is sourced from Grants and Contributions, Loans, Section 94A and Reserve Funding - References 1, 6, 15, 16 and 17.

BURWOOD COUNCIL					
Statement of Capital Income & Expenditure					
Budget Review as at 30 September 2016					
Income	Adopted Variations				
Capital Expenditure	Budget	September	Amended Budget	Reference	Actuals
Renewal Assets (Replacement):					
Fleet Capital Acquisitions Sales	1,350,000	-	1,350,000	18	350,216
Grant Funded Capital Works	388,540	-	388,540	18	-
Roads	800,000	593,500	1,393,500	18	24,800
Traffic Facilities	150,000	140,000	290,000	18	11,979
Footpaths	850,000	341,460	1,191,460	18	-
Kerb & Gutter	260,000	53,268	313,268	18	47,508
Drainage	368,445	185,533	553,978	18	-
Park Improvements	225,000	2,062,288	2,287,288	18	216,964
Playground Equip	80,000	-	80,000	18	-
Street Furniture	100,000	40,000	140,000	18	6,498
Restoration - Private Works	-	855,183	855,183	18	-
Library Collection	105,500	-	105,500	18	15,109
Lib Resources	29,000	-	29,000	18	4,571
IT Projects	290,000	-	290,000	18	51,328
Corporate Projects	500,000	20,000	520,000	18	16,919
Council Buildings	500,000	315,285	815,285	18	59,389
Enfield Pool	550,000	-	550,000	18	87,579
Domestic Waste Collection	45,000	-	45,000	18	11,636
Total Capital Expenditure	6,591,485	4,606,517	11,198,002		904,494
Capital Funding					
Rates & other Charges	(4,066,485)	537,647	(3,528,838)		
Capital Grants & Contributions	(32,000)	(1,242,646)	(1,274,646)		
Loan Funding	-	(1,330,057)	(1,330,057)		
Domestic Waste Charge	(45,000)		(45,000)		
Sale of Assets	(850,000)	(1,723,397)	(2,573,397)		
Reserves:					
Section 94 Funding	(1,150,000)	(1,378,257)	(2,528,257)		
Reserve Funding	(480,000)	(712,453)	(1,192,453)		
Total Capital Funding	(6,591,485)	(4,606,517)	(11,198,002)		

Transfers to and From Reserves

Reference 14 – Sale of Assets

During the Quarter Council settled the sale of Marmaduke Street Roadway for \$1,723,397 which the proceeds will be transferred to Reserves for future income producing Property Investment. Transfer to Reserve – Reference 21.

Reference 15 – Loan Funding

Loan monies of \$1,330,057 unspent during 2015-16 financial year were brought forward to fund Wangal Park uncompleted works \$311,557, \$81,500 to completed LIRS2 Road works and \$937,000 to complete Road and Footpath Infrastructure works. Reference 18 – Acquisition of Assets.

Reference 16 – Transferred From Section 94

Additional amounts were required to fund Capital Works projects commissioned during the quarter. \$60,000 The Strand Clock, \$39,285 balance for the Multipurpose Facility Burwood Park, Infrastructure Works \$108,728, Burwood Road Safety Fence \$70,000, Bus Shelter \$40,000 and Wangal Parks Works \$1,060,244.

Reference 17 – Transferred From Reserves

Additional amount of \$512,453 was required to be transferred from reserves to fund Wangal Park works \$640,024, LEP \$19,600, \$43,000 Heritage Study, Woodstock Vehicle Crossing \$9,000 and a reduction of \$200,000 due to the postponement of the Local Government Elections was returned to the reserve for future elections.

Cash and Investments Budget Review Statement

Budget Review for quarter ended 30 September 2016					
Cash & Investments					
	Opening Balance as at 1 July 2016 000s	Original Budget 2016-17 000s	Budget Review September 2016-17 000s	Projected Year End Result 000s	Actual YTD figures 000s
Total Cash, Cash Equivalents and Investment Securities	39,449	42,626	41,129	41,129	45,732
Restrictions					
External Restrictions					
Developers Contributions	11,055	3,057	-1,378	12,734	12,734
Specific Purpose Unexpended Grants	791	-	-	791	791
Loans	1,330	-	-1,330	-	6
Stormwater Management	-	-	-	-	-
Domestic Waste Management	1,886	200	-	2,086	2,086
Total External Restrictions	15,062	3,257	-2,708	15,611	15,617
Internal Restrictions					
Plant & Vehicle Replacement	2,627	40	-	2,667	2,667
Employees Leave Entitlements	1,356	-	-	1,356	1,356
Carry Over Works	1,078	-	-	1,078	1,078
Deposits, Retentions & Bonds	4,144	-	-	4,144	4,144
Information Technology	438	-145	-	293	293
OHS	30	-	-	30	30
Parking Meters Replacement	250	50	-	300	300
Property Sales	500	-	-	500	500
Future Property Investment	4,394	-	1,723	6,117	6,117
Wangal Park Upgrade	640	-	-640	-	-
Woodstock Community Building	667	-	-	667	667
Election	220	200	200	220	220
Property Maintenance	560	-	-	560	560
Burwood Park Upgrade	1,000	-	-	1,000	1,000
Car Park Upgrades	574	-	-	574	574
Enfield Aquatic Centre Maintenance/Upgrade	966	75	-	1,041	1,041
Road & Footpath Restorations	527	-	-	527	527
Insurances	786	100	-	886	886
CCTV	178	-	-	178	178
Other	189	-	72	117	117
Total Internal Restrictions	21,124	-80	1,211	22,255	22,255
Total Restrictions	36,186	3,177	-1,497	37,866	37,872
Unrestricted Cash	3,263	3,263	3,263	3,263	7,860

Council's projected Unrestricted Cash is distorted as Council has received a high volume of rate revenue as at 30 September 2016. The Unrestricted Cash figure will fluctuate during the year as it will be used to fund planned expenditure.

Investments:

Council's investments have been made in accordance with its Investment Policy and the Investment Guidelines issued by the Minister for Local Government at the time of their placement. Previous investments which have been affected by the Global Financial Crisis (GFC) are covered by the "Grandfather" clauses of the new investment guidelines issued by the Minister. As at 30 September 2016, Council's investment portfolio stood at \$45,731,867. Council's Investments are tabled on a monthly basis as a separate report.

Cash:

Finance Staff undertake a monthly bank reconciliation, which reconciles funds held in Council's General Fund Bank Account to those within its ledger. The most recent reconciliation was undertaken on 3 October 2016 for the month ending 30 September 2016. The reconciliation was approved by the Financial Operations Accountant and the balance in Council's General Fund Bank Account totalled \$289,970.73.

Key Performance Indicators Statement

In assessing an organisation's financial position, there are a number of performance indicators that can assist to easily identify whether or not an organisation is financially sound. These indicators and their associated benchmarks, as stipulated by the Local Government and Shires Association are set out below:

	Performance Indicator	2016-17 Original Budget	2016-17 Budget Sept Review	Local Government or NSW Treasury Corp Bench Mark	September Quarter Comments
1	Operating Performance Ratio	0.28%	0.82%	Greater or equal to break-even	Tracking to revised result.
2	Consolidated Budget Result	\$44,977 Surplus	\$136,112 Surplus	N/A	Current budget tracking to revised result.
3	Unrestricted Current Ratio	3.59:1	3.4:1	Greater or equal to 1.5:1	Above the benchmark due to previous years property sales.
4	Debt Service Result	1.84%	1.81%	Greater than Zero	Tracking as per Budget.
5	Rates and Annual Charges Outstanding %	2.38%	65.13%	Less than or equal to 5%	For the year to 30 September 2016 Council has received \$8,498,976 in payment of Rates, Annual Charges and Interest levied which equates to 34.87%.
6	Building and Infrastructure Renewals Ratio	103%	132%	>100% or 1:1	Ratio has improved due to additional works commissioned during the quarter.

1. Operating Performance Ratio

The Operating Performance Ratio measures the ability of Council to contain operating expenditure within operating revenue excluding capital amounts. An indicator of "equal to or greater than zero

percent”.

2. Consolidated (Budget) Result

The Consolidated (Budget) Result is the increase or call on Council funds which shows the source and application of both Operating and Capital Income and Expenditure along with transfers to and from Reserves applicable to those activities. A surplus is a positive financial indicator.

3. Unrestricted Current Ratio

The Unrestricted Current Ratio is an industry based liquidity ratio which measures the serviceability of debt. Over time the preferred level of adherence has shifted from 2:1 (or \$2 in cash for every \$1 of debt) to 1.5:1. Some local government practitioners (including independent auditors) consider 1:1 is satisfactory. Council currently projects to have a ratio of 3.40:1 at years end. A ratio greater than 1.5 is a positive financial indicator.

4. Debt Service Ratio

This ratio measures annual debt service costs (Principal and Interest) against operating result before capital excluding interest and depreciation. NSW Treasury Corporation benchmark suggests an indicator at 2% minimum. A ratio of 2.1 or more is a positive financial indicator.

5. Rates and Annual Charges Outstanding Percentage

This indicator measures the collectability of Council's rates and annual charges revenue and highlights the strengths of collection policies and strategies. A ratio of 5% or less is a positive financial indicator. Currently Council has collected 34.87% of the Rates and Annual Charges raised, based on these figures a collection rate for the year will be in the same percentage band as previous years (2.5%), below the OLG recommended 5% level.

6. Building and Infrastructure Renewal Ratio

This ratio indicates the rate of renewal/replacement of existing assets as against the depreciation of the same category of Assets. A ratio greater than one is a positive financial indicator.

Budget Review Contracts and Other Expenses

Part A – Contracts Listing

The Procurement section has advised that the following contracts were entered into by Council during the quarter ending 30 September 2016.

Contractor	Contract Details and purpose	Contract Value	Commencement Date	Duration of contract	Budgeted (Y/N)
Globe Australia	Agricultural Products (SSROC Contract)	\$47,000 per annum	1 July 2016	36 months	Y
Ixom Operations (formerly Orica)	Sodium Hypochlorite (SSROC Contract)	\$35,000 per annum	12 August 2016	36 months	Y

Part B – Legal Expenses

Type	Description	Expenditure YTD (\$)	Recovery YTD \$	Fines YTD \$
Rates Recovery Action	Various Properties	1,767.00	3,053.00	
Legal Advice	2a Chelmsford Avenue Croydon	642.20		
Infringement Notices (Health)	Health Infringements - Paid Fines	91.60		
Draft Voluntary Planning Agreement	1-3 Elizabeth Street	3,236.00		
Voluntary Planning Agreement	DA 52/2016, 6 Railway Pde Burwood	3,013.01		
Planning Agreement	DA 710/2016, 29 George St Burwood	3,093.05		
Legal Advice	Waste Disposal Services, Cost Recovery	874.44		
Legal Advice	Resource Recovery Order & Exemptions	4,401.00		
Legal Advice	Legal Assistance - Share Cowra Shire Council legal cost	446.98		
Appeal, Land & Environment Court	1-3 Elizabeth Street	10,587.56		
Class 3 Cost	Awarded to BC - 2013 - 1 Railway Pde (Ralan Burwood P/L)	984.32		
Legal Advice	Removal of Scaffolding, Liverpool Rd Enfield	13,795.69		
Legal Advice	Wynne Ave Carpark - Easement	875.20		
Legal Advice	Continated Top Soil - Wangal Park	1,419.00		
Legal Advice	Deane Street Closure Acquisition 05/04-16/05/2016 & Sale	1,808.60		
Total		47,035.65	3,053.00	0.00
Annual Budget		517,000		

Conclusion

The current forecast budget result and the variations identified as part of the 30 September 2016 quarter review have been undertaken by the Executive Team and the Chief Finance Officer. During this quarter unspent Grant monies received in 2015-2016 which have been approved to be carried forward by the respective funding bodies have been carried forward along with the corresponding expenditure. Unspent Loan monies from the Local Infrastructure Renewal Scheme Round 2 and the 2014-2015 Loan Borrowing programme have also been carried forward along with corresponding capital expenditure. There were minor income and expenditure changes made throughout the budget which had minimal effect on the projected surplus.

There are a number of budget items that will require close monitoring and reviewed over the forthcoming Quarters, include Enforcement Fine income, Parking Station Income, Development Application income, Legal expenses, Temporary Agency Staff expenses, Wages and Salaries Overtime, Investment income, Commercial Waste activities and the Aquatic Centre revenue.

Regulatory Compliance

In compliance with the requirements of Clause 203(2) of the *Local Government (General) Regulations, 2005*, the Responsible Accounting Officer must prepare and submit to Council a budget review statement and form an opinion as to whether the statements indicate that the financial position of the Council is satisfactory. The Chief Finance Officer has been delegated as the Responsible Accounting Officer by the General Manager.

The following is the Responsible Accounting Officer's (Chief Finance Officer) opinion:

"It is my opinion that the Quarterly Budget Review Statement for Burwood Council for the quarter ended 30 September 2016 indicated in the above report, takes into account and reflects the changing economic and other conditions that are currently impacting on Council. Council is in a satisfactory position however, it will be essential for the forecast Surplus to be continually monitored by the Executive and their Managers during the remainder of the financial year, with particular attention being provided to maintaining revenue streams, monitoring expenditure and delivering Council's Capital Works programme to deliver the forecast surplus maintaining Council's strategies to deliver a sustainable Burwood Council."

Recommendation(s)

1. That the Budget Review Statement of the 2016-2017 budget as at 30 September 2016, including the statement by the Responsible Accounting Officer, Chief Finance Officer, be received and noted.
2. That in accordance with Clauses 203 and 211 of the *Local Government (General) Regulations 2005*, the revised estimates of income and expenditure for 2016-2017 surplus of \$136,112 as shown in the report be approved and that Council's originally adopted budget be adjusted accordingly and that the expenditure and income variations projected in the report be, and are hereby voted.

Attachments

There are no attachments for this report.

(ITEM 76/16) INVESTMENT REPORT AS AT 31 OCTOBER 2016

File No: 16/52201

REPORT BY CHIEF FINANCE OFFICER

Summary

In accordance with Clause 212 of the *Local Government (General) Regulation 2005*, this report details all money that Council has invested under Section 625 of the *Local Government Act 1993*.

Background

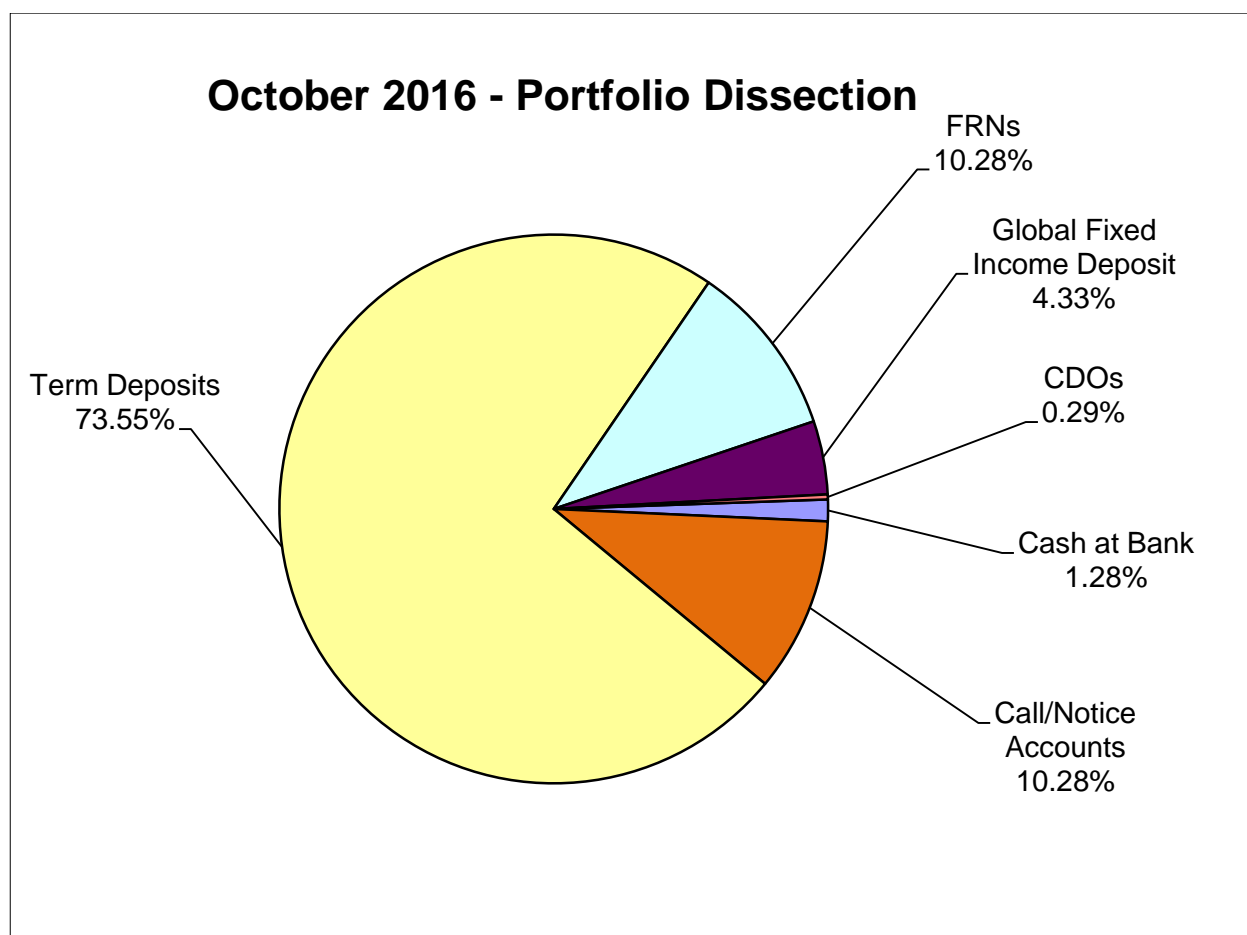
As provided for in Clause 212 of the *Local Government (General) Regulation 2005*, a report listing Council's investments must be presented to Council.

Council's investments are made up of a number of direct investments, some of which are managed or advised by external agencies.

In accordance with Council's adopted Investment Policy and in line with Office of Local Government Investment Guidelines the portfolio contains investments which are covered by "grandfather" clauses, including investments in Floating Rate Notes (FRN) and Collateralised Debt Obligations (CDO).

Investment Portfolio

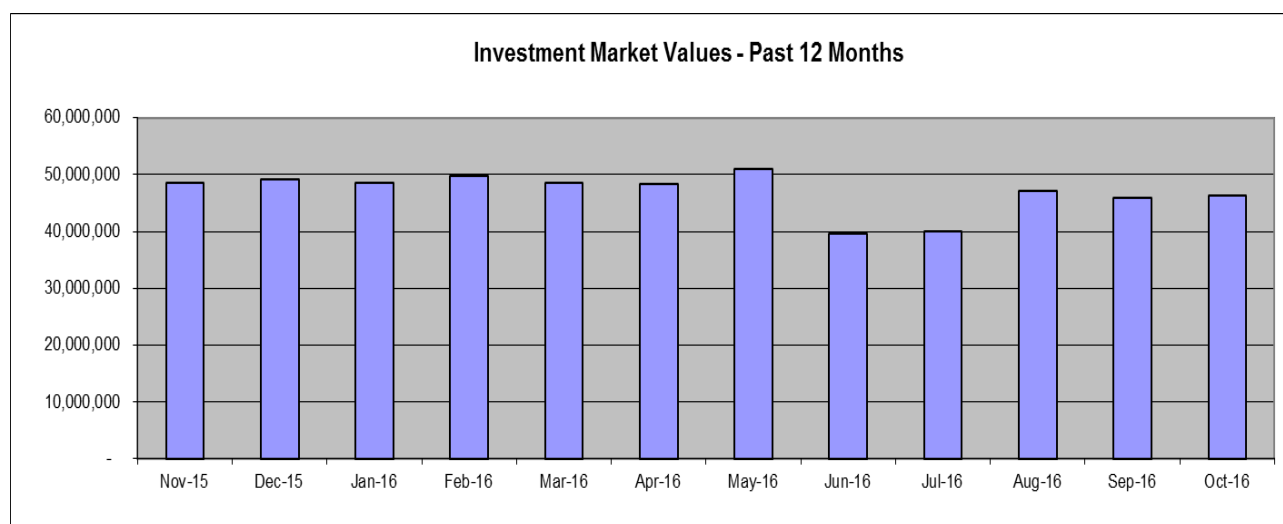
Council has a diversified investment portfolio and has a number of direct investments in term deposits. The investment portfolio as at 31 October 2016 is:



As at 31 October 2016 Council held the following term deposits:

Purchase Date	Financial Institution	Principal Investment Amount	Interest Rate	Investment Days	Maturity Date
10-May-16	AMP Bank (Curve)	2,000,000	3.00%	184	10-Nov-2016
06-Sep-16	AMP Bank (Curve)	3,000,000	2.75%	181	06-Mar-2017
30-May-16	Bank of Queensland	2,500,000	3.00%	182	28-Nov-2016
12-Jul-16	Bank of Queensland	2,000,000	2.95%	184	12-Jan-2017
27-Jul-16	Bank of Queensland	2,000,000	2.85%	184	27-Jan-2017
19-Oct-16	Bank of Queensland	2,000,000	2.75%	183	20-Apr-2017
05-Sep-16	ING Bank	2,000,000	2.63%	179	03-Mar-2017
30-Aug-16	ME Bank (Curve)	2,000,000	2.65%	90	28-Nov-2016
31-Oct-16	ME Bank (Curve)	2,000,000	2.65%	120	28-Feb-2017
24-Aug-16	National Australia Bank	2,000,000	2.60%	90	22-Nov-2016
29-Jul-16	National Australia Bank	3,000,000	2.85%	180	25-Jan-2017
02-Aug-16	National Australia Bank	2,500,000	2.85%	181	30-Jan-2017
30-Aug-16	National Australia Bank	3,000,000	2.60%	181	27-Feb-2017
30-Aug-16	Suncorp Bank	2,000,000	2.60%	126	03-Jan-2017
05-Sep-16	Suncorp Bank	2,000,000	2.60%	120	03-Jan-2017
Total		34,000,000			

The following graph highlights Council's investment balances for the past 12 months:



Council's investment portfolio is recognised at market value and some of its investments are based on the midpoint valuations of the underlying assets and are subject to market conditions that occur over the month.

Council's investment balances as at reporting date and for the previous two months are detailed in Attachment 1. Definitions on the types of investments are detailed in Attachment 2.

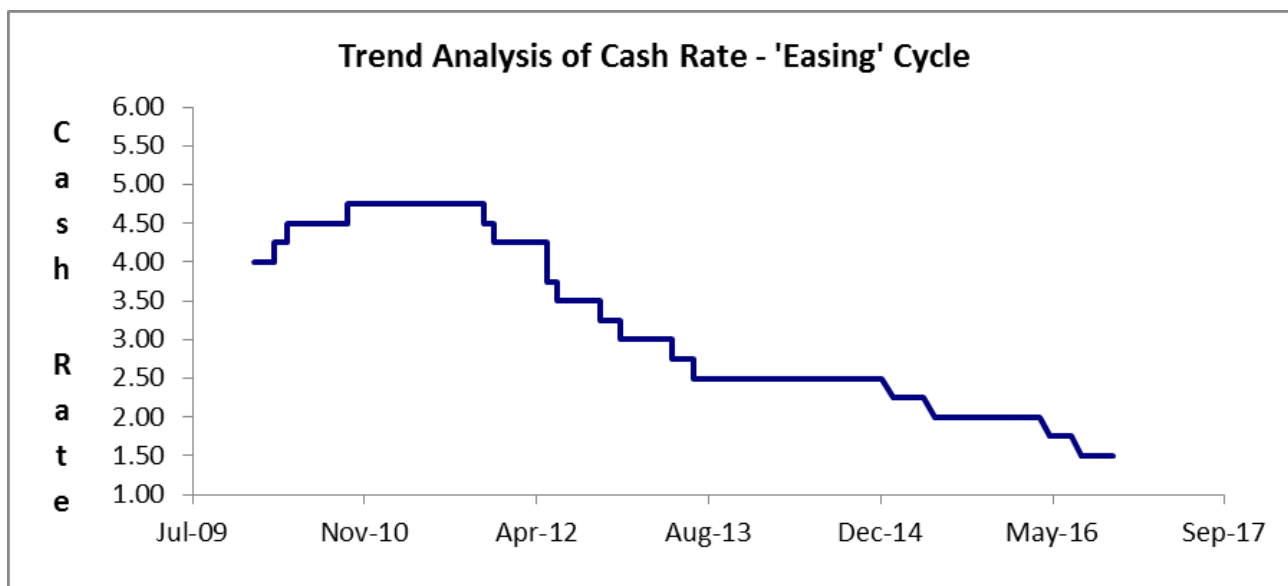
Investment Performance and Market Commentary

The Reserve Bank of Australia (RBA) at its 1 November 2016 Board Meeting kept the official cash rate at 1.50% per annum. "... The global economy is continuing to grow, at a lower than average pace. Labour market conditions in the advanced economies have improved over the past year, but growth in global industrial production and trade remains subdued.

In Australia, the economy is continuing to grow at a moderate rate. The large decline in mining investment is being offset by growth in other areas, including residential construction, public demand and exports, while household consumption has been growing at a reasonable pace recently.

The Board has judged that having eased monetary policy at its May and August meetings, holding the stance of policy unchanged at this time would be consistent with sustainable growth in the economy and achieving the inflation target over time..." Statement by Philip Lowe, Governor: Monetary Policy Decision – 4 November 2016

The following graph provides information on the current RBA monetary policy:



Recommendation(s)

1. That the Investment Report for 31 October 2016 be received and endorsed.
2. That the Certificate of the Responsible Accounting Officer be received and noted.

Attachments

- 1 Investment Register - October 2016 1 Page
- 2 Types of Investments - October 2016 1 Page

ITEM /16 Investment Report as at 31 October 2016.DOC
Investment Register - October 2016

BURWOOD COUNCIL
INVESTMENT PORTFOLIO
as at 31 October 2016

Investment Adviser	Issuer	Investment Name	Type	Rating S&P	Invested Amount	Market Value as at 31 August	Market Value as at 30 September	Market Value as at Reporting Date	% of Total Invested	ADI or N-ADI
Council	Commonwealth Bank	Operating Account	Cash	AA-	591,075	2,149,311	336,968	591,075	1.28	ADI
Council	Commonwealth Bank	Online Saver	At Call	AA-	3,660,553	3,072,518	3,557,214	3,660,553	7.94	ADI
Council	AMP Bank	AMP Business Saver & Notice Account	At Call / Notice 30 days	AA-	1,089,250	1,085,447	1,087,411	1,089,250	2.36	ADI
Term Deposits - Term (30-180 days)										
Council	AMP Bank (Curve)	AMP Bank	Term Deposit	AA-	3,000,000	3,000,000	3,000,000	3,000,000	6.51	ADI
Council	AMP Bank (Curve)	AMP Bank	Term Deposit	AA-	2,000,000	2,000,000	2,000,000	2,000,000	4.34	ADI
Council	Bank of Queensland	Bank of Queensland	Term Deposit	A-	2,000,000	2,000,000	2,000,000	2,000,000	4.34	ADI
Council	Bank of Queensland	Bank of Queensland	Term Deposit	A-	2,500,000	2,500,000	2,500,000	2,500,000	5.42	ADI
Council	Bank of Queensland	Bank of Queensland	Term Deposit	A-	2,000,000	2,000,000	2,000,000	2,000,000	4.34	ADI
Council	Bank of Queensland	Bank of Queensland	Term Deposit	A-	2,000,000	2,000,000	2,000,000	2,000,000	4.34	ADI
Council	ING Bank	ING	Term Deposit	A	2,000,000	-	2,000,000	2,000,000	4.34	ADI
Council	BankWest	BankWest	Term Deposit	AA-	-	3,000,000	-	-	-	ADI
Council	BankWest	BankWest	Term Deposit	AA-	-	1,000,000	-	-	-	ADI
Council	ME Bank (Curve)	ME Bank	Term Deposit	BBB+	2,000,000	2,000,000	2,000,000	2,000,000	4.34	ADI
Council	ME Bank (Curve)	ME Bank	Term Deposit	BBB+	2,000,000	2,000,000	2,000,000	2,000,000	4.34	ADI
Council	National Australia Bank	National Australia Bank	Term Deposit	AA-	2,500,000	2,500,000	2,500,000	2,500,000	5.42	ADI
Council	National Australia Bank	National Australia Bank	Term Deposit	AA-	3,000,000	3,000,000	3,000,000	3,000,000	6.51	ADI
Council	National Australia Bank	National Australia Bank	Term Deposit	AA-	3,000,000	3,000,000	3,000,000	3,000,000	6.51	ADI
Council	National Australia Bank	National Australia Bank	Term Deposit	AA-	2,000,000	2,000,000	2,000,000	2,000,000	4.34	ADI
Council	Suncorp	Suncorp	Term Deposit	A+	2,000,000	-	2,000,000	2,000,000	4.34	ADI
Council	Suncorp-Metway Limited	Suncorp	Term Deposit	A+	2,000,000	2,000,000	2,000,000	2,000,000	4.34	ADI
Short - Medium Term (1-2 Years)										
Council	Grove Research • Lehman Brothers	Treasury BV #	CDO Global Property Note	D	134,125	274	274	268	0.00	N-ADI
Medium Term (2-5 Years)										
Council	Suncorp-Metway Limited	Suncorp-Metway Limited	Floating Rate Notes (90 day BBSW mid +94 bps)	A+	2,000,000	2,000,000	2,000,000	2,000,000	4.34	ADI
Council	Bank of Queensland	Bank of Queensland	Floating Rate Notes (90 day BBSW +1.05 bps)	A-	1,000,000	1,000,000	1,000,000	1,000,000	2.17	ADI
Council	Commonwealth Bank	Commonwealth Bank	Floating Rate Notes (90 day BBSW +78 bps)	AA-	1,000,000	1,000,000	1,000,000	1,000,000	2.17	ADI
Council	AMP Bank Limited	AMP Bank Limited	Floating Rate Notes (90 day BBSW +110 bps)	AA-	750,000	750,000	750,000	750,000	1.63	ADI
Council	Commonwealth Bank	Commonwealth Bank	Global Fixed Income Deposit	AA-	2,000,000	2,000,000	2,000,000	2,000,000	4.34	ADI

46,225,002 47,057,549 45,731,866 46,091,146 100

Credit Ratings	
AAA	Extremely strong capacity to meet financial commitments Highest Rating
AA	Very strong capacity to meet financial commitments. conditions and changes in circumstances.
BBB	Adequate capacity to meet financial commitments, but more subject to adverse economic conditions.
CCC	Currently vulnerable and dependent on favourable business, financial and economic conditions to meet financial commitments
D	Payment default on financial commitments
+	Means that a rating may be raised
-	Means that a rating may be lowered

Certificate of Responsible Accounting Officer
I hereby certify that the investments listed have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council's Investment Policies at the time of their placement.

W. Armitage

Wayne Armitage
Chief Finance Officer

Types of Investments

Council's investment portfolio consists of the following types of investment:

1. **Cash and Deposits at Call** – Cash and Deposits at Call accounts are a flexible savings facility providing a competitive rate of interest for funds which are at call (available within 24hours). These accounts enable us to control Council's cashflows along with council's General Fund Bank account. Interest rates are updated in accordance with movements in market rates.

The following investments are classified as Cash and Deposits at Call:

- Commonwealth Bank of Australia – Online Saver AA-
- AMP Business Saver and Notice – At Call/Notice AA-
- Macquarie Treasury – At Call account A
- UBS Bank – At Call High Yield account A

2. **Floating Rate Notes (FRN)** - FRNs are a contractual obligation whereby the issuer has an obligation to pay the investor an interest coupon payment which is based on a margin above bank bill. The risk to the investor is the ability of the issuer to meet the obligation.

FRNs are either sub-debt or senior-debt which means that they are guaranteed by the bank that issues them with sub-debt notes rated a notch lower than the bank itself. The reason for this is that the hierarchy for payments of debt in event of default is:

1. Term Deposits
2. Global Fixed Income Deposits
3. Senior Debt
4. Subordinated Debt
5. Hybrids
6. Preference shares
7. Equity holders

In the case of default, the purchaser of subordinated debt is not paid until the senior debt holders are paid in full. Subordinated debt is therefore more risky than senior debt.

3. **Collateralised Debt Obligations (CDO)** A CDO is a structured financial product whose returns are linked to the performance of a portfolio of debt obligations. It is split into tranches, whereby the riskiest or lowest tranche, the "equity tranche", receives the highest returns. Higher rated tranches offer protection against the risk of capital loss, but at proportionately diminishing returns.

The following investments are classified as CDOs:

- Lehman Brothers (Treasury BV) D (Default)

(ITEM 77/16) COUNCIL/COMMITTEE MEETINGS AND COUNCILLOR BRIEFING SESSIONS SCHEDULE FOR 2017

File No: 16/50645

REPORT BY GENERAL MANAGER

Summary

To seek Council's endorsement of the proposed 2017 Schedule for Council Meetings, Building and Development Committee Meetings and Councillor Briefing Sessions.

Background

Under Section 365 of the *Local Government Act 1993*, Council is required to meet at least 10 times during any year, with each meeting to be held in a different month.

The purpose of the Councillors Briefings is to keep Councillors informed of changes to legislation, to hold training on Council policies and procedures and to workshop and/or have input into Council strategies. The sessions are held in line with Council's Councillor Induction, Briefings and Workshop Policy. It should be noted that briefing sessions, induction sessions and workshops are informal gatherings and are not to be used for detailed or advanced discussion where agreement is reached and/or a (de-facto) decision is made. These sessions are not open to the Public.

Proposal

Council's adopted Code of Meeting Practice states that Building and Development Committee Meetings are held on the 2nd Tuesday of each month and Council Meetings are held on the 4th Tuesday of each month. To ensure there is no clash with other events, public holidays or conferences during 2017, the proposed Schedule is now submitted for adoption.

PROPOSED SCHEDULE FOR 2017

Date	Building & Development Committee	Council
14 February 2017	x	
28 February 2017		x
14 March 2017	x	
28 March 2017		x
11 April 2017	x	
18 April 2017		x
9 May 2017	x	
23 May 2017		x
13 June 2017	x	
June 2017– National General Assembly		
27 June 2017		x
11 July 2017	x	
25 July 2017		x
8 August 2017	x	
22 August 2017		x
12 September 2017	x	
26 September 2017		x
10 October 2017	x	

24 October 2017		x
14 November 2017	x	
28 November 2017		x
4-6 December 2017 – LGNSW Annual Conference		
12 December 2017		x

Councillor Briefing Sessions are conducted every two months, on a Tuesday commencing at 5.00 pm prior to the Council Meeting and concluding at 6.00pm. Councillors will be invited via email which will include a summary of the items to be discussed and any relevant documentation.

PROPOSED SCHEDULE FOR 2017

Date
18 April 2017
25 July 2017
24 October 2017
12 December 2017

If there are no items for discussion, the meeting may not be conducted or alternately times and dates may be altered, if required. The Mayor and General Manager will make that decision after consultation.

Consultation

As dates have not been determined for the national General Assembly and LGNSW Annual Conference, Council Officers will consult with the Office of Local Government NSW, the National General Assembly and the NSW Government regarding conference dates.

Conclusion

Council is required to set the dates for Council/Committee Meetings and advertise such dates in a timely manner to ensure both Councillors and members of the Community can attend.

The Councillors Briefings are held in line with Council's Councillor Induction, Briefings and Workshop Policy.

Recommendation(s)

1. That the following schedule of Meeting Dates be adopted for 2017, with all Council Meetings scheduled to start at 6:00 pm and all Building and Development Committee Meetings at 6:00 pm in the Council Chambers, Suite 1, Level 2, 1-17 Elsie Street, Burwood:

Date	Building & Development Committee	Council
14 February 2017	x	
28 February 2017		x
14 March 2017	x	
28 March 2017		x
11 April 2017	x	
18 April 2017		x
9 May 2017	x	
23 May 2017		x

13 June 2017	x	
June 2017– National General Assembly		
27 June 2017		x
11 July 2017	x	
25 July 2017		x
8 August 2017	x	
22 August 2017		x
12 September 2017	x	
26 September 2017		x
10 October 2017	x	
24 October 2017		x
14 November 2017	x	
28 November 2017		x
4-6 December 2017 – LGNSW Annual Conference		
12 December 2017		x

2. That the following schedule of Briefing Sessions be adopted for 2017, with all Sessions to commence at 5:00 pm and conclude at 6.00pm, prior to the Council/Committee Meeting:

Date
18 April 2017
25 July 2017
24 October 2017
12 December 2017

Attachments

There are no attachments for this report.

(ITEM RC5/16) MINUTES OF THE NOVEMBER 2016 BURWOOD LOCAL TRAFFIC COMMITTEE MEETING

File No: 16/52861

REPORT BY DEPUTY GENERAL MANAGER LAND, INFRASTRUCTURE AND ENVIRONMENT

Summary

Attached are the Minutes of the Burwood Local Traffic Committee from its meeting of 3 November 2016. The Minutes are hereby submitted to the Ordinary Council Meeting for consideration and adoption by Council.

Recommendations

That the minutes of the Burwood Local Traffic Committee of 3 November 2016 be noted and the recommendations of the Committee as detailed below be adopted as a resolution of the Council.

(ITEM LTC32/16) BOUNDARY STREET, CROYDON - PROPOSED ONE-WAY TREATMENT

Recommendations

1. That Council not support any changes to the current configuration of Boundary Street Croydon based upon the primarily negative consequences resulting from the proposal to convert the street to one-way east bound between Young Street and Robinson Street.
2. That Council write to the Principal of PLC advising of the outcome of the investigation.
3. That Council continue to work with PLC to help identify improvements which can be made to safety and traffic flow around the school as well as within the school grounds.
4. That Council investigate the suggestion put forward by PLC to remove the existing 'No Right Turn' restrictions onto Boundary Street from within the school's Hamilton Campus.

(ITEM LTC33/16) CHELTENHAM ROAD, CROYDON - RELOCATION OF PEDESTRIAN CROSSING

Recommendations

1. That Council approve the relocation of the existing pedestrian crossing in Cheltenham Road to a location approximately 10.0 metres further north per the plan in the report.
2. That Council upgrade the relocated crossing to a raised crossing along with the installation of 36 metres of RMS Type 5 Pedestrian Fencing.
3. That Council write to RMS requesting a review of the existing School Zone in Cheltenham Road with a view to extending the School Zone further west.

(ITEM LTC34/16) CLARENDON PLACE BURWOOD - REQUEST FOR TEMPORARY '10 MINUTE' PARKING ZONE

Recommendation

That Council approve the installation temporary '10 Minute' parking restrictions on the western side of Clarendon Place, Burwood per the plan in the report for a maximum of three months or until such time as the Burwood Plaza trolley conveyer is repaired.

(ITEM LTC35/16) HEXTOL STREET CROYDON PARK - CHANGES TO EXISTING 'NO STOPPING' RESTRICTIONS

Recommendation

That Council approve the removal of 'No Stopping 11.00pm TO 5.00am' restrictions in the 90 degree angled parking bays on the southern end of Hextol Street Croydon Park.

(ITEM LTC36/16) DATES FOR 2017 BURWOOD LOCAL TRAFFIC COMMITTEE MEETINGS

Recommendation

That the following dates be adopted for the 2017 Burwood Local Traffic Committee Meeting:

February	Thursday 2 February 2017
March	Thursday 2 March 2017
April	Thursday 6 April 2017
May	Thursday 4 May 2017
June	Thursday 1 June 2017
July	Thursday 6 July 2017
August	Thursday 3 August 2017
September	Thursday 7 September 2017
October	Thursday 5 October 2017
November	Thursday 2 November 2017

(ITEM LTC37/16) CLARENDON PLACE, BURWOOD - RESTRICTIONS FOR HEAVY VEHICLES***Recommendation***

That Council approve to retain the recently installed 'No Trucks – Vehicles Under 10m Excepted' and 'Vehicles Must Enter and Exit in a Forward Direction' signage at the entry of Clarendon Place Burwood.

Attachments

- 1 Agenda - Burwood Local Traffic Committee - November 2016 78 Pages
- 2 Minutes - Burwood Local Traffic Committee - November 2016 4 Pages



Burwood Council
heritage ■ progress ■ pride

NOTICE OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING

The meeting of the Burwood Local Traffic Committee will be held in the Council Chamber, Suite 1, Level 2, 1-17 Elsie Street, Burwood on Thursday 3 November 2016 at 9.30am.

Michael McMahon
GENERAL MANAGER

Our Mission

**Burwood Council will create a quality lifestyle for its citizens
by promoting harmony and excellence in the delivery of its services**

Suite 1, Level 2, 1-17 Elsie Street, Burwood NSW 2134, PO Box 240 Burwood NSW 1805
phone: 9911 9911 facsimile: 9911 9900
email: council@burwood.nsw.gov.au
website: www.burwood.nsw.gov.au

ATTACHMENT 1

ITEM /16 Minutes of the November 2016 Burwood Local Traffic Committee Meeting.DOC Agenda - Burwood Local Traffic Committee - November 2016

AGENDA

APOLOGIES/LEAVE OF ABSENCES

CONFIRMATION OF MINUTES

Recommendation

That the Minutes of Burwood Local Traffic Committee Meeting held on Thursday 6 October 2016 as typed and circulated, be confirmed and signed as a true record of the proceedings of that meeting.

GENERAL BUSINESS

(ITEM LTC32/16)	BOUNDARY STREET, CROYDON - PROPOSED ONE-WAY TREATMENT	3
(ITEM LTC33/16)	CHELTENHAM ROAD, CROYDON - RELOCATION OF PEDESTRIAN CROSSING	66
(ITEM LTC34/16)	CLARENDON PLACE BURWOOD - REQUEST FOR TEMPORARY '10 MINUTE' PARKING ZONE.....	71
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(ITEM LTC36/16)	DATES FOR 2017 BURWOOD LOCAL TRAFFIC COMMITTEE MEETINGS	75
(ITEM LTC37/16)	CLARENDON PLACE, BURWOOD - RESTRICTIONS FOR HEAVY VEHICLES.....	76

(ITEM LTC32/16) BOUNDARY STREET, CROYDON - PROPOSED ONE-WAY TREATMENT

File No: 16/46335

REPORT BY MANAGER TRAFFIC & TRANSPORT

Summary

Council has received a request from the Sydney Presbyterian Ladies College (PLC) to consider converting Boundary Street Croydon between Young Street and Robinson Street to a one-way east bound configuration to address traffic congestion around the school. A Mayoral Minute was also raised following discussions with the school to address issues in relation to traffic congestion, illegal queuing and safety in the street.

Background

PLC has requested Council to reconsider a one-way conversion of Boundary Street between Young Street and Robinson Street to address traffic congestion around the school, particularly in the afternoon school peak period. The request follows a recent enforcement campaign by Council's Compliance Officers and NSW Police which saw a number of parents issued with penalty infringement notices for illegally queuing in a 'No Stopping' area within Boundary Street and Anthony Street while waiting to enter the PLC internal pick up area.

A Mayoral Minute raised at the 13 September 2016 Special Council Meeting requested that the General Manager investigate the one way option as either a permanent or temporary arrangement, with the temporary arrangement to be in place with the aid of traffic controllers and limited to occurring during 2.45 pm and 3.45 pm and only on school days.

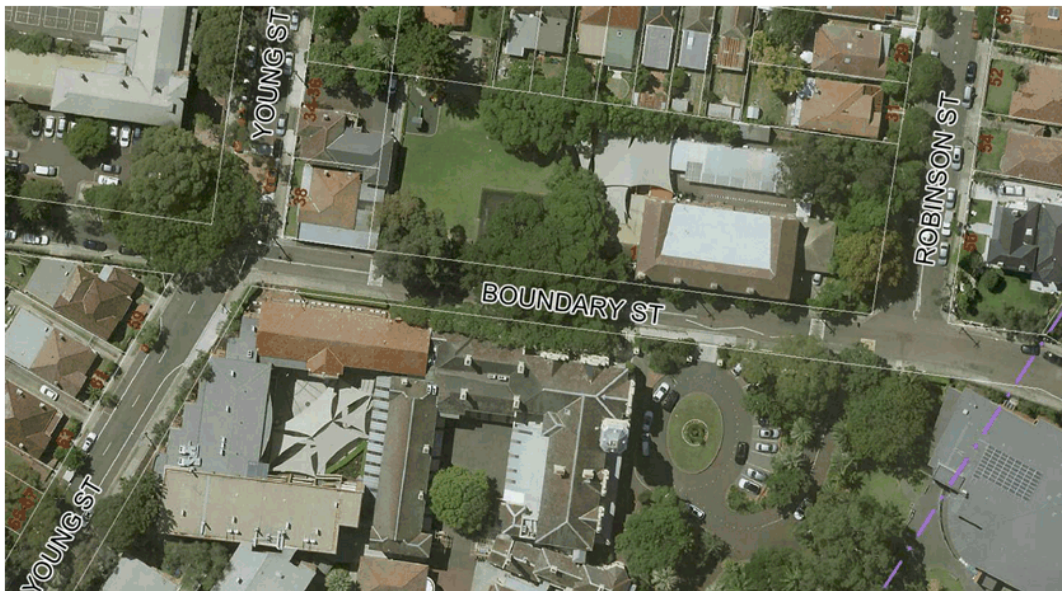


Figure 1. Boundary Street subject area

In 2013 PLC made representations to Council to purchase this section of Boundary Street between Young Street and Robinson Street in order to help link the school's two campuses and provide additional parking in Boundary Street. The proposal was not supported by Council, however, PLC was advised that they may want to investigate a possible one-way configuration for Boundary Street, with both west bound and east bound options to be explored.

ATTACHMENT 1

ITEM /16 Minutes of the November 2016 Burwood Local Traffic Committee Meeting.DOC Agenda - Burwood Local Traffic Committee - November 2016

BURWOOD LOCAL TRAFFIC COMMITTEE

3 NOVEMBER 2016

Both one-way options were investigated by PLC with a recommendation for a one-way west bound configuration of Boundary Street between Young Street and Robinson Street. The investigation identified that the recommendation would allow additional parking in Boundary Street, however, would also result in additional traffic in adjacent streets and would not address the issue of vehicles queuing along Boundary Street into Anthony Street towards Ashfield. Based on the small gains the proposal presented in this option was not supported.

PLC have a campus on both the northern and southern side of Boundary Street, with the northern campus known as Evandale accommodating the Pre-Kindergarten through to Grade 2 (156 junior students), and the southern campus known as Hamilton accommodating Grades 3 to Grade 6 (272 junior students) plus the Senior students.

Only the junior students which total 428 are picked up and dropped off via the School's internal roundabout which can accommodate approximately 40 cars within the school grounds. Based upon the school's information on how many junior students attend after hours activities and how many walk home it has been estimated that 268 junior students are picked up each afternoon by vehicles, broken down to 148 students from the Evandale Campus and 120 from the Hamilton Campus.



Figure 2. PLC Campus locations

Proposal

At an on-site meeting between the Principal of PLC and Council's Manager Traffic and Transport the School's proposal for a one-way east bound configuration of Boundary Street was discussed. PLC outlined that they seek to ensure safety for all, a smooth and efficient drop off/pick up system and a better outcome for students, parents, staff, drivers and neighboring residents including adjacent schools.

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The intention of the one-way configuration is to provide a new 'Kiss & Ride' area on the northern side of Boundary Street which would be used exclusively for the Evandale Campus students. This would reduce the number of parents attempting to pick up students from within the Hamilton Campus' internal pick up/drop off area, improve efficiency and reducing the overall time of the afternoon peak. The one-way configuration would also provide a queuing lane for parents waiting to enter the Hamilton Campus while still providing a through traffic lane so as to not disrupt the flow of traffic.

A concept design of the proposal was prepared by Council in order to assess the operational impacts of the proposal not only within Boundary Street but as part of the surrounding road network. The concept design has been attached to this report. In addition to the aforementioned new 'kiss & Ride' and queuing areas, the plan also incorporates a traffic island at the eastern end of Boundary Street to help ensure west bound traffic does not enter at this intersection.

As part of the analysis process for the proposal, a number of areas were identified which required thorough investigation in order to ensure that any recommendations would improve the safety of road users, pedestrians and traffic flow in the area and not inadvertently make the situation worse.

The areas of investigation are listed below.

- Traffic flow in adjacent streets resulting from redirected traffic
- Traffic flow at the intersection of Boundary Street and Young Street
- Operation of the proposed new 'Kiss & Ride' area within Boundary Street
- Operation of the existing pedestrian crossing in Boundary Street
- Operation of the proposed new queuing area created to enter the Hamilton Campus
- Safety for vehicles exiting the Hamilton Campus on onto Boundary Street
- Traffic flow through Boundary Street
- Operation of existing School Special bus services and
- Pedestrian safety along Boundary Street.

These issues have all been assessed with regards to the positive and negative consequences associated with the School's request to convert Boundary Street to one-way when compared to the current two-way operation of the street. In order to assist with the assessment Council engaged an independent consultant from the Traffic Engineering Centre (TEC) to review aspects of the proposal including intersection analysis and a traffic safety assessment. The complete report from TEC has been attached to this report and is summarised below, along with Council's own assessment.

Traffic flow in adjacent streets resulting from redirected traffic

Traffic counts were undertaken in Boundary Street, Robinson Street (between Boundary Street and Gibbs Street), Gibbs Street and Young Street (between Young Street and Robinson Street) to obtain existing traffic volumes and to be able to model the increase in traffic resulting from the one-way proposal.

The below table shows the existing AM (7.45am – 8.45am) and PM (2.30pm – 3.30pm) peak traffic volumes, as well as predicted traffic volumes expected from the redistribution of traffic associated with the one-way proposal.

	Existing		Proposed	
	AM	PM	AM	PM
Boundary Street	318	232	192 (-40%)	127 (-45%)
Robinson Street	233	169	137 (-40%)	101 (-40%)
Gibbs Street	159	140	166 (+5%)	136 (-3%)
Young Street	427	361	425 (-1%)	319 (-12%)

Conversion of Boundary Street to one-way east bound would provide more direct access for the majority of parents accessing the school's internal pick up/drop off area. Traffic from the north and

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south via Young Street, as well as traffic from the west via Boundary Street would all be able to access the school directly via Boundary Street without the need to use Gibbs Street and Robinson Street.

Traffic from the east via Anthony Street would be the only traffic which would be required to detour around the block via Robinson Street, Gibbs Street and Young Street, however, the reduction in traffic from all other directions in these streets would result in no significant net increase in traffic volumes.

It is noted that these predicted traffic volumes are those expected to occur only if the 'No Parking Kiss & Ride' and new queuing areas work at optimal efficiency. The reality is that there will be parents who are unable to use these facilities in their first approach to the school and will ultimately have to circle the block and try to reenter the queue again. The increase in traffic in Robinson Street, Gibbs Street and Young Street is difficult to quantify, however, would reasonably expect to occur.

Result: The redistribution of traffic expected from the proposal is likely to result in a decrease in traffic volumes in Robinson Street, Gibbs Street and Young Street if the new Kiss & Ride and queuing areas work at optimal efficiency. In reality there will be additional circulating traffic in adjacent streets resulting from a one-way configuration.

Traffic flow at the intersection of Boundary Street and Young Street

As stated above the conversion of Boundary Street to one-way eastbound would result in more direct access to PLC via the intersection of Boundary Street and Young Street. In order to determine the impact of this increase TEC was engaged to undertake a computer modeling analysis of the intersection using SIDRA traffic modeling software.

Two scenarios were modeled, the first being the operation of the intersection with the existing configuration and a second reversing priorities at the intersection giving priority to traffic in Boundary Street with traffic in Young Street having to Stop.

Both scenarios resulted in an excellent Level of Service of A, which means an average delay of less than 14 seconds, with a slightly less delay for a reversed priority intersection. The full results of the SIDRA analysis can be seen in the attached report prepared by TEC.

Result: Given the results of the SIDRA analysis no changes to the intersection of Boundary Street and Young Street would be required with a proposed one-way treatment of Boundary Street.

Operation of the proposed new 'Kiss & Ride' area within Boundary Street

The concept design looked to maximise the area available on the northern side of Boundary Street for a new 'No Parking – Kiss & Ride' area for the Evandale Campus junior students. Per the *NSW Road Rules* drivers are not permitted to stop within 10 metres of an intersection, or 20 metres on the approach to a pedestrian crossing. Given these existing constraints, the area available for a 'No Parking – Kiss & Ride' area is 42 metres, which could accommodate a maximum of seven vehicles at any one time. The existing pedestrian fencing located on the northern side of Boundary Street would need to be removed and relocated to the southern side of the street so as not to block the new facility.

Given the fact that there are 148 junior students in the Evandale Campus it is evident that there is insufficient space to cater for all parents in the 'No Parking – Kiss & Ride' area. When this area is full it is likely that parents entering Boundary Street may queue in the 'No Stopping' area and into the intersection of Boundary Street and Young Street.

PLC has indicated that they would be staffing the new 'No Parking – Kiss & Ride' area to improve efficiency and turnover of vehicles, however, it is not expected that the school staff member would

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monitor any illegal queuing. PLC have also advised that a new sheltered area could be created within the Evandale Campus to provide a holding area for students waiting to be picked up.

Parents unable to enter the 'No Parking – Kiss & Ride' area who follow the Road Rules and do not queue illegally would be required to circle the block via Robinson Street, Gibbs Street and Young Street to try once again to enter the queue. In turn this would result in additional traffic within these streets and past Croydon Public School.

Providing a new 'No Parking Kiss & Ride' area in Boundary Street would also create additional conflict points where vehicles exiting the Kiss & Ride area are required to merge back into the through traffic. This situation is made worse by the fact that the conflict points occur on the approach to a pedestrian crossing where vulnerable road users are present.

Result: An insufficiently short 'No Parking – Kiss & Ride' area in Boundary Street may result in illegal queuing in 'No Stopping' areas and into the intersection of Boundary Street and Young Street, as well as an increase in traffic in Robinson Street, Gibbs Street and Young Street. The introduction of a new Kiss & Ride area will also result in additional conflict points between merging vehicles in close proximity to the pedestrian crossing.

Operation of the existing pedestrian crossing in Boundary Street

The existing raised pedestrian crossing in Boundary Street serves as a vital link between the Evandale and Hamilton Campuses. With a one-way configuration of Boundary Street the crossing would need to be modified to allow only one travel lane through the crossing to meet RMS requirements. This can be achieved with the installation of linemarking and concrete islands to narrow the travel lanes.

The construction of new traffic islands on the approach to the pedestrian crossing will create additional conflict points between vehicles and the islands, however, the severity of these conflicts is expected to be minimal.

Results: Additional linemarking and traffic islands would be required to ensure compliance of the existing raised pedestrian crossing with RMS requirements.

Operation of the proposed new queuing area created to enter the Hamilton Campus

To address the number of vehicles wanting to enter the internal pick up/drop off area within the Hamilton Campus it is proposed to create a new queuing area on the southern side of Boundary Street, east of the pedestrian crossing as shown on the attached plan.

The room available for the queuing area is 38 metres in length which could accommodate a maximum of six vehicles at any one time. Given the fact that there are 120 junior students in the Hamilton Campus it is unlikely that there is insufficient space to cater for all parents within the Hamilton campus and the new queuing area. When the queueing area is full it is likely that parents will queue across the pedestrian crossing which creates a safety hazard for pedestrians, or may choose to queue in the through traffic lane which would block traffic in the street.

The queuing area would need to be signposted as 'No Parking' so as to allow parents to queue in this area legally. There is a potential for misuse of a 'No Parking' zone adjacent to a school as a Kiss & Ride area. This is a dangerous possibility as the one-way configuration would put the passenger side of the vehicle adjacent to the travel lane, resulting in passengers exiting and entering vehicles in direct conflict with moving traffic.

As with the above "No Parking – Kiss & Ride' area, parents unable to enter the queueing area who follow the road rules and do not queue illegally would be required to circle the block via Robinson Street, Gibbs Street and Young Street to try once again to enter the queue. In turn this would result in additional traffic within these streets and past Croydon Public School.

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Result: An insufficiently short queuing area in Boundary Street may result in illegal queuing across the pedestrian crossing or in the through travel lane, as well as an increase in traffic in Robinson Street, Gibbs Street and Young Street. Additional conflict points near a pedestrian crossing are to be avoided where possible due to the potential for high severity associated with vulnerable road users. The queuing area will need to be signposted as 'No Parking' which may be misused as a Kiss & Ride area and create additional conflict points between pedestrians and traffic.

Safety for vehicles exiting the Hamilton Campus on onto Boundary Street

Vehicles waiting in the queuing area would need to ensure that the exit driveway from the Hamilton Campus is not obstructed as this would cause the entire pick up/drop off area to become gridlocked. Vehicles waiting in the queuing area to the west of the exit driveway would also restrict sight lines for vehicles exiting the Hamilton Campus which may result in an increase in accidents in the street.

Result: Vehicles queuing will restrict sightlines for vehicles exiting the school and may result in an increase in accidents.

Traffic flow through Boundary Street

Continuous traffic flow through Boundary Street can be retained as a single traffic lane as part of the one-way reconfiguration. The existing configuration of Boundary Street provides a single travel lane in each direction, with 'No Stopping' restrictions along its entire length preventing any parking or queuing of vehicles.

The proposed one-way reconfiguration proposes a 'No Parking – Kiss & Ride' area as well as a queuing area which may encourage drivers to double park, restricting traffic flow through the street.

Results: Continuous traffic flow through Boundary Street can be retained with a one-way reconfiguration, however, new 'Kiss and Ride' and queuing areas may encourage double parking.

Operation of existing School Special bus services

Two school special bus routes operate along Boundary Street between Young Street and Robinsons Street in a westerly direction. The 672S from Domremy College in Five Dock to Campsie Station currently travels down Croydon Road, turns right into Anthony Street, passes PLC via Boundary Street before turning left into Young Street. A bus stop is located outside PLC in Boundary Street which could not be accommodated with the one-way reconfiguration proposed. Any rerouting of this service would result in buses having to use local streets which do not currently form part of any bus route, and the relocation of a minimum of four bus stops.

The 757S from Domremy College in Five Dock to Burwood Station currently travels down Robinson Street, turns right into Boundary Street, before turning right into Young Street. Again the Bus Stop located outside PLC in Boundary Street could not be accommodated with the one-way reconfiguration proposed. Any rerouting of this service would result in buses having to use local streets which do not currently form part of any bus route, and the relocation of the bus stop directly in front of PLC.

Results: The one-way reconfiguration would disrupt two existing school special bus services, require rerouting buses through local streets which are not part of any existing bus routes as well as the relocation of several bus stops.

Pedestrian safety along Boundary Street

Pedestrian safety in Boundary Street is unlikely to be affected by the proposed one-way reconfiguration. Under the current configuration vehicles are often observed to be queuing across the footpath when waiting to enter the Hamilton Campus's internal pick up/drop off area, forcing pedestrians to walk on the roadway. This practice may be reduced by providing an on-street

queuing area in Boundary Street, however, it is unlikely the practice would be removed altogether. Ongoing driver education is required to help ensure compliance with the *NSW Road Rules*.

Results: Pedestrian safety in Boundary Street is unlikely to be affected by the proposed one-way reconfiguration.

Consultation

Prior to full community consultation being undertaken the proposal was discussed with State Transit Authority (STA) and Croydon Public School. STA currently operate two School Special services, the 672S and the 757S, which use the subject section of Boundary Street in a westerly direction. Upon reviewing the proposal, STA raised objections to the proposed changes in Boundary Street due to the following reasons:

- Bus Route 757S has no other way to divert the route as all surrounding streets in the area are not suitable for bus movements.
- Having one-way movement will increase traffic in surrounding streets delaying services.
- Changing School Bus routes may not be approved by Transport for NSW.
- Bus stops missed due to diverted services may result in leaving kids behind, forcing school kids to have to walk to next available stop which may involve crossing busier roads.

Council's Road Safety Officers met with NSW Police regarding the issues of non-compliance by parents during the afternoon pick up times. At the meeting the One-Way proposal was discussed with the Police raising concerns that the proposal would require drastic changes to the traffic configuration which may not resolve the issues, but rather lead to further problems. The Police were of the opinion that more responsibility needed to be placed on the parents to resolve the existing issues.

A meeting was held with the Principal of Croydon Public School, the Mayor, Burwood Council General Manager and Staff where the School identified their concerns about traffic from PLC being diverted into Gibbs Street towards Croydon Public School and the pedestrian crossing in Young Street that is used by many students. The Principal also stated that since additional enforcement had taken place in Boundary Street conditions in Young Street fronting Croydon Public School seemed to have improved.

Furthermore, any recommendation to proceed with changes to the existing traffic configuration would require extensive consultation with neighboring residents in order to gauge public support or help identify other issues which may not have been considered as part of this review.

As a result of letters sent out from PLC to neighboring residents surrounding PLC inviting them to an information session to be held by the School regarding the proposal, Council has received a number of phone calls and emails from concerned residents. All comments received to date were against any changes being made to Boundary Street.

Conclusion

The proposal from PLC for Council to consider a one-way reconfiguration of Boundary Street between Young Street and Robinson Street has been assessed based on a number of factors. Each of these factors was assessed to determine positive and negative consequences associated with the School's request to convert Boundary Street to one-way when compared to the current two-way operation of the street.

The following table summarises the positive and negatives potential impacts of the proposed one-way configuration.

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Potential Impacts	Positives	Negatives
Traffic flow in adjacent streets resulting from redirected traffic		The redistribution of traffic expected from the proposal is likely to result in a decrease in traffic volumes in Robinson Street, Gibbs Street and Young Street if the new Kiss & Ride and queuing areas work at optimal efficiency. In reality there will be additional circulating traffic in adjacent streets resulting from a one-way configuration.
Traffic flow at the intersection of Boundary Street and Young Street	The intersection will continue to operate at a Level of Service A.	
Operation of the proposed new 'Kiss & Ride' area within Boundary Street		An insufficiently short 'No Parking – Kiss & Ride' area in Boundary Street may result in illegal queuing in 'No Stopping' areas and into the intersection of Boundary Street and Young Street, as well as an increase in traffic in Robinson Street, Gibbs Street and Young Street. The introduction of a new Kiss & Ride area will also result in additional conflict points between merging vehicles in close proximity to the pedestrian crossing.
Operation of the existing pedestrian crossing in Boundary Street	Operation of the pedestrian crossing can continue with the installation of linemarking and traffic islands.	
Operation of the proposed new queuing area created to enter the Hamilton Campus		An insufficiently short queuing area in Boundary Street may result in illegal queuing across the pedestrian crossing or in the through travel lane, as well as an increase in traffic in Robinson Street, Gibbs Street and Young Street. Additional conflict points near a pedestrian crossing are to be avoided where possible due to the potential for high severity associated with vulnerable road users. The queuing area will need to be signposted as 'No Parking' which may be misused as a Kiss & Ride area and create additional conflict points between pedestrians and traffic.
Safety for vehicles exiting the Hamilton Campus on onto Boundary Street		Vehicles queuing will restrict sightlines for vehicles exiting the school and may result in an increase in accidents.

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Potential Impacts	Positives	Negatives
Traffic flow through Boundary Street		Continuous traffic flow through Boundary Street can be retained with a one-way reconfiguration, however, new 'Kiss and Ride' and queuing areas may encourage double parking.
Operation of existing School Special bus services		The one-way reconfiguration would disrupt two existing school special bus services, require rerouting buses through local streets which are not part of any existing bus routes as well as the relocation of several bus stops.
Pedestrian safety along Boundary Street		Pedestrian safety in Boundary Street is unlikely to be affected by the proposed one-way reconfiguration.

Based upon the primarily negative impacts resulting from the proposal to convert the Boundary Street to one-way east bound between Young Street and Robinson Street it is not recommended to proceed with the proposal.

Discussions with the school also suggested that the one-way proposal could possibly be implemented on a temporary basis via the use of traffic controllers in the afternoon peak when traffic congestion is at its worst. This scenario is also not supported as not only would it result in the negative impacts summarised in the table above, it would give rise to additional issues such as:

- Signage and linemarking for a two-way street not able to adequately control one-way traffic resulting in confusion for motorist
- Inability to construct traffic islands at the existing raised pedestrian crossing resulting in non-compliance of the RMS requirements for multi-lane crossings
- Confusion for motorists unfamiliar with the area and potential for conflict with vehicles traveling down the street in the wrong direction
- The loss of the bus stop in Boundary Street and redirection of bus routes
- Issues with human intervention with traffic controllers being unable to adequately control traffic entering the street at either end as well as traffic control within Boundary Street for merging and entering traffic
- Inability to source qualified traffic controllers on short notice should the need arise.

The above permanent and temporary proposals are considered extreme to address an issue which occurs for 30 minutes in the afternoon between Monday to Friday during school terms only. Over the course of 52 weeks of the year this time equates to 1.4% of total time. Boundary Street operates without any issue during the remaining 98.6% of the time.

Overall, the permanent reconfiguration of Boundary Street to one-way east bound between Young Street and Robinson Street would raise a number of serious safety issues and would ultimately not resolve all existing issues and would open up Council and PLC to liability in the event of an accident. A temporary one-way treatment in the afternoons (on school days only) would further increase these safety issues and liabilities.

Recommendations

1. That Council not support any changes to the current configuration of Boundary Street Croydon based upon the primarily negative consequences resulting from the proposal to convert the street to one-way east bound between Young Street and Robinson Street.
2. That Council write to the Principal of PLC advising of the outcome of the investigation.

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3. That Council continue to work with PLC to help identify improvements which can be made to safety and traffic flow around the school as well as within the school grounds.

Attachments

- | | | |
|---|---|-------------|
| 1 | Boundary Street One Way Proposal Traffic Impact Assessment and Traffic Safety Assessment - Traffic Engineering Centre | 53
Pages |
| 2 | Boundary Street, Croydon - Concept One-Way Design | 1 Page |

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ITEM /16 Boundary Street, Croydon - Proposed One-Way Treatment.DOC
Boundary Street One Way Proposal Traffic Impact Assessment and Traffic Safety Assessment -
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**Traffic Impact Assessment of
the proposed upgrade of the
Boundary Street / Young
Street intersection
&
Traffic Safety Assessment of
the proposed redesign of
Boundary Street, between
Young Street and Robinson
Street, in Croydon, NSW**

September 2016

Burwood Council

Traffic Engineering Centre
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Revision	Details	Date	Amended by
A		28/9/2016	ZB

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Appendices

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Executive Summary

Traffic Engineering Centre has been commissioned by Burwood Council to undertake the following:

- a **traffic impact assessment**, based on the SIDRA modelling, in order to assess and identify the potential traffic impacts that might result from reversed priorities at the Boundary Street / Young Street intersection. The impacts to be assessed by comparing the performance of the proposed option with the current performance;
- a **safety impact assessment** of the proposed concept design for the proposed reconfiguration of Boundary Street, between Young Street and Robinson Street, in Croydon, NSW in to a one-way street with 'kiss and ride' and queuing areas. This assessment to:
 - identify road safety concerns related to the proposed street upgrade;
 - check the compatibility between the safety features and the functional classification of the road and adjacent road sections, considering all road user groups;
 - identify any feature that can, either now or with time, create a safety problem;
 - identify design features that pose a safety hazard or risk to any of the road users;
 - identify design features that, if changed, could enhance safety.

Traffic Impact Assessment

SIDRA intersection analysis software was used to assess the performance of the Boundary Street / Young Street intersection for the following two scenarios:

- **Do-nothing** - retain existing intersection's and Boundary Street's configuration and features; and
- **Concept option** - revise the priorities at the intersection of Boundary Street and Young Street, as well as to convert the section of Boundary Street, between Young Street and Robinson Street, from a two-way street into one-way street.

Using traffic current and forecast traffic data provided by Burwood Council for the Boundary Street / Young Street intersection the peak hours were determined to be between 7:15am and 8:15am in the morning and between 2:30pm and 3:30pm in the afternoon, which seemingly correlates to the nearby schools' daily starting and finishing times.

The SIDRA modelling results for both scenarios clearly indicated that the intersection would operate at an excellent **Level of Service of A**.

The intersection would function well within its designed capacity, during both AM and PM peak hours, indicating sufficient spare capacity during the peak hours to accommodate any increase in the future traffic without affecting overall intersection performance.

It should be noted that the excellent performance of the intersection is to small extent at the expense of pedestrians who are afforded no facility by the existing arrangement.

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It should also be noted that SIDRA modelling is based on treating traffic as a flow rather than as individual vehicles. As such SIDRA modelling cannot take account of short term transient effects such as the impact of queuing as a result of parking on Boundary Street.

Risk Assessment

A risk assessment of the concept design was undertaken to investigate possible traffic safety implications of both the proposed change of the intersection configuration and priority, and the proposed conversion of the section of Boundary Street, between Young Street and Robinson Street, from two-way into one-way street.

The risk assessment found a significant number of serious traffic safety issues related to both the proposed intersection upgrade and [especially] concept design for a one-way with on street parking on Boundary Street.

Traffic Engineering Centre is of the view that the **proposed upgrade of Boundary Street would have some serious negative impacts on school children's' and other road users' safety**. this due to the design introducing many additional hazards / conflict locations into the street (further details can be found in Chapter 5.9.2 "Risk Assessment findings" of this report).

These **conflicts** between street users are likely to occur on daily basis, with **significant accident potential**.

In addition, some of the newly proposed features would not even be feasible to implement [due to the requirements of standards and physical constraints at the site].

Traffic Engineering Centre is of opinion that Burwood Council should at least reconsider [if not totally abandon] the proposed change in priority at the Boundary Street / Young Street intersection, as well as and especially the proposed conversion of Boundary Street from a two-way to one-way street, between Young Street and Robinson Street, in Croydon, NSW.

However, if the concept design is progressed, Traffic Engineering Centre is of opinion that the overall safety situation along the assessed section of Boundary Street would be significantly worsened, ultimately significantly jeopardising safety of all road users and especially school children.

Traffic Engineering Centre understand that the Burwood Council also considers **a temporary conversion of Boundary Street into one-way street**, to take place only during the morning and afternoon school peak times, as an alternative to a permanent one-way conversion of Boundary Street.

In that regards, Traffic Engineering Centre is opinion that such a **temporally solution** would be far more concerning that the assessed **proposed changes** due to the fact that all of the serious traffic safety [and even operational] issues that were assessed and discussed in details over the course of this report (refer to Chapter 4.2 and Chapter 5.9.2, Table 5.1) would be incorporated into temporally solution too, with even a few additional issues as follows:

- without permanently changed signage and line marking, the section of Boundary Street between the two insertions would lacking a proper delineation, as an organised pattern of information available to the drivers in order to guide their vehicular movement safely over the road section;

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- there would be no distinction between a presupposed travel lane and a lane assumed to be used as 'kiss and ride' or queuing area, which is likely to further confuse the drivers, thus increasing chance for some genuine driving mistakes;
- drivers would be likely to stop and/or queue [in order to drop off or pick up the children] on random locations along Boundary Street, subsequently not only increasing traffic congestion on the road and adjacent intersections, but also the likelihood for drivers' mistake and ultimately accidents;
- a temporary traffic management plan is likely to include traffic controllers at the Young Street and the Robinson Street intersections, thus exposing at least a couple people to an unnecessary [and currently non-existent] risk of being hit by a vehicle at either of these two respective intersections.

Traffic Engineering Centre is opinion that the **proposed changes** are **not justified** given the likely increased risk to road users and the fact that the change would benefit road users for less than an hour each school day [approximately 190hrs per annum], while the newly introduced serious safety problems would pose serious safety risk to road users for the whole year or 8,760hr per annum.

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1. Introduction

Traffic Engineering Centre was commissioned by Burwood Council to undertake:

- a Traffic Impact Assessment using the SIDRA intersection modelling software package of the proposed upgrade of the Boundary Street/Young Street intersection, and
- a Traffic Safety Assessment of the proposed concept design for the conversion of Boundary Street from a two-way street to a one-way street, between Young Street and Robinson Street, in Croydon, NSW (refer to Figures 1.1 & 1.2).

The study area is located within a school precinct (refer to Figure 1.1).



Figure 1.1: Study area - Locality map
(Source: Nearmap)

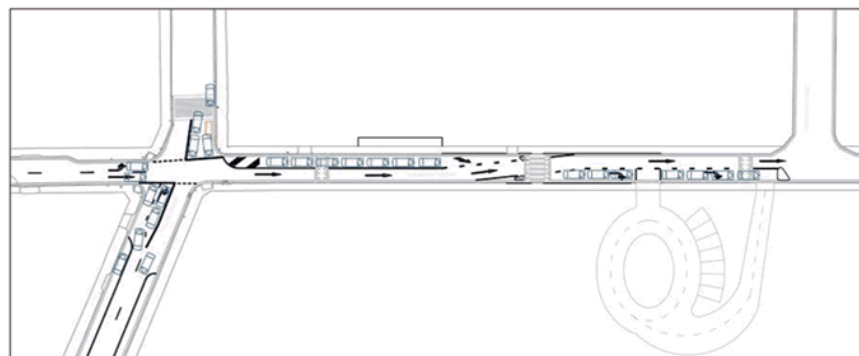


Figure 1.2: Concept design
(Source: Burwood Council)

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2. Appreciation of the project and study requirements

Burwood Council is investigating the feasibility of converting the sections of Boundary Street, between Young Street and Robinson Street, from a two-way street into a one-way street. This would require revising the priorities at the cross road intersection of Boundary Street and Young Street (refer to Figure 1.2).

Traffic Engineering Centre has been commissioned by Burwood Council to undertake the following:

- a **traffic impact assessment**, based on SIDRA modelling, in order to assess the likely future performance and to identify potential traffic impacts that might result from reversed priorities at the Boundary Street / Young Street intersection. The impact to be assessed by comparing the performance of the proposed option with the current performance of the intersection to determine whether the proposed reversed priorities will in fact assist traffic flow in the area;
- a **safety impact assessment** of the proposed concept design to reconfigure Boundary Street, between Young Street and Robinson Street, in Croydon, NSW. The safety impact assessment was undertaken to:
 - identify road safety concerns related to the proposed street upgrade;
 - check the compatibility between the safety features and the functional classification of the road and adjacent road sections, considering all road user groups;
 - identify any feature that can, either now or with time, create a safety problem;
 - identify design features that pose a safety hazard or risk to any of the road users;
 - identify design features that, if changed, could enhance safety.

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3. Existing conditions

3.1 Site inspection

Both daylight and night-time site inspections were carried out on 8 September 2016.

A walk and drive over the site was undertaken to investigate possible implications of both the proposed intersection upgrade and the implementation of the concept design, on the operation and safety of the surrounding road network, traffic movements, and pedestrian crossing activities.

A number of photos were taken (refer to Photos 3.1 to 3.3).



Photo 3.1: Boundary Street, looking westbound toward the intersection with Young Street – in daylight
(Photo: Traffic Engineering Centre Pty Ltd)



Photo 3.2: Boundary Street, looking westbound toward the intersection with Young Street – at night
(Photo: Traffic Engineering Centre Pty Ltd)



Photo 3.3: Boundary Street, looking eastbound toward the intersection with Young Street
(Photo: Traffic Engineering Centre Pty Ltd)

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3.2 Vehicular traffic volumes

Burwood Council has supplied Traffic Engineering Centre with current and predicted vehicular traffic count data for the Boundary Street / Young Street intersection.

According to the data, the vehicular traffic peak hour occurred between 7:15am and 8:15am in the morning and between 2:30pm and 3:30pm in the afternoon, which seems to correlate to the nearby schools' daily starting and finishing times.

Figure 3.1 to Figure 3.4 show the existing and projected future (post-change-implementation) vehicular turning movement volumes at the Boundary Street / Young Street intersection during the peak hours.

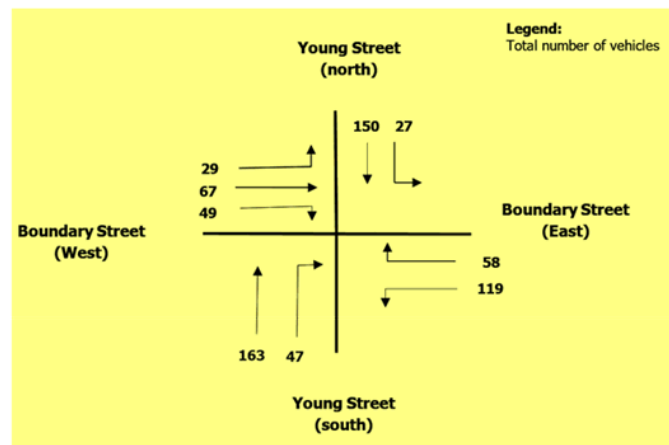


Figure 3.1: Current AM Peak hour (7:45am – 8:45am) traffic volumes
(Source: Burwood Council)

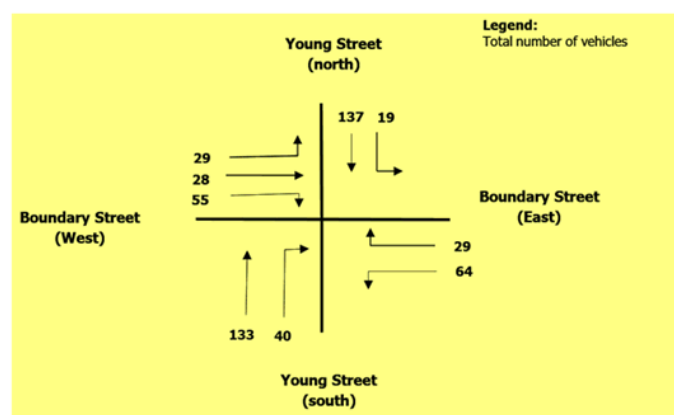


Figure 3.2: Current PM Peak hour (2:30pm – 3:30pm) traffic volumes
(Source: Burwood Council)

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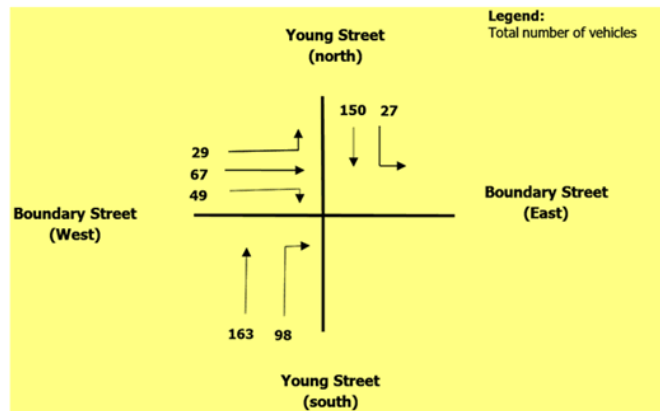


Figure 3.3: Projected post-change AM Peak hour (7:45am – 8:45am) traffic volumes
(Source: Burwood Council)

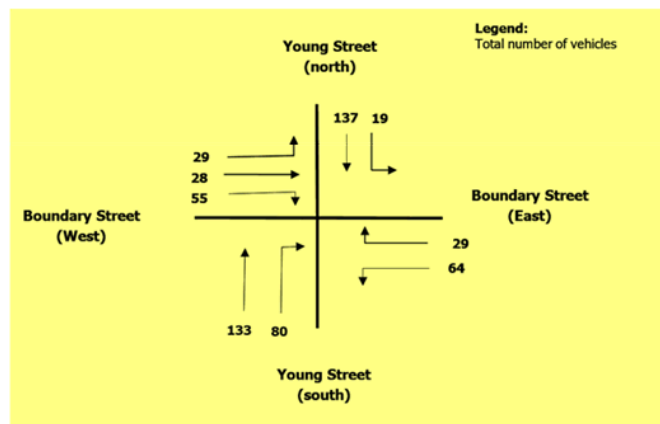


Figure 3.4: Projected post-change PM Peak hour (2:30pm – 3:30pm) traffic volumes
(Source: Burwood Council)

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4. Intersection performance

4.1 SIDRA model and its performance indicators

The SIDRA intersection analysis software package was used to assess the performance of the Boundary Street / Young Street intersection for the following two scenarios:

- **Do-nothing**- retain existing intersection's and Boundary Street's configuration and features; and
- **Concept option**- revise priorities at the intersection of Boundary Street and Young Street, as well as to convert the section of Boundary Street, between Young Street and Robinson Street, from two-way into one-way street.

The SIDRA package provides several useful indicators that describe intersection performance. This report has used four typical performance indicators as listed and described below:

- level of service (LoS)
- degree of saturation (DoS)
- average intersection delay, and
- queue length.

Level of Service (LOS)

LoS is a basic performance parameter used to describe the operation of an intersection. Levels of service range from A (indicating good intersection operation) to F (indicating over saturated conditions with long delays and queues). At signalised intersections, the LoS criteria are related to average intersection delay (seconds per vehicle). At priority controlled (give-way and stop controlled) and roundabout intersections, the LoS is based on the modelled delay (seconds per vehicle) for the most delayed movement (refer to Table 4.1). The Roads and Maritime Service typically consider a LoS D or better acceptable on most urban roads.

Table 4.1: Levels of Service

Level of service	Average delay (seconds per vehicle)	Traffic signals, Roundabout	Priority Intersection ('Stop' and 'Give Way')
A	Less than 14	Good operation	Good operation
B	15 to 28	Good with acceptable delays and spare capacity	Acceptable delays and spare capacity
C	29 to 42	Satisfactory	Satisfactory, but accident study required
D	43 to 56	Operating near capacity	Near capacity and accident study required
E	57 to 70	At capacity. At signals, incidents will cause excessive delays. Roundabouts require other control mode	At capacity; requires other control mode
F	Greater than 71	Unsatisfactory with excessive queuing	Unsatisfactory with excessive queuing; requires other control mode

Source: RMS Guide to Traffic Generating Developments

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Degree of Saturation (DoS)

DoS is the ratio of demand flow to capacity, and therefore has no unit. As it approaches 1.0, extensive queues and delays could be expected. For a satisfactory situation, DoS should be less than the nominated practical degree of saturation, usually 0.9. The intersection DoS is based on the movement with the highest value.

Delay

Delay is the difference between interrupted and uninterrupted travel times through the intersection and is measured in seconds per vehicle. At signalised intersections and roundabouts, the average intersection delay is usually reported. At priority controlled intersections, the average delay for the most delayed movement is usually reported.

Queue length

Queue length is directly related to the number of vehicles waiting at the stop line and is usually quoted as the 95th percentile back of queue, which is the value below which 95% of all observed queue lengths fall. It is measured as the length occupied by the vehicles per traffic lane at the start of the green period, when traffic starts moving again after a red signal. The intersection queue length is usually taken from the movement with the longest queue length.

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4.2 Summary SIDRA Assessment Results

Summary results for the **Do-nothing** scenario (retain existing intersection's and Boundary Street's configuration and features) and **Concept Option scenario** (revise priorities at the intersection of Boundary Street and Young Street, as well as to convert the section of Boundary Street, between Young Street and Robinson Street, from two-way into one-way street) are discussed below. The full results of SIDRA analysis are provided in Appendix B.

4.2.1 Do-nothing scenario

The intersection performance results, for both the AM and PM peak hours for the current intersection configuration and priority (refer to Figure 4.1) are presented in Tables 4.2& 4.3.

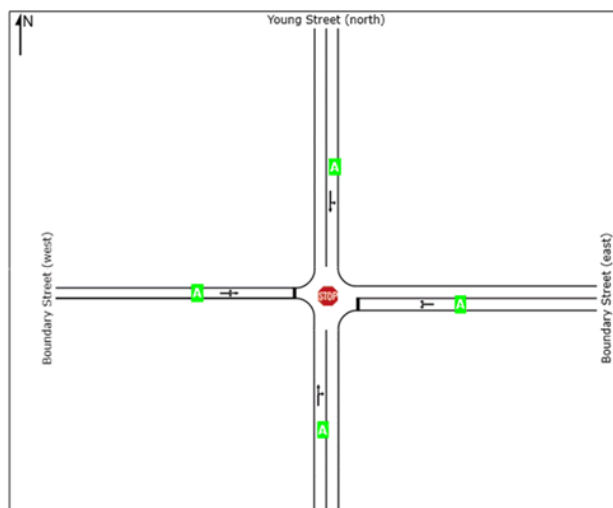


Figure 4.1: Intersection control and configuration – Do-nothing scenario
(Source: SIDRA 7.0)

The results clearly indicate that the current intersection operates at an excellent **Level of Service of A**.

The intersection is functioning well within its designed capacity, during both AM and PM peak hours, indicating sufficient spare capacity during the peak hours to accommodate any increase in the future traffic without affecting overall intersection performance.

The intersection is also seeming to be very well balanced, not experiencing long **delays** and/or queues. The **maximum 95th percentile queue length** of only **6m** and **4m** occur on Boundary Street (west) in the AM and PM peak hours respectively, while the right-turning drivers on Boundary Street (west) experience a maximum average delay of only 11.6 seconds and 9.4 seconds in the AM and PM peak hours respectively.

It should be noted that the excellent performance of the intersection is to a small extent at the expense of pedestrians who are afforded no facility by the existing arrangement.

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Table 4.2: AM Peak hour –intersection performance results – Do-nothing scenario

Approach and direction		Degree of Saturation (v/c)	Average Delay (sec/veh)	Level of Service (LOS)	95% Back of Queue (m)
Young Street (North)	L	0.10	5.6	A	0
	T	0.10	0.0	A	0
Boundary Street (West)	L	0.21	8.8	A	6
	T	0.21	10.3	A	6
	R	0.21	11.6	A	6
Young Street (South)	T	0.12	0.2	A	2
	R	0.12	6.2	A	2
Boundary Street (East)	L	0.21	11.6	A	6
	R	0.21	8.7	A	6

Table 4.3: PM Peak hour –intersection performance results – Do-nothing scenario

Approach and direction		Degree of Saturation (v/c)	Average Delay (sec/veh)	Level of Service (LOS)	95% Back of Queue (m)
Young Street (North)	L	0.9	3.4	A	0
	T	0.9	0.0	A	0
Boundary Street (West)	L	0.14	7.3	A	4
	T	0.14	8.5	A	4
	R	0.14	9.4	A	4
Young Street (South)	T	0.10	0.2	A	2
	R	0.10	4.3	A	2
Boundary Street (East)	L	0.10	9.0	A	3
	R	0.10	7.3	A	3

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4.2.2 Concept Option scenario - revised priorities at the intersection of Boundary Street and Young Street, and conversion of the section of Boundary Street, between Young Street and Robinson Street, from two-way into one-way street

The intersection performance results, for both the AM and PM peak hours for the proposed change of the intersection configuration and priority (refer to Figures 4.2 & 1.2) are presented in Tables 4.4& 4.5.

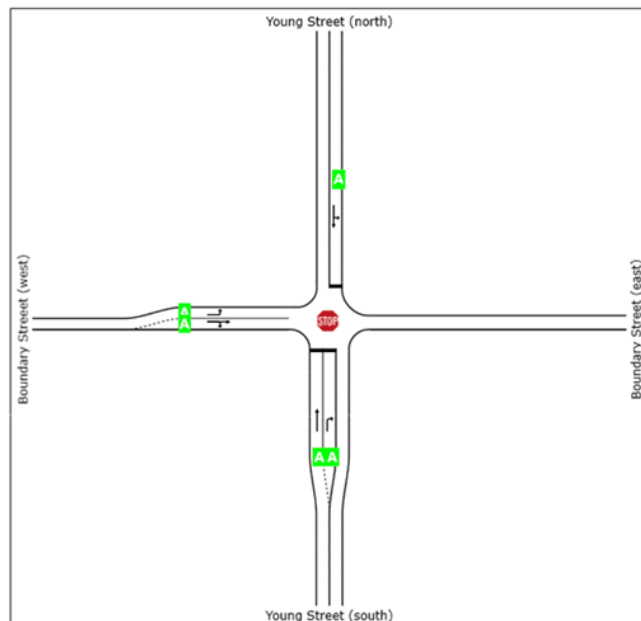


Figure 4.2: Intersection control and configuration – proposed option
(Source: SIDRA 7.0)

The results clearly indicate that the reconfigured intersection would likely operate at an excellent **Level of Service of A**.

The reconfigured intersection would function well within its designed capacity, during both AM and PM peak hours, indicating sufficient spare capacity during the peak hours to accommodate any increase in the future traffic without affecting overall intersection performance.

The intersection is also seeming to be very well balanced, not experiencing long **delays** and/or queues. The **maximum 95th percentile queue length** of only **4m** and **2m** occur on Young Street (north) in the AM and PM peak hours respectively, while the right-turning drivers on Young Street (south) would experience a maximum average delay of only 8.1 seconds and 7.6 seconds in the AM and PM peak hours respectively.

It should be noted that the excellent likely performance of the intersection is to a small extent at the expense of pedestrians who are afforded no facility by this arrangement.

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Table 4.4: 2014 AM Peak hour - intersection performance results – proposed concept option

Approach and direction		Degree of Saturation (v/c)	Average Delay (sec/veh)	Level of Service (LOS)	95% Back of Queue (m)
Young Street (North)	L	0.16	7.0	A	2
	T	0.16	7.1	A	2
Boundary Street (West)	L	0.02	3.4	A	0
	T	0.07	3.1	A	0
	R	0.07	3.6	A	0
Young Street (South)	T	0.15	7.2	A	2
	R	0.13	8.1	A	1

Table 4.5: 2014 PM Peak hour - intersection performance results – proposed concept option

Approach and direction		Degree of Saturation (v/c)	Average Delay (sec/veh)	Level of Service (LOS)	95% Back of Queue (m)
Young Street (North)	L	0.13	6.8	A	4
	T	0.13	6.9	A	4
Boundary Street (West)	L	0.01	3.4	A	0
	T	0.05	3.1	A	0
	R	0.05	3.6	A	0
Young Street (South)	T	0.12	7.0	A	3
	R	0.10	7.6	A	2

Note: SIDRA intersection modelling is based on averaged traffic flows over a time period. While SIDRA is generally considered to be an excellent approximation of an intersection performance, this type of modelling cannot account for short duration transient effects such as traffic congestion caused by short term drop-off and pick-up movements that are likely to occur as a result of the Boundary Street redesign proposal and the introduction of kerb-side parking spaces [for more details, please refer to issue No.8, Table 5.1, Chapter 5.9.2 "Risk Assessment findings" of this report].

The full results of SIDRA analysis are provided in Appendix B.

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5. Risk Assessment of the proposed Concept Option

5.1 Introduction

A risk assessment of the concept design was undertaken to investigate possible traffic safety implications of both the proposed change of the intersection configuration and priority, and the proposed conversion of the section of Boundary Street, between Young Street and Robinson Street, from a two-way into one-way street (refer to Figure 5.1).

It should be noted that both the author and reviewer of this report are experienced Level 3 - Lead Road Safety Auditors. While this assessment is not a road safety audit it has been undertaken with a similar level of rigour to that of a Road Safety Audit.

Traffic Engineering Centre strongly recommends that if this scheme is to be progressed that a full road safety audit should be undertaken at the detailed design and pre-opening stages.

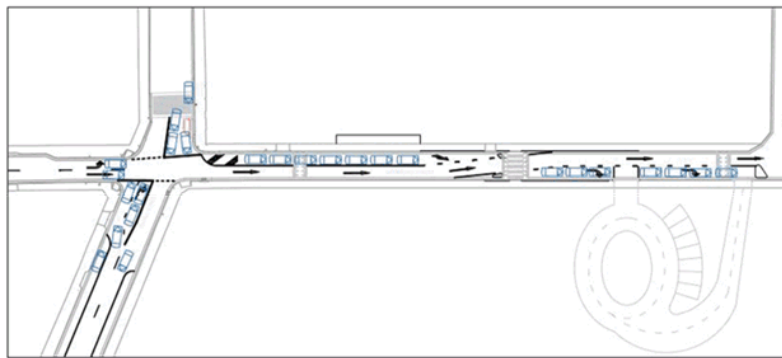


Figure 5.1: Concept design
 (Source: Burwood Council)

5.2 Risk assessment objectives

The main objective of this risk assessment was to identify relevant road safety deficiencies in the concept design which, if addressed, would improve safety for all categories of road users.

The other objectives were to:

- check the compatibility between the safety features and the functional classification of the roads;
- identify any feature that can, either now or with time, create a safety problem;
- identify additional features at the site that pose a safety hazard or risk to any of the road users.

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5.3 Procedures and reference material

The procedures used are those in the Roads and Maritime Services' (2011) *Guidelines for Road Safety Audit Practices* and Austroads' (2009) *Guide to Road safety – Part 6: Road Safety Audit*.

Other specific reference documents and manuals utilised during the course of this audit are detailed as follows:

- RTA's *Guides to Delineation*
- Australian Road Rules
- Relevant Australian Standards
- RMS' TDT 2001/04a: 'Use of traffic Calming Devices as Pedestrian Crossings'

It should be noted that positive attributes of the concept design have not been discussed.

5.4 Supporting information

For the purposes of this risk assessment, Burwood Council has supplied Traffic Engineering Centre with the concept design drawings attached as Appendix A of this report.

5.5 Risk Assessment team

This Risk Assessment was carried out by the following team:

- Zoran Bakovic, Traffic Engineering Centre, Principal Traffic Engineer – Level 3 Road Safety Auditor – Audit team leader (Auditor ID: 471)
- Ben Hubbard, Traffic Engineering Centre, Senior Traffic Engineer –Level 3 Road Safety Auditor - Audit team member (Auditor ID: 322)

Note: It should be noted that both the author and reviewer of this report are experienced accredited Level 3 - Lead Road Safety Auditors. While this assessment is not a road safety audit it has been undertaken with a similar level of rigour to that of a Road Safety Audit.

Traffic Engineering Centre strongly recommends that if this scheme is to be progressed that a full road safety audit should be undertaken at the detailed design and pre-opening stages.

5.6 Commencement meeting

A commencement meeting between Zoran Bakovic, Level 3 Road Safety Auditor (Traffic Engineering Centre); Roberto Di Federico, Manager - Traffic & Transport (Burwood Council); and John Inglese the Senior Manager Assets and Design (Burwood Council), was held in the Burwood Council offices, on 8 September 2016.

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5.7 Site inspection

Both daylight and night-time site inspections were carried out on 8 September 2016, in dry weather conditions (refer to Photos 3.1 & 3.2). A drive and walk over the audited road sections was undertaken to investigate the currently existing road safety concerns in details.



Photo 5.1: Boundary Street, looking eastbound from the intersection with Young Street – in daylight
(Photo: Traffic Engineering Centre Pty Ltd)



Photo 5.2: Boundary Street, looking westbound toward the intersection with Young Street – at night
(Photo: Traffic Engineering Centre Pty Ltd)

5.8 Disclaimer

The findings and opinions in the report are based on the examination of the concept design, and might not address all concern existing at the time of the risk assessment. The auditors have endeavoured to identify features of the design that could be modified or removed in order to improve safety, although it must be recognised that safety cannot be guaranteed since no road can be regarded as absolutely safe. The problems identified have been noted in this report and should be considered for improving road safety. Readers are urged to seek specific advice on particular matters and not to rely solely on this report. While every effort has been made to ensure the accuracy of this report, it is made available strictly on the basis that everyone relying on it does so at their own risk without any liability to the Auditors.

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5.9 Risk Assessment findings

5.9.1 Risk level

The rationale behind assessment of risk is shown in Tables 5.1 to 5.3.

Risk level (Table 5.3) would be calculated as a product of likelihood (Table 5.1) and severity (Table 5.2).

Table 5.1: Likelihood

Frequency	Description
Frequent	Once or more per week
Probable	Once or more per year (but less than once a week)
Occasional	Once every five or ten years
Improbable	Less often than once every ten years

Table 5.2: Severity

Severity	Description	Examples
Catastrophic	Likely multiple deaths	High-speed, multi-vehicle crash on a freeway. Car runs into crowded bus stop. Bus and petrol tanker collide. Collapse of a bridge or tunnel.
Serious	Likely death or serious injury	High or medium-speed vehicle/vehicle collision. High or medium-speed collision with a fixed roadside object. Pedestrian or cyclist struck by a car.
Minor	Likely minor injury	Some low-speed vehicle collisions. Cyclist falls from bicycle at low speed. Left-turn rear-end crash in a slip lane.
Limited	Likely trivial injury or property damage only	Some low-speed vehicle collisions. Pedestrian walks into object (no head injury). Car reverses into post.

Table 5.3: Risk level

	Frequent	Probable	Occasional	Improbable
Catastrophic	Intolerable	Intolerable	Intolerable	High
Serious	Intolerable	Intolerable	High	Medium
Minor	Intolerable	High	Medium	Low
Limited	High	Medium	Low	Low

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5.9.2

Risk Assessment findings

The risk assessment findings have been documented in the deficiency log which provides (Table 5.4):

- specific details of each safety deficiency identified during the audit
- priority risk rating each deficiency item

In accord with Roads and Maritime Services' preferred practice, the risk assessment does not include recommended actions.

It should be noted that the positive attributes of the concept design have not been discussed.

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Table 5.1: Risk assessment findings

No.	Location	Description of findings	Risk rating (likelihood/severity)
1	Southern side of Boundary Street, queuing area adjacent to the school's exit driveway	<p>The proposed queuing area is likely to be incorrectly perceived and subsequently used as a 'kiss and ride' facility.</p> <p>If so, in the morning, passengers (predominantly school children) of the kerbside parked vehicles would be forced to leave their vehicle by stepping out into the roadway, and either walk along the street among moving vehicles or to cross outside the dedicated pedestrians crossing, as the access to the adjacent footpath would be blocked by the nearby pedestrian fence. Therefore, the school children [in particular] would be exposed to an intolerable risk of being hit by a moving vehicle on Boundary Street (refer to Figure 5.1).</p> <p>In the afternoon, in the order to access their respective vehicles, the school children would be forced to walk along Boundary Street, between [and avoiding] the moving vehicles, thus being exposed to an intolerable risk to be hit and injured by one of the vehicle on [at that time] very busy Boundary Street (refer to Figure 5.2)</p>	Intolerable (Frequent / Serious)

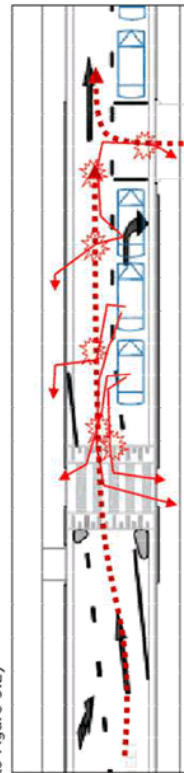


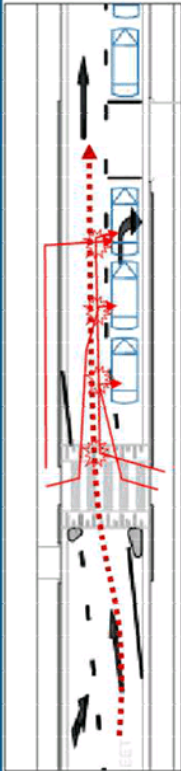
Figure 5.1: Only some of the potential conflicts in the morning

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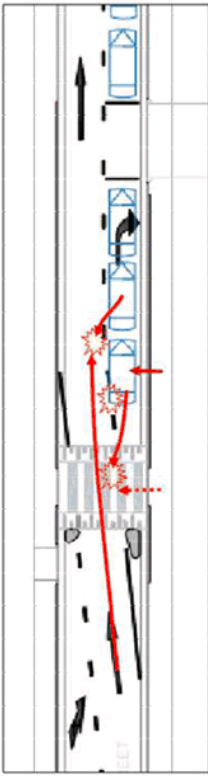
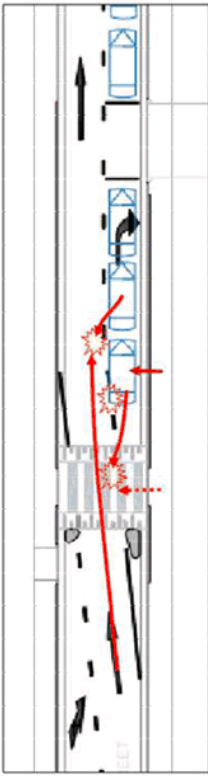
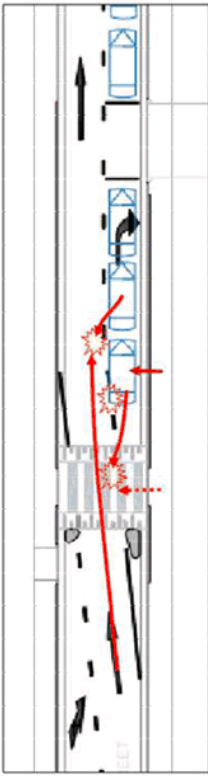
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No.	Location	Description of findings	Risk rating (likelihood/ severity)
1 Cont'd		 <p>Figure 5.2: Only some of the potential conflicts in the afternoon</p>	


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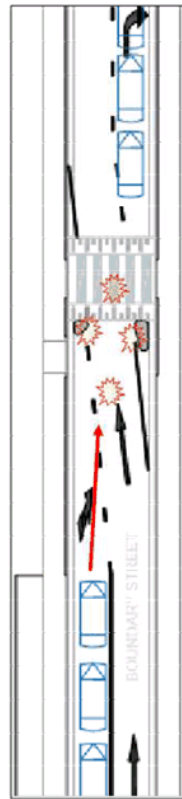



Figure 5.4

In addition, the proposed [newly introduced] kerb extension orientated at 90 degrees to adjacent traffic lane and subsequent abrupt narrowing of the pavement on Boundary Street, could be easily overlooked by some drivers who, in turn, who may strike the kerb extension, or driving over it at a higher speed, and onto the Zebra crossing, which could potentially be causing some quite severe accidents.

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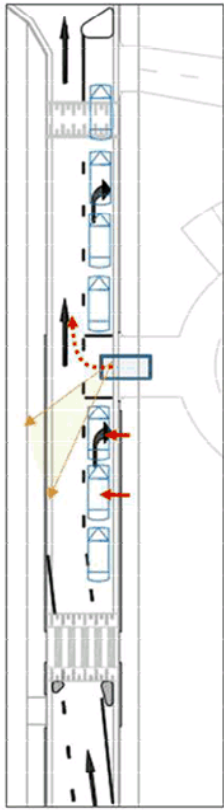
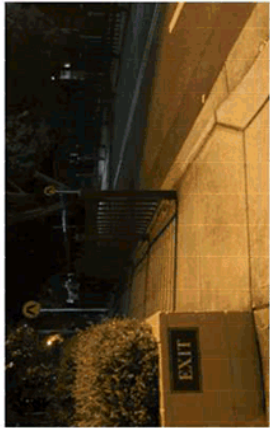

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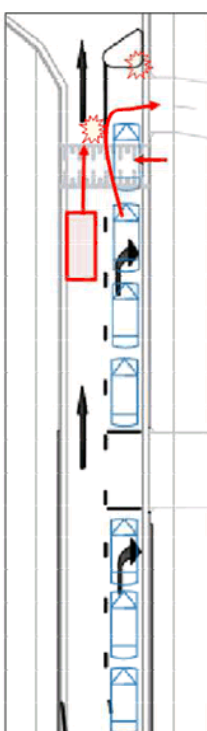
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No.	Location	Description of findings	Risk rating (likelihood/ severity)
4	Southern side of Boundary Street, parking spaces adjacent to the school's exit driveway	<p>Vehicles queuing in the newly proposed queuing area, adjacent to the left of the school's exit driveway would obstruct or even completely block sight lines between eastbound vehicles [and their drivers] travelling on Boundary Street and a left-turning vehicle/driver on the school exit, thus increasing chance for a driver's error and ultimately likelihood of and turning accident to occur (refer to Figure 5.5, and Photos 5.1 & 5.2).</p>  <p>Figure 5.5</p>  <p>Photo 5.1 (Photo: Traffic Engineering Centre Pty Ltd)</p>  <p>Photo 5.2 (Photo & Sketch: Traffic Engineering Centre Pty Ltd)</p>	High (Frequent / Limited)

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No.	Location	Description of findings	Risk rating (likelihood/ severity)
5	Southern side of Boundary Street, at the school's entry driveway	<p>There are no drawings showing the swept path for a design right-turning vehicle likely at the school entry driveway.</p> <p>Despite that, it is obvious that a driver of a right-turning vehicle, would find very difficult, if not even impossible, to turn right from Boundary Street into the school's entry driveway in a single manoeuvre, without encroaching onto the adjacent through lane, thus increasing chance for a collision with a through travelling vehicle on Boundary Street, which driver may not expect such obstruction of the traffic lane ahead of him/her (refer to Figure 5.6).</p> <p>These conflict between are likely to occur on daily basis, with significant accident potential.</p>	High (Frequent / Limited)
			Figure 5.6

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No.	Location	Description of findings	Risk rating (likelihood/severity)
6	southern side of Boundary Street, at the intersection with Robinson Street	<p>There is neither proposed signage nor line markings to indicate the proposed [newly introduced] kerb extension orientated at 90 degrees to adjacent traffic lane and subsequent abrupt narrowing of the pavement so to delineate the protruding kerb on Boundary Street (refer to Figure 5.7).</p> <p>Consequently, motorists may not have sufficient information and guidance to enable the correct vehicle path to be taken, especially during the night and in poor weather conditions, and with no parked vehicles, when the kerb extension's delineation may be inadequate.</p> <p>As result of that, at night and in adverse weather conditions, some unaware drivers may strike the kerb extension, or driving over it a higher speed, which could potentially be causing accident (refer to Figure 5.7).</p>	Medium (Probable / Limited)

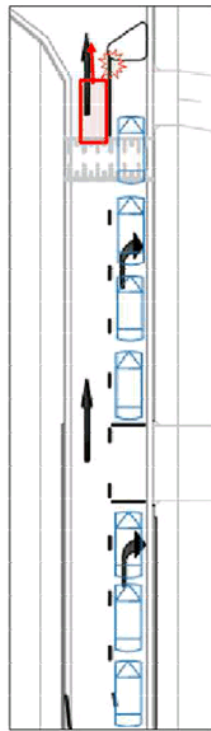
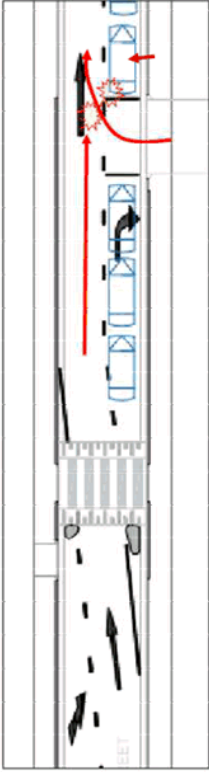



Figure 5.7

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No.	Location	Description of findings	Risk rating (likelihood/severity)
7	Southern side of Boundary Street, at the school's exit driveway	<p>There are no drawings showing the swept path for a design right-turning vehicle likely at the school exit driveway.</p> <p>Given the proximity of a parking space proposed adjacent to the right of the exit driveway (pointed on Figure 5.8), it is not clear whether the vehicles would be able to turn right into Boundary Street without colliding with the nearby parked vehicles or without needing to undertake a few manoeuvres in order to turn into Boundary Street.</p>  <p>Figure 5.8</p> <p>This issue, combined with the [already discussed] obstructed mutual visibility between eastbound vehicles [and their drivers] travelling on Boundary Street and a left-turning vehicle/driver on the school exit, may further thus increasing chance for a driver's error and ultimately likelihood of and turning accident to occur.</p> <p>Therefore, as results of the lack of the drawings, the risk assessment may not have identified some hazards associated with the vehicles swept path requirements.</p>	<p>To note (this issue must be reconsidered by Burwood Council project team)</p>

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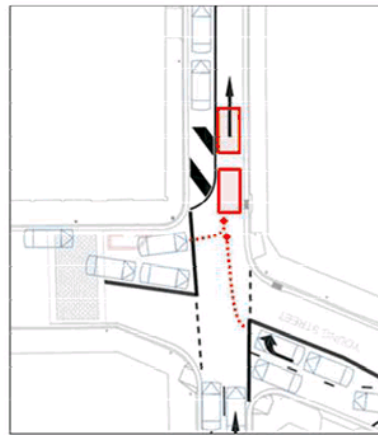


Figure 5.9

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5.10 Formal statement

The findings and opinions in this risk assessment are based on the examination of the concept design, adjacent road sections as well as the specific road and environs, and might not address all concerns existing at the time of the risk assessment. The Auditors have endeavoured to identify design features that could be modified or removed in order to improve safety, although it must be recognised that safety cannot be guaranteed since no road can be regarded as absolutely safe. While every effort has been made to ensure the accuracy of this report, it is made available strictly on the basis that anyone relying on it does so at their own risk without any liability to the Auditors.

A handwritten signature in blue ink, appearing to read "Z. Bakovic".

.....

Zoran Bakovic

Principal Traffic Engineer

Level 3 Road Safety Auditor (Auditor
ID: 471)

22 September 2016

A handwritten signature in blue ink, appearing to read "Ben Hubbard".

.....

Ben Hubbard

Senior Traffic Engineer

Level 3 Road Safety Auditor
(Auditor ID:322)

22 September 2016

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6. Summary conclusions

Traffic Engineering Centre was commissioned by Burwood Council to undertake Traffic Impact Assessment (SIDRA modelling) of the proposed upgrade of the Boundary Street / Young Street intersection, and a Traffic Safety Assessment of the proposed concept design for an upgrade of Boundary Street [from two-way to one-way street], between Young Street and Robinson Street, in Croydon, NSW.

Traffic Impact Assessment

The SIDRA intersection analysis software package was used to assess the performance of the Boundary Street / Young Street intersection for the following two scenarios:

- **Do-nothing**- retain existing intersection's and Boundary Street's configuration and features; and
- **Concept option**- revise priorities at the intersection of Boundary Street and Young Street, as well as to convert the section of Boundary Street, between Young Street and Robinson Street, from two-way into one-way street.

Burwood Council has supplied Traffic Engineering Centre with current and predicted vehicular traffic count data for the Boundary Street / Young Street intersection. According to the data, the vehicular traffic peak hour occurred between 7:15am and 8:15am in the morning and between 2:30pm and 3:30pm in the afternoon, which seemingly is correlated to the nearby schools' daily starting and finishing times.

The SIDRA modelling results for both scenarios clearly indicate that the intersection would operate at an excellent **Level of Service of A**.

The intersection would function well within its designed capacity, during both AM and PM peak hours, indicating sufficient spare capacity during the peak hours to accommodate any increase in the future traffic without affecting overall intersection performance.

It should be noted that the excellent performance of the intersection is to small extent at the expense of pedestrians who are afforded no facility by the existing arrangement.

It should also be noted that SIDRA modelling is based on treating traffic as a flow rather than as individual vehicles. As such SIDRA modelling cannot take account of short term transient effects such as the impact of queuing as a result of parking on Boundary Street.

Risk Assessment

A risk assessment of the concept design was undertaken to investigate possible traffic safety implications of both the proposed change of the intersection configuration and priority, and the proposed conversion of the section of Boundary Street, between Young Street and Robinson Street, from a two-way street into a one-way street.

The main objective of this Risk assessment was to identify relevant road safety deficiencies in the concept design which, if addressed, would improve safety for all categories of road users.

Both daylight and night-time site inspections were carried out on 8 September 2016.

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A significant number of serious traffic safety issues were identified related to both the proposed intersection upgrade and especially the proposed reconfiguration of Boundary Street based on the concept design.

Traffic Engineering Centre is of the view that the **proposed reconfiguration of Boundary Street as presented in the concept plan would have some serious negative impacts on school children's' and other road users' safety** (refer to Chapter 5.9.2 "Risk Assessment findings" of this report).

If implemented, the proposed concept option would introduce so many serious conflicts and conflict locations, that would pose a significantly increased risk to road users when compared with the current situation.

These **conflicts** between street users are likely to occur on daily basis, with **significant accident potential**.

In addition, some of the newly proposed features would not even be feasible to implement, due to requirements of design standards or physical constraints at the site. Based on the all evidence presented in this report, Traffic Engineering Centre is of opinion that Burwood Council should at least reconsider [if not totally abandon] the proposed change in priority at the Boundary Street / Young Street intersection, as well as and especially the proposed conversion of Boundary Street from a two-way street to a one-way street] between Young Street and Robinson Street, in Croydon, NSW.

If, however, the concept design is to proceed, Traffic Engineering Centre is of opinion that the overall safety situation along the assessed section of Boundary Street would be significantly worsened, ultimately significantly jeopardising safety of all road users and especially school children.

Traffic Engineering Centre understand that the Burwood Council also considers **a temporary conversion of Boundary Street into one-way street**, to take place only during the morning and afternoon school peak times, as an alternative to a permanent one-way conversion of Boundary Street.

In that regards, Traffic Engineering Centre is opinion that such a **temporally solution** would be far more concerning that the assessed **proposed changes** due to the fact that all of the serious traffic safety [and even operational] issues that were assessed and discussed in details over the course of this report (refer to Chapter 4.2 and Chapter 5.9.2, Table 5.1) would be incorporated into temporally solution too, with even a few additional issues as follows:

- without permanently changed signage and line marking, the section of Boundary Street between the two insertions would lacking a proper delineation, as an organised pattern of information available to the drivers in order to guide their vehicular movement safely over the road section;
- there would be no distinction between a presupposed travel lane and a lane assumed to be used as 'kiss and ride' or queuing area, which is likely to further confuse the drivers, thus increasing chance for some genuine driving mistakes;
- drivers would be likely to stop and/or queue [in order to drop off or pick up the children] on random locations along Boundary Street, subsequently not only increasing traffic congestion on the road and adjacent intersections, but also the likelihood for drivers' mistake and ultimately accidents;
- a temporary traffic management plan is likely to include traffic controllers at the Young Street and the Robinson Street intersections, thus exposing at least a couple people to an unnecessary [and currently non-existent] risk of being hit by a vehicle at either of these two respective intersections.

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On that ground, Traffic Engineering Centre is opinion that the **proposed changes** would **not** be **justified** especially considering the number of serious traffic safety [and even operational] issues that would be introduced with them, and the fact that the both morning and afternoon peaks in traffic flows last no more than [on average] half an hour [or 1hr in total per a school week day or in total no more than 190hrs per annum], while the newly introduced serious safety problems would pose serious safety risk to road users for the whole year or 8,760hr per annum.

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Appendix A

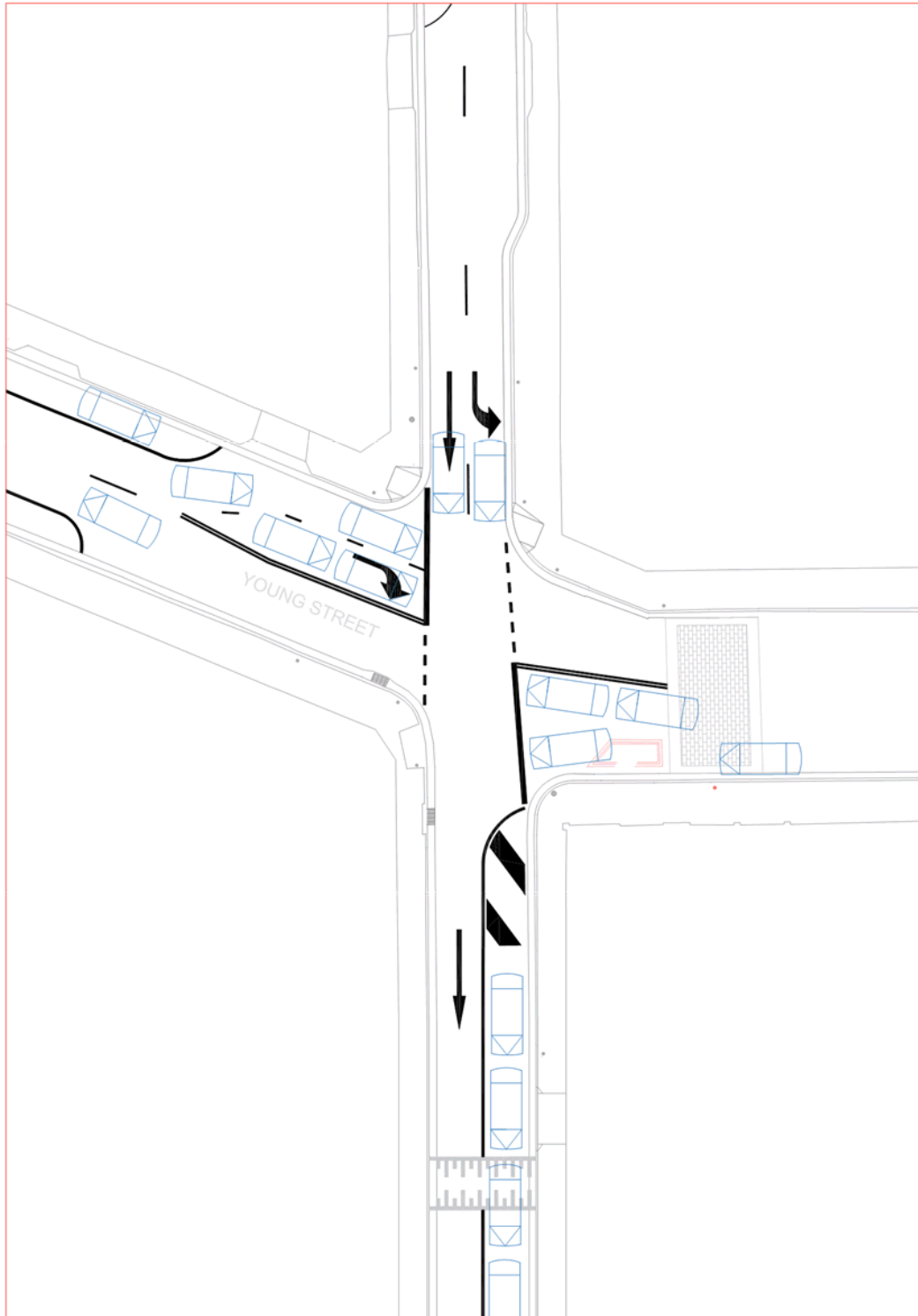
Concept design drawings

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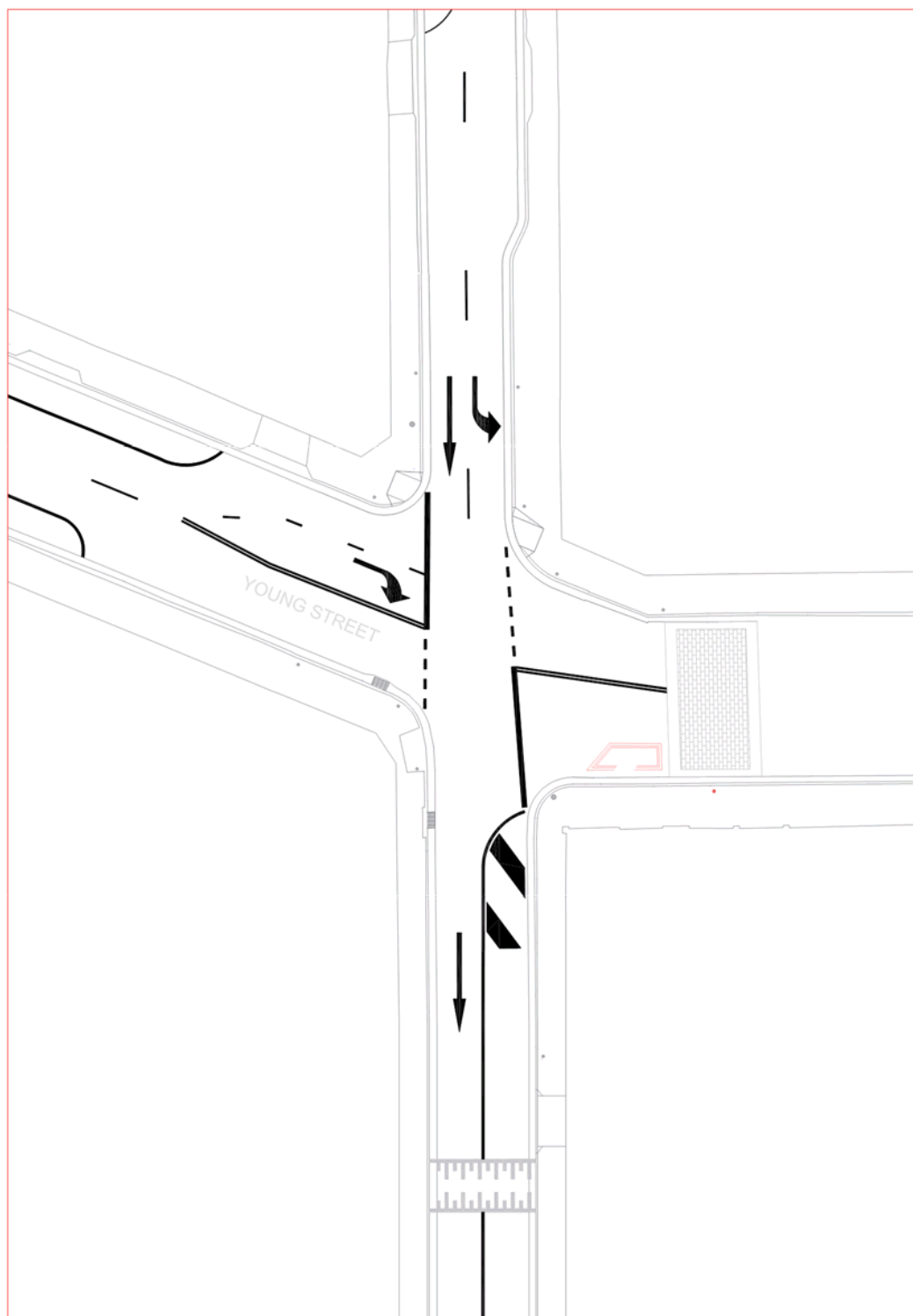


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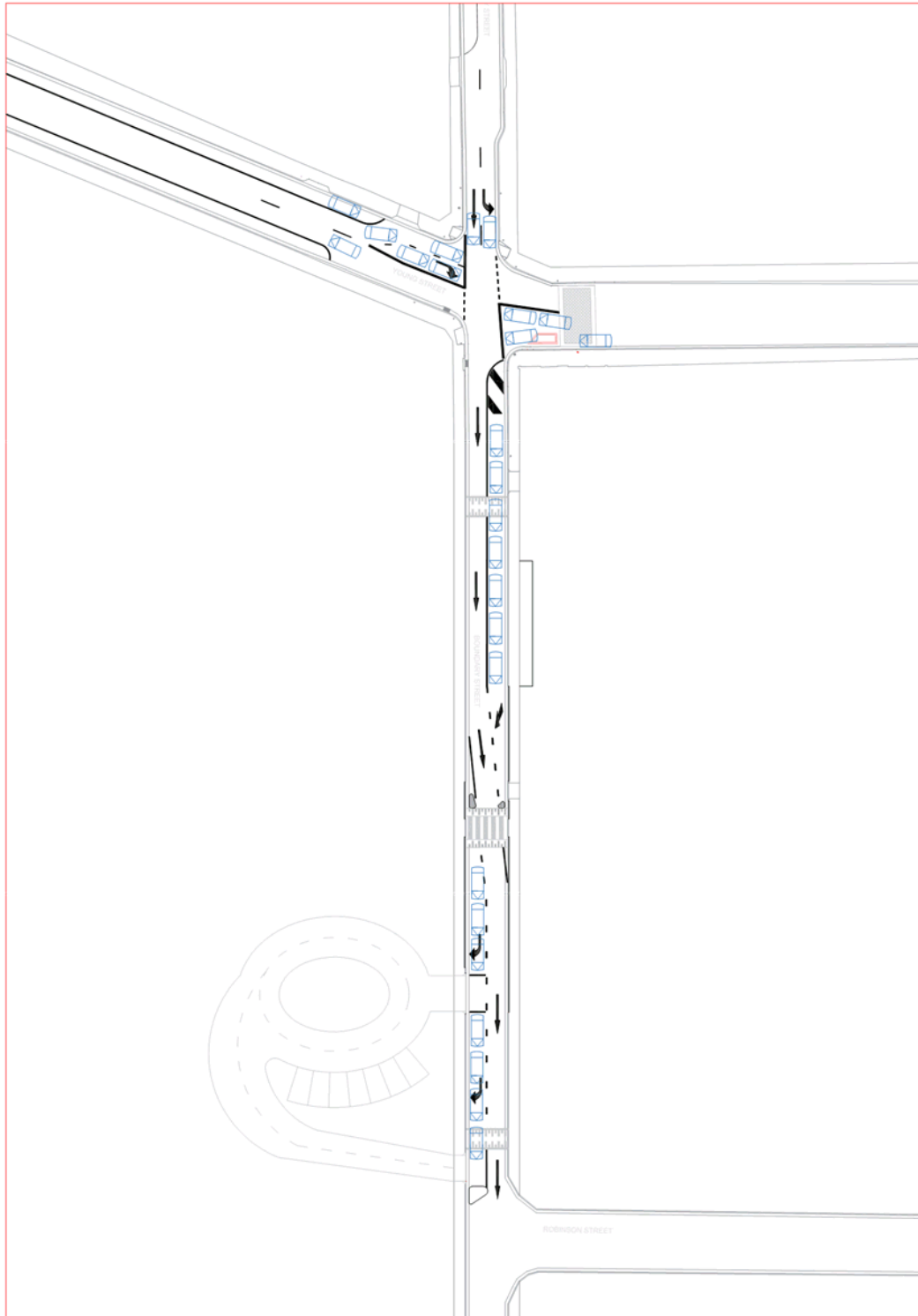


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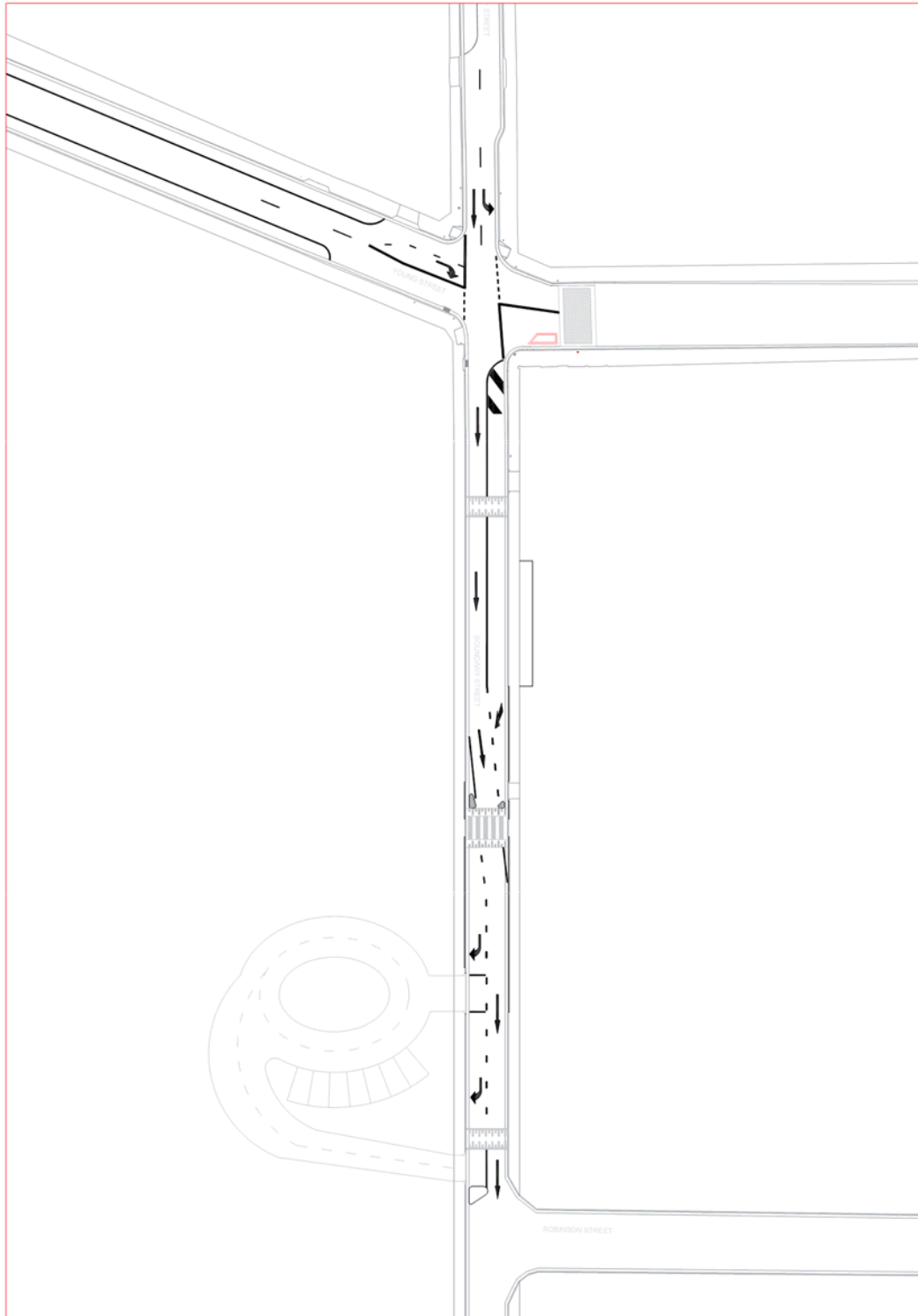


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Agenda - Burwood Local Traffic Committee - November 2016

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ITEM /16 Boundary Street, Croydon - Proposed One-Way Treatment.DOC
Boundary Street One Way Proposal Traffic Impact Assessment and Traffic Safety Assessment -
Traffic Engineering Centre

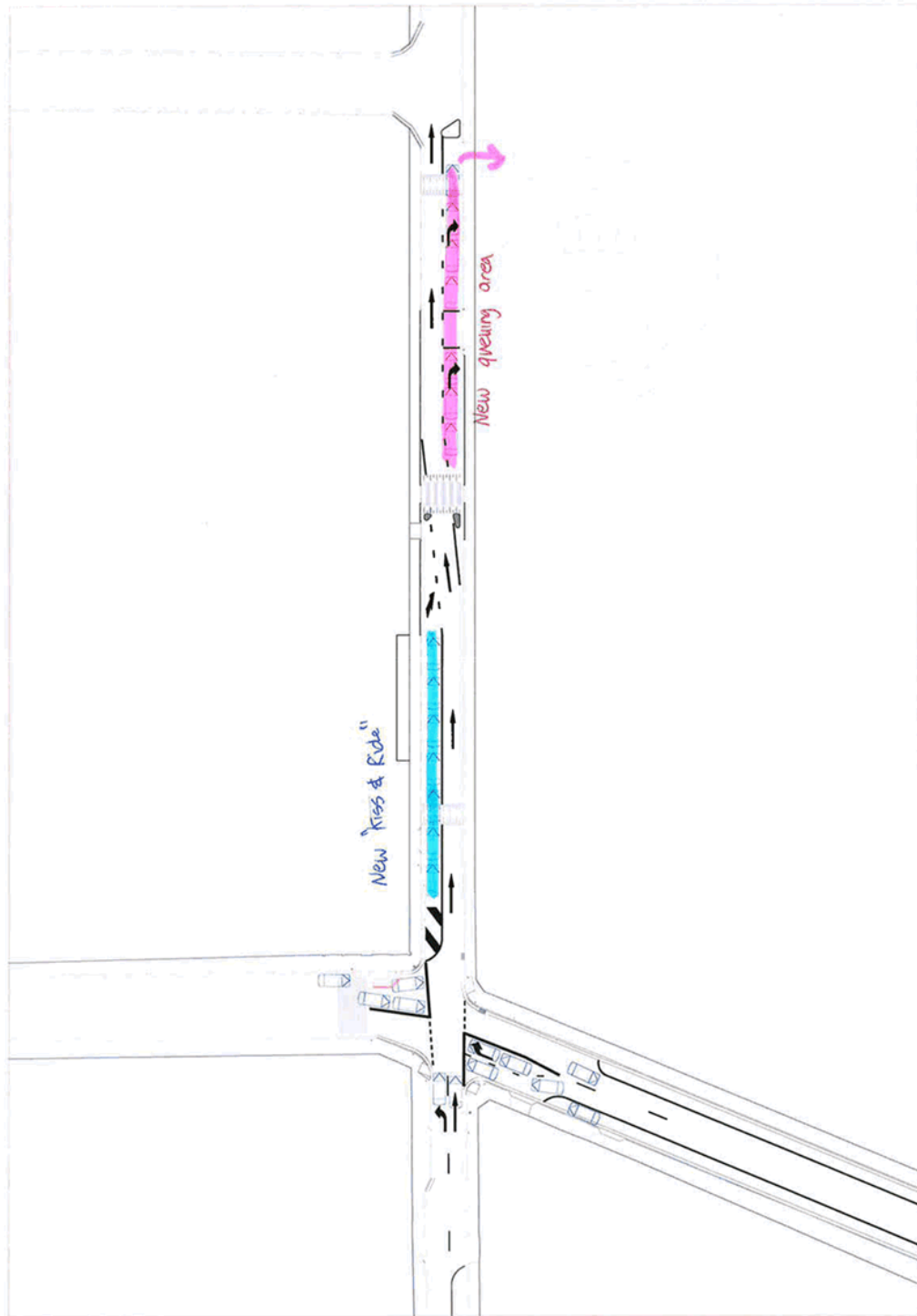


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Appendix B

SIDRA results

ITEM /16 Boundary Street, Croydon - Proposed One-Way Treatment.DOC
Boundary Street One Way Proposal Traffic Impact Assessment and Traffic Safety Assessment -
Traffic Engineering Centre

Site: 101 [Boundary Street / Young Street Intersection - Do-nothing AM Peak]

Site: 101 Boundary Street / Young Street Intersection
Boundary Street / Young Street Intersection - Do-nothing AM Peak
Stop (Two-Way)

Intersection Performance - Hourly Values		Vehicle	
Travel Speed (Average)	55.3 mph		
Travel Distance (Total)	691.4 veh-mph		
Travel Time (Total)	53.3 hrs		
Percent Heavy Vehicles (Demand)	0.0 %		
Degree of Saturation	0.208		
Degree of Saturation Capacity	2356 veh/h		
Control Delay (Total)	1.00 veh-h		
Control Delay (Average)	0.2 sec		
Control Delay (Vehicular Movement)	11.6 sec		
Stop-Line Delay (Average)	1.1 sec		
Stop-Line Delay (Vehicular Movement)	11.6 sec		
Waiting Time (Average)	0.7 sec		
Interpretation Level of Service (LOS)	A		
95% Back of Queue Distance (Vehicular Movement)	5.8 ft		
Queue Storage Ratio (Vehicular Movement)	0.01		
Queue Storage Ratio (Vehicular Lane)	0.01		
Effective Stop Rate	6.40 per veh		
Preportion Control	15.2		
Propotion Control	15.2		
Cost (Total)	278.65 \$/h		
Fuel Consumption (Total)	44.2 L/h		
Fuel Consumption (Vehicular Movement)	87.6 gal/hr		
Informational Data	8100 hph		
Carbon Monoxide (Total)	0.132 tgh		
Poll (Total)	0.102 tgh		
Site Level of Service (LOS) Method: Delay (RTA Method). Site LOS method is specified in the Parameter Setting dialog (Site tab).			
Note: Intersection LOS for Vehicles is Not Applicable for two-way right control since the average intersection delay is not a good LOS measure due to zero delays associated with major road movements.			
SICM Standard Delay Model is used. Control Delay includes Geometric Delay.			
Intersection Performance - Annual Values		Vehicle	
Demand From (Total)	356,232 veh/y		
Effective Stops	174,748 veh/y		
Travel Distance	292,748 veh-mph		
Travel Time	208,695 hrs		
Percent Heavy Vehicles	0.0 %		
Degree of Saturation	0.208		
Degree of Saturation Capacity	2356 veh/h		
Control Delay (Total)	1.00 veh-h		
Control Delay (Average)	0.2 sec		
Control Delay (Vehicular Movement)	11.6 sec		
Stop-Line Delay (Average)	1.1 sec		
Stop-Line Delay (Vehicular Movement)	11.6 sec		
Waiting Time (Average)	0.7 sec		
Interpretation Level of Service (LOS)	A		
95% Back of Queue Distance (Vehicular Movement)	5.8 ft		
Queue Storage Ratio (Vehicular Movement)	0.01		
Queue Storage Ratio (Vehicular Lane)	0.01		
Effective Stop Rate	6.40 per veh		
Preportion Control	15.2		
Propotion Control	15.2		
Cost (Total)	278.65 \$/h		
Fuel Consumption (Total)	44.2 L/h		
Fuel Consumption (Vehicular Movement)	87.6 gal/hr		
Informational Data	8100 hph		
Carbon Monoxide (Total)	0.132 tgh		
Poll (Total)	0.102 tgh		
Note: Intersection LOS for Vehicles is Not Applicable for two-way right control since the average intersection delay is not a good LOS measure due to zero delays associated with major road movements.			
SICM Standard Delay Model is used. Control Delay includes Geometric Delay.			

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Boundary Street One Way Proposal Traffic Impact Assessment and Traffic Safety Assessment - Traffic Engineering Centre

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MOVEMENT SUMMARY

Site: 101 Boundary Street / Young Street Intersection - Do-nothing AM Peak
Boundary Street / Young Street Intersection - Do-nothing AM Peak
Stop (Two-Way)

Movement Performance - Vehicles									
Mov ID	Opp	Desired Phase	Req. Sat	Req. Sat	Average Delay (sec)	Level of Service	85% Rank of Queue	Distance (m)	Prop. Demand
South: Young Street (north)									
2	T1	0.0	0.124	0.124	0.2	LOS A	0.3	2.4	0.15
3	R2	0.0	0.124	0.124	6.2	LOS A	0.3	2.4	0.15
Approach					1.6	NA	0.3	2.4	0.14
East: Boundary Street (east)									
4	L1	0.0	0.207	0.207	0.2	LOS A	0.8	5.8	0.33
5	L2	0.0	0.207	0.207	11.6	LOS A	0.8	5.8	0.33
Approach					9.7	LOS A	0.8	5.8	0.33
North: Young Street (south)									
7	L1	0.0	0.099	0.099	5.6	LOS A	0.0	0.0	0.00
8	T1	0.0	0.099	0.099	0.0	LOS A	0.0	0.0	0.00
Approach					0.0	NA	0.0	0.0	0.00
West: Boundary Street (west)									
10	L2	0.0	0.200	0.200	8.0	LOS A	0.8	5.5	0.44
11	T1	0.0	0.200	0.200	10.3	LOS A	0.8	5.5	0.44
12	R2	0.0	0.200	0.200	11.6	LOS A	0.8	5.5	0.44
Approach					10.4	LOS A	0.8	5.5	0.44
All Vehicles					5.2	NA	0.8	5.8	0.22

Site Level of Service (LOS) Method: Delay (RTS1601). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle Level of Service (LOS) values are based on average delay per movement.
Minor Road Approach LOS values are based on average delay for all vehicle movements.
NA: Intersection LOS and Major Road Approach LOS values are not applicable for two-way stop control since the average delay is not a good LOS measure due to zero delays associated with major road movements.
Gap: Intersection LOS and Major Road Approach LOS values are not applicable for two-way stop control since the average delay is not a good LOS measure due to zero delays associated with major road movements.
Gap-Acceptance Capacity: Saturated (Saturated) Capacity.
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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Croydon - Boundary Street / Young Street Intersection - Do-nothing AM Peak
Project: 101 Boundary Street / Young Street Intersection - Do-nothing AM Peak
Report: 101 Boundary Street / Young Street Intersection - Do-nothing AM Peak

ITEM /16 Boundary Street, Croydon - Proposed One-Way Treatment.DOC
Boundary Street One Way Proposal Traffic Impact Assessment and Traffic Safety Assessment -
Traffic Engineering Centre

ITEM /16 Boundary Street, Croydon - Proposed One-Way Treatment.DOC
Boundary Street One Way Proposal Traffic Impact Assessment and Traffic Safety Assessment -
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Site: 101 [Boundary Street / Young Street Intersection - Do-nothing PM Peak]

Site: 101 [Boundary Street / Young Street Intersection]
Boundary Street / Young Street Intersection - Do-nothing PM Peak
Stop (Two-Way)

[illegible]

Site Level of Service (LOS) Method Delay (RTA NSW) Site LOS Method is specified in the Parameter Settings dialog (Site tab)

Vehicle movement LOS values are based on average delay per movement.

Minor Road Approach LOS values are based on average delay for all vehicle movements.

N/A. Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way stop control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

SICRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIIPA Standard (Anxetik M3D)

HWV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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Organisation: TRAFFIC ENGINEERING CENTRE PTY LTD | Processed Wednesday, 21 September 2016 11:42:16 AM
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ITEM /16 Boundary Street, Croydon - Proposed One-Way Treatment.DOC
Boundary Street One Way Proposal Traffic Impact Assessment and Traffic Safety Assessment -
Traffic Engineering Centre

INTERSECTION SUMMARY

[illegible]

Site Level of Service (LOS) Method. Delay (RTA HSW). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
 LOS Intersection LOS for Vehicles is Not Applicable for two-way stop control since the average intersection delay is not a good LOS measure due to zero delays associated with major road movements.
 LOS Standard Delay Method is used. Control Delay includes Geometric Delay

Intersection Performance - Annual Values		
Performance Measure		Performance
	Vehicles	Person
Dropped From (Total)	297,395 vehicles	356,334 person
Effective Stops	103,812 vehicles	125,817 person
Effective Stops	110,812 vehicles	132,874 person
Travel Distance	248,145 vehicles	298,874 person

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MOVEMENT SUMMARY

Site: 101 [Boundary Street / Young Street Intersection - Proposed Option AM Peak]
Boundary Street / Young Street Intersection - Proposed Option AM Peak
Site: 101 (Two-Way)

Movement Performance - Vehicles											
Movement ID	LOI	Total veh/h	Demand Flow %	Log Scale, sec	Average Delay, sec	Level of Service	95% Back of Queue, veh	Distance, m	Prep. Overhead, sec	Effective Stop rate, per veh	Adjusted Speed, km/h
South / Young Street (north)											
1	T1	172	0.0	0.160	0.4	LOS A	0.7	4.6	0.24	0.24	57.1
2	T2	183	0.0	0.160	6.4	LOS A	0.7	4.6	0.24	0.24	57.9
3	R2	275	0.0	0.160	2.7	NA	0.7	4.6	0.24	0.24	55.5
North / Young Street (north)											
4	T1	26	0.0	0.102	5.6	LOS A	0.0	0.0	0.00	0.00	54.6
5	T2	193	0.0	0.102	0.0	LOS A	0.0	0.0	0.00	0.00	59.2
6	R2	192	0.0	0.102	0.0	NA	0.0	0.0	0.00	0.00	55.9
West / Boundary Street (north)											
7	T1	31	0.0	0.209	8.0	LOS A	0.0	5.6	0.45	0.07	47.5
8	T2	71	0.0	0.209	10.0	LOS A	0.0	5.6	0.45	0.07	40.8
9	R2	52	0.0	0.209	11.1	LOS A	0.0	5.6	0.45	0.07	48.5
Approach											
		153	0.0	0.209	10.5	LOS A	0.0	5.6	0.45	0.07	44.8
All Vehicles											
		619	0.0	0.209	4.0	NA	0.0	5.6	0.22	0.37	54.5

Site Level of Service (LOS) Method: Delay (D2, D3, D4). See LOS Method in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Minor Road Approach LOS values are based on average delay for all vehicle movements.

Site Intersection LOS and Major Road Approach LOS values are not applicable for security sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

Gap Acceptance Capacity (SAG) values are based on the geometric delay.

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

SDQA INTERSECTION 2.0 | Copyright © 2006 by K. A. and Associates Pty. Ltd. | intersection.sqa
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ITEM /16 Boundary Street, Croydon - Proposed One-Way Treatment.DOC Boundary Street One Way Proposal Traffic Impact Assessment and Traffic Safety Assessment - Traffic Engineering Centre



INTERSECTION SUMMARY

Site: 101 [Boundary Street / Young Street Intersection - Proposed Option PM Peak]
Boundary Street / Young Street Intersection - Proposed Option AM Peak
Stop (Two-Way)

Intersection Performance - Hourly Values		Vehicles	
Performance Summary		AM Peak	PM Peak
Travel Demand (Total)		432.9 veh/h	517.1 veh/h
Travel Demand (Heavy)		7.6 veh/h	9.4 veh/h
Travel Time (Total)		469 veh	569 veh
Demand From (Total)		0.0 %	
Percent Heavy Vehicles (Demand)		0.0 %	
Effective Intersection Capacity		3487 veh/h	
Control Delay (Total)		0.49 veh-h	0.59 veh-h
Control Delay (Average)		3.5 sec	3.5 sec
Control Delay (Worst Movement)		19.2 sec	10.2 sec
Percent Delay (Average)		0.7 %	
Stop-Line Delay (Average)		0.3 sec	
Stop-Line Delay (Worst)		N/A	
Intersection Level of Service (LOS)		N/A	
95% Back of Queue - Vehicles (Worst Lane)		5.5 veh	
95% Back of Queue - Queue (Worst Lane)		2.7 m	
Queue Storage Ratio (Worst Lane)		0.01 m	
Total Effective Stops		169 veh/h	202 veh/h
Effective Stop Rate		0.14 per veh	0.13 per veh
Proportion Delay		0.18	0.13
Performance Index		9.6	9.6
Cost (Total)		194.71 \$/h	194.71 \$/h
Cost Components (Total)		30.5 \$/h	
Cost Delay (Total)		72.3 \$/h	
Proportions (Total)		0.008 high	
Proportions (Worst)		0.008 high	
Proportions (Worst)		0.020 high	
NOI (Total)		0.020 high	
Site Level of Service (LOS) Method: Delay (RTI MSW). Site LOS Method is specified in the Parameter Settings dialog (Site tab).			
N/A. Intersection LOS for Vehicles is Not Applicable for two-way stop control since the average intersection delay is not a good LOS measure due to zero delays associated with major road movements.			
SICM. Standard Delay Model is used. Control Delay includes Geometric Delay.			
Intersection Performance - Annual Values		Vehicles	
Performance Summary		AM Peak	PM Peak
Travel Demand (Total)		238,455 veh/y	257,324 veh/y
Travel Demand (Heavy)		80,236 veh/y	98,233 veh/y
Travel Time (Total)		206,842 veh-h	248,210 veh-h
Travel Time (Heavy)		3,172 veh-h	4,502 veh-h

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ITEM /16 Boundary Street, Croydon - Proposed One-Way Treatment.DOC
Boundary Street, Croydon - Concept One-Way Design



(ITEM LTC33/16) CHELTENHAM ROAD, CROYDON - RELOCATION OF PEDESTRIAN CROSSING

File No: 16/46858

REPORT BY MANAGER TRAFFIC & TRANSPORT

Summary

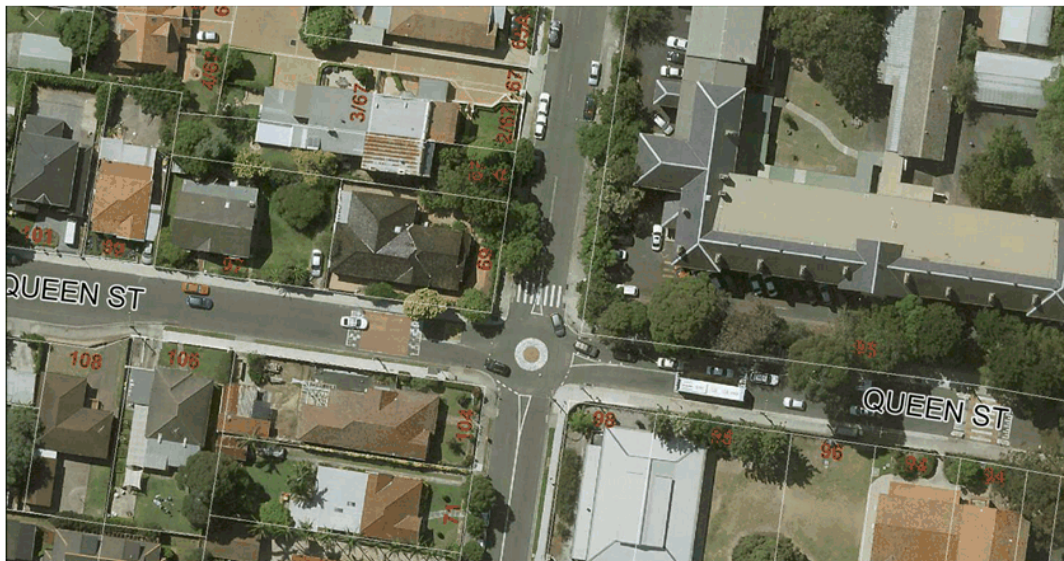
The Mayor was approached by the President of Burwood Girls High School Council in regards to the need for safety measures to be installed on the Corner of Cheltenham Road and Queen Street Croydon. A Mayoral Minute was raised at the 27 September 2016 Ordinary Council Meeting for the investigation of the request.

Background

The President of Burwood Girls High School Council raised several concerns relating to traffic flow and pedestrian safety at the intersection of Cheltenham Road and Queen Street Croydon including:

- High traffic volumes, made worse by having two schools opposite one another increasing the general population in the area
- The use of a roundabout and pedestrian crossing in close proximity to control the flow of vehicle and pedestrian traffic
- Students flooding the street to cross Cheltenham Road and to a lesser extent Queen Street particularly in the afternoon school peak
- Some students tending to cross the road without using the crossing
- Traffic congestion and delays while students cross Cheltenham Road and
- Limited visibility of the pedestrian crossing for drivers due to the adjacent property boundary.

A Mayoral Minute was raised at the 27 September 2016 Ordinary Council Meeting requesting that Officers investigate fencing along Queen Street to direct pedestrians to the crossing and the potential to relocate the crossing away from the intersection.



Proposal

A Stage 5 Road Safety Audit was undertaken at this location shortly after the installation of the pedestrian crossing back in 2008. At that time the options for pedestrian fencing and relocating the crossing were considered, however, there were concerns about the large number of students exiting the school simultaneously and some students being forced to walk on the roadway between the fence and traffic. Similarly, it was felt that without fencing the relocation of the crossing further north would move the facility too far from the pedestrian desire line, with students likely to choose to cross away from the pedestrian crossing.

As a result of this Audit a number of additional warning signs were placed in Cheltenham Road and Queen Street to help advise motorists of the crossing in Cheltenham Road.

Following the recent Mayoral Minute, a second Stage 5 Road Safety Audit was undertaken by the Traffic Engineering Centre to again assess the options of pedestrian fencing and relocation of the crossing in Cheltenham Road. A copy of the Audit has been attached to this report.

A summary of the Road Safety Audit has been provided in the table below, along with proposals on how to address the issues identified.

	Identified Issue	Proposal
Pedestrian Crossing Location	<p>The crossing was found to be located too close to the intersection to provide east bound motorists in Queen Street sufficient time to view pedestrians on the crossing, as motorists look for traffic entering the roundabout on their right while the crossing is located to their left.</p> <p>Similarly vehicles exiting Burwood Girls High School's internal parking area which is located to the north of the pedestrian crossing are looking for traffic to their right before exiting the school and turning left immediately adjacent to the crossing.</p>	<p>It is proposed to relocate the pedestrian crossing 10 metres north of its current location. To further improve safety it is also proposed to upgrade the crossing to a raised facility with all associated signs and linemarkings.</p> <p>In order to help ensure pedestrians make use of the relocated crossing it is also proposed to install 20 lineal metres of pedestrian fencing on the north western corner and 16 lineal metres on the north eastern corner of the intersection.</p>
Lighting	<p>Lighting of the pedestrian crossing was found to be substandard during night inspections.</p> <p>While this would not affect the operation of the crossing during the school peak hours the crossing operates 24 hours a day and must meet the relevant Australian Standards.</p>	<p>A request has been sent to Ausgrid to upgrade the lighting of the pedestrian crossing. The request has identified the need to improve lighting for the crossing at its current location as well as being able to provide sufficient lighting for the proposed location also.</p>
Signage	<p>Several signs were identified as being placed in the wrong locations to help ensure drivers are aware of the pedestrian crossing.</p>	<p>The signs identified in the Audit have all been relocated to ensure compliance with relevant Australian Standards and Technical Directions.</p>

A plan outlining the above recommendations has been prepared and attached for consideration.

In addition to the above, Council will request that RMS review the current 40km/h School Zone along Queen Street with a view to extending the School Zone further west. The current School Zone commences just 10 metres west of Cheltenham Road which does not provide drivers with sufficient opportunity to reduce their speeds prior to arriving at the highly pedestrianised area. Extending the School Zone further west will provide a safer environment for students and pedestrians.

Consultation

Burwood Girls High School was notified of the proposal to relocate the pedestrian crossing further north, with no feedback received. The proposed changes will not result in any loss of on-street parking on the western side of Cheltenham Road or reduction of the existing Bus Zone on the eastern side of Cheltenham Road.

Financial Implications

The relocation of the pedestrian crossing and installation of 36 metres of RMS Type 5 Pedestrian Fencing has been estimated to cost \$43,000 and can be funded from the 2016/17 Traffic Facilities budget.

Recommendations

1. That Council approve the relocation of the existing pedestrian crossing in Cheltenham Road to a location approximately 10.0 metres further north per the plan in the report.
2. That Council upgrade the relocated crossing to a raised crossing along with the installation of 36 metres of RMS Type 5 Pedestrian Fencing.
3. That Council write to RMS requesting a review of the existing School Zone in Cheltenham Road with a view to extending the School Zone further west.

Attachments

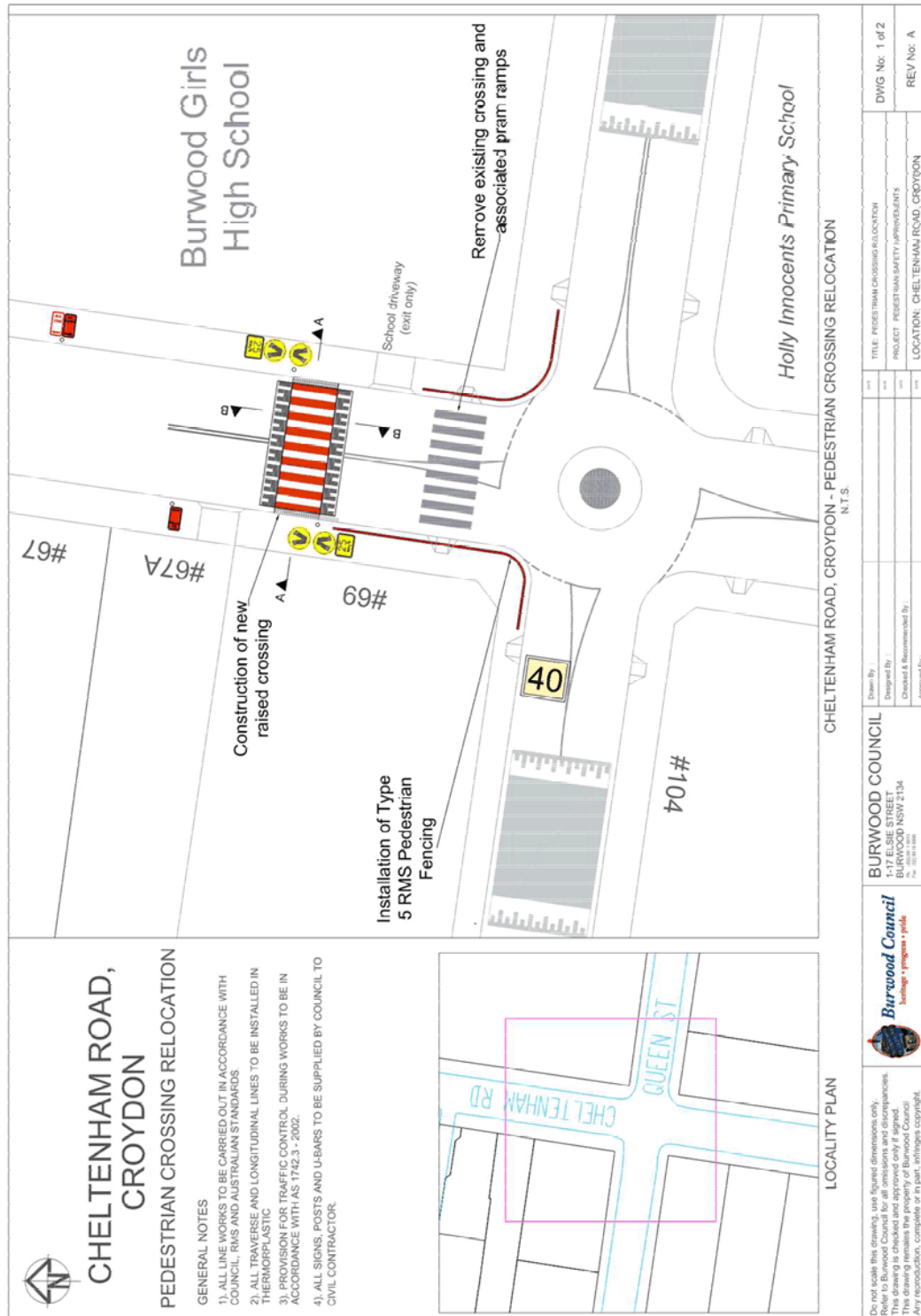
- 1 Cheltenham Road Crossing Relocation - Plan 1 Page
- 2 Cheltenham Road Crossing Relocation - Details 1 Page

ATTACHMENT 1

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ATTACHMENT 1

ITEM /16 Cheltenham Road, Croydon - Relocation of pedestrian crossing.DOC
 Cheltenham Road Crossing Relocation - Plan

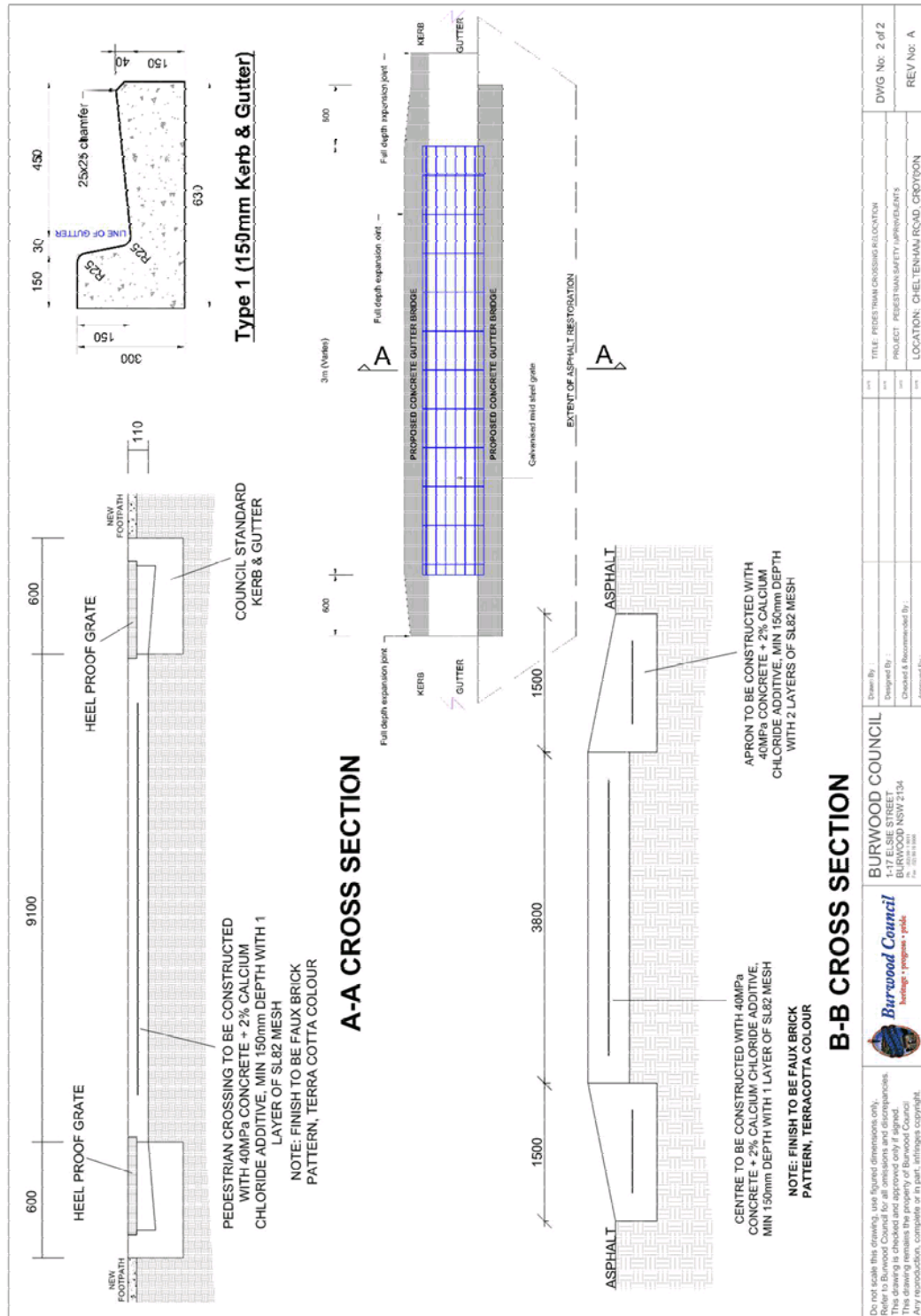


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ATTACHMENT 2

ITEM /16 Cheltenham Road, Croydon - Relocation of pedestrian crossing.DOC
 Cheltenham Road Crossing Relocation - Details



(ITEM LTC34/16) CLARENDON PLACE BURWOOD - REQUEST FOR TEMPORARY '10 MINUTE' PARKING ZONE

File No: 16/50427

REPORT BY TRAFFIC ENGINEERING OFFICER

Summary

The shopping trolley collection company engaged by Woolworths in Burwood Plaza has requested a temporary short term parking zone on the western side of Clarendon Place Burwood. The existing 'No Stopping' zone is requested to be converted to a '10 Minute' parking zone for a period of three months.

Background

Clarendon Place Burwood is a local road located off Railway Parade between Burwood Road and Wynne Avenue. This section of road is only used by local businesses on Burwood Road to gain rear access to their properties. Clarendon Place currently has 'No Stopping' restrictions along the western side with 'No Parking' restrictions available at the rear of the properties along the eastern side.

All deliveries to Burwood Plaza are to be through their loading dock accessible via Wynne Avenue. Due to the damaged trolley conveyer within the loading dock which is used to transport the trolleys from the lower level loading dock to the upper level shopping areas, Council has received a request from the management at Burwood Plaza to install a temporary short term parking zone on the Western side of Clarendon Place while the conveyor is repaired.

Proposal

Council have proposed to install a '10 Minute' parking area on the Western side of Clarendon Place for a period of three months. Once the trolley conveyer within the loading dock has been repaired the parking area will be converted back to 'No Stopping' restrictions.

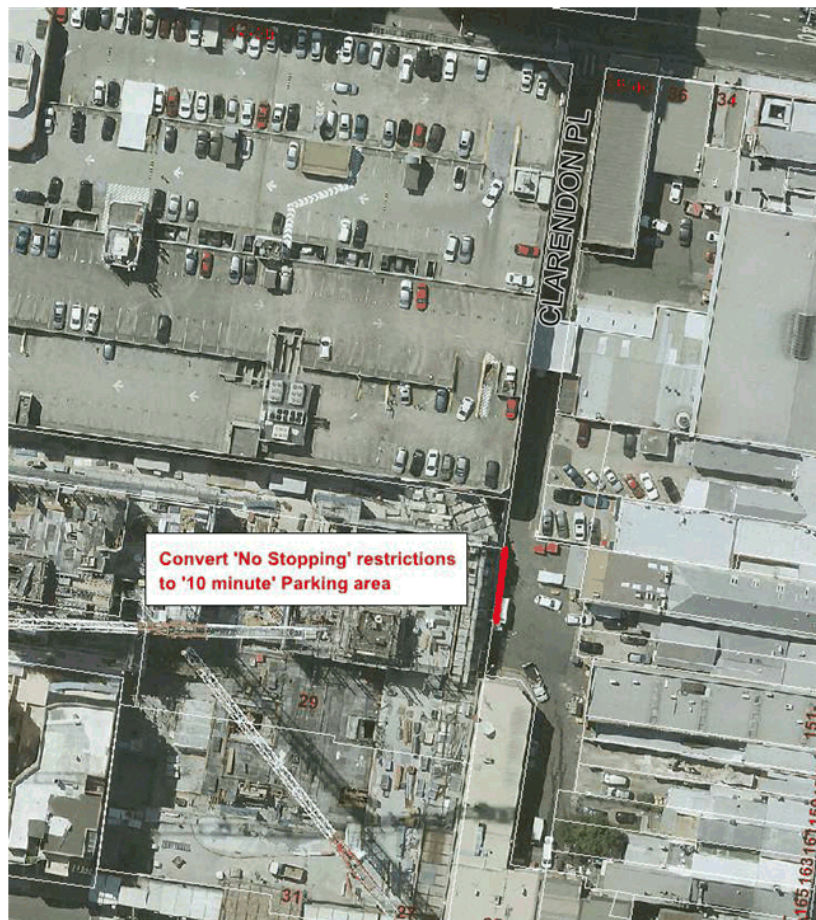


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BURWOOD LOCAL TRAFFIC COMMITTEE

3 NOVEMBER 2016



Consultation

The proposed parking restrictions will be temporary during the repair of the trolley conveyer within the loading dock. The installation of the parking zone will not affect any residents or shop owners that use Clarendon Place.

Financial Implications

The installation of new '10 Minute' parking signage is estimated to cost \$200 and will be funded from the 2016/17 Traffic Facilities Budget.

Recommendation

That Council approve the installation temporary '10 Minute' parking restrictions on the western side of Clarendon Place, Burwood per the plan in the report for a maximum of three months or until such time as the Burwood Plaza trolley conveyer is repaired.

Attachments

There are no attachments for this report.

(ITEM LTC35/16) HEXTOL STREET CROYDON PARK - CHANGES TO EXISTING 'NO STOPPING' RESTRICTIONS

File No: 16/50736

REPORT BY TRAFFIC ENGINEERING OFFICER

Summary

A Mayoral Minute was raised at the 13 September 2016 Council Meeting requesting an investigation into installing off-street parking bays in Hextol Street Croydon Park. As a first step it is proposed to remove the existing 'No Stopping 11.00pm TO 5.00am' restrictions along the angled parking bays on the southern side of Hextol Street to increase parking availability for residents.

Background

Hextol Street Croydon Park is a residential street located south of Georges River Road between Burwood Road and Trelawney Street. This section of Hextol Street is a two-way Street with kerb side parking available on the northern side and 90 degree angled parking available during the hours of 5.00am to 11.00pm on the southern side. The northern side of Hextol Street provides access to residential properties while the southern side fronts Flockhart Park.

Flockhart Park is widely used throughout the day by the community. Council have previously installed 'No Stopping – 11.00pm to 5.00am' restrictions along the angled parking bays to deter anti-social behaviour within the park during the night.

Proposal

It is proposed to remove all parking restrictions along the angled parking bay to increase the number of available parking spaces at night for residents along Hextol Street Croydon Park. This is a first step to provide a significant increase in parking availability. If the situation does not improve for residents Council can then consider installing off-street parking bays where practical on the northern side of the street.



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BURWOOD LOCAL TRAFFIC COMMITTEE

3 NOVEMBER 2016

Consultation

Council will notify residents along Hextol Street of the proposed parking changes. Should there be any negative consequences resulting from the changes, the parking restrictions will be reverted back immediately.

Financial Implications

The installation of new parking signage is estimated to cost \$1,000.00 and will be funded from the 2016/17 Traffic facilities budget.

Recommendation

That Council approve the removal of 'No Stopping 11.00pm TO 5.00am' restrictions in the 90 degree angled parking bays on the southern end of Hextol Street Croydon Park.

Attachments

There are no attachments for this report.

ATTACHMENT 1

ITEM /16 Minutes of the November 2016 Burwood Local Traffic Committee Meeting.DOC Agenda - Burwood Local Traffic Committee - November 2016

BURWOOD LOCAL TRAFFIC COMMITTEE

3 NOVEMBER 2016

(ITEM LTC36/16) DATES FOR 2017 BURWOOD LOCAL TRAFFIC COMMITTEE MEETINGS

File No: 16/50739

REPORT BY MANAGER TRAFFIC & TRANSPORT

Summary

The purpose of this report is to propose dates for the 2017 Burwood Local Traffic Committee Meetings.

Background

The following dates are proposed for the 2017 Burwood Local Traffic Committee Meetings:

February	Thursday 2 February 2017
March	Thursday 2 March 2017
April	Thursday 6 April 2017
May	Thursday 4 May 2017
June	Thursday 1 June 2017
July	Thursday 6 July 2017
August	Thursday 3 August 2017
September	Thursday 7 September 2017
October	Thursday 5 October 2017
November	Thursday 2 November 2017

All meetings to commence at 9.30am in Council Chambers unless informed otherwise.

Recommendation

That the following dates be adopted for the 2017 Burwood Local Traffic Committee Meeting:

February	Thursday 2 February 2017
March	Thursday 2 March 2017
April	Thursday 6 April 2017
May	Thursday 4 May 2017
June	Thursday 1 June 2017
July	Thursday 6 July 2017
August	Thursday 3 August 2017
September	Thursday 7 September 2017
October	Thursday 5 October 2017
November	Thursday 2 November 2017

Attachments

There are no attachments for this report.

(ITEM LTC37/16) CLARENDON PLACE, BURWOOD - RESTRICTIONS FOR HEAVY VEHICLES

File No: 16/50775

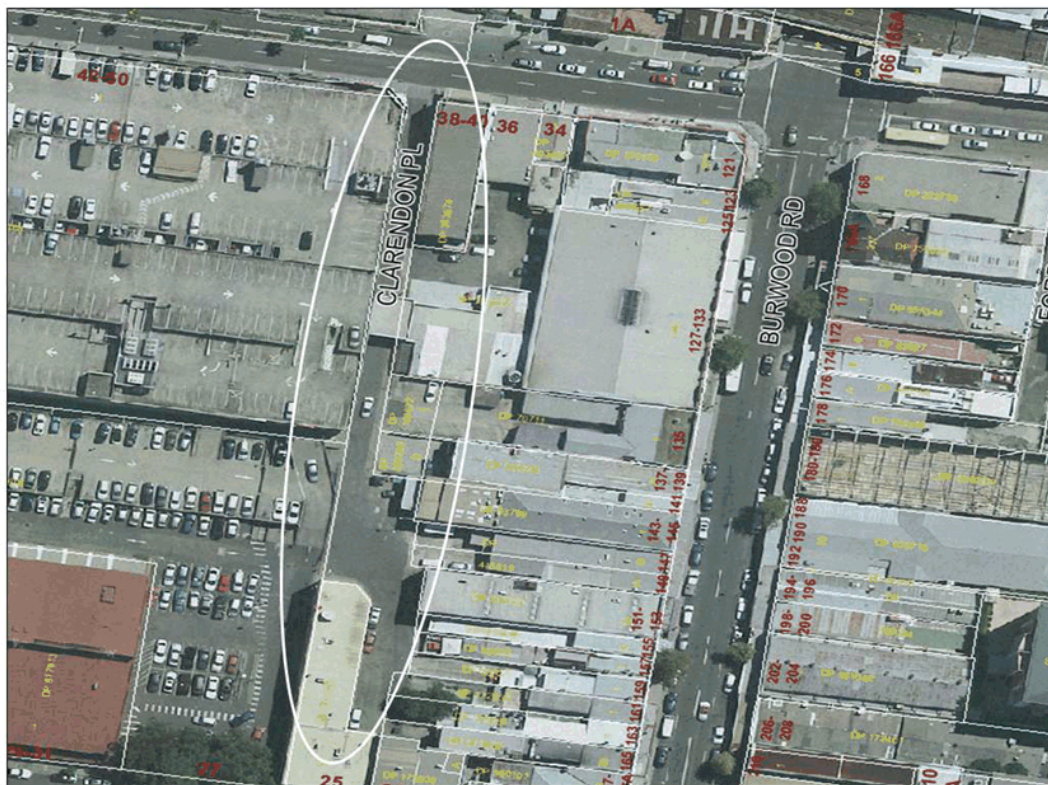
REPORT BY ENGINEER TRAFFIC & DESIGN

Summary

Council recently installed 'No Trucks – Vehicles Under 10m Excepted' and 'Vehicles Must Enter and Exit in a Forward Direction' signage at the entry of Clarendon Place Burwood to alleviate safety concerns caused by dangerous driving behaviours. It is recommended that Council approve the permanent retention of the current signage.

Background

Clarendon Place is a short laneway that runs parallel to Burwood Road. It has a north-south orientation and is a no through road with access via Railway Parade only. At present, the laneway carries a low volume of traffic and is predominately used to service businesses that back onto the laneway.



Clarendon Place Aerial Map

Council received a development application in 2013 to have the north eastern footpath adjacent to No. 38-40 and No. 127-133 Burwood Road widened by two metres to allow for the use of the area for outdoor eating. Since then, the development application has been approved and the widened footpath has now been constructed.

It should be noted that the footpath widening has reduced the carriageway width of Clarendon Place to 2.8 metres. The laneway widens at its southern end to a maximum width of 14.4 metres.



Completed Footpath Widening

Proposal

An in depth analysis of the footpath widening project was undertaken by Council Officers prior to construction that included vehicle turning movement paths. The results confirmed that vehicles greater than 10 metres in length would not be able to turn around within the wider southern end of the lane to be able to enter and exit in a forward direction. This was verified via CCTV footage which revealed dangerous driving behaviour of delivery truck drivers which were observed reversing up the lane for its entire length. This practice places pedestrians at high risk as delivery vehicle drivers do not have adequate view of pedestrians in the laneway.

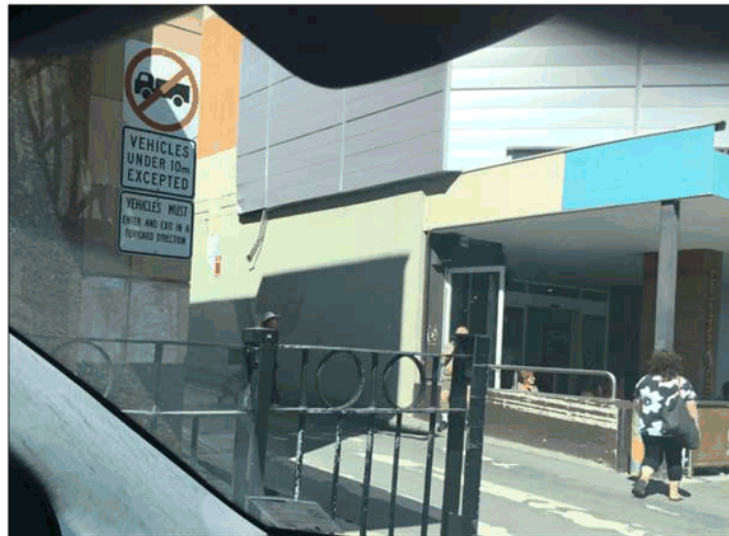
Subsequently, it was decided to install 'No Entry – Vehicles Under 10m Excepted' and 'Vehicles Must Enter and Exit in a Forward Direction' signage at the entry of Clarendon Place as a safety measure and to provide regular users of the laneway adequate time to familiarise themselves with the new restrictions.

ATTACHMENT 1

ITEM /16 Minutes of the November 2016 Burwood Local Traffic Committee Meeting.DOC Agenda - Burwood Local Traffic Committee - November 2016

BURWOOD LOCAL TRAFFIC COMMITTEE

3 NOVEMBER 2016



Current Restrictions

Recent inspections of the laneway confirmed that the signage is effective as no illegal traffic movements have been witnessed. It is therefore recommended that Council retain the current signage as shown in the photo above. Please note that providing approval will also allow Council's Compliance Officers to legally enforce the area if necessary.

Consultation

Consultation was carried out as part of the development application process with affected businesses directly impacted by the proposal. Further to this, indirect verbal communication was undertaken by Council Officers with various business owners that had concerns about the project.

Financial Implications

There is no financial implication given the signage is already installed.

Recommendation

That Council approve to retain the recently installed 'No Trucks – Vehicles Under 10m Excepted' and 'Vehicles Must Enter and Exit in a Forward Direction' signage at the entry of Clarendon Place Burwood.

Attachments

There are no attachments for this report.



Burwood Council
heritage • progress • pride

BURWOOD LOCAL TRAFFIC COMMITTEE MEETING

MINUTES OF THE MEETING OF THE BURWOOD LOCAL TRAFFIC COMMITTEE held at the Council Chamber, Suite 1, Level 2, 1-17 Elsie Street, Burwood on Thursday 3 November 2016 commencing at 10.30am.

ATTENDANCE

Sgt Trudy Crowther, NSW Police Service
Ms Nazli Tzannes, Roads and Maritime Services

Mr Bruce Macdonnell, (Chairperson) Deputy General Manager Land, Infrastructure and Environment

Mr John Inglese, Burwood Council, Senior Manager Assets and Design

Mr Roberto Di Federico, Burwood Council, Manager Traffic and Transport

Mr Robert Ristevski, Burwood Council, Engineer – Traffic and Design

Ms Meg Pigram, Burwood Council, Road Safety Officer

Mr Martin Jenner, Burwood Council, Manager Compliance

Dr Paul Burgis. PLC, Principal

Mr Zoran Bakovic, Traffic Engineering Centre, Director

APOLOGIES

Cr John Faker (Mayor)

Ms Jodi McKay, State Member for Strathfield

Mr Rabih Bekdache, State Transit Authority

CONFIRMATION OF MINUTES

That the minutes of the Burwood Local Traffic Committee of Burwood held on Thursday 6 October 2016, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.

MINUTES OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING 3 NOVEMBER 2016

GENERAL BUSINESS

(ITEM LTC32/16) BOUNDARY STREET, CROYDON - PROPOSED ONE-WAY TREATMENT

Summary

Council has received a request from the Sydney Presbyterian Ladies College (PLC) to consider converting Boundary Street Croydon between Young Street and Robinson Street to a one-way east bound configuration to address traffic congestion around the school. A Mayoral Minute was also raised following discussions with the school to address issues in relation to traffic congestion, illegal queuing and safety in the street.

AT THE MEETING

Dr Paul Burgis, Principal of PLC, addressed the Committee and thanked Council staff for their efforts in the investigations. Dr Burgis was disappointed that the report does not recommend changes to the 'status quo' which he believes is not the best outcome. Dr Burgis outlined that the school currently takes steps to help ensure parents obey the road rules, going as far as reaching out to individual parents observed doing the wrong thing, however does not believe that enforcement by Council or NSW Police is the best solution to traffic.

Dr Burgis advised that due to limitations within the school, such as heritage listings and requirements for open space, he does not believe that there is any additional capacity to make improvements within the school grounds including changes to the existing roundabout in the Hamilton Campus or port cohere in the Evandale Campus. Dr Burgis also advised that the growing population will put further strains on the road network and believes Council should be taking steps to address the issue now. Dr Burgis suggested the removal of the existing 'No Right Turn' restrictions in place for vehicles exiting the school's Hamilton Campus onto Boundary Street to allow alternate options for parents when exiting the school to avoid having to head towards Young Street. Dr Burgis then left the meeting to allow for discussions.

Mr Zoran Bakovic, Director of Traffic Engineering Centre who undertook the independent review of the One-Way proposal for Boundary Street then addressed the Committee. Mr Bakovic explained that the intent of the report was to assess the merit of the One-Way proposal on its merit compared to the current arrangement in order to determine if the changes would result in a safer environment or make the situation worse. Mr Bakovic's advised that per the report it is without question that the One-Way proposal would indeed result in a road environment with a greater number of conflict points and associated risks. The report does not suggest that the 'status quo' is the best scenario, but only that it is a safer scenario when compared to the proposal. Mr Bakovic comments that Dr Burgis's request to remove the 'No Right Turn' sign may be a small request, however may have larger impacts which should be thoroughly assessed prior to any changes being made.

Recommendations

1. That Council not support any changes to the current configuration of Boundary Street Croydon based upon the primarily negative consequences resulting from the proposal to convert the street to one-way east bound between Young Street and Robinson Street.
2. That Council write to the Principal of PLC advising of the outcome of the investigation.
3. That Council continue to work with PLC to help identify improvements which can be made to safety and traffic flow around the school as well as within the school grounds.
4. That Council investigate the suggestion put forward by PLC to remove the existing 'No Right Turn' restrictions onto Boundary Street from within the school's Hamilton Campus.

MINUTES OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING 3 NOVEMBER 2016

(ITEM LTC33/16) CHELTENHAM ROAD, CROYDON - RELOCATION OF PEDESTRIAN CROSSING

Summary

The Mayor was approached by the President of Burwood Girls High School Council in regards to the need for safety measures to be installed on the Corner of Cheltenham Road and Queen Street Croydon. A Mayoral Minute was raised at the 27 September 2016 Ordinary Council Meeting for the investigation of the request.

Recommendations

1. That Council approve the relocation of the existing pedestrian crossing in Cheltenham Road to a location approximately 10.0 metres further north per the plan in the report.
2. That Council upgrade the relocated crossing to a raised crossing along with the installation of 36 metres of RMS Type 5 Pedestrian Fencing.
3. That Council write to RMS requesting a review of the existing School Zone in Cheltenham Road with a view to extending the School Zone further west.

(ITEM LTC34/16) CLARENDON PLACE BURWOOD - REQUEST FOR TEMPORARY '10 MINUTE' PARKING ZONE

Summary

The shopping trolley collection company engaged by Woolworths in Burwood Plaza has requested a temporary short term parking zone on the western side of Clarendon Place Burwood. The existing 'No Stopping' zone is requested to be converted to a '10 Minute' parking zone for a period of three months.

Recommendation

That Council approve the installation temporary '10 Minute' parking restrictions on the western side of Clarendon Place, Burwood per the plan in the report for a maximum of three months or until such time as the Burwood Plaza trolley conveyer is repaired.

(ITEM LTC35/16) HEXTOL STREET CROYDON PARK - CHANGES TO EXISTING 'NO STOPPING' RESTRICTIONS

Summary

A Mayoral Minute was raised at the 13 September 2016 Council Meeting requesting an investigation into installing off-street parking bays in Hextol Street Croydon Park. As a first step it is proposed to remove the existing 'No Stopping 11.00pm TO 5.00am' restrictions along the angled parking bays on the southern side of Hextol Street to increase parking availability for residents.

Recommendation

That Council approve the removal of 'No Stopping 11.00pm TO 5.00am' restrictions in the 90 degree angled parking bays on the southern end of Hextol Street Croydon Park.

ATTACHMENT 2

ITEM /16 Minutes of the November 2016 Burwood Local Traffic Committee Meeting.DOC Minutes - Burwood Local Traffic Committee - November 2016

MINUTES OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING 3 NOVEMBER 2016

(ITEM LTC36/16) DATES FOR 2017 BURWOOD LOCAL TRAFFIC COMMITTEE MEETINGS

Summary

The purpose of this report is to propose dates for the 2017 Burwood Local Traffic Committee Meetings.

Recommendation

That the following dates be adopted for the 2017 Burwood Local Traffic Committee Meeting:

February	Thursday 2 February 2017
March	Thursday 2 March 2017
April	Thursday 6 April 2017
May	Thursday 4 May 2017
June	Thursday 1 June 2017
July	Thursday 6 July 2017
August	Thursday 3 August 2017
September	Thursday 7 September 2017
October	Thursday 5 October 2017
November	Thursday 2 November 2017

(ITEM LTC37/16) CLARENDON PLACE, BURWOOD - RESTRICTIONS FOR HEAVY VEHICLES

Summary

Council recently installed 'No Trucks – Vehicles Under 10m Excepted' and 'Vehicles Must Enter and Exit in a Forward Direction' signage at the entry of Clarendon Place Burwood to alleviate safety concerns caused by dangerous driving behaviours. It is recommended that Council approve the permanent retention of the current signage.

Recommendation

That Council approve to retain the recently installed 'No Trucks – Vehicles Under 10m Excepted' and 'Vehicles Must Enter and Exit in a Forward Direction' signage at the entry of Clarendon Place Burwood.

QUESTIONS WITHOUT NOTICE

The representative for the State Member for Strathfield advised that a 40km/h sign is missing for west bound traffic in Victoria Street East. Council staff can advise that the sign has already been ordered and will be installed once received.

This concluded the business of the meeting at 11.30am.

Confirmed this

**MAYOR
CHAIRPERSON**

**DEPUTY GENERAL MANAGER - LAND,
INFRASTRUCTURE & ENVIRONMENT**

(ITEM IN36/16) CODE OF CONDUCT STATISTICS REPORT

File No: 16/45733

REPORT BY EXECUTIVE MANAGER

Summary

Following the introduction of the Office of Local Government's Model Code of Conduct on 1 March 2013, Complaints Coordinators must report on a range of complaints statistics to the Council and to the Office of Local Government on a yearly basis.

The report for 2015/16 was lodged with the Office of Local Government on 3 November 2016 and is now presented to Council for information.

Background

Following the introduction of the Office of Local Government's Model Code of Conduct on 1 March 2013, Complaints Coordinators must report on a range of complaints statistics to the Council and to the Office within three months of the end of September each year.

Council adopted the Code of Conduct and the Procedure for the Administration of the Code of Conduct at its meeting on 12 February 2013.

On 3 November 2016 Council lodged a Code of Conduct Statistics Report with the Office of Local Government, covering the period 1 September 2015 to 31 August 2016.

Proposal

That the annual Code of Conduct Statistics Report be received.

Planning or Policy Implications

Section 12 of the Model Code of Conduct and Council's adopted Procedure for the Administration of the Code of Conduct states:

12 Reporting on Complaints Statistics

12.1 *The complaints coordinator must arrange for the following statistics to be reported to the Council within three months of the end of September of each year:*

- a) *the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September,*
- b) *the number of code of conduct complaints referred to a conduct reviewer,*
- c) *the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage and the outcome of those complaints,*
- d) *the number of code of conduct complaints investigated by a conduct reviewer,*
- e) *the number of code of conduct complaints investigated by a conduct review committee,*
- f) *without identifying particular matters, the outcome of code of conduct complaints investigated by a conduct reviewer or conduct review committee under these procedures,*
- g) *the number of matter reviewed by the Office and, without identifying particular matters, the outcome of the reviews, and*
- h) *the total cost of dealing with code of conduct complaints made about councillors and the general manager in the year to September, including staff costs.*

- 12.2 *The council is to provide the Office with a report containing the statistics referred to in clause 12.1 within three months of the end of September of each year.*

The report was prepared in accordance with these provisions and is attached (Attachment 1) for information.

For the year between 1 September 2015 and 31 August 2016 there were no Code of Conduct complaints responding to Section 12 criteria.

Conclusion

A Report on Code of Conduct Statistics was lodged with the Office of Local Government on 3 November 2016 in accordance with Section 12 of the Model Code of Conduct and Council's Procedures for the Administration of the Code of Conduct. The Report is presented to Council for information.

No Decision – Information Item Only

Attachments

- 1 Code of Conduct Complaints Statistics report 2015/16 4 Pages

Office of Local Government**Model Code of Conduct
Complaints Statistics**

Reporting Period: 1 September 2015 - 31 August 2016.

Date Due: 31 December 2016

To assist with the compilation of the Time Series Data Publication it would be appreciated if councils could return this survey by 30 November 2016.

Survey return email address: codeofconduct@olg.nsw.gov.au

Council Name:	Burwood Council
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Contact Name:	Tommaso Briscese
Contact Phone:	02 9911 9808
Contact Position:	Executive Manager
Contact Email:	tommaso.briscese@burwood.nsw.gov.au

All responses to be numeric.

Where there is a zero value, please enter 0.

Enquiries: Performance Team
Office of Local Government
Phone: (02) 4428 4100
Enquiry email: olg@olg.nsw.gov.au

Model Code of Conduct Complaints Statistics Burwood Council		
Number of Complaints		
1	a The total number of complaints received in the period about councillors and the General Manager (GM) under the code of conduct	<input type="text" value="0"/>
	b The total number of complaints finalised in the period about councillors and the GM under the code of conduct	<input type="text" value="0"/>
Overview of Complaints and Cost		
2	a The number of complaints finalised at the outset by alternative means by the GM or Mayor	<input type="text" value="0"/>
	b The number of complaints referred to the Office of Local Government under a special complaints management arrangement	<input type="text" value="0"/>
	c The number of code of conduct complaints referred to a conduct reviewer	<input type="text" value="0"/>
	d The number of code of conduct complaints finalised at preliminary assessment by conduct reviewer	<input type="text" value="0"/>
	e The number of code of conduct complaints referred back to GM or Mayor for resolution after preliminary assessment by conduct reviewer	<input type="text" value="0"/>
	f The number of finalised code of conduct complaints investigated by a conduct reviewer	<input type="text" value="0"/>
	g The number of finalised code of conduct complaints investigated by a conduct review committee	<input type="text" value="0"/>
	h The number of finalised complaints investigated where there was found to be no breach	<input type="text" value="0"/>
	i The number of finalised complaints investigated where there was found to be a breach	<input type="text" value="0"/>
	j The number of complaints referred by the GM or Mayor to another agency or body such as the ICAC, the NSW Ombudsman, the Office or the Police	<input type="text" value="0"/>
	k The number of complaints being investigated that are not yet finalised	<input type="text" value="0"/>
	l The total cost of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs	<input type="text" value="0"/>

Preliminary Assessment Statistics

3 The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:

- | | |
|---|--------------------------------|
| a To take no action | <input type="text" value="0"/> |
| b To resolve the complaint by alternative and appropriate strategies | <input type="text" value="0"/> |
| c To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies | <input type="text" value="0"/> |
| d To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, the Office or the Police | <input type="text" value="0"/> |
| e To investigate the matter | <input type="text" value="0"/> |
| f To recommend that the complaints coordinator convene a conduct review committee to investigate the matter | <input type="text" value="0"/> |

Investigation Statistics

4 The number of investigated complaints resulting in a determination that there was **no breach**, in which the following recommendations were made:

- | | |
|--|--------------------------------|
| a That the council revise its policies or procedures | <input type="text" value="0"/> |
| b That a person or persons undertake training or other education | <input type="text" value="0"/> |

5 The number of investigated complaints resulting in a determination that there **was a breach** in which the following recommendations were made:

- | | |
|--|--------------------------------|
| a That the council revise any of its policies or procedures | <input type="text" value="0"/> |
| b That the subject person undertake any training or other education relevant to the conduct giving rise to the breach | <input type="text" value="0"/> |
| c That the subject person be counselled for their conduct | <input type="text" value="0"/> |
| d That the subject person apologise to any person or organisation affected by the breach | <input type="text" value="0"/> |
| e That findings of inappropriate conduct be made public | <input type="text" value="0"/> |
| f In the case of a breach by the GM, that action be taken under the GM's contract for the breach | <input type="text" value="0"/> |
| g In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 | <input type="text" value="0"/> |
| h In the case of a breach by a councillor, that the matter be referred to the Office for further action | <input type="text" value="0"/> |

6	Matter referred or resolved after commencement of an investigation under clause 8.20 of the Procedures	0
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Categories of misconduct	
7 The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:	
a General conduct (Part 3)	<input type="text" value="0"/>
b Conflict of interest (Part 4)	<input type="text" value="0"/>
c Personal benefit (Part 5)	<input type="text" value="0"/>
d Relationship between council officials (Part 6)	<input type="text" value="0"/>
e Access to information and resources (Part 7)	<input type="text" value="0"/>
Outcome of determinations	
8 The number of investigated complaints resulting in a determination that there was a breach in which the council failed to adopt the conduct reviewers recommendation	<input type="text" value="0"/>
9 The number of investigated complaints resulting in a determination that there was a breach in which the council's decision was overturned following a review by the Office	<input type="text" value="0"/>

(ITEM IN37/16) PETITIONS

File No: 16/51995

REPORT BY GENERAL MANAGER

Summary

Council has received three petitions since the last Council Meeting.

Background

Date Received	Petition Subject	No. of Households within the LGA	No. of Households outside the LGA	Responsible Council Division
10/10/2016	BD.2016.119 - 51 George Street, Burwood	85		Land, Environment and Infrastructure
7/10/2016	Byer Street and 12A to 18 Plymouth Street, Enfield Planning Control	8		Land, Environment and Infrastructure
10/10/2016	BD.2016.122 - 284 Burwood Road, Burwood	8	13	Land, Environment and Infrastructure

Comments

That Council notes that the Petitions have been referred to the appropriate Council Officers for attention.

No Decision – Information Item Only**Attachments**

There are no attachments for this report.

(ITEM IN38/16) ANSWERS TO QUESTIONS WITHOUT NOTICE - COUNCIL MEETING OF 25 OCTOBER 2016

File No: 16/52000

REPORT BY GENERAL MANAGER

Summary

At the Council Meeting of 25 October 2016 the following Questions without Notice (QWN) were submitted by Councillors. Council Officers responded to the QWN and Councillors were notified on 1 November 2016 of the outcome of the QWN.

These are now submitted as part of the Council Agenda for Public Notification.

QUESTIONS WITHOUT NOTICE – COUNCIL MEETING OF 25 OCTOBER 2016	
Question	Response
<p><u>Councillor Justin Taunton</u></p> <p>Question 1 – There are a lot of Ibis birds in streets surrounding Burwood Park, getting into rubbish bins and spraying garbage everywhere. Does Council with agency like the RSPCA on managing this problem?</p>	<p><u>Manager Parks</u></p> <p>Council has a draft Management Plan that was developed in 2012 for the control of Ibis birds in Burwood Park. Part of this Plan included installing enclosed bins in the park (and also in the CBD area) to deter birds from scavenging for scraps in the open be-tidy bins. There was some success with this approach, but unfortunately misguided people continue to feed all birds in the park, including Ibis, which increases bird populations. Signage was also erected in Burwood Park asking people not to feed the birds, but this has not proven to be an effective deterrent.</p> <p>Council regularly removes eggs and nests from the palms trees in Burwood Park under a license permit granted by National Parks Wildlife Service (NPWS). Ibis are a native birds and NPWS are very conservative with the number of eggs/nests they will allow Council to remove.</p>
<p><u>Councillor Justin Taunton</u></p> <p>Question 2 – Can Councillors be invited to events like the launch of the Enfield Aquatic Centre Masterplan, Civic Ceremonies and groups like the Lions Clubs?</p>	<p><u>General Manager</u></p> <p>Yes some events are less formal like the Enfield Aquatic Centre Master Plan launch which was held during the day with mainly staff present.</p>
<p><u>Councillor John Faker</u></p> <p>Question 1 - Currently there is a semi-detached house located on the cnr Gladstone Street and Mount Pleasant Avenue, Burwood was the Development Application approved as a CDC approval?</p>	<p><u>Manager Building & Development</u></p> <p>Yes, A CDC was issued by a Private Certifier on 24 March 2016 for alterations to the property at 8C Gladstone Street Burwood. The alterations included a first floor addition to the existing cottage.</p>

No Decision – Information Item Only**Attachments**

There are no attachments for this report.

**(ITEM IN39/16) POWER OF ATTORNEY FOR THE GENERAL MANAGER -
AUGUST TO NOVEMBER 2016**

File No: 16/52773

REPORT BY GENERAL MANAGER

Summary

At the Council Meeting of 28 June 2011, Council resolved to delegate to Michael Gerard McMahon, General Manager, a prescribed power of attorney and that the General Manager report to Council every three months on all documents signed under the prescribed power of attorney.

Council notes that there were no documents signed under power of attorney from August to November 2016.

No Decision – Information Item Only**Attachments**

There are no attachments for this report.