

## ORDINARY MEETING

Notice is hereby given that a meeting of the Council of Burwood will be held electronically on Tuesday, 24 November 2020 at 4:00pm to consider the matters contained in the attached Agenda.

In the overriding interests of public health and safety during the current COVID-19 pandemic, Council will be conducting its meeting electronically as per provisions under the NSW Local Government Act. The customary face-to-face public participation opportunity has been replaced with the opportunity to speak via teleconference link. Written submissions on agenda items will also be accepted. The written submissions will be acknowledged at the meeting and referenced in the minutes.

Tommaso Briscese  
**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, or 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 ELECTRONICALLY ON TUESDAY 24 NOVEMBER 2020 AT 4.00PM.

**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."*

**RECORDING OF MEETING (READ BY MAYOR)**

*"Meetings of Council and Council Committees are audio recorded for the purpose of assisting with the preparation of meeting minutes and promoting meeting transparency."*

*Such recordings are subject to the provisions of the Government Information (Public Access) Act 2009 (GIPA) and are promptly made available for public review via the Council website.*

**APOLOGIES/LEAVE OF ABSENCES**

**DECLARATIONS OF INTERESTS BY COUNCILLORS**

**DECLARATION OF POLITICAL DONATIONS (READ BY MAYOR)**

*In light of legislation that governs the 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 disclose any reportable political donation or gift made to any local Councillor or employee of Council. Such disclosure is required on Development Application Forms submitted to Council.*

*Council is also obliged by law to publish details of all reportable political donations or gifts on its website.*

*Should any person having business before Council this evening and being an applicant or party with 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.*

## **CONFIRMATION OF MINUTES**

### ***Recommendation***

That the Minutes of the following Meeting of Burwood Council:

A. Council Meeting held on 27 October 2020

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.

## **PUBLIC FEEDBACK ON AGENDA ITEMS (Read by Mayor)**

The face-to-face public participation opportunity has been replaced with the opportunity to speak via teleconference link on agenda items. Written submissions are also accepted for this meeting and have been circulated directly to all Councillors. All submissions will be acknowledged at the Council Meeting and referenced in the minutes of the meeting.

## **ADDRESS BY THE PUBLIC ON AGENDA ITEMS COMMENCES**

## **MAYORAL MINUTES**

### **GENERAL BUSINESS**

(ITEM 109/20)	REVIEW OF BURWOOD LOCAL ENVIRONMENTAL PLAN.....	7
(ITEM 110/20)	BURWOOD COUNCIL ANNUAL REPORT 2019-2020.....	17
(ITEM 111/20)	HONOURING OUR LOCAL HERITAGE .....	18
(ITEM 112/20)	RENAME HORNSEY LANE - PROJECT OUTLINE AND COMMUNITY ENGAGEMENT PLAN.....	23
(ITEM 113/20)	SCHEDULE FOR 2021 - COUNCIL MEETINGS   COUNCILLOR BRIEFINGS   BURWOOD LOCAL PLANNING PANEL .....	29
(ITEM 114/20)	BUDGET REVIEW FOR QUARTER ENDING 30 SEPTEMBER 2020 .....	32
(ITEM 115/20)	INVESTMENT REPORT AS AT 31 OCTOBER 2020 .....	45

### **REPORTS OF COMMITTEES**

(ITEM RC5/20)	BURWOOD LOCAL TRAFFIC COMMITTEE - NOVEMBER 2020.....	50
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### **INFORMATION ITEMS**

(ITEM IN38/20)	MONETARY CONTRIBUTIONS RECEIVED AND SPENT BY COUNCIL FOR PUBLIC PARKING .....	75
(ITEM IN39/20)	PETITIONS .....	76

## **CONFIDENTIAL ITEMS**

(ITEM 116/20) CONDER STREET URBAN PARK AND CULTURAL CENTRE

*That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (c) of the Local Government Act, 1993, as the matter involves information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

(ITEM 117/20) BURWOOD PARK CAFE

*That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (c) of the Local Government Act, 1993, as the matter involves information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

(ITEM IN40/20) USE OF CONTRACT PANELS

*That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (c) of the Local Government Act, 1993, as the matter involves information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

## **QUESTIONS ON NOTICE**

*Councillors are requested to submit any Questions On Notice in writing.*

**(ITEM 109/20) REVIEW OF BURWOOD LOCAL ENVIRONMENTAL PLAN**

File No: 20/47657

REPORT BY DIRECTOR CITY STRATEGY

**Summary**

Council is obliged under the planning legislation to review the Burwood Local Environmental Plan 2012 (BLEP) to help implement the Eastern City District Plan developed by the Greater Sydney Commission (GSC). As the timeframe given by the GSC is fast approaching, the BLEP review focuses on addressing past relevant Council resolutions and fixing housekeeping anomalies identified by Council staff. It is recommended that a Planning Proposal be prepared which will address the matters and corresponding actions discussed in this report. At the same time, a more comprehensive review of the BLEP is underway pending completion of a series of technical studies.

**Operational Plan Objective**

1.2.1 Inform the community of Council's activities, facilities and services using accessible communication

2.1.3 Ensure transparency and accountability in decision making

**Background**

In March 2018, the *Environmental Planning and Assessment (EP&A) Act 1979* was amended to require local councils to review their LEPs and develop a Local Strategic Planning Statement (LSPS) to give effect to the relevant district plans developed by the GSC. The Burwood Local Government Area (LGA) is situated in the Eastern City and is therefore governed by the Eastern City District Plan.

In May 2018, the GSC released a LEP Roadmap to guide local councils' LEP review and LSPS process. Most councils, including Burwood, have been given three years to complete the process, which is due around mid of 2021. Councils can prepare one LEP amendment, multiple LEP amendments, or a comprehensive new LEP.

The GSC approved the Burwood LSPS in March 2020. Our Council is at the stage of needing to prepare a Planning Proposal, which will in due course be finalised into a BLEP amendment.

In the lead up to the preparation of the LSPS, Council commissioned a number of technical studies for the Burwood Local Government Area (LGA), including Traffic and Transport Study, Urban Design Study and Local Housing Strategy etc. The Traffic and Transport Study and the Urban Design study have not been completed to date. The Local Housing Strategy, although adopted by Council on 11 February 2020, is still being assessed by the Department of Planning, Industry and Environment (DPIE).

Following the release of the Parramatta Road Corridor Urban Transformation Strategy (PRCUTS) by former Urban Growth in late 2016, Councils of Burwood, Strathfield and Canada Bay jointly commissioned a Traffic and Transport Study and Urban Design Study for precincts covered by the PRCUTS. One of the precincts is the Burwood Concord Precinct, which is often referred to as the Burwood North Precinct. These studies have not been completed to date, as the initial traffic modelling result did not support the densities recommended by the PRCUTS, and traffic modelling needs to be rerun based on revised assumptions involving TfNSW and DPIE.

Given these studies are incomplete and the GSC's timeframe is looming quickly, it is considered appropriate to focus the upcoming Planning Proposal on addressing past relevant Council resolutions and the housekeeping anomalies identified by Council staff during the application and implementation of the BLEP.

In short, a review of the BLEP has been conducted in view of the past Council resolutions and to rectify housekeeping anomalies. This review will inform the preparation of the Planning Proposal.

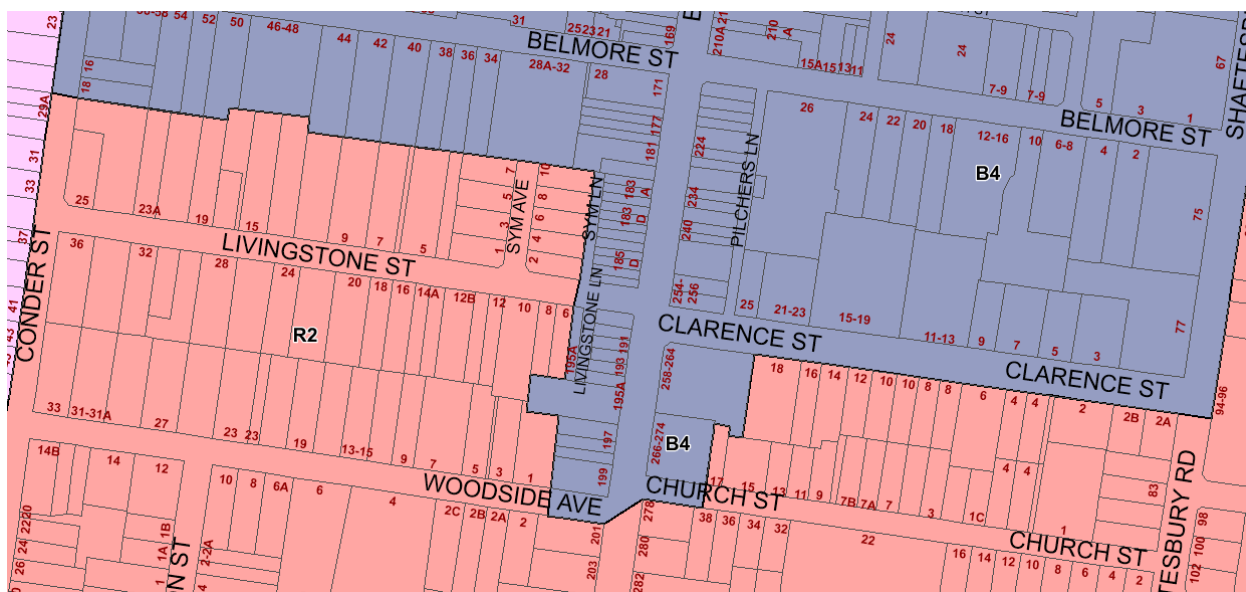
This report seeks Council's endorsement on the matters to be included in the Planning Proposal.

## **Proposal**

The relevant past Council resolutions, housekeeping anomalies, Council staff's comments and recommended actions are provided below.

## **Past Council Resolutions**

### **1. Livingstone Street, Sym Avenue, Clarence and Church Streets, Burwood**



Location map showing Livingstone Street, Sym Avenue, Clarence and Church Streets

#### **Council Resolution of 27 July 2015**

*That a survey of land owners on both sides of Livingstone Street and Sym Avenue be conducted concerning options of rezoning and development standards for the subject land, and that results of the survey be workshopped with Councillors prior to any Planning Proposal being considered.*

#### **Mayoral Minute of 26 September 2017**

*That the General Manager investigates updating the BLEP to:*

- *Extend the BLEP centre to include Clarence Street to Church Street, bounded by Burwood Road and Shaftesbury Road, for land transition zoning to B4 with building height plan on Church Street*
- *Include the Northern side of Livingstone Street as a B4 transition zone with building height plan*

#### **Council Resolution of 23 July 2019**

*That Council resolve to include Clarence Street, Church Street and Livingstone Street, Burwood area as part of the local character investigation areas when undertaking the LSPS and LEP community participation process.*



Council Resolution of 11 February 2020

*That Council as part of the LEP process further investigates amongst other matters:*

*The current planning strategy in the transition areas of Livingstone Street, Conder Street, Clarence Street and Church Street up to Woodstock.*

Comment

In response to the 2015 Council resolution, a survey of landowners on both sides of Livingstone Street and Sym Avenue was conducted. Results of the survey were presented to a Councillor Workshop on 2 November 2015. In summary:

- 48% landowners surveyed responded.
- The majority of the respondents on the northern side of Livingstone Street (13 out of 19 respondents) preferred Burwood Town Centre to be extended to the northern side of Livingstone Street and Sym Avenue with a building height increase.
- Three households on the southern side of Livingstone Street responded to the survey, with two respondents objecting to any building height increase.
- Most respondents raised concerns about loss of privacy and amenity.

In response to the Council resolutions of 2019 and 2020, two Local Character Investigation Areas are included in the final LSPS, which are:

- Livingstone Street Precinct (including all properties on the northern side of Livingstone Street and on both sides of Sym Avenue, and the average front building line of properties on the southern side of Livingstone Street).



Source: Burwood LSPS

- Clarence and Church Streets Precinct

### Clarence and Church Streets Precinct

**Direction:** Enhance and cultivate character

**Indicative location**



Source: Burwood LSPS

The aims identified in the LSPS for these precincts are:

- *Ensure a suitable transition between the higher density development to the north and the low rise buildings to the south.*
- *Address the amenity issues at the interface between the Burwood Town Centre boundary and the land on the northern side of Livingstone Street.*
- *Investigate potential for two storeys terrace style housing with lofts or dormer windows (for Livingstone Street Precinct only).*
- *Protect solar access and amenity for properties within the precincts and to the south.*
- *Conserve significant heritage buildings and ensure future redevelopment responds sensitively to heritage items.*
- *Increase street trees and provide for a green, leafy character, with provision for gardens and an urban street canopy.*
- *Ensure a high quality standard for new buildings.*
- *Ensure a safe and pleasant street for pedestrians, emphasising the precinct's walkability to the Burwood Town Centre.*

Subsequent to the Burwood LSPS, the draft Urban Design and Masterplan prepared by consultants has recommended more detailed building height and density standards. This study has not been completed to date and the Strategic Planning Team is currently conducting site testing to see if the building height and density standards recommended are feasible.

Given the importance of this review it is proposed to conduct direct consultation process with local residents to determine the preferred outcomes for these areas. The Strategic Planning Team will develop a consultation strategy to support the precinct review. This engagement would likely include targeted communications, invited meetings and/or workshops in addition to legislated consultation requirements as part of Planning Proposal preparation and adoption.

### Recommended Action

Recommendations are that:

- a) Subject to site testing and consultation with local residents, rezoning of these areas with appropriate building height and floor space ratio standards be included in the Planning Proposal.
- b) Landowners in the area be advised in writing regarding when the Planning Proposal is reported to Council and that the report on the Planning Proposal be available for viewing.
- c) Landowners be further consulted during the public exhibition of the Planning Proposal.

## **2. Existing Council Carpark in front of Burwood Library and Community Hub**



Location map showing Council Library and Community Hub with Council carpark

### Council Resolution of 27 March 2018

*That the General Manager investigate as part of the BLEP review, to rezone the existing Council carpark to Open Space, while changing the classification of the basement area underneath the park to Operational land, with the Library and Community Hub to be Community land.*

### Comment

As can be seen from the above map, the existing Council carpark is located within the Council owned land which also contains the Burwood Library and Community Hub building. The land is currently zoned B4 Mixed Use and classified as *Operational Land* under the BLEP.

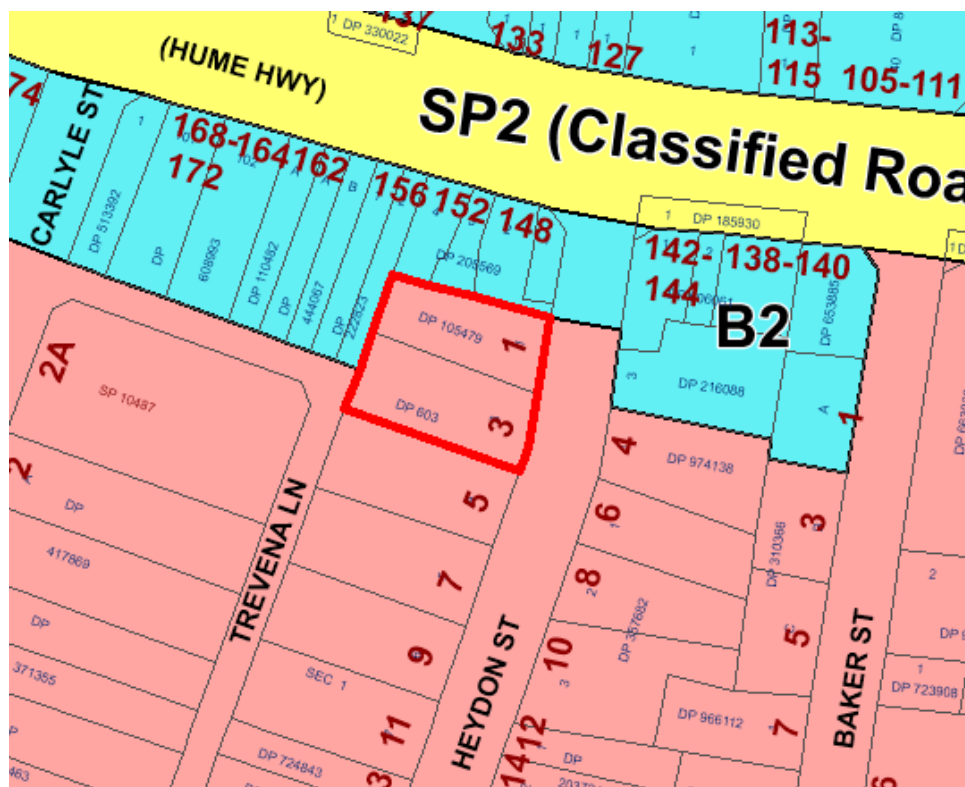
A public park or urban park and community facilities are all permitted in the B4 zone. This would support the concepts currently being prepared for the Conder Street urban park.

It is necessary for the entire parcel of land to have the *Operational Land* classification in order to facilitate any vehicle access over the existing carpark which will be turned into an urban park, in association with the Burwood Place development on adjoining land.

### Recommended Action

The zoning and classification of the land not be changed, nor to be included in the Planning Proposal.

### 3. 1 and 3 Heydon Street, Enfield



Location map of 1 and 3 Heydon Street, Enfield

#### Council Resolution of 26 October 2015

*That Council investigates the rezoning of 1 and 3 Heydon St, Enfield and continue the laneway to connect Carlyle and Heydon Streets.*

#### Comment

This Council resolution was in response to the concerns from the landowner of 1 Heydon Street, over the Development Application (DA) at 146-152 Liverpool Road.

Subsequently the DA was approved and 1 Heydon Street was sold. 1 and 3 Heydon Street are owned by different owners and the fragmented ownership pattern would make the rezoning and the laneway creation difficult.

#### Recommended Action

That this matter not be included in the Planning Proposal.

#### Housekeeping Anomalies

##### 1. Former Masonic Temple building



Map showing the heritage item covers two parcels



Aerial photo of current former Masonic Temple building

### Comment

The building is a heritage item listed in the Heritage Schedule and on the Heritage Map of the BLEP.

The building was situated on two parcels of land before its partial demolition. The planning certificates for both parcels reflect the heritage status.

Partial demolition of the former Masonic Temple building formed part of the development of the Burwood Grand site undertaken by Anson City Development Pty Ltd. The site where the heritage building currently sits after consolidation and re-subdivision, has been given a new street address and lot and deposited plan numbers.

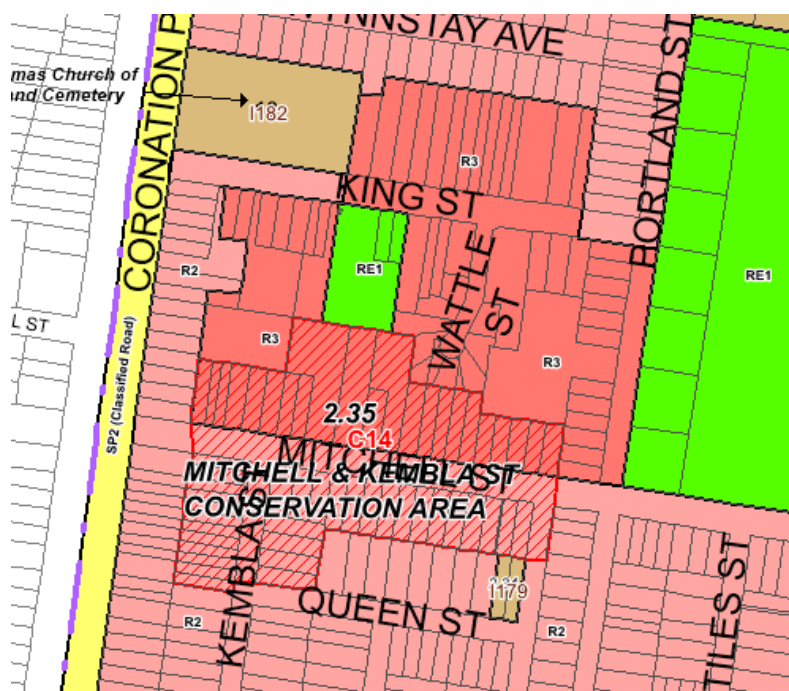
Subject to confirmation that the building is fully contained within one parcel of land, the Heritage Schedule and the Heritage Map in the BLEP should be updated to reflect the correct street address, lot and deposited plan numbers and the building footprint for the heritage item.

### Recommended Action

Addressing this anomaly be included in the Planning Proposal.



## 2. Mitchell and Kembla Street Conservation Area



Map showing the conservation area includes properties zoned R2 and R3

### Comment

A petition was received earlier this year raising concern that this conservation area covers both R2 Low Density Residential and R3 Medium Density Residential zoned land. The petition raised the following issues:

- The R3 zoning is incongruous with the properties also being a conservation area.
- Properties in the conservation area could be rezoned to either R2 or R3 so that only one type of zoning applies.
- An R2 Low Density Residential zone is considered more appropriate to protect the character of the conservation area.

This matter requires further investigation to determine the implications of the two zonings upon the long term preservation of the conservation area. It is recommended that this be included as part of the house keeping review.

### Recommended Action

Recommendations are that:

- a) Assessment of this anomaly be included in the Planning Proposal.
- b) Landowners in the area be advised in writing regarding when the Planning Proposal is reported to Council and that the report on the Planning Proposal be available for viewing.
- c) Landowners be further consulted during the public exhibition of the Planning Proposal.

### Consultation

Stakeholder engagement and community consultation were undertaken during the preparation of the LSPS.

As stated, the Strategic Planning Team will be preparing a consultation strategy that responds to the nature and details of the particular BLEP amendments being proposed. This will include a combination of the following activities:

- Publication of briefing material and updates via Council's website and other outlets
- Direct consultation with residents in particular precincts
- Notification of affected residents and property owners regarding upcoming Council meetings and feedback process
- Completion of statutory consultation required as part of the BLEP review process and gateway determination

### **Planning or Policy Implications**

Should Council adopt the recommendations of this report, a consultation strategy will be developed and work commenced on the preparation of the Planning Proposal. The Planning Proposal will address the actions recommended in this report. The Planning Proposal will be reported to the Burwood Local Planning Panel (BLPP) for its advice next year. BLPP's advice will then be reported to Council for a decision as to whether the Planning Proposal will be endorsed for submission to DPIE for a Gateway Determination.

The public exhibition, community and agency consultations will take place following the Gateway Determination.

The current program shows that housekeeping Planning Proposal and subsequent amendment to the BLEP which will become effective from the date of being published on the NSW legislation website by mid 2022.

Parallel to this housekeeping LEP review a comprehensive review will be in hand including the preparation of a second Planning Proposal. This will be supported by a number of supporting studies which will inform the more comprehensive LEP reviews and amendments.

### **Financial Implications**

The preparation of the Planning Proposal and ongoing work to conduct further reviews of the BLEP, and the preparation of the Burwood Development Control Plan amendments and local contributions plans that will accompany implementation of the amended BLEP, will require dedicated staff resources within Council over the coming years.

### **Conclusion**

Endorsement by the Council is sought to prepare the Planning Proposal, which will address the matters and corresponding recommended actions discussed in this report.

### **Recommendation (s)**

1. That Council note contents of this report.
2. Council provide endorsement to proceed with the preparation of a housekeeping LEP amendment that considers the following items:
  - a. Livingstone Street, Sym Avenue, Clarence and Church Streets Precinct, Burwood
  - b. Former Masonic Temple Building
  - c. Mitchell and Kembla Street Conservation Area
3. That Council endorse the preparation of a consultation strategy noting the commitment to undertake direct consultation in response to the nature of the BLEP amendment being

proposed.

4. That Council note the overall timeframe to complete this housekeeping Planning Proposal currently programed to be endorsed by mid-2022.
5. That this housekeeping Planning Proposal be reported to Council for endorsement after it has been reported to the BLPP and before it is submitted to DPIE for a Gateway Determination.

**Attachments**

There are no attachments for this report.



**(ITEM 110/20) BURWOOD COUNCIL ANNUAL REPORT 2019-2020**

File No: 20/53320

REPORT BY GROUP MANAGER CORPORATE PLANNING &amp; COMMUNICATIONS

**Summary**

Burwood Council's Annual Report for the period 2019-2020 has been prepared in accordance with the *Local Government Act 1993* (the Act) and the Office of Local Government's Annual Report requirements.

**Operational Plan Objective**

Leadership and Innovation

2.1.3. Ensure transparency and accountability in decision-making

2.1.3.1 Audit and evaluate projects and report outcomes to the community where possible

2.1.3.2 Provide information in a transparent manner

**Background**

The report is prepared annually to comply with Sections 428 and 406 of the Act and Clause 217 of the *Local Government (General) Regulation 2005* and must be provided to the Minister for Local Government by 30 November each year.

The focus on the Annual Report is Council's progress in implementing its Delivery Program and Operational Plan. The report addresses each of the strategic directions outlined in the Community Strategic Plan and has been prepared as a key reporting mechanism in accordance with the requirements of the State Government Integrated Planning and Reporting Framework.

**Consultation**

The Annual Report will be made available to the public on Council's website as well as in hard copy at the customer service area at Burwood Council and Library.

To further enhance the community engagement in relation to the Annual Report, an infographics video that summarises Council's achievements will be produced and be available on Council's website and via social media platforms.

**Planning or Policy Implications**

No Planning or Policy implications.

**Financial Implications**

No Financial implications

**Recommendation(s)**

That Council adopt Burwood Council Annual Report 2019-2020.

**Attachments**1 [↓](#) Annual Report – to be circulated separately.

## (ITEM 111/20) HONOURING OUR LOCAL HERITAGE

File No: 20/46643

REPORT BY DIRECTOR CITY STRATEGY

### **Summary**

In June 2020, Council resolved that the General Manager investigate a number of initiatives to honour local heritage. The investigations included such matters as heritage trails, aboriginal heritage, plaques and heritage interpretation, and Council's website. This report provides an outline of those investigations, discusses possible approaches and the cost implications.

### **Operational Plan Objective**

- 5.4.1 Preserve local heritage through relevant planning strategies
- 1.4.4 Promote and celebrate the area's heritage and indigenous heritage
- 4.3.2 Maintain and preserve heritage through relevant planning strategies

### **Background**

At the meeting on 23 June 2020 Council considered a notice of motion by Councillor Heather Crichton titled 'Honouring our Local Heritage'. Council resolved to undertake the following actions:

- 1a. *The General Manager investigates revising and updating the route for a sign posted Burwood Heritage Walking Trail to be supported by an app which shares our local stories and history.*
- 1b. *The General Manager investigates finalising and updating the route for the Enfield walking trail which is also part of the original heritage project.*
- 1c. *The General Manager investigates the inclusion of indigenous history of the area in any of these Council publications and products.*
2. *The General Manager investigates other jurisdictions and provide a report to Council on options for a heritage scheme that includes signage plaques for buildings and homes, footpath plaques and street signs.*
3. *The General Manager investigates consulting with appropriate community and business stakeholders to develop a target list of heritage locations for prioritising by Council.*
4. *The General Manager investigates reviewing and updating the heritage pages on our website.*
5. *The General Manager reports these findings to Council within six months.*

This report provides an outline of those investigations, discusses possible approaches and the cost implications.

### **Discussion**

The Burwood municipality has a rich and diverse heritage. Council actively seeks to protect, enhance and showcase the significance of its local history.

Burwood currently promotes heritage and its history including information on its website, promotion of history on social media, resources such as the online heritage trail and memorials, plaques and signage.

It is understood that Council's resolution seeks to explore any further opportunities to celebrate its history and heritage and make this more accessible.

Discussions have been held internally on the approach for this project. A project team consisting of the Group Manager Strategic Planning, Heritage and Place Planning, Executive Planner/Heritage Advisor, Strategic Planner, Group Manager Corporate Planning and Communications, and Multicultural & Local Studies Librarian, has been formed.

There are already a number of initiatives currently underway which respond to the motion. These are described below.

### **Wayfinding and Signage Strategy and Design Guideline**

Council is currently in the process of developing a guiding document on the planning, design and installation of signage across the LGA. Council has engaged a consultant to undertake this *Wayfinding and Signage Strategy and Design Guideline*.

The *Wayfinding and Signage Strategy* will adopt a place based approach which responds to the specific urban context and urban landmarks. It will combine a modular wayfinding system with a responsive approach to the location, features and local heritage, and which responds to the way the public orients and navigates within that particular environment.

This strategy and guideline will look into heritage aspects and inform the process for a review of signage plaques for heritage buildings and homes, historically significant points of interest, footpath plaques, memorials, street blades and street signs.

The outcomes of this strategy and design guideline will provide costing estimates and an approach for implementation based on investigation into other jurisdictions.

This project is currently underway and no change to the process is proposed in this report. An update on the status of the program including information in regards to heritage will be provided to Council as part of the wider *Wayfinding and Signage Strategy and Design Guideline* at the beginning of 2021.

### **Heritage Walking Trail**

An audit of current heritage trail brochures and materials has been conducted. The audit has uncovered the following:

- Burwood Heritage Trail (hardcopy brochure)
- People and Place Historical Walk of Burwood Town Centre (PDF brochure)
- Croydon Walking Trail (hardcopy brochure)
- Website Burwood Town Centre interactive heritage trail map (online)

The hardcopy brochures are no longer in use. All feature out-of-date logos and Council information. However, the historical content remains generally relevant.

The *Burwood Heritage Trail* brochure was digitised and made available on Council's website. This was removed from the new website and transferred into an interactive web map based route covering 3.1 km and 23 historical and architectural points of interest. The walk begins at Burwood Council chambers and takes approximately 1 hour to complete.

A single consolidated Burwood Heritage Trails product could be developed, to support new online content on Council's website and hard copy made available at the library. This could include an updated Burwood Town Centre trail, extended to include Liverpool Road, and possibly a new Enfield trail.

Existing historical information would need to be reviewed and consolidated with potential for additional research if new points of historical significance are identified. This would include researching properties of historical interest, the coordination of property descriptions and photos in addition to consultation with current owners and residents.

A digital strategy would need to be developed alongside the updated heritage trail. This is to ensure information is presented as a website-friendly and print-based formats. Resources may also be needed to implement this on Council's website and for this to be made available in print format. There are a number of potential options to support this outcome, including expanding the function of the existing Burwood Library App or combining a 'QR code' directing visitors to online content integrated as part of the wayfinding and signage strategy.

Access to this information could then be promoted through social media, resident newsletters and website news. Further promotion through street blades, sign-posting, plaques, memorials and signs could be implemented as per the *Wayfinding and Signage Strategy* and *Design Guideline* as described above.

The estimated cost of such a project is expected to be in the order of \$200,000, with the development of a bespoke standalone heritage trail app representing the higher cost solution.

The budget for consolidation of existing heritage trail brochures would be in the order of \$50,000 dependent upon the extent of additional research required. The delivery of this work could be achieved in a number of ways and potentially in partnership with a local historical society or similar organisation.

### **Enfield Walking Trail**

None of the existing heritage walks cover the area of Enfield. Discussion with staff members and audit of records has not identified any research into an Enfield walking trail. It is understood that the Burwood and District Historical Society has in the past advocated/proposed to produce a local historical walk of the Enfield area.

If Council resolves to progress a heritage trail, the area of Enfield could be included.

### **Website Heritage Pages**

Council's website currently has two heritage sections on different parts of the website. One section provides information about the history of Burwood from first inhabitants to today and also has the heritage trail interactive map. The other section relates to planning and has information about heritage items and conservation areas (managed under the *Environmental Planning and Assessment Act 1979* and *Heritage Act 1977*).

As previously described, an update to all heritage pages could be undertaken. A scoping exercise would need to be undertaken first to identify information gaps and key areas for further investigation. This would identify topics that require additional research in order to generate new content for the Council website heritage pages.

The estimated cost of such a project would be expected to be in the order of \$10,000 - \$20,000. This relates to general history and is separate to the cost described above for the heritage trail.

### **Inclusion of Aboriginal History**

Council currently has a section on its website that includes information about the first inhabitants of the Burwood area. 'Welcome to Country' is incorporated into Council meeting procedures and our publications, for example the *Annual Report*. These publications formally acknowledge the traditional owners.

This could be updated as part of the review of website heritage pages and content. This would allow the inclusion of updated and enhanced information on Council's website. Engagement could also take place through the development of the updated heritage trails. Inclusion of Aboriginal history, heritage and points of interest would need to be investigated in consultation with the

Metropolitan Local Aboriginal Land Council. Aboriginal history could also be shared as online content and conjunction with the heritage trail information.

There are no new publications or products in development at present, but a commitment will be made to include Aboriginal history and acknowledgement of traditional owners wherever possible.

### **Consultation**

At this stage only internal Council consultation has taken place. Further external consultation may be required and this will be scoped as part of any future projects.

### **Planning or Policy Implications**

The development of heritage trails, website content or other local heritage resources is not expected to have an impact on planning processes or Council policy. There may however be resource implications on the teams involved in the delivery of such projects. In particular, maintaining the accuracy of information in brochures and the Council's website is an ongoing implication.

### **Financial Implications**

All the options identified will have both budget and resource implications for Council. At this stage they are provided as an indication only and would need to be defined as part of any project scoping. They could also vary dependent upon future delivery modal, for example research undertaken in-house or in partnership with a local historical society.

It is important to note there are no identified budget allocations to complete this work within the current financial year.

<b>Estimated cost of honouring our local heritage project</b>	
<b>Stage</b>	<b>Estimated cost (\$)</b>
Heritage Walking Trails research and consolidation	50,000
Heritage Walking Trails Digital Strategy (including App)	150,000
Website Heritage Pages	10,000 - 20,000
<b>Total</b>	<b>210,000 - 220,000</b>

The project team has assessed the potential for grants but have highlighted that relevant funding programs tend to favour community based organisations (i.e. Local historical society).

It is therefore recommended that if a suitable grant fund be identified that appropriate support be given to a local historical group to make an application and assist in the delivery of this project.

### **Options**

Several initiatives or opportunities are presented in this report. In terms of next steps there the following options:

1. Do Nothing. The contents of this report are noted but no further action be undertaken.
2. Accept the recommendations in the report and seek to identify budget and resources to complete the preferred options with the current financial year.
3. Await the findings from *Wayfinding and Signage Strategy* and *Design Guideline* and develop an appropriate response with budget and funding allocations made next financial year.

**Conclusion**

This report highlights Council's current projects and programs that honour local history. It is noted too that a *Wayfinding and Signage Strategy* and *Design Guideline* (currently underway) are expected to provide some guidance in respect to heritage signage and interpretation.

The investigation has identified a number of options to provide consolidated or new information regarding local history, history trail and locations of history interest supported through new digital platforms. However resource and budget allocations are required to research and prepare new content.

Should Council wish to pursue specific projects, resourcing will be required to be allocated for the work to progress.

**Recommendation(s)**

1. That Council note the contents of the report.
2. That Council note the projects presented in this report have financial implications which have not been allocated in the existing budget for 2020-2021.
3. The focus of any new heritage information or heritage trails be supported through the provision of new digital content held on Council's website. Access to this information would be supported by local signage.
4. Following the finalisation of the *Wayfinding and Signage Strategy* and *Design Guide* a suitable response to the advancement of a heritage information be prepared with appropriate budget and resource allocation within the next financial year budget.

**Attachments**

There are no attachments for this report.

## **(ITEM 112/20) RENAME HORNSEY LANE - PROJECT OUTLINE AND COMMUNITY ENGAGEMENT PLAN**

File No: 20/52249

REPORT BY GROUP MANAGER CORPORATE PLANNING & COMMUNICATIONS

### **Summary**

In September 2020 Council resolved to proceed with the renaming of Hornsey Lane. This included undertaking a community engagement campaign to identify potential names. This report provides an outline for the project and the proposed community engagement campaign approach and cost implications.

### **Operational Plan Objective**

- 2.2 Strong partnerships to benefit the community
- 3.1 Maintain and enhance green and open spaces
- 4.4 Participate in regional planning and infrastructure projects to ensure the best outcomes for the community
- 5.1 Maximise Burwood's regional and strategic status within inner western Sydney
- 5.3 Enhance and foster the local identity

### **Background**

At its meeting on 22 September (item 99/2 - Renaming of Hornsey Lane), Council resolved:

1. That Council Officers proceed with the opportunity to rename Hornsey Lane
2. That Council Officers consult with the Geographical Names Board on the process
3. That Council approves the community engagement campaign on potential names for Hornsey Lane
4. That a report is brought back to Council on the outcomes of the community engagement campaign via a confidential item.

This report and the attached plan outline the proposed process to be undertaken to fulfill the resolutions.

### **Proposal**

It is proposed that Council review the draft Project Outline and Engagement Plan. It outlines each step of the project, establishes the framework for name suggestions and the decision-making criteria. It also describes the approaches and methodologies that will be used for the community engagement process.

### **Consultation**

The draft Project Outline and Engagement Plan was developed and reviewed with a project team consisting of Group Manager Strategic Planning, Heritage and Place Planning, Strategic Planner and Group Manager Corporate Planning and Communications. The draft plan was submitted to the Executive Team for feedback.

### **Planning or Policy Implications**

There are no amendments to any policies or plans proposed

**Financial Implications**

Council will receive \$130,000 from Department of Planning, Industry and Environment (DPIE) for the Burwood Quality Public Space Demonstration Project. An amount of \$30,000 from this funding is allocated for community engagement activities including funds for the community engagement event for the laneway renaming.

**Conclusion**

The draft Project Outline and Engagement Plan provides an opportunity for the community to participate in meaningful engagement and develop a connection, and sense of ownership to the place.

***Recommendation(s)***

That Council endorse the Project Outline and Engagement Plan for the “Rename Hornsey Lane” project.

**Attachments**

1 [↓](#) Rename Hornsey Lane Community Competition - final



## **PROJECT OUTLINE AND ENGAGEMENT PLAN: RENAMING HORNSEY LANE PROJECT**

**REF. NO.:** 20/52329

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### **Introduction**

The opening of the new Council and Library at 2 Conder Street, the sky bridge across to the Community Hub at 8 Conder Street, the creation of a pedestrian walkway and retail opportunity in Hornsey Lane, and the anticipated development of Burwood Place and Conder Street Urban Park and Community Facilities have created the potential for the this emerging civic, community and retail precinct to become a destination.

In keeping with the rejuvenation of the area and to stimulate the community's connection to the place and gain positive support for urban design and planning, Council will undertake a community competition to rename Hornsey Lane.

It is anticipated that the community be engaged in providing name suggestions within a framework that meets a set criteria. A shortlist will then be determined by a representative panel. The community would again be engaged to vote on a preferred name from the shortlist. The results would be confidentially tabled at Council for final name determination.

The renaming competition forms a key part of the activation and engagement phase of the Burwood Quality Public Space Demonstration Project with the Department of Planning, Industry and Environment.

### **Road Naming**

Under the Roads Act 1993 the Council and the Roads and Maritime Services are the road naming authorities. The Geographical Names Board, under the authority of the Surveyor-General, is a relevant party and must be notified of any new road names.

### **The Plan**

This plan identifies the process, actions and engagement that will be undertaken within the Burwood LGA that will result in the renaming of Hornsey Lane. It outlines each step of the project and establishes the framework for name suggestions and the decision-making criteria. It also describes the approaches and methodologies that will be used for the community engagement.

### **Financial Implications**

Funding to execute the plan has been provided by the Department of Planning, Industry and Environment as part of the Burwood Quality Public Space Demonstration Project and wider Places to Love initiative.

### **Risk Implications**

There are no risk implications with this plan. The process outlined below negates the possibility of an inappropriate name selection.

### **Step one: Establishing the framework and criteria for decision-making**

The precinct around Hornsey Lane includes the heritage Council Chamber building, the updated library and customer service centre, the new state of the art community hub, the sky bridge which literally connects the past to the future and the anticipated new retail and urban social areas are part of the development of Burwood Place.

**Rename Hornsey Lane Community Competition - final**

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Three themes have emerged to describe the precinct as being Past, Present, and Future which have been incorporated within the laneway pavement, on the Library building and reflected in the three murals at the Wynne Avenue end.

These themes will form the basic framework for name suggestions. Ideas put forward would fall under one or possibly all of these themes. Other criteria\* that will complete the framework will ask that names:

- be relevant to the culture and identity of Burwood – the place and/or community
- cannot relate to a living person or a commercial interest
- must be easy to read, spell and pronounce (An exception may be aboriginal names which may appear complex but over time become more familiar)
- not be more than three words or 25 letters
- be unique and not duplicate a name already in use in the LGA
- not sound the same such as Paice, Payce or Pace or rhyme such as Hilton and Milton with a name already in use in the LGA
- should not be offensive, racist, derogatory or demeaning

(\*based on NSW Government Address Policy and Geographical Names Board of NSW guidelines)

**The Shortlist Panel**

To support the principles of meaningful engagement the community must have a level of involvement not only in providing suggestions for the name but participate in the decision-making process as well. This is required to be managed in a way that will avoid Council being committed to proceeding with unsuitable names such as what occurred in the 'Boaty McBoatface' naming competition. The establishment of a Shortlist Panel will resolve this. Once a shortlist has been determined it will be put to a popular vote with the community deciding the final name.

The panel should be made up of a number of members no more than seven that are representative of the community and endeavour to consist of:

- The Mayor or identified Councillor
- Youth representative
- Multicultural representatives
- Active community members such as School Principal, Police, Citizen of the Year etc.
- Local studies expert or historian

Suitable panel members will be identified by Council staff. The Shortlist Panel will be approved by the General Manager in consultation with the Councillors.

**Step two: Community engagement**

Burwood Council utilises the IAP2 spectrum of public participation to clarify the role of the community in planning and decision-making. This engagement will apply an 'involve' level of participation through the community's opportunity to provide name suggestions and participate in the decision-making of the final outcome. An incentive prize will be offered to increase participation rates.

**ITEM NUMBER 112/20 - ATTACHMENT 1****Rename Hornsey Lane Community Competition - final**

The community will have from mid-December 2020 until mid-February 2021 to provide suggestions for the name via a digital form or hardcopy.

DATE	NAME GATHERING ACTIVITY	STAKEHOLDER
Dec	Notify any residents or businesses that may be directly affected by the name change.	Whilst there are no residential addresses on Hornsey Street/Lane between Conder St and Wynne Ave, we will notify all residents that live in close proximity to the laneway area. The retail shops are currently vacant.
Dec - Jan	Digital Suggestions Form with built in criteria will be open for suggestions on Council website.	General community
Dec - Jan	Develop campaign materials and promote via Burwood Update newsletter, Council E-Newsletters and social media platforms. Release to media outlets.	All LGA and Council database
Jan	Paper based Suggestions Form available in Library and Customer Service Area.	Customers and library visitors
Dec	Burwood Public School: Incorporate engagement through Community Development activity on the Cultural Identity of Burwood (TBC)	BPS children
Jan	Incorporate engagement through Community Development led School Holiday Workshops (TBC)	School aged children
Jan	Promotional mailbox drop regarding activation of Hornsey Lane with Suggestions Form attached.	All LGA
Jan	Establish Panel	GM
Feb	Close initial ideas generation	General Community

**Step three: Shortlisting**

At the end of February, Council staff will undertake an initial cull of inappropriate names. The Panel will meet to determine a short list of names of between 3 and 5 that would be considered acceptable if they were to win a popular vote. These would be provided to the Roads and Maritime Services (RMS) and the Geographical Names Board for consultation on suitability and pre-approval. This will ensure that any of the names submitted for voting meet the relevant standards and guidelines.

Councillors will be consulted before commencement of community voting.

**Step four: The preferred name**

The competition voting will commence. This will be promoted through all Council's communications channels and media outlets. Voting will be captured via Council's website. At the completion of the vote a confidential report to will be brought to a Council meeting indicating the preferred name option.

Once the new name has been resolved by Council it will be required to be advertised on the RMS and Council's websites. Council will then undertake the procedures outlined in the NSW Address Policy and User Manual including submitting final name to Geographical Names Board of NSW for approval.

**Step five: Unveiling the new name**

Once this has been approved the new name will be unveiled at an official opening of the laneway.

## (ITEM 113/20) SCHEDULE FOR 2021 - COUNCIL MEETINGS | COUNCILLOR BRIEFINGS | BURWOOD LOCAL PLANNING PANEL

File No: 20/45358

REPORT BY CONSULTANT GOVERNANCE SPECIALIST

### **Summary**

The proposed 2021 schedule for meetings of the Burwood Planning Panel, ordinary meetings of Council and Councillor briefing sessions is presented to Council for adoption.

### **Operational Plan Objective**

2.5.1 Provide strong leadership and advocacy on behalf of the community.

### **Background**

The Elected Council is required under Section 365 of the *Local Government Act 1993* to meet at least 10 times in a given year, each time in a different month, to conduct the business of Council. Its decisions on management of the local area environment are complemented by decisions made by the Burwood Local Planning Panel (BLPP) which is required under Division 2.5 of the *Environmental Planning and Assessment Act 1979* to deal with certain development and building proposals submitted to Council. A schedule of minimum meeting requirements to effectively handle the anticipated levels of business for both bodies in 2021 has been drafted for consideration by Council.

### **Discussion**

1. Burwood Council normally convenes one ordinary meeting of Council in every month of the year with the exception of January. Meetings from March to November have typically been convened on the fourth Tuesday of the month whilst meetings set down for February and December have been convened earlier in the month to accommodate a Christmas / New Year recess period. No major shifts in the volume of business to be considered by Council are anticipated in the coming year therefore the established pattern of meetings should continue to serve the Council relatively well.
2. Nomination of dates for the Council meeting schedule has taken account of the following key factors:
  - local government election - 4 September
  - Local Government NSW Annual Conference – 16 to 18 October
  - Australian Local Government Association National General Assembly - 20 to 23 June
  - public holidays
3. In light of the health and safety risks associated with COVID-19, the *Local Government Act 1993* was temporarily amended this year to relax the requirement for face-to-face Council meetings. The provision has been extended until late March 2021 thus allowing the current hybrid model of physical and virtual participation at Burwood to continue for at least another four months.
4. The *Burwood Council Code of Meeting Practice* currently nominates 6:00pm as the standard commencement time for ordinary meetings of Council. The disruptions and constraints presented by the ongoing COVID-19 pandemic have prompted some variation to this standard in 2020 and this may need to continue in 2021.
5. As per the *Councillor Induction, Briefings and Workshop Policy* the councillor briefings that proceed on the same days as ordinary meetings of Council will be focused on matters set

down in the agenda for the Council meeting to immediately follow. Councillors will be consulted on opportunities to attend workshops and extra briefing sessions on days other than those nominated for ordinary meetings of Council. Workshops and briefings will continue to focus on learning and discussion opportunities that help councillors prepare for decision making at formally constituted meetings of Council.

6. The provisions under the *Environmental Planning and Assessment Act 1979* governing the conduct of local planning panels were modified in mid-2020 to reduce potential barriers to timely determinations. This included eliminating the obligation of Panels to convene public hearings on matters that do not meet certain thresholds. Officers of Council consider that the existing model of monthly meetings of the BLPP from February to December will continue to meet the efficiency expectations of the NSW Minister for Planning and Public Spaces.
7. As part of the Burwood Council response to COVID-19 the BLPP has conducted its hearings and deliberations completely electronically for most of 2020. It appears that such virtualisation is increasingly favoured by the Minister for Planning and Public Spaces as a long term option where it can improve the speed with which determinations can be reached.

## **Conclusion**

Council is obliged to determine scheduling arrangements for ordinary meetings of Council and ancillary briefings, as well as minimum scheduling requirements for the Burwood Local Planning Panel. Timely determination of these commitments is important for ensuring that stakeholders can effectively plan their commitments.

## **Recommendation(s)**

That:

1. Council adopt the schedule for meetings of the Burwood Planning Panel, ordinary meetings of Council and Councillor Briefing sessions in 2021 as proposed in the attachment to this report
2. meetings of the Burwood Planning Panel Council Meetings commence with public hearings at 6:00pm in the Conference Room at 2 Conder Street in Burwood and accommodate virtual participation consistent with requirements under the *Environmental Planning and Assessment Act 1979* and any prevailing Public Health Orders
3. ordinary meetings of Burwood Council normally commence at 6:00pm in the Conference Room at 2 Conder Street in Burwood and accommodate virtual participation consistent with requirements under the *Local Government Act 1993* and any prevailing Public Health Orders
4. Council remain flexible with varying the commencement time for ordinary meetings of Council in light of disruptions and constraints presented by the ongoing COVID-19 pandemic and ensure that citizens are given adequate notice of any changes
5. Councillor briefing sessions preceding ordinary meetings of Council commence no later than 5:00pm (unless otherwise negotiated) and be convened at 2 Conder Street in Burwood
6. Councillor workshops and briefings on days other than those nominated for ordinary meetings of Council continue to be scheduled as required.

## **Attachments**

- 1 [!\[\]\(3168ddc4389f6b417dd71f084513be9c\_img.jpg\)](#) DRAFT Burwood Local Planning Panel and Burwood Council Meeting schedule 2021

**ITEM NUMBER 113/20 - ATTACHMENT 1**  
**DRAFT Burwood Local Planning Panel and Burwood Council Meeting schedule 2021**

<b>Burwood Local Planning Panel and Burwood Council Meetings Schedule 2021 (proposed)</b>			
<b>Date</b>	<b>Burwood Local Planning Panel</b>	<b>Ordinary Meeting of Council</b>	<b>Councillor Briefing on Agenda</b>
9 February 2021	<b>x</b>		
16 February 2021		<b>x</b>	<b>x</b>
9 March 2021	<b>x</b>		
23 March 2021		<b>x</b>	<b>x</b>
13 April 2020	<b>x</b>		
27 April 2020		<b>x</b>	<b>x</b>
11 May 2021	<b>x</b>		
25 May 2021		<b>x</b>	<b>x</b>
8 June 2021	<b>x</b>		
15 June 2021		<b>x</b>	<b>x</b>
<i>20-23 June 2021 – ALGA National General Assembly (Canberra)</i>			
13 July 2021	<b>x</b>		
27 July 2021		<b>x</b>	<b>x</b>
10 August 2021	<b>x</b>		
24 August 2021		<b>x</b>	<b>x</b>
14 September 2021	<b>x</b>		
28 September 2021		<b>x</b>	<b>x</b>
12 October 2021	<b>x</b>		
26 October 2021		<b>x</b>	<b>x</b>
9 November 2021	<b>x</b>		
<i>16-18 October 2021 – LGNSW Annual Conference (Sydney)</i>			
23 November 2021		<b>x</b>	<b>x</b>
7 December 2021	<b>x</b>		
14 December 2021		<b>x</b>	<b>x</b>

## **(ITEM 114/20) BUDGET REVIEW FOR QUARTER ENDING 30 SEPTEMBER 2020**

File No: 20/49544

REPORT BY CHIEF FINANCE OFFICER

### **Summary**

The 2020-2021 Budget was adopted at the Council Meeting held on 28 July 2020 with a surplus of \$15,232. The adopted budget was prepared on the basis of the organisational structure which includes three Divisions (Office of the 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 2020, in the 2020-2021 Financial Year. In accordance with Clause 203(1) of the *Local Government (General) Regulation 2005* (the Regulation) 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 deficit of \$1,545,635 as at 30 September 2020 compared to the adopted forecast surplus of \$15,232. The reasons for the net decrease of \$1,560,867 are outlined in the report and are mostly due to circumstances arising as a result of the COVID-19 pandemic.

Additional funding of the "COVID-19 Reserve" to the value of \$1,387,000 is recommended to ensure that service levels continue to be met. The reserve can again be funded from Council's "Unrestricted Cash and Investments" which would continue to support the 2020-21 budget by providing funding for existing operational and planned capital expenditure, thus insulating Council from the negative economic impacts the budget is experiencing from the current pandemic situation. This will leave Council with a Deficit of \$158,635 which will be assessed during the next quarter. Additionally Council will need to continue to closely monitor and review budgets with particular focus on identifying opportunities for additional grants and internal savings moving forward.

### **Operational Plan Objective**

2.3.1 Identify and maintain additional revenue sources to ensure financial sustainability

### **Background**

Included in this report is the budget forecast of Income and Expenditure Statement which is based on external and internal reporting consolidations to improve the transparency and consistency of reported information. 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) of the Regulation. These statements are known as the Quarterly Budget Review Statements (QBRs).

Council's budget is prepared on a program basis and forecasts expected operating and capital income and expenditure for the year. To fund the budget, Council also utilises funds held in reserve that have accumulated in prior years such as Section 7.12 Local Infrastructure Contributions and Internally Restricted Reserves.

The Local Government Code of Accounting Practice and Financial Reporting require Council to prepare its General Purpose Annual Financial Reports in accordance with the Australian Accounting Standards. The major implications are that Council must adopt a general purpose format for financial reporting.



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 is 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 of reporting. 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 2020					
<b>Income</b>					
Type	Budget	Recommended Amendments	Forecasted Year End	Reference	Actuals
Rates & Annual Charges	(32,232,633)	(64,508)	(32,297,141)	1	(32,128,661)
User Charges & Fees	(8,990,415)	938,171	(8,052,244)	2	(1,166,018)
Interest & Investment Revenue	(1,048,310)	300,000	(748,310)	3	(122,196)
Other Revenue	(4,130,629)	10,000	(4,120,629)	4	(650,492)
Rental Income	(2,174,742)	22,962	(2,151,780)	5	(254,329)
Operating Grants & Contributions	(2,581,255)	(198,510)	(2,779,765)	6	(893,888)
Capital Grants & Contributions	(5,891,950)	(3,647,434)	(9,539,384)	7	(1,863,854)
<b>Total Income</b>	<b>(57,049,934)</b>	<b>(2,639,319)</b>	<b>(59,689,253)</b>		<b>(37,079,438)</b>
<b>Expenditure</b>					
Type	Budget	Recommended Amendments	Forecasted Year End	Reference	Actuals
Employment Costs	22,709,304	(370,201)	22,339,103	8	4,416,481
Borrowing Costs	351,025	-	351,025	9	56,578
Materials & Contracts	12,710,490	1,748,800	14,459,290	10	2,564,039
Depreciation	7,985,886	-	7,985,886	11	1,996,470
Other Expenses	10,752,981	(20,015)	10,732,966	12	2,225,915
<b>Total Expenditure</b>	<b>54,509,686</b>	<b>1,358,584</b>	<b>55,868,270</b>		<b>11,259,482</b>
<b>Net Operating Result</b>	<b>(2,540,248)</b>	<b>(1,280,735)</b>	<b>(3,820,983)</b>		<b>(25,819,955)</b>
<b>Net Operating Result before Capital Items</b>	<b>3,351,702</b>	<b>2,366,699</b>	<b>5,718,401</b>		<b>(23,956,101)</b>
<b>Funding Statement</b>					
Net Operating Result	(2,540,248)	(1,280,735)	(3,820,983)		(25,819,955)
Add Back Non Cash Items					
Depreciation	(7,985,886)	-	(7,985,886)	13	(1,996,470)
Movement in ELE	-	-	-		-
<b>Adjusted Net Operating Result</b>	<b>(10,526,134)</b>	<b>(1,280,735)</b>	<b>(11,806,869)</b>		<b>(27,816,425)</b>
<b>Source of Capital Funds</b>					
Sale of Assets	(900,000)	-	(900,000)	14	(17,353)
Loan Funding	-	-	-	15	-
Transferred From S7.12 Reserves	(5,460,000)	(3,235,180)	(8,695,180)	16	-
Transferred From Reserves	(6,137,657)	(2,468,288)	(8,605,945)	17	-
Add Back Non Cash Property	-	-	-		-
<b>Funds Available</b>	<b>(23,023,791)</b>	<b>(6,984,203)</b>	<b>(30,007,994)</b>		<b>(27,833,778)</b>
<b>Funds Utilised:</b>					
Acquisition of Assets	16,388,103	8,545,070	24,933,173	18	1,796,672
Loan Principal Repayment	720,456	-	720,456	19	177,050
Transfer to S7.12 Reserves	5,030,000	-	5,030,000	20	-
Transfer to Reserves	870,000	-	870,000	21	-
<b>Budget Result</b>	<b>(15,232)</b>	<b>1,560,867</b>	<b>1,545,635</b>		<b>(25,860,057)</b>

The material variations greater than \$20,000 are detailed in the following section which are crossed 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 \$57,049,934. This has now been revised up by \$2,639,319 to \$59,689,253. The major items resulting in this forecast income adjustment include:

**Reference 1 – Rates and Annual Charges** - An increase in Council's Rating Base of \$64,508 attributed to an increase in residential strata units coming on line and the re-categorisation of property within the Local Government Area.

**Reference 2 – User Charges and Fees** - An overall decrease of \$938,171 primarily due to the following:

Significant income reduction due to the COVID-19 and extending Burwood Cares for a further three months to 31 December 2020 across a number of different areas including:

- Burwood Festival income, cancellation of event
- Car Parking stations and meter income – marginally down
- Enfield Aquatic Centre's income – continued restriction and limited usage of facility.
- Council's Community Halls and Facilities – limited usage of facilities.
- Outdoor Eating fees – extension to 31 December 2020, (September Council Meeting).
- Reduced rental fees - extension to 31 December 2020, (September Council Meeting).
- Public Health Administration fees - extension to 31 December 2020, (September Council Meeting).

There were other budget movements within the classification of User Charges and Fees which were under \$20,000 resulting in little or no change to the actual overall budget.

**Reference 3 - Interest on Investment** – A decrease of \$300,000 through lower than expected interest rates due mainly to the Reserve Bank of Australia lowering the cash rate to assist with the Economic Stimulus package.

**Reference 4 – Other Revenue** - An overall decrease of \$10,000 primarily due to the reduction in Enfield Aquatic Centre merchandise sales.

**Reference 5 – Rental Income** – A decrease of \$22,962, Burwood Cares Rent relief, extension to 31 December 2020, (September Council Meeting).

**Reference 6 – Operating Grants and Contributions** – An increase in Operating Grants and Contributions of \$198,500, associated with the following;

- An amount of \$169,168 in Local Roads and Community Infrastructure Program funding toward the upgrade of Wentworth Road.
- An additional amount of \$19,618 from the Office of Local Government to offset the increase in Fire and Emergency Levy for 2020-21.

There were other budget movements within the classification of Operating Grants and Contributions which were under \$20,000 resulting in little or no change to the actual overall budget.

**Reference 7 – Capital Grants and Contributions** – An increase of \$3,647,434 to the budget due to the following:

- A grant of \$1,000,000 will be received during the year toward the installation of Henley Park Netball Courts. Reference 18 – Acquisition of Assets.
- Henley Park Amenities Building grant of \$1,081,985, this is the balance of a grant received in prior years and will be spent during the year. Reference 18 – Acquisition of Assets.
- Henley Park Playing Fields returfing and drainage works \$438,055, this is the balance of a grant received in prior years and will be spent during the year. Reference 18 – Acquisition of Assets.
- Grant Park Obstacle Course \$318,964, this is the balance of a grant received in prior years and will be spent during the year. Reference 18 – Acquisition of Assets.
- PRUIAP Grant funding for Cycleway \$75,000, this is a grant received in prior years and will be spent during the year. Reference 18 – Acquisition of Assets.
- An amount of \$733,430 contributions for Private Works within the Burwood Town Centre and Local Area was carried forward from previous years. Reference 18 – Acquisition of Assets

#### **Total Expenditure from continuing operations**

Expenditure from continuing operations was originally forecast at \$54,509,686. This has now been revised up by \$1,358,584 to \$55,868,270. The major items resulting in this forecast expenditure adjustment include:

**Reference 8 – Employment Costs** - An overall decrease in Employee costs of \$370,201 is attributed to, but not limited to:

- Savings from various Business Units Wages and Salaries components of \$178,500 for the funding of Contractors – Temporary Staff who are employed to fill vacant positions within the organisation. Areas which required the transfers during the quarter were Parking Enforcement, People & Culture, Operations Centre, Property Administration, Parks Operations, Engineering and Council's Street Cleaning Service. A commensurate offset in Reference 10 – Materials and Contracts
- An additional amount of \$60,000 was required for the extension of temporary staffing in People & Culture assisting with the organisational restructure and Covid-19.
- The creation of new Library Creative Programs Co-ordinator of \$90,000.

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 expenditure amount of \$1,748,800 was attributed to various movements within Business Units throughout the budget. Significant movements and additional funding requests were:

- Contracted Temporary Staff - \$373,678 to fill various positions throughout the organisation. These funds were in part sourced from savings within Wages and Salaries respective budgets. Reference 8 – Employment Costs.

- An amount of \$120,000 for the upgrade to the Enfield Aquatic Centre 25m Pool Roof and Air Conditioning unit, offset from Reserves. Reference 17 – Transferred from Reserves
- Consultancy expenses of approximately \$491,000 to support the following functions:
  - Heritage Review – Funded from Reserves
  - Future Park – Funded from Reserves
  - Burwood Master Plan
  - People & Culture
  - Governance & Corporate
  - Traffic Study – Joint Burwood Rd to Campsie
- Increase of \$500,000 in Development Application assessment and consultancy fees. Reference 16 – Transferred from S7.12 Reserves
- A \$50,000 increase in legal costs associated with Appian Way Legal challenge. Funded through Insurance Reserve. Reference 17 – Transferred from Reserves

Due to the COVID-19 outbreak an allocation of approximately \$186,000 has been made for:

- Additional Street Cleaning of the Town Centre
- Cleaning equipment and materials toward the prevention of spreading COVID-19.
- Business continuity activities.

There were other budget movements within the classification of Materials and Contracts. These movements had no significant change to the actual overall budget or were transferred to Other Expenses.

**Reference 12 – Other Expenses** - There was a saving in expenditure for the September quarter in Other Expenses which amounted to \$20,015. This was attributed to various minor movements within Business Units throughout the budget.

### **Capital Expenditure**

**Reference 18 – Acquisition of Assets** - Council's original adopted 2020-2021 Capital Budget, per Delivery Plan, was \$16,388,103. This figure after the first quarter of the year increased to \$24,933,173.

#### ***Capital Plant, Equipment and Other Assets:***

Actual Expenditure to 30 September 2020 represents 7.21% of the revised budget as shown in the table below. The purchase of light fleet equipment has been placed on hold for a minimum of 6 months resulting in \$400,000 cashflow savings.

#### ***Property Acquisitions/Disposals:***

There has been no property acquisitions or disposals during the September quarter.

#### ***Capital Works Program:***

During the September quarter review the Capital Program Working Party assessed and revised the 2020-2021 Capital Works Program based on recommendations from the respective Project

Managers, the following adjustments have been made:

- Information Technology equipment replacement \$200,000. Reference 17 – Transfer from Reserve.
- Upgrade of Council's Asset (Assetic System) carried over from 2019-20 financial year \$250,000. Reference 17 – Transfer from Reserve.
- Additional Footpath works of \$75,000 grant funded. Reference 6 - Capital Grants and Contributions.
- \$1,000,000 for Drainage works to address infrastructure backlog. The funding for the project is from Loan borrowing sourced during 2018-19. Reference 17 – Transfer from Reserve.
- Reduction of \$360,000 from Drainage, transferred to the upgrade of the Enfield Aquatic Centre Car Park Drainage line.
- \$169,168 additional Grant funding for Local Roads and Community Infrastructure Program – Wentworth Avenue. Reference 7 – Capital Grants and Contributions.
- An additional amount of \$25,000 for a Trial of Recycling Bins attached to current street bins. Mayoral minute.
- Infrastructure Works – Private Works/Restorations an increase of \$2,032,595 associated with construction works within the Burwood Town Centre. Reference 6 - Capital Grants and Contributions and Reference 17 – S7.12 Contributions.
- An amount of \$1,000,000 for Henley Park Netball Courts, grant funded. Reference 6 - Capital Grants and Contributions.
- Henley Park Amenities Building upgrade \$1,988,000. 2019-20 carried over Grant funding and S7.12 contributions. Reference 6 - Capital Grants and Contributions and Reference 17 – S7.12 Contributions.
- Henley Park Playing Fields 3 & 4 upgrades \$438,055. 2019-20 carried over Grant funding. Reference 6 - Capital Grants and Contributions.
- The upgrade of the Enfield Aquatic Centre Car Park and Drainage line, \$1,460,000. Reference 17 – Transfer from Reserve and transfer from Drainage Capital Works program.
- Grant Park – Obstacle Course project of \$318,964. Grant funded project carried over from 2019-20. Reference 6 - Capital Grants and Contributions.
- \$198,288 for the completion of the Library & Community Hub, late invoicing. Reference 17 – Transfer from Reserve.
- Transfer of \$250,000 from Capital Buildings to operating expenditure relating to the Future Park design. Reference 17 – Transfer from Reserve
- There were transfers of funds between Roads, Footpaths, Kerb & Gutter and Street Furniture programs, which had no effect to the overall Capital Works program.

BURWOOD COUNCIL					
Statement of Capital Income & Expenditure					
Budget Review as at 30 September 2020					
<u>Income</u>					
Adopted Variations					
Capital Expenditure	Budget	September	Amended Budget	Reference	Actuals
Renewal Assets (Replacement):					
Fleet Capital Acquisitions Sales	1,610,000	-	1,610,000	18	-
Grant Funded Capital Works	169,167	169,168	338,335	18	-
Roads	1,150,000	243,136	1,393,136	18	111,938
Traffic Facilities	561,950	-	561,950	18	22,008
Footpaths	1,220,000	(73,136)	1,146,864	18	42,238
Kerb & Gutter	475,000	(45,000)	430,000	18	-
Drainage	1,427,986	640,000	2,067,986	18	1,693
Park Improvements	250,000	3,745,019	3,995,019	18	418,585
Playground Equip	200,000	-	200,000	18	8,110
Street Furniture	320,000	225,000	545,000	18	27,409
Restorations & Private Works	500,000	2,032,595	2,532,595	18	672,113
Library Collection	123,000	1,600	124,600	18	7,756
Lib Resources	31,000	(1,600)	29,400	18	8,325
IT Projects	565,000	200,000	765,000	18	83,521
Corporate Projects	350,000	-	350,000	18	26,686
Town Centre Beautification	1,000,000	-	1,000,000	18	25,792
Council Buildings	250,000	(51,712)	198,288	18	155,715
Enfield Pool	6,070,000	1,460,000	7,530,000	18	172,197
Domestic Waste Collection	115,000	-	115,000	18	12,586
<b>Total Capital Expenditure</b>	<b>16,388,103</b>	<b>8,545,070</b>	<b>24,933,173</b>		<b>1,796,672</b>
<b>Capital Funding</b>					
Rates & other Charges	2,116,504	805,832	2,922,336		
Capital Grants & Contributions	(5,891,950)	(3,647,434)	(9,539,384)		
Loan Funding	-	-	-		
Domestic Waste Charge	(115,000)		(115,000)		
Sale of Assets	(900,000)	-	(900,000)		
<b>Reserves:</b>					
Section 7.12 Funding	(5,460,000)	(3,235,180)	(8,695,180)		
Reserve Funding	(6,137,657)	(2,468,288)	(8,605,945)		
<b>Total Capital Funding</b>	<b>(16,388,103)</b>	<b>(8,545,070)</b>	<b>(24,933,173)</b>		

#### Transfers to and From Reserves:

**Reference 16 – Transferred from Section 7.12 –** An increase of \$3,235,180 relating to the following projects:

- Private Works – \$1,299,165
- Henley Park Amenities Building – \$906,015

- Enfield Aquatic Centre Car Park - \$530,000
- Burwood Place Assessment - \$500,000

**Reference 17 – Transferred from Reserves** – An increase of \$2,468,288 relating to the following projects:

- Enfield Aquatic Centre (Roof and Air Conditioning) – \$120,000
- Enfield Aquatic Centre (Car Park) - \$570,000
- Risk Management (Legal Costs) - \$50,000
- Information Technology (Equipment) – \$200,000
- Drainage Works – \$1,000,000
- Heritage Reviews – \$80,000
- Asset (Assetic system) - \$250,000
- Library & Community Hub - \$198,288

## Cash and Investments Budget Review Statement

Budget Review for quarter ended 30 September 2020					
Cash & Investments					
	Opening Balance as at 1 July 2020 000s	Original Budget 2020-21 000s	Budget Review September 2020-21 000s	Projected Year End Result 000s	Actual YTD figures 000s
Total Cash, Cash Equivalents and Investment Securities	58,031	46,433	40,730	40,730	57,201
<b>Restrictions</b>					
<b>External Restrictions</b>					
Developers Contributions	17,267	-5,460	-3,235	8,572	8,572
Specific Purpose Unexpended Grants	27			27	27
Loans	1,000		-1,000	-	-
Stormwater Management	-			-	-
Domestic Waste Management	2,085	-531		1,554	1,554
Total External Restrictions	20,379	-5,991	-4,235	10,153	10,153
<b>Internal Restrictions</b>					
Plant & Vehicle Replacement	3,043	-710		2,333	2,333
Employees Leave Entitlements	1,465			1,465	1,465
Carry Over Works	2,128	-600	-250	1,278	1,278
Deposits, Retentions & Bonds	4,446			4,446	4,446
Financial Assistance Grant (advance)	561			561	561
Information Technology	667	-395	-200	72	72
WHS	371			371	371
Parking Meters Replacement	266			266	266
Property Sales	500			500	500
Future Property Investment	4,556			4,556	4,556
LATMs	294			294	294
Woodstock Community Building	287			287	287
Election	325			325	325
Property Maintenance	1,949	-250	-198	1,501	1,501
Park Upgrades	934			934	934
Car Park Upgrades	574		-570	4	4
Enfield Aquatic Centre Maintenance/Upgrade	1,253	-800	-120	333	333
Road & Footpath Restorations	692			692	692
Insurances	1,123		-50	1,073	1,073
CCTV	234			234	234
Organisational Alignment	500			500	500
Technology Enhancements	971			971	971
Payments in Advance	23			23	23
Operations Centre	1,400	-1,000		400	400
Covid-19 (operational reimbursement)	1,852	-1,852		-	-
Contract Liabilities	3,671			3,671	3,671
Town Centre festive decorations	50			50	50
Other	344		-80	264	264
Total Internal Restrictions	34,479	-5,607	-1,468	27,404	27,404
Total Restrictions	54,858	-11,598	-5,703	37,557	37,557
Unrestricted Cash	3,173	3,173	3,173	3,173	19,644



Council's Current Unrestricted Cash is distorted as Council has received a high volume of rate revenue as at 30 September 2020. The Unrestricted Cash figure will fluctuate during the year as it will be used to fund planned expenditure or deficit due to COVID-19.

#### *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. As at 30 September 2020, Council's investment portfolio stood at \$57,200,903. Council's Investments are tabled on a monthly basis as a separate report.

#### *Cash:*

Council's Finance Officers undertake a monthly bank reconciliation, which reconciles funds held in Council's General Fund Bank Account with those within its ledger. The most recent reconciliation was undertaken on 2 October 2020 for the month ending 30 September 2020. The reconciliation was approved by the Financial Operations Accountant and the balance in Council's General Fund Bank Account totalled \$262,693.11.

### **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 Association of NSW and Shires Association of NSW are set out below. It must be noted that certain indicators have been affected by the circumstances surrounding the COVID-19. Council will be endeavouring to soften the impact as much as possible over the next few months.

	Performance Indicator	2020-21 Original Budget	2020-21 Budget Sept Review	Local Government or NSW Treasury Corp Bench Mark	September Quarter Comments
1	Operating Performance Ratio	-6.55%	-11.40%	Greater or equal to break-even	Tracking to revised result due to Coronavirus
2	Consolidated Budget Result	\$15,232 Surplus	\$1,545,635 Deficit	N/A	Deficit budget associated with Coronavirus. Awaiting Council to adopt transfer from Restricted Cash Balances
3	Unrestricted Current Ratio	2.96:1	3.6:1	Greater or equal to 1.5:1	Currently trending above the benchmark. However once Capital Works programme fully commences Council's Unrestricted Current Ratio will reduce.
4	Debt Service Result	2.09%	2.14%	Greater than Zero	Tracking as per Budget.
5	Rates and Annual Charges Outstanding %	104.16%	70.18%	Less than or equal to 5%	For the year to 30 September 2020 Council has received \$9,872,408 in payment of Rates, Annual Charges and Interest levied which equates to 29.82% paid.
6	Building and Infrastructure Renewals Ratio	247%	395%	>100% or 1:1	Ratio has increased in September quarter due to the carried forwarded Capital Works program from 2019-20 and new grant funded projects.

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 3.6:1 at years end. A ratio greater than 1.5 is a positive financial indicator.
4. **Debt Service Result** - 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 29.82% of the Rates and Annual Charges raised, based on these figures a collection rate for the year will be 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

There was one contract entered into by Council during the quarter ending 31 March 2020 which is required to be reported.

Contractors	Contract Details and purpose	Contract Value GST excl	Commencement Date	Duration of contract	Budgeted (Y/N)
Grindley Interiors Pty Ltd	Henley Park Amenities Building Upgrade	\$2,125,259	3 August 2020	31 March 2021	Y
Carfax Commercial Constructions P/L	Enfield Aquatic Centre 25m LTS Pool	\$4,721,822	18 October 2020	5 July 2021	Y
Microsoft Pty Ltd Trading as Microsoft Corporation	IT Equipment Purchases	\$200,000	10 September 2020	31 December 2020	Y
Ethos Urban Pty Ltd	Holdmark DA Advice and Assessment	\$271,060	8 September 2020	30 June 2021	Y

## Part B – Legal Expenses

Type	Individual Matter	Expenditure Year to Date	Cost Recovery / Fines YTD
Advice	Awning - Victoria Street 51-53 Burwood Road	315.00	
Land & Environment Court	420 Parramatta Rd DA 2019/023 - Statement of Facts & Contentions	5,478.00	
Land & Environment Court Appeal	24 Burleigh Street	6,946.01	
Advice	7 Deane St & 1 Marmaduke St Burwood - Judicial review of decision of BLPP	11,835.00	
Land & Environment Court	11A Ethel Street Burwood	17,917.76	
Appeal	4 Railway Parade Burwood	18,035.11	
Supreme Court	13 Appian Way Burwood	48,490.00	
Advice	Visy Recycling Contract Negotiations	74,560.22	
Advice	33 Fountain Ave Croydon Park - Tree removal	6,145.00	500.00
Advice	269 Georges River Rd Croydon Park	4,591.00	
Advice	12 Minna Street Burwood - Tree removal	2,973.00	
Advice	George Street Car Park - occupation of council owned private parking spaces at ground floor loading	700.00	
	Rates Recovery Action	1,433.00	
		199,419.10	500.00
Annual Budget		602,500	

## Conclusion

The current forecast budget result and the variations identified as part of the 30 September 2020 Quarter review have been undertaken by the Executive Team and the Chief Finance Officer.

Due to the continued COVID-19 pandemic Council's quarterly budget review has again been impacted as detailed above and will require further close monitoring in the next quarter and beyond with particular focus on identifying opportunities for additional grants and internal savings.

To insulate Council on the economic impact on the budget due to the continual pandemic situation it is recommended that Council increase the "COVID-19 Reserve" by \$1,387,000 to further support the current budget, providing funding for existing operational expenditure. The additional Reserve funding would be sourced from Council's "Unrestricted Cash and Investments". This funding would then leave a Deficit of \$158,635 which would be assessed during the next quarter.

The creation of the "COVID-19 Reserve" will reduce Council's "Cash expense cover ratio" from 8.34 months to between 6 - 7 months.

## Regulatory Compliance

In compliance with the requirements of Clause 203(2) of the Regulation, 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 appointed as the Responsible Accounting Officer by the General Manager.

The following is the Responsible Accounting Officer (Chief Finance Officer) opinion:

*"It is my opinion that the Quarterly Budget Review Statement for Burwood Council for the quarter ended 30 September 2020 indicated in the above report, takes into account and reflects the changing economic and other conditions that are currently impacting on Council due to the COVID-19 outbreak. Council is in an unpredictable position at present and it will be essential for Council management to continually monitor their budgets and wherever possible endeavour to minimise excessive and nonessential expenditure, with particular attention being placed on maintaining revenue streams where possible and delivering Council's Capital Works programme."*

***Recommendation(s)***

1. That the Budget Review Statement of the 2020-2021 Budget as at 30 September 2020, 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) Regulation 2005*, the revised estimates of income and expenditure for 2020-2021 deficit of \$1,545,635, as shown in the report be approved and that Council's adopted budget be adjusted accordingly and that the expenditure and income variations projected in the report and the transfers to and from External and Internal Restricted Reserves be, and are hereby voted.
3. That Council authorise the Chief Finance Officer, through the General Manager to increase funding levels of the "COVID-19 Reserve" by \$1,387,000 from Council's "Unrestricted Cash and Investments" to support the current budget, providing funding for existing operational expenditure thus insulating Council from the negative economic impacts the budget is experiencing resulting from continued revenue shortfalls and liquidity problems in the short to medium term leaving Council with a Deficit of \$158,635, to be assessed through the next quarter.

**Attachments**

There are no attachments for this report.

**(ITEM 115/20) INVESTMENT REPORT AS AT 31 OCTOBER 2020**

File No: 20/49533

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*.

**Operational Plan Objective**

2.3.1 Identify and maintain additional revenue sources to ensure financial sustainability

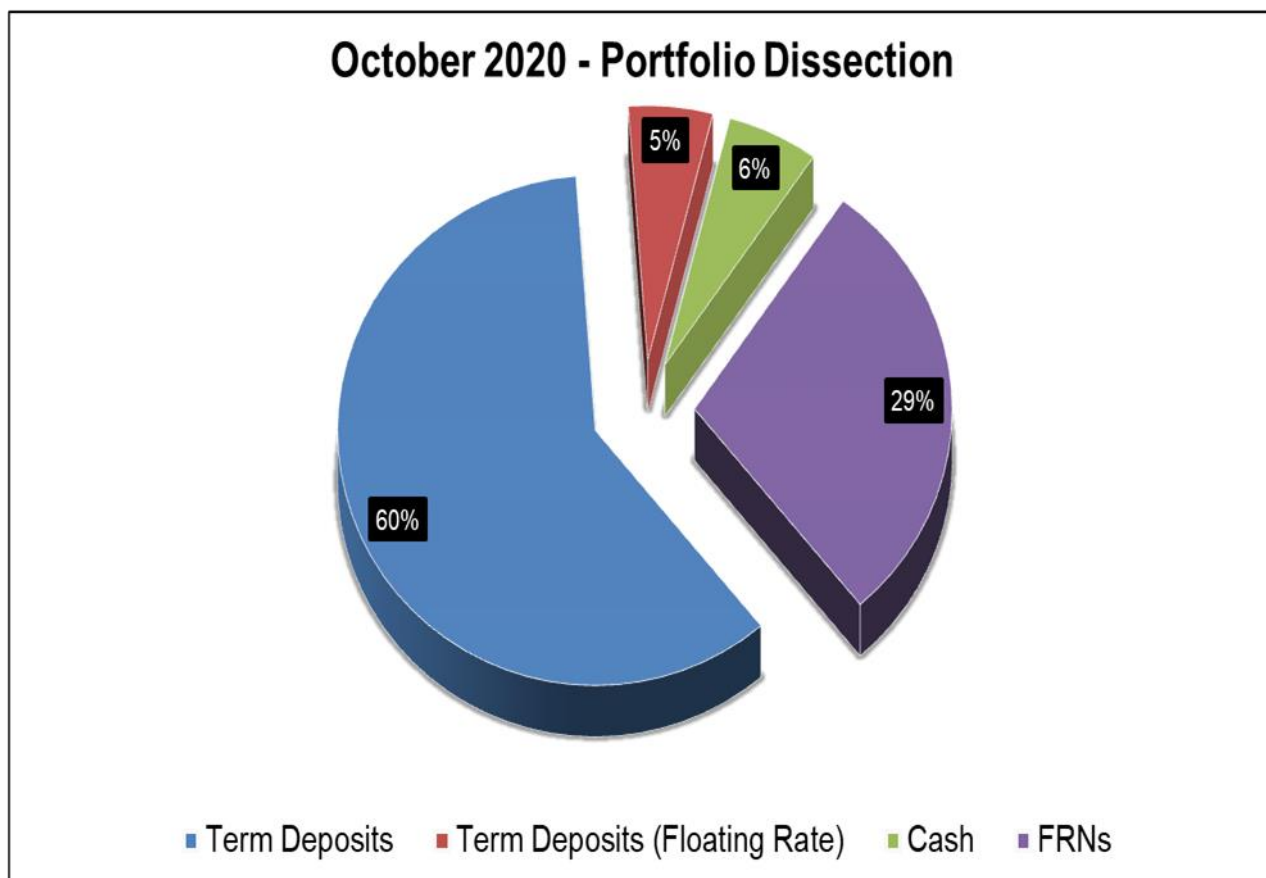
**Background**

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.

**Investment Portfolio**

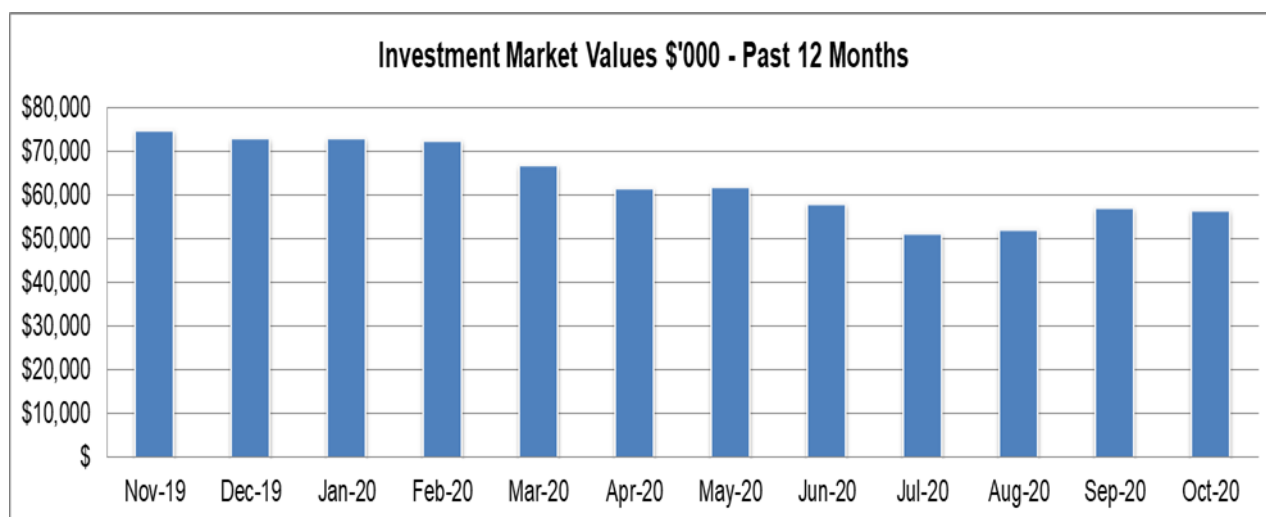
Council has a diversified investment portfolio and has a number of direct investments in term deposits. Its investment portfolio as at 31 October 2020 is:



As at 31 October 2020 Council held the following term deposits:

Purchase Date	Financial Institution	Principal Amount	Interest Rate	Investment Days	Maturity Date
13 Jul 20	AMP Bank (Imperium)	2,000,000	1.00%	365	13 Jul 21
14 Jul 20	Westpac	4,000,000	0.89%	730	14 Jul 22
14 Jul 20	National Australia Bank	4,000,000	0.90%	730	14 Jul 22
31 Aug 20	Westpac	4,000,000	0.83%	543	25 Feb 22
31 Aug 20	National Australia Bank	3,000,000	0.80%	365	31 Aug 21
31 Aug 20	Westpac	3,000,000	0.78%	365	31 Aug 21
09 Sep 20	Commonwealth Bank	4,000,000	0.64%	271	07 Jun 21
10 Sep 20	National Australia Bank	3,000,000	0.73%	180	09 Mar 21
24 Sep 20	Suncorp-Metway	4,000,000	0.65%	180	23 Mar 21
29 Sep 20	Commonwealth Bank	3,000,000	0.54%	59	27 Nov 20
<b>Total</b>		<b>34,000,000</b>			

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.

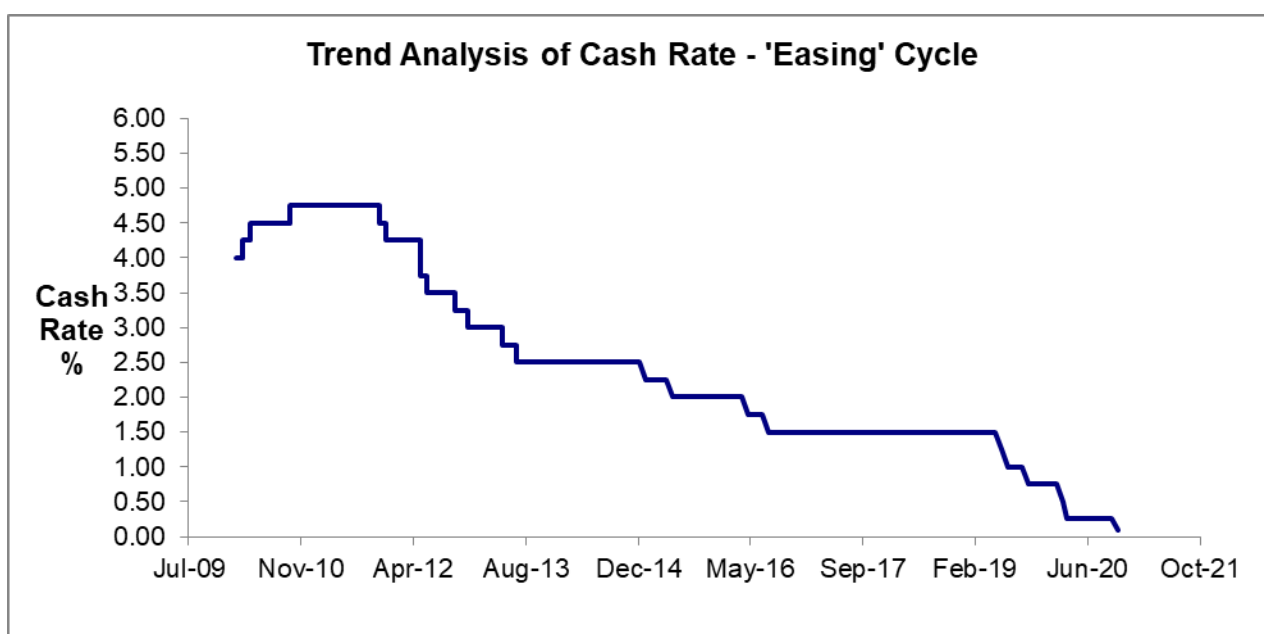
### **Investment Performance and Market Commentary**

At the Reserve Bank of Australia (RBA) meeting on the 6 October 2020, the Board decided to reduce the official cash rate by 0.15 per cent to 0.10 per cent. According to the RBA Governor "...The Board took this decision stating that the global economy has been recovering from the initial virus outbreaks, with the recovery most advanced in China. Even so, output in most countries remains well short of pre-pandemic levels and recent virus outbreaks pose a downside risk to the outlook, particularly in Europe.

In Australia, the economic recovery is under way and positive GDP growth is now expected in the September quarter, despite the restrictions in Victoria. It will, however, take some time to reach the pre-pandemic level of output. In the central scenario, GDP growth is expected to be around 6 per cent over the year to June 2021 and 4 per cent in 2022. The unemployment rate is expected to remain high, but to peak at a little below 8 per cent, rather than the 10 per cent expected previously. At the end of 2022, the unemployment rate is forecast to be around 6 per cent.

The Board is committed to do what it can to support jobs, incomes and businesses in Australia. Its actions, including last month's decision to expand the Term Funding Facility, are keeping funding costs low and assisting with the supply of credit. The Board view, is to address the high rate of unemployment as an important national priority. Today's policy package, together with the earlier measures by the RBA, will help in this effort. The RBA's response is complementary to the significant steps taken by the Australian Government, including in the recent budget, to support jobs and economic growth. It will maintain highly accommodative policy settings as long as is required and will not increase the cash rate target until progress is being made towards full employment and it is confident that inflation will be sustainably within the 2–3 per cent target band. The Board is prepared to do more if necessary." Statement by Philip Lowe, Governor: Monetary Policy Decision – 3 November 2020".

The following graph provides information on the current RBA monetary policy:



### ***Recommendations(s)***

1. That the investment report for 31 October 2020 be received and endorsed.
2. That the Certificate of the Responsible Accounting Officer be received and noted.

### **Attachments**

- 1 [↓](#) Investment Register October 2020 1 Page
- 2 [↓](#) Investment Types 1 Page

## Investment Register October 2020

BURWOOD COUNCIL  
INVESTMENT PORTFOLIO  
as at 31 October 2020

Credit Ratings	
AAA	Extremely strong capacity to meet financial commitments Highest Rating
AA	Very strong capacity to meet financial commitments
A	Strong capacity to meet financial commitments but somewhat susceptible to adverse economic 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

Investment Adviser	Issuer	ADI or N-ADI	Investment Name	Type	Rating S&P	Invested Amount	Market Value as at 31/08/2020	Market Value as at 30/09/2020	Market Value as at Reporting Date	% of Total Invested
Cash										5.71
Council	Commonwealth Bank	ADI	Operating Account	Cash	AA-	670,477	1,208,020	3,140,233	670,477	1.18
Council	Commonwealth Bank	ADI	Cash Deposit Account	At Call	AA-	10,000	528,747	529,326	10,000	0.02
Council	Commonwealth Bank	ADI	Online Saver	At Call	AA-	500,034	34	34	500,034	0.88
Council	AMP Bank Limited	ADI	AMP Business Saver & Notice Account	At Call / Notice 30 days	BBB-	2,081,817	61,710	61,764	2,081,817	3.63
<b>Term Deposits</b>										
Council	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	4,000,000	-	4,000,000	4,000,000	59.91
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	-	3,000,000	-	-	7.05
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	3,000,000	-	3,000,000	3,000,000	5.29
Council	Westpac	ADI	Westpac	Term Deposit	AA-	4,000,000	4,000,000	4,000,000	4,000,000	7.05
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Term Deposit	A+	-	4,000,000	-	-	0.00
Council	AMP Bank (Imperium)	ADI	AMP Bank	Term Deposit	BBB+	2,000,000	2,000,000	2,000,000	2,000,000	3.52
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	-	-	-	-	0.00
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	4,000,000	4,000,000	4,000,000	4,000,000	7.05
Council	Westpac	ADI	Westpac	Term Deposit	AA-	4,000,000	4,000,000	4,000,000	4,000,000	7.05
Council	Westpac	ADI	Westpac	Term Deposit	AA-	3,000,000	3,000,000	3,000,000	3,000,000	5.29
Council	ING Bank	ADI	ING Bank	Term Deposit	A-	-	4,000,000	-	-	0.00
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Term Deposit	A+	4,000,000	-	4,000,000	4,000,000	7.05
Council	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	3,000,000	3,000,000	3,000,000	3,000,000	5.29
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	3,000,000	3,000,000	3,000,000	3,000,000	5.29
<b>Term Deposits - Fixed &amp; Floating Rates</b>										
Council	Westpac	ADI	Westpac	Coupon Select Deposit 2 Yr Fixed plus 3 Yr (90 day BBSW + 1.05 bps)	AA-	3,000,000	3,000,000	3,000,000	3,000,000	5.29
<b>Floating Rate Notes</b>										
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Floating Rate Notes (90 day BBSW mid +94 bps)	A+	1,500,000	1,517,514	1,518,499	1,518,624	2.88
Council	Bendigo-Adelaide	ADI	Bendigo Bank & Adelaide Bank	Floating Rate Notes (90 day BBSW mid + 105 bps)	BBB+	1,500,000	1,519,614	1,518,428	1,522,116	2.88
Council	ANZ Group	ADI	ANZ Group	Floating Rate Notes (90 day BBSW mid + 77 bps)	AA-	2,000,000	2,022,482	2,021,384	2,028,740	3.57
Council	Newcastle Permanent Building Society	ADI	Newcastle Permanent Building Society	Floating Rate Notes (90 day BBSW +140 bps)	BBB	1,250,000	1,269,045	1,267,775	1,270,820	2.24
Council	Members Equity Bank Pty Ltd	ADI	ME Bank	Floating Rate Notes (90 day BBSW mid +127 bps)	BBB	2,500,000	2,510,740	2,509,483	2,510,185	4.42
Council	Bank Australia Ltd	ADI	Bank Australia Ltd	Floating Rate Notes (90 day BBSW +130 bps)	BBB	1,500,000	1,508,778	1,508,084	1,507,668	2.86
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +93 bps)	AA-	2,000,000	2,035,192	2,033,374	2,040,472	3.60
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +113 bps)	AA-	4,000,000	4,099,064	4,094,520	4,113,660	7.25
<b>Grand Total</b>						56,492,328	52,280,950	57,200,303	56,752,643	100.00



## Investment Types

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### 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 – Operating Bank Account AA-
- Commonwealth Bank of Australia – Online Saver AA-
- AMP Business Saver and Notice – At Call/Notice 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:

- a. Term Deposits
- b. Global Fixed Income Deposits
- c. Senior Debt
- d. Subordinated Debt
- e. Hybrids
- f. Preference shares
- g. 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.

**(ITEM RC5/20) BURWOOD LOCAL TRAFFIC COMMITTEE - NOVEMBER 2020**

File No: 20/51416

REPORT BY DIRECTOR CITY ASSETS

**Summary**

Attached are the Minutes of the Burwood Local Traffic Committee from its meeting of November 2020. The Minutes are hereby submitted to the Ordinary Council Meeting for consideration and adoption by Council.

**Operational Plan Objective**

4.1.5 - Work with RMS and Transport NSW in the development of integrated transport plans.

***Recommendations***

That the minutes of the Burwood Local Traffic Committee of November 2020 be noted and the recommendations of the Committee as detailed below be adopted as a resolution of the Council.

**(ITEM LTC27/20) CONDER STREET BURWOOD - CHANGES TO NO PARKING RESTRICTIONS*****Recommendations***

1. That Council approve the installation of “No Parking – Authorised Burwood Council Works Vehicles Excepted” restrictions on the eastern side of Conder Street Burwood for a length of 11 meters per the plan in the report.
2. That Council approve the removal of the “No Parking – Authorised Burwood Council Works Vehicles Excepted” restrictions on the western side of Elsie Street Burwood to be replaced with “2P Ticket Parking 9.00am – 6.00pm Monday to Saturday & Public Holidays” restrictions.

**(ITEM LTC28/20) YOUNG STREET CROYDON - CHANGES TO PARKING RESTRICTIONS*****Recommendations***

1. That Council undertake further consultation with PLC and Transit Systems to consolidate the ‘Bus Zone’ on the eastern side of Young Street to the existing ‘Bus Zone’ on the northern side of Young Street west of Meta Street by extending the hours to 7.30am – 7.00pm Monday to Friday.
2. That following support for Point 1 above by both PLC and Transit Systems, Council extend the existing ‘No Parking’ Kiss & Ride zone on the eastern side of Young Street from Boundary Street to Grosvenor Street for a length of 108m.
3. That if there is a lack of support for Point 1 above by both PLC and Transit Systems, Council relocate the 20m ‘Bus Zone’ further south along Young Street opposite Grosvenor Street, with the remaining parking on the eastern side of Young Street to be converted to ‘No Parking 7.30am – 9.00am and 2.30pm – 4.00pm School Days Only’.

**(ITEM LTC29/20) RAILWAY PARADE, BURWOOD - STREETSCAPE UPGRADE*****Recommendations***

1. That Council approve the proposed Streetscape Upgrades Concept Plan for Railway Parade between Burwood Road and Shaftesbury Road.
2. Further that Council move to the detailed design phase to allow construction of the works in the coming months.
3. That Council investigate improving the way finding signage to direct motorists to the Elizabeth Street Car Park.

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**(ITEM LTC30/20) EVERTON ROAD, STRATHFIELD - PROPOSED RAISED PEDESTRIAN CROSSING**

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***Recommendation***

1. That Council approve the conversion of the existing raised threshold in Everton Road, Strathfield, to a raised pedestrian crossing with associated kerb extensions, signs and line marking, as per the plan attached in the report.
2. That landscaping be incorporated into the blister islands on either side of the pedestrian crossing.
3. Further that Council review the existing 'Taxi Zone' in Everton Road with a view of reducing its length to obtain more on-street parking.

**INFORMATION ITEMS**

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**(ITEM TIN3/20) DATES FOR 2021 BURWOOD LOCAL TRAFFIC COMMITTEE MEETINGS**

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No Decision – Information Item Only

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**(ITEM TIN4/20) TRANSPORT FOR NSW CONTACTLESS PEDESTRIAN CROSSING TRIAL**

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No Decision – Information Item Only

**Attachments**

- 1 [↓](#) BLTC - November 2020 - Agenda
- 2 [↓](#) BLTC - November 2020 - Minutes



## **NOTICE OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING**

The meeting of the Burwood Local Traffic Committee will be held electronically on 5 November 2020 at 9.30am.

Tommaso Briscese  
**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**

2 Conder Street, Burwood NSW 2134, PO Box 240 Burwood NSW 1805  
phone: 9911 9911 facsimile: 9911 9900  
email: [council@burwood.nsw.gov.au](mailto:council@burwood.nsw.gov.au)  
website: [www.burwood.nsw.gov.au](http://www.burwood.nsw.gov.au)

## AGENDA

### APOLOGIES/LEAVE OF ABSENCES

### CONFIRMATION OF MINUTES

#### *Recommendation*

That the Minutes of the October Meeting of Burwood Local Traffic Committee as typed and circulated, be confirmed and signed as a true record of the proceedings of that meeting.

### GENERAL BUSINESS

(ITEM LTC27/20)	CONDER STREET BURWOOD - CHANGES TO NO PARKING RESTRICTIONS .....	3
(ITEM LTC28/20)	YOUNG STREET CROYDON - CHANGES TO PARKING RESTRICTIONS.....	6
(ITEM LTC29/20)	RAILWAY PARADE, BURWOOD - STREETScape UPGRADE.....	9
(ITEM LTC30/20)	EVERTON ROAD, STRATHFIELD - PROPOSED RAISED PEDESTRIAN CROSSING.....	12

### INFORMATION ITEMS

(ITEM TIN3/20)	DATES FOR 2021 BURWOOD LOCAL TRAFFIC COMMITTEE MEETINGS .....	17
(ITEM TIN4/20)	TRANSPORT FOR NSW CONTACTLESS PEDESTRIAN CROSSING TRIAL .....	18

**(ITEM LTC27/20) CONDER STREET BURWOOD - CHANGES TO NO PARKING RESTRICTIONS**

File No: 20/46145

REPORT BY TRAFFIC ENGINEERING OFFICER

**Summary**

Following Council's relocation to Conder Street, it is proposed to convert two parking spaces in Conder Street to "No Parking – Authorised Burwood Council Works Permit Holders Excepted" in order to facilitate operational activities.

**Background**

The Burwood Council Chambers and administration centre have relocated to 8 Conder Street, Burwood. Conder Street runs in a north to south direction and is classified as a local road, meaning that it carries a low vehicle capacity. This section of the street is part of the Burwood Town Centre.

The eastern side of Conder Street currently composes of 'No Stopping', 'Bus Zone', 'No Parking', 'Loading Zone' and '2P Ticketed' parking restrictions. The western side of Conder Street composes of 'No Stopping' and '2P Ticketed' parking restrictions.

Existing Parking Restrictions – Conder Street

Council has previously approved the installation of two "No Parking – Authorised Burwood Council Works Vehicles Excepted" bays on the western side of Elsie Street, Burwood to assist with the daily operations of Council.



Existing Parking Restrictions – Elsie Street

**Proposal**

In order to assist with the ongoing daily operations of Council, it is proposed to convert two parking spaces directly outside the entrance of Council's Chambers in Conder Street to "No Parking – Authorised Burwood Council Works Permit Vehicles Excepted" for a length of 11 meters.

The parking bay would allow Council vehicles with approved works permits, such as Rangers vehicles and depot vehicles, the ability to park within the immediate vicinity of Council's Chambers.



Proposed Parking Restrictions – Conder Street



## BURWOOD LOCAL TRAFFIC COMMITTEE

5 NOVEMBER 2020

The proposed parking spaces are not intended for extended use or to park vehicles all day, but would be available for short stay periods by staff that are primarily located in the field to be able to visit Council's Chambers for work related purposes only.

With the relocation of the Council Chambers, it is also proposed to remove the two "No Parking – Authorised Burwood Council Works Vehicles Excepted" bays on the western side of Elsie Street, Burwood and reinstate '2P Ticket 9.00am – 6.00pm Monday to Saturday & Public Holidays' restrictions per the other restrictions within the street.



Proposed Parking Restrictions – Elsie Street

### **Consultation**

No Consultation has been undertaken as part of this plan.

### **Financial Implications**

The cost to install new parking signs and remove the existing parking signs have been estimated to cost \$400.00 and will be funded from Council's 2020/21 Traffic Facilities Budget.

### **Recommendations**

1. That Council approve the installation of "No Parking – Authorised Burwood Council Works Vehicles Excepted" restrictions on the eastern side of Conder Street Burwood for a length of 11 meters per the plan in the report.
2. That Council approve the removal of the "No Parking – Authorised Burwood Council Works Vehicles Excepted" restrictions on the western side of Elsie Street Burwood to be replaced with "2P Ticket Parking 9.00am – 6.00pm Monday to Saturday & Public Holidays" restrictions.

### **Attachments**

There are no attachments for this report.



**(ITEM LTC28/20) YOUNG STREET CROYDON - CHANGES TO PARKING RESTRICTIONS**

File No: 20/46373

REPORT BY TRAFFIC ENGINEERING OFFICER

**Summary**

Council has received a request to investigate the current parking conditions along the eastern side of Young Street to minimise traffic congestion at the intersection of Young Street and Boundary Street Croydon.

**Background**

Burwood Council has been requested to investigate the current parking conditions along the eastern side of Young Street to address the concerns of traffic queuing through the intersection of Young Street and Boundary Street while waiting to enter the existing 'No Parking' Kiss & Ride zone.

PLC is located on Meta Street, Croydon, with frontages on Boundary Street and Young Street. The school has an internal drop off/pick up system located off Boundary Street which enables parents of the junior school students to safely pick up and drop off their children, with the supervision of teachers away from the roadway. The 'No Parking' Kiss & Ride facility on Young Street is primarily used by senior students and is a convenient and safe method for dropping off and picking up students in the mornings and afternoons.

This 'No Parking' Kiss & Ride zone is currently 56.0 metres in length, which is able to accommodate up to 9 vehicles at a time. The zone operates between the hours of 7.30am – 9.00am and 2.30pm – 4.00pm School Days Only. Outside the sign posted times these spaces revert to unrestricted parking.

The 'Bus Zone' currently operates between the hours of 7.30am – 7.00pm Monday – Friday. Outside the sign posted times these spaces revert to unrestricted parking.



## BURWOOD LOCAL TRAFFIC COMMITTEE

5 NOVEMBER 2020

Observations of traffic during the school peak times showed that vehicles would queue to enter the 'No Parking' Kiss & Ride zone and would often queue back into the 'No Stopping' zone at the intersection of Young Street and Boundary Street as well as queuing back through the intersection. This queue impacts sightlines for vehicles trying to exit Boundary Street as well as blocking vehicles from being able to exit the street when the queue extends through the intersection.

### Proposal

Following an in-depth analysis of the area and from a traffic and road safety perspective, it is proposed to relocate the 'Bus Zone' further north and extend the 'No Parking - 7.30am – 9.00am and 2.30pm – 4.00pm School Days Only' restrictions by an additional 38 meters to accommodate a further 6 vehicles south of the PLC driveway.

The relocation of the 'Bus Zone' will also have the added benefit of providing buses additional room when pulling into the kerb side lane. The high turnover of the school 'No Parking' Kiss & Ride area along with the additional 6 vehicles spaces will improve traffic flow and reduce traffic congestion in the area.



### Consultation

The proposal was consulted with PLC and the bus operators being Transit Systems who supported the proposed changes.

Subsequent consultation was conducted with all residential properties in the immediate vicinity of the parking area along with PLC and Transit System.

Council received one objection that was 'strongly against' the proposed changes due to the loss in unrestricted parking spaces and the extension of the existing Bus Zone length during school times.

Despite the one objection received, the proposed changes will assist with traffic congestions within the street and the increasing number of parents who utilises the Kiss & Ride area during school peak periods.

**Financial Implications**

The installation of new parking signs and relocation of the bus stop signs are estimated to cost \$800.00 and will be funded from Council's 2020/21 Traffic Facilities Budget.

**Recommendations**

1. That Council approve the relocation and installation of 20m 'Bus Zone' between 7.30am – 7.00pm Monday to Friday on the eastern side of Young Street per the plan in the report.
2. That Council approve the relocation and extension of the 'No Parking' restrictions between 7.30am – 9.00am and 2.30pm – 4.00pm School Days Only on the eastern side of Young Street per the plan in the report.

**Attachments**

There are no attachments for this report.

**(ITEM LTC29/20) RAILWAY PARADE, BURWOOD - STREETSCAPE UPGRADE**

File No: 20/48110

REPORT BY MANAGER TRAFFIC &amp; TRANSPORT

**Summary**

As part of the Town Centre Beautification Program, streetscape upgrades are proposed for Railway Parade between Burwood Road and Shaftesbury Road.

**Background**

Along with the recent Beautification works completed along sections of Burwood Rd, in the Town Centre, Council has now selected the section of Railway Parade between Burwood Rd and Shaftesbury Road as the next phase of the ongoing Town Centre Beautification Program.

**Proposal**

The attached Public Domain Streetscape Upgrade Concept Plan has been prepared for the section of Railway Parade between Burwood Road and Shaftesbury Road.

The proposed works will improve the amenity of this section of Railway Parade. and will include but not limited to the following

- Replacement of the old concrete footpath and Kerb & Gutter (on the south side) with new Kerb and Gutter and segmental paving
- Widening of the narrow footpath on the north side of Rail Parade to a min of 1.5m wide and construction of new Kerb and Gutter and segmental paving
- The construction of 6 Garden beds on the north side of Railway Parade to accommodate one large palm tree in each bed as well as low planting of the garden bed at the base of each tree.
- Upgrade of the street lighting to include 10 Multifunction Poles on the south side of Railway Parade.
- New street furniture including; Bench Seating Stainless Steel Bin Enclosures and Planter Boxes.

There are no changes to parking restrictions proposed as part of the upgrades, however there will be the loss of six on-street parking spaces from the northern side of the road in order to accommodate the additional landscaping in the kerb side parking lane with the introduction of free standing islands which will include low shrub/ground cover planting along with palm trees. It should be noted Council has been advised by Sydney Busses that the 'Bus Zone' on the north side of Railway Parade (East of Burwood Road) will not be required in the future. This will potentially increase the number of spaces and will be the subject of a separate future report.

The proposed widening of the footpath on the northern side of the road will still allow 2.4m parking lanes on both sides of the road and retain 3.2m travel lanes for traffic. Existing lane configurations will be retained at both ends of the street at the signalized intersections.

**Consultation**

Once the Proposed Concept Plan Plans for Railway Parade between Burwood Road and Shaftesbury Rd are approved further community notification will be undertaken with the Residents and Businesses along this section Railway Parade prior to works commencing.

**Financial Implications**

The Beautification Works proposed along this section of Railway Parade between Burwood Rd and Shaftesbury Road will be funded from the S7:12 Contributions Plan (inside the Town Centre).

**Recommendations**

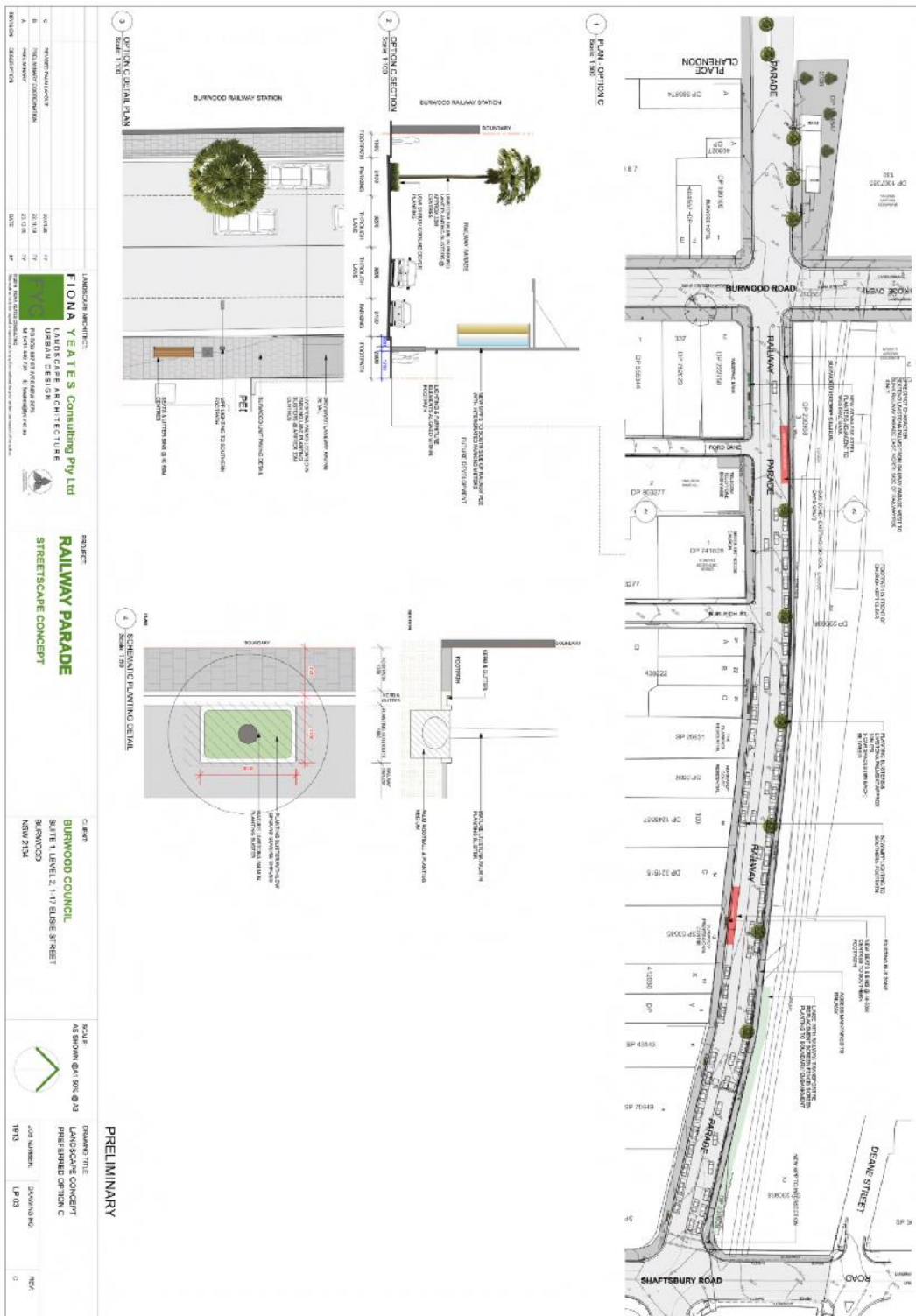
1. That Council approve the proposed Streetscape Upgrades Concept Plan for Railway Parade between Burwood Road and Shaftesbury Road.
2. Further that Council move to the detailed design phase to allow construction of the works in the coming months.

**Attachments**

- 1 Railway Parade Burwood - Streetscape Upgrade Concept Plans



ITEM NUMBER LTC29/20 - ATTACHMENT 1  
Railway Parade Burwood - Streetscape Upgrade Concept Plans



## ITEM NUMBER LTC30/20 - ATTACHMENT 1

## Everton Rd Pedestrian Crossing Design

**(ITEM LTC30/20) EVERTON ROAD, STRATHFIELD - PROPOSED RAISED PEDESTRIAN CROSSING**

File No: 20/48507

REPORT BY ENGINEER TRAFFIC &amp; DESIGN

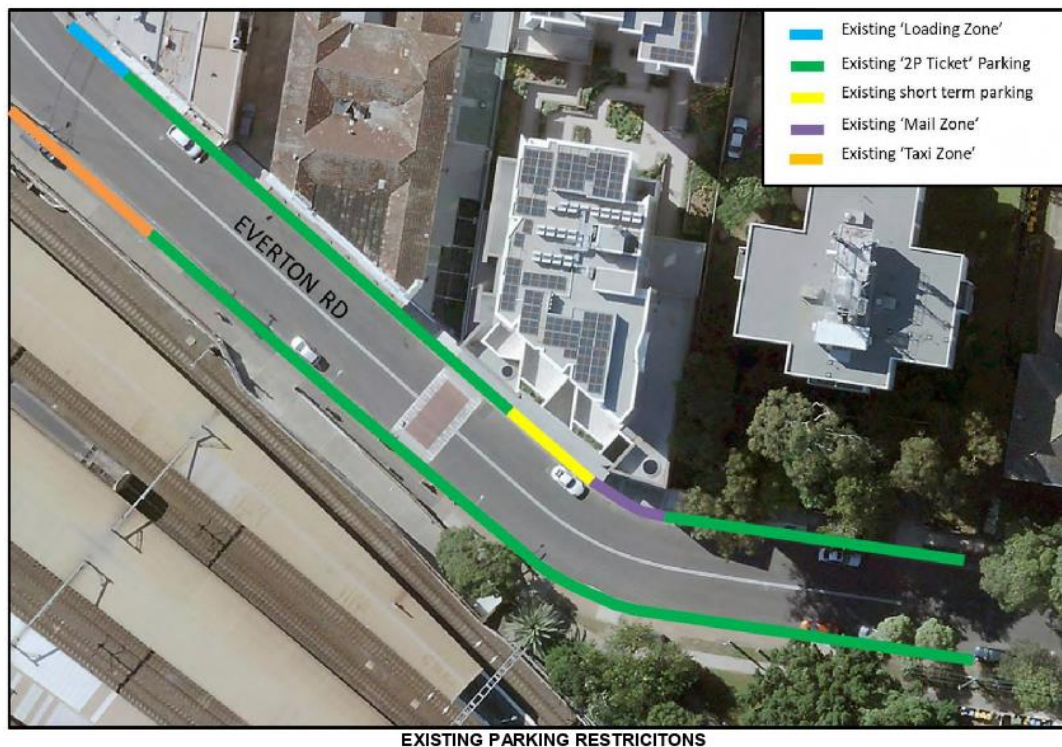
**80Summary**

Burwood Council received a request to investigate safety in Everton Road due to the growing volume of pedestrians crossing the street near the railway underpass. The correspondence highlighted the need for Council to consider converting the existing raised threshold into a formalised raised pedestrian crossing.

**Background**

In 2018, Burwood Council applied for and was successful in obtaining funding for the upgrade of Everton Road through the Federal Government's Blackspot Funding Initiative. The project involved installing three raised traffic thresholds along the length of Everton Road in order to physically slow down motorists and improve pedestrian safety.

Recently Council received multiple enquiries from business owners along Everton Road requesting the existing raised threshold near the bend be converted into a formalised raised pedestrian crossing to provide a safer means for pedestrians to cross the road near the railway underpass.



## ITEM NUMBER LTC30/20 - ATTACHMENT 1

## Everton Rd Pedestrian Crossing Design



EXISTING CONDITIONS

**Proposal**

The warrant for a pedestrian crossing requires the normal measured flows to be greater than 500 vehicles (V) per hour and greater than 30 pedestrians (P) per hour for three separate one hour periods of a typical day. The total number of vehicles (V) multiplied by the total number pedestrians (P) must also be greater than 60,000. In special circumstances and at the discretion of the Transport for NSW, the minimum PV value may be relaxed to not less than 45,000.

A reduced pedestrian crossing warrant is also permissible where the proposed crossing is to be used by a high proportion of school children or elderly pedestrians. After undertaking the required counts it was observed that the subject site did not meeting the conditions for a reduced pedestrian crossing warrant based on the type of pedestrians witnessed.

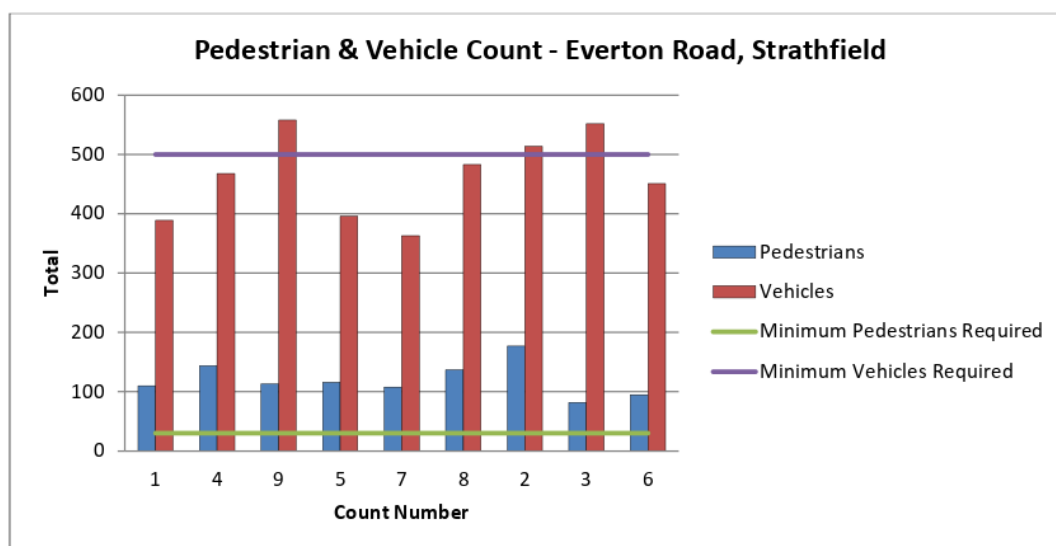
Below are the results of the pedestrian and vehicle counts undertaken in Everton Road. As can be seen only two separate one hour periods met the minimum requirements as advised above. The third count fell short by 17 vehicles however given that the pedestrians numbers are considerably high, it is suggested that the RMS apply a relaxed PV number and provide formal approval at the Burwood Local Traffic Committee (BLTC) meeting.



## ITEM NUMBER LTC30/20 - ATTACHMENT 1

## Everton Rd Pedestrian Crossing Design

Pedestrian & Vehicle Counts - Everton Road, Strathfield									
Count Number (Time of Day)	Date	Time		Duration (Hours)	Pedestrians (Total Number)	Minimum Pedestrians Required	Vehicles (Total Number Bi- directional)	Minimum Vehicles Required	Pedestrians x Vehicles (PxV)
		Start	Finish						
1 (Morning)	31/07/2020	9.30am	10.30am	1	110	30	389	500	42,790
4 (Morning)	6/08/2020	8.00am	9.00am	1	144	30	468	500	67,392
9 (Morning)	20/08/2020	8.00am	9.15am	1.25	113	30	558	500	63,054
5 (Midday)	6/08/2020	2.00pm	2.50pm	0.83	116	30	396	500	45,936
7 (Midday)	12/08/2020	11.00am	11.45am	0.75	108	30	363	500	39,204
8 (Midday)	18/08/2020	12.00pm	1.00pm	1	137	30	483	500	66,171
2 (Afternoon)	31/07/2020	3.00pm	4.00pm	1	177	30	514	500	90,978
3 (Afternoon)	4/08/2020	4.30pm	5.15pm	0.75	82	30	552	500	45,264
6 (Afternoon)	11/08/2020	4.00pm	5.00pm	1	95	30	451	500	42,845
Average				1	120	N/A	464	N/A	



PEDESTRIAN &amp; VEHICLE COUNT RESULTS

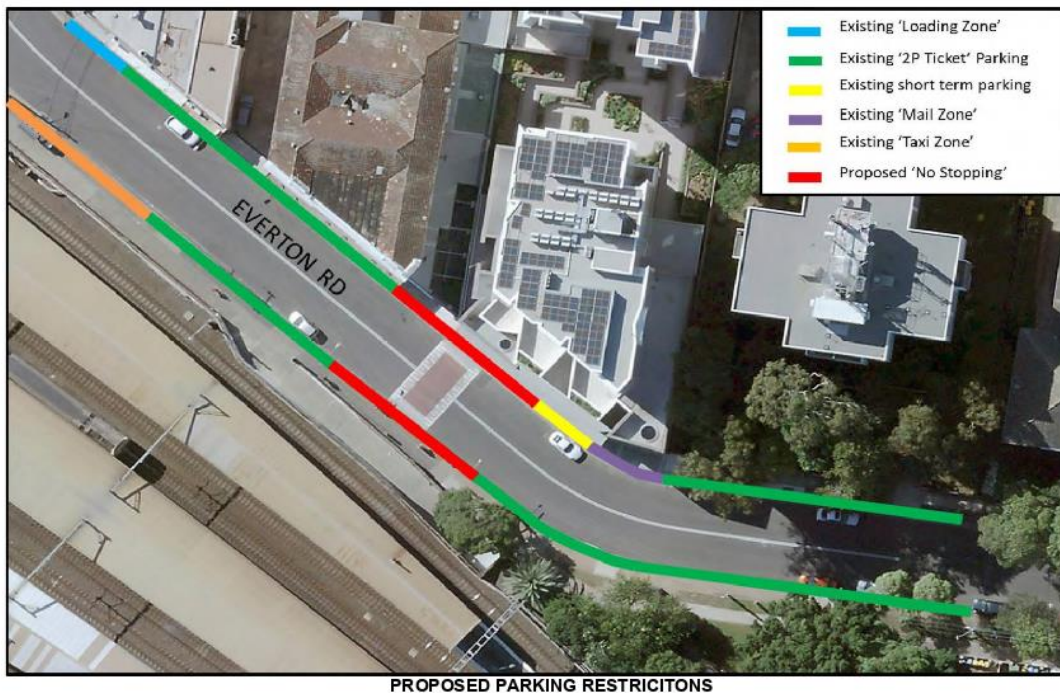
- Given the high volume of pedestrians crossing in this vicinity it is therefore proposed to convert the existing raised threshold into a formalised raised pedestrian crossing as shown in the attached concept plan. Providing a raised crossing at this location will offer a safe way for pedestrians to cross the road.
- The relevant Australian Standard (AS1742.10) states that the minimum 'No Stopping' requirements for pedestrian crossings are 20m on approach to the crossing and 10m on the departure. The RMS has also released a Technical Direction (TDT 2002/12b) regarding stopping and parking restrictions at crossings, in line with the Australian Standards. The 'No Stopping' restrictions are required to ensure that pedestrian safety is maintained by providing satisfactory sight distance for pedestrians to oncoming motorists and vice versa.

## ITEM NUMBER LTC30/20 - ATTACHMENT 1

**Everton Rd Pedestrian Crossing Design**

- Under the RMS TDT 2002/12b, the 'No Stopping' requirement on approach to a marked foot crossing can be reduced with the use of kerb extensions. With kerb extension widths of 2.0 metres or greater, the 'No Stopping' restrictions on the approach and departure to a pedestrian crossing can be reduced to 10 metres.

The inclusion of kerb extensions on both sides of Everton Road will ensure that the loss of on-street parking is minimised. The total loss of on-street parking associated with the proposed raised pedestrian crossing will be six spaces, three spaces on each side of Everton Road. Parking occupancy audits undertaken within this area shows that there is ample on-street parking available throughout the day and that the loss of the six parking spaces will not significantly impact on parking availability.

**Consultation**

All businesses along Everton Road were notified of the proposed parking changes through a hand delivered survey package which included a letter and survey with the option of providing feedback on the proposal. Council received four submissions which were all strongly in-favour of the proposal.

**Financial Implications**

The cost of converting the exiting raised threshold into a raised pedestrian crossing with kerb extensions on both sides of Everton Road and all associated signs and line marking is estimated to cost \$30,000. These facilities would be funded from the Traffic Facilities Budget – 2020/2021.

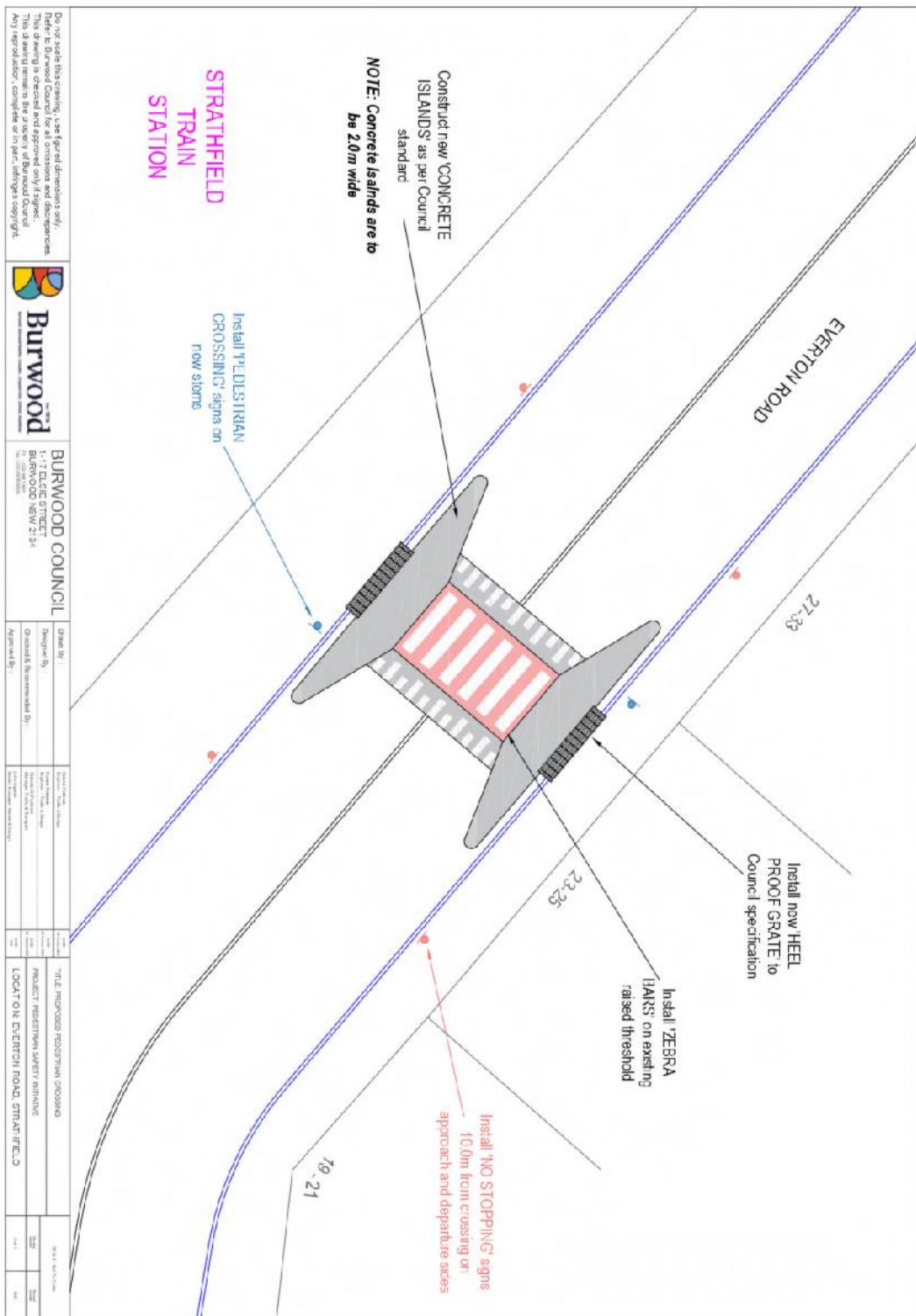
**Recommendation**

That Council approve the conversion of the existing raised threshold in Everton Road, Strathfield, to a raised pedestrian crossing with associated kerb extensions, signs and line marking, as per the plan attached in the report.

**Attachments**

- 1 Everton Rd Pedestrian Crossing Design

ITEM NUMBER LTC30/20 - ATTACHMENT 1



**(ITEM TIN3/20) DATES FOR 2021 BURWOOD LOCAL TRAFFIC COMMITTEE MEETINGS**

File No: 20/47258

REPORT BY TRAFFIC ENGINEERING OFFICER

**Summary**

The purpose of this report is to propose dates for the 2021 Burwood Local Traffic Committee Meetings.

**Proposal**

The following dates are proposed for the 2021 Burwood Local Traffic Committee Meetings:

February	Thursday 4 February 2021
March	Thursday 4 March 2021
April	Thursday 1 April 2021
May	Thursday 6 May 2021
June	Thursday 3 June 2021
July	Thursday 1 July 2021
August	Thursday 5 August 2021
September	Thursday 2 September 2021
October	Thursday 7 October 2021
November	Thursday 4 November 2021

All meetings to commence at 9.30am in Council Chambers unless informed otherwise.

**No Decision – Information Item Only****Attachments**

There are no attachments for this report.

**(ITEM TIN4/20) TRANSPORT FOR NSW CONTACTLESS PEDESTRIAN CROSSING TRIAL**

File No: 20/49078

REPORT BY MANAGER TRAFFIC &amp; TRANSPORT

**Summary**

In June 2020 the New South Wales government announced it would be trialling the use of contactless pedestrian crossing sensors in Burwood in a bid to minimise the transmission of COVID-19 and other bacteria. Council was advised that the trial would run for a period of three months from 15 June to 15 September 2020.

The trial was run at the intersection of Burwood Road and Railway Parade, Burwood. The touchless infrared sensors were built into the pedestrian button and meant pedestrians no longer need to push the pedestrian button to activate the signalised crossing. Instead, pedestrians could activate the signal by hovering their hand over the sensor, which will flash from red to green when it has been activated. The regular button also continued to operate as normal for those who opted to push the button instead.

Council has requested information on the successfulness of the trial but has not received any response to date. Council requests that the trial continue within Burwood and expand to the entire Town Centre which consists of nine signalised intersections.

**No Decision – Information Item Only****Attachments**

There are no attachments for this report.





MINUTES OF THE MEETING OF THE BURWOOD LOCAL TRAFFIC COMMITTEE held electronically on Thursday 5 November 2020 commencing at 9:38am.

#### **ATTENDANCE**

Cr John Faker (JF)	Mayor - Chairperson
Ms Caitlin Bailey (CB)	Transport NSW
Mr George ElKazzi (GE)	Director, City Assets
Mr Roberto Di Federico (RDF)	Manager Traffic and Transport
Mr Robert Ristevski (RR)	Engineer – Traffic and Design
Mr Henry Huynh (HH)	Traffic Engineering Officer
Ms Connie Vartuli (CV)	Administrations Officer – Traffic & Transport – Minute Taker

#### **APOLOGIES**

Bassam Tome	NSW Police Service – Accepted
Ms Jodi McKay	State Member for Strathfield – Accepted

#### **CONFIRMATION OF MINUTES**

That the minutes of the Burwood Local Traffic Committee of Burwood held on Thursday 1 October 2020, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.

#### **GENERAL BUSINESS**

##### **(ITEM LTC27/20) CONDER STREET BURWOOD - CHANGES TO NO PARKING RESTRICTIONS**

#### **Summary**

Following Council's relocation to Conder Street, it is proposed to convert two parking spaces in Conder Street to "No Parking – Authorised Burwood Council Works Permit Holders Excepted" in order to facilitate operational activities.

#### **Recommendations**

1. That Council approve the installation of "No Parking – Authorised Burwood Council Works Vehicles Excepted" restrictions on the eastern side of Conder Street Burwood for a length of 11 meters per the plan in the report.
2. That Council approve the removal of the "No Parking – Authorised Burwood Council Works Vehicles Excepted" restrictions on the western side of Elsie Street Burwood to be replaced with "2P Ticket Parking 9.00am – 6.00pm Monday to Saturday & Public Holidays" restrictions.

##### **(ITEM LTC28/20) YOUNG STREET CROYDON - CHANGES TO PARKING RESTRICTIONS**

#### **Summary**

Council has received a request to investigate the current parking conditions along the eastern side of Young Street to minimise traffic congestion at the intersection of Young Street and Boundary Street Croydon.

**MINUTES OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING 5 NOVEMBER 2020**

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**Discussion**

- JF raised following concerns: placing the 'Bus Zone' behind the Kiss & Ride area could cause queuing into the 'Bus Zone' or encourage drivers to overtake vehicles queued in the travel lane onto the other side of the road which could lead to accidents.
- JF advised there is another 'Bus Zone' on the northern side of Young Street closer to Meta Street which may be able to accommodate the 'Bus Zone' requirements for this area.
- RDF advised that PLC has been consulted and supported the recommendation.
- JF suggested further consultation be undertaken with PLC with regards to their bus requirements to potentially consolidate the two 'Bus Zones' and increase the Kiss & Ride area.

**Recommendations**

1. That Council undertake further consultation with PLC and Transit Systems to consolidate the 'Bus Zone' on the eastern side of Young Street to the existing 'Bus Zone' on the northern side of Young Street west of Meta Street by extending the hours to 7.30am – 7.00pm Monday to Friday.
2. That following support for Point 1 above by both PLC and Transit Systems, Council extend the existing 'No Parking' Kiss & Ride zone on the eastern side of Young Street from Boundary Street to Grosvenor Street for a length of 108m.
3. That if there is a lack of support for Point 1 above by both PLC and Transit Systems, Council relocate the 20m 'Bus Zone' further south along Young Street opposite Grosvenor Street, with the remaining parking on the eastern side of Young Street to be converted to 'No Parking 7.30am – 9.00am and 2.30pm – 4.00pm School Days Only'.

**(ITEM LTC29/20) RAILWAY PARADE, BURWOOD - STREETSCAPE UPGRADE**

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**Summary**

As part of the Town Centre Beautification Program, streetscape upgrades are proposed for Railway Parade between Burwood Road and Shaftesbury Road.

**Discussion**

- RDF advised that Transit Systems have not provided any comments or objections to the proposal.
- RDF stated lane widths will not be affected by these works and it is primarily a beautification project – heavy vehicles will not be impacted by these changes. There will however be loss of parking on the northern side due to the landscaping
- JF suggested reviewing the signage in this area and to consider improving the wayfinding signage directing people to use the Elizabeth Street Car Park
- RDF advise multifunctioning sign poles are being installed as part of this project which will help consolidate sign posts. Council staff will investigate improving the way finding signage to direct motorists to the Elizabeth Street Car Park.

**Recommendations**

1. That Council approve the proposed Streetscape Upgrades Concept Plan for Railway Parade between Burwood Road and Shaftesbury Road.
2. Further that Council move to the detailed design phase to allow construction of the works in the coming months.
3. That Council investigate improving the way finding signage to direct motorists to the Elizabeth Street Car Park.

**MINUTES OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING 5 NOVEMBER 2020**

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**(ITEM LTC30/20) EVERTON ROAD, STRATHFIELD - PROPOSED RAISED PEDESTRIAN CROSSING**

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**Summary**

Burwood Council received a request to investigate safety in Everton Road due to the growing volume of pedestrians crossing the street near the railway underpass. The correspondence highlighted the need for Council to consider converting the existing raised threshold into a formalised raised pedestrian crossing.

**Discussion**

- JF raised concerns that we are losing another six parking spaces (beyond the two which were lost from last month's proposal) and that this could impact local businesses.
- RDF has advised that the Post Office and businesses in this area are in favour of the proposal.
- RDF advised Australia Post has public parking spaces on their property with access from Cowdry Lane but that generally these type of parking spaces are used by staff and not accessible to customers.
- JF suggested that Council may need to consider DCP conditions to ensure that buildings have adequate customer parking for any business premises in new buildings and that this might be managed by use of two separate gates – one for customer use and one for resident use.
- JF advised that the existing 'Taxi Zone' could be reduced as there is rarely more than 2 taxis parked in this location.
- RDF advised that an audit of the 'taxi Zone' use would be undertaken and that consideration would be given to a reduction in length.
- JF suggests using hedges on the traffic island at the pedestrian instead of concrete.
- CB recommended that Council look at fencing in this area to help ensure pedestrians cross at the pedestrian crossing.
- GE suggested that the island be extended to the entire 'No Stopping' zones to help prevent vehicles from illegally parking and that landscaping will act as a natural barrier for those wanting to walk through the island.

**Recommendation**

1. That Council approve the conversion of the existing raised threshold in Everton Road, Strathfield, to a raised pedestrian crossing with associated kerb extensions, signs and line marking, as per the plan attached in the report.
2. That landscaping be incorporated into the blister islands on either side of the pedestrian crossing.
3. Further that Council review the existing 'Taxi Zone' in Everton Road with a view of reducing its length to obtain more on-street parking.



**MINUTES OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING 5 NOVEMBER 2020**

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**INFORMATION ITEMS****(ITEM TIN3/20) DATES FOR 2021 BURWOOD LOCAL TRAFFIC COMMITTEE MEETINGS**

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**Summary**

The purpose of this report is to propose dates for the 2021 Burwood Local Traffic Committee Meetings.

**Proposal**

The following dates are proposed for the 2021 Burwood Local Traffic Committee Meetings:

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All meetings to commence at 9.30am in Council Chambers unless informed otherwise.

**No Decision – Information Item Only****(ITEM TIN4/20) TRANSPORT FOR NSW CONTACTLESS PEDESTRIAN CROSSING TRIAL**

---

**Summary**

In June 2020 the New South Wales government announced it would be trialling the use of contactless pedestrian crossing sensors in Burwood in a bid to minimise the transmission of COVID-19 and other bacteria. Council was advised that the trial would run for a period of three months from 15 June to 15 September 2020.

The trial was run at the intersection of Burwood Road and Railway Parade, Burwood. The touchless infrared sensors were built into the pedestrian button and meant pedestrians no longer need to push the pedestrian button to activate the signalised crossing. Instead, pedestrians could activate the signal by hovering their hand over the sensor, which will flash from red to green when it has been activated. The regular button also continued to operate as normal for those who opted to push the button instead.

Council has requested information on the successfulness of the trial but has not received any response to date. Council requests that the trial continue within Burwood and expand to the entire Town Centre which consists of nine signalised intersections.

**Comments**

- JF to write to the Minister for Transport requesting the re-instatement of the contactless pedestrian crossing sensors in the high pedestrian locations within Burwood.
- CB to represent Council by communicating with TfNSW department responsible for this project.

**No Decision – Information Item Only**

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This is page 4 of the Minutes of the Burwood Local Traffic Committee held on 5 November 2020

MINUTES OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING 5 NOVEMBER 2020

**QUESTIONS WITHOUT NOTICE**

There were no Questions Without Notice submitted at the Meeting.

This concluded the business of the meeting at 10.05am.

## **(ITEM IN38/20) MONETARY CONTRIBUTIONS RECEIVED AND SPENT BY COUNCIL FOR PUBLIC PARKING**

File No: 20/51254

REPORT BY DIRECTOR CITY STRATEGY

### **Summary**

Since 2013, Council has received \$2,213,140 monetary contributions in lieu of 56.55 car parking spaces through voluntary planning agreements (VPAs). In late 2018, Council spent \$1,541,269 on purchasing 25 parking spaces in the Emerald Square development at 24-31 Belmore Street, Burwood.

### **Operational Plan Objective**

- 1.2.1 Inform the community of Council's activities, facilities and services using accessible communication
- 2.1.3 Ensure transparency and accountability in decision making

The Burwood Development Control Plan (BDCP) provides for development at specific locations, e.g., the Burwood and Strathfield Town Centres, to offer a monetary contribution to Council in lieu of providing certain car parking spaces on-site. This involves Council and the developer or proprietor entering into a VPA. The monetary contributions received must be spent on the embellishment or addition to existing public car parks.

Since 2013 when the BDCP became effective, Council has received \$2,213,140 monetary contributions in lieu of 56.55 car parking spaces, all of which are for the Burwood Town Centre except for \$97,500 in lieu of 2 parking spaces for the Strathfield Town Centre.

In late 2018, Council spent \$1,541,269 on purchasing 25 parking spaces in the Emerald Square development at 24-31 Belmore Street, Burwood.

Therefore \$671,871 remains in the VPA parking contribution account.

### **No Decision – Information Item Only**

### **Attachments**

There are no attachments for this report.

**(ITEM IN39/20) PETITIONS**

File No: 20/49563

REPORT BY DIRECTOR CORPORATE SERVICES

**Summary**

Petitions received are reported to Council on a monthly basis. Council has received one petition since the October 2020 Council Meeting.

**Operational Plan Objective**

2.1.1 Provide opportunities for discussions and report decisions back to the community

**Background**

<b>Date Received</b>	<b>Petition Subject</b>	<b>No. of Households and Businesses within the LGA</b>	<b>No. of Households outside the LGA</b>	<b>Responsible Council Division</b>
21 October 2020	Petition received in objection to development application DA.2020.93 – the construction of an additional 1 level to the approved 6 storey mixed use development at 105-115 Liverpool Road Burwood.	41	0	City Strategy

**Comments**

That Council notes that the Petition has been referred to the appropriate Council Officers for attention.

**No Decision – Information Item Only****Attachments**

There are no attachments for this report.