

ORDINARY MEETING

Notice is hereby given that a meeting of the Council of Burwood will be held in the Council Chamber, Suite 1, Level 2, 1-17 Elsie Street, Burwood on Tuesday 24 March 2020 at 6:00pm to consider the matters contained in the attached Agenda.

In the overriding interests of public health and safety during the current COVID-19 pandemic, the gallery will be closed to the public and the meeting will proceed without any members of the public present. The customary public participation opportunity will be replaced with written submissions submitted prior to the start of the Council meeting. Written public submissions on agenda items will be read out at the meeting and recorded 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 ON TUESDAY 24 MARCH 2020 IN THE COUNCIL CHAMBERS, 1-17 ELSIE STREET,
BURWOOD COMMENCING AT 6.00 PM.**

I DECLARE THE MEETING OPENED AT (READ BY MAYOR)

ACKNOWLEDGEMENT OF COUNTRY (READ BY MAYOR)

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

PRAYER (READ BY MAYOR)

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

TAPE RECORDING OF MEETING (READ BY MAYOR)

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

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

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

APOLOGIES/LEAVE OF ABSENCES

DECLARATIONS OF INTERESTS BY COUNCILLORS

DECLARATION OF POLITICAL DONATIONS (READ BY MAYOR)

"Councillors & Members of the Gallery

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

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

RECORDING OF COUNCILLORS VOTING ON PLANNING DECISIONS

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

CONFIRMATION OF MINUTES

Recommendation

That the Minutes of the following Meeting of Burwood Council:

A. Council Meeting held on 11 February 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)

Written public submissions on agenda items will be read out at the meeting and recorded in the minutes.

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QUESTIONS WITHOUT NOTICE

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

MAYORAL MINUTE

(ITEM MM6/20) PUBLIC CONSULTATION - REVISION OF BURWOOD LOCAL ENVIRONMENTAL PLAN

Trim Folder: 20/7728

MAYORAL MINUTE BY CR JOHN FAKER (MAYOR)

Summary

Council resolved at its Ordinary Meeting convened on 11 February 2020 to endorse a final draft *Burwood Local Strategic Planning Statement* (LSPS) for referral to the Greater Sydney Commission for assurance against compliance with the Eastern City District Plan. Council also resolved at that meeting to endorse a final draft *Local Housing Strategy* for submission to the Department of Planning, Industry & Environment for consideration and endorsement. Council received this assurance on 12 March 2020 (**attached**). The aspirations articulated in each of those visioning documents will need to be reflected within core regulatory instruments such as the *Burwood Local Environmental Plan* (LEP) and Development Control Plan (DCP) covering the Burwood LGA.

Council resolved to highlight several urban planning issues for investigation further to its final deliberations on the draft LSPS. Those issues were identified in Council resolution 8/20 which references upcoming work to refresh the LEP so that it aligns with the strategic thrusts of the new LSPS now that has been assured by the Greater Sydney Commission. No doubt other important concerns for consideration will emerge as work progresses on bringing the visions and outcomes to life.

Notwithstanding its statutory obligations for community consultation for amending or re-making planning instruments, Council prides itself on its commitment to actively partnering with its community on the design and delivery of its services. Commencement of work on operationalising the *Burwood Local Strategic Planning Statement* and the *Burwood Housing Strategy* provides an excellent opportunity to reinforce the message about Council's commitment to community engagement and public participation in community shaping.

Operational Plan Objectives

- 4.4.1 Provide advocacy on regional and metropolitan projects on behalf of the community
- 4.4.2 Partner with key stakeholders to deliver major projects
- 5.1 Maximise Burwood's regional and strategic status within inner western Sydney

I therefore move that:

Council ensures that a highly visible and robust set of public consultation opportunities, including community workshops, are provided in relation to strategic planning outcomes to be achieved through operationalisation of the *Burwood Local Strategic Planning Statement* and the *Burwood Housing Strategy*.

Attachments

- 1 [1](#) LSPS Letter of Support from the Greater Sydney Commission dated 12 March 2020



DOC20/3678

Mr Tommaso Briscese
General Manager
Burwood Council
PO Box 240
BURWOOD NSW 1805

Letter of Support:
Burwood Council draft Local Strategic Planning Statement

Thank you for submitting Burwood Council's draft Local Strategic Planning Statement (LSPS) seeking support from the Greater Sydney Commission (the Commission) for consistency with the Greater Sydney Region Plan – *A Metropolis of Three Cities* (GSRP) and Eastern City District Plan. The making of LSPSs by councils in Greater Sydney marks a milestone in the delivery of planning reforms that place greater emphasis on strategic planning.

In our role as the Commission's Assurance Panel, we appreciate that these first LSPSs across Greater Sydney are foundational in strengthening how growth and change will be managed in the future. We note your draft LSPS has been prepared in response to the provisions of Section 3.9 of the *Environmental Planning & Assessment Act 1979* (EP&A Act).

We confirm that the Commission supports Burwood Council's draft Local Strategic Planning Statement (February 2020) as being consistent with the Greater Sydney Region Plan and Eastern City District Plan under Section 3.9(3A) of the EP&A Act.

Our decision on consistency reflects the work already undertaken informing your first LSPS. It also reflects that work is still in progress (including the Local Housing Strategy, Local Employment and Investment Strategy and Community Facilities and Open Space Strategy) which will further support the LSPS and inform future updates.

The Commission's support is based, in part, on Council's intent to deliver the Eastern City District Plan as set out in the Local Strategic Planning Statement.

In this context, the Commission's expectation is that Council will undertake this program of work to implement the LSPS and has, at **Attachment A**, included Advisory Notes to assist Council. These Advisory Notes have regard to:

- the interrelationship of the LSPS, housing targets and a Local Housing Strategy for Burwood Council;
- updates to population projections during the preparation of the LSPS;
- Future Transport 2056's city-shaping and city-serving transport infrastructure;



- interdependencies with State agency programs and policies;
- key initiatives that relate to resilience planning; and
- Council-led initiatives identified for further investigation.

It is further noted that Council may need to update the LSPS as key supporting strategies, including the Local Housing Strategy, are finalised.

In conclusion, we acknowledge the significant amount of work that Council has undertaken to develop the LSPS, and the spirit of collaboration that Council has shown throughout this process. Please pass on our thanks to all the members of your team who have assisted in achieving this significant milestone for Burwood Council. We look forward to continuing our work together creating a more liveable, productive and sustainable Greater Sydney.

With the benefit of this Letter of Support, it is now up to Council to determine whether it will make the draft LSPS (February 2020). Please note that no further amendments may be made to the LSPS prior to it being made (unless a further Letter of Support is obtained from the Commission).

Please be advised that once the LSPS is published on the NSW ePlanning Portal, the LSPS Tracker on the Commission's website will be updated to include this Letter of Support. Should you have any questions on making your LSPS, please contact Amanda Harvey, A/Executive Director, Eastern Harbour City, Department of Planning, Industry and Environment on (02) 8275 1120 or Amanda.Harvey@planning.nsw.gov.au.

Yours sincerely,

Lucy Turnbull AO
Chief Commissioner
Chair of Assurance Panel
Commission Delegate

Deborah Dearing
Eastern City District Commissioner
Assurance Panel Member

12 March 2020

cc. Jim Betts, Secretary, Department of Planning, Industry and Environment
Elizabeth Mildwater, Deputy Secretary, Transport for NSW
Anthony Manning, Chief Executive, School Infrastructure NSW
Nigel Lyons, Deputy Secretary, NSW Ministry of Health



Attachment A

Advisory Notes on implementation of Burwood Council draft Local Strategic Planning Statement:

These Advisory Notes highlight key considerations to support Council in the implementation of the first LSPS.

Eastern City District Plan Themes/Priorities/Actions	Considerations for implementation of the LSPS
Infrastructure and Collaboration	
1. State-led transport investigations and projects <i>Planning Priority E1, Action 3 seeks to align forecast growth with infrastructure.</i>	<ul style="list-style-type: none"> Continue to consult with Transport for NSW (TfNSW) on planning for city-shaping and city serving transport initiatives in Future Transport 2056¹ including: <ul style="list-style-type: none"> 0-10 year committed initiatives in progress²: WestConnex, Parramatta Road public transport improvements and Sydney Metro West; 0-10 year initiative for investigation: More Trains, More Services program - T1, T2; and 20+ years visionary initiative: Train/mass transit link Macquarie Park to Hurstville via Rhodes.
2. Council-led transport initiatives <i>Planning Priority E1.</i>	<ul style="list-style-type: none"> Continue to consult with TfNSW regarding the Council-led initiative for a north-south transport corridor between Campsie strategic centre to Parramatta Road.
3. Shared use agreements <i>Planning Priority E3, Action 9 seeks to optimise the use of available public land for social infrastructure.</i>	<ul style="list-style-type: none"> Work with the Department of Education on potential shared use agreements for school grounds and facilities to provide additional open space and community spaces.
Liveability	
4. Local Housing Strategy - Housing analysis	<ul style="list-style-type: none"> Note: The NSW Government's Local Housing Strategy Guidelines require Council's Local Housing

¹ Source: <https://future.transport.nsw.gov.au/plans/greater-sydney-services-and-infrastructure-plan/service-and-infrastructure-initiatives>

² Source: <https://future.transport.nsw.gov.au/delivering-future-transport-2056>



Eastern City District Plan Themes/Priorities/Actions	Considerations for implementation of the LSPS
<p><i>Planning Priority E5, Action 16 requires councils to prepare Local Housing Strategies.</i></p> <p><i>Planning Priority E5, Action 17 requires councils to prepare Affordable Rental Housing Target Schemes following the development of implementation arrangements.</i></p>	<p>Strategy to be approved by the Department of Planning, Industry and Environment (DPIE).</p> <ul style="list-style-type: none"> As set out in the Local Housing Strategy Guidelines³ the strategy is to include an analysis of changing demographics, housing density and housing market demand to confirm take-up rates and proposed staged approach. Note: The Local Housing Strategy should be informed by the NSW Government's Guidelines for Developing an Affordable Housing Contribution Scheme⁴.
<p>5. Local Housing Strategy – 6-10 Year housing target</p> <p><i>Planning Priority E5, Action 16(b) requires Local Housing Strategies to address the delivery of 6-10 year (when agreed) housing supply targets for each local government area.</i></p>	<ul style="list-style-type: none"> As set out in Action 4 of the Greater Sydney Region Plan, Council's 6-10 year housing target is to inform the development of updated local environmental plans (LEPs) and housing strategies. The Commission notes: <ul style="list-style-type: none"> Council's 0-5 year housing target for the period 2016/17 – 2021/22 is 2,600 additional dwellings⁵. Council's housing strategy⁶ indicates an implied dwelling requirement based on population projections of 1,432 dwellings between 2021/22 to 2025/26. DPIE monitoring⁷ shows the current pipeline 2019/20 to 2023/24 of 2,900 dwellings. In this context, Council is to show how they can meet an indicative draft range for 6-10 year housing targets for the period 2021/22 to 2025/26 of 2,200 – 2,500 dwellings as part of its Local Housing Strategy.

³ Source: <https://www.planning.nsw.gov.au/-/media/Files/DPE/Guidelines/Local-Housing-Strategy-Guideline-and-Template.pdf>

⁴ Source: <https://www.planning.nsw.gov.au/-/media/Files/DPE/Guidelines/guideline-sepp70-developing-affordable-housing-contribution-scheme-2019-02-28.pdf>

⁵ Eastern City District Plan (2018) p.42

⁶ Source: Burwood Housing Strategy (SGS Economics and Planning), February 2020, pg. ix

⁷ Source: <https://www.planning.nsw.gov.au/Research-and-Demography/Sydney-Housing-Supply-Forecast/Forecast-data>



Eastern City District Plan Themes/Priorities/Actions	Considerations for implementation of the LSPS
	<ul style="list-style-type: none"> Testing this indicative range is to include a preliminary assessment of any relevant NSW Government investment decisions in consultation with State agencies. Where relevant data is available, councils are to identify the contribution of non-standard dwellings⁸ (seniors housing, boarding houses and secondary dwellings) in relation to this indicative range. Note: The NSW Government's strategic documents outline the direction for planning land use, service and infrastructure delivery across NSW. Population projections⁹ are subject to review over time and will be managed through updates to the Region and district plans.
6. Local character <i>Planning Priority E6, Action 18 requires recognising and celebrating the character of a place and its people throughout planning, design, development and management to deliver great places.</i>	<ul style="list-style-type: none"> Note: In identifying local character and/or desired future character, Council should have reference to the NSW Government's Local Character and Place Guideline (2019) and Government Architect NSW's Better Placed: An integrated design policy for the built environment of New South Wales (2017). Consult with DPIE on the approach to implementing local character.
7. Heritage <i>Planning Priority E6, Action 20 requires councils to identify, conserve and enhance environmental heritage.</i>	<ul style="list-style-type: none"> Continue to work with DPIE and Heritage NSW to ensure a strategic approach is taken to Aboriginal, cultural and natural heritage in implementing the LSPS and developing LSPS updates.
8. Local contributions <i>Planning Priority E3, Action 9 requires councils to deliver social infrastructure that reflects the needs of the community.</i>	<ul style="list-style-type: none"> Consult with DPIE regarding local contribution rates and the essential works list with reference to the outcomes of Council's Action 2.6 to: <i>'Review Councils local infrastructure contributions to ensure that local infrastructure is provided to support the</i>

⁸ Standard dwellings relate to those monitored via DPIE's housing monitor (ie. Sydney Water connections) and Non-standard dwellings are those delivered under housing related SEPPs such as seniors housing, boarding houses and affordable rental housing (secondary dwellings). For more information refer to: <https://www.planning.nsw.gov.au/Research-and-Demography/Sydney-Housing-Supply-Forecast/Other-forms-of-housing>

⁹ Source: <https://www.planning.nsw.gov.au/-/media/Files/DPE/Factsheets-and-faqs/Research-and-demography/Population-projections/2019-Burwood.pdf>



Eastern City District Plan Themes/Priorities/Actions	Considerations for implementation of the LSPS
	<i>needs of the community and to fund actions that contribute to public benefits.¹⁰</i>
Productivity	
9. Industrial and employment lands strategy <i>Planning Priority E12, Action 51 requires Burwood Council to retain and manage industrial and urban service land in line with the Principles for managing industrial land in the Eastern City District Plan.</i>	<ul style="list-style-type: none"> Note: The Eastern City District Plan identifies industrial and urban services land in Burwood as <i>Retain and manage</i>. Confirm with DPIE if Council's Local Employment and Investment Strategy require approval to inform LEP updates.
10. Strategic centres <i>Planning Priority E11 requires Burwood Council to prioritise strategic land use and infrastructure plans for growing centres (Action 44), provide access to jobs, goods and services in centres (Action 38) and create new centres in accordance with the Principles for Greater Sydney's Centres (Action 42).</i>	<ul style="list-style-type: none"> Confirm with DPIE if Council's Urban Design and Masterplan for Burwood requires approval to inform LEP updates.
Sustainability	
11. Resilience to natural and urban hazards <i>Planning Priority E20 requires councils to respond to the impacts of climate change (Action 74) and limit the intensification of development in existing urban areas most exposed to hazards (Action 75).</i>	<ul style="list-style-type: none"> Collaborate with the Greater Sydney Commission, other relevant state agencies and neighbouring councils to strengthen approaches to resilience in Council's Resilience Strategy and other strategies and plans, including the: <ul style="list-style-type: none"> Community Facilities and Open Space Strategy; Smart Cities Strategy; Urban Design and Masterplan for the Burwood LGA; and other place-based plans.
12. Open space strategy <i>Planning Priority E18, Action 67 requires councils to maximise the use</i>	<ul style="list-style-type: none"> It is noted that Council's contribution to the Premier's Priority to <i>'Increase the proportion of homes in urban areas within 10 minutes' walk of quality green, open and public space by 10 per cent</i>

¹⁰ Source: Burwood draft Local Strategic Planning Statement (2020), p.31



Eastern City District Plan Themes/Priorities/Actions	Considerations for implementation of the LSPS
<i>of existing open space and protect, enhance and expand open space.</i>	<p>by 2023' includes participation in upcoming initiatives with DPIE involving demonstration projects and Night Walks.</p> <ul style="list-style-type: none"> Confirm with DPIE if Council's Community Facilities and Open Space Strategy requires approval to inform LEP updates.
Implementation	
13. Planning framework <i>Section 6 Implementation, Figure 26.</i>	<ul style="list-style-type: none"> Note: Notwithstanding the content of the LSPS, Ministerial Directions under Section 9.1 of the EP&A Act and State Environmental Planning Policies continue to apply to the LGA.
14. Updates to LSPS <i>Planning Priority E21 requires councils to prepare local strategic planning statements informed by local strategic planning.</i>	<ul style="list-style-type: none"> As set out in the LSPS Guidelines, revisions to the LSPS may be required in response to significant changes in the LGA such as announcements on centres revitalisation, new infrastructure investment and employment opportunities, significant changes in projected population growth or changes to the relevant higher order strategic plan.
15. Monitoring and review - Implementation <i>Planning Priority E21, Action 77 LEP Review and Section 3.8 (4a) EP&A Act LEP Updates.</i>	<ul style="list-style-type: none"> Progress on the implementation of the District Plan will be reviewed and monitored with a focus on actions that support LEP Updates.
16. Monitoring and Review – Performance indicators <i>Planning Priority E22, Action 78 requires the development of performance indicators in consultation with state agencies and councils that measure the 10 Directions to inform inter-agency, State and local government decision-making.</i>	<ul style="list-style-type: none"> Council is encouraged to use the performance indicators in <i>The Pulse of Greater Sydney</i>, which are available at Region, district and LGA levels¹¹.

¹¹ Source: <https://www.greater-sydney/pulse-of-greater-sydney>

MAYORAL MINUTE

(ITEM MM7/20) BURWOOD-CAMPSIE TRANSPORT LINK

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MAYORAL MINUTE BY CR JOHN FAKER (MAYOR)

Summary

As part of the Local Strategic Planning Statement (LSPS), a Burwood Traffic and Transport Study is currently being undertaken by GTA Consultants. The study is identifying key transport opportunities and constraints across the Burwood LGA and subsequently recommending a series of actions over the short (0-5 years), medium (5-10 years) and long (10-20 years) to address constraints and harness opportunities.

In this regard, Council in its Final LSPS has defined an investigation area for a north-south transport link, running from Burwood Town Centre to Campsie.

This could include on-road public transport options to provide the ability for people to move between their homes, employment, recreation and services efficiently and to ensure the mode of transport is flexible to leverage technology changes and transport options that will be made available in the future such as the Burwood North Metro station.

Canterbury Bankstown Council at its meeting held 25th February 2020 (Item 4.2) approved a Mayoral Minute which moved that Canterbury Bankstown Council contribute \$15,000 to a joint feasibility study with Burwood Council into the potential link.

Operational Plan Objective

4.1.5 Work with RMS and Transport for NSW in the development of Integrated Transport Plans.

I therefore move that:

1. Council acknowledge and thank Canterbury Bankstown Council for participating in its collaborative response to this joint public transport effort.
2. Council allocates \$15,000 to jointly fund the Campsie- Burwood Transport Link Study.
3. Council requests the General Manager to enter into a variation to the work GTA is undertaking and adjust the budget to match the contribution by Canterbury Bankstown Council.

Attachments

- 1 [↓](#) Canterbury Bankstown Mayoral Minute Item 4.2 Campsie-Burwood Transport Link 25th February 2020

Mayoral Minutes - 25 February 2020

ITEM 4.2 Campsie-Burwood Transport Link

As a community, we continue to grow and see our population increase. We've recently adopted our Local Strategic Planning Statement and tonight will be considering the various supporting strategies, all focusing on the future. Through that exercise, it has become absolutely clear that there is a need to provide additional and responsive public transport options to service our communities.

From getting to work, school, sport or simply doing the groceries, an efficient, reliable and safe public transport system is vital to a prosperous, safe and healthy community.

Our pressing need is to strengthen our north-south connectivity. While some corridors, such as the Kogarah to Parramatta, are long term and significant, we must take ownership of planning for and creating links and one such link is the connection between Campsie and Burwood.

Burwood Council have shown a keen interest in strengthening this Campsie-Burwood link and together we can plan for and be proactive in approaching the future.

I am aware of a number of potential solutions, such as autonomous buses or trackless trams that do not involve the significant expense and disruption incurred by more traditional means such as light rail or metro services. However, to achieve the best outcome for our community, first we need to examine the problem and constraints that exist and then assess each technology and how it might support our community's transport needs.

To do this, I propose that we support Burwood Council in undertaking a feasibility study, an important step in identifying opportunities and ultimately gaining support from the NSW Government which would need to approve any pilot venture.

Accordingly, I move that Council contribute up to \$15,000 to a joint feasibility study, to be funded from Council's Transport Network Program, OP REF 4.1.1.

NOTICE OF MOTION

(ITEM NM2/20) REVISION TO SOFT LANDSCAPING REQUIREMENTS

File No: 20/5733

Summary

Over the last several months I and my fellow councillors have been receiving representation from a number of residents who are elderly or have a disability and have found it impractical to comply with soft landscaping and access requirements at the front of their homes.

In particular we have received representation from residents who are being driven to and from medical treatment by a patient transport service, where the required amount of soft landscaping for the front yard would make it practically impossible to exit the property and reach the ambulance without physical assistance, even when the transport vehicle is parked within their driveway.

I think with the right conditions and without compromising our efforts to making Burwood a green and livable place, we can support our residents who are experiencing physical difficulties in enjoying their properties and not have to leave them prematurely.

I feel we should investigate the possibility to allow alternative vegetation options, with the right drainage features, to be utilised in front yards in conjunction with grass, and we should also consider the introduction of exemptions or variations to the current standards, when a disability or special needs are identified and proven.

Operational Plan Objective

1.1.1 Provide a diverse range of strategies and initiatives that meet the needs of the community

Councillor George Mannah to move that:

1. That the General Manager investigate possible changes to relevant codes and/or policies to allow the 30% requirement of soft landscaping at the front of a property to include alternative vegetation options for residents with a disability or special needs.
2. That the General Manager investigate revising clauses in the relevant codes and/or policies to allow exemption or variation from soft landscaping requirements at the front of a property under extenuating circumstances for residents with a disability or special needs.
3. That the General Manager report back to Council with the results of the investigation and recommended actions.

Attachments

There are no attachments for this report.

(ITEM 13/20) COVID-19 - EMERGENCY ADMINISTRATIVE PROVISIONS

File No: 20/12861

REPORT BY ACTING DEPUTY GENERAL MANAGER

Summary

The current Novel Coronavirus (COVID-19) pandemic is continuing to rapidly escalate in the face of best endeavours to mitigate its spread and impacts. Contingent administrative arrangements need to be strengthened in order to protect the interests of Burwood Council and the community as best as reasonably possible under the circumstances.

Operational Plan Objective

- 2.1 Community confidence in Council's decision making
- 2.1.3 Ensure transparency and accountability in decision making

Background

COVID-19 has given rise to a humanitarian and economic crisis on a massive scale the like of which has not been seen for the best part of a century or more. Its far reaching impacts are being felt by billions of people and organisations around the globe. These are being well documented daily by other spheres of government and the media.

Burwood Council has already ably demonstrated excellent leadership within its community and the local government industry with its responses to date to the challenges of COVID-19. The very high levels of seriousness, urgency and growth in risks and related disruptions require constant reassessment. Agility in dealing with critical decisions around securing and deploying resources is paramount in the current environment.

Council is now facing fresh risks around civic governance and resource decision making that are central to ensuring delivery of core services without seriously compromising the health and well-being of the community. The business as usual approach to civic governance may quickly fail if it is not safe enough or otherwise impractical for Council to convene ordinary or extraordinary meetings in the coming months as a result of COVID-19.

Fresh contingency arrangements should be in put in place or strengthened to protect the interests of the Council and the community as best as reasonably possible under the circumstances. While Council awaits a response from the State Government on a range of administrative barriers to this that are under its control, it is prudent to grant emergency powers to the General Manager for a limited duration to cover critical contingencies that may arise.

Proposal

That a fresh contingency arrangement for decision making outside of meetings of elected Council be put in place until 30 June 2020, unless terminated by Council before that date, as follows:

1. The expenditure authorisation limit of \$1million dollars exercised by the General Manager under the Burwood Council Tendering Policy be raised to \$3million
2. The General Manager and Mayor be jointly empowered to
 - a. waive, reduce or defer payment obligations for fees or liabilities arising from other debtor dealings of Council (not including statutory charges) if prosecution of these

- are assessed as giving rise to undue hardship by entities that can reasonably demonstrate that they are seriously disadvantaged by the impacts of COVID-19
- b. temporarily modify approved permit conditions relating to operating hours of outdoor dining facilities in the Burwood LGA as well as any companion conditions that may be deemed critical to protecting public health in light of the COVID-19 pandemic – such modifications to be determined in light of best available advice from NSW Health and other public health authorities with jurisdiction in NSW
 - c. temporarily modify hours of service in a Council service area where it can be clearly demonstrated that this is in the interests of public health and safety and / or it is essential for reallocating scarce resources to service areas where there are critical needs to be met as a result of the risks or impacts of COVID-19
3. The General Manager and the Mayor are to provide timely advice to each elected member of Council in relation to any proposal to take action under temporary emergency powers granted to him and give Councillors the opportunity to provide feedback on the proposal
 4. The General Manager will provide
 - a. a consolidated report at least once a month to all Councillors specifying actions taken under the emergency administrative provisions adopted by Council in relation to decision making outside of meetings of elected Council
 - b. once activation of the current Business Continuity Plan ceases, a consolidated report to the first available meeting of Council which lists all decisions made under emergency provisions
 5. The emergency provisions granted to the General Manager and Mayor as outlined in preceding points 1 through 4 are to apply until 30 June 2020 or until activation of the current Business Continuity Plan is terminated, whichever comes first
 6. Urgent representations be made to the NSW Minister for Local Government to:
 - a. grant temporary threshold relief to NSW local government authorities similar to that recently afforded to ones severely affected by catastrophic bushfires in relation to the \$250,000 ceiling under Section 55 of the *NSW Local Government Act* on procurement without the need to call tenders
 - b. clarify the NSW Government position on the conduct of face-to-face Council meetings and make appropriate changes to statutory and other instruments as necessary to permit, instead, the conduct of meetings using information and communications technology in instances where it is not safe or is otherwise impractical to convene face-to-face meetings

Consultation

Internal review of governance obligations with Governance specialists and Executive Team members following examination of advice sourced from NSW Office of Local Government.

Planning or Policy Implications

1. Temporary adjustment to Burwood Council Tendering Policy re expenditure limit approved for General Manager

2. No other planning or policy implications are immediately evident but the nature, scale and potential reach of the COVID-19 pandemic effects could give rise to the need for separate targeting of planning and policy requirements that may emerge

Financial Implications

There are no significant financial implications for putting the proposed administrative framework into place. There may be significant financial implications for decisions that need to be taken under the proposed regime. The impacts of the COVID-19 crisis that the proposed framework is intended to address are difficult to forecast. Care will need to be taken to not conflate details of financial impacts driven by the COVID-19 that are not directly attributable to the proposed emergency administrative provisions framework.

Conclusion

Maintaining a proactive approach to contingency planning and risk mitigation for COVID-19 is vital as part of the ongoing program to serve and protect the interests of Council and the community.

Recommendations

That a fresh contingency arrangement for decision making outside of meetings of elected Council be put in place until 30 June 2020, unless terminated by Council before that date, as follows:

1. The expenditure authorisation limit of \$1million dollars exercised by the General Manager under the Burwood Council Tendering Policy be raised to \$3million
2. The General Manager and Mayor be jointly empowered to
 - a. waive, reduce or defer payment obligations for fees or liabilities arising from other debtor dealings of Council (not including statutory charges) if prosecution of these are assessed as giving rise to undue hardship by entities that can reasonably demonstrate that they are seriously disadvantaged by the impacts of COVID-19
 - b. temporarily modify approved permit conditions relating to operating hours of outdoor dining facilities in the Burwood LGA as well as any companion conditions that may be deemed critical to protecting public health in light of the COVID-19 pandemic – such modifications to be determined in light of best available advice from NSW Health and other public health authorities with jurisdiction in NSW
 - c. temporarily modify hours of service in a Council service area where it can be clearly demonstrated that this is in the interests of public health and safety and / or it is essential for reallocating scarce resources to service areas where there are critical needs to be met as a result of the risks or impacts of COVID-19
3. The General Manager and the Mayor are to provide timely advice to each elected member of Council in relation to any proposal to take action under temporary emergency powers granted to him and give Councillors the opportunity to provide feedback on the proposal
4. The General Manager will provide
 - a. a consolidated report at least once a month to all Councillors specifying actions taken under the emergency administrative provisions adopted by Council in relation to decision making outside of meetings of elected Council
 - b. once activation of the current Business Continuity Plan ceases, a consolidated

report to the first available meeting of Council which lists all decisions made under emergency provisions

5. The emergency provisions granted to the General Manager and Mayor as outlined in preceding points 1 through 4 are to apply until 30 June 2020 or until activation of the current Business Continuity Plan is terminated, whichever comes first
6. Urgent representations be made to the NSW Minister for Local Government to:
 - a. grant temporary threshold relief to NSW local government authorities similar to that recently afforded to ones severely affected by catastrophic bushfires in relation to the \$250,000 ceiling under Section 55 of the *NSW Local Government Act* on procurement without the need to call tenders
 - b. clarify the NSW Government position on the conduct of face-to-face Council meetings and make appropriate changes to statutory and other instruments as necessary to permit, instead, the conduct of meetings using information and communications technology in instances where it is not safe or is otherwise impractical to convene face-to-face meetings

Attachments

There are no attachments for this report.

(ITEM 14/20) ADOPTION - DRAFT FOOTPATH ACTIVATION POLICY FOLLOWING PUBLIC EXHIBITION

File No: 20/10364

REPORT BY MANAGER TRAFFIC & TRANSPORT

Summary

Council resolved at its Meeting of 22 October 2019 to approve the Draft Footpath Activation Policy in principle and to place it on public exhibition for comment. This policy has been prepared to simplify the process of obtaining a license or permit. This draft Footpath Activation Policy provides advice and guidelines for the use of public footpaths for activities such as outdoor dining, placement of a-frames, merchandise and other articles, busking, promotion or charitable collections.

Operational Plan Objective

4.1.4 Enhance Road and Pedestrian Safety

5.3.2 Maintain an attractive Burwood CBD

Background

On 22 October 2019 Council considered a report and resolved that the Draft Footpath Activation Policy be placed on public exhibition for a period of 28 days and that the notice of the public exhibition be published inviting public submissions. Following the public exhibition period, a report, including all submissions received has been prepared for Council's consideration and adoption of the Draft Car Share Policy.

The Draft Policy was placed on public exhibition from 11 February 2020 to 10 March 2020 with copies made available at Council's Customer Service Centre and on Council's website. The Draft Policy was also notified via an advertisement in the Inner West Courier on 12 February 2020 as well as via Council's social media accounts.

Proposal

The review of the existing Outdoor Eating Areas Policy, Merchandise, A-frames and Other Articles Policy, Busking Policy and Promotions and Charitable Collections within the Burwood Local Government Area Policy identified an opportunity to create a single Footpath Activation Policy which incorporates each of the activities set out in the individual policies.

Each of the above four policies have been combined into the Footpath Activation resulting in a streamlined and more consistent approach to activities in common footpath areas.

Changes to the draft policies are as follows.

A-frame

The following areas are excluded from A-frames within the Burwood Local Government Area:

- Burwood Road within the Town Centre, within the B4 mixed use zone
- Strathfield Town Centre, within the B4 mixed use zone

Busking

The cap on the number of permits issued per year has been removed. Applications must include the nominated dates and location(s) sought as part of the application which will ensure permit holders are not double booked for the same location on the same date. Only areas with sufficient

footpath width able to accommodate buskers and a small congregation of audiences will be permitted as deemed acceptable by the General Manager. Locations are subject to change based upon adjacent footpath activities.

Outdoor Eating Areas

Temporary relocation of approved areas during inclement weather

For areas outside the Burwood and Strathfield Town Centres approved outdoor eating areas may be temporarily relocated away from the kerb side footpath activation zone to a location on the footpath against the property boundary in events of inclement weather. The relocated area must remain the same dimensions as the approved area so as to ensure adequate footpath space for pedestrians. Temporarily relocated tables and chairs must not be placed across doorways so as to ensure uninterrupted access and egress from the properties is maintained at all times.

Consultation

In accordance with Sections 610F and 705 of the *Local Government Act 1993*, the Draft Footpath Activation Policy and proposed fees were advertised through public exhibition for 28 days from 11 February 2020 to 10 March 2020. No submissions were received.

Planning or Policy Implications

Once approved by Council, the Footpath Activation Policy will be published on Council's website for members of the public and circulated to Council Officers via email.

Financial Implications

There are no changes proposed to the existing fees for each of the activities covered under this Policy.

Conclusion

It is recommended that Council adopt the Draft Footpath Activation Policy.

Recommendation

That Council adopt the Draft Footpath Activation Policy.

Attachments

1 [↓](#) Footpath Activation Policy



Burwood Council

heritage ▪ progress ▪ pride

DRAFT FOOTPATH ACTIVATION POLICY

PO Box 240, BURWOOD NSW 1805
Suite 1, Level 2, 1-17 Elsie Street, BURWOOD NSW 2134
Phone: 9911-9911 Fax: 9911-9900
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Public Document
Adopted by Council: 24 March 2020
Ref. No.: 19/36925
Version No.: 1
Ownership: Traffic & Transport

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Purpose

Any use of the public footpath should enhance and not detract from the social function and enjoyment of the street by the community. This Policy provides advice and guidelines for the use of public footpaths for activities such as outdoor dining, placement of a-frames, merchandise and other articles, busking, promotion or charitable collections.

A licence is required to set up such an area or a permit obtained to conduct activities and this Policy details the process for gaining consent to use Council owned and/or controlled land for footpath activation.

Scope

This Policy applies to footpaths and roads that are under the care and control of Burwood Council and deemed suitable for footpath activation (generally within commercial/retail areas).

All State and Regional Roads (for example, Parramatta Road, Liverpool Road and Georges River Road) are subject to Roads and Maritime Services (RMS) control and the permission of both Council and the RMS may be required for activities on such roads and adjacent road related areas.

Suitable Locations

Suitable locations are limited to streets with sufficient footpath space to accommodate footpath activation without compromising pedestrian access, vehicular traffic, occupants of premises in and around the designated area or any other street activities. Permission to use public footpaths in the Burwood Council area will generally only be granted for footpaths within or adjacent zones as follows:

- B1 - Neighbourhood Centre
- B2 - Local Centre
- B4 - Mixed Use
- B6 - Enterprise Corridor

Consideration will be given to land uses in the vicinity of the proposed footpath activation area. Any activation areas on the footpath will need to fit in well with nearby uses. For example, if the proposed area is close to housing it should not create too much noise or any other disturbance or produce too much of an odour.

Only one permit will be issued for any of the permissible footpath activities in any one location at any one time.

Suitable Areas

The size and shape of any footpath activation area is a matter for Council, with safety and access issues being the main determinants. Whilst each proposed site will be considered on its merits, in general, footpath activation areas will not be approved for locations adjacent bus stops, taxi ranks, community bus stops, mail zones, fire hydrants, fire escapes, emergency exits, services pits, vehicle access points, disabled parking spaces or locations near pedestrian crossings and traffic signals.

In high pedestrian activity areas, Council requires a minimum of 2.0 metres for pedestrians to pass between the building alignment and the footpath activation area. For areas with significantly less pedestrian activity, such as side streets, a minimum of 1.4 metres is required. To minimise conflict between vehicles and footpath activation areas, a minimum 'safety zone' of 600mm clearance is required between the face of kerb and the footpath activation areas. Where planter boxes are used

as a barrier instead of fencing or screening, the planter boxes must be contained wholly within the Licensed Area (set back 600mm from face of kerb).

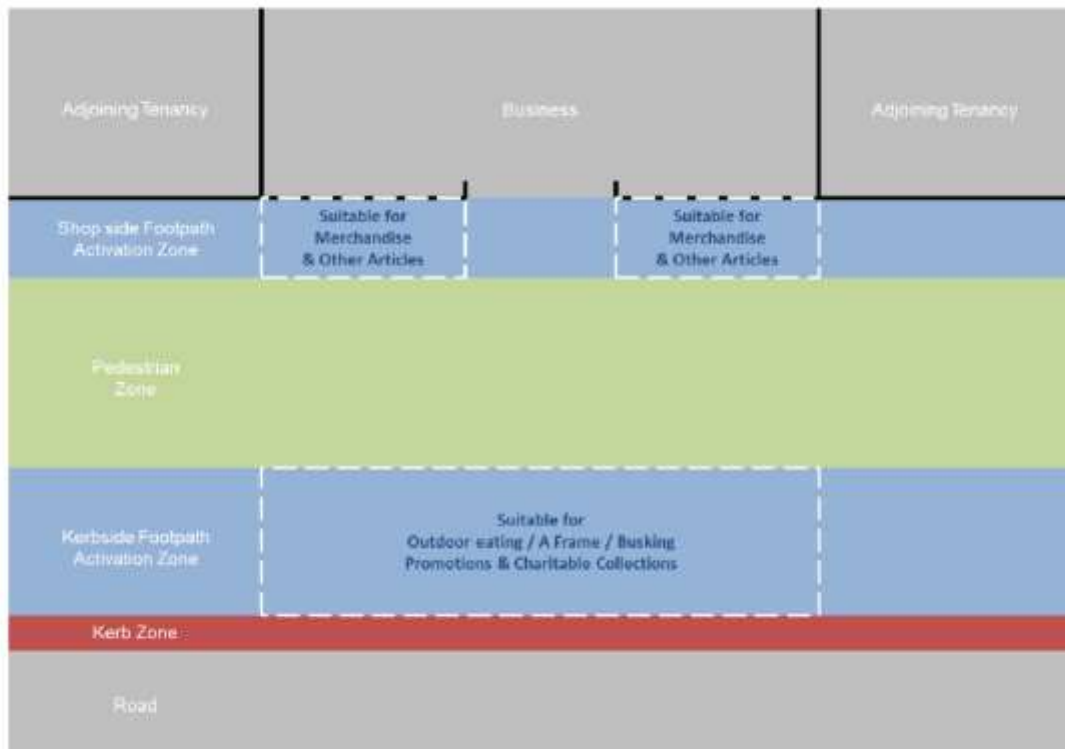


Figure 1: Example Footpath Activation Areas Layout

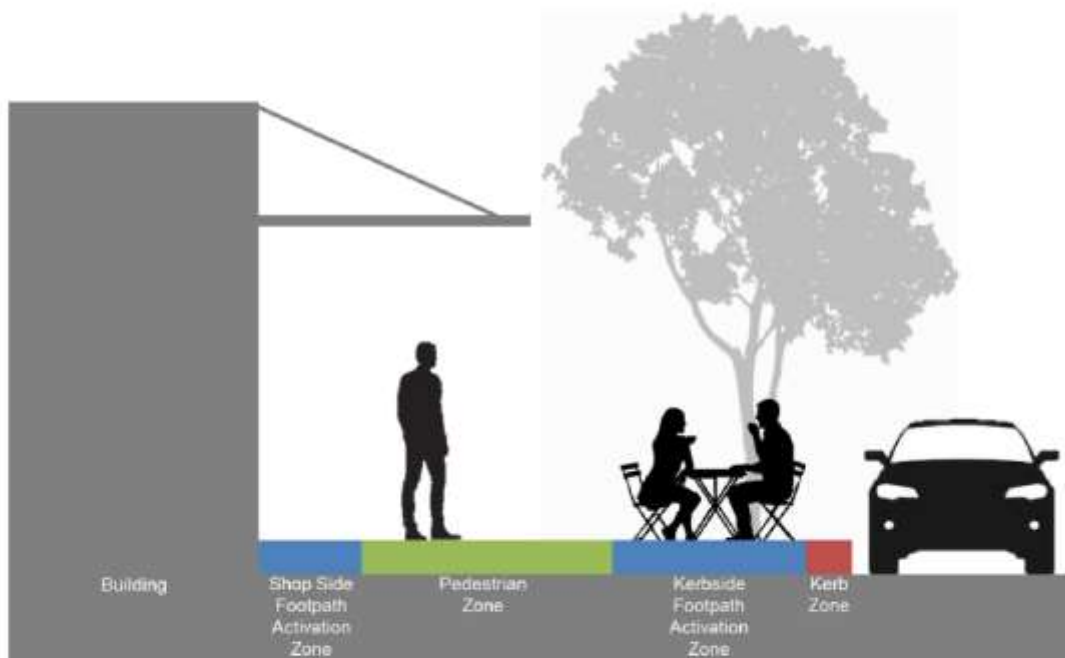


Figure 2: Example Footpath Activation Areas Elevation

Footpath activations related to a local business or organisation will generally only be permitted directly fronting the applicant's premises. Approvals may be provided to expand an approved area beyond the premises frontage only where approval has been provided by the current adjoining business operator.

Accessibility

The footpath activation area must be located so as to minimise conflicts for vision impaired pedestrians who may need to utilise the building alignment (shopfront) for guidance. Therefore, Council will generally only approve footpath activation areas adjacent the kerb line (roadway), rather than the building alignment. In all locations, a pedestrian count will be required during the busiest part of the day/evening. Pedestrian counts will be undertaken by Council and each site will be monitored by Council after installation to enable the pedestrian rate to be verified.

Outdoor Eating Areas

For areas where there is a large footpath (greater than 4.0 metres between the building alignment and the safety zone), Council will generally allocate only 50% of the area for outdoor eating. For example, if the distance between the building alignment and the safety zone is 5.0 metres, the maximum width of the outdoor eating area will be approximately 2.5 metres (depending on the individual circumstances of the site).

Physical Safety Barriers

If Council determines that a particular application for an outdoor eating Licence cannot be granted without the installation of physical safety barriers, Council may recommend/install various safety devices to maximise safety for patrons and pedestrians, such as structural bollards, safety kerbing and/or RMS compliant fencing. Council reserves the right to charge a one-off (cost recovery) fee for the provision of such devices.

Furniture, including umbrellas and heaters, must be positioned so that they are not an impediment to pedestrians, particularly those with a disability and people with prams, and that access to things such as manhole covers, road traffic signs and post office boxes is not obstructed.

Health & Environmental Considerations

Preparation of all food that is served at the outdoor eating area is to be undertaken within the kitchen area of the shop. No food preparation is to be carried out in the outdoor eating area. The opening hours of the eatery should be in accordance with the development consent issued for the restaurant premises concerned. Outdoor eating areas must be maintained in a clean and tidy manner in accordance with the requirements of the Food Act, 2003 and Regulations and also with the relevant requirements of the Local Government Act, 1993 and Regulations.

Ashtrays must be provided on all tables where smoking is permitted and are to be of a windproof design. All litter and rubbish that is generated from the outdoor eating area is to be disposed of through the business premises garbage service and is not to be disposed of in street litter bins, left on the roadway (roadway includes footpath) or swept into the street gutter or storm water drains.

Suitable lighting should be provided if the restaurant will remain open after dark. This lighting should not cause nuisance to any neighbours. The use of a footpath as an outdoor eating area should respect the heritage character and setting of any adjacent or nearby heritage listed items. Please check with Council for heritage listing information.

Furniture & Equipment

Restaurant owners must apply for and receive Council's written approval of the size, design, type of materials and colour of any chairs, tables, umbrellas, fittings or any other equipment, prior to placing such equipment within the Licensed Area.

Furniture and equipment should promote amenity to those enjoying the outdoor eating area and to complement the existing street furniture as provided by Council. No advertising is to be displayed on any furniture, equipment or other structure(s) contained within Licensed Areas.

All restaurant owned furniture and equipment must be placed inside the retail premises when the area is not in use. Under no circumstances are tables, chairs or any other item to be secured to the pavement without the written approval of Council.

Tables & Chairs

Tables and chairs used in outdoor eating areas should be portable, sturdy, safe and comfortable and should make a positive contribution to the streetscape. Table and chair dimensions should be chosen to fit with the licensed outdoor eating area relative to the specific location. Tables and chairs are to be clean, undamaged and set as near as practicable to level to provide a safe and sturdy setting.

Public safety, accessibility and comfort must be considered. All furniture must be strong, durable, waterproof and weather resistant and furniture must be designed to allow a wheelchair to easily replace the restaurant supplied chair. Sharp edges, hinges or other moving parts must not present a hazard to the public. Tables and chairs must have protective feet that provide 'good' grip levels and will not damage the pavement. Wherever possible, the outdoor furniture should visually relate to, and be physically aligned with, the existing street features such as shop fronts, bollards and screens.

Furniture must also be arranged so that there is enough room for restaurant staff and customers to comfortably move around. To ensure compliance with this requirement, Council will include a maximum number of chairs for each Licensed Area.

Umbrellas

Umbrellas must be market style (not beach umbrellas) and be of a colour deemed acceptable by Council. To ensure the safety of patrons and pedestrians alike, all umbrellas must be manufactured from fire retardant material and must be maintained in sound and aesthetically acceptable condition to Council's satisfaction.

Umbrellas must be securely fixed or weighted to withstand the effects of wind and must be closed in extremely windy conditions and removed from the Licensed Area when not in use. Umbrellas must not overhang into the 'safety zone' or across any other shop front. All umbrellas must have a minimum clearance height of 2.2 metres above ground level.

Awnings

Awnings require approval as per the provisions of Council's Development Control Plan.

Heating Devices

Heating devices must be well designed, safely located, be well maintained (to Council's satisfaction) and stored securely within the establishment when not in use. As with all other furniture and equipment, heaters must be located wholly within the Licensed Area when in use. All heating devices must turn off automatically if overturned to prevent injury to patrons and property. To ensure the comfort and safety of pedestrians, the 'radial' zone of influence of any heater must not extend beyond the Licensed Area.

Provision of Planter Boxes

In selected areas Council may permit the installation of planter boxes to delineate between the Licensed Area and the roadway.

Planter box style and plant species are to be determined by Council, and Council reserves the right to charge a one-off (cost recovery) fee for the provision of such devices which will be owned and maintained by Council.

BYO Alcohol Application

Council will consider all applications seeking the consumption of alcohol in the outdoor eating areas as an extension of the BYO Licence. Such applications may be forwarded to the NSW Police Force for comment and reply. Council will base its approval for the consumption of alcohol in the outdoor eating areas on the recommendations from the NSW Police Force and whether all liquor serving staff have completed an approved responsible service of alcohol course.

Licensed Premises

Applications submitted by licensed premises requesting to serve alcohol in the outdoor eating area must be lodged and approved by the Liquor & Gaming NSW prior to the consideration for approval of the outdoor eating area. If such approval requires the installation of screens or other equipment, written approval of Council will be required prior to installation.

Alcohol consumption in the outdoor eating areas will not be permitted if the outdoor eating area has been classified as an Alcohol Free Zone.

Temporary relocation of approved areas during inclement weather

For areas outside the Burwood and Strathfield Town Centres approved outdoor eating areas may be temporarily relocated away from the kerb side footpath activation zone to a location on the footpath against the property boundary in events of inclement weather. The relocated area must remain the same dimensions as the approved area so as to ensure adequate footpath space for pedestrians. Temporarily relocated tables and chairs must not be placed across doorways so as to ensure uninterrupted access and egress from the properties is maintained at all times.

Merchandise and Other Articles

The display of merchandise and other material should be orderly and not constitute visual clutter. Any article or other structure displayed shall be stable and aesthetically pleasing in appearance as approved by Council.

All merchandise and display equipment must be safely anchored and secured to ensure stability in wind gusts. No cardboard, foam or polystyrene boxes shall be displayed unless they are in a suitable enclosure.

No trolleys or shopping baskets shall be displayed or stored on the footpath.

All approved areas for Merchandise and Other Articles will be assigned adjoining the front of the premise except on Burwood Road, between Wilga Street and Belmore Street Burwood where approved areas will be near the kerb side of the footpath.

Display and Storage of Items

No perishable food including meat, fish, poultry, dairy products, cooked rice, eggs and shellfish, excluding flowers, fresh fruit and vegetables, shall be displayed.

All externally displayed fruit and vegetables should be protected from contamination. Any food displayed, including tinned and packaged goods, shall be at a height not less than 750mm above the footpath level.

All Items displayed, including flowers and other perishables must be displayed on an approved structure. Such approval of display structures must be obtained from Council, in writing, and may require certification from a structural engineer and certified drawings. Structural Certifications may be required at the time of application, on licence renewal or at any other time a structure is included outside the original approval.

No sharp and/or protruding objects (eg uncovered hardware items) shall be displayed.

Materials shall not be stored for any period on the footpath during loading or unloading activities.

No items are permitted to be placed or stacked upon each other.

No cooked meals or food items are to be displayed or sold on Council's footpath area unless in an approved outdoor eating area.

No electrical cords or other materials between shop front and display are to be placed on the footpath outside the licensed area.

Maintenance and Cleanliness

The area is to be maintained in a tidy condition during and after use. All equipment shall be removed from the area when the activity ceases or in the case of a shop display at the end of each trading day.

Dry processes, such as sweeping and scrubbing, if necessary, are to be used for cleaning the area. The Licensee will be liable for any damages to Council's assets (kerbs, pits, gutter, footpath, road sheeting, signage poles and trees etc.) resulting from the use of the Licence area. Storage and display of items shall not be made under or against any tree.

On expiry of the license, the licensee shall, at their own expense, remove all materials and ensure the area is returned to its original condition. Where there is evidence of damage, contact shall be made with Council to make arrangement for a mutual inspection in the first instance.

Environment Protection Controls

The licensee is responsible for any environmental contamination resulting from the use of the licensed area. Should contamination occur, the licensee is responsible, at their own cost, for returning the affected area to its condition prior to the contamination. If the licensee does not comply with this condition, Council may carry out the necessary work and the licensee will be required to reimburse Council for the cost of this work.

A-Frames

Any outdoor advertising should complement and be compatible with pedestrian and other activities and the surrounding locality. Signage should minimise the extent of visual clutter and enhance the surrounding urban character. Signage containing information that may be deemed unreasonable and/or offensive will not be permitted.

A-frame advertising signs will only be allowed as follows:

- be professionally made and printed/painted
- be located so that pedestrian areas are uncluttered and access and egress to facilities and vehicles is unimpeded
- have a minimum clearance of two metres to any other obstructions (e.g. bins, seats, etc.)
- be aimed at informing pedestrians (not directed at drivers)
- be in English or have a translation in English of greater weight
- have maximum dimensions of 0.9m high and 0.6m wide
- include the business and proprietor's names clearly marked on the sign

Only one A-frame sign per licence will be permitted. All signs should be safely anchored and secured to ensure stability in wind gusts.

The following areas are excluded from A-frame within the Burwood Local Government Area:

- Burwood Road within the Town Centre, within the B4 mixed use zone
- Strathfield Town Centre, within the B4 mixed use zone

Busking

Each busking permit allows a busker to perform a maximum of 12 times during any financial year. Applications must include the nominated dates and location(s) sought as part of the application. Only areas with sufficient footpath width able to accommodate buskers and a small congregation of audiences will be permitted as deemed acceptable by the General Manager. Locations are subject to change based upon adjacent footpath activities.

Permits for group acts must list the names of all members of the act. One permit will be issued for a maximum of five people within a group act. If the Group consists of more than five people, the group must apply for additional permits. Burwood Council reserves the right not to issue permits to group acts which it considers have too many members or may present a risk to pedestrian safety.

Details of buskers holding permits to busk will be entered into a register of approvals granted by Burwood Council pursuant to Section 113 of the Local Government Act 1993 (the Act). Additionally, pursuant to Sections 113(2) and 113(5) of the Act the information recorded will include the name and address of the person or persons to whom the approval is granted.

Certain activities are not considered to be busking under this Policy and will not be permitted. These activities include balloon sculptors, tarot card and palm readers, fortune readers, artists selling their works (i.e. portrait artists), masseurs or masseuses, vendors of any kind (including vendors of reindeer ears, fluffy toys, jewellery etc.) or soliciting of money for any purpose.

Dangerous materials and implements are strictly prohibited including but not limited to materials and implements that pose risk, hazard or uncertain outcomes for people including flammable materials and chemicals, fire, fireworks, smoke, flairs, heated elements, or anything giving off a level of heat or toxicity that poses a threat of harm or damage to members of the public and public property. Dangerous implements include knives, spears, swords, spikes, and sharp implements of any kind that pose a threat of harm to the general public.

Draft Footpath Activation Policy

Buskers must display their Permits to busk in a prominent, highly visible position in the busking site at all times during their acts, and must not unreasonably interfere with pedestrian flow or public amenities or cause obstruction to traders or delivery vehicles, including by way of encouraging audience formation in such a manner as to cause such interference.

Buskers may receive a monetary appreciation from the audience for their performance but may not solicit funds in a way which is likely to cause any discomfort to any individual. Buskers may not offer goods and services for sale, display, demonstrate or advertise goods for sale or associate themselves with such advertising in conjunction with their performance.

Buskers may only use amplification that is battery operated. Mains voltage amplification is prohibited. Excessive amplification will not be tolerated. Loud acts may be asked to lower their volume or cease busking. Burwood Council reserves the right to impose a decibel limit on amplified sound in appropriate circumstances.

Where a complaint has been received about the excessive noise, level of noise amplification, music of a percussive or repetitive nature, or excessive duration of an act, particularly in relation to the proximity of that act to a place of work or residence, and the complaint is deemed to be justified, a busker may be directed by authorised Council Officers to cease their performance immediately.

Buskers are strictly prohibited from utilising pavement (chalk) art as a form of entertainment.

Authorised Council Officers may at any time request a busker to cease busking if the officer is of the opinion that the performance is loud or intrusive, or excessively repetitive, or is causing public inconvenience, or is likely to cause harm to the public or property. The busker must immediately comply with such a request.

Buskers must also comply with directions issued by authorised Council Officers and members of the NSW Police Force, Ambulance, Fire and any other Emergency Services.

Promotions & Charitable Collections

This Policy applies to all interested parties that are applying to collect for, or on behalf of, charities and businesses promoting their services in the Burwood Local Government Area.

The following areas are excluded from promotions permit activities within the Burwood Local Government Area:

- Burwood Road, Burwood
- Elsie Street, Burwood
- George Street, Burwood
- Victoria Street, Burwood

The General Manager has the authority to approve activities in these areas under exceptional circumstances.

Persons making the collection must not impede the flow of pedestrians and access must be maintained at all times. Collectors shall not harass pedestrians. A "no thank you" to a request for charity means no thank you. Collectors shall not follow the pedestrians repeating requests. The applicant and personnel involved in the activities shall ensure that the activities do not disrupt normal day to day business operations located in the vicinity of the activities.

Draft Footpath Activation Policy

A cards table 1m x 1m is permitted at some locations. Details of the locations must be supplied in the application. Use of props, equipment, stages, back drops, A Frame signs, marquees or amplification equipment is prohibited, unless for Council's own events.

A copy of promotional material is submitted to Council on application. Should the promotion involve the handling of food and beverage, all relevant standards and conditions shall be complied with as required by Council's Environmental Health Officers.

The Charitable Fundraising Act 1991 must be adhered to at all times. Collection shall only be conducted in the area and the times specified in the approval. Permits are only valid for the area stated in the approval - roaming the streets is not permitted.

Applications for promotions must clearly detail how the promotion is to be conducted. Any conflict of interest with adjoining or adjacent business operators will not be approved.

Public Liability

Licensee's for Outdoor Eating, A-frame, Merchandise and other Articles areas are required at their own cost to maintain at all times with an insurance company and upon terms approved by the Council a Policy of insurance for public liability in the amount of \$20 million for the respective interest of the Licensee and of the Council.

The Licence Agreement will include a provision whereby the licensee indemnifies the Council from any action or claim that may arise from damage to property or injury to any person as a consequence of the use of the outdoor eating area by the Licensee.

Busking permit holders are included in the Community Support Liability obtained to cover buskers within Burwood LGA provided the following conditions have been met:

- Busker holds a valid busking permit issued by Burwood Council
- Busker is operating within the Burwood Council Local Government Area
- Busker has followed the conditions set out in Burwood Council Footpath Activation Policy of which this information section forms a part.

The Policy is limited to \$10 million for each & every loss, and the busker is responsible to pay first \$2,500 of each and every loss.

Performers wishing to busk outside of the dates for which the busker permit applies, or busk outside of Burwood Local Government Area, or conduct activities defined as dangerous are not covered by the Council's Community Support Liability insurance and must obtain their own Public Liability insurance cover for an amount of not less than \$10 million for each and every occurrence.

All applications for Promotions or Charitable Collections must be accompanied by a Public Liability Insurance. The applicant's name must correspond with the name of the insured. The Public Liability Insurance must include name of the insured, duration of cover, amount insured (minimum \$20 million), name and details of the insurer and policy number.

Licence/Permit and Fees

For Outdoor Eating, A-frame, Merchandise and other Articles areas a Licence Agreement must be signed by the applicant and an annual Licence Fee must be paid to Council before the operation of the area can commence. Fees will be charged in accordance with the Schedule of Fees and Charges adopted for the financial period. Should you require any alteration to the payment terms a letter detailing your request should be submitted to the General Manager.

Draft Footpath Activation Policy

No items can be placed on the footpath until the Licence Agreement has been signed and returned to Council and the licence fee has been paid. A copy of the Licence Notice must also be displayed within the business, visible from the footpath.

The Busking, Promotion and Charitable Collection Permit fees are charged in accordance with Burwood Council's Fees and Charges. Council charges an Application Fee to cover the processing of the application. All profit based/commercial organisations/ businesses must pay the application fee and prescribed in Council's Fees and Charges. Registered not for profit and charitable organisations are exempt from paying the fee.

A schedule of fees is made public annually and can be found on the Council website, or at the Customer Service Centre at Suite 1 Level 2, 1-17 Else Street, Burwood.

Compliance

Once a footpath activation area is approved and in operation, Council staff will undertake regular site inspections to ensure Licence and Permit Holders are abiding by the Licence/Permit conditions of their approvals. Council may deal with breaches of Licence/Permit conditions through any or all of the following methods:

1. Warning Letter - a warning letter may be issued for a breach of the Licence/Permit conditions as long as the breach did not constitute an imminent danger to the public.
2. Infringement Notice - an infringement notice may be issued for a breach of a Licence/Permit condition.
3. Licence/Permit Revocation - a licence/permit may be revoked, at the discretion of the General Manager, if Council forms a belief that the Licensee/Permit holder has demonstrated a continual non-compliance of the Licence/Permit conditions, if a breach involves an imminent danger to the public, or if any fees or charges are owed to Council relating to the premises.
4. Court Action - court action may commence if the breach of the Licence/Permit is of a serious nature (danger to the public) or if the Licensee/Permit holder has a history of non-compliance with the Licence/Permit conditions.

Related Information/Glossary

Possible matters to consider:

- Roads Act 1993
- Food Act 2003
- Local Government Act 1993
- Temporary Road Closure (including Standing Plant) Policy
- Work Zone Policy
- Skip Bin Policy
- Works on Council's Road Reserve Assets Policy
- Compliance & Enforcement Policy

Review

The Policy will be reviewed every four years.

Contact

Manager Traffic & Transport - Approves and Manages the Policy
Group Manager Compliance - Regulates the Policy

APPENDIX A - A-FRAME, MERCHANDISE AND OTHER ARTICLES APPLICATION

Burwood Inc.1874
Burwood, Burwood Heights, Croydon, Croydon Park, Salford, Sutherland

RECEIPT _____
DATE _____
AMOUNT _____
CSO _____

SUITE 1, LEVEL 2,
1-17 ELSIE STREET, BURWOOD, NSW 2134
PO BOX 240, BURWOOD, NSW 1805
TEL: 9911 9911 FAX: 9911 9900
WEBSITE: www.burwood.nsw.gov.au
EMAIL: council@burwood.nsw.gov.au

A-FRAME, MERCHANDISE & OTHER ARTICLES APPLICATION

Legal Trading Name:.....

Company Name/ Sole Trader name:.....

ABN (Australian Business Number):.....

Business Address:.....

Owner/ Manager Name:.....

Contact Number:..... Mobile:.....

Email Address:.....

Description of Merchandise/other articles:

.....

.....

Note: Applications may be rejected pending the volume of other approved footpath licences in the area, the current activity on the footpath, including pedestrian traffic and the likelihood of maintaining a safe pedestrian zone.

CONDITIONS OF CONSENT

Advertising signboards are permitted on footpaths in approved areas only where the signs comply with the requirements of:

- The advertising board is a free standing A-frame with maximum dimensions of 0.9m high and 0.6m wide
- The Licensee is to provide to Council, on an annual basis, a copy of their public liability insurance policy to the minimum value of \$20 million with the policy noting the interests of Burwood Council for the duration of the License
- The signs have no protrusions, no sharp corners and are stable
- There is a minimum of two metres clearance to any other obstructions on the footpath such as poles, litter bins, seats, etc with a 600mm setback from the face of the kerb
- A-frames will only be permitted in front of licensee premises near the kerb side of the foot path
- The sign is to be in English, or have a translation in English of greater weight
- The business and proprietor's names are to be clearly marked on the sign
- Fees are paid to Council upon applying

Draft Footpath Activation Policy

- Council reserves the right to remove unlicensed and/or dangerous boards or those with offensive advertisements, or those placed in contradiction to approved location.

Statutory Declaration

1. I certify that I have read and understood the Merchandise, A-Frames and Other Articles Policy and all its conditions

Signed: Date:/...../.....

2. Public Liability Insurance must be submitted with this application (value to exceed \$20 million and current and note Burwood Council)

- ☐ Attached
☐ Not Attached

PRIVACY STATEMENT

If you are applying for consent as an individual, you may be providing Council with personal information (such as your name and address) within the meaning of the *Privacy and Personal Information Protection Act 1998*.

You are obliged by law to provide your name and address. If you do not provide the personal information requested Council may be unable to process your application.

Council is collecting this personal information from you in order to identify and process your application.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from being made publicly available. Council will consider any such application in accordance with the relevant legislation.

Enquiries concerning this matter can be addressed to Council's Public Officer.

APPENDIX B - OUTDOOR EATING AREA APPLICATION

Burwood
Inc.1874
Burwood, Burwood Heights, Croydon, Croydon Park, Enfield, Strathfield

SUITE 1, LEVEL 2,
1-17 ELSIE STREET, BURWOOD, NSW 2134
PO BOX 240, BURWOOD NSW 1805
TEL: 9911 9911 FAX: 9911 9900
WEBSITE: www.burwood.nsw.gov.au
EMAIL: council@burwood.nsw.gov.au

OUTDOOR EATING AREA LICENCE APPLICATION

Legal Trading Name:.....

Company Name/ Sole Trader name:.....

ABN (Australian Business Number):.....

Business Address:.....

Owner/ Manager Name:.....

Contact Number:..... Mobile:.....

Email Address:.....

DETAILS OF PROPOSED ACTIVITY

Proposed hours/days of operation:.....

.....
.....
.....
.....

ADDITIONAL INFORMATION:

Additional Information/Requests (to assist with the assessment of the Application):

.....
.....
.....
.....
.....

REQUIRED ATTACHMENTS: Please attach the following:

1. A draft site plan of the proposed footpath area indicating:
 - dimensions and boundaries of the proposed seating area
 - number and location of tables, chairs and any other equipment proposed for the outdoor eating area
 - Details of existing and proposed lighting
2. A statement (report) which includes:
 - details (photos/diagrams) of the size, design, type of materials and colour of any chairs, tables, umbrellas, fittings or any other equipment
 - whether the premises are currently licensed to serve alcohol, and whether it is proposed to be served within the outdoor eating area
3. Public Liability Insurance Statement - the Applicant/Licensee is required to obtain Public Liability Insurance. The application should be accompanied by a signed statement to the extent that this insurance has/will be obtained.

Failure to provide any of this information will result in delays in processing of the application. An application cannot and WILL NOT be processed until all necessary information is received by Council. In certain circumstances, Council may request additional information from the applicant beyond the above list in order to assess the application properly.

COUNCIL OFFICE USE:

A/C No. 01755.3201.547

Application Fee Paid \$ Date:

Receipt No:

For more information on Council's Outdoor Eating Policy, please contact Council's Land, Infrastructure & Environment Division on: (02) 9911 9911 or council@burwood.nsw.gov.au

PRIVACY STATEMENT

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You are obliged by law to provide your name and address. If you do not provide the personal information requested Council may be unable to process your application. Council is collecting this personal information from you in order to identify and process your application.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from being made publicly available. Council will consider any such application in accordance with the relevant legislation.

Enquiries concerning this matter can be addressed to Council's Public Officer.

APPENDIX C - BUSKING ACTIVITIES APPLICATION

Burwood Inc.1674
 Burwood, Burwood Heights, Croydon, Croydon Park, Enfield, Strathfield

SUITE 1, LEVEL 2,
 1-17 ELSIE STREET, BURWOOD, NSW 2134
 PO BOX 240, BURWOOD NSW 1805
 TEL: 9911 9911 FAX: 9911 9900
 WEBSITE: www.burwood.nsw.gov.au

APPLICATION FOR PERMIT TO CONDUCT BUSKING ACTIVITIES

Please allow at least 7 working days to process this application

BUSKER DETAILS

Name:

Performance Name:

Address:

Email Address: TFN:

Mobile No: Telephone:

GROUP ACTS

Name of Group: Number in Group:

Description of Performance:

DANGEROUS / HAZARDOUS MATERIALS / IMPLEMENTS

If you use dangerous / hazardous materials or implements in your busking act, you will need to declare this to Council.

You will not be permitted to use dangerous materials or implements in your busking act.

Have you declared any dangerous / hazardous materials / implements to Council? YES ☐ NO ☐

Permit Details

Annual ☐ Date of Application: / /

Permit Period Commencing: Ending:

Busker's Declaration

I / We the undersigned, declare as follows:

- I will display my Burwood Council Permit to Busk in close proximity to where I am performing at all times.
- I will make my Permit available for inspection by an authorised Officer of Council upon request and follow any lawful direction issued by that Officer.
- I will not transfer this Permit to any other person.

Draft Footpath Activation Policy

- I agree that this permit does not give me sole use or reservation of a site.
- I will use designated sites in restricted areas in accordance with the conditions attached to their use and contained in the Burwood Council Busking Policy.
- I will not create a threat to public safety, whether real or perceived.
- I agree to be bound by the conditions attached to this Permit contained in the Burwood Council Footpath Activation Policy.

Signed:

Date: / /

Office Use Only:

Date: / /

Cashier Code:

File No: T207- 01171.3480.569

Receipt #:

CSO:

Received: \$

Permit No.:

PRIVACY STATEMENT

If you are applying for consent as an individual, you may be providing Council with personal information (such as your name and address) within the meaning of the *Privacy and Personal Information Protection Act 1998*.

You are obliged by law to provide your name and address. If you do not provide the personal information requested, Council may be unable to process your application.

Council is collecting this personal information from you in order to identify and process your application.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from being made publicly available. Council will consider any such application in accordance with the relevant legislation.

Enquiries concerning this matter can be addressed to Council's Public Officer.

BUSKING PERMIT – PARENTAL CONSENT FORM**BUSKER DETAILS**Name *(please print)*

Performance Name:

.....

GROUP ACTS

Name of Group: Number in Group:

Name of Group Members:

.....

NB: A parental consent form is required for each and every busker in the group aged under 18 years.**Parental Consent Details**I *(parent/guardian)*
(please print)

of (address)

.....

HEREBY consent to my child/ward (name):
performing as a busker in the Burwood Council Local Government Area.

I understand that:

1. Burwood Council provides no supervision of Buskers under the age of 18 years.
2. Buskers under the age of 18 must comply with the conditions of the Burwood Council Busking Policy.

Signed: Date: / /

Printed Name (Parent/Guardian):

Please provide proof of parent/guardianship:
☐ Birth Certificate

 ☐ Passport

APPENDIX D - PROMOTIONS & CHARITABLE COLLECTIONS PERMIT APPLICATION

Burwood Inc.1874
 Burwood, Burwood Heights, Croydon, Croydon Park, Enfield, Southfield

SUITE 1, LEVEL 2,
 1-17 ELSIE STREET, BURWOOD, NSW 2134
 PO BOX 240, BURWOOD NSW 1805
 TEL: 9911 9911 FAX: 9911 9900
 WEBSITE: www.burwood.nsw.gov.au
 EMAIL: council@burwood.nsw.gov.au

PROMOTIONS & CHARITABLE COLLECTIONS PERMIT

Please allow at least seven days to process this application. If the application requires representation to the Local Traffic Committee and Council, please allow six weeks for approval.

SECTION A – APPLICANT DETAILS

Name:

Organisation:

Postal Address:

Contact Number(s):

Fax Number/Email:

Name of Charity:

OFFICE USE ONLY

Cashier Code: 23

Receipt:

Date:/...../.....

Amount \$

SECTION B – LOCATION DETAILS

Street:

Between Street and

Property No: (if known)

Number of Persons Involved:

Reason / Purpose:

Requested Date/s:to.....

Requested Time/s:to.....

Other specific information:

A Copy of the Company's Public Liability Insurance must be submitted with this application (value to exceed \$20 million - must be current) Attached /Not attached

SECTION C – CONDITIONS OF CONSENT

1. Permits are issued for promotion upon the payment of appropriate fee
2. Standard hours for promotions are:

- 7.00am – 5.00pm Monday to Friday
 - 7.00am – 1.00pm Saturday
3. Any variation to these hours must have written consent by the Manager Traffic & Transport
 4. Copy of promotional material submitted to Council
 5. Public not to be hindered or harassed and the site must be kept clear of all tripping hazards
 6. Every care to be taken not to damage Council property
 7. All Council signs and all directions from Council or NSW Police to be complied with
 8. All promotional material to be disposed of in an appropriate manner and area to be left clean and tidy at the end of activities
 9. Council to be provided with a contact name and number for the promotion if any problems occur
 10. All associated Fees & Charges are in accordance with Burwood Council's Schedule of Fees & Charges
 11. **A Copy of the Company's Public Liability Insurance must be submitted with this application** (value to a minimum of \$20 million and must be current)
 12. **The permit fee must be paid prior to the promotion** (does NOT apply to Charity Organisations which have provided appropriate documentation). Any additional Fees & Charges will be invoiced to the Company at a later date.

The application can be lodged by the following methods:

In Person:

Burwood Council
Suite 1, Level 2, 1-17 Elsie St
Burwood NSW 2134
Mon – Fri 8.30am to 4.45pm

Post:

Burwood Council
PO Box 240
Burwood NSW 1805

Email:

council@burwood.nsw.gov.au

SECTION D – APPROVAL – Office Use Only:

Please refer to the Manager Traffic & Transport for approval.

Approval: ☐ Granted ☐ Denied

Name: Position: Date: .../.../.....

Specific Conditions / Comments:

.....
.....

PRIVACY STATEMENT

If you are applying for consent as an individual, you may be providing Council with personal information (such as your name and address) within the meaning of the *Privacy and Personal Information Protection Act 1998*.

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Enquiries concerning this matter can be addressed to Council's Public Officer.

(ITEM 15/20) ADOPTION OF AMENDED SECTION 7.12 LOCAL INFRASTRUCTURE CONTRIBUTIONS PLAN FOR BURWOOD TOWN CENTRE

File No: 20/11007

REPORT BY SENIOR STRATEGIC PLANNER

Summary

The draft amended Section 7.12 Local Infrastructure Contributions Plan for the Burwood Town Centre has been publicly exhibited. No submissions have been received. It is recommended that Council adopt the Plan.

Operational Plan Objective

- 1.1.1 Provide a diverse range of strategies and initiatives that meet the needs of the community
- 2.4.1.1 Optimise the experience of visitors to Council and implement a service centre at the new Council Administration Offices

Background

Council at its meeting of 11 February 2020 considered a report on a proposed amendment to the Section 7.12 Contributions Plan for Burwood Town Centre. Council resolved to endorse the draft amended Section 7.12 Plan for public exhibition in accordance with the planning legislation.

Proposed Amendment

The proposed amendment to the Section 7.12 Plan for the Burwood Town Centre is a revision to the Works Schedule. In particular, the cost figure, to be funded by Section 7.12 contributions, for the Library and Community Hub expansion project would increase from \$3,800,000 currently to \$6,120,180, as a result of a tender process.

Consultation

The draft amended Section 7.12 Plan for the Burwood Town Centre was placed on public exhibition from 18 February 2020 to 17 March 2020. The exhibition material was made available at Council's Administration Centre and on Council's website. A notice was placed in the Inner West Courier on 18 February 2020 advising of the public exhibition.

No submissions have been received.

Planning or Policy Implications

The proposed amendment to the Section 7.12 Contributions Plan would provide an up-to-date Works Schedule to reflect the outcome of a tender process.

Financial Implications

A Section 7.12 contributions plan provides a means to fund infrastructure and services. Funding of works is also supplemented by the funds received through grants, voluntary planning agreements and other charges.

The planning legislation requires the proposed works and cost to be listed in the Work Schedule, in order for the works to be funded by contributions collected under the relevant contributions plan.


Conclusion

The draft amended Section 7.12 Local Infrastructure Contributions Plan for the Burwood Town Centre has been publicly exhibited. Adoption of the Plan by Council is recommended.

Recommendation(s)

1. That Council adopt the amended Section 7.12 Local Infrastructure Contributions Plan for the Burwood Town Centre as exhibited.
2. That Council give public notice of its adoption in accordance with legislative requirements and bring the amended Section 7.12 Local Infrastructure Contributions Plan into effect on the date that public notice of its adoption is given in a local newspaper.

Attachments

- 1  Draft amended Section 7.12 Local Infrastructure Contributions Plan for Burwood Town Centre as exhibited



DRAFT AMENDED SECTION 7.12 LOCAL INFRASTRUCTURE
CONTRIBUTIONS PLAN
For Burwood Town Centre

PO Box 240, BURWOOD NSW 1805
Suite 1, Level 2, 1-17 Elsie St BURWOOD NSW 2134
Phone: (02) 9911-9911 Fax: (02) 9911-9900
www.burwood.nsw.gov.au
council@burwood.nsw.gov.au

Public Document
First Adopted 24 July 2012 Effective 1 September 2012
Trim No. 19/54969
Last Amendment Adopted xx xx 2020 Effective xx xx 2020

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Introduction

Section 7.12 of the Environmental Planning and Assessment Act 1979 (the Act) gives Council the power to impose as a condition of development consent a requirement that the applicant pay a levy of a fixed percentage of the cost of the proposed development. Section 7.13 of the Act requires that a condition imposed under Section 7.12 must be in accordance with a contributions plan. Subject to the contributions plan, money received as payment under a condition must be applied towards the provision, extension or augmentation of public amenities or public services.

Pursuant to Section 7.12(5) of the Act, the Minister for Planning has notified the Environmental Planning and Assessment (Burwood Town Centre Levies) Regulation 2010 on 10 May 2010 to amend Clause 25K of the Environmental Planning and Assessment Regulation 2000 (the Regulation). This notice establishes the maximum percentage of the proposed cost of carrying out development that may be imposed by a levy under Section 7.12 for the Burwood Town Centre.

Requirements of the Plan

1. What is the name of this contributions plan?

This plan is called the "Burwood Council Section 7.12 Local Infrastructure Contributions Plan for Burwood Town Centre".

2. Where does this plan apply?

This plan applies to the development of land in the Burwood Town Centre that is identified in the Land Application Map under Burwood Local Environment Plan (Burwood Town Centre) 2010, or thereafter, the Burwood Town Centre Location Map under Burwood Local Environmental Plan (BLEP) 2012.

3. When does this plan commence?

This Plan commences on 10 May 2010. It applies to development applications determined after the plan commences.

4. What is the relationship with other contributions plans?

This plan replaces any other Section 7.11 or Section 7.12 Contributions Plan insofar as it applies to the Burwood Town Centre.

5. What is the Section 7.12 contributions levy?

The rate of the Section 7.12 contributions levy for the Burwood Town Centre is established in the Table to Clause 25K (b) of the Regulation which provides the following:

Proposed cost of carrying out the development	Maximum percentage of the levy
Up to and including \$250,000	Nil
More than \$250,000	4 per cent

Council cannot impose as a condition of the same development consent a condition under Section 7.11 as well as a condition under Section 7.12 of the Act.

A condition imposed under Section 7.12 is not invalid by reason only that there is no connection between the development the subject of the development consent and the object of expenditure of any money to be paid by the condition.

A condition imposed under Section 7.12 that is allowed by or determined in accordance with a contributions plan may not be disallowed or amended by the Court on appeal.

6. What is the purpose of this contributions plan?

The primary purposes of this Section 7.12 Contributions Plan are:

- To authorise the imposition of a condition on certain development consents and complying development certificates requiring the payment of a contribution pursuant to Section 7.12 of the Act;
- To provide for funding towards the provision, extension or augmentation of public amenities and public services identified by Burwood Council as necessary to support the expected growth and development in the Town Centre (or towards recouping the cost of their provision, extension or augmentation);
- To publicly identify the purposes for which the levies are required. The main amenities and services which the contributed funds will assist in providing are those set out in Schedule 1. The priorities for expenditure of funds are also indicated in the Schedule. In this Plan, the listed public amenities or public services are generally referred to as the works.

7. What is the demand for public amenities and public services?

This plan is based on the provision of public amenities and services to support the growth and development of Burwood Town Centre. As a Strategic Centre in the Eastern City District of Greater Sydney, there is expected to be substantial growth in employment, services and housing. The increased capacity provided by Burwood Local Environmental Plan (Burwood Town Centre) 2010 – and subsequent BLEP 2012 – is currently expected to result in an additional 2,700 jobs and 5,000 residents in the Town Centre over the next 5 to 20 years.

The growth in residential population, employment and use of services in Burwood Town Centre will require and generate demand for new, extended and augmented public amenities, services and infrastructure. New residents, workers and visitors to Burwood will have inadequate levels of service if Council does not take action to provide new public amenities and infrastructure, or extend and augment existing facilities. The levels of service for the existing population will also decline if there is inadequate public investment.

Administration and Operation of the Plan**8. How is the amount of the levy calculated?**

The levy will be determined on the basis of the rate as set out in Section 5. The levy will be calculated as follows:

$$\text{Levy payable} = \%C \times \$C$$

Where

%C is the levy rate applicable

\$C is the proposed cost of carrying out the development

9. Complying development certificates

Pursuant to Section 7.20 and Section 4.12 of the Act, where an accredited certifier issues a Complying Development Certificate (CDC) in respect of development to which this Plan applies, the certificate must be subject to a condition requiring the applicant to pay to Council the levy in accordance with this Plan.

The condition imposed by an accredited certifier on a CDC must include details of the requirements of Clause 10 of this Plan. Any required contribution payment shall be made to Council **within two days of the issue of a CDC** by a Principal Certifier. Should a payment be made after the two day period, Council may require the amount be indexed in accordance with the Consumer Price Index to adjust the amount of the payment to account for the time between the consent date and payment date.

A suggested condition for use by an accredited certifier imposing a condition on a CDC that requires an applicant to pay to Council a levy in accordance with this Plan is included in Schedule 5.

The imposition of a condition on a CDC issued by an accredited certifier as authorised by this Plan is subject to compliance with any directions given under Section 7.17 of the Act with which Council would be required to comply if issuing the CDC is concerned.

10. How is the cost of development assessed?

The cost of carrying out a proposed development will be determined in accordance with clause 25J of the Regulation. A copy of this clause is provided in Schedule 2.

To provide Council with reliable information on the cost of carrying out a development, the applicant is to provide details with the development application. There are two levels of information provision, dependent on the scale and cost of construction:

- **Between \$100,000 and \$500,000**– where the cost of carrying out a proposed development is in this range, a Cost Summary Report must be completed by the applicant or a nominated representative such as the Project Architect or Project Manager;
- **Above \$500,000** – where the cost of carrying out a proposed development is in this range, a Detailed Cost Report must be completed by a Quantity Surveyor registered with the Australian Institute of Quantity Surveyors or a person who can demonstrate an equivalent qualification.

Without limitation to the above, Council may review the valuation of works and may seek the services of an independent qualified person to verify the development cost assessment. In these cases, all costs associated with obtaining such advice will be at the expense of the applicant.

11. When is payment made and how will the contribution be adjusted?

In accordance with clause 146 of the Regulation, a certifying authority must not issue a construction certificate for building work or subdivision work under a development consent unless it has verified that each condition requiring the payment of levies has been satisfied.

In particular, the certifier must ensure that the applicant provides a receipt(s) confirming that levies have been fully paid and copies of such receipts must be included with copies of the certified plans provided to the council in accordance with clause 142(2) of the Regulation. Failure to follow this procedure may render such a certificate invalid. Council also requires payment of any costs associated with verification of the cost of construction assessment prior to the issue of the construction certificate.

The only exceptions to the requirement are where a works in kind, material public benefit or dedication of land has been agreed by the council. In such cases, council will issue a letter confirming that an alternative payment method has been agreed with the applicant.

As the date of payment of a contribution under a consent condition may be later than the consent date, Clause 25J (4) of the Regulation allows Council to adjust the contribution to reflect cost increases during this period. Contributions will be adjusted at the time of payment of the contribution in accordance with the following formula:

Contribution at time of payment

$$C_2 = \frac{C_1 \times CPI_2}{CPI_1}$$

Where:

C_1	Monetary contribution imposed on the development consent
C_2	Monetary contribution at the time that the contribution is paid
CPI_1	Latest "Consumer Price Index: All Groups Index Number 6401.0" for Sydney available from the Australian Bureau of Statistics at the time of granting the relevant development consent
CPI_2	Latest "Consumer Price Index: All Groups Index Number 6401.0" for Sydney available from the Australian Bureau of Statistics at the time the contribution is to be paid

Refer **Section 9** for requirement of contribution payment under a CDC.

12. Will Council accept alternatives to a levy?

The Council may at its absolute discretion accept the dedication of land or provision of a material public benefit or works-in-kind in part or full satisfaction of a Section 7.12 levy under this plan.

As a general rule, only land or works directly associated with the roads and traffic improvements, public domain improvements and community facilities as indicated in Schedule 1 may be considered as a material public benefit or work-in-kind in satisfaction of the contributions levy. Applicants must provide full details, costs and valuations of the land or works.

If Council agrees to an alternative to the levy, it will either require the alternative as a condition of consent, or accept it under the terms of a Voluntary Planning Agreement.

13. How will the Section 7.12 funds be administered?

Burwood Council is to administer money obtained from the 7.12 levy and make decisions on the application of funds applied towards the provision, extension or augmentation of public amenities, infrastructure or public services for the Town Centre in accordance with the Act and Regulation 2000.

This plan expressly authorises section 7.12 levies paid for different purposes to be pooled and applied (progressively or otherwise) for the purposes indicated in Schedule 1.

Schedule 1 –Works Schedule

In the following Table and Maps, Schedule 1 provides a summary of the main local public amenities, infrastructure or public services towards which funds collected under this Contributions Plan will be used to provide, extend or augment, (or used towards recouping the cost of provision, extension or augmentation). The Table in Schedule 1 includes the estimated cost of the public amenities or public services. Funds collected under the contributions plan will provide only a part of the indicated cost of works, infrastructure and services. The Table in Schedule 1 also indicates the estimated priority timeframe of their provision, extension or augmentation in full or in large part (see clarification note at end of Schedule 1).

The Maps following the Table are included in Schedule 1 to indicate the location of the main works, infrastructure and services. The proposed works listed in the Table and shown on the Maps in Schedule 1 are indicative and implementation is subject to the budgetary and operational resources of Council. Not all works shown on the maps are prioritised in the section 7.12 plan for the Burwood Town Centre. Regard should also be given to the Land Reservation Acquisition Map in the BLEP 2010 and 2012 which shows the land to be acquired for implementation of certain projects, as indicated in the Table.

Table – Provision or Improvement of public amenities, infrastructure or services

	Public Amenities, Infrastructure and Services	Cost	Category Totals	Priority Time Frame
	Roads and Traffic	\$119,762,555		
	Intersection Works Sub-Total	\$11,380,055	\$11,380,055	
A	Burwood Road & Livingstone Street/Clarence Street - New Traffic Signals Multi-Purpose Poles (MPP)	\$500,000		B1
B	Burwood Road & Belmore Street - Traffic Signals Upgrade (MPP)	\$500,000		A3
D	Burwood Road & George Street - New Traffic Signals (MPP)	\$500,000		B1
E	Burwood Road & Victoria Street/East – New Traffic Signals (MPP)	\$1,400,000		B1
F	Railway Parade & Conder Street - New Traffic Signals (MPP)	\$600,000		A3
G	Burwood Road & Deane Street Traffic Signal Upgrade (MPP)	\$500,000		B1
H	Shaftesbury Road & Clarence Street – New Traffic Signals	\$500,000		B1
I	Belmore Street & Elizabeth Street – Footpath/Road Widening	\$50,000		B1
J	Shaftesbury Road & Victoria Street East – Road Widening	\$1,400,000		B1
K	Shaftesbury Road & Wilga Street – Road Widening	\$1,500,000		B1
L	Shaftesbury Road & Belmore Street – New Traffic Signals	\$500,000		B1
N	Shaftesbury Road & Deane Street – New Traffic Signals and Road Widening	\$2,330,055		A3
P	Marmaduke & Deane Street – Road Widening	\$100,000		A3
R	Belmore Street & Wynne Avenue – New Traffic Signals	\$500,000		A3
S	Belmore Street & Conder Street – New Signals	\$500,000		A3
	Street Openings Sub-Total	\$10,860,000	\$10,860,000	
A	Victoria Street West – Future opening of the eastern end at Burwood Road – civil works	\$300,000		C1
B	Victoria Street West - Future opening of the eastern end at Burwood Road - land acquisition (refer A on Map 3)	\$4,800,000		C1
C	Victoria Street East Future opening of the eastern end at Burwood Road – land acquisition (refer F and G on Map 3)	\$5,760,000		C1
	Carriageway Widening – Footway Setbacks Sub-Total	\$7,522,500	\$7,522,500	
C	Victoria Street East	\$200,000		A3
D	George Street (East)	\$400,000		A3

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Draft amended Section 7.12 Local Infrastructure Contributions Plan for Burwood Town Centre as exhibited

E	Shaftesbury Road (various - east and west sides)	\$550,000		A3
H	Wentworth Rd south of Railway Parade (West Side)	\$400,000		A3
I	Shaftesbury Road - Land Acquisition (refer D on Map 3)	\$2,600,000		A3
J	Shaftesbury Road - Sliplane Land Acquisition	\$145,000		A3
K	Victoria Street East Land Acquisition (refer C on Map 3)	\$298,000		A3
L	Railway Pde (Burwood Plaza Site) Land Acquisition (refer E Map 3)	\$1,522,500		A3
M	George St East between Burwood Rd and Shaftesbury Rd - southern side - land acquisition (refer B on Map 3)	\$1,407,000		A3
	Street Widening - Shaftesbury and Wentworth Rd Bridges	\$50,000,000	\$50,000,000	
A	Shaftesbury Road Bridge	\$25,000,000		B2
	Wentworth Road Bridge	\$25,000,000		B2
	Street Resurfacing	\$40,000,000	\$40,000,000	
A	Street Re-surfacing – Burwood CBD Various Roads	\$40,000,000		A3
	Open Space & Recreation	\$14,655,915		
	New Public Open Space Acquisition Sub-Total	\$12,000,000	\$12,000,000	
	Public Open Space (SE Corner Railway Pde & Burwood Rd) Square - land acquisition (refer H on Map 3)	\$12,000,000	\$12,000,000	B3
	New Public Space Embellishment Sub-Total	\$1,155,915	\$1,155,915	
D	Public Open Space/Pedestrian Link (Deane St - Mary St)	\$1,155,915		B1
	Town Centre Existing Open Space Embellishment Sub-Total	\$1,500,000	\$1,500,000	
D	Burwood Park Stormwater Harvesting – Pond Upgrade Sydney Water project	\$1,500,000		A3
	Community	\$9,494,996		
	Childcare Sub-Total	\$3,374,816	\$3,374,816	
A	Long Day Care - Pre School Centre 1	\$1,349,914		B1
B	The Community Centre (Woodstock)	\$500,000		A1
B	Pre-School - OOSH Centre 2	\$1,524,902		B2
	Library and Community Hub Sub-Total	\$6,120,180	\$6,120,180	
A	Library and Community Hub (Conder Street)	\$6,120,180		A1
	Public Domain Improvements	\$39,400,817		
	Streetscape Upgrades (Town Centre Beautification) Sub-Total	\$37,400,817	\$37,400,817	
A	Burwood Rd - East side (Meryla St - Church St)	\$2,542,601		A3
B	Burwood Rd - West side (Burwood Pk - Woodside St)	\$2,606,523		A3
C	Wilga Street - South side	\$609,635		A3
D	Victoria Street East - North side	\$703,345		A3
E	Victoria Street East - South side	\$644,418		A3
F	George St - North side (Shaftesbury Rd - Burwood Rd)	\$559,533		A3
G	George St - South side (Shaftesbury Rd - Burwood Rd)	\$876,549		A3
H	Marmaduke Street between Deane St and George St – both sides	\$436,109		A3
I	Deane Street between Shaftesbury Road and Youth Lane – both sides	\$436,109		A3
J	Railway Pde - South side (Burwood Rd - Shaftesbury Rd)	\$1,440,812		A3
K	Belmore Street - North side (Conder Street - Shaftesbury Road)	\$2,100,464		A3

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Draft amended Section 7.12 Local Infrastructure Contributions Plan for Burwood Town Centre as exhibited

L	Belmore Street - South side (Conder Street - Shaftesbury Road)	\$1,054,562		A3
M	Conder St - West side (Livingstone St to Railway Pde)St	\$565,689		A3
N	Conder St - East side (Norwood St to Railway Pde)	\$509,667		A3
	Wynne Ave - Both sides	\$916,178		A1
P	George Street - North side (Park Road - Burwood Road)	\$553,326		A3
Q	George Street - South side (Park Road - Burwood Road)	\$669,515		A3
S	Victoria Street West - South side (Dunns Lane - Park Road)	\$387,878		A2
U	Park Avenue - South side	\$882,763		A3
V	Park Avenue - North side	\$1,345,574		A3
W	Mary Street - both sides	\$1,267,400		A3
Y	Comer Street - South side (Park Rd - Burwood Rd)	\$1,022,411		A3
Z	Railway Crescent from Park Rd to John St North Side and John St from Railway Cres to George St - both sides	\$105,780		A3
A	John Street - George St to Victoria St - both sides	\$85,656		A3
B	Place Underground Low Voltage Aerial Supply Line	\$10,653,984		C1
A	Place Underground Low Voltage Customer Service Line	\$2,812,813		B3
D	Bus Stops, Shelters, Seats, Bins	\$839,889		A3
E	Shaftesbury Rd - East side (Victoria St East to Deane St)	\$771,634		A3
A	Town Centre Beautification - various locations (not mentioned above)	\$750,000	\$750,000	A3
F	Street Closures and Shared Ways Sub-Total	\$1,250,000	\$1,250,000	
	Conder Street - pedestrianised zone outside Burwood Public School	\$250,000		A3
B	Clarendon Place - pedestrianised zone	\$250,000		A3
C	Deane Street (Mary to Burwood Rd) - Shared Zone)	\$250,000		A3
D	Wynne Avenue pedestrianised zone	\$250,000		
E	Railway Crescent (John St to Burwood Rd) - closure for pedestrian use	\$250,000		A3
	Plan Preparation and Administration	\$300,000	\$300,000	A1
	GRAND TOTAL		\$183,614,283	

Note on Table to Schedule 1

Each item of works has been provided with a priority ranking which provides an indicative timing for the delivery of the work items, as shown in the following table.

Priority ranking	Indicative timing
A	2018-2021
B	2021-2024
C	2024-2027

The priority ranking and actual timing of delivery of works is subject to change as it is influenced by the following factors:

- The rate and timing of development from which contributions are collected;
- The pooling of sufficient funds to enable provision, extension or augmentation of amenities and services;
- The requirements of Council's annual works program from year to year;
- The relationship between works and other events e.g. land acquisitions may depend on whether the properties are on the market.

Draft amended Section 7.12 Local Infrastructure Contributions Plan for Burwood Town Centre as exhibited

[illegible]

Map 2



Map 3



Draft amended Section 7.12 Local Infrastructure Contributions Plan for Burwood Town Centre as exhibited

[illegible]

Schedule 2 - Determination of Proposed Cost of Development**Clause 25J of the Environmental Planning and Assessment Regulation 2000****25J Section 7.12 levy—determination of proposed cost of development**

- (1) *The proposed cost of carrying out development is to be determined by the consent authority, for the purpose of a section 7.12 levy, by adding up all the costs and expenses that have been or are to be incurred by the applicant in carrying out the development, including the following:*
 - (a) *if the development involves the erection of a building, or the carrying out of engineering or construction work—the costs of or incidental to erecting the building, or carrying out the work, including the costs (if any) of and incidental to demolition, excavation and site preparation, decontamination or remediation,*
 - (b) *if the development involves a change of use of land—the costs of or incidental to doing anything necessary to enable the use of the land to be changed,*
 - (c) *if the development involves the subdivision of land—the costs of or incidental to preparing, executing and registering the plan of subdivision and any related covenants, easements or other rights.*
- (2) *For the purpose of determining the proposed cost of carrying out development, a consent authority may have regard to an estimate of the proposed cost of carrying out the development prepared by a person, or a person of a class, approved by the consent authority to provide such estimates.*
- (3) *The following costs and expenses are not to be included in any estimate or determination of the proposed cost of carrying out development:*
 - (a) *the cost of the land on which the development is to be carried out,*
 - (b) *the costs of any repairs to any building or works on the land that are to be retained in connection with the development,*
 - (c) *the costs associated with marketing or financing the development (including interest on any loans),*
 - (d) *the costs associated with legal work carried out or to be carried out in connection with the development,*
 - (e) *project management costs associated with the development,*
 - (f) *the cost of building insurance in respect of the development,*
 - (g) *the costs of fittings and furnishings, including any refitting or refurbishing, associated with the development (except where the development involves an enlargement, expansion or intensification of a current use of land),*
 - (h) *the costs of commercial stock inventory,*
 - (i) *any taxes, levies or charges (other than GST) paid or payable in connection with the development by or under any law,*
 - (j) *the costs of enabling access by disabled persons in respect of the development,*
 - (k) *the costs of energy and water efficiency measures associated with the development,*
 - (l) *the cost of any development that is provided as affordable housing,*
 - (m) *the costs of any development that is the adaptive reuse of a heritage item.*
- (4) *The proposed cost of carrying out development may be adjusted before payment, in accordance with a contributions plan, to reflect quarterly or annual variations to readily accessible index figures adopted by the plan (such as a Consumer Price Index) between the date the proposed cost was determined by the consent authority and the date the levy is required to be paid.*
- (5) *To avoid doubt, nothing in this clause affects the determination of the fee payable for a development application.*

Schedule 3 – Form for a Cost Summary Report

Burwood Council

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Cost Summary Report

- To be completed for all development costing between \$100,000 and \$500,000.
- To be completed by the applicant or a nominated representative such as the Project Architect or Project Manager.
- Please have regard to the legal requirements for the determination of the proposed cost of development provided in Clause 25J of the EP&A Regulation 2000 (see Schedule 2).

DEVELOPMENT APPLICATION No.

and/or

COMPLYING DEVELOPMENT CERTIFICATE APPLICATION No.

and/or

CONSTRUCTION CERTIFICATE No. DATE:

Applicant's Name:

Applicant's Address:

Development Description:

Development Address:

Parking/Garaging Area (m²)

Total Construction Area (exc. Parking/Garaging) (m²)

DESCRIPTION OF COST	APPLICANT'S GENUINE ESTIMATE
Demolition	\$
Site preparation (e.g. clearing vegetation, decontamination or remediation)	\$
Excavation	\$
Preliminaries (e.g. scaffolding, hoarding, fencing, site sheds, waste management)	\$
Construction and Engineering Costs	\$
Change of Use	\$
Subdivision (planning, executing and registering, inc. covenants and easement)	\$
Services (e.g. plumbing, mechanical, fire lift)	\$
External work (e.g. landscaping, driveways, parking, pools)	\$
External services (e.g. gas, telephone, electricity connection to mains)	\$
Other (specify)	\$
Margin	\$
Goods and Services Tax	\$
TOTAL	\$

I certify that I have:

- Provided the genuine costs of the development proposed by this application and these costs are based on industry recognised prices;
- Included GST in the calculation of development costs;
- Calculated the development costs in accordance with the definition of development costs in Section 25J of the Environmental Planning and Assessment Regulation 2000, at current prices;
- Acknowledged that Council may review the information provided and may seek further information or make its own fee determination.

Signed: _____

Name: _____

Position: _____

Company: _____

Date: _____

Contact Number: _____

Contact Address: _____

Schedule 4 – Form for a Detailed Cost Report by a Quantity Surveyor

Burwood Council

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Detailed Cost Report by a Registered Quantity Surveyor

- To be completed for all development that costs more than \$500,000 (that is, not covered by Schedule 3).
- To be completed by a Quantity Surveyor registered with the Australian Institute of Quantity Surveyors or a person who can demonstrate an equivalent qualification.
- Please have regard to the legal requirements for the determination of the proposed cost of development provided in Clause 25J of the EP&A Regulation 2000 (see Schedule 2).

DEVELOPMENT APPLICATION No.

and/or

COMPLYING DEVELOPMENT CERTIFICATE APPLICATION No.

and/or

CONSTRUCTION CERTIFICATE No.

DATE:

Applicant's Name:

Applicant's Address:

Development Description:

Development Address:

DEVELOPMENT DETAILS:	
Gross Floor Area – Commercial	m ²
Gross Floor Area – Residential	m ²
Gross Floor Area – Retail	m ²
Gross Floor Area – Car Parking	m ²
Gross Floor Area – Other	m ²
Total Gross Floor Area	m ²
Total Site Area	m ²
Total Car Parking Spaces	
Total Development Cost	\$
Total Construction Cost	\$
Total GST	\$

ITEM NUMBER 15/20 - ATTACHMENT 1

Draft amended Section 7.12 Local Infrastructure Contributions Plan for Burwood Town Centre as exhibited

ESTIMATE DETAILS:	
Excavation	\$
Cost per square metre of site area	\$/m ²
Demolition and Site Preparation	\$
Cost per square metre of site area	\$/m ²
Construction - Commercial	\$
Cost per square metre of commercial area	\$/m ²
Construction - Residential	\$
Cost per square metre of residential area	\$/m ²
Construction - Retail	\$
Cost per square metre of retail area	\$/m ²
Car Parking	\$
Cost per square metre of site area	\$/m ²
Cost per space	\$/space
Fit-out - Commercial	\$
Cost per m ² of commercial area	\$/m ²
Fit-out - Residential	\$
Cost per m ² of residential area	\$/m ²
Fit-out - Retail	\$
Cost per m ² of retail area	\$/m ²
Professional Fees	\$
% of Development Cost	%
% of Construction Cost	%

I certify that I have:

- Inspected the plans the subject of the application for development consent or construction certificate;
- Prepared and attached an elemental estimate generally prepared in accordance with the Australian Cost Management Manuals from the Australian Institute of Quality Surveyors (AIQS);
- Calculated the development costs in accordance with the definition of development costs in Section 25J of the Environmental Planning and Assessment Regulation 2000, at current prices;
- Included GST in the calculations of development costs;
- Measured gross floor areas in accordance with the Method of Measurement of Building Area in the AIQS Cost Management Manual Volume 1 (Appendix A2);
- Acknowledged that Council may review the information provided and may seek further information or make its own fee determination.

Signed: _____

Name: _____

Position: _____

Company: _____

Registration as Member of the Australian Institute of Quality Surveyors: _____

Date: _____

Contact Number: _____

Contact Address: _____

Schedule 5 – Suggested Condition of Consent For Use By Private Certifiers

This is a suggested condition for use by an accredited certifier imposing a requirement that an applicant must pay to Burwood Council a levy in accordance with this Plan.

Section 94A Contributions

Pursuant to Section 7.12 of the Environmental Planning and Assessment Act 1979 and the Section 7.12 Contributions Plan for Burwood Town Centre, the following contributions levy towards public services and amenities is required to be paid to Burwood Council:

Contribution Element	Contribution
A levy of <i>(insert %)</i> per cent of the cost of carrying out the development, where the development cost is <i>\$(insert development cost)</i>	<i>\$(insert contribution)</i>

The contribution is to be paid in full to Burwood Council **within two days of the issue of the Complying Development Certificate**.

Evidence in the form of bank cheque(s) or receipt(s) confirming that payment has been made is to be submitted to the Principal Certifier.

The above contribution may be adjusted in accordance with the Consumer Price Index in the event of late payment.

Note: Credit cards and personal cheques are not accepted by Burwood Council for the payment of Section 7.12 contributions.

(ITEM 16/20) BUDGET REVIEW FOR QUARTER ENDING 31 DECEMBER 2019

File No: 20/1124

REPORT BY CHIEF FINANCE OFFICER

Summary

The 2019-2020 Budget was adopted at the Council Meeting held on 25 June 2019 with a surplus of \$40,999. 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 31 December 2019, 2019-20 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 surplus of \$16,332 as at 31 December 2019 compared to the revised adopted forecast surplus of \$19,894 as at 30 September 2019 which was adopted at the November 2019 Council Meeting. The reasons for the net decrease of \$3,562 are outlined in the report.

Amendment to the Budget Review for quarter ending 30 September 2019. A minor error has been detected in the November 2019 Council report with regard to the adopted Council Surplus, the report stated \$29,665 should have been \$40,999 and the September 2019 Surplus reported as \$8,560 should have been \$19,884.

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 31 December 2019							
Income							
Type	Budget	Adopted Variations September	Amended Budget	Recommended Amendments	Forecasted Year End	Reference	Actuals
Rates & Annual Charges	29,503,409	479,708	29,983,117	89,625	30,072,742	1	30,043,820
User Charges & Fees	10,929,128	(70,000)	10,859,128	55,007	10,914,135	2	5,610,936
Interest & Investment Revenue	1,430,000	-	1,430,000	-	1,430,000	3	752,653
Other Revenue	4,723,116	110,000	4,833,116	276,774	5,109,890	4	2,604,961
Operating Grants & Contributions	3,289,052	87,842	3,376,894	49,824	3,426,718	5	1,570,234
Capital Grants & Contributions	4,530,000	2,345,750	6,875,750	1,056,594	7,932,344	6	6,453,211
Carryover Grants	-	2,242,290	2,242,290	36,897	2,279,187	7	-
Total Income	54,404,705	5,195,590	59,600,295	1,564,721	61,165,016		47,035,813
Expenditure							
Type	Budget	Adopted Variations September	Amended Budget	Recommended Amendments	Forecasted Year End	Reference	Actuals
Employment Costs	21,693,052	(719,000)	20,974,052	(577,402)	20,396,650	8	9,696,677
Borrowing Costs	332,401	-	332,401	-	332,401	9	149,149
Materials & Contracts	11,653,216	2,745,188	14,398,404	1,219,710	15,618,114	10	6,362,326
Depreciation	7,335,000	-	7,335,000	-	7,335,000	11	2,564,144
Other Expenses	9,783,252	186,422	9,969,674	(135,300)	9,834,374	12	4,535,193
Total Expenditure	50,796,921	2,212,610	53,009,531	507,008	53,516,539		23,307,489
Net Operating Result	3,607,784	2,982,980	6,590,764	1,057,713	7,648,477		23,728,324
Net Operating Result before Capital Items	(922,216)	637,230	(284,986)	1,119	(283,867)		17,275,113
Funding Statement							
Net Operating Result	3,607,784	2,982,980	6,590,764	1,057,713	7,648,477		23,728,324
Add Back Non Cash Items							
Depreciation	7,335,000	-	7,335,000	-	7,335,000	13	2,564,144
Movement in ELE	-	-	-	-	-		-
Adjusted Net Operating Result	10,942,784	2,982,980	13,925,764	1,057,713	14,983,477		26,292,469
Source of Capital Funds							
Sale of Assets	950,000	-	950,000	-	950,000	14	374,448
Loan Funding	-	-	-	-	-	15	-
Transferred From Section 7.12	3,278,000	9,091,415	12,369,415	4,111,000	16,480,415	16	-
Transferred From Reserves	3,511,500	8,642,168	12,153,668	995,000	13,148,668	17	12,936
Add Back Non Cash Property	-	-	-	-	-		-
Funds Available	18,682,284	20,716,563	39,398,847	6,163,713	45,562,560		26,679,853
Funds Utilised:							
Acquisition of Assets	13,148,348	19,737,668	32,886,016	6,167,275	39,053,291	18	8,162,165
Loan Principal Repayment	707,937	-	707,937	-	707,937	19	340,804
Transfer to Section 7.12	4,030,000	1,000,000	5,030,000	-	5,030,000	20	-
Transfer to Reserves	755,000	-	755,000	-	755,000	21	-
Budget Result	40,999	(21,105)	19,894	(3,562)	16,332		18,176,884

The material variations greater than \$15,000 are detailed in the following section which are cross referenced to the Income and Expenditure type on the face of the above report.

Total Income from continuing operations

Income from continuing operations was originally forecast at \$54,404,705. At the September review this was increased to \$59,600,295. As at December there is a further increase of \$1,564,721 to \$61,165,016. The major items resulting in this forecast income adjustment include:

Reference 1 – Rates and Annual Charges - An increase in Council's Rating Base of \$89,625 attributed to an increase in residential strata units coming on line and the re-categorisation of property within the Local Government Area of \$79,762, an increase in Domestic Waste Management Charges of \$5,182 and an increase in the Stormwater Service Charge of \$4,681.

Reference 2 – User Charges and Fees - An overall increase of \$55,007 primarily due to the following:

- An increase in Road Opening and Rock Anchor permits of \$40,000.
- An increase of \$84,295 in Car Park income in relation to hire of Car Park for adjoining construction works.
- An increase in Outdoor Eating Licences totalling \$15,000 attributed to new customers coming on line.
- A reduction in construction Hoarding Fees of \$75,000 attributed to current building works within the Burwood Town Centre and Local Area nearing completion.
- A decrease in Property income of \$20,000 due to properties becoming vacant and not being able to get suitable tenants.

There were other budget movements within the classification of User Charges and Fees which were under \$15,000 resulting in little or no change to the actual overall budget.

Reference 4 – Other Revenue - An overall increase of \$276,774 primarily due to the following:

- An increase in Parking and Environmental Fines of \$160,000.
- An increase in Shopping Trolley Impounding Fees of \$100,000 due to the policing of abandoned shopping trolleys.

There were other budget movements within the classification of User Charges and Fees which were under \$15,000 resulting in little or no change to the actual overall budget.

Reference 5 – Operating Grants and Contributions – An overall increase of \$49,824 primarily due to the following:

- An increase of \$16,561 Community Services Grants and Contributions, made up of CPI increases in various projects and a contribution from the Burwood RSL toward a volunteer network project.
- An increase of \$33,263 in the Road Safety Officers funding from RMS which was not originally recognised.

There were other budget movements within the classification of Operating Grants and Contributions which were under \$15,000 resulting in little or no change to the actual overall budget.

Reference 6 – Capital Grants and Contributions - An increase of \$1,056,594 attributed to a Private Works/Restoration contribution associated with works within the Town Centre, specifically

for the Belmore/Wynne/Conder Streets precinct. The expenditure items are distributed within Reference 18 – Acquisition of Assets.

Reference 7 – Carryover Grants - A total of \$36,897 Grant monies which were unspent or prepaid in the 2018-2019 Financial Year have been brought forward after being approved by the funding authority.

The expenditure items for these grant monies are distributed within Reference 10 - Materials and Contracts and Reference 12 – Other Expenses.

Total Expenditure from continuing operations

Expenditure from continuing operations was originally forecast at \$50,796,921. At the September Review it was increased to \$53,009,531. As at December 2019 there is a further increase of \$507,008 to \$53,516,539. The major items resulting in this forecast expenditure adjustment include:

Reference 8 – Employment Costs - An overall decrease in Employee costs of \$577,402 attributed to, but not limited to, transfers from various Business Units Wages and Salaries components 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 from Wages and Salaries were General Managers Office, Media, Governance, DGM-LIE Administration, Information Technology, Landscaping, Enfield Aquatic Centre, Parking Enforcement, Operations Centre, Customer Service and Council's Street Cleansing Service.

Note: that there is a commensurate offset in Reference 10 – Materials and Contracts.

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 \$1,219,710 was attributed to various movements within Business Units throughout the budget. Significant movements and additional funding requests were:

- Contracted Temporary Staff - \$565,763 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.
- A \$160,000 increase in Consultancy Fees associated with Property Administration \$40,000, Development Applications Legals \$30,000, Landscaping \$20,000 and People & Culture \$70,000.
- \$69,261 increase in Council Property Cleaning expenses associated with the Library and Burwood Park Community Centre due to additional cleaning requirements.
- An additional \$198,100 was required for operational Infrastructure works.
- \$95,000 in additional Legal Fees associated with development appeals.
- \$33,500 additional budget required for increased Security costs associated with patrolling Council's buildings.
- Additional budget was required totalling \$31,902 for mechanical/electrical works carried out at Burwood Park, Operations Centre, Enfield Aquatic Centre Building and Henley Park.
- A further \$30,000 has been requested for Wangal Park and Operations Centre for Environmental monitoring as part of an ongoing programme.

- An amount of \$30,897 and \$6,000 was required for unexpended Grant monies being brought forward from 2018-19 Financial Year. Reference 7 – Carryover Grants.

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 decrease in expenditure for the December quarter in Other Expenses which amounted to \$135,300. This was attributed to various movements within Business Units throughout the budget as follows:

- An amount of \$5,182 in Domestic Waste Management waste costs was included to offset additional income received during the quarter. Reference 1 – Rates and Annual Charges
- An overall reduction in Advertising and Electricity charges of \$37,700 and \$45,661 respectively through savings in the first half of year.
- A reduction in Printing costs of \$12,141 through savings in the first half of year.
- Savings of \$20,000 in Burwood Local Planning panel fees original budget overstated.
- An amount of \$30,000 in savings from the Wangal Park Trade Waste allocation partly offsetting additional funding for Environmental Monitoring.

There were other budget movements within the classification of Other Expenses which were either offset with savings from within respective budgets or transferred to Materials and Contracts.

Capital Expenditure

Reference 18 – Acquisition of Assets - Council's original adopted 2019-20 Capital Budget, per Delivery Plan, was \$13,148,348. At the September review it was increased to \$32,886,016. As at December there is a further allocation of \$6,167,275 bringing the total Capital Works programme to \$39,053,291.

Capital Plant, Equipment and Other Assets:

Expenditure to 31 December 2019 represents 41.90% of the revised budget as shown in the table below.

Property Acquisitions/Disposals:

During the December quarter Council purchased 25 Car Parking Spaces at 27-31 Belmore Street, Burwood. The purchase price and associated costs totalled \$1,541,000.

Capital Works Program:

During the December quarter review the Capital Program Working Party assessed and revised the 2019-20 Capital Works Program based on recommendations from the respective Project Managers, the following adjustments have been made:

- An additional amount of \$45,000 was required for the purchase of two plant items for the Parks and Gardens area of Council relating to streetscape maintenance and Henley Park. Funding will be sourced from Reserve Funds. Reference 17 – Transfer from Reserves.
- An overall increase of \$60,000 for additional Infrastructure Road Works (deferral of Shelley and King Street projects totalling \$205,000). Road works at 97 – 119 Burwood Road \$45,000 and Assetic Cloud Management System \$220,000. Funding will be sourced from Footpath and Kerb & Gutter Capital Works programme and Reference 17 – Transfer from Reserves

- An overall reduction in Footpath Capital Works of \$220,000 transferred to Roads Capital Works.
- An overall reduction of \$145,000 in Infrastructure Kerb and Gutter Works (deferral of works and transfer to Road infrastructure programme). Funding sourced from Reserves. Reference 17 – Transfer from Reserves.
- \$4,681 for additional Infrastructure Stormwater and Drainage Works. Funding will be sourced from additional Stormwater Management Charge. Reference 1 – Rates & Annual Charges.
- Infrastructure Works – Private Works/Restorations an increase of \$1,056,594 associated with construction works within the Burwood Town Centre. Reference 6 - Capital Grants and Contributions.
- An additional \$55,000 for Traffic Facilities - Malvern Ave Pedestrian Crossing. Reference 17 – Transfer from Reserves.
- A reduction of \$5,000 from Street Furniture, this has been transferred to Playground Equipment as part of the Woodstock Park Playground installation \$30,000. In addition an extra \$25,000 has been moved from the Woodstock Gazebo project to the Woodstock Park Playground.
- An amount of \$250,000 has been included in the Town Centre Burwood Road Upgrade stage 1 for works between Woodside Ave and Livingstone Street. Funding will be sourced from Reference 16 – Transfer from Section 7.12 – Town Centre Contributions.
- \$1,541,000 has been included within the budget for the purchase of 25 Car Parking Spaces at 27-31 Belmore Street, Burwood. Funding will be sourced from Property Reserves. Reference 16 – Transfer from Section 7.12 – Public Benefit Car Parking Reserves.
- \$3,520,000 additional funding towards the Library & Hub/ Council Chambers upgrade in accordance with revised Tender price. Funding will be sourced from Reference 16 – Transfer from Section 7.12 – Town Centre Contributions and Reference 17 – Transfer from Reserves.

BURWOOD COUNCIL							
Statement of Capital Income & Expenditure							
Budget Review as at 31 December 2019							
<u>Income</u>							
Adopted Variations							
Capital Expenditure	Budget	September	Amended Budget	Recommended Amendments	Forecasted Year End	Reference	Actuals
Renewal Assets (Replacement):							
Fleet Capital Acquisitions Sales	1,450,000	795,000	2,245,000	45,000	2,290,000	18	386,766
Grant Funded Capital Works	135,334	33,833	169,167	-	169,167	18	-
Roads	1,150,000	1,145,000	2,295,000	60,000	2,355,000	18	250,573
Traffic Facilities	200,000	345,750	545,750	55,000	600,750	18	90,806
Footpaths	1,230,000	20,000	1,250,000	(220,000)	1,030,000	18	420,585
Kerb & Gutter	450,000	240,000	690,000	(145,000)	545,000	18	155,957
Drainage	913,014	1,280,000	2,193,014	4,681	2,197,695	18	69,548
Park Improvements	650,000	3,138,085	3,788,085	(25,000)	3,763,085	18	608,305
Playground Equip	120,000	-	120,000	30,000	150,000	18	-
Street Furniture	300,000	365,000	665,000	(5,000)	660,000	18	118,805
Restorations & Private Works	500,000	-	500,000	1,056,594	1,556,594	18	279,098
Library Collection	120,000	-	120,000	-	120,000	18	46,284
Lib Resources	30,000	-	30,000	-	30,000	18	7,471
IT Projects	400,000	130,000	530,000	-	530,000	18	182,869
Corporate Projects	350,000	-	350,000	-	350,000	18	56,260
Town Centre Beautification	600,000	45,000	645,000	250,000	895,000	18	464,658
Council Buildings	1,450,000	8,800,000	10,250,000	3,520,000	13,770,000	18	701,378
Enfield Pool	3,000,000	3,400,000	6,400,000	-	6,400,000	18	228,910
Car Parking	-	-	-	1,541,000	1,541,000	18	1,541,000
Domestic Waste Collection	100,000	-	100,000	-	100,000	18	32,809
Total Capital Expenditure	13,148,348	19,737,668	32,886,016	6,167,275	39,053,291		5,642,081
Capital Funding							
Rates & other Charges	(778,848)	341,665	(437,183)	(4,681)	(441,864)		
Capital Grants & Contributions	(4,530,000)	(2,345,750)	(6,875,750)	(1,056,594)	(7,932,344)	17	
Loan Funding	-	-	-	-	-		
Domestic Waste Charge	(100,000)		(100,000)		(100,000)		
Sale of Assets	(950,000)	-	(950,000)	-	(950,000)		
Reserves:							
Section 7.12 Funding	(3,278,000)	(9,091,415)	(12,369,415)	(4,111,000)	(16,480,415)		
Reserve Funding	(3,511,500)	(8,642,168)	(12,153,668)	(995,000)	(13,148,668)		
Total Capital Funding	(13,148,348)	(19,737,668)	(32,886,016)	(6,167,275)	(39,053,291)		

Transfers to and From Reserves:

Reference 16 – Transferred from Section 7.12 - An increase of \$4,111,000 relating to the following projects:

- Library & Hub/ Council Chambers upgrade - \$2,320,000
- Purchase 25 Car Parking Spaces 27-31 Belmore Street - \$1,541,000
- Town Centre Burwood Road Upgrade stage 1 - \$250,000

Reference 17 – Transferred from Reserves - An increase of \$995,000 relating to the following projects:

- Library & Hub/ Council Chambers upgrade - \$1,200,000
- Deferral of Shelley Street Infrastructure Works - \$250,000
- Plant purchases - \$45,000

Cash and Investments Budget Review Statement

Budget Review for quarter ended 31 December 2019						
Cash & Investments						
	Opening Balance as at 1 July 2019 000s	Original Budget 2019-20 000s	Budget Review September 2019-20 000s	Budget Review December 2019-20 000s	Projected Year End Result 000s	Actual YTD figures 000s
Total Cash, Cash Equivalents and Investment Securities	65,191	63,186	46,453	41,347	41,347	73,108
Restrictions						
External Restrictions						
Developers Contributions	19,258	752	-8,091	-4,111	7,808	7,808
Specific Purpose Unexpended Grants	3,054	-	-	-	3,054	3,054
Loans	1,106	-	-1,105	-	1	1
Stormwater Management	-	-	-	-	-	-
Domestic Waste Management	2,276	-297	-	-	1,979	1,979
Total External Restrictions	25,694	455	-9,196	-4,111	12,842	12,842
Internal Restrictions						
Plant & Vehicle Replacement	3,229	-250	-795	-45	2,139	2,139
Employees Leave Entitlements	1,465	-	-	-	1,465	1,465
Carry Over Works	2,368	-	-2,045	250	573	573
Deposits, Retentions & Bonds	4,373	-	-	-	4,373	4,373
Financial Assistance Grant (advance)	587	-	-	-	587	587
Information Technology	438	-190	-	-	248	248
WHS	303	-	-13	-	290	290
Parking Meters Replacement	527	100	-365	-	262	262
Property Sales	500	-	-	-	500	500
Future Property Investment	7,640	-	-3,304	-1,200	3,136	3,136
LATMs	250	-	-	-	250	250
Woodstock Community Building	287	-	-	-	287	287
Election	275	80	-	-	355	355
Property Maintenance	1,924	-1,150	-	-	774	774
Burwood Park Upgrade	1,186	-300	-	-	886	886
Car Park Upgrades	574	-	-	-	574	574
Enfield Aquatic Centre Maintenance/Upgrade	1,153	-900	-	-	253	253
Road & Footpath Restorations	549	-	-	-	549	549
Insurances	1,286	150	-50	-	1,386	1,386
CCTV	434	-	-	-	434	434
Organisational Alignment	500	-	-	-	500	500
Technology Enhancements	1,250	-	-	-	1,250	1,250
Payments in Advance	95	-	-	-	95	95
Operations Centre	1,000	-	-	-	1,000	1,000
Furniture & Equipment replacement	700	-	-546	-	154	154
Town Centre festive decorations	250	-	-200	-	50	50
Other	445	-	-219	-	226	226
Total Internal Restrictions	33,588	-2,460	-7,537	-995	22,596	22,596
Total Restrictions	59,282	-2,005	-16,733	-5,106	35,438	35,438
Unrestricted Cash	5,909	5,909	5,909	5,909	5,909	37,670

Council's Current Unrestricted Cash is distorted as Council has received a high volume of rate revenue as at 31 December 2019. The Unrestricted Cash figure will fluctuate during the year as it will be used to fund planned expenditure.

Investments:

Council's investments have been made in accordance with its Investment Policy and the Investment Guidelines issued by the Minister for Local Government at the time of their placement. As at 31 December 2019, Council's investment portfolio stood at \$73,107,748. 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 6 January 2020 for the month ending 31 December 2019. The reconciliation was approved by the Financial Operations Officer and the balance in Council's General Fund Bank Account totalled \$2,783,221.89.

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.

	Performance Indicator	2019-20 Original Budget	2019-20 Budget Sept Review	2019-20 Budget Dec Review	Local Government or NSW Treasury Corp Bench Mark	December Quarter Comments
1	Operating Performance Ratio	-1.85%	-0.54%	-0.53%	Greater or equal to break-even	Tracking to revised result
2	Consolidated Budget Result	\$40,999 Surplus	\$19,894 Surplus	\$16,332 Surplus	N/A	Current budget tracking to revised result.
3	Unrestricted Current Ratio	4.68:1	5.01:1	6.33:1	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%	1.83%	1.81%	Greater than Zero	Tracking as per Budget.
5	Rates and Annual Charges Outstanding %	102.93%	59.29%	40.94%	Less than or equal to 5%	For the year to 31 December 2019 Council has received \$18,191,649 in payment of Rates, Annual Charges and Interest levied which equates to 59.06% paid.
6	Building and Infrastructure Renewals Ratio	185%	495%	643%	>100% or 1:1	Ratio has improved due to additional infrastructure works added during the quarter, in particular revised Library & Community Hub / Council Chambers tender pricing and additional Infrastructure works.

- 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".
- 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 has a ratio of 6.33:1, however this will reduce once the Capital Works programme fully commences. 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 59.06% of the Rates and Annual Charges raised, based on these figures a collection rate for the year will be in the same percentage band as previous years, below the OLG recommended 5% level.
6. **Building and Infrastructure Renewal Ratio** - This ratio indicates the rate of renewal/replacement of existing assets as against the depreciation of the same category of Assets. A ratio greater than one is a positive financial indicator.

Budget Review Contracts and Other Expenses

Part A – Contracts Listing

The Procurement section has advised that there was one contract entered into by Council during the quarter ending 31 December 2019 which was required to be reported.

Contractors	Contract Details and purpose	Contract Value GST excl	Commencement Date	Duration of contract	Budgeted (Y/N)
The Green Horticultural Group	Blair Park Irrigation/Turf/Drainage Upgrade	\$287,918	2 October 2019	4 months	Y
Intrec	Fit out Library & Community Hub and Council Offices	\$9,354,522	20 December 2019	5 months	Y

Part B – Legal Expenses

Type	Individual Matter	Expenditure Year to Date	Cost Recovery / Fines YTD
Advice	Advertising Payphones JC Decaux	330.00	
Advice	Wynne Ave Carpark Emerald Sq car spaces purchase 31 Belmore St Burwood	696.00	
Advice	27-31 Belmore Street Burwood	858.00	
Advice	Building Information Certificate 75B Cheltenham Road Croydon	1,050.00	
Advice	Library coffee cart lease - legal fees	1,470.00	
Advice	Homelessness in Burwood LGA incl Unattended articles and Impounding of articles	1,575.00	
Advice	Advice on Tesserent Firewall Contract	1,575.00	
Advice	16 White St & Lot 1 Grantham St	1,586.98	
Advice	Advice on swimming pool fencing	1,626.00	
Advice	Monado Constructions Pty Ltd - 35AA Burwood Road building site conducting an activity without approval	1,678.00	15,112.60
Advice	Heng Tai purchase Burwood Council ats Artmade Architectura - 25 parking spots	1,698.39	
Land & Environment Court Appeal	21-23 Gladstone Street Burwood	1,716.60	
Advice	Removal of Trees	1,792.00	
Advice	12-16 Boundary & 13-17 Grosvenor St Croydon	1,846.00	
Advice	George Street Car Park - occupation of council owned private parking spaces at ground floor loading	1,879.19	
Advice	Lease Leichhardt Tennis Academy	2,059.00	
Advice	4 Railway Pde Burwood – Advice on Owners Consent 1. DA.2019.060 & DA.2019.068	2,493.00	
Land & Environment Court	420 Parramatta Rd DA 2019/023 - Statement of Facts & Contentions	2,596.65	
Advice	282A Comer St - Montessori Lease	2,812.50	
Advice	12 Coronation Pde Enfield Sukkar Constructions Pty Ltd - DA Consent Breach	3,000.00	5,000.00
Advice	19-25 Everton Rd Strathfield TQM Design & Construct Pty Ltd	3,047.35	17,500.00
Advice	Council vs Daoud Building Pty Ltd Consent breaches at building site 30 Wychbury Avenue Croydon	3,296.00	12,500.00
Advice	6 Railway Parade Burwood (DA52/2016)	3,478.00	
Advice	37 Nicholson St LJ Construction Link P/L - Development not in accordance with consent	4,041.88	10,000.00
Advice	Conder Street Project	6,456.43	
Advice	77 Liverpool Road	8,292.26	
Advice	55a-57 Stanley Street Appeal DA14/2018	9,607.58	
Land & Environment Court	11A Ethel Street Burwood	10,525.50	
Land & Environment Court Appeal	10 Daisy Street - Class1 L&E Court Appeal Deemed Refusal DA2019.028	12,775.00	
Advice	269 Georges River Rd Croydon Park Proposed 3 storey Boarding House	12,790.15	
Advice	Visy Recycling Contract Negotiations	13,344.64	
Advice	40-46 Stanley St Burwood Proposed 5 Storey Boarding House – HDO	15,545.26	
Advice	10 Daisy St - Enforcement Iglesia Ni Cristo Church	19,114.00	
Land & Environment Court Appeal	10 Daisy Street - Class1 L&E Court Appeal Deemed Refusal DA2019.028	24,527.59	
Land & Environment Court Appeal	4 George, 1-3 Marmaduke & 7 Dean St DA.2019.040 & BD.2012.136	46,287.50	
Land & Environment Court Appeal	12 Minna Street Burwood BD 2018.090	51,735.84	
Land & Environment Court Appeal	4 George, 1-3 Marmaduke & 7 Dean St DA.2019.040 & BD.2012.136	58,237.83	
Supreme Court	13 Appian Way Burwood	85,528.73	
Prosecution Appeal of Fine	248-250 Liverpool Road Enfield - Fine reduced		-90,000.00
Advice	20A Angelo St Burwood - Liana Sugrono unlawful works		615.00
Advice	6 Woodside Ave Burwood - dog attack		1,949.00
Advice	63A Cheltenham Road Croydon		4,500.00
Advice	Go-Pro Automotive NSW P/L, BD 2003.162 240 Parramatta Road		5,525.00
Advice	185 Georges River Rd Croydon Park - works without approval		10,500.00
Advice	116-118 Burwood Road Croydon Park - breach DA conditions		12,315.00
Land & Environment Court Appeal	21-23 Gladstone Street Burwood		20,000.00
Advice	7 Deane Street & 1-3 Marmaduke Street Burwood TQM Design & Construct Pty Ltd - Breach Stop Work		30,000.00
	Rates Recovery Action	11,639.00	
		434,608.85	55,516.60
Annual Budget		762,500	

Conclusion

The current forecast budget result and the variations identified as part of the 31 December 2019 Quarter review have been undertaken by the Executive Team and the Chief Finance Officer.

There are a number of budget items that will require close monitoring and reviewed over the next six months, including Enforcement Fine income, Car Parking income, Development Application income, legal and consultancy expenses, Temporary Agency Staff expenses (the filling of current vacancies must become a priority in the next quarter), Wages and Salaries Overtime, Footpath and Kerb and Gutter Maintenance, Road and Footpath Restoration works and Enfield Aquatic Centre revenue and expenditure.

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 31 December 2019 indicated in the above report, takes into account and reflects the changing economic and other conditions that are currently impacting on Council. Council is in a satisfactory position however, it will be essential for the forecast Surplus to be continually monitored by the Executive and their immediate Managers during the remainder of the financial year, with particular attention being provided to maintaining revenue streams, monitoring expenditure especially the use of Temporary Agency Staffing resources and the monitoring of Council's Capital Works programme if Council is to deliver the forecast surplus and pursue strategies to maintain Council's financial sustainability."

Recommendation(s)

1. That the Budget Review Statement of the 2019-2020 Budget as at 31 December 2019, 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 2019-2020 surplus of \$16,332, 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 be, and are hereby voted.
3. That the Budget Review for the quarter ending 30 September 2019 be amended to reflect that the adopted Council Surplus should be \$40,999 not \$29,665 and that the September 2019 Surplus should be \$19,884 not \$8,560 as report.

Attachments

There are no attachments for this report.

(ITEM 17/20) INVESTMENT REPORT AS AT 31 JANUARY 2020

File No: 20/4808

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

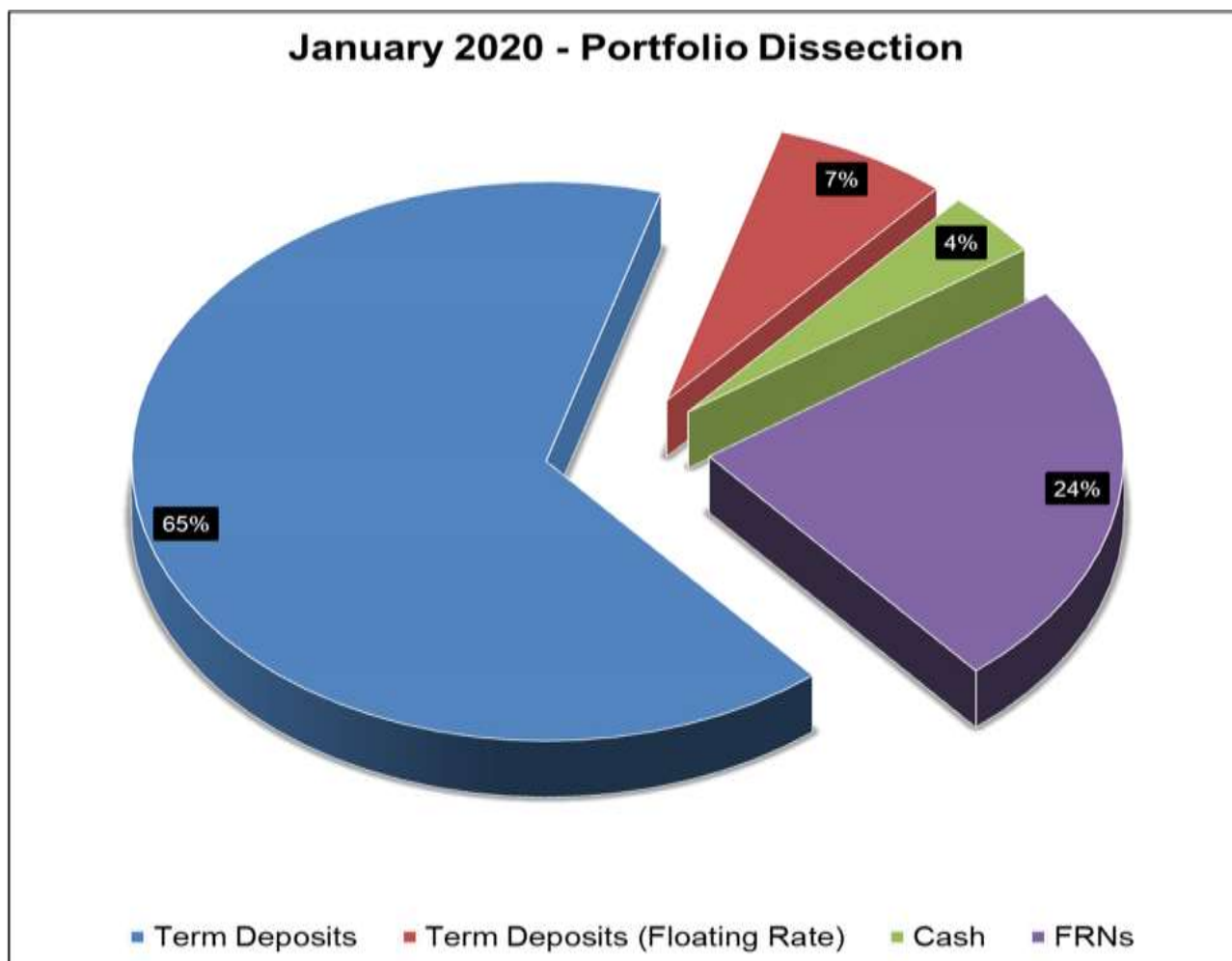
Background

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 January 2020 is:



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

Purchase Date	Financial Institution	Principal Amount	Interest Rate	Investment Days	Maturity Date
31 Aug 18	National Australia Bank	3,000,000	2.80%	731	31 Aug 20
06 Jun 19	Bank of Queensland	3,000,000	2.15%	274	06 Mar 20
16 Jul 19	BankWest	3,000,000	1.80%	273	14 Apr 20
24 Jul 19	Westpac	3,000,000	1.81%	365	23 Jul 20
16 Aug 19	National Australia Bank	4,000,000	1.60%	364	14 Aug 20
31 Aug 19	Westpac	3,000,000	1.58%	367	31 Aug 20
10 Sep 19	National Australia Bank	3,000,000	1.75%	182	10 Mar 20
23 Oct 19	Suncorp-Metway	4,000,000	1.60%	244	23 Jun 20
30 Oct 19	Westpac	2,000,000	1.62%	183	30 Apr 20
08 Nov 19	National Australia Bank	3,000,000	1.58%	94	10 Feb 20
15 Nov 19	ING Bank	2,000,000	1.60%	180	13 May 20
02 Dec 19	AMP Bank (Imperium)	3,000,000	2.10%	182	01 Jun 20
09 Dec 19	ING Bank	4,000,000	1.58%	183	09 Jun 20
09 Dec 19	ING Bank	4,000,000	1.58%	275	09 Sep 20
24 Jan 20	Commonwealth Bank	4,000,000	1.38%	60	24 Mar 20
Total		48,000,000			

The following graph highlights Council's investment balances for the past 12 months:



Council's investment portfolio is recognised at market value and some of its investments are based on the midpoint valuations of the underlying assets and are subject to market conditions that occur over the month.

Council's investment balances as at reporting date and for the previous two months are detailed in Attachment 1. Definitions on the types of investments are detailed in Attachment 2.

Investment Performance and Market Commentary

The Reserve Bank of Australia (RBA) at its 3 February 2020 Board Meeting kept the official cash rate at 0.75% per annum. According to the RBA Governor "...The Board took this decision to support employment growth and provide greater confidence that inflation will be consistent with the medium-term target.

The outlook for the global economy remains reasonable, expectation is that it will be a little stronger this year and next than it was last year with inflation remaining low. The US-China trade and technology disputes are continuing to affect international trade flows and investment as businesses scale back spending plans due to the increased uncertainty. Another source of uncertainty is the coronavirus, which is having a significant effect on the Chinese economy at

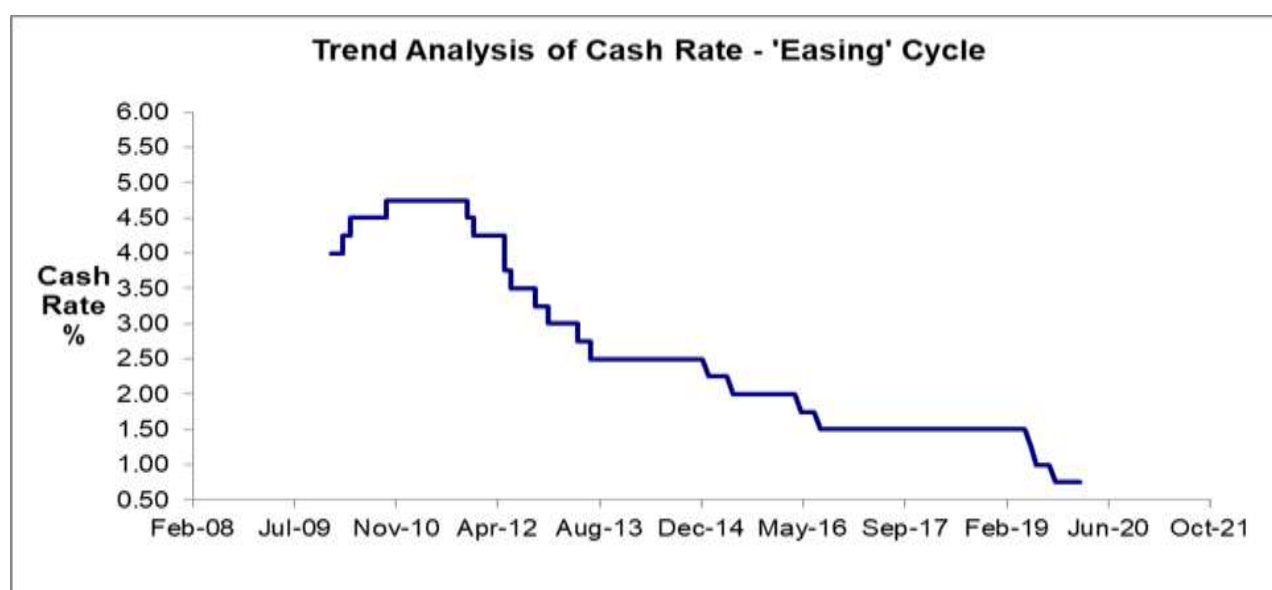
present, however it is too early to determine how long-lasting the impact will be.

The Australian economy is expected to grow by around 2¾ per cent this year and 3 per cent next year, which would be a step up from the growth rates over the past two years. In the short term, the bushfires and the coronavirus outbreak will temporarily weigh on domestic growth. The household sector has been adjusting to a protracted period of slow wages growth and, last year, to a decline in housing prices, with the result that consumption has been quite weak. The overall outlook is also being supported by the low level of interest rates, recent tax refunds, ongoing spending on infrastructure, a brighter outlook for the resources sector and, later this year, an expected recovery in residential construction.

The unemployment rate in December declined to 5.1 per cent, which is expected to remain around this level for some time, before gradually declining to a little below 5 per cent in 2021. Wage growth remains subdued and there is little upward pressure at present, with strong labour demand being met by more supply. A further gradual lift in wages growth would be a welcome development. Taken together, recent labour market outcomes suggest that the Australian economy can sustain lower rates of unemployment.

Taking account of the available information, the Board judged it appropriate to keep the cash rate at 0.75%. The Board will continue to monitor developments in the labour market closely and adjust monetary policy if needed to support sustainable growth in the economy and the achievement of the inflation target over time....” Statement by Philip Lowe, Governor: Monetary Policy Decision – 3 January 2020.

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



Recommendations(s)

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

Attachments

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

[illegible]

Credit Ratings		
AAA	Capacity strong capacity to meet financial commitments	Very strong capacity to meet financial commitments
AA	Strong capacity to meet financial commitments	Strong capacity to meet financial commitments
A	Capacity to meet financial commitments	Capacity to meet financial commitments
BBB	Capacity to meet financial commitments	Capacity to meet financial commitments
CCC	Capacity to meet financial commitments	Capacity to meet financial commitments
D	Capacity to meet financial commitments	Capacity to meet financial commitments
+	Capacity to meet financial commitments	Capacity to meet financial commitments
-	Capacity to meet financial commitments	Capacity to meet financial commitments

Chief, Office of Responsible Accounting Officer

Twelve certify that the governments listed have been made in accordance with Sections 826 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2007 and Council's boundaries (Policies at the time of their placement).

Wayne Armstrong

Chief Executive Officer

Investment Types

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 18/20) INVESTMENT REPORT AS AT 29 FEBRUARY 2020

File No: 20/10130

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

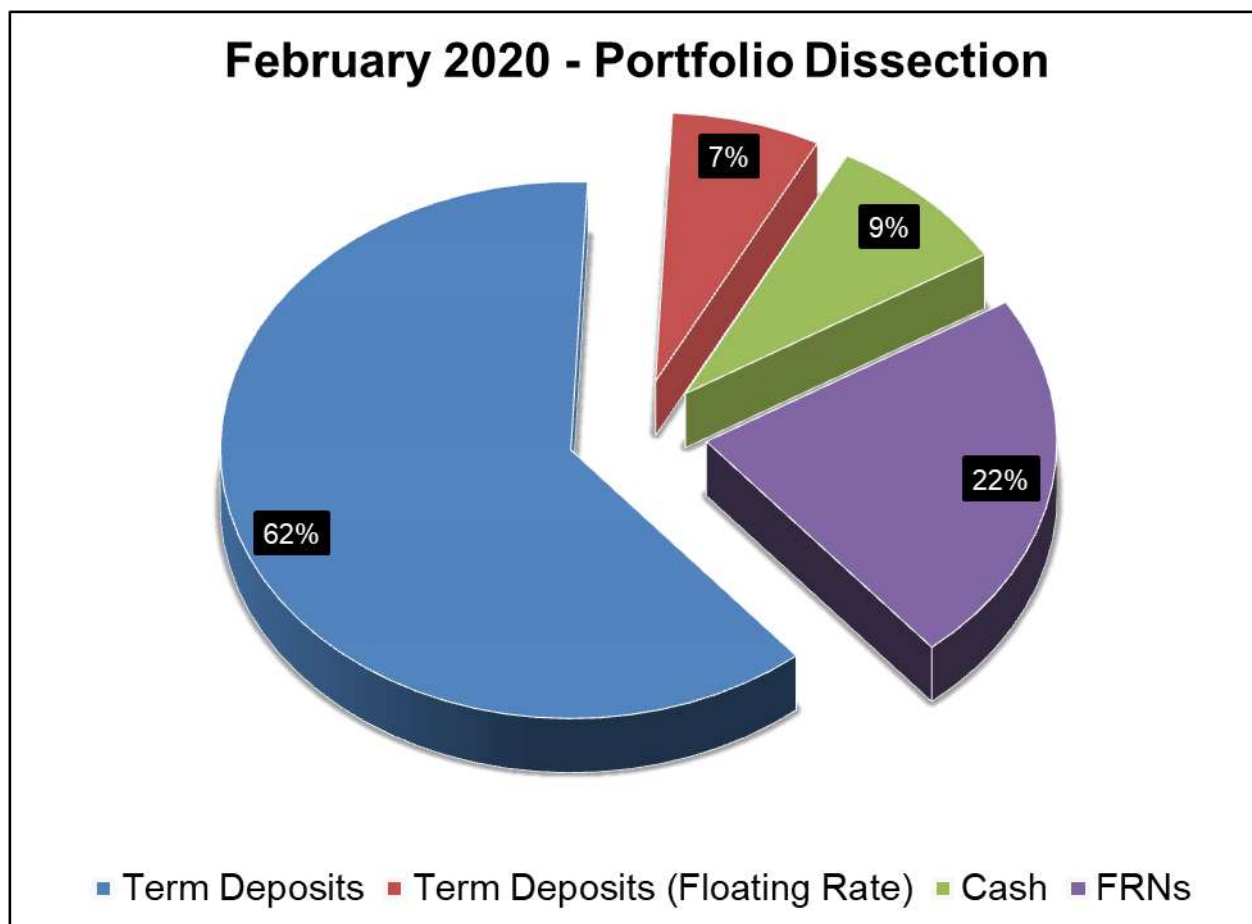
Background

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

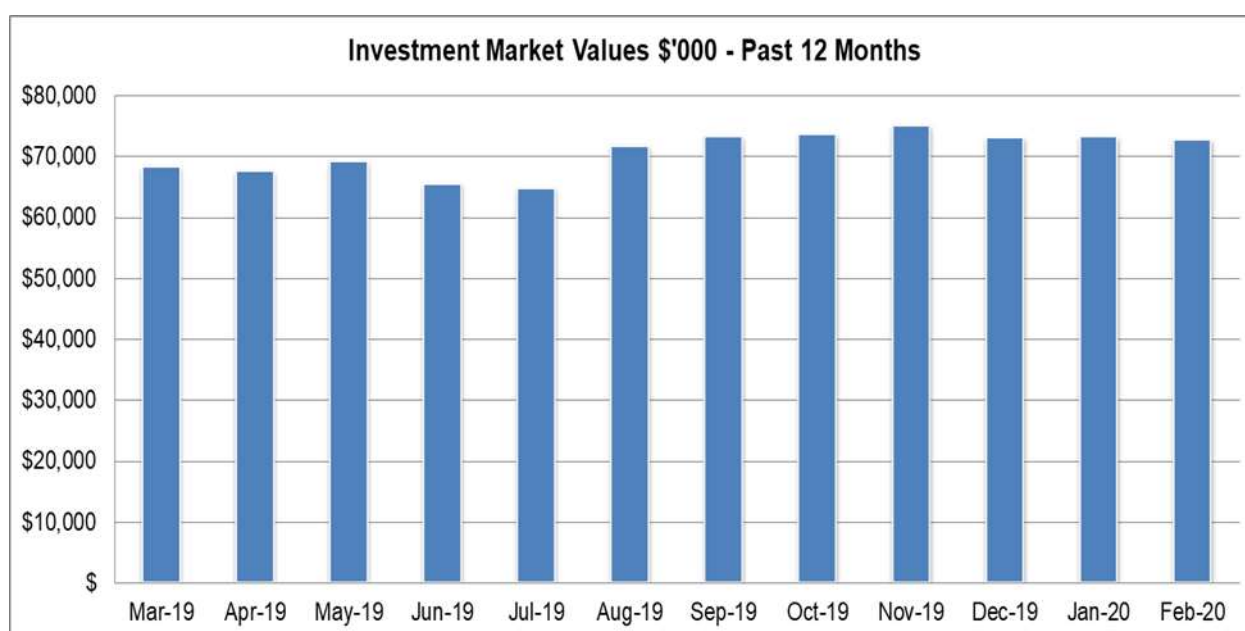
Council has a diversified investment portfolio and has a number of direct investments in term deposits. Its investment portfolio as at 29 February 2020 is:



As at 29 February 2020 Council held the following term deposits:

Purchase Date	Financial Institution	Principal Amount	Interest Rate	Investment Days	Maturity Date
31 Aug 18	National Australia Bank	3,000,000	2.80%	731	31 Aug 20
06 Jun 19	Bank of Queensland	3,000,000	2.15%	274	06 Mar 20
16 Jul 19	BankWest	3,000,000	1.80%	273	14 Apr 20
24 Jul 19	Westpac	3,000,000	1.81%	365	23 Jul 20
16 Aug 19	National Australia Bank	4,000,000	1.60%	364	14 Aug 20
31 Aug 19	Westpac	3,000,000	1.58%	367	31 Aug 20
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23 Oct 19	Suncorp-Metway	4,000,000	1.60%	244	23 Jun 20
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15 Nov 19	ING Bank	2,000,000	1.60%	180	13 May 20
02 Dec 19	AMP Bank (Imperium)	3,000,000	2.10%	182	01 Jun 20
09 Dec 19	ING Bank	4,000,000	1.58%	183	09 Jun 20
09 Dec 19	ING Bank	4,000,000	1.58%	275	09 Sep 20
24 Jan 20	Commonwealth Bank	4,000,000	1.38%	60	24 Mar 20
Total		45,000,000			

The following graph highlights Council's investment balances for the past 12 months:



Council's investment portfolio is recognised at market value and some of its investments are based on the midpoint valuations of the underlying assets and are subject to market conditions that occur over the month.

Council's investment balances as at reporting date and for the previous two months are detailed in Attachment 1. Definitions on the types of investments are detailed in Attachment 2.

Investment Performance and Market Commentary

The Reserve Bank of Australia (RBA) at its 3 March 2020, Board Meeting decided to lower the official cash rate by 25 basis points to 0.50 per cent. According to the RBA Governor "...The Board took this decision to support the economy as it responds to the global coronavirus outbreak.

The coronavirus has clouded the near-term outlook for the global economy and means that global growth in the first half of 2020 will be lower than expected. Prior to the outbreak, there were signs that the slowdown in the global economy that started in 2018 was coming to an end. It is too early to tell how persistent the effects of the coronavirus will be and at what point the global economy will return to an improving path. Policy measures have been announced in several countries, including China, which will help support growth. Inflation remains low almost everywhere and unemployment

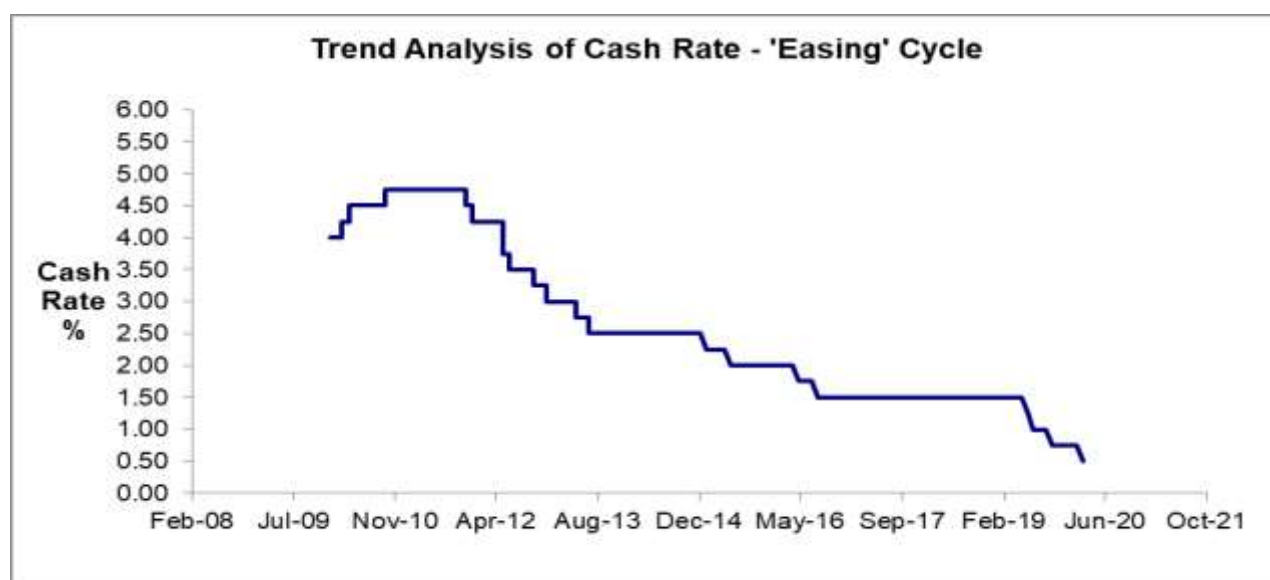
rates are at multi-decade lows in many countries.

The Australian economy is suffering from the coronavirus particularly in the education and travel sectors. The uncertainty that it is creating is also likely to affect domestic spending. As a result, GDP growth in the March quarter is likely to be noticeably weaker than earlier expected. Given the evolving situation, it is difficult to predict how large and long-lasting the effect will be. Once the coronavirus is contained, the Australian economy is expected to return to an improving trend. This outlook is supported by the low level of interest rates, high levels of spending on infrastructure, the lower exchange rate, a positive outlook for the resources sector and expected recoveries in residential construction and household consumption.

The unemployment rate has increased to 5.30 per cent over recent months from 5.25 per cent. Wages growth remains subdued and is not expected to pick up for some time. A gradual lift in wages growth would be a welcome development and is needed for inflation to be sustainable within the 2-3 per cent target range.

Taking account of the available information, the Board judged it appropriate to ease monetary policy further by reducing the cash rate by 25 basis points to 0.50 per cent, to provide additional support to employment and economic activity. The Board will continue to monitor developments closely and to assess the implications of the coronavirus on the economy." Statement by Philip Lowe, Governor: Monetary Policy Decision – 3 March 2020.

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



Recommendations(s)

1. That the investment report for 29 February 2020 be received and endorsed.
2. That the Certificate of the Responsible Accounting Officer be received and noted.

Attachments

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

Investing / Advise	Investment Name	Type	Rating	GAAP	Invested Amount	Market Value as at 31 December 2019	Market Value as at 31 December 2020	% of Total Investment
Cash	Commonwealth Bank	AD	AAA	Bank	2,313,135	3,023,428	3,071,812	1.66
	Commonwealth Bank	AD	AAA	Govt Bond	4,252,478	4,651,251	4,721,179	2.77
	Commonwealth Bank	AD	AAA	Govt Bond	34	34	34	0.02
	ANZ Bank Limited	AD	A	Bank	61,329	61,102	61,319	0.04
	ANZ Bank (Long-term)	AD	AA	Term Deposit	3,655,000	3,655,000	3,600,000	21.68
	ANZ Bank (Short-term)	AD	AA	Term Deposit	2,000,000	2,000,000	2,000,000	12.13
	ANZ Bank (Medium-term)	AD	AA	Term Deposit	2,252,000	2,252,000	2,250,000	13.13
	ANZ Bank (Long-term)	AD	AA	Term Deposit	3,350,000	3,350,000	3,350,000	19.83
	ANZ Bank (Short-term)	AD	AA	Term Deposit	3,350,000	3,350,000	3,350,000	19.83
	ANZ Bank (Medium-term)	AD	AA	Term Deposit	2,350,000	2,350,000	2,350,000	13.83
Term Deposits	ANZ Bank (Long-term)	AD	AA	Term Deposit	4,350,000	4,350,000	4,350,000	25.82
	ANZ Bank (Short-term)	AD	AA	Term Deposit	3,350,000	3,350,000	3,350,000	19.83
	ANZ Bank (Medium-term)	AD	AA	Term Deposit	4,350,000	4,350,000	4,350,000	25.82
	ANZ Bank (Long-term)	AD	AA	Term Deposit	4,350,000	4,350,000	4,350,000	25.82
	ANZ Bank (Short-term)	AD	AA	Term Deposit	3,350,000	3,350,000	3,350,000	19.83
	ANZ Bank (Medium-term)	AD	AA	Term Deposit	4,350,000	4,350,000	4,350,000	25.82
	ANZ Bank (Long-term)	AD	AA	Term Deposit	4,350,000	4,350,000	4,350,000	25.82
	ANZ Bank (Short-term)	AD	AA	Term Deposit	3,350,000	3,350,000	3,350,000	19.83
	ANZ Bank (Medium-term)	AD	AA	Term Deposit	4,350,000	4,350,000	4,350,000	25.82
	ANZ Bank (Long-term)	AD	AA	Term Deposit	4,350,000	4,350,000	4,350,000	25.82
Term Deposits	ANZ Bank (Short-term)	AD	AA	Term Deposit	4,350,000	4,350,000	4,350,000	25.82
	ANZ Bank (Medium-term)	AD	AA	Term Deposit	4,350,000	4,350,000	4,350,000	25.82
	ANZ Bank (Long-term)	AD	AA	Term Deposit	4,350,000	4,350,000	4,350,000	25.82
	ANZ Bank (Short-term)	AD	AA	Term Deposit	4,350,000	4,350,000	4,350,000	25.82
	ANZ Bank (Medium-term)	AD	AA	Term Deposit	4,350,000	4,350,000	4,350,000	25.82
	ANZ Bank (Long-term)	AD	AA	Term Deposit	4,350,000	4,350,000	4,350,000	25.82
	ANZ Bank (Short-term)	AD	AA	Term Deposit	4,350,000	4,350,000	4,350,000	25.82
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Term Deposits	ANZ Bank (Medium-term)	AD	AA	Term Deposit	4,350,000	4,350,000	4,350,000	25.82
	ANZ Bank (Long-term)	AD	AA	Term Deposit	4,350,000	4,350,000	4,350,000	25.82
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	ANZ Bank (Medium-term)	AD	AA	Term Deposit	4,350,000	4,350,000	4,350,000	25.82
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	ANZ Bank (Medium-term)	AD	AA	Term Deposit	4,350,000	4,350,000	4,350,000	25.82
	ANZ Bank (Long-term)	AD	AA	Term Deposit	4,350,000	4,350,000	4,350,000	25.82
	ANZ Bank (Short-term)	AD	AA	Term Deposit	4,350,000	4,350,000	4,350,000	25.82
	ANZ Bank (Medium-term)	AD	AA	Term Deposit	4,350,000	4,350,000	4,350,000	25.82
Term Deposits	ANZ Bank (Long-term)	AD	AA	Term Deposit	4,350,000	4,350,000	4,350,000	25.82
	ANZ Bank (Short-term)	AD	AA	Term Deposit				

Credit Ratings	AAA	AA	A	BBB	BBB-	B	C	D	E
Ability along ability to meet financial obligations	Very strong capacity to meet financial obligations	Strong capacity to meet financial obligations	Good capacity to meet financial obligations	Fair capacity to meet financial obligations	Weak capacity to meet financial obligations	Very weak capacity to meet financial obligations	Very weak capacity to meet financial obligations	Very weak capacity to meet financial obligations	Very weak capacity to meet financial obligations
Business risk	Very low	Low	Low to moderate	Moderate	High	Very high	Very high	Very high	Very high
Financial risk	Very low	Low	Low to moderate	Moderate	High	Very high	Very high	Very high	Very high
Overall risk	Very low	Low	Low to moderate	Moderate	High	Very high	Very high	Very high	Very high

Certificate of Removable Accounting Officer

honestly certify that the investments listed have been made in accordance with Section 425 of the Local Government Act 1993, Clause 21(1) of the Local Government (General) Regulation 2005 and Council's Investment Policies at the time of their placement.

W. B. King

Machine Algorithms

Chief Finance Officer

Investment Types

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 19/20) 2020 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT - CANBERRA

File No: 20/10259

REPORT BY ACTING EXECUTIVE ASSISTANT TO THE GENERAL MANAGER – OFFICE OF THE GENERAL MANAGER

Summary

This report is to inform Council that the 2020 National General Assembly of Local Government (NGA20) will be held at the National Convention Centre in Canberra from 14 to 17 June 2020. Council may nominate one Voting Delegate, and Council is requested to consider the delegate and nominated observers to attend the NGA20.

The theme for the 26th annual NGA is “Working Together for Our Communities”, which acknowledges the need to work together as a sector, with other levels of government and non-government partners to tackle major challenges communities are facing.

NGA20 this year will consider what councils can do today to get ready for the challenges, opportunities and changes that lie ahead.

Operational Plan Objective

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

Financial Implications

Below are approximate costs per person to attend the conference in Canberra:

	\$
▪ Early Bird Registration Fee (Payment due by Friday 8 May 2020)	989.00
▪ Conference Dinners	
Monday 15 June 2020	115.00
Tuesday 16 June 2020	150.00
▪ Return Air Fare to Canberra	250.00 - 350.00
Or Travel by Car <input checked="" type="checkbox"/>	
▪ Hotel Accommodation per Night	400.00 – 450.00
<input checked="" type="checkbox"/> Councillors using private vehicles will be reimbursed in accordance with the Rate payable for claims by Council Officers under the <i>NSW (Local Government) State Award</i> , subject to the cost not exceeding the average air fare of other Councillors who flew or, if no other Councillor flew, the Flexible Economy Class air fare to the same destination available at the time of the conference.	

The above expenses will be met by Council in accordance with the Councillors' Expenses and Facilities Policy. If spouses/partners wish to accompany Councillors to the NGA20, all costs, including any additional air fare/accommodation costs, must be met by the Councillor or spouse/partner.

Recommendation(s)

1. That Council nominate the Mayor, or his alternative, as the Voting Delegate for the 2020 National General Assembly of Local Government (NGA20) to be held from 14 to 17 June 2020 in Canberra.
2. That Council determines the attendance of Councillors and the General Manager as observers at the 2020 National General Assembly of Local Government (NGA20) from 14 to 17 June 2020 in Canberra.
3. That Councillors confirm to the General Manager by 3 April 2020 of their availability to attend.

Attachments

There are no attachments for this report.

(ITEM RC1/20) BURWOOD LOCAL TRAFFIC COMMITTEE - MARCH 2020

File No: 20/11257

REPORT BY MANAGER TRAFFIC & TRANSPORT

Summary

Attached are the Minutes of the Burwood Local Traffic Committee from its meeting of March 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 March 2020 be noted and the recommendations of the Committee as detailed below be adopted as a resolution of the Council.

(ITEM LTC1/20) BURWOOD ROAD, BURWOOD - EVENING TRAFFIC CONGESTION MANAGEMENT**Recommendation**

1. That Council approve the conversion of the existing '1/2P Parking' area on the eastern side of Burwood Road between Meryla Street and Wilga Street to '1/2P Parking 8:30am-5:00pm Monday-Friday, 8:30am-12:30pm Saturday', 'No Parking 5:00pm – 7:00pm Monday to Friday' for a trial period of six months.
2. That a report be presented back to the Burwood Local Traffic Committee with the findings of the review following the trial period with a recommendation to keep or discard the weekday evening peak 'No Parking' restrictions.

(ITEM LTC2/20) VICTORIA STREET, BURWOOD - INTRODUCTION OF NEW ON-STREET PARKING**Recommendation**

That Council approve the conversion of the existing 'No Stopping 5am – 6pm Fri – Wed and 5am – 10pm Thurs' on the southern side of Victoria Street between the driveways of #28 and #34 to '2P Ticket 9am – 6pm Monday – Saturday' parking.

(ITEM LTC3/20) ROWLEY STREET BURWOOD - PROPOSED 1P PARKING RESTRICTIONS**Recommendation**

That Council approve the proposed installation of '1P - 8.00am – 6.00pm Monday to Friday and 8.00am – 1.00pm Saturday - Permit holders excepted Area 11' parking restrictions fronting #2 to #4A Rowley Street Burwood.

(ITEM LTC4/20) EVERTON ROAD STRATHFIELD - RELOCATION OF MAIL ZONE**Recommendations**

1. That Council approve the installation of a new 'Mail Zone' to front 19-21 Everton Road Strathfield for a length of 8m.
2. That Council approve the conversion of the redundant 'Mail Zone' on the southern side of Everton Road to '2P Ticket 9.00am – 6.00pm Monday to Saturday & Public Holidays' parking.

(ITEM LTC5/20) JERSEY ROAD STRATHFIELD - PROPOSED NO PARKING RESTRICTIONS**Recommendation**

That Council approve the installation of 'No Parking' restrictions for a total length of 6m fronting 14A Jersey Road Strathfield.

(ITEM LTC6/20) SHAFTESBURY ROAD, BURWOOD – CONSTRUCTION OF PEDESTRIAN REFUGE ISLAND

Recommendation

That Council approve the construction of a pedestrian refuge island on Shaftesbury Road Burwood, just south of Arthursleigh Street, as per the plan attached in the report.

(ITEM LTC7/20) FROGGATT CRESCENT CROYDON - REQUEST FOR 2P PARKING RESTRICTIONS

Recommendation

That Council approve the installation of 2P 8.00am to 6.00pm Monday to Friday and 8.00am to 12.30pm Saturday Permit Holders Excepted Area 6 along the western side of Froggatt Crescent Croydon.

(ITEM LTC8/20) YOUNG STREET, CROYDON - EXTENDED HOURS OF BUS ZONE

Recommendation

That Council approve extending the current bus zone operating hours to 7.30am – 7.00pm Monday – Friday, for the bus stop located outside Presbyterian Ladies Collage (PLC) on Young Street, Croydon.

(ITEM LTC9/20) MORWICK STREET, STRATHFIELD – REMOVAL OF CLEARWAY PARKING RESTRICTIONS

Recommendation

That Council approve the replacement of 'Clearway 6.30am-9.30am, 3.30pm-6.30pm Mon-Fri', 1P 9.30am-3.30pm Mon-Fri, 8.00am-1.00pm Sat Permit Holders Excepted Area 7' with 'Bus Zone' and 1P 8am-6.00pm Mon-Fri, 8am-1pm Sat Permit Holders Excepted Area 7' on the southern side of Morwick Street east of The Boulevard.

(ITEM LTC10/20) EASTER IN THE PARK - ROLLING ROAD CLOSURE ON BURWOOD ROAD BURWOOD 2020

Recommendations

1. That Council approve the annual Easter in the Park Parade along Burwood Road from St Paul's Anglican Parish Church to Burwood Park on Saturday 4 April 2020 commencing at 10.00am.
2. The organisers/marshals are requested to ensure that all participants remain within the confines of the northbound lane of Burwood Road.
3. That the Parade be noted as being a Class 3 Event.

(ITEM LTC11/20) ANZAC COMMEMORATIVE DAWN SERVICE 2020 - ROAD CLOSURE

Recommendations

1. That Council approve the temporary road closure on the northern side of Church Street on Saturday 25 April 2020 commencing at 5.00am for the purpose of organising participants.
2. That Council approve the rolling road closure from Church Street onto Burwood Road to Burwood Park on Saturday 25 April 2020 commencing at 6.00am.
3. That organisers/marshals be requested to ensure that all participants remain within the confines of the west bound lane of Church Street and northbound lane on Burwood Road.
4. That Council and RMS note that this is a Category 3 event.

Attachments

- 1 [March 2020 Burwood Local Traffic Committee Agenda](#)
- 2 [March 2020 Burwood Local Traffic Committee Minutes](#)

NOTICE OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING

The March 2020 meeting of the Burwood Local Traffic Committee will be held electronically with the Agenda emailed to Members for review. The minutes from the November 2019 meeting have also been emailed to members for confirmation. All comments are requested to be returned to Council by 9.30 am Monday 9 March 2020.

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**

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AGENDA**APOLOGIES/LEAVE OF ABSENCES****CONFIRMATION OF MINUTES*****Recommendation***

That the Minutes of the November 2019 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

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(ITEM LTC1/20) BURWOOD ROAD, BURWOOD - EVENING TRAFFIC CONGESTION MANAGEMENT

File No: 20/6305

REPORT BY MANAGER TRAFFIC & TRANSPORT

Summary

A review has been undertaken of southbound traffic flow along Burwood Road between Meryla Street and Wilga Street. In order to improve traffic flow in this area, it is recommended that a six month trial of 'No Parking restrictions 5:00pm-7:00pm Monday-Friday' be introduced on the eastern side of Burwood Road between Meryla Street and Wilga Street.

Background

A review of the traffic conditions at the Burwood Road/Wilga Street intersection has been undertaken, in particular southbound traffic on approach to the intersection to determine the merits of removing parking on the eastern side of Burwood Road between Meryla Street and Wilga Street to improve traffic flow.

Under existing signposting, approximately 30 metres of 'No Stopping' is provided on the eastern side of Burwood Road north of Wilga Street to provide two southbound approach lanes to the traffic signals (left through and through lane). This is followed by approximately 10 spaces of '1/2P 8:30am-6:00pm Mon-Fri, 8:30am-12:30pm Sat' and two '5 min P 8:30am-6:00pm Mon-Fri, 8:30am-12:30pm Sat' extending to just south of Meryla Street. A short section of 'No Stopping' is then provided to the Meryla Street intersection.



Intersection counts at the Burwood Road/Wilga Street signalised intersection undertaken in February 2020 provide the following traffic movements for southbound traffic:

	Burwood Road Southbound Traffic between Meryla Street and Wilga Street		
	Straight Through	Left Turn	
AM Peak	435 (85%)	82 (15%)	Approx. 3-5 vehicles per phase
PM Peak	362 (80%)	92 (20%)	Approx. 4-6 vehicles per phase

BURWOOD LOCAL TRAFFIC COMMITTEE

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It is evident from these counts and site observations during weekday AM and PM peak hour conditions that a high proportion of traffic continues southbound in Burwood Road as opposed to turning left into Wilga Street.

The site observations indicate the following phasing of the traffic signals at the Burwood Road/ Wilga Street intersection in relation to southbound traffic.

- Phase A - Left turning vehicles permitted (green arrow) whilst holding through southbound movements.
- Phase B - Through movements are permitted and the left turn is not permitted (red arrow) to allow pedestrians to cross Wilga Street. The red arrow is removed and vehicles are permitted to turn left once pedestrians have cleared the intersection.

At other times during the signals cycle all southbound movements are not permitted.

During the afternoon peak southbound traffic was observed to queue past the Meryla Street intersection and as far back as the intersection at Comer Street. The existing 30m of 'No Stopping' on the approach to Wilga Street allows for 4-5 vehicles to queue in the kerb side lane. It was observed that not all vehicles in the kerb side lane turned left into Wilga Street, with many continuing south.

Traffic continuing south from the kerb side lane was found to cause delays to traffic waiting to turn left into Wilga Street during Phase A above. Similarly traffic turning left into Wilga Street was found to cause delays to southbound traffic during Phase B above. A dedicated left turn kerb side lane is not recommended based upon the high volume of through southbound traffic as well as potential conflict with vehicles queuing along Burwood Road waiting to turn right into Park Avenue.

Proposal

A clearway is a section of road where stopping or parking is prohibited. Buses and taxis are permitted to stop when dropping off or picking up passengers. They are introduced to ease congestion where roads are near capacity and parking is disrupting traffic flow. Clearways also allow vehicles that are stopped illegally or broken down to be towed away.

The introduction of a clearway in Burwood Road is not possible as they are only located on strategically important State Roads. Alternatively, a 'No Parking' restriction for weekday evenings is possible to improve traffic flow.

It is proposed to replace the 10 '1/2P' parking spaces on the eastern side of Burwood Road between Meryla Street and Wilga Street from:

- '1/2P Parking 8:30am-6:00pm Mon-Fri, 8:30am-12:30pm Saturday', to
- '1/2P Parking 8:30am-5:00pm Monday-Friday, 8:30am-12:30pm Saturday', 'No Parking 5:00pm – 7:00pm Monday to Friday'

on a trial six month basis to improve traffic flow. The '5 min P 8:30am-6:00pm Mon-Fri, 8:30am-12:30pm Sat' will remain unchanged as this is located far enough away from Wilga Street so as not to interrupt traffic flow. The '5 min' parking spaces also help to ensure a single lane of southbound traffic through the intersection at Meryla Street.

A review will be undertaken at the end of the six month trial period to determine the effectiveness of the parking removal during the weekday evening peak. The number of vehicles through the intersection and queue lengths will be assessed against pre implementation data collected.

Consultation

The loss of 10 parking spaces will impact primarily on the businesses on the eastern side of Burwood Road. It is noted that these 10 parking spaces become unrestricted after 7:00pm on weeknights as opposed to the current 6:00pm, with no changes to weekends.

Adequate on-street and off-street parking is available within the adjacent streets, Council's Meryla Street and George Street car parks as well as the privately operated Westfield car park. The chamber of commerce is requested to consult with the businesses on the western side of Burwood Road between Meryla Street and Wilga Street.

Financial Implications

The cost to convert the existing parking signs to the trial restrictions is approximately \$300.00 and will be funded from the 2019/20 Traffic Facilities budget.

Recommendation

1. That Council approve the conversion of the existing '1/2P Parking' area on the eastern side of Burwood Road between Meryla Street and Wilga Street to '1/2P Parking 8:30am-5:00pm Monday-Friday, 8:30am-12:30pm Saturday', 'No Parking 5:00pm – 7:00pm Monday to Friday' for a trial period of six months.
2. That a report be presented back to the Burwood Local Traffic Committee with the findings of the review following the trial period with a recommendation to keep or discard the weekday evening peak 'No Parking' restrictions.

Attachments

There are no attachments for this report.

(ITEM LTC2/20) VICTORIA STREET, BURWOOD - INTRODUCTION OF NEW ON-STREET PARKING

File No: 20/6337

REPORT BY MANAGER TRAFFIC & TRANSPORT

Summary

A review of existing parking restrictions in Victoria Street Burwood between Burwood Road and Shaftesbury Road has been undertaken to determine where additional parking may be implemented.

Background

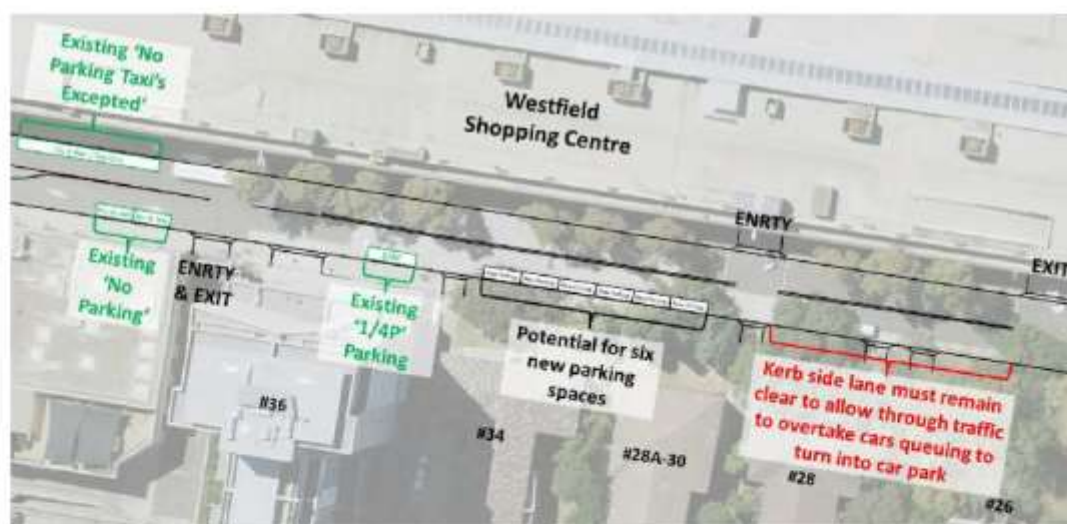
Victoria Street is an unclassified collector road which runs east west from Park Road to Lucas Road. The sections between Burwood Road and Shaftesbury Road has a kerb to kerb carriageway width of 10.6 metres and currently provides little parking other than a '15 minute' parking area on the southern side outside #36 and some Kiss and Ride 'No Parking' areas at the western end near the pedestrian entrance to Westfield Shopping Centre.

The remainder of the street is signposted as 'Bus Zone' on the northern side which operates as a layover area for local services, and 'No Stopping' on the southern side with a section of the 'No Stopping' restricted to the hours of '5am – 6pm Fri – Wed and 5am – 10pm Thurs'.

The street provides access to several residential flat buildings on the southern side as well as three entry and exit points to Westfield Shopping Centre.

Proposal

It is proposed to allow parking within part of the 'No Stopping 5am – 6pm Fri – Wed and 5am – 10pm Thurs' on the southern side of Victoria Street to address a demand for parking in the area. A review of traffic flow shows that parking may be permitted between the driveways of #28 and #34 Victoria Street which will not impact upon traffic flow. The kerb side lane must remain clear east of this location as two traffic lanes are required to be maintained to ensure west bound traffic is able to pass vehicles queuing to enter the Westfield car park.



BURWOOD LOCAL TRAFFIC COMMITTEE

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It is proposed to convert this area to '2P Ticket 9am – 6pm Monday – Saturday' Parking which is consistent with the Burwood Public Parking Strategy and all other on-street parking restrictions within the Burwood Town Centre off Burwood Road.

Consultation

The proposal will see an increase in parking available within the street and is consistent with the objectives of the Burwood Public Parking Strategy. No public consultation has been undertaken.

Financial Implications

The cost of modifying and installing signs is estimated to be \$600.00 and will be funded from the 2019/20 Traffic Facilities budget.

Recommendation

That Council approve the conversion of the existing 'No Stopping 5am – 6pm Fri – Wed and 5am – 10pm Thurs' on the southern side of Victoria Street between the driveways of #28 and #34 to '2P Ticket 9am – 6pm Monday – Saturday' parking.

Attachments

There are no attachments for this report.

(ITEM LTC3/20) ROWLEY STREET BURWOOD - PROPOSED 1P PARKING RESTRICTIONS

File No: 20/1594

REPORT BY TRAFFIC ENGINEERING OFFICER

Summary

Council has received requests from residents to investigate the current parking conditions fronting #2 to #4A Rowley Street to match existing '1P - 8.00am – 6.00pm Monday to Friday and 8.00am – 1.00pm Saturday - Permit holders excepted Area 11' restrictions along the street.

Background

Rowley Street is a local street which connects Wentworth Road to Park Road. The street has a 50kph speed limit with a 40km School Zone in the morning and afternoon school peak periods. The road has a carriageway width of 9.0m and has a combination of '1P parking' and 'No Parking (Pick Up and Drop Off)' restrictions on the northern side and unrestricted parking, '1P Parking' and 'Bus Zone' restrictions on the southern side.

The concerns are focused on the residential properties fronting #2 to #4A Rowley Street where parking is unrestricted and highly sought after by teachers, students and the public due to the close proximity of the train station, school and Burwood Park. Though MLC has a school pick up and drop off zone on Grantham Street, the main access for students being dropped off or picked up by motor vehicles is via Rowley Street. Therefore a high volume of traffic can be seen during peak times along the street.

In order to determine the impact of unrestricted parking spaces fronting residential properties, a parking occupancy survey was undertaken over a four day period. The table below outlines the results of the parking survey.

Parking Capacity		6
Date	Time	Parking Occupancy
Friday 17 January 2020	9.00am	6
	12.30pm	5
	3.00pm	5
Monday 20 January 2020	9.00am	6
	12.30pm	6
	3.00pm	5
Tuesday 21 January 2020	9.00am	6
	12.30pm	6
	3.00pm	6
Wednesday 22 January 2020	9.00am	6
	12.30pm	6
	3.00pm	6

The parking occupancy data indicates there is a high demand for parking in the vicinity at all times during the day.

Proposal

It is proposed to install '1P - 8.00am – 6.00pm Monday to Friday and 8.00am – 1.00pm Saturday - Permit holders excepted Area 11' parking restrictions fronting #2 to #4A Rowley Street. These properties are already currently within the residential parking scheme and are entitled to Residential and Visitor Parking Permits per Council's Permit Parking Scheme Policy.



Consultation

Consultation was conducted with residents located at #2 to #4A Rowley Street Burwood regarding the proposed changes. Council has received two responses that are 'strongly in favour' of the proposal.

Financial Implications

The cost of modifying and installing signs is estimated to be \$600.00 and will be funded from the 2019/20 Traffic Facilities budget.

Recommendation

That Council approve the proposed installation of '1P - 8.00am – 6.00pm Monday to Friday and 8.00am – 1.00pm Saturday - Permit holders excepted Area 11' parking restrictions fronting #2 to #4A Rowley Street Burwood.

Attachments

There are no attachments for this report.

(ITEM LTC4/20) EVERTON ROAD STRATHFIELD - RELOCATION OF MAIL ZONE

File No: 20/1666

REPORT BY TRAFFIC ENGINEERING OFFICER

Summary

Council has received a request from Australian Post to relocate the existing Mail Zone on Everton Road Strathfield to the northern side to coincide with the relocation of the Post Office.

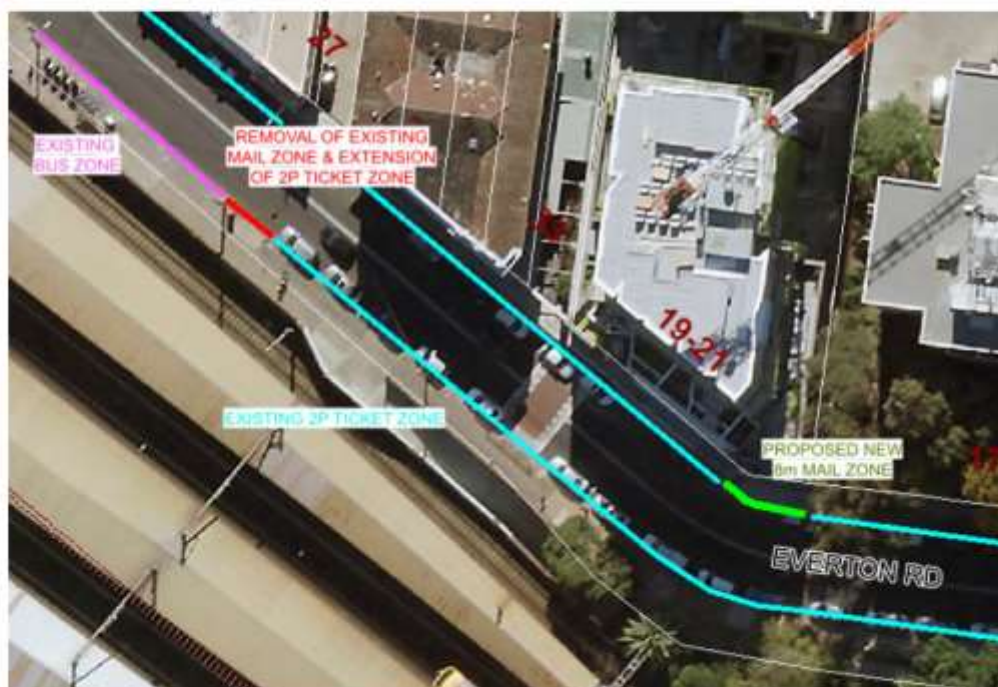
Background

Everton Road Strathfield is a local street which connects Mosely Street to Wentworth Road. Due to Strathfield Station and local eateries, Everton Road is highly used by drivers as a drop off and pick up zone throughout the day. The road is 10.3m wide and has a combination of '2P Ticket' and 'Bus Zone' parking restrictions.

Council has recently received notification from Australian Post regarding the relocation of their Strathfield Post Office to 19-21 Everton Road in March 2020. As part of the relocation process, Australian Post has requested the Mail Zone on the southern side of Everton Road to be relocated to front the new Post Office on the northern side.

Proposal

It is proposed to relocate the existing Mail Zone on the southern side of Everton Road to the northern side fronting the new Post Office for a total length of 8m. The location of the new 'Mail Zone' will allow four '2P Ticket' parking spaces to remain to the east and eight '2P Ticket' parking spaces to the west of the 'Mail Zone'.



BURWOOD LOCAL TRAFFIC COMMITTEE**5 MARCH 2020**

The existing 'Mail Zone' on the southern side of Everton Road will be replaced with '2P Ticket' parking between the hours of 9.00am – 6.00pm Monday to Saturday & Public Holidays which is concurrent with the existing parking restrictions.

Consultation

The relocation of the Mail Zone will be located outside the new Strathfield Post Office. Therefore no consultation is required.

Financial Implications

The cost of modifying and installing signs is estimated to be \$600.00 and will be funded from the 2019/20 Traffic Facilities budget.

Recommendations

1. That Council approve the installation of a new 'Mail Zone' to front 19-21 Everton Road Strathfield for a length of 8m.
2. That Council approve the conversion of the redundant 'Mail Zone' on the southern side of Everton Road to '2P Ticket 9.00am – 6.00pm Monday to Saturday & Public Holidays' parking.

Attachments

There are no attachments for this report.

(ITEM LTC5/20) JERSEY ROAD STRATHFIELD - PROPOSED NO PARKING RESTRICTIONS

File No: 20/1424

REPORT BY TRAFFIC ENGINEERING OFFICER

Summary

Council has received representation from motorists to investigate the current parking conditions fronting 14A Jersey Road, with the aim to provide sufficient lane width for vehicles to pass within the double white unbroken lines.

Background

Jersey Road is a local street which connects The Boulevard to Wentworth Road. The street has a 50kph speed limit with a 40kph School Zone in the morning and afternoon school peak periods. The road has a carriageway width of 9.6m and has a combination of 2P, 1P parking and 5 Minute (Pick Up and Drop Off) parking restrictions on both the northern and southern sides.

Though Santa Sabina has a frontage along The Boulevard the main access for students being dropped off or picked up by motor vehicle is via Jersey Road only. Therefore a high volume of traffic can be seen during peak times in both directions. It is also worth noting a raised pedestrian crossing was installed in 2016 fronting 14B Jersey Road with standard parking restrictions placed on the approach and departure on both the eastern and western side.

The concerns are focused on one parking space fronting 14A Jersey Road where the road marking skews to the left forcing vehicles to illegally cross over the double white unbroken lines on approach to the pedestrian crossing and existing school pick up and drop off zone.

An extensive analysis of the area confirmed a high number of vehicles travelling in both directions during the afternoon peak period causing further confusion for drivers travelling in the opposite direction. Especially when vehicles illegally cross over the double white unbroken lines due to the narrowness and the way vehicles are parked in the space.

Proposal

From a traffic and road safety perspective, it is proposed to install 'No Parking' restrictions on the southern side of Jersey Road to provide additional lane width for west bound traffic so as not to require motorists to travel over the double centre lines.





The proposed changes will further assist with vehicle thoroughfare during school peak periods.

It should be noted that the 'No Parking' restrictions will still permit motorists to pull up for two minutes provided the driver stays within 3.0m of their vehicle but does not allow vehicles to be parked indefinitely.

Consultation

Consultation with the resident at 14A Jersey Road who will be affected by the proposal regarding the loss of 1 parking space was attempted, however, no response was received.

Financial Implications

The cost of modifying and installing signs is estimated to be \$400.00 and will be funded from the 2019/20 Traffic Facilities budget.

Recommendation

That Council approve the installation of 'No Parking' restrictions for a total length of 6m fronting 14A Jersey Road Strathfield.

Attachments

There are no attachments for this report.

**(ITEM LTC6/20) SHAFTESBURY ROAD, BURWOOD – CONSTRUCTION
OF PEDESTRIAN REFUGE ISLAND**

File No: 20/5036

REPORT BY ENGINEER TRAFFIC & DESIGN

Summary

To construct a pedestrian refuge island on Shaftesbury Road Burwood, just south of Arthursleigh Street, in order to provide opportunity for the safe pedestrian and cycle movements across Shaftesbury Road.

Background

In 2018, the NSW Government awarded Burwood Council a grant under the Parramatta Road Urban Amenity Improvement Program. This program provides funding to local councils to develop open spaces and plazas, cycle paths, playing fields and streetscape improvements along the Parramatta Road Corridor.

Three key infrastructure projects are planned for Burwood.

Project 1 – To formalise the existing informal cycle route from the Luke Avenue and Parramatta Road intersection to Burwood Park

Project 2 – Construct a new cycle route between Queen Elizabeth Park (Canada Bay Local Government Area) and Burwood Park

Project 3 – To incorporate Wangal Park into the regional bike network

Shaftesbury Road runs in a north-south direction and is classified as a collector road, meaning that it carries a moderate vehicle capacity that serves to move traffic from local streets to major roads. At present, Shaftesbury Road is bounded by Parramatta Road to the north and Fitzroy Street to the south, with Arthursleigh Street being one of several connecting streets along its entire stretch.

Parking is currently permitted on both sides of Shaftesbury Road north of Arthursleigh Street and only on the western side of Shaftesbury Road south of Arthursleigh Street. Standard regulatory No Stopping restrictions apply to the four corners of the intersection. See image below.



Proposal

A key objective as part of Project 1 was to establish the best possible method to get pedestrians and cyclists across Shaftesbury Road safely without them having to navigate a circuitous route. It was decided collaboratively between Council and the Roads and Maritime Services (RMS) that a pedestrian refuge island will achieve the desired outcome in terms of design, safety and desire lines.

Pedestrian refuge islands have been proven to be an effective treatment as they provide a two stage crossing system, which was one of the main reasons it was the preferred option. They also create a safer and slower speed environment that will assist with getting pedestrians and cyclists across Shaftesbury Road.

The refuge island will also assist pedestrians wanting to cross Shaftesbury Road as the proposed location is positioned midway between the only other crossing facilities on Shaftesbury Road being the traffic signals at Parramatta Road and at Wilga Street.

A drawback of this proposal will generate a loss of four parking spaces on the western side of Shaftesbury Road, effectively between properties 29 and 31A. This is required to allow for vehicles to pass unrestricted as well as to provide sufficient sight lines on approach to the pedestrian refuge island.

It should be noted that a number of parking occupancy surveys were undertaken to determine the current parking behaviour along this section of Shaftesbury Road. The results acknowledged that at most times the available spaces were unoccupied with ample parking was available however during evening times, it was found that occupancy rates increased but not enough to oppose the proposal. See image below.



PROPOSED PARKING RESTRICTIONS WITH INTRODUCTION OF REFUGE ISLAND

The construction of a new pedestrian refuge will also include two new pram ramps and all associated line markings and sign postings as outlined in technical direction 2011/01a. Refer to attached conceptual plan that shows a detailed overview of the proposal.

Consultation

All residential properties directly impacted by the proposal were notified through a hand delivered survey package which included a letter, conceptual plan and survey with the option of providing feedback on the proposal. No objections have been received.

Financial Implications

The construction of the pedestrian refuge island, including two new kerb ramps, line marking and signage will be fully funded through the Parramatta Road Urban Amenity Improvement Program grant.

Recommendation

That Council approve the construction of a pedestrian refuge island on Shaftesbury Road Burwood, just south of Arthursleigh Street, as per the plan attached in the report.

Attachments

- 1 Plan - Refuge Island at Shaftesbury Road

ITEM NUMBER LTC6/20 - ATTACHMENT 1

Plan - Refuge Island at Shaftesbury Road



BURWOOD LOCAL TRAFFIC COMMITTEE

5 MARCH 2020

(ITEM LTC7/20) FROGGATT CRESCENT CROYDON - REQUEST FOR 2P PARKING RESTRICTIONS

File No: 20/5450

REPORT BY TRAFFIC ENGINEERING OFFICER

Summary

Council has received requests from local residents in Froggatt Crescent Croydon to implement timed parking restrictions along the street to address issues related to the high demand for parking within the area.

Background

Froggatt Crescent is a local street with both entrances located off Young Street Croydon. The street has a 50kph speed limit with a 40km School Zone in the morning and afternoon school peak periods. The road has a carriageway width of just 4.9m and has unrestricted parking on both the eastern and western side, however cars are only ever observed to park on the western side. A small section of 'No Stopping' restrictions currently exists opposite the driveway of #28 to ensure adequate maneuvering room to enter and exit the property. Access to the street is commonly used by residents or those looking for unrestricted parking.

Burwood Council has received a number of requests from local residents in the street to implement timed parking restrictions to address the increased numbers of vehicles parked for an extended period of time throughout the day especially during school term periods.

Council's Officers conducted a traffic survey of Froggatt Crescent and have confirmed a moderate number of parked vehicles throughout the day. A high increase of parked vehicles are observed during school term periods. It is noted that once the school day ends at 4.00pm, available parking spaces were observed within Froggatt Crescent which would indicated that the vehicles belong to staff or students from adjacent schools.

Proposal

It is proposed to convert the western side of Froggatt Crescent to 2P restricted parking between 8.00am to 6.00pm Monday to Friday and 8.00am to 12.30pm Saturday with exception to permit holders Area 6. These restrictions match the existing Permit Parking Scheme Area located in Gibbs Street.



Consultation

Consultation was conducted with all residents in Froggatt Crescent who will be affected by the proposal regarding the implementation of parking restrictions. Council has received 2 responses that were strongly in favour of the proposed restricted timed parking.

Financial Implications

The cost of modifying and installing signs is estimated to be \$600.00 and will be funded from the 2019/20 Traffic Facilities budget.

Recommendation

That Council approve the installation of 2P 8.00am to 6.00pm Monday to Friday and 8.00am to 12.30pm Saturday Permit Holders Excepted Area 6 along the western side of Froggatt Crescent Croydon.

Attachments

There are no attachments for this report.

(ITEM LTC8/20) YOUNG STREET, CROYDON - EXTENDED HOURS OF BUS ZONE

File No: 20/5038

REPORT BY ENGINEER TRAFFIC & DESIGN

Summary

Council has been requested to consider extending the bus zone operating hours for the bus stop located outside Presbyterian Ladies Collage (PLC) on Young Street, Croydon, in order to provide additional services for students undertaking after school curricular activities.

Background

Burwood Council has been approached by Transit Systems on behalf of PLC with concerns relating to the operating hours of the bus zone located on the east side of Young Street, directly outside PLC. The bus zone's current operating hours are 7.30am – 6.00pm Monday – Friday.



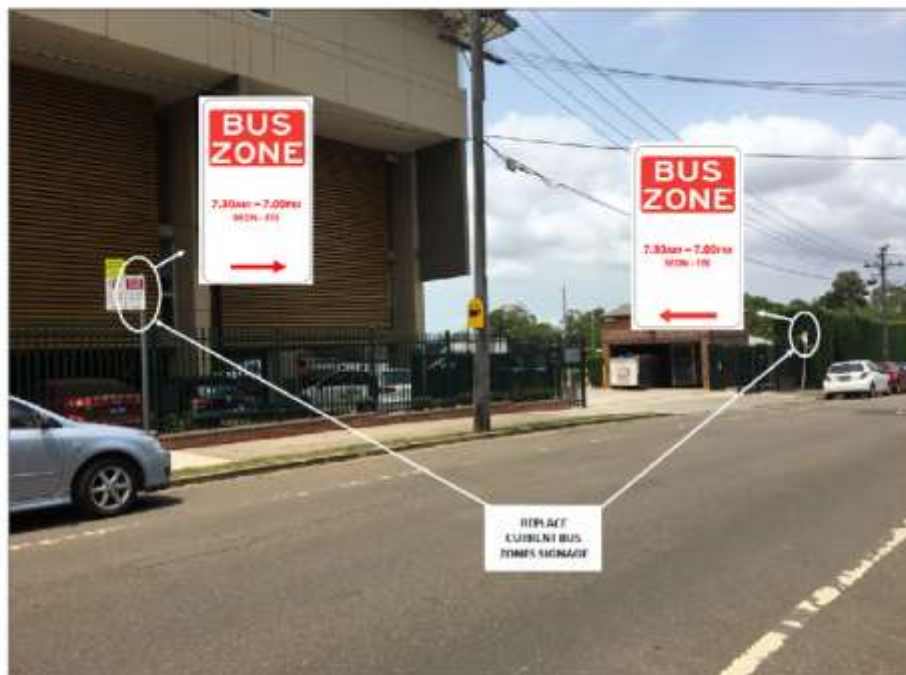
Existing Bus Zone on Young Street outside Presbyterian Ladies College

It has been advised that due to a large increase of students participating in after school activities additional bus services are required beyond the current operating hours in order to assist students leaving the school grounds.

Proposal

Following an indepth analysis of the area from a traffic and road safety perspective, Council proposes to extend the bus zone's current operating hours from 7.30am – 6.00pm Monday – Friday to 7.30am – 7.00pm Monday – Friday. This is essentially an increase of one hour during the early evening that should provide sufficient time for all the affected students.

Given the minor adjustment to the operating hours it is not considered that this proposal will have a major impact on the surrounding properties.



PROPOSED TIME CHANGES

Consultation

All properties in the direct vicinity of the bus zone were notified of the proposal through a hand delivered survey package which included a letter and survey with the option of providing feedback on the proposal. No objections were received.

Financial Implications

Cost of replacing the existing bus zone signage – Approximately \$200.00 to be funded from the 2019/20 Traffic Facilities Budget.

Recommendation

That Council approve extending the current bus zone operating hours to 7.30am – 7.00pm Monday – Friday, for the bus stop located outside Presbyterian Ladies Collage (PLC) on Young Street, Croydon.

Attachments

There are no attachments for this report.

(ITEM LTC9/20) MORWICK STREET, STRATHFIELD – REMOVAL OF CLEARWAY PARKING RESTRICTIONS

File No: 20/5814

REPORT BY TEMP TRAFFIC ENGINEER

Summary

Council has received concerns regarding parking of vehicles in the AM and PM weekday clearway parking restrictions on Morwick Street Strathfield impacting on traffic flow.

Background

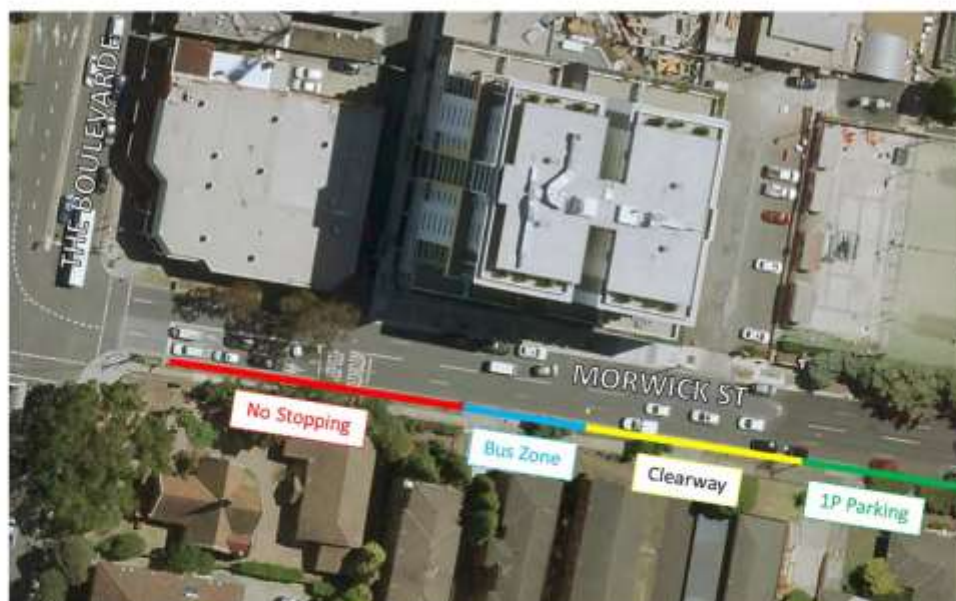
Concerns have been raised regarding the existing clearway parking restrictions on the southern side of Morwick Street on approach to The Boulevard traffic signals.

The area is signposted 'Clearway 6.30am-9.30am, 3.30pm-6.30pm Mon-Fri', 1P 9.30am-3.30pm Mon-Fri, 8.00am-1.00pm Sat Permit Holders Excepted Area 7' and has capacity for 5 vehicles with a length of 40 metres.

The concerns relate to the illegal parking of motorists during clearway times and its impact on traffic flow and delays. Council's Compliance Team has advised that the clearway is patrolled daily with a significant number of infringements being issued over a number of years.

A number of site inspections were undertaken by Council's Traffic Engineer in February 2020 during AM and PM clearway conditions. It was evident that cars were at times illegally parked during clearway hours, and that it was more common in the PM peak as opposed to the AM peak.

It was also evident that the existing bus zone located immediately west of the clearway was of insufficient length (20 metres) to safely accommodate a bus. A total length of 30 metres is required to accommodate buses as detailed in the State Transit Bus Infrastructure Guide. This substandard bus zone resulted in buses being unable to pull up to the stop parallel to the kerb which meant that the tail end of the bus would block the travel lane and that bus passengers needed to step onto the road. The current configuration is shown below.



Proposal

It is proposed to increase the length of the Bus Zone from 20 metres to 30 metres by replacing 'Clearway 6.30am-9.30am, 3.30pm-6.30pm Mon-Fri' 1P 9.30am-3.30pm Mon-Fri, 8.00am-1.00pm Sat Permit Holders Excepted Area 7' with 'Bus Zone' immediately east of the existing Bus Zone.

It is also proposed that the remaining 30 metres of 'Clearway 6.30am-9.30am, 3.30pm-6.30pm Mon-Fri' 1P 9.30am-3.30pm Mon-Fri, 8.00am-1.00pm Sat Permit Holders Excepted Area 7' be converted to 1P 8am-6.00pm Mon-Fri, 8am-1pm Sat Permit Holders Excepted Area 7'.

A plan of the proposed parking changes is detailed below.



The proposal will result in two part time parking spaces being removed full time to accommodate the bus zone extension and four spaces being available full time as opposed to part time due to the removal of the clearway.

Based on observations of traffic and queueing, it is considered that the removal of the clearway will not result in adverse traffic conditions.

Consultation

The proposed changes to parking restrictions will result in the minimum requirements for the Bus Zone and an increase in parking for residents. As such no consultation has been undertaken.

Financial Implications

The cost of installing signs is estimated to cost \$300 and will be funded from the Traffic Facilities Budget-2019/2020.

Recommendation

That Council approve the replacement of 'Clearway 6.30am-9.30am, 3.30pm-6.30pm Mon-Fri', 1P 9.30am-3.30pm Mon-Fri, 8.00am-1.00pm Sat Permit Holders Excepted Area 7' with 'Bus Zone' and 1P 8am-600pm Mon-Fri, 8am-1pm Sat Permit Holders Excepted Area 7' on the southern side of Morwick Street east of The Boulevard.

Attachments

There are no attachments for this report.

BURWOOD LOCAL TRAFFIC COMMITTEE

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(ITEM LTC10/20) EASTER IN THE PARK - ROLLING ROAD CLOSURE ON BURWOOD ROAD BURWOOD 2020

File No: 20/1856

REPORT BY TRAFFIC ENGINEERING OFFICER

Summary

To seek Council approval for a rolling road closure for the annual Easter Parade. The parade is to be held from 10.00am on Saturday 4 April 2020, along the northbound lane of Burwood Road ending in Burwood Park.

Background

Easter is an important period for the local churches in Burwood as well as the local community and retail traders. In the spirit of the annual event Council, in association with local churches, continues to build up its Easter festivities with decorations throughout the Town Centre and family friendly events held in Burwood Park.

As part of Council's support for the local community, it is proposed to approve a rolling road closure along the western side of Burwood Road, commencing outside St Paul's Anglican Parish Church at #205-207 Burwood Road, and ending at Burwood Park. The parade is expected to last no longer than 30 minutes.

Proposal

The annual Easter Parade will be held on Saturday 4 April 2020 commencing at 10.00am. As in previous years, it has been requested that the NSW Police handle all traffic issues during the rolling road closure on the northbound lane of Burwood Road. All streets and roads are to be closed and opened as the procession passes.

In compliance with the RMS Traffic Control worksite manual, all Easter Parade participants are to remain within the confines of the northbound lane of Burwood Road.

Consultation

All affected businesses, residents and other occupants surrounding the intersection from George Street to Wilga Street Burwood are to be notified of the rolling road closure at least one week prior to the event. Any concerns or requirements raised by affected parties must be resolved or accommodated by the applicant.

Financial Implications

Installation and removal of multiple barrier boards in conjunction with the assistance from NSW Police will be funded from Council's Easter budget.

Recommendations

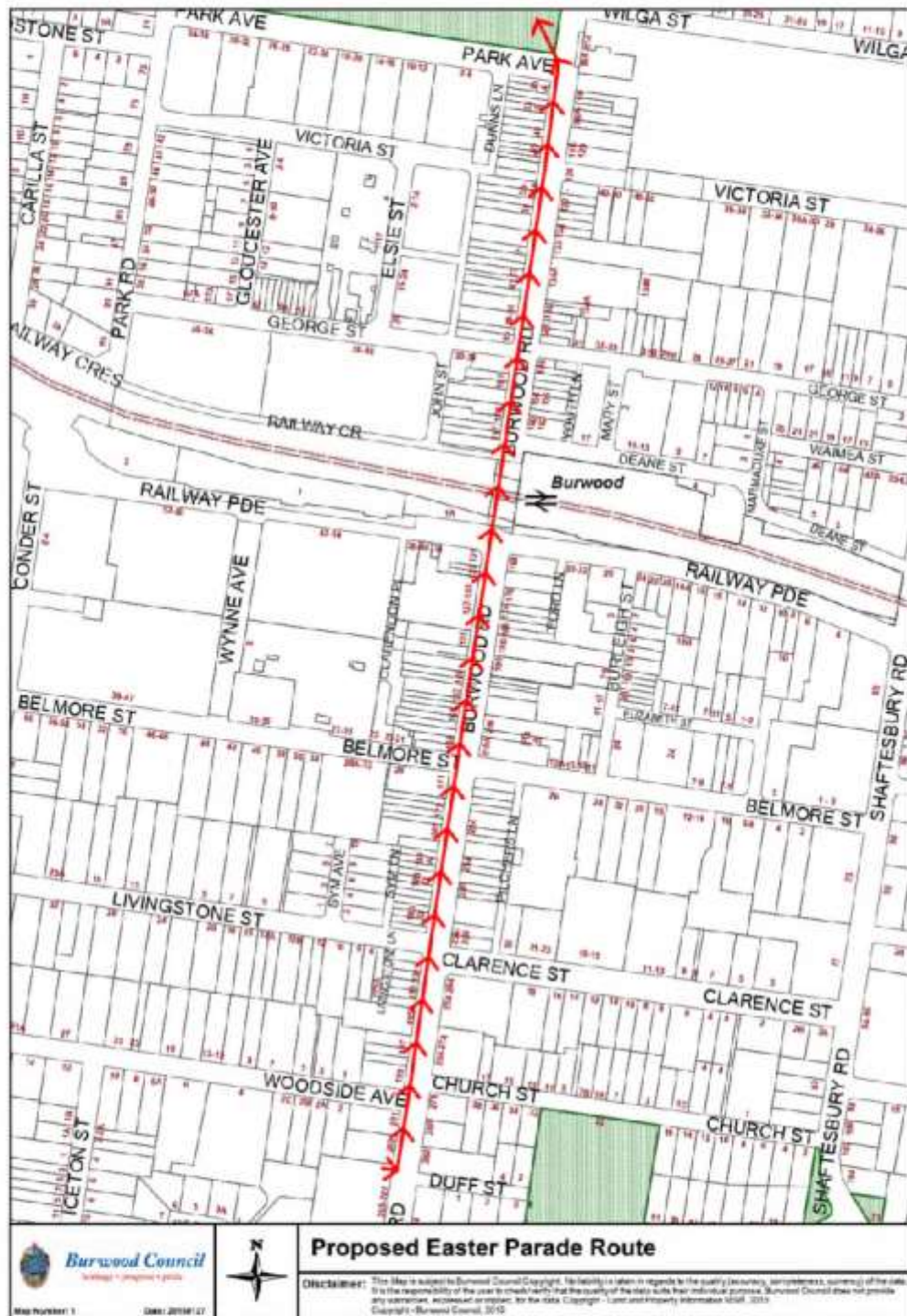
1. That Council approve the annual Easter in the Park Parade along Burwood Road from St Paul's Anglican Parish Church to Burwood Park on Saturday 4 April 2020 commencing at 10.00am.
2. The organisers/marshals are requested to ensure that all participants remain within the confines of the northbound lane of Burwood Road.
3. That the Parade be noted as being a Class 3 Event.

Attachments

- 1 Easter in the Park Route 2020 - Rolling Road Closure

ITEM NUMBER LTC10/20 - ATTACHMENT 1

Easter in the Park Route 2020 - Rolling Road Closure



(ITEM LTC11/20) ANZAC COMMEMORATIVE DAWN SERVICE 2020 - ROAD CLOSURE

File No: 20/4992

REPORT BY TRAFFIC ENGINEERING OFFICER

Summary

Council is organising a parade for the annual ANZAC Commemorative March on Saturday 25 April 2020. To facilitate the parade Council proposes a temporary road closure of the northern side of Church Street Burwood from 5.00am followed by a rolling road closure from Church Street onto Burwood Road from 6.00am, continuing northbound along the western side of Burwood Road before ending in Burwood Park.

Background

On Saturday 25 April 2020 Burwood Council will be marking the 104th year since the Returned Services League (RSL) was established to support serving and ex-serving personnel and their families during and after the First World War. Council would like to express its gratitude to the RSL for their care, compassion and commitment to the Australian Defence Force and to pay tribute to the brave servicemen and women who fought in the WWI campaign with a Commemorative March down Burwood Road and Dawn Service in Burwood Park.

Recognising that ANZAC Day is an important day to the Burwood Community, Council has organised a Commemorative March that will begin at Church Street Burwood before continuing down Burwood Road to the Memorial Arch in Burwood Park.

Proposal

Council proposes a temporary road closure of the northern side of Church Street Burwood on Saturday 25 April 2020 from 5.00am to 6.00am before allowing a rolling road closure to commence at 6.00am from Church Street. The rolling road closure will continue onto the western side of Burwood Road before ending at Burwood Park. The rolling road closure is expected to take approximately 30 minutes.

Burwood Police and SES will organise the traffic management relating to the rolling road closure. All participants are to remain within the confines of the northbound lane to comply with RMS Traffic Control at Worksites Manual.

Consultation

Council will conduct a letterbox drop to residents along Church Street and Burwood Road providing a minimum of one weeks' notice. Two VMS boards will be on display prior to the commencement of the event, one in Burwood Park facing Westfield, and one at the round-a-bout on Burwood Road and Nicholson Street, advising of the road closures and possible delays to traffic.

Financial Implications

The event will be funded from the 2019/2020 Events Budget.

Recommendations

1. That Council approve the temporary road closure on the northern side of Church Street on Saturday 25 April 2020 commencing at 5.00am for the purpose of organising participants.
2. That Council approve the rolling road closure from Church Street onto Burwood Road to Burwood Park on Saturday 25 April 2020 commencing at 6.00am.
3. That organisers/marshals be requested to ensure that all participants remain within the

BURWOOD LOCAL TRAFFIC COMMITTEE

5 MARCH 2020

- confines of the west bound lane of Church Street and northbound lane on Burwood Road.
4. That Council and RMS note that this is a Category 3 event.

Attachments

- 1 Anzac Day March - Rolling Road Closure 2020

ITEM NUMBER LTC11/20 - ATTACHMENT 1

Anzac Day March - Rolling Road Closure 2020





MINUTES OF THE MEETING OF THE BURWOOD LOCAL TRAFFIC COMMITTEE held at the Council Chamber, Suite 1, Level 2, 1-17 Elsie Street, Burwood on Thursday 5 March 2020 commencing at 9:30am.

ATTENDANCE

Cr John Faker (Mayor) Chairperson
Sgt Trudy Crowther, NSW Police Service
Mr Kristian Calcagno, Roads and Maritime Services
Ms Jodi McKay, State Member for Strathfield
Mr Rabih Bekdache, Transit Systems
Mr Doug Sutherland AM, JP, Burwood Chamber of Commerce

Mr John Inglese, Group Manager Assets and Infrastructure
Mr Roberto Di Federico, Manager Traffic and Transport
Mr Robert Ristevski, Engineer – Traffic and Design
Mr Henry Huynh, Traffic Engineering Officer

APOLOGIES

That there were no apologies.

CONFIRMATION OF MINUTES

That the minutes of the Burwood Local Traffic Committee of Burwood held in November 2019, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.

GENERAL BUSINESS

(ITEM LTC1/20) BURWOOD ROAD, BURWOOD - EVENING TRAFFIC CONGESTION MANAGEMENT

Summary

A review has been undertaken of southbound traffic flow along Burwood Road between Meryla Street and Wilga Street. In order to improve traffic flow in this area, it is recommended that a six month trial of 'No Parking restrictions 5:00pm-7:00pm Monday-Friday' be introduced on the eastern side of Burwood Road between Meryla Street and Wilga Street.

COMMENTS

RMS advised that Council may wish to use 'No Stopping' in place of 'No Parking'. Vehicles can still pull over in the No Parking areas which may lead to frequent lane changes in this area.

Recommendation

1. That Council approve the conversion of the existing '1/2P Parking' area on the eastern side of Burwood Road between Meryla Street and Wilga Street to '1/2P Parking 8:30am-5:00pm Monday-Friday, 8:30am-12:30pm Saturday', 'No Parking 5:00pm – 7:00pm Monday to Friday' for a trial period of six months.
2. That a report be presented back to the Burwood Local Traffic Committee with the findings of the review following the trial period with a recommendation to keep or discard the weekday evening peak 'No Parking' restrictions.

MINUTES OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING

5 MARCH 2020

(ITEM LTC2/20) VICTORIA STREET, BURWOOD - INTRODUCTION OF NEW ON-STREET PARKING

Summary

A review of existing parking restrictions in Victoria Street Burwood between Burwood Road and Shaftesbury Road has been undertaken to determine where additional parking may be implemented.

Recommendation

That Council approve the conversion of the existing 'No Stopping 5am – 6pm Fri – Wed and 5am – 10pm Thurs' on the southern side of Victoria Street between the driveways of #28 and #34 to '2P Ticket 9am – 6pm Monday – Saturday' parking.

(ITEM LTC3/20) ROWLEY STREET BURWOOD - PROPOSED 1P PARKING RESTRICTIONS

Summary

Council has received requests from residents to investigate the current parking conditions fronting #2 to #4A Rowley Street to match existing '1P - 8.00am – 6.00pm Monday to Friday and 8.00am – 1.00pm Saturday - Permit holders excepted Area 11' restrictions along the street.

Recommendation

That Council approve the proposed installation of '1P - 8.00am – 6.00pm Monday to Friday and 8.00am – 1.00pm Saturday - Permit holders excepted Area 11' parking restrictions fronting #2 to #4A Rowley Street Burwood.

(ITEM LTC4/20) EVERTON ROAD STRATHFIELD - RELOCATION OF MAIL ZONE

Summary

Council has received a request from Australian Post to relocate the existing Mail Zone on Everton Road Strathfield to the northern side to coincide with the relocation of the Post Office.

Recommendations

1. That Council approve the installation of a new 'Mail Zone' to front 19-21 Everton Road Strathfield for a length of 8m.
2. That Council approve the conversion of the redundant 'Mail Zone' on the southern side of Everton Road to '2P Ticket 9.00am – 6.00pm Monday to Saturday & Public Holidays' parking.

(ITEM LTC5/20) JERSEY ROAD STRATHFIELD - PROPOSED NO PARKING RESTRICTIONS

Summary

Council has received representation from motorists to investigate the current parking conditions fronting 14A Jersey Road, with the aim to provide sufficient lane width for vehicles to pass within the double white unbroken lines.

COMMENTS

RMS advised that Council may wish to use 'No Stopping' in place of 'No Parking'. Vehicles can still pull over in the No Parking areas which may lead to frequent lane changes in this area.

Recommendation

That Council approve the installation of 'No Parking' restrictions for a total length of 6m fronting 14A Jersey Road Strathfield.

This is page 2 of the Minutes of the Burwood Local Traffic Committee held on 5 March 2020

MINUTES OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING

5 MARCH 2020

(ITEM LTC6/20) SHAFTESBURY ROAD, BURWOOD – CONSTRUCTION OF PEDESTRIAN REFUGE ISLAND

Summary

To construct a pedestrian refuge island on Shaftesbury Road Burwood, just south of Arthursleigh Street, in order to provide opportunity for the safe pedestrian and cycle movements across Shaftesbury Road.

COMMENTS

RMS provided the following comments:

- The proposed location of the crossing looks like it might obstruct right turning vehicles out of Arthursleigh Street. Council should relocate the refuge slightly south to avoid any potential obstruction.
- To further enhance the delineation of the refuge, Council should consider installing RRPM's along the BB linemarking.
- There is no mention of bicycle and left turn pavement markers being installed. This has the potential to confuse motorists as they may think this is left only.

Recommendation

That Council approve the construction of a pedestrian refuge island on Shaftesbury Road Burwood, just south of Arthursleigh Street, as per the plan attached in the report.

(ITEM LTC7/20) FROGGATT CRESCENT CROYDON - REQUEST FOR 2P PARKING RESTRICTIONS

Summary

Council has received requests from local residents in Froggatt Crescent Croydon to implement timed parking restrictions along the street to address issues related to the high demand for parking within the area.

Recommendation

That Council approve the installation of 2P 8.00am to 6.00pm Monday to Friday and 8.00am to 12.30pm Saturday Permit Holders Excepted Area 6 along the western side of Froggatt Crescent Croydon.

(ITEM LTC8/20) YOUNG STREET, CROYDON - EXTENDED HOURS OF BUS ZONE

Summary

Council has been requested to consider extending the bus zone operating hours for the bus stop located outside Presbyterian Ladies Collage (PLC) on Young Street, Croydon, in order to provide additional services for students undertaking after school curricular activities.

Recommendation

That Council approve extending the current bus zone operating hours to 7.30am – 7.00pm Monday – Friday, for the bus stop located outside Presbyterian Ladies Collage (PLC) on Young Street, Croydon.

MINUTES OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING

5 MARCH 2020

(ITEM LTC9/20) MORWICK STREET, STRATHFIELD – REMOVAL OF CLEARWAY PARKING RESTRICTIONS

Summary

Council has received concerns regarding parking of vehicles in the AM and PM weekday clearway parking restrictions on Morwick Street Strathfield impacting on traffic flow.

Recommendation

That Council approve the replacement of 'Clearway 6.30am-9.30am, 3.30pm-6.30pm Mon-Fri', 1P 9.30am-3.30pm Mon-Fri, 8.00am-1.00pm Sat Permit Holders Excepted Area 7' with 'Bus Zone' and 1P 8am-6.00pm Mon-Fri, 8am-1pm Sat Permit Holders Excepted Area 7' on the southern side of Morwick Street east of The Boulevard.

(ITEM LTC10/20) EASTER IN THE PARK - ROLLING ROAD CLOSURE ON BURWOOD ROAD BURWOOD 2020

Summary

To seek Council approval for a rolling road closure for the annual Easter Parade. The parade is to be held from 10.00am on Saturday 4 April 2020, along the northbound lane of Burwood Road ending in Burwood Park.

Recommendations

1. That Council approve the annual Easter in the Park Parade along Burwood Road from St Paul's Anglican Parish Church to Burwood Park on Saturday 4 April 2020 commencing at 10.00am.
2. The organisers/marshals are requested to ensure that all participants remain within the confines of the northbound lane of Burwood Road.
3. That the Parade be noted as being a Class 3 Event.

(ITEM LTC11/20) ANZAC COMMEMORATIVE DAWN SERVICE 2020 - ROAD CLOSURE

Summary

Council is organising a parade for the annual ANZAC Commemorative March on Saturday 25 April 2020. To facilitate the parade Council proposes a temporary road closure of the northern side of Church Street Burwood from 5.00am followed by a rolling road closure from Church Street onto Burwood Road from 6.00am, continuing northbound along the western side of Burwood Road before ending in Burwood Park.

Recommendations

1. That Council approve the temporary road closure on the northern side of Church Street on Saturday 25 April 2020 commencing at 5.00am for the purpose of organising participants.
2. That Council approve the rolling road closure from Church Street onto Burwood Road to Burwood Park on Saturday 25 April 2020 commencing at 6.00am.
3. That organisers/marshals be requested to ensure that all participants remain within the confines of the west bound lane of Church Street and northbound lane on Burwood Road.
4. That Council and RMS note that this is a Category 3 event.

This concluded the business of the meeting.

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

(ITEM IN11/20) PETITIONS

File No: 20/9164

REPORT BY GOVERNANCE OFFICER

Summary

Petitions received are reported to Council on a monthly basis. Council has received two petitions since the February 2020 Council Meeting.

Operational Plan Objective

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

Background

Date Received	Petition Subject	No. of Households and Businesses within the LGA	No. of Households outside the LGA	Responsible Council Division
11 February 2020	Petition received requesting that Council resolve the issue of 'offensive noise' emanating from unit 5 of 51-53 Railway Crescent Burwood and to require the occupants of said unit to substantially limit their noise levels.	5	0	Land, Infrastructure and Environment
11 February 2020	Petition received requesting that Council install the following measures to reinvigorate businesses in the suburb of Burwood: <ul style="list-style-type: none"> ▪ Establishment of a small business hardship grant ▪ Establishment of a fund for a "Better Home Better Burwood" public relations campaign ▪ Carry out pest control and germicidal spray for commercial shops 	35	0	Land, Infrastructure and Environment, and Corporate, Governance and Community

Comments

That Council notes that the Petitions have been referred to the appropriate Council Officers for attention.

No Decision – Information Item Only**Attachments**

There are no attachments for this report.

**(ITEM IN12/20) POWER OF ATTORNEY FOR THE GENERAL MANAGER -
REPORT FOR PERIOD OF DECEMBER 2019 TO FEBRUARY 2020**

File No: 20/10292

REPORT BY ACTING EXECUTIVE ASSISTANT TO THE GENERAL MANAGER – OFFICE OF
THE GENERAL MANAGER

Summary

At the Council Meeting of 28 May 2019, Council resolved to delegate to Tommaso Briscese a general Power of Attorney.

The resolution included a request for a report to Council every three months on all documents signed under the general Power of Attorney.

Council notes that the following documents were signed under Power of Attorney between December 2019 and February 2020:

- Lease of 2 and 2A Comer Street Burwood. Presented to Council on 24 September 2019, Item 78/19.
- Burwood Council Library and Community Hub at 2 and 8 Conder Street Burwood – Execution of contract – Burwood Council and Intrec. Presented to Council on 26 November 2019, Item 102/19.

Operational Plan Objective

2.1.3 Ensure transparent and accountability in decision making

No Decision – Information Item Only**Attachments**

There are no attachments for this report.

(ITEM IN13/20) ANSWERS TO QUESTIONS WITHOUT NOTICE - COUNCIL MEETING OF 11 FEBRUARY 2020

File No: 20/9521

REPORT BY GOVERNANCE OFFICER

Summary

At the Council Meeting of 11 February 2020 the following Questions without Notice (QWN) were submitted by Councillors. Council Officers responded to the QWN and Councillors were notified on 4 March 2020 of the outcome of the QWN.

Operational Plan Objective

2.1.3 Ensure transparency and accountability in decision making.

This is now submitted as part of the Council Agenda for Public Notification:

QUESTIONS WITHOUT NOTICE – COUNCIL MEETING OF 11 FEBRUARY 2020	
Question	Response
<p><u>Councillor Lesley Furneaux-Cook</u></p> <p>Question 1:</p> <p>A number of trees on Burwood Road needed to be removed for various reasons. Will they be replaced?</p>	<p><u>Manager Design, Assets & Design</u></p> <p>Council has planted twenty nine (29) Magnolia Trees along Burwood Rd as part of the beautification works recently completed for the town centre. Nine (9) of those trees were planted in ground and twenty (20) in pots. The planting of these trees are considered a replacement the 4 that were removed due to health of the tree or conflicts in structure and growth patterns.</p>
<p><u>Councillor Lesley Furneaux-Cook</u></p> <p>Question 2:</p> <p>I noticed struts in the basement of 2-14 Elsie Street Burwood. Why are they there?</p>	<p><u>Group Manager Property</u></p> <p>The Strata Management company responsible for the building, John Hill & Co, have advised as follows:</p> <p>“This is because there has been concrete spalling at the slip joints of the beams. The loose concrete was removed and the areas made safe. Burwood Council issued a notice to the building strata owners that the areas of spalling be propped while engineers were consulted to provide a remedial solution. It should be noted that the engineer report stated that the building is structurally sound.</p> <p>A solution has been designed and after a tender process a building contract has been issued and is awaiting review and execution by the parties.</p> <p>Remedial construction work should commence in approximately one month and completed over a 12 week period. The props will be systematically removed as the work progresses.”</p>

QUESTIONS WITHOUT NOTICE – COUNCIL MEETING OF 11 FEBRUARY 2020

<u>Councillor Heather Crichton</u>	<u>General Manager</u>
Question 1: Can the General Manager investigate if our current budget would allow us to engage an economic development/public place making manager for a twelve month period?	The current organisational structure does not contain a position of economic development/public place making manager, therefore no funds have been allowed in the current budget for such a position. The Councillor's comments will be taken into account as part of the organisational structure review currently underway.

No Decision – Information Item Only**Attachments**

There are no attachments for this report.