

ORDINARY MEETING

Notice is hereby given that a meeting of the Council of Burwood will be held electronically on Tuesday, 28 April 2020 at 4:00pm to consider the matters contained in the attached Agenda.

The customary public participation opportunity will be provided via written submissions submitted prior to the start of the Council meeting. Written public submissions on agenda items will be tabled 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 28 APRIL 2020 IN THE COUNCIL CHAMBERS, 1-17 ELSIE STREET,
BURWOOD COMMENCING AT 4.00 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."

RECORDING OF MEETING (READ BY MAYOR)

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

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

APOLOGIES/LEAVE OF ABSENCES

DECLARATION OF POLITICAL DONATIONS (READ BY MAYOR)

In light of legislation that governs the process for the determination of Development Applications before Council, a person who makes a relevant application to Council or any person with a financial interest in the application must disclose any reportable political donation or gift made to any local Councillor or employee of Council. Such disclosure is required on Development Application Forms submitted to Council.

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

Should any person having business before Council this evening and being an applicant or party with a financial interest in such application feel that they have not made the appropriate disclosure, Council now invites them to approach the General Manager and to make their disclosure according to law."

RECORDING OF COUNCILLORS VOTING ON PLANNING DECISIONS

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

CONFIRMATION OF MINUTES

Recommendation

That the Minutes of the following Meeting of Burwood Council:

A. Council Meeting held on 24 March 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)

Any written submissions from the public on agenda items for this meeting have been circulated directly to all Councillors. The submissions will also be tabled at the Council meeting and acknowledged in the minutes of the meeting.

MAYORAL MINUTES

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QUESTIONS WITHOUT NOTICE

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

(ITEM 21/20) COVID-19 (CORONAVIRUS) - PROGRESS UPDATE

File No: 20/17655

REPORT BY GENERAL MANAGER

Summary

To provide Council with a progress report on activities undertaken by Burwood Council in response to the COVID-19 (Coronavirus) pandemic, as well as a summary of actual and potential impacts to Council's activities and finances.

Operational Plan Objective

- 1.1.1 Provide a diverse range of strategies and initiatives that meet the needs of the community
- 1.2 A well informed, supported and engaged community.
- 1.2.3 Enhance communication and community engagement through innovative solutions

Background

Following the outbreak of the Coronavirus COVID-19 and the initial reports of possible spread in Sydney, on 9 March 2020 the General Manager activated Council's Business Continuity Plan and commenced the operations of Council's Crisis Management Team.

On 11 March 2020 the World Health Organisation declared COVID-19 a pandemic, rapidly triggering varied responses from countries worldwide.

At the 24 March 2020 Council meeting the Mayor tabled an extensive mayoral minute (MM 8/20) listing a range of activities aimed at providing support to residents and businesses in the Local Government Area during the pandemic crisis.

Burwood Council's response to COVID-19

The initial response from Council concentrated on minimising areas of exposure and risk of spread.

As such rapid decisions were made to close Council's Customer Service Centre and Enfield Aquatic Centre, cancel all bookings for Council's venues and commence a process of separation of critical functions and staff dedicated to them, with Executive Team and staff divided among three sites (Elsie Street administration centre, Fitzroy Centre and Operations Centre).

Over the month of March further efforts were put in to allow remote work for administration staff. At the time of writing this report Council is operating with more than 90% of its administration staff working from home, and the Operations Centre teams have been further separated across the Kingsbury Lane Depot and Fitzroy Centre.

Increased cleaning and disinfection of public areas were introduced, doubling the resourcing of Council's Safe and Clean Team and dramatically incrementing the availability of booked clean-ups from 8 to over 30 per day.

As the situation evolved, Council decided to close its children's playgrounds and all fitness equipment available in parks, whilst installing clear signage about social distancing and health directives.

Following the March Council meeting, staff commenced implementation of the activities recommended in the Mayoral Minute. Below is a progress update for each initiative:

Initiative	Progress	Comment
Council commences the rollout of the “Burwood Cares” program, aimed at supporting community and businesses during these challenging times	Completed	<p>Council has developed and implemented two streams of support under the Burwood Cares banner:</p> <p>Burwood Cares for Community</p> <ul style="list-style-type: none"> - Making contact with the community - Provision of material aid, including essential supplies of food and hygiene products, to those most in need - Provision of valuable relevant information to the whole community - Support for at-risk/ homeless community - Community Noticeboard featuring support services, information, resources and things to do if self-isolating <p>Burwood Cares for Business</p> <ul style="list-style-type: none"> - Govt. support programs (local state and federal) - Online business promotion platforms - News and updates - Health and safety regulations - Online training opportunities - E-newsletters and direct provision of information packages to local businesses - Local restaurants takeaway and delivery noticeboard - Local business directory
Council writes to all residents, in both English and Chinese, to urge them to comply with self-isolation and social distancing directives, whilst encouraging safe community support amongst neighbours	In Progress	<p>Letter from the Mayor to all residents was sent out end of March accompanied with Neighbour Card. The letter was not translated into Chinese as it was not a targeted communication to the Chinese community.</p> <p>A further Postcard was distributed in English and Chinese to encourage engagement in the Burwood Cares noticeboard and share community stories of support.</p>
Council implements alternative solutions to reactivate community groups, such as children, youth, migrant and senior groups	Completed	<p>A review of alternative program delivery models is currently being undertaken by Community and Library Services.</p> <p>The following programs have been reactivated to engage their respective target groups</p> <ul style="list-style-type: none"> - Youth Week trivia night held using online platform Kahoot maintaining connection and engagement with young people aged 12-24 during Covid-19 crisis - Burwood Youth Advisory Group engaged bi-weekly via email - Child and Family Interagency adapted using online resources to communicate with local services. New e-newsletter developed and distributed to local child and family support services.

Council develops an information campaign to list human and social services available for citizens and any specific initiative launched by the State and Federal Governments to support people in need or in vulnerable conditions	Completed	<p>Burwood Cares Noticeboard developed featuring support services and information under following headings:</p> <ul style="list-style-type: none"> - Counselling and Support - Mental Health Crisis Support - Emergency Services - Commonwealth Income Support - Employment - Community Language Translations - Supermarkets - Staying Safe during COVID-19 - COVID-19 and Family Violence
Council reviews its Rates and Charges Hardship Assistance Policy to ensure the most equitable assessment is performed in the event of unpaid rates by residents	In Progress	<p>To ensure the most equitable assessment in the event of unpaid rates and charges, the Rates & Hardship Policy applies to all ratepayer assessments from 1 April 2020 to 30 September 2020 without the need to apply or contact Council in any way – no application forms, no interviews – such that:</p> <ol style="list-style-type: none"> 1. The interest rate on overdue rates & charges has been reduced from 7.5% per annum to: zero 2. No overdue or final notices will be mailed out to ratepayers – all other notices must be mailed out to ratepayers in accordance with the LG Act, unless the Minister directs otherwise; 3. No new overdue rates accounts will be forwarded to the collection agent for recovery, but those rate accounts already lodged with the collections agent and accrued unpaid rates before this crisis, will be asked to settle their overdue balances; 4. Any ratepayer who wishes to pay their rates more frequently, regularly, and in smaller amounts can do so immediately using their preferred payment method.
Council waive all mandatory health inspection fees for the next six months	In Progress	<p>Council is continuing the health inspection program. All annual invoices were issued in December / January before the impact of COVID 19 became evident.</p> <p>Council is not issuing any new invoices for health inspections in the interim period. It is proposed to adjust 20/21 fees to provide some financial relief to shop keepers for losses incurred during the pandemic period.</p>
Council continues its increased program of cleansing and booked clean-ups	In Progress	<p>Three additional safe and clean staff members have been engaged to ensure all touch points within CBD areas are cleaned more frequent. The cleansing team has increased high-pressure cleaning to a weekly activity within CBD areas with high pedestrian traffic.</p> <p>A second waste team has been established to cater for the additional booked clean ups, e.g. over 40 clean-ups per week up from an average of 12.</p>

Council adopts a flexible and pragmatic approach to enforcement and compliance action for the next six months, including the increase of the grace period for ticketed and timed parking to 15 minutes, and concentrating on situations that present a health or safety risk	Completed	Compliance Business Plan 2019/20 has been updated to reflect COVID-19 impacts to operations.
Council provides a 3-month credit to all businesses who have paid a license for outdoor dining for 2019/20, once business returns to normal	In Progress	A letter to outdoor dining license holders advising of the three month credit was sent on 9 April 2020. Will be implemented in 2020-21 financial year once business returns to normal.
Council conducts a comprehensive review of all fees and charges to determine those that could be adjusted during the next six months and report to the next Council meeting	In Progress	The comprehensive review is complete and an analysis of the current situation and projections for fiscal impact will be undertaken. A summary of the analysis with any recommendations will be provided at the May Council meeting.
The General Manager implements an appropriate rent relief package for cafés, sporting facilities and childcare centres for which Council is the landlord, with further relief measures to be assessed and implemented by the Mayor and General Manager as needed	Completed	As an initial rent relief package, the following rental abatements have been applied from April to June 2020. 1. 100% - Cafes 2. 50% - Childcare centres 3. 50% - Sporting facilities 4. Commercial tenant- under review 5. Residential - NIL Further relief measures will be accessed on a case by case basis, with the guiding principles issued by the National Cabinet Mandatory Code of Conduct. The commercial tenants have recently requested Council to consider rent relief. These requests are yet to be assessed.
The General Manager performs a comprehensive review of Council's budget for 2019/20 and 2020/21 to unlock funding for possible community activities required under the COVID-19 pandemic, and to identify potential savings from other activities currently placed on hold	In Progress	The March Quarterly Budget review has been progressing, identifying potential losses in income streams and additional expenditure needs. The Quarterly Budget Review will be tabled at the May Council meeting.

The General Manager provides an update to Council via a memorandum as to which key infrastructure projects should progress or be placed on hold based on a safety, resource and financial risk assessment	In Progress	<p>The General Manager listed progress of key projects and any associated risks in his weekly email updates to Councillors.</p> <p>This report includes a further detailed update on projects.</p>
The General Manager develops a targeted section on Council's website dedicated to information and resources for businesses, including links to the Federal Government's stimulus package and any support package provided by the NSW Government	Completed	<p>A specific section has been developed on Council's website dedicated to the Burwood Cares program and all COVID-19 related information.</p> <p>https://www.burwood.nsw.gov.au/burwood_cares_for_business.html</p> <p>The website continues to be updated as new information and packages are released.</p>
The General Manager prepares a package of information to be sent to all businesses in the LGA, under Council's new initiative "Burwood Cares"	Completed	A letter to all businesses was distributed (3,500) at the end of March accompanied with Burwood Cares Fact Sheet. A follow up notice has been distributed to businesses that are open encouraging them to register their businesses on the Burwood Cares business register and local restaurants and cafes noticeboard.
Council increases its processing and payment of invoices to suppliers to a weekly basis, to guarantee cash flow for our business partners	Completed	Finance commenced the processing of Suppliers Invoices from fortnightly to weekly.
Council writes to the Minister for Local Government, the Premier of NSW, the Federal Member for Reid and the State Member for Strathfield to urge consideration of financial support for NSW councils in the delivery of these much needed essential services	Completed	<p>Letters seeking financial support were sent to the following:</p> <p>Dr Fiona Martin - Federal Member for Reid Ms Jodi McKay MP - Leader of the Opposition, Member for Strathfield The Hon Dominic Perrottet MP - Treasurer Ms Gladys Berejiklian MP - Premier Senator Simon Birmingham - Minister for Trade, Tourism and Investment The Hon Michaela Cash - Minister for Employment, Skills, Small and Family Business The Hon Scott Morrison MP - Prime Minister The Hon Damien Tudehope MLC - Minister for Finance and Small Business</p>

Burwood Cares

The main initiatives directed at supporting community and businesses in Burwood are now revolving around the Burwood Cares program. Below is a summary of activities undertaken to date.

Burwood Cares for Community

In an effort to keep our community safe and connected Burwood Council is directly engaging with a wide cross-section of the community including those who are vulnerable or isolated offering the following:

- A friendly phone call from Council or a community service for any resident requiring social support or information on local service offerings
- Direct provision of information via phone or email on accessible counselling and support services, mental health crisis support services, emergency services, domestic and family violence support services, how to stay safe during Covid-19 and things to do if self-isolating
- Distribution of 300 food care packages consisting of staple protein, calcium and carbohydrate products
- Distribution of 300 hygiene packages consisting of toilet paper and hand sanitiser
- Distribution of 150 craft packages for parents and children in isolation
- Coordinated assertive outreach for people experiencing homelessness
- Distribution of a neighbour card as a practical aid which residents can use to provide a neighbour with support or to start a conversation
- Continued and direct contact with Council's existing community and library groups, services and individuals whose regular activities have been suspended or adapted in the face of Covid-19. To date, Council has made over 500 direct contact calls with a cross section of target groups including families, youth, seniors and other vulnerable members of the community

The feedback gained from our community through these initiatives continues to strengthen and support the evolution of the Burwood Cares program.

Burwood Cares for Business

This component of the Burwood Cares program offers support to local businesses impacted by the Covid-19 pandemic. This support primarily guides businesses to resources that may be of assistance to them including:

- Federal, State and Local Government support programs
- Online business promotion platforms
- News and updates
- Health and safety regulations
- Online training opportunities: encouraging businesses to join webinars through NSW Government Business Connect.

This is being achieved through the direct provision of information packages to over 3,500 local businesses in the LGA, e-newsletters, phone calls to Council's business database, social media posts and Council's website.

Burwood Cares Noticeboard

Burwood Council has quickly enabled modern and agile ways of working during this crisis enabling the continuity and mobility of information and support to the community. One such example is the launch of the Burwood Cares Noticeboard: a community and business information hub.

This support consists of guiding business and community members to resources that may be of assistance to them and promoting businesses and services that are still operating in Burwood which are offering a benefit of some kind to local residents. This includes:

- Local restaurants takeaway and delivery
- Local business directory
- Community support services and information
- Things to do if self-isolating

The noticeboard will continue to promote and facilitate access to up to date information on community support services and local business offerings.

Essential services

To facilitate the provision of essential services, Council facilitated special parking support for Centrelink, Medicare, NSW Police and Service NSW staff at the Elizabeth Street, Emerald Square and George Street parking stations.

Events

The Mayor and General Manager, on advice from the Crisis Management Team, determined to cancel the following civic events:

Lunar New Year	February
Greek National Day	March
Easter in the Park	April
Anzac Day	April
National Serviceman's Commemorative Service	May/June
TVBA Carnival	August
Sandakan Remembrance Service	August
New Impression Moon Festival	September
Burwood Festival	September/October

It is likely that strict social distancing measures will continue to apply for several months, and as such the recommendation from staff on civic events is that Council should be aiming for a community celebration around December 2020, that might incorporate elements typical of Burwood Festival mixed with Christmas activities.

Community Grants

The latest round of Council's Community Grants kicked off in October 2019, with \$40,000 available and a total of 31 applications were received.

The vast majority of the applications involved interaction between people, and as such would not be able to be delivered under COVID-19 restrictions.

Given the current COVID-19 community response being implemented by Council under the Burwood Cares program, it is recommended that the Community Grants program be discontinued for 2020/21, and the available funds redirected to the Burwood Cares initiatives.

Should service providers seek funding from Council for COVID-19 related support initiatives, Council might decide to fund such activities via a donation, following a strict assessment process.

Key Infrastructure Projects

Despite the challenges presented by the COVID-19 situation, the majority of Council's projects are progressing as scheduled, as follows:

Library, Community Hub and Administration Offices	On track
Grant Park off-leash area upgrades	On track
Challenger Course – Grant Park	On track - To commence in May 2020
Woodstock Playground	On track
Henley Park amenities building	On track - Tender issued 16 April.
Blair Park	On track
Netball courts and car park	Awaiting response on Sports Infrastructure Grant application

At this stage the only key project on hold is the construction of the new Learn to Swim Pool at the Enfield Aquatic Centre.

Given a number of parts and equipment would need to be ordered and shipped from overseas, and with the uncertainty of possible design modifications required due to COVID-related reviews, staff have considered the risks of proceeding with the project as being high at this point in time.

Discussions are being held with the preferred tenderer for the project to identify possible opportunities for a delayed commencement, should the COVID-19 situation improve over the coming weeks.

Financial Impact

Initial estimates developed by Council's Finance Team project a possible loss of income of approximately \$2-2.5 million between April and June 2020.

The calculation considers the impact of elements such as the closure of EAC and community venues, reduced parking and enforcement revenue, as well as discounts and rebates offered as part of the relief measures due to COVID-19.

A clearer picture of the financial situation will be available in May, once an assessment is performed on trends for rates income and once determinations are made by the State Government on items such as rate peg, as well as negotiations on Award increases for staff salaries.

Wherever possible, existing budgets have been diverted to fund COVID-19 related activities, in particular the Burwood Cares programs. A review of budgets and expenses is being performed to identify any available savings.

Council staff are also proactively applying for available Federal and State Government grants, and promoting the acceleration of programs such as Roads to Recovery and planning projects.

NSW Government Directives

In response to the evolving COVID-19 situation, the NSW Government and the Office of Local Government have issued a number of Orders. A brief summary of the main points of interest is provided below:

Local Government elections	Postponed to September 2021
Construction sites	Weekday construction hours have been extended across weekends and public holidays however, rock breaking, rock hammering, sheet piling, pile driving, or similar activities are not permitted during the extended hours
Goods	Supermarkets and retail stores selling food and other domestic goods allowed to open on public holidays, and flexibility granted on delivery trucks and shelving hours
Food industry	Food and beverage industry changes including allowing restaurants, cafes and mobile food and drink outlets, e.g. food trucks operating with land owners consent, to provide services 24/7
Planning	<p>Prioritising the assessments of Development Applications, planning proposals and state significant developments already in the system</p> <p>Regulatory amendments to both the LG Act and EP&A Act have been made to remove the requirement for public notifications including exhibitions through the newspaper and establish the placement of information on council websites and the NSW Planning Portal as the official notification. Under the LG Act this is a permanent change</p>
Statutory requirements	<p>Extension of one month for adoption of Operational Plan, Budget, Statement of Revenue Policy and Fees and Charges.</p> <p>Extension of one month for production of Annual Report.</p>
Rates	Option to delay issuing rates notices to ratepayers until 1 September 2020, and the collection of the first quarter rates instalment until 30 September 2020
Council meetings	Council meetings can be held electronically via online platforms, not requiring a physical meeting

Conclusion

The evolving situation under the COVID-19 pandemic has required an adaptive approach to the response, to allow for targeted support activities for our resident and business community.

A large number of decisions have been made and will be made in the coming weeks, guided by the principles of safety for staff and community members, as well as continuity of service.

In addition, Burwood Council is “filling a gap” in provision of direct support and guidance for vulnerable community members.

An assessment of impacts will be conducted on a monthly basis, with regular reports provided to Council via memos and official reports.

Recommendation(s)

That Council:


1. Endorse the continuation of the Burwood Cares program.
2. Endorse the cancellation of large civic events until October 2020.
3. Notes the information contained in this report.

Attachments


- 1 [!\[\]\(00454fbbe8db418db0de5eebfa916a08_img.jpg\)](#) Business Cares for the Community - E-Newsletters
- 2 [!\[\]\(fd0f3d0c9a8d9b3ff3951bcf7c4bf0c0_img.jpg\)](#) E-Newsletter - Stay Connected with Burwood Library from Home - E-Newsletter
- 3 [!\[\]\(e0cf2596b7f15139c12c58233ba748a6_img.jpg\)](#) Burwood Cares for Business - E-Newsletter -

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for the community



Message from John Faker, Mayor of Burwood

I would like to take the opportunity to wish you all a happy and safe Easter even if this one may be very different. Stay home, stop the spread and get creative about how we celebrate Easter. Let everyone enjoy the break by ordering in some food from our quality local eateries. Stay safe and stay informed at [Burwood Cares](#)

[VISIT WEBSITE](#)



A digital community noticeboard

Council's website will host a noticeboard for community members and groups to share what initiatives they are undertaking to help those in the area who are vulnerable or alone. We'll also list restaurants and cafes to promote what they

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Library online adventure

Whether you're interested in learning a language, reading the latest romance or watching a story with your little one, join Burwood Library for free and discover a new online experience.

[JOIN HERE](#)

Australian Government Jobs Hub

The Federal Government has set up an online hub to supporting businesses and those Australians looking for work.

[JOBS HUB](#)



Coronavirus in 16 Languages

SBS has posted online videos explaining Coronavirus in 16 different languages to help guide all our residents through this period of self-isolation.

[FIND YOUR LANGUAGE HERE](#)





Share your stories

We want to celebrate and acknowledge with our community the good neighbours out there. Do you have a story to share of how








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burwoodcares@burwood.nsw.gov.au

Look after yourself but stay away from others

Remember to follow the self-isolation advice, keeping your social distance from others while remembering to practice best hygiene practices including washing your hands thoroughly for 20 seconds.

WASH HANDS WITH SOAP FOR 20 SEC

USE HAND SANITISER


COUGH/ SNEEZE INTO ELBOW

DON'T TOUCH YOUR FACE

NO HAND SHAKING

NO HUGGING

STAY INDOORS

 Forward this message



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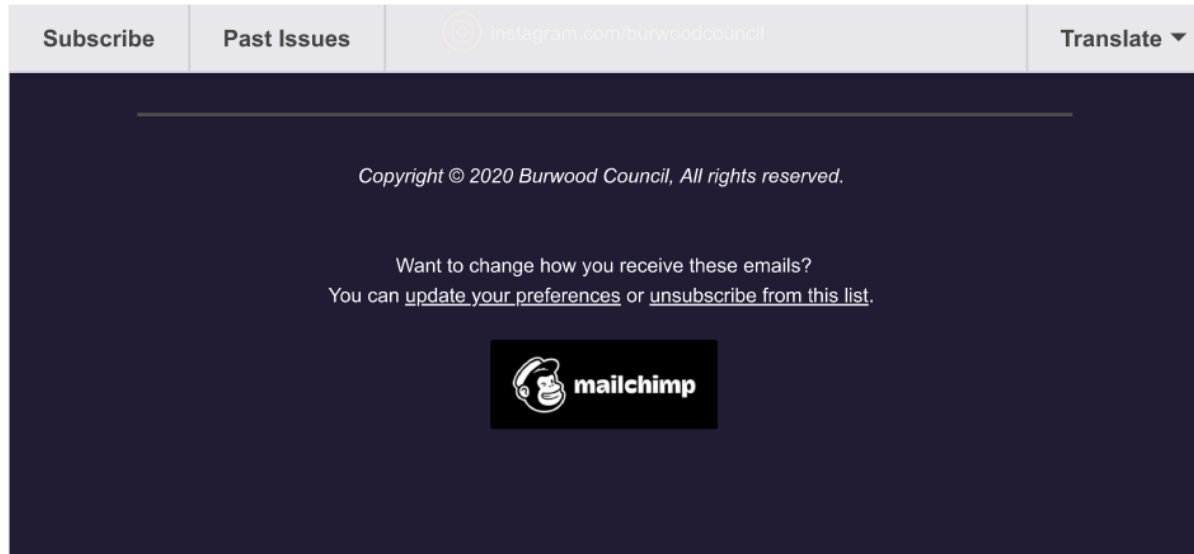
Everything you need to know about COVID-19 including frequently asked questions and updates can be found at [NSW Health](#). For updates on Council's response to COVID-19 follow us:



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Burwood Library Connections



Connect with us online

Burwood Library is currently closed, and programs are suspended to protect our community from the spread of coronavirus (COVID-19).

All books on loan have had their due date extended until June 30, and no late fees will be charged while the library is closed. We understand that the library is an important part of our community, and we want you to know there are still library services available to help you stay connected during this time of physical distancing.

You'll find a list of our online resources here in this newsletter, and we share regular updates on our [website](#), [Facebook](#), [Instagram](#) and [Twitter](#) accounts.

Our friendly library staff is available to answer any of your queries, between 9am and 5pm, Monday to Friday, just phone (02) 9911 9999 or email library@burwood.nsw.gov.au.

For the latest updates on Burwood Council's response to COVID-19 and changes to services, please visit our [council website](#).



The Digital Library is open

Our Library building may be closed, but the



Virtual Book Club

Do you love to read and talk about books? Would

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- Borrow [eBooks and eAudiobooks](#) that expire automatically – no need to worry about return dates
- Download [Library Apps](#), to make it easy to download eBooks, eAudio and digital magazines straight to your device. Details are [here](#) on our library catalogue.
- Download the latest issues of [digital magazines](#) to keep for as long as you like
- Stream [free films from Beamafilm](#) for your entertainment
- Discover our fun and interactive educational platforms for children including [Story Box Library](#), [10 Monkeys Maths Games](#) and [Literacy Planet](#).
- Our library staff is available to help you with any problems accessing digital resources, on (02) 9911 9999 (9am-5pm, Monday to Friday) or library@burwood.nsw.gov.au.
- New members can [sign up on our website](#) and access digital resources immediately.



ANZAC Day Quiz

How much do you know about Burwood's history?

Test your knowledge, learn some new facts, and see some fascinating photographs from our Local History collection with our ANZAC Day Quiz.

[Click here](#) to play

Library is organising Virtual Book Clubs, which include free access to a digital copy of the book, and then the chance to discuss it either via a Facebook Group or an online chat. There will be separate groups for children, teens and adults. If you're interested in participating, send an email to library@burwood.nsw.gov.au and we will reply with details of how to join in. Let us know which book group you are interested in, you are welcome to join more than one.



Bricktopia Building Club

Do you love to build things from Bricks? If you're aged 7-12, use your bricks to take part in our Bricktopia Club. For our first challenge, use bricks to build your favourite character from a game, TV show or movie, and then take a photo and send it to library@burwood.nsw.gov.au. You can also share your creations on social media - tag us and add the hashtag #burwoodbricktopia. Entries are due by Tuesday, April 28, and the winner will receive a \$50 gift voucher from E.B. Games. Please see [Terms and Conditions](#) on the Library website before entering.



The Children's Team are creating videos and online activities to help keep children busy and happy at home. You can see our first Online Story Time [here](#).

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Burwood Bear Hunt

We're going on a Bear Hunt! Will you come too? Social distancing can be difficult for children - they miss their friends and regular activities. A lovely way to help reduce isolation is to put a bear in your window, for local kids to spot on a bear hunt.

This activity works for children and parents, as a fun activity to have outside, while still maintaining a safe distance.

If you'd like to participate, or if you spot a bear in Burwood, please share a photo on social media and add the hashtags [#burwoodbearhunt](#) and [#burwoodcares](#).



Story Time, Anytime!

Although our regular children's programs are not running during the temporary closure, we have free read-aloud stories available to enjoy at home.

[Story Box Library](#) is an educational website, created for children to view stories by local authors and illustrators, read aloud by Australian and New Zealand storytellers. It will get kids excited about reading, inspire their imaginations and let them have fun with stories, improving their language and literacy skills along the way. There is an ever-growing library of stories and downloadable learning content suitable for preschool and primary aged children, and all you need is your Burwood Library card number to get started.



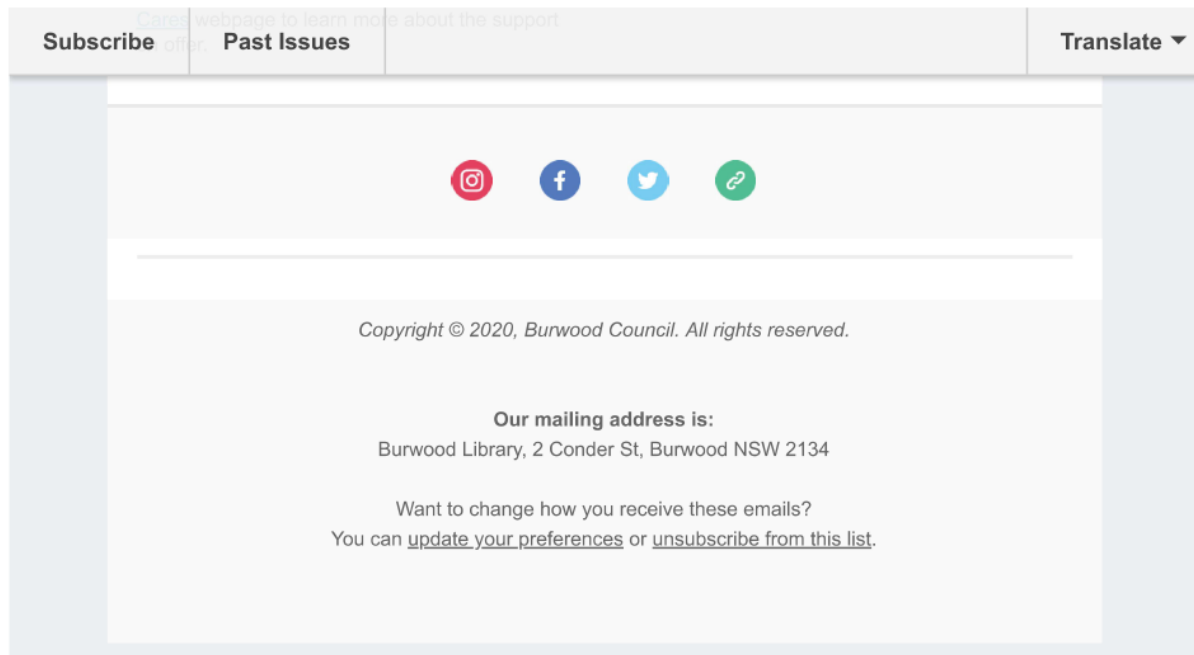
Burwood Cares

Burwood Council cares about the health and wellbeing of our community during this challenging time of COVID-19 (Coronavirus).

Looking for effective ways to keep everyone safe through service delivery and provide support to those in isolation or struggling with their business is paramount to Council.


Under the banner of [Burwood Cares](#), Council can play a central role.

By facilitating what's happening in the area, Council will share information and helpful tips, updates on Council services and links to other agency programs and services. See the [Burwood](#)




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for business



Message from John Faker, Mayor of Burwood

Welcome to the first edition of the Burwood Cares Business e news, set up during this challenging time of COVID-19 (Coronavirus) to keep you informed on what Council is doing to support you and your business.


Under the banner 'Burwood Cares', I believe Council will play a central role. Find out more about what Council is doing and how you can contribute.



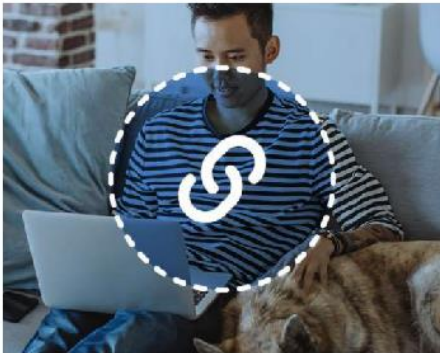
[FIND OUT MORE](#)

Government Support Programs

A range of federal, state and local government support is available for small businesses affected by COVID-19.

[CLICK HERE](#)



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		<p>During this health crisis, Council's website will host a noticeboard for local restaurants and cafes to promote your offers so locals can support you.</p> <p>Contribute to the noticeboard by emailing us with your details and a photo of your signature dish. Subject heading 'restaurant'</p> <p>burwoodcares@burwood.nsw.gov.au</p>	
<h3>Promote your business online</h3> <p>Council has prepared a list of food focused online platforms that support restaurants and cafes by listing and promoting their takeaway and home delivery services. Get your business listed and sign up to their alerts to get ideas of what other businesses are doing.</p> <p>CLICK HERE</p>			
		<h3>Industry support</h3> <p>There are a range of industry-specific measures to help you and your staff. We recommend you get in contact with your industry body to keep up to date with the specific assistance that caters to you.</p> <p>For industry-specific advice refer to the Australian Government's website health.gov.au/resources</p>	
<h3>News and updates</h3>			

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measures to protect the community from the spread of the coronavirus. Restrictions have been placed on a number of non-essential services. Learn about what the public orders mean for you and your business.

[CLICK HERE](#)



WASH HANDS
WITH SOAP
FOR 20 SEC



USE HAND
SANITISER



COUGH/
SNEEZE INTO
ELBOW



DON'T
TOUCH
YOUR FACE



NO HAND
SHAKING



NO
HUGGING



STAY
INDOORS



Share your stories

We want to celebrate and acknowledge with our community the good neighbours out there. Do you have a story to share of how Burwood cares? Email us with subject heading 'stories' at:

burwoodcares@burwood.nsw.gov.au






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Everything you need to know about COVID-19 including frequently asked questions and updates can be found at [NSW Health](#). For updates on Council's response to COVID-19 follow us:

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(ITEM 22/20) PROGRESS REPORT - FITOUT OF COUNCIL'S ADMINISTRATION, LIBRARY AND COMMUNITY HUB PROJECT

File No: 20/15651

REPORT BY GROUP MANAGER PROPERTY & BUILDING SERVICES

Summary

This report is aimed at providing Council with a status update on the fitout project for Council's new Administration Centre, Library & Community Hub at 2 and 8 Conder Street Burwood.

The report also confirms current restrictions and necessary closure of these spaces due to the COVID-19 situation.

Operational Plan Objective

1.1.4.1 Offer a range of facilities for hire that accommodate the various types of use required by the community

2.4.1.1 Optimise the experiences of visitors to Council and implement a service centre at the new Council Administration Offices

Background

Council at its meeting of 26 November 2019 endorsed a revised budget (inclusive of a 11% contingency) for the upgrades of its Library & Community Hub and the creation of a new Administration Centre at No. 2 and 8 Conder Street Burwood.

The fitout tender was awarded to Intrec Management Pty Ltd (Intrec) on 16 December 2019, following an extensive selection and due diligence process.

Council engaged Intrec under a Design & Construct Contract to finalise the design and undertake the scope of works for the construction of the project.

Intrec commenced demolition works to the Library building prior to the 2019 year end, officially taking site possession of both 2 and 8 Conder Street on 6 January 2020, with an anticipated completion date of April 2020, to align with the planned library closure period.

Project Progress Report

The project has progressed extremely well and in line with the accelerated 16 week program, with both buildings approximately 95% complete at the time of writing this report.

The progress of the project's construction has gained momentum in early February 2020 and met peak capacity in late February and early March 2020, with close to 150 personnel working across the two sites at any one time.

In March 2020 Intrec implemented a mitigation plan as a consequence of the COVID-19 pandemic. The project's onsite operations were reconfigured, with an increased number of smaller teams of subcontractors being spread throughout the work sites to ensure that all distancing measures were in accordance with recommendations by NSW Health.

Key Issue Updates

1. **Schedule:** Anson Developments was unable to complete the handover of the 8 Conder St site as scheduled. In particular the link bridge and the as-built drawings were delayed by several weeks. The delay has resulted in 13 days of approved time extension being granted to Intrec.

2. **Latent Conditions:** during the demolition works, Intrec discovered that the internal partition walls on the ground floor of the library were load-bearing. Upon detailed assessment of the site, it was concluded that extra structural support would be required, impacting project costs and causing some delays. Additionally the base building fire protection system and the fulfilment of heritage requirements have also contributed to additional cost and delays.
3. **Design:** design changes including works such as wayfinding, audio visual system implementations, upgrades to building entrances and the implementation of sanitisation measures have been dealt with during the construction stage. However, there has been minimal impact on the program.
4. **Procurement:** In mid-February 2020 as a consequence of the COVID-19 pandemic, there was some concern regarding the extensive lead time for materials coming from overseas. The builder and Council worked closely with the architect to find suitable alternative materials. Despite a few minor items still currently being delayed, no additional project delay is expected.
5. **Cost:** The awarded contract sum was in line with the tender cost estimates prepared by the Quantity Surveyor. Financially the project is tracking well and is expected to be delivered within the allocated budget.

Impact of COVID-19

Procurement risks as a result of the COVID-19 restrictions relating to offshore suppliers have potential to impact practical completion dates. However, potentially impacted items are progressively being monitored and mitigated with suitable locally stocked alternatives as necessary.

Current items identified as potentially being delayed include:

- Glazing system and installation to operable facades
- Wayfinding signage
- Wall light fittings to Library level 1

The identified items are not expected to impact practical completion.

Government restrictions on construction sites and offices are being continually monitored to ensure the timely implementation of appropriate mitigation strategies.

Council is currently working on sanitisation management solutions to protect the health and safety of our community, customers and staff. Hand sanitiser units and ongoing sanitisation cleaning measures will be implemented throughout both buildings.

Project Program and Delivery

The original practical completion date of 7 April 2020 has been extended due to the latent conditions the project has encountered. Nevertheless, works have continued to progress well on site and it is anticipated that works will be completed by 1 May 2020.

It is expected that the service centre, library and community space would remain closed until the COVID-19 Restrictions have been lifted.

In relation to the administration offices, a suitable plan is being developed to schedule the transfer of staff, once COVID-19 restrictions relating to workplaces are lifted.

Project Program and Delivery

The original practical completion date of 7 April 2020 has been extended due to the latent conditions the project has encountered. Nevertheless, works have continued to progress well on site and it is anticipated that works will be completed by 1 May 2020.

It is expected that the service centre, library and community space would remain closed until the COVID-19 Restrictions have been lifted.

In relation to the administration offices, a suitable plan is being developed to schedule the transfer of staff, once COVID-19 restrictions relating to workplaces are lifted.

Project Management

A designated Project Control Group (PCG) was established for the delivery of this project. The PCG meet weekly to discuss construction and consists of professionals such as Council's architect, engineering consultants, Quantity Surveyor and relevant Council officers.

The PCG receives regular reports and determines all significant matters associated with the project including scope, budget, priorities and management strategies.

In addition, a Project Delivery Team (PDT) has been formed for the purpose of managing the delivery of other projects which form part of the overall delivery program, such as the activation of public areas, implementation of a concierge service model integrating Library and Customer Service staff, and launch activities.

Finally, Council's Capital Program Working Party (CPWP) meet monthly to review the status of the project and to ensure that there is a transparent and accountable governance framework in place for the development and monitoring of Council's Capital Program.

WH&S Audit

An audit was undertaken on Intrec on 24 March 2020 to review compliance of their Management Systems against applicable requirements of the NSW WHS Legislation and WHS Management Systems requirements for the project. The outcome of the audit noted that Intrec has a well-developed Safety Management System which was well implemented onsite. Audit findings and recommendations for improvement have been mitigated and considered as part of the project's continual improvement process. There have been no WH&S reported incidents onsite thus far.

Planning or Policy Implications

The Development Application (DA) for the fit-out and refurbishment works was lodged on 6 September 2019.

An independent consultant was engaged to assess the DA which was approved at the 5 December 2019 Sydney Eastern City Planning Panel (SECPP) meeting.

The Construction Certificate for the scope of works was issued on 19 December 2019.

The Developer of 8 Conder Street received Interim Occupation Certificate for the cold shell of the commercial component of 8 Conder Street on 19 December 2019.

Finalisation of stratum subdivision & transfer of the commercial property of 8 Conder Street is progressing and is anticipated to be finalised and registered prior to end of April 2020.

The Occupation Certificate (OC) package was received on 25 February 2020 from Council's Private Certifying Authority (PCA).

The PCA undertook a pre OC Inspection site walk on 25 March 2020 to review conditions on site and to capture any outstanding items.

The Application for OC package has been prepared by the PCA and is now ready for Council's consent and lodgement.

Financial Implications

On 26 November 2019 Council resolved to approve the construction budget plus a percentage for contingency.

Despite the unprecedented challenges faced as a result of the COVID-19 pandemic, with the works nearing completion it is very likely that the project will be delivered within the approved budget and contingencies, and having suffered only a minor delay.

A final report inclusive of financial details will be provided to Council in May 2020, once the project is handed over to Council.

Conclusion

Practical completion of the project is anticipated to be 1 May 2020. Given the uncertainty surrounding COVID-19 and the period in which the restrictions are to remain, it is very unlikely that the Library, Community and Service Centre will be able to operate until the restrictions are lifted.

Recommendation(s)

1. That Council notes the information provided in this report.
2. That Council notes the Library & Community hub and Service Centre will remain closed to the public until the COVID-19 restrictions are lifted.

Attachments

There are no attachments for this report.

(ITEM 23/20) HORNSEY STREET (EAST) BURWOOD PROPOSED ROAD CLOSURE APPLICATION

File No: 20/15964

REPORT BY GROUP MANAGER PROPERTY & BUILDING SERVICES

Summary

To seek Council's endorsement for the proposed closure of Hornsey Street (East) to activate and complete the pedestrian walkway linking Conder Street and Wynne Avenue as a consequence of the Burwood Grand (Anson) development and in accordance with the amended Voluntary Planning Agreement.

Operational Plan Objective

4.2.1.1 Investigate opportunities to limit motorist access to certain areas within the Burwood CBD.

Background

A Voluntary Planning Agreement (VPA) was executed in May 2017 in connection with Development Application (DA) No. 193/2015 for the Burwood Grand project on Conder and Belmore Streets.

An amendment to the VPA was resolved by Council at its meeting on 22 October 2019 with the following changes relevant to this Council item:

- The developer will dedicate to Council free of charge approximately 800sqm of land known as Part Lot 105 (**Attachment 1**).
- Council will grant the developer a 99 year lease of land now known as Lot 10 (**Attachment 2**) immediately adjacent to Part Lot 105 to enable outdoor dining options to activate Hornsey Street.

Retaining Hornsey Street as a pedestrian link in Council's control would see a significant improvement in the pedestrian network in the Burwood Town Centre (BTC). The link will offer a well-located, safe and attractive pedestrian thoroughfare between existing streets, in particular between Conder Street and Wynne Avenue. Additionally the closure will increase the permeability of the pedestrian network by providing pedestrian access through private development.

Proposal

As a result of the amended VPA, Council is to grant the developer a 99 year lease over part of the land currently classified as a public road to support the activation of Hornsey Street. In order for Council to achieve this, three steps are required:

1. Apply to close the road;
2. Enter into a short term lease up to 5-years while awaiting the road closure completion; and,
3. Once the road is officially closed, convert the 5 year lease into a 99 year lease.

The process for steps 1 and 2 are described below and step 3 will be the subject of a separate report to Council at a later date.

Step 1 – Road Closure

Until the recent completion of the Burwood Grand development, the part of Hornsey Street to the east of Conder Street has been a 'dead-end' section of road and has not been used as a road for many years. Under the Roads Act, the leasing of the road is generally permissible if the road can

be established as 'unused public road'. However the term of the lease of the road is restricted to not more than five years.

The road closure is consistent with Council's Development Control Plan (DCP) which identifies this dead-end section of Hornsey Street as a public square/forecourt.

The process to close a public road is regulated by the *Local Government Act*, Division 3, Closing of Council Public Road, as follows:

38A When council may close [council public road](#)

A council may propose the closure of a [council public road](#) for which it is the roads authority if--

- (a) the road is not reasonably required as a road for public use (whether for present or future needs), and
- (b) the road is not required to provide continuity for an existing road network, and
- (c) if the road provides a means of vehicular access to particular land, another public road provides lawful and reasonably practicable vehicular access to that land.

In this particular case:

- The road once provided access to the rear of the Masonic Hall as well as the old community building and car park which have both been demolished as part of the development of Burwood Grand, rendering this section of Hornsey Street as "not reasonably required as a road for public use".
- The road closure will form part of a larger pedestrian link from Conder Street all the way through to Burleigh Street, with part of the pedestrian link already provided between Wynne Avenue and Clarendon Place.
- The road provides no link to any other properties or the surrounding road network.
- The road no longer provides a means of vehicular access to land.
- The finished alignment and design of Hornsey Street allows for emergency services, if required.

Under the Roads Act, Council has to firstly propose the closure and then follow the relevant processes, namely:

38B Notification of proposal to close council public road

- (1) A council that is proposing to close a council public road must cause notice of the proposal—
 - (a) To be published in a local newspaper, and
 - (b) To be given to—
 - (i) All owners of land adjoining the road, and
 - (ii) All notifiable authorities, and
 - (iii) Any other person (or class of person) prescribed by the regulations.
- (2) The notice—
 - (a) Must identify the road that is proposed to be closed, and
 - (b) Must state that any person is entitled to make submissions to the council with respect to the closing of the road, and
 - (c) Must indicate the manner in which, and the period (being at least 28 days) within which, any such submission should be made.

38D Decision of proposal

- (1) After considering any submissions that have been duly made with respect to the proposal, the council may, by notice published in the Gazette, close the public road concerned.

- (2) *However, a council public road may not be closed—*
 - (a) *In the case of a classified road—unless RMS consents to the closure of the road, or*
 - (b) *In the case where a notifiable authority has formally objected under section 38C to the closing of the road—until the objection is withdrawn by the authority or set aside by the Land and Environment Court under that section.*

38E Effect of notice of closure

- (1) *On publication of the notice closing the council public road concerned—*
 - (a) *The road ceases to be a public road, and*
 - (b) *The rights of passage and access that previously existed in relation to the road are extinguished.*
- (2) *The land comprising a former road—*
 - (a) *In the case of a public road that was previously vested in a council (other than a public road in respect of which no construction has ever taken place)—remains vested in the council, and*
 - (b) *In any other case—becomes (or, if previously vested in the Crown, remains) vested in the Crown as Crown land.*

Once the closure proposal process is completed, Council will need to pass a resolution to officially close the road (Step 3). This relates to changing the classification of the land for the purpose of the Local Government Act.

This resolution is not the subject of this item as it should only be dealt with once Council determines the application pursuant to section 38D (as above). Council's decision to close the road and publish the notice in the Gazette should be at the same time as it passes the resolution regarding the classification of the land.

Step 2 – Short term lease of Lot 10

As Council cannot currently comply with the obligation to grant a 99 year lease for Lot 10 to the developer in accordance with the VPA, it is proposed that Council resolve to enter into a short-term lease with the developer whilst proceeding to close the public road. Once the road closure is approved and the relevant land is classified as operational land, the 99 year lease can be granted.

There are a number of steps that Council must follow in creating a short-term lease on a public road under sections 153 to section 157 of the Roads Act. This requires the service of notices on adjoining owners and a notice to be published in the local newspaper. After considering submissions Council can then grant the lease or may refuse to grant the lease. If Council proposes to grant the lease then it must cause notice of that fact to be published in a local newspaper.

The proposed short-term lease requirements as set forth under the Roads Act are.

153 Short-term leases of unused public roads

- (1) *A roads authority may lease land comprising a public road (other than a Crown road) to the owner or lessee of land adjoining the public road if, in its opinion, the road is not being used by the public.*
- (2) *However, a lease may not be granted under this Division with respect to land that has been acquired by RMS under Division 3 of Part 12 (being land that forms part of a classified road) except by RMS.*
- (3) *A lease granted under this Division may be terminated by the roads authority at any time and for any reason.*

154 Public notice to be given of proposed lease

- (1) *Before granting a lease under this Division, the roads authority must cause notice of the proposed lease—*
 - (a) *To be published in a local newspaper, and*
 - (b) *To be served on the owner of each parcel of land adjoining the length of public road concerned.*

- (2) *The notice—*
- (a) *Must identify the public road concerned, and*
- (b) *Must state that any person is entitled to make submissions to the roads authority with respect to the proposed lease, and*
- (c) *Must indicate the manner in which, and the period (being at least 28 days) within which, any such submission should be made.*

155 Public submissions

Any person may make submissions to the roads authority with respect to the proposed lease.

156 Decision on proposed lease

- (1) *After considering any submissions that have been duly made with respect to the proposed lease, the roads authority may grant the lease, either with or without alteration, or may refuse to grant the lease.*
- (2) *If the roads authority grants a lease, the roads authority must cause notice of that fact to be published in a local newspaper.*

157 Special provisions with respect to short-term leases

- (1) *The term of a lease, together with any option to renew, must not exceed—*
- (a) *Except as provided by paragraph (b), 5 years, or*
- (b) *In the case of a lease of land that has been acquired by the roads authority under Division 3 of Part 12, 10 years.*
- (2) *A person must not erect any structure on land the subject of a lease under this Division otherwise than in accordance with the consent of the roads authority.*
Maximum penalty—10 penalty units.
- (3) *Such a consent may not be given unless the roads authority is satisfied that the proposed structure comprises a fence or a temporary structure of a kind that can easily be demolished or removed.*

Planning or Policy Implications

The amended VPA has enabled Council to control Hornsey Street in the interest of public benefit and is able to meet Council's objectives in its Local Strategic Planning Statement for quality urban design and inviting public spaces. It also brings forward Council's strategic planning in respect of creating a public square/forecourt in accordance with the DCP.

A formal activation of the Hornsey Street pedestrian link would reinforce the vision to cultivate Burwood as a high amenity centre for the community to enjoy.

Financial Implications

Part Lot 105 which the developer is dedicating to Council is approximately 800sqm. Upon the final transfer of the titles, a formal valuation of the land will be conducted. The valuation will be shown as a contribution in kind and be reported at the end of the financial statement.

Conclusion

It is recommended that Council move to endorse the proposed closure of Hornsey Street and grant a short term lease for five years to the developer for the strip of land (Lot10) forming part of the current road and immediately adjacent to the developer's land.

Recommendation(s)

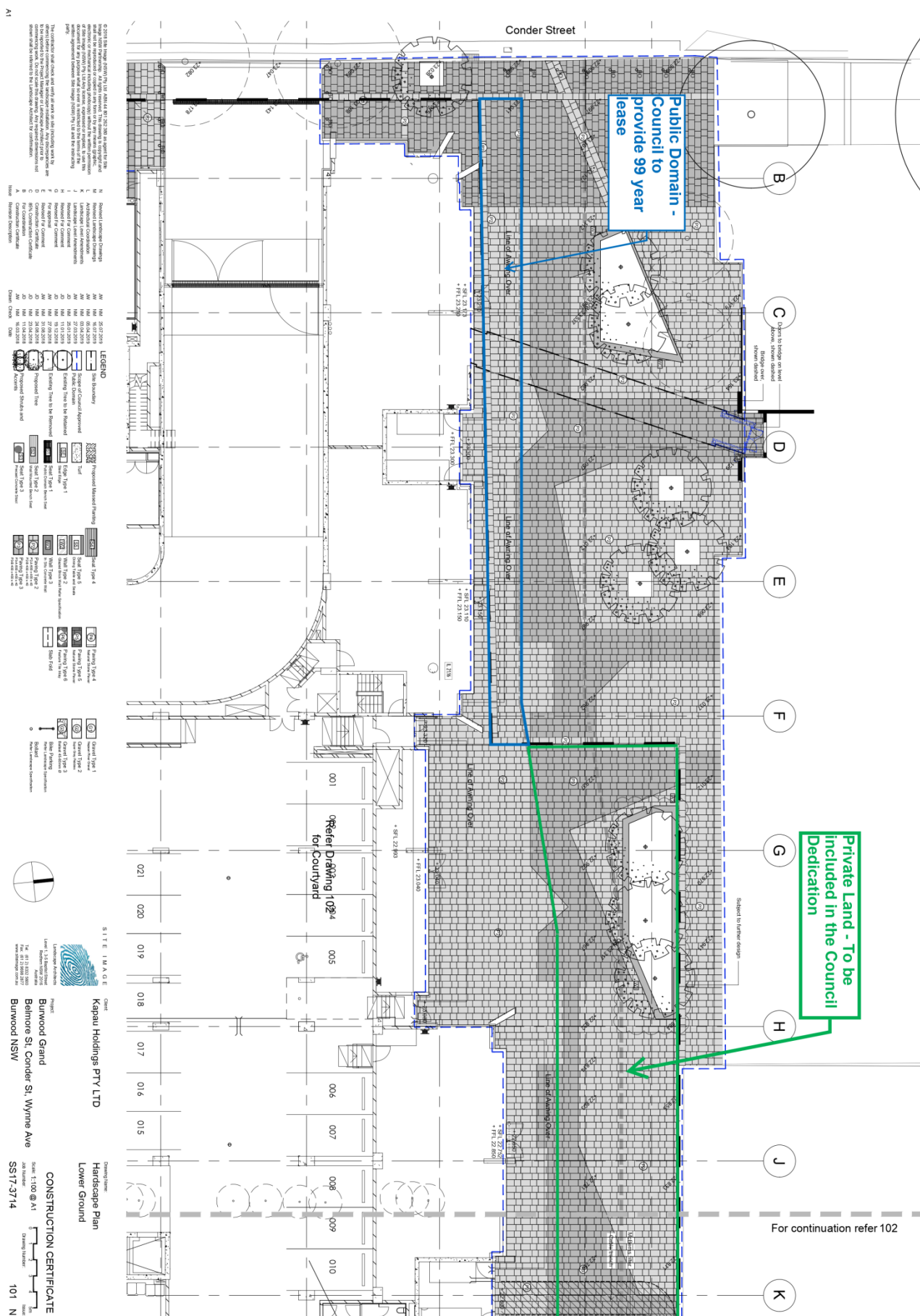
1. That Council endorse the proposed road closure of Hornsey Street (East).
2. That Council endorse the proposal of a short-term lease of five years to be entered into with the developer.
3. That the General Manager undertakes all necessary steps required under the Roads Act in respect of the short-term lease of Lot 10.
4. That the General Manager follows through with all necessary steps under Part 4 Division 3 of the Roads Act in respect of the proposed closure of Hornsey Street (East).
5. That the General Manager return to Council at a time appropriate for determination of the classification of the closed road under section 38D of the Roads Act.

Attachments

- 1 [↓](#) Attachment 1 - Schedule 11 to Amended VPA - Land to be dedicated to Council and 99yr Lease
- 2 [↓](#) Attachment 2 - Schedule 12 to Amended VPA - 99yr lease area - September 2019

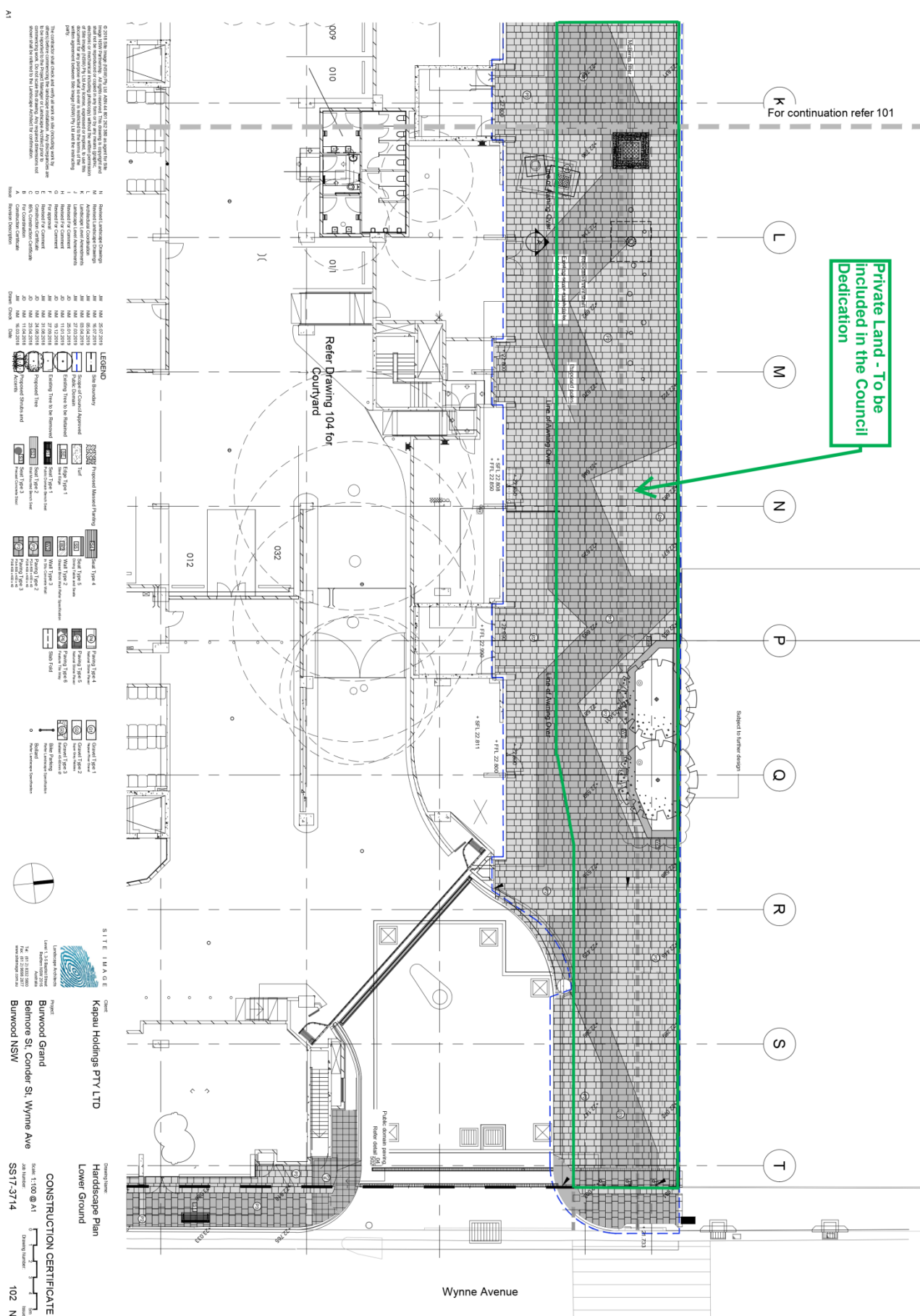
ITEM NUMBER 23/20 - ATTACHMENT 1

Attachment 1 - Schedule 11 to Amended VPA - Land to be dedicated to Council and 99yr Lease



ITEM NUMBER 23/20 - ATTACHMENT 1

Attachment 1 - Schedule 11 to Amended VPA - Land to be dedicated to Council and 99yr Lease



Attachment 2 - Schedule 12 to Amended VPA - 99yr lease area - September 2019



(ITEM 24/20) INVESTMENT REPORT AS AT 31 MARCH 2020

File No: 20/15812

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

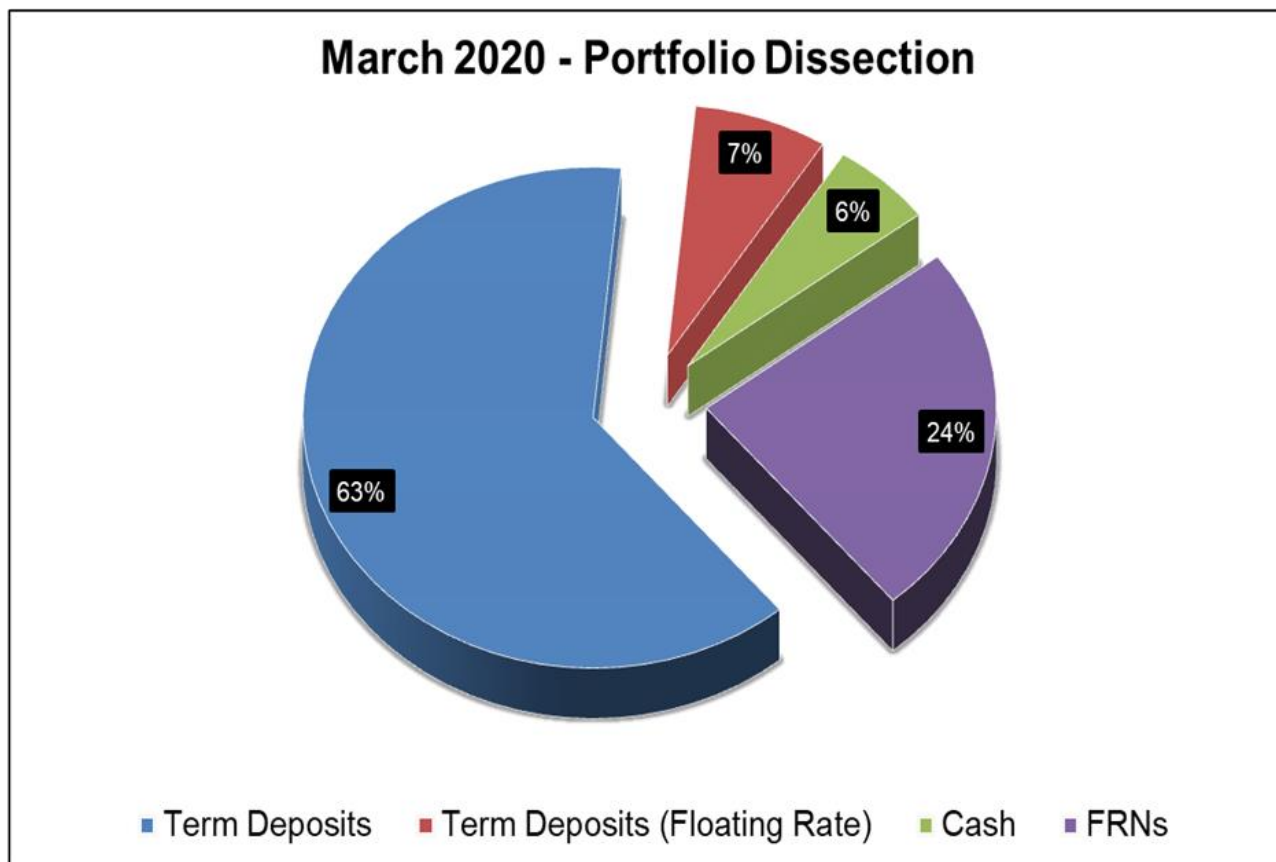
Background

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 March 2020 is:



As at 31 March 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
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
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
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
10 Mar 20	National Australia Bank	3,000,000	1.35%	184	10 Sep 20
24 Mar 20	Suncorp-Metway	4,000,000	1.75%	184	24 Sep 20
Total		42,000,000			

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) on the 19 March 2020 outside the normal monthly meeting cycle made an unprecedented move and cut the official interest rate by 0.25 basis points as part of a stimulus package to assist the Australian economy through the Coronavirus period. At the RBA meeting on the 7 April 2020, the Board reaffirmed its decision of the 19 March 2020 as well as the other elements of the stimulus package and left the official interest rate at 0.25%. According to the RBA Governor "...The Board took this decision stating that the coronavirus remains first and foremost a very major public health issue, but it is also having very significant effects on economies and financial systems around the world. Many countries are expected to experience large economic contractions as a consequence of the public health response. Large increases in

unemployment are also expected. Once the virus is contained, a recovery in the global economy is expected, with the recovery supported by both the large fiscal packages and the significant easing in monetary policy that has taken place.

Financial market volatility has been historically high and many markets around the world have been dislocated. There are, however, some signs that markets are working more effectively than they were a few weeks ago. This improvement partly reflects the substantial measures undertaken by central banks.

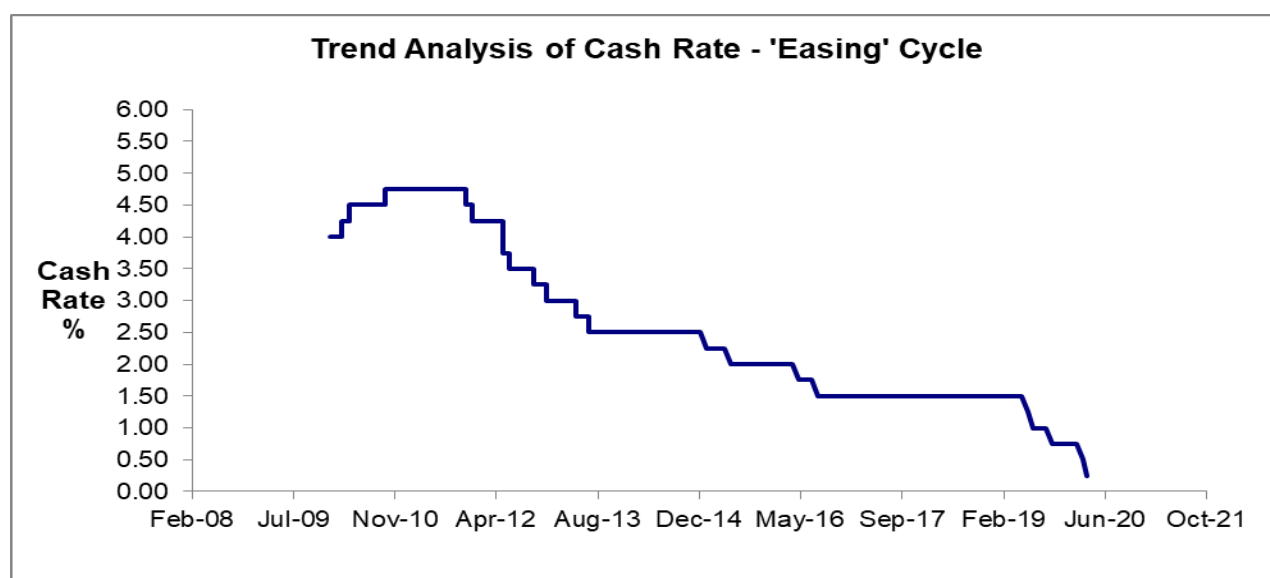
The Bank (RBA) has injected substantial liquidity into the financial system through its daily open market operations to support credit and maintain low funding costs in the economy. It will continue to ensure that the financial system has sufficient liquidity. Operations at longer terms will continue, but the frequency of these operations will be adjusted as necessary according to market conditions.

There is considerable uncertainty about the near-term outlook for the Australian economy. Much will depend on the success of the efforts to contain the virus and how long the social distancing measures need to remain in place. A very large economic contraction is, however, expected to be recorded in the June quarter and the unemployment rate is expected to increase to its highest level for many years.

The coordinated monetary and fiscal response, together with complementary measures taken by Australia's banks, will soften the expected contraction and help ensure that the economy is well placed to recover once the health crisis has passed and restrictions are removed. These various responses are providing considerable support to Australian households and businesses through what is a very difficult period. The Australian financial system is resilient. It is well capitalised and in a strong liquidity position, with these financial buffers available to be drawn down if required to support the economy.

The Board is committed to doing what it can to support jobs, incomes and businesses as Australia deals with the coronavirus. The comprehensive policy package announced last month will also support the expected recovery. The Board will not increase the cash rate target until progress is being made towards full employment and it is confident that inflation will be sustainably within the 2–3 per cent target band.” Statement by Philip Lowe, Governor: Monetary Policy Decision – 7 April 2020.

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



Recommendations(s)

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

Attachments

- 1 [!\[\]\(511a36c244659513b679df9c639945de_img.jpg\)](#) Investment Register March 2020 1 Page
- 2 [!\[\]\(2c0783baf87a2728b2fe49eb1c34c456_img.jpg\)](#) Investment Types 1 Page

ITEM NUMBER 24/20 - ATTACHMENT 1

Investment Register March 2020

BURWOOD COUNCIL INVESTMENT PORTFOLIO as at 31 March 2020

Investment i-Adviser	Issuer	ADI or N-ADI	Investment Name	Type	Rating S&P	Invested Amount	Market Value as at 31 January 2020	Market Value as at 29 February 2020	Market Value as at Reporting Date	% of Total Invested
Cash										
Council	Commonwealth Bank	ADI	Operating Account	Cash	AA-	1,081,233	972,952	2,012,115	1,081,233	5.66
Council	Commonwealth Bank	ADI	Cash Deposit Account	At Call	AA-	2,648,859	1,735,934	4,237,578	2,648,859	1.61
Council	Commonwealth Bank	ADI	Online Server	At Call	AA-	34	34	34	34	3.95
Council	AAP Bank Limited	ADI	AMP Business Save & Notice Account	At Call / Notice 30 days	A	61,400	61,245	61,325	61,400	0.09
Term Deposits										
Council	AAP Bank (Imperium)	ADI	AMP Bank	Term Deposit	A	3,000,000	3,000,000	3,000,000	3,000,000	62.66
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	3,000,000	3,000,000	3,000,000	3,000,000	4.48
Council	Westpac	ADI	Westpac	Term Deposit	AA-	3,000,000	3,000,000	3,000,000	3,000,000	4.48
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	-	3,000,000	3,000,000	-	-
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	3,000,000	3,000,000	3,000,000	3,000,000	4.48
Council	BankWest	ADI	BankWest	Term Deposit	AA-	3,000,000	3,000,000	3,000,000	3,000,000	4.48
Council	Westpac	ADI	Westpac	Term Deposit	AA-	3,000,000	3,000,000	3,000,000	3,000,000	4.48
Council	Westpac	ADI	Westpac	Term Deposit	AA-	2,000,000	2,000,000	2,000,000	2,000,000	2.98
Council	Surcorp-Metway Limited	ADI	Surcorp-Metway Limited	Term Deposit	A+	4,000,000	4,000,000	4,000,000	4,000,000	5.97
Council	Surcorp-Metway Limited	ADI	Surcorp-Metway Limited	Term Deposit	A+	4,000,000	-	-	4,000,000	5.97
Council	Bank of Queensland	ADI	Bank of Queensland	Term Deposit	BBB+	-	3,000,000	3,000,000	-	-
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	4,000,000	4,000,000	4,000,000	4,000,000	5.97
Council	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	-	4,000,000	4,000,000	-	-
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	-	3,000,000	-	-	-
Council	ING Bank	ADI	ING Bank	Term Deposit	A-	2,000,000	2,000,000	2,000,000	2,000,000	2.98
Council	ING Bank	ADI	ING Bank	Term Deposit	A-	4,000,000	4,000,000	4,000,000	4,000,000	5.97
Council	ING Bank	ADI	ING Bank	Term Deposit	A-	4,000,000	4,000,000	4,000,000	4,000,000	5.97
Term Deposits - Fixed & Floating Rates										
Council	Commonwealth Bank	ADI	Commonwealth Bank	Global Fixed Income Deposit 0.5 Yr fixed plus 4.5 Yr (90day BBSW + 0.80 bps)	AA-	2,000,000	2,000,000	2,000,000	2,000,000	2.98
Council	Westpac	ADI	Westpac	Coupon Select Deposit 2 Yr Fixed plus 3 Yr (90day BBSW + 1.05 bps)	AA-	3,000,000	3,000,000	3,000,000	3,000,000	4.48
Floating Rate Notes										
Council	Bendigo-Adelaide	ADI	Bendigo Bank & Adelaide Bank	Floating Rate Medium Term Notes (90 day BBSW +110 bps)	BBB+	-	1,000,278	-	-	-
Council	Surcorp-Metway Limited	ADI	Surcorp-Metway Limited	Floating Rate Notes (90 day BBSW mtd +84 bps)	A+	1,500,000	1,512,236	1,512,401	1,498,880	2.24
Council	Bendigo-Adelaide	ADI	Bendigo Bank & Adelaide Bank	Floating Rate Notes (90 day BBSW mtd + 105 bps)	BBB+	1,500,000	1,509,688	1,511,066	1,491,650	2.23
Council	AUZ Group	ADI	AUZ Group	Floating Rate Notes (90 day BBSW mtd + 77 bps)	AA-	2,000,000	2,011,314	2,010,654	1,988,406	2.97
Council	Newcastle Permanent Building Society	ADI	Newcastle Permanent Building Society	Floating Rate Notes (90 day BBSW +140 bps)	BBB	1,250,000	1,263,609	1,264,546	1,251,816	1.87
Council	Members Equity Bank Pty Ltd	ADI	ME Bank	Floating Rate Notes (90 day BBSW mtd +127 bps)	BBB	2,500,000	2,513,718	2,514,118	2,504,583	3.74
Council	Bank Australia Ltd	ADI	Bank Australia Ltd	Floating Rate Notes (90 day BBSW +130 bps)	BBB	1,500,000	1,508,756	1,508,511	1,505,045	2.25
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW -93 bps)	AA-	2,000,000	2,022,674	2,021,734	1,992,426	2.97
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +113 bps)	AA-	4,000,000	4,072,624	4,070,784	4,002,852	5.97
Grand Total						67,041,526	73,185,288	72,724,865	67,027,182	100.00

Credit Ratings	
AAA	Extremely strong capacity to meet financial commitments
AA	Highest Rating
A	Very strong capacity to meet financial commitments.
BBB	Strong capacity to meet financial commitments but somewhat susceptible to adverse economic conditions and changes in circumstances.
CCC	Adequate capacity to meet financial commitments, but more subject to adverse economic conditions.
D	Currently vulnerable and dependent on favourable business, financial and economic conditions to meet financial commitments
+	Payment default on financial commitments
-	Means that a rating may be lowered

Certificate of Responsible Accounting Officer

I hereby certify that the investments listed have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council's Investment Policies at the time of their placement.

W. Amisage
Wayne Amisage
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 IN14/20) AMENDMENT TO COUNCIL'S COMMUNITY PARTICIPATION PLAN IN ACCORDANCE WITH LEGISLATIVE CHANGES DUE TO COVID-19

File No: 20/15969

REPORT BY ACTING GROUP MANAGER STRATEGIC PLANNING, HERITAGE AND PLACE PLANNING

Summary

The NSW Government has amended a number of Acts and issued Ministerial Orders to implement emergency measures as a result of the COVID-19 pandemic. One of the changes is that councils will not be required to display physical copies of planning documents at council facilities. These are now to be made available online through the NSW Planning Portal. Notations have been made on Council's website and inside Council's Community Participation Plan (CPP) to alert the public to this change as the changes were effective immediately.

Operational Plan Objective

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

The COVID-19 Legislation Amendment (Emergency Measures) Bill 2020 was passed by the NSW Government in March 2020 to amend a number of Acts to implement emergency measures as a result of the COVID-19 pandemic.

Amongst the changes is the removal of the requirement for planning decision-makers (such as councils) to display physical copies of planning documents at council facilities. These documents will now be available online via the NSW Planning Portal.

To provide certainty, the Secretary of the Department of Planning, Industry and Environment also approved the use of council and state agency websites to display these documents. Councils are no longer required to provide physical copies at their offices.

The planning documents include Development Applications, Environmental Impact Statements on exhibition, registers of development consents, Complying Development Certificates, Construction Certificates and similar documents.

Current exhibition periods will not be affected, and documentation that is required to be made physically available will be made available online for the duration of exhibition periods.

These provisions are in place for a minimum of six months, extendable up to 12 months.

Council's CPP sets out all of Council's community participation requirements in exercising planning functions under the Environmental Planning and Assessment Act. The CPP requires updates in light of the changes regarding physical copies of planning documents.

Updating the CPP normally requires public exhibition of a draft updated CPP and reports to two Council meetings. The process takes approximately three months. It would be impractical to follow the normal process to update the CPP now, given the legislative changes have not been made on a permanent basis at this stage.

Therefore in the interim, Council's website page leading to the CPP includes amended text in accordance with the legislative changes for the period of the COVID-19 orders. A note has also been added after the front cover and before the Table of Contents of the CPP alerting people to the amendment.

A further report enclosing an amended CPP will be brought back to Council when the document has been properly updated.

Attachments

There are no attachments for this report.

(ITEM IN15/20) MM14/19 ADDITIONAL WASTE BINS NEAR BUS STOPS WITHIN TOWN CENTRES

File No: 20/16475

REPORT BY GROUP MANAGER OPERATIONS

Summary

At the September 2019 Council meeting, Cr John Faker (Mayor) proposed Mayoral Minute Item MM14/19 Additional Waste Bins Near Bus Stops Within Town Centres.

Operational Plan Objective

- 3.1.3 Ensure regular cleaning and maintenance of local areas to prevent damage to the environment
- 3.2 Provide sustainable waste management practices
 - 3.2.1 Promote existing recycling services
 - 3.2.2 Identify emerging waste management solutions
- 3.3 Educate the community on sustainable practices
 - 3.3.3 Encourage the community to take pride in the cleanliness and maintenance of the area
- 3.4.3 Ensure planning promotes environmentally sustainable development to reduce impacts on the environment
- 5.3.2 Maintain an attractive Burwood CBD

Council currently has 105 B-tidy bins within the Burwood LGA in either 120L or 240L sizes.

An audit of the location of the existing B-tidy bins relative to the proximity of bus stops within the Burwood Town Centre was undertaken. It was identified that there are nine bus stops without a bin in the immediate vicinity. Further it was determined that it would be beneficial to place a bin near the newly constructed raised threshold at Burwood Road opposite Meryla Street at the Burwood Park frontage.

The following bins are proposed:

Location	Number of Bins	Size of Bin
Bus Stop in Clarence Street frontage of #77 Shaftesbury Road, Burwood	1	120L
Bus Stop outside #2-2B Clarence Street, Burwood	1	120L
Bus Stop on southern side of Clarence Street near Burwood Road	1	120L
Bus Stop on northern side of Clarence Street near Burwood Road	1	120L
Bus Stop outside 220 Burwood Road Burwood	1	120L
Bus Stop outside #14 Railway Parade Burwood following completion of development related works in the vicinity	1	120L
Bus Stop outside 1 Railway Parade Burwood near Wynne Avenue	1	120L
Bus Stop outside Westfield Burwood Victoria Street Valet Parking Entry	1	120L
Bus Stop outside Burwood Park corner Burwood Road and Comer Street	1	120L
Pedestrian Crossing Burwood Road opposite Meryla Street along the Burwood Park Frontage	1	120L

The 'Once Off' cost associated with this proposal is as follows:

Activity	Rate	Estimated Cost for 10 Bins Proposed
Supply of Bin Casing 120L	\$2,538 \ unit	\$25,380
Ash Receptacle Stainless Steel	\$512 \ unit	\$ 5,120
Installation per bin	\$200 \ unit	\$ 2,000
Management Module	\$60 \ unit	\$ 600
Sub-total Estimated Cost :		\$33,100
GST :		\$ 3,310
Total 'Once Off' Cost to supply and install GST Inclusive :		\$36,410

The ongoing maintenance costs associated for the additional bins:

Activity	Rate per Week	Estimated Cost for 10 Bins Proposed per Year
Collection & Disposal	\$50 \ bin x 10 bins	\$26,000
Cleaning of Housing	\$35 \ bin x 10 bins	\$18,200
Total	\$85 \ bin x 10 bins	\$44,200

In lieu of the current COVID-19 crisis and the resultant decrease in pedestrian and public transport movements within the town centre, it is proposed that this proposal be deferred until such time as the crisis is over and movement restrictions have been removed.

No Decision – Information Item Only

Attachments

There are no attachments for this report.

(ITEM IN16/20) MAYORAL DISCRETIONARY GRANTS - SMALL DONATIONS MADE FOR THE PERIOD ENDING 31 MARCH 2020

File No: 20/17016

REPORT BY CONSULTANT - GOVERNANCE SPECIALIST

Summary

The Discretionary Grants – Small Donations Policy was reviewed by Council and adopted on 12 December 2017. As part of the Policy requirements a list of donations made is to be reported to Council on a quarterly basis. The attached table details all the Discretionary Grants for the 2019/20 year as at the end of Quarter 3.

Background

The Mayor is allocated an annual budget of \$15,000 to extend civic leadership by supporting, through the allocation of small donations on behalf of Council, organisations or individuals for one or more of the following purposes:

1. Personal development and achievements of individual community members representing NSW or higher in their chosen fields, including sporting, academic, cultural and artistic endeavours who require financial assistance to attend events or activities or compete in their chosen field
2. Relief and other emergency organisations
3. Charitable organisations (registered) which provide benefits to the Burwood Local Government Area
4. Locally based groups and organisations located in the Burwood Local Government Area that have not applied under the Community Grants Program and are established as not-for-profit, community based which includes P and C associations
5. Mayor's discretion for requests of a humanitarian nature.

Financial assistance for all categories is capped at \$1,000.

Proposal

That Council notes the presentation of this report as per the requirements of the Discretionary Grants – Small Donations Policy.

Financial Implications

Within the approved budget allocation of \$15,000.

No Decision – Information Item Only

Attachments

- 1 [↓](#) Mayoral Discretionary Grants 2019-2020 - Q1 to Q3

ITEM NUMBER IN16/20 - ATTACHMENT 1

Mayoral Discretionary Grants 2019-2020 - Q1 to Q3

Mayoral Discretionary Grants 2019/2020 - Cumulative Report Q1 to Q3										CUM ref 2017/18	
Date	Name/Organisation	Address	Purpose	Criteria 1 - Individual Resting Burwood	Criteria 2 - Relief Organisations - natural disasters	Criteria 3 - Charitable Organisations - (Registered) Provide benefits to Burwood	Criteria 4 - Groups and Organisations - Burwood and Hurstville	Criteria 5 - Mayoral Discretion - Humanitarian Nature	Criteria 6 - Mayoral Discretion - Charity Event	Amount Donated \$	Budget Allocation \$
23-Jul-19	Robur Club of Strathfield Inc	Po Box 268 Strathfield NSW 2135	Mayoral donation towards 2019 P-O Box Officer of the Year Awards - Wednesday 18 September 2019			\$ 250.00				\$ 250.00	\$ 14,790.00
7-Aug-19	NSW Wildlife Information Service Incorporated	39/117 Old Pittwater Road Brookvale NSW 2100	Mayoral donation towards fundraising for Wildlife group by participating in the CIBC Surf event on Sunday 11 August 2019.			\$ 327.25				\$ 327.25	\$ 14,422.75
27-Aug-19	M Rio Ayusfiro	Unit 5/28-28 Park Avenue Burwood NSW 2134	Mayoral donation towards fundraising for Junior Athletes - Bathurst Junior U19 - attendance to the World Junior Championship Team bound for Kazan, Russia in mid-October to represent Australia.	\$ 250.00						\$ 250.00	\$ 14,172.75
13-Sep-19	St. Joseph's Catholic Foundation for a Body	128/41 Governor Street Croydon	Mayoral donation towards fundraising for 2019 National Fetal Club Championships in November 2019 to represent Australia.	\$ 300.00						\$ 300.00	\$ 13,872.75
22-Oct-19	Great Causes Ltd	P.O.Box 471 Concord NSW 2137	Mayoral donation towards fundraising by the Foundation for a Body's Great Causes campaign.			\$ 500.00				\$ 500.00	\$ 13,372.75
4-Nov-19	Holy Innocent's Croydon	36 Cheltenham Road Croydon	Mayoral donation towards fundraising on 16 November 2019 to raise money towards much needed repairs to our Church.					\$ 500.00		\$ 500.00	\$ 12,872.75
20-Nov-19	Em Street Early Learning Centre	7-9 Elm Street Burwood Heights NSW 2138	Donation towards Em Street Early Learning Centre Annual Fundraising Raffle.					\$ 100.00		\$ 100.00	\$ 12,772.75
28-Nov-19	St. Nicholas Church of St. Nicholas	Unit 3, 16-20 Baulwood Street Strathfield South NSW 2136	Donation of a gift towards the Mayoral Christmas Reception St. Nicholas Church and St Paul's Anglican Church Burwood provides food & refreshments for the reception.					\$ 150.00		\$ 150.00	\$ 12,622.75
5-Feb-20	St. Joseph's Catholic Primary School	14 Stanley Street, Croydon Park, NSW, 2133	Mayoral donation towards fundraising for the 2020 International World Congress and Wine Festival in Tokyo, 2020	\$ 200.00						\$ 200.00	\$ 12,422.75
19-Feb-20	St. Joseph's Catholic Primary School	128 Liverpool Road BUNFELD NSW 2106	Mayoral donation towards fundraising for the 2020 International World Congress and Wine Festival in Tokyo, 2020					\$ 500.00		\$ 500.00	\$ 11,922.75
19-Feb-20	St. Paul's Anglican Church	7 Adonai Street Croydon NSW 2132	Mayoral donation towards St. Joseph's Annual Youth Dinner Dance on Friday 24 April 2019					\$ 1,000.00		\$ 1,000.00	\$ 10,922.75
24-Feb-20	St. Paul's Anglican Church	205 Burwood Road Burwood	Mayoral donation towards Performing Arts Such as Speech and Drama - 30th Performance of the Inner West Embedded					\$ 250.00		\$ 250.00	\$ 9,922.75
9-Mar-20	Inner West Embedded Inc	Po Box 184 Burwood NSW 1805								\$ 5,327.25	\$ 9,672.75
Total Donated										\$ 5,327.25	
Total Budget Remaining											\$ 9,672.75

(ITEM IN17/20) PETITIONS

File No: 20/15741

REPORT BY GENERAL MANAGER

Summary

Petitions received are reported to Council on a monthly basis. Council has received one petition since the March 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
10 March 2020	Petition received to bring to Council's attention the impact of DA.2016.098 - high rise apartments at 9 George Street Burwood – on 7 George Street Burwood due to unstable 'sinking' ground.	4	0	Land, Infrastructure and Environment

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 IN18/20) ANSWERS TO QUESTIONS WITHOUT NOTICE - COUNCIL MEETING OF 24 MARCH 2020

File No: 20/15747

REPORT BY GENERAL MANAGER

Summary

At the Council Meeting of 24 March 2020 the following Questions without Notice (QWN) were submitted by Councillors. Council Officers responded to the QWN and Councillors were notified on 7 April 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 24 MARCH 2020	
Question	Response
<p><u>Councillor Lesley Furneaux-Cook</u></p> <p>Question 1:</p> <p>In relation to 15 Gladstone Street Burwood, did the interim report indicate if the property was worth listing? How can the process be better expedited?</p>	<p><u>Acting Group Manager Strategic Planning</u></p> <p>Council had engaged an independent consultant to commence the preparation of heritage report for this site. The report was not completed prior to demolition occurring. The consultant's work was stopped at the time of demolition to avoid incurring unnecessary costs.</p> <p>Council's adopted process is very formal. There may be some opportunity to expedite the process, such as avoiding reporting the matter to a Council Meeting or making an Interim Heritage Order ahead of a preliminary investigation, however staff are currently reviewing and providing recommendations to the General Manager. It is considered that a revised process would still have difficulty competing with the 10 day turnaround for a Complying Development Certificate for demolition.</p>
<p><u>Councillor Lesley Furneaux-Cook</u></p> <p>Question 2:</p> <p>A resident has brought to my attention the poor condition of the streets George Street and Marmaduke Street after a number of developments. Who rectifies the road surfaces and who pays?</p>	<p><u>Group Manager Assets & Infrastructure</u></p> <p>Council's Assets and Infrastructure and Maintenance staff are aware of the condition of both the footpath and road pavement in George St and Marmaduke St. As developments are completed the public domain works including the footpath and road pavements are reconstructed. Staff need to balance the amount of repair works done along with the upcoming and works being undertaken which include the 17 Deane St development and the proposed new Burwood RSL development. This area will be reassessed and the appropriate maintenance work will be undertaken.</p>

QUESTIONS WITHOUT NOTICE – COUNCIL MEETING OF 24 MARCH 2020	
<u>Councillor Heather Crichton</u> Question 1: Can Councillors be given updates from meetings held by the internal “Crisis Management Committee” during this Coronavirus period?	<u>General Manager</u> The General Manager has been providing regular weekly updates to Councillors on the implementation of Council’s Business Continuity Plan, listing all the decisions made by the Crisis Management Team. A more comprehensive explanation on the governance of the Crisis Management Team will be prepared for the benefit of Councillors, to support the weekly updates.

No Decision – Information Item Only**Attachments**

There are no attachments for this report.