



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

## ORDINARY MEETING

Notice is hereby given that a meeting of the Council of Burwood will be held electronically on Tuesday 27 July 2021 at 6:00pm to consider the matters contained in the attached Agenda.

In the overriding interests of public health and safety during the current COVID-19 pandemic, Council will be conducting its meeting electronically as per provisions under the *Local Government Act 1993*. The customary face-to-face public participation opportunity has been replaced with the opportunity to speak via teleconference link. Written submissions on agenda items will also be accepted. The written submissions will be acknowledged at the meeting and referenced in the minutes.

Tommaso Briscese  
**GENERAL MANAGER**

### **Our Mission**

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

# AGENDA

FOR AN ORDINARY MEETING OF BURWOOD COUNCIL  
TO BE HELD ELECTRONICALLY ON TUESDAY 27 JULY 2021 AT 6.00PM.

**1. I DECLARE THE MEETING OPEN AT [TIME AS SHOWN ON COMPUTER] (ANNOUNCED BY CHAIR)**

**2. ACKNOWLEDGEMENT OF COUNTRY (READ BY CHAIR AS FOLLOWS)**

*I would like to acknowledge the Wangal people of the Eora Nation who are the traditional custodians of this land. I would also like to pay respect to their elders, both past and present, and extend that respect to other First Nations People who may be present.*

**3. PRAYER (READ BY CHAIR)**

*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. Amen.*

**4. RECORDING OF MEETING (ADVICE READ BY CHAIR AS FOLLOWS)**

*Please note that meetings of Council and Council Committees are audio recorded for the purpose of assisting with the preparation of meeting minutes and promoting public transparency. The recordings are subject to the provisions of the Government Information (Public Access) Act 2009 and are promptly made available for public review via the Council website.*

**5. APOLOGIES/LEAVES OF ABSENCE (CALLED FOR BY CHAIR)**

**6. DECLARATIONS OF INTERESTS BY COUNCILLORS (CALLED FOR BY CHAIR)**

**7. DECLARATION OF POLITICAL DONATIONS (ANNOUNCEMENT READ BY CHAIR AS FOLLOWS)**

*A person who makes a development application to Council (or any person with a financial interest in the application) must disclose any reportable political donation or gift made to any councillor or officer of Council. This statutory requirement for disclosure is highlighted on forms for submission of development applications to Council.*

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

*Any person present having business before Council today as an applicant (or other party with a financial interest in such application), and has not yet made an appropriate disclosure about a political donation, is now invited to approach the General Manager to make their statutory disclosure.*

**8. RECORDING OF COUNCILLORS VOTING ON PLANNING DECISIONS (ANNOUNCEMENT READ BY CHAIR AS FOLLOWS)**

*In accordance with Section 375A of the Local Government Act 1993, a division must be called for and taken on each planning decision made under the Environmental Planning & Assessment Act 1979. Details of voting for and against the resolutions will be recorded in the meeting minutes and in the statutory register of such voting.*

**9. CONFIRMATION OF MINUTES (RECOMMENDATION ANNOUNCED AS FOLLOWS)**

*I move that the minutes of the Council Meeting held on 29 June 2021, copies of which were previously circulated to all councillors, be hereby confirmed as a true and correct record of the proceedings of that meeting.*

**10. ANNOUNCEMENT OF PUBLIC FORUM – OPEN FORUM THENCE ADDRESSES BY THE PUBLIC ON ITEMS LISTED IN THE AGENDA  
(CHAIR TO ANNOUNCE THE FOLLOWING THEN CALL FOR SPEAKERS AS PER REGISTRATION DETAILS PROVIDED WHERE APPLICABLE)**

*Participation by speakers is subject to them confirming they have read and accepted the guidelines about addressing the Council meeting. They also acknowledge that the meeting is being recorded and this forms part of records which are retained by Council and made publicly accessible. Speakers must refrain from providing personal information unless it is central to the subject being discussed, particularly where the personal information relates to anyone not present at the meeting. Council accepts no responsibility for any defamatory comments made.*

**OPTIONAL STATEMENT WHERE WRITTEN SUBMISSIONS HAVE BEEN LODGED**

*Written submissions have been submitted for this meeting and copies circulated directly to all councillors. The following submissions are acknowledged [details of the submissions as appropriate] and will be referenced in the minutes of the meeting.*

## **11. OPEN FORUM**

**(CHAIR INVITES SPEAKERS TO BE HEARD AS PER REGISTRATION DETAILS)**

## **12. ADDRESSES BY THE PUBLIC ON AGENDA ITEMS**

**(CHAIR INVITES SPEAKERS TO BE HEARD AS PER REGISTRATION DETAILS)**

## **13. AGENDA ITEMS AS LISTED IN THE BUSINESS PAPER**

**(CHAIR MOVES THROUGH ITEMS OF BUSINESS AS PER CODE OF MEETING PRACTICE)**

## **14.1 DECLARE THE MEETING CLOSED AT [TIME AS SHOWN ON COMPUTER]**

**(ANNOUNCED BY CHAIR)**

### **OPEN FORUM COMMENCES**

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

#### **MAYORAL MINUTES**

(ITEM MM17/21)	REVEREND JAMES COLLINS AWARDED THE ORDER OF AUSTRALIA MEDAL IN THE QUEEN'S BIRTHDAY 2021 HONOURS LIST .....	6
(ITEM MM18/21)	DETECTIVE SUPERINTENDENT PAUL DEVANEY AWARDED THE AUSTRALIAN POLICE MEDAL IN THE QUEEN'S BIRTHDAY 2021 HONOURS LIST .....	7

#### **GENERAL BUSINESS**

(ITEM 49/21)	PROPOSED AMENDMENT NO. 5 OF THE BURWOOD DEVELOPMENT CONTROL PLAN 2013.....	8
(ITEM 50/21)	PROPOSED AMENDMENT NO. 5 TO BURWOOD DEVELOPMENT CONTROL PLAN FOR LIVINGSTONE STREET AND SYM AVENUE BURWOOD.....	390
(ITEM 51/21)	PUBLIC EXHIBITION OF PLANNING PROPOSAL TO HERITAGE LIST 17 ETHEL STREET BURWOOD.....	407
(ITEM 52/21)	END OF TERM REPORT 2017-2021 .....	552
(ITEM 53/21)	DELIVERY PROGRAM 2018-2022, OPERATIONAL PLAN 2020-2021 HALF YEARLY REPORT 1 JANUARY TO 30 JUNE 2021.....	594
(ITEM 54/21)	PROPOSED EXPANSION OF THE SHOPFRONT IMPROVEMENT PROGRAM ..	687
(ITEM 55/21)	RACISM NOT WELCOME CAMPAIGN - RECOMMENDATIONS FROM THE MULTICULTURAL ADVISORY COMMITTEE .....	696
(ITEM 56/21)	CHRISTMAS CLOSURE .....	700

(ITEM 57/21)	INVESTMENT REPORT AS AT 30 JUNE 2021 .....	703
--------------	--	-----

**REPORTS OF COMMITTEES**

(ITEM RC5/21)	BURWOOD 150 YEARS ANNIVERSARY STEERING COMMITTEE MINUTES - JULY 2021.....	708
---------------	--	-----

(ITEM RC6/21)	BURWOOD LOCAL TRAFFIC COMMITTEE - JULY 2021 .....	714
---------------	---	-----

**INFORMATION ITEMS**

(ITEM IN16/21)	ANSWERS TO QUESTIONS ON NOTICE - COUNCIL MEETING OF 29 JUNE 2021 .....	742
----------------	---	-----

(ITEM IN17/21)	MAYORAL DISCRETIONARY GRANTS - PERIOD ENDING 30 JUNE 2021 .....	744
----------------	---	-----

(ITEM IN18/21)	SAFE AND CLEAN TEAM - PERFORMANCE REPORT JANUARY - JUNE 2021 .....	746
----------------	---	-----

**CONFIDENTIAL ITEMS**

(ITEM MM19/21)	GENERAL MANAGER PERFORMANCE REVIEW 2021/21	
----------------	--	--

*That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (a) of the Local Government Act, 1993, as the matter involves personnel matters concerning particular individuals.*

(ITEM MM20/21)	GENERAL MANAGER CONTRACT RENEWAL	
----------------	----------------------------------	--

*That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (a) of the Local Government Act, 1993, as the matter involves personnel matters concerning particular individuals.*

## MAYORAL MINUTE

### (ITEM MM17/21) REVEREND JAMES COLLINS AWARDED THE ORDER OF AUSTRALIA MEDAL IN THE QUEEN'S BIRTHDAY 2021 HONOURS LIST

---

File No: 21/31426

MAYORAL MINUTE BY CR JOHN FAKER (MAYOR)

#### **Summary**

Reverend Dr James Collins has been acknowledged for his service to the Anglican Church of Australia, receiving the Order of Australia Medal (OAM) in the 2021 Queen's Birthday Honours.

Reverend Collins was Ordained a deacon in 1987 and a priest in 1988. He served the Anglican Diocese of Perth from 1988 to 2000. Shortly after Reverend Collins served the Anglican Diocese of Tasmania from 2001 – 2011.

Reverend Collins' service to the Anglican Archdiocese of Sydney has most recently been as Rector, St Paul's Anglican Church, Burwood, since 2011. During his last 10 years of service Reverend Collins has tirelessly supported the Burwood community through efforts including the Parish Pantry which provides free food to thousands of at-risk and vulnerable community members and the establishment of the Lifejacket program, securing donations of winter clothing, torches, sleeping bags and toiletries for those sleeping rough.

Reverend Collins has been Vice President of the New South Wales Ecumenical Council since 2017 and a member since 2011.

His other awards and recognition include the Westfield Local Hero Award (2018) and Burwood Community Citizen of the Year (2015).

I ask Council to join me in congratulating Reverend Collins for his dedicated and model service to our local community and the people of Australia, without his tireless support we wouldn't be the community we are today.

#### **Operational Plan Objective**

1.4.1 Celebrate the achievements of the local community

#### **I therefore move that:**

Council receive and note the report.

#### **Attachments**

There are no attachments for this report.

**MAYORAL MINUTE****(ITEM MM18/21) DETECTIVE SUPERINTENDENT PAUL DEVANEY AWARDED THE AUSTRALIAN POLICE MEDAL IN THE QUEEN'S BIRTHDAY 2021 HONOURS LIST**

---

File No: 21/31425

MAYORAL MINUTE BY CR JOHN FAKER (MAYOR)

**Summary**

Detective Superintendent Paul Devaney is one of 11 NSW Police Force officers awarded the prestigious Australian Police Medal (APM) for his outstanding service to the community, as part of the Queen's Birthday 2021 Honours List.

Detective Superintendent Devaney has served the NSW Police Force and the people of NSW for more than 33 years. In 1988 he joined the NSW Police Force, commencing general duties at Mona Vale and Dee Why before undertaking criminal investigation duties in 2002.

He was designated a Detective in 1995 and was promoted to his current rank in 2009, commanding what is now known as the Child Abuse Squad. He has performed command roles at various locations including Corporate Services, the Police Transport and Public Safety Command; and served as the staff officer to the Deputy Commissioner, Specialist Operations.

Detective Superintendent Devaney transferred to his role as Commander of the Burwood Police Area Command in 2019. In 2020, he was seconded to the NSWPF response to the COVID19 Pandemic and led the Repatriation Team responsible for developing and implementing systems to safely and securely repatriate thousands of returned travelers from their hotel quarantines to their final destinations.

I have recently been informed that earlier this month Paul was transferred to a new role as Commander of the Cumberland Police Area Command.

And so I ask Council to join me in thanking Detective Superintendent Devaney for his dedicated and exemplary service to the people of Burwood and greater New South Wales and wish him the best of luck in his future endeavours.

**Operational Plan Objective**

1.4.1 Celebrate the achievements of the local community

**I therefore move that:**

Council receive and note the report.

**Attachments**

There are no attachments for this report.

## **(ITEM 49/21) PROPOSED AMENDMENT NO. 5 OF THE BURWOOD DEVELOPMENT CONTROL PLAN 2013**

File No: 21/32083

REPORT BY DIRECTOR CITY STRATEGY

### **Summary**

This report discusses proposed amendments to the Burwood Development Control Plan (BDCP) for the consideration of Council.

The housekeeping amendments to the DCP are intended to respond to either the housekeeping LEP amendment, bring forward minor changes to current DCP provisions to support improved design or development outcomes or support initiatives currently underway, such as the Shop Front Improvement Program.

Further amendments are recommended to introduce area specific controls to the Cooper Street Precinct, Strathfield. This is in response to a recent applicant-lead PP and anticipating additional Development Applications in this location.

The recommendations are for inclusion in draft Amendment No. 5 of the BDCP. The next step will be public exhibition of draft Amendment No. 5 following which any submissions received will be reported to Council with final recommendations for the Amendment.

### **Background**

The purpose of this report is to make specific recommendations for changes to the Burwood Development Control Plan (BDCP).

Since the BDCP originally came into effect on 1 March 2013 it has been subject to four amendments. The most recent became effective on 26 June 2018.

Since that time, a range of matters have been identified for potential further changes to the BDCP. This has been split into two tranches of work, a housekeeping BDCP and comprehensive BDCP amendment.

This housekeeping BDCP amendment (number 5) focusses on items that have been documented as part of a register of issues since the last DCP amendment in 2018. Some of these items focus on strengthening design excellence provisions, internal apartment amenity such as corridor widths, and external building appearance such as the location of intrusive heating and ventilation equipment among others.

Other measures represent minor changes that would immediately improve the public domain and local character outcomes. This includes screening of fire hydrant and booster installations and updates to improve shop front appearance to support the current Shop Front Improvement Program.

A new section has been added to provide built form controls to the Cooper Street Precinct, Strathfield which was the subject of an applicant-led Planning Proposal in 2019. The new provisions are urgent and in response to two recent court appeals, which have raised the need for additional built form guidance to prospective applicants.

Items that are more complex, need detailed testing or require further Council workshops will be covered in the comprehensive BDCP amendment (number 6) which is currently being prepared and will be brought to Council in 2022.



This report itemises and assesses the proposed changes under the housekeeping DCP. A detailed list of changes and amendments with the locations within the proposed BDCP amendment has been included as Attachment 1. The proposed amendments can be seen highlighted in the full draft BDCP Amendment No. 5, which is attached as Attachment 2.

**Example of Amendments**

A key change to the DCP is the introduction of additional controls to support design excellence outcomes. These are further supported by images of acceptable examples or undesirable examples to give further guidance within the document. Examples of these images include the following:



Examples of shop front 'DON'Ts'.



Examples of good sprinkler booster and fire hydrant enclosures.



Example of good driveway encapsulation and integration within the building facade.

### **Proposal**

The proposed changes to the BDCP considered in this report include a diverse range of matters. A full explanation, background and the reasons that led to the changes are discussed in the following section of this report. For a concise and detailed list of amendments including their locations within the proposed BDCP amendments, please see Appendix A. The actual changes highlighted in yellow within the BDCP document are provided as Appendix B.

### **Consultation**

The review of the BDCP has involved internal consultation with the Building & Development, Assets and Infrastructure and Community Development teams. Exhibition of the draft amended BDCP will provide the public with the opportunity to comment on the document.

It is proposed that the exhibition runs for 28 days in accordance with Council's Community Participation Plan.

### **Assessment of Issues and Proposed Changes to the BDCP**

#### **1. New logo and address details**

##### *Context*

This matter relates to the front cover of the BDCP which is now out of date due to Council rebranding and change in address.

##### *BDCP and Current Practice*

The front cover is currently designed in line with Council's previous branding. A graphic designer was engaged to design a consistent format for policy documents in the Strategic Planning team such as the Local Infrastructure Contributions Plans. It is current practice to replace the front covers when the document is being updated and bring them in line with the new branding.

##### *BDCP Changes*

The proposed changes are to remove the existing front cover and replace with a new cover under the new template provided by the Corporate Planning and Communications team. This will have the new logo and will update address details to reflect how Council has moved to 2 Conder Street, Burwood.

## 2. Lighting

### *Context*

This matter relates to lighting schemes for developments with inactive side elevations (no windows or openings), which can lead to an unmitigated dark tall wall against the night sky, further diluting the sense of natural surveillance.

### *BDCP and Current Practice*

Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.2.3 Lighting and Signage, currently has provisions relating to signage and lighting; however, no controls addressed this issue and a new provision has been added to improve the lighting design for side elevations.

### *BDCP Changes*

The proposed changes add a new Provision 8 to require side elevations without window or openings to have a lighting scheme to mitigate the effects of dark inactive elevations being visible from the public domain or streetscapes especially after working/trading hours.

## 3. Mailbox design and locations

This matter relates to the preferred location and treatment of mailboxes.

### *Context*

The BDCP currently provides direction for the location of mailboxes for apartment buildings only within Centres and Corridors, however large banks of mailboxes are also required in apartment buildings in the R1 zone, multi-dwelling housing, shop top housing, boarding houses and serviced apartment developments. Mailbox location is not adequately addressed in these sections currently.

This amendment was requested by the Community Development team to help mitigate the issue of mail and identity theft and fraud.

### *BDCP and Current Practice*

Direction and images demonstrating the preferred location and treatment of mailboxes for apartment buildings is currently only shown in Section 3.2 General Building Design Controls in Centres and Corridors Part 3.2.4 Street-Front Activities and Building Access of the BDCP. Currently Section 4.3 Multi Dwelling Housing Part 4.3.2 Development Controls allows for mailboxes to be located externally to a building at right angles to the street boundary on either or both sides of the main access walkway. These types of developments continue to be exposed to mail theft, especially where low levels of natural surveillance prevail.

### *BDCP Changes*

As large banks of mailboxes are also required for other developments, it is prudent to replicate the provisions and images relating to the location of mailboxes within:

Section 4.1 of the BDCP in Part 4.1.2 for Residential Flat Buildings in R1 Zone,  
Part 4.3.2 for Multi Dwelling Housing,  
5.4 for Boarding Houses,  
5.5A for Serviced Apartments, and  
3.3.6 for Cooper Street Precinct, Strathfield.

An amendment has also been made to Provision 11 to prevent mailboxes that are accessible only from the footpath outside a development. This is also modified to remove the ability to only require this on developments which have a zero or 3 metre front setback. This will now be required regardless of setbacks.

#### **4. Fire Safety and Power Supply Utilities**

##### *Context*

This matter relates to fire safety and power supply utilities and requiring them to be enclosed or shielded.

This relates to Mayoral Minute 15/19 to investigate methods that will enable the standard of landscaping at 2A Elsie Street Burwood be applied to all developments in Burwood. Investigation was undertaken to determine what elements from the development at 2A Elsie Street, Burwood, were done well. One of these elements was fire safety and power supply utilities.

##### *BDCP and Current Practice*

There are currently no controls or provisions related to the need to enclose fire safety and power supply equipment and utilities such as fire hydrant boosters and electrical substations. Other councils such as Inner West Council do have provisions related to these.

##### *BDCP Changes*

The proposed changes are to amend Section 3.2 General Building Design Controls in Centres and Corridors Part 3.2.4 Street-Front Activities and Building Access. Three new provisions are to be added. Provision 12 will require Development Applications to show all required mechanical/functional installations for utilities such as fire hydrant boosters and electrical substations. These must have coverings/shielding to screen their setting so as to minimise their visual impacts. Provision 13 will require fire safety utilities such as fire hydrant boosters to be enclosed but accessible at all times. Provision 14 will require large power supply utilities such as electrical substations to be shielded from public view or encapsulated within the building envelope. These must be accessible from the curb side at all times. This is replicated in Part 4.1.2 for Residential Flat Buildings in R1 Zone, Part 4.3.2 for Multi Dwelling Housing, 5.4 for Boarding Houses, 5.5A for Serviced Apartments, and 3.3.6 for Cooper Street Precinct, Strathfield.

New Figure 1 (c) included showing good examples of fire safety utilities. New Figure 1 (d) included showing good example of a large power supply utility / substation.

#### **5. Mechanical ventilation and plant equipment**

##### *Context*

This matter relates to the design, appearance and location of mechanical ventilation and plant equipment in the Centres and Corridors section of the BDCP.

##### *BDCP and Current Practice*

Section 3.2 General Building Design Controls in Centres and Corridors Part 3.2.4 Street-Front Activities and Building Access, currently does not have provisions directly relating to the design, appearance and location of mechanical ventilation and plant equipment. Recent investigations have uncovered examples of highly visible mechanical ventilation and plant equipment in the Burwood Town Centre and other centres, which have been installed post development consent. This was identified as an area for improvement to enhance developments' design quality, facade integrity and visual appearance.

##### *BDCP Changes*

The proposed changes are to create a new sub part titled mechanical and ventilation equipment which will have 4 new provisions. Provision 15 will require mechanical ventilation and plant equipment to not be visible from the public domain, not attached to the external façades or elevations and be located within a central plant area and screened from public view.

Provision 16 will require mechanical ventilation and plant equipment to not adversely affect the architectural quality and presentation of façades and roof features. Provision 17 will specify that if

mechanical ventilation and plant equipment must be visible from the public domain they must be incorporated within the design and not detract from the quality of the elevations or roof features.

Provision 18 will require specifications, designs and technical information of mechanical and ventilation equipment to be provided to Council at the development application stage. This is replicated in Part 4.1.2 for Residential Flat Buildings in R1 Zone, Part 4.3.2 for Multi Dwelling Housing, 5.4 for Boarding Houses, 5.5A for Serviced Apartments, and 3.3.6 for Cooper Street Precinct, Strathfield.

## **6. Any development with a height over 10m is generally required to have a minimum site area of 500sqm**

### *Context*

This matter relates to the minimum site area for development over 10m.

### *BDCP and Current Practice*

Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.2.9 Minimum Site Area, Provision 1 currently specifies that any development outside a Centre with a height over 9m is generally required to have a minimum site area of 500 sqm. This only refers to centres thus creating confusion as to where the provision applies.

### *BDCP Changes*

The proposed changes are to amend Provision 1 to require that any development with a height over 10m is generally required to have a minimum site area of 500sqm thus providing consistency in the application of this provision especially in the case of the recent rezoning of the Livingstone Precinct, which has been allowed a height of up to 3 storeys.

## **7. Higher floor to ceiling heights for levels that don't achieve ADG compliant solar access**

### *Context*

This matter relates to the general improvement of internal amenity for apartment buildings, through the requirement of taller floor to ceiling heights above SEPP 65 minimum heights, but more critically in developments where 50% or more units on a level do not receive a minimum of 2 hours of direct sunlight to habitable spaces.

### *BDCP and Current Practice*

Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.2.11 Ceiling Height, currently has provisions for ceiling heights in addition to the provisions in the Apartment Design Guide (ADG) objectives and design criteria 4C-1. An investigation into this issue has shown that increasing overall ceiling heights to upper levels where they already enjoy uninterrupted solar access and potential district views is not as crucial compared to lower building levels that may experience overshadowing and a lack of views and vistas.

### *BDCP Changes*

The proposed changes are to create two new provisions. Provision 2 will specify that in developments where 50% or more units on a level do not receive a minimum of 2 hours of direct sunlight to habitable spaces in midwinter (balconies excluded) the floor to ceiling height must be a minimum of 3 metres for the entire floor. Provision 3 will require that floor to ceiling heights that have been approved as per Provision P2 cannot be reduced on subsequent approvals or modifications to prevent additional levels being added after approval is obtained.

A new diagram has been created to illustrate the increased floor to ceiling heights.

## 8. Additional width to corridors in front of vertical core and lift

### Context

This matter relates to areas in front of lifts, garbage chute rooms, and fire stairs requiring them to have additional depth and amenity.

### BDCP and Current Practice

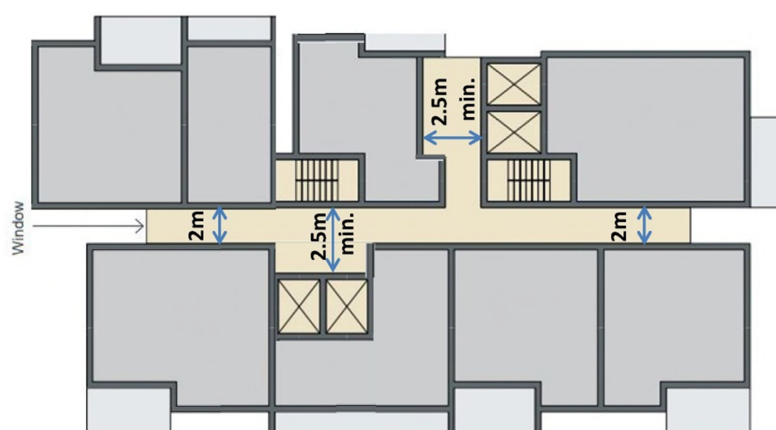
Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.2.16 Lobbies and Internal Circulation – All Development, currently has provisions relating to the width of corridors, with Provision 4 requiring common area corridors to be a minimum of 2 metres in width. This is already an improvement on the ADG, which does not specify minimum corridor widths nor does it recommend the provision of seating for increased socialisation or emergencies where stretchers are required to navigate tight corners in front of lifts.

Increasing the width of corridors evenly throughout is also not recommendable as it leads to overly deep and engrossed building depths, which curtail solar penetration to deeper areas of the built form. Horizontal circulation areas count towards the FSR, so it is also a disincentive for developers to increase non-saleable areas. Investigations have shown that the most efficient way is to increase amenity in targeted areas such as arrival points i.e. lift lobbies. This will also be beneficial to the areas in front of doors to fire stairs or garbage chute rooms.

### BDCP Changes

The proposed changes are to amend Provision 4 to add a requirement for additional corridor width in front of lifts, garbage chutes, and fire stairs up to 2.5 metres to facilitate meeting points, socialisation and seating while waiting.

A new diagram has been created to illustrate the extra corridor widths for areas in front of lifts, garbage chutes, and fire stairs. See below.



## 9. Security bars, shutters, and grilles

### Context

This matter relates to security bars, shutters or permanent grilles on windows above awnings facing a high street, heritage retail precinct or main retail strip.

### BDCP and Current Practice

Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.2.18 Safety and Security - Security Grilles and Shutters, Provision 8 currently does not allow roller shutters, but allows the consideration of retractable open security grilles.

While the provision is partially effective, it does not fully deter the use of roller shutters, which attract graffiti and antisocial behaviour. Many poor examples of roller shutters have been documented, suggesting the control is not easy to enforce nor achieves the intended outcome.

Other investigations have shown that the prevalence of fixed barred windows leads to a perception of crime and antisocial behaviour, clutters elevations and adds to the general unkempt look of retail and shopfront facades.

#### *BDCP Changes*

The proposed changes are to create a new sub part titled security grilles and shutters. This will contain two new provisions. Provision 9 will relocate the consideration of retractable open security grilles from Provision 8 to sit under the new sub part. Provision 10 will prohibit security bars, shutters or permanent grilles on windows above awnings facing a high street, heritage retail precinct or main retail strip.

A new set of images has been inserted to demonstrate what is prohibited. Refer to the section titled *Examples of Controls* in the earlier sections of this report.

### **10. Diagram on the need to share the separation distance**

#### *Context*

This matter relates to the separation distance between residential apartment buildings and how this is to be shared equally between adjoining developments.

#### *BDCP and Current Practice*

Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.3.1.1.2 Perimeter and Transition Areas - Side and Rear Setbacks currently has written provisions specifying that the separation distance is to be shared equally. This currently does not contain a supporting image.

#### *BDCP Changes*

The proposed changes add a new image to illustrate how the separation distance is to be shared equally across common boundaries.

### **11. Setback controls for sites in Perimeter & Transition Areas except for Burwood Road**

#### *Context*

This matter relates to setback and design controls for sites in perimeter and transition areas of the Burwood Town Centre.

#### *BDCP and Current Practice*

Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.3.1.1.2 Perimeter and Transition Areas, currently stipulates provisions relating to setbacks and design controls for projections, encroachments and lightweight balconies above the maximum street wall height. Upon review and analysis of the performance of this provision it is noted that the intrusion of lightweight balconies is amounting to significant bulk which dilutes the intent of the setback above the street wall height control. Several examples have been documented of the unintended outcome.

#### *BDCP Changes*

A new sub title for special perimeter and transition areas has been created. Two new Provisions are proposed. Provision 1 will require secondary setbacks above the 15m street wall height to be minimum 6m. Provision 2 will prohibit projections, encroachments or lightweight balconies from penetrating the secondary setback.

Controls throughout the document have been amended to remove the allowance of lightweight balconies in setback areas visible along the front façade. This includes Parts 3.3.1.1.1, 3.3.2, 3.3.3, 3.3.4.2, 3.3.5.

## **12. Setback and design controls for 18 Conder Street**

These provisions have been included as part of the site specific provisions for the Livingstone Street and Sym Avenue Precinct and are subject to a separate report. Please refer to the report titled Proposed Amendment No. 5 for Livingstone Street and Sym Avenue Precinct.

## **13. Provisions for Cooper Street, Strathfield**

### *Context*

This is a new section that has been created as an urgent response to two recent Development Applications that have ensued after the adoption of an applicant-led Planning Proposal for 2-18A Cooper Street - Excluding 2B - and 43A and 45 Wentworth Road Strathfield (Burwood Local Environmental Plan 2012 Amendment No 16). In both occasions, applications have been filed with the Land and Environment Court for deem refusals.

### *BDCP and Current Practice*

The BLEP currently has three specific built form controls for the Cooper Street Precinct including ground level setbacks to Cooper Street and Cowdery Lane as well as a street wall height provision facing Cooper Street. The BDCP does not currently have any controls specific to the precinct. This amendment to the BDCP will introduce controls and built form provisions under Part 3.3.6 regarding setbacks, response to character, landscaping, built form quality and waste and servicing requirements from Cowdery Lane.

### *BDCP Changes*

The proposed changes are to create a new Part 3.3.6 Cooper Street Precinct, Strathfield, in Section 3.3 Area Based Controls – Burwood Town Centre and Burwood Road North. This will include an introduction, overview, and sub parts with the following headings: Site Planning and Response to Character, Height and Floor Space Ratio, Locality Specific Provisions for Site Coverage, Street Wall Heights, Setbacks, Primary Setbacks, Secondary Setbacks, Side Setbacks and Separation Distances, Landscaping and Open Space, Built Form, Vehicle Entries, Servicing and Waste Management, Mailbox and Postal Facilities, Fire Safety and Power Supply Utilities, Mechanical and Ventilation Equipment.

## **14. Provisions for VPAs for deficient parking**

### *Context*

This matter relates to Voluntary Planning Agreements for deficient parking to require number of spaces to be rounded up to the nearest whole number.

### *BDCP and Current Practice*

Section 3.4 Transport and Parking in Centres and Corridors. Part 3.4.2 Burwood Town Centre, Burwood Road North and Strathfield Town Centre, currently stipulates provisions relating to Voluntary Planning Agreements for deficient parking. This does not currently require rounding to the nearest whole number and instead is based off a decimal number. This goes against industry practice and is an out of date method for calculation.

### *BDCP Changes*

The proposed changes are to specify that required spaces to be round-up to the nearest whole number. This has been replicated in Part 3.4.3 Local Centres, and 3.4.4 Neighbourhood Centres.



An amendment has also been made to remove the out of date figure of \$49,500 for the cost of an onsite carpark. This has been amended to refer to Council's table of Fees and Charges which is updated each financial year.

### **15. Area specific Provisions for Livingstone Street and Sym Avenue**

Subject to separate report. Please refer to the report titled Proposed Amendment No. 5 for Livingstone Street and Sym Avenue Precinct.

### **16. Vehicle ramps and entries**

#### *Context*

This matter relates to vehicle ramps and entries for residential flat buildings in the R1 General Residential Zone.

#### *BDCP and Current Practice*

Section 4.1 Residential Flat Buildings in R1 Zone. Part 4.1.2 Development Controls - Building Design – Building Base, Provision 23 and 24 currently stipulate provisions relating to vehicle ramps and entries. Currently developments are allowed to justify the need to locate ramps and vehicle entries on side setbacks. This has led to poor design outcomes and is having adverse impacts to the quality of streetscapes and interfaces with neighbouring properties. There are numerous documented examples of ramps within the side boundary not being well integrated into the overall building and façade design.

#### *BDCP Changes*

The proposed changes are to amend Provision 23 to require parking entrances to be encapsulated within the front façades of the building with a maximum length of 6m. Provision P24 will be amended to require service and parking entrances to be integrated with the overall façade design using quality material and finishes. New Provision 25 is proposed to require materials surrounding the entry and lining the inside or any part of the ramp visible from the public domain when security grills are open to be integrated with the overall design and be of high quality materials and finishes.

A new set of images have been inserted to demonstrate good examples of the expected standard of parking entrances.

### **17. Uninterrupted building frontage for terrace or townhouse development**

#### *Context*

This matter relates to the maximum length of uninterrupted building frontage for terrace or townhouse development. This provision was proposed to be included within the Housekeeping Planning Proposal for Livingstone Street and Sym Avenue, Burwood, but was not supported by DPI&E. Instead, it was recommended for inclusion in the BDCP. To address the DPI&E requirement, the existing generic provision that applies to all Multi-Dwelling Housing has been modified and referenced in the Livingstone Street and Sym Avenue Precinct. The existing diagram has also been modified.

#### *BDCP and Current Practice*

Section 4.3 Multi Dwelling Housing Part 4.3.2 Development Controls - Building Widths and Breaks, currently stipulates provisions relating to the maximum width of buildings and breaks. Provision 6 currently specifies the maximum width of a building facing a street to be 20 metres. This control has been deemed sufficient, but requiring amplification in the form of a recess or physical break to control the maximum length of uninterrupted building frontage.

This has been extended to all multi dwelling housing developments and referenced in the area specific controls for Livingstone Street and Sym Avenue Precinct.

### *BDCP Changes*

The proposed changes are to amend Provision 6 to add additional controls that specify the maximum length of uninterrupted building frontage of 10m for terrace or townhouse development. This is in order to achieve substantial 'fine grain' articulation in the form of an indent, recess or physical break along the length of the elevation.

Figure 34 has been amended to reflect the new maximum length of uninterrupted building frontage of 10m.

## **18. Tandem (not side by side) parking of vehicles for dual occupancies**

### *Context*

This matter relates to prohibiting stacked parking of vehicles for dual occupancies where both dwellings are accessed via a single driveway.

### *BDCP and Current Practice*

Section 4.4 Dual Occupancies and Secondary Dwellings Part 4.4.3 Development Controls, currently has provisions for access and parking. Tandem (not side by side) parking of vehicles for dual occupancies where both dwellings are accessed via a single driveway is permitted. This is having adverse impacts on the design and functionality of dual occupancies by allowing a larger number of vehicles than anticipated.

### *BDCP Changes*

The proposed changes are to add new Provision 31 which states: Tandem (not side by side) parking is not permitted where access to a dual occupancies is provided by a single driveway.

## **19. Location of paved car parking spaces**

### *Context*

This matter relates to the location of paved car parking spaces to require them to be located behind the front building line.

### *BDCP and Current Practice*

Section 4.5 Dwelling Houses, Attached Dwellings, Semi-Detached Dwellings, Ancillary Structures. Part 4.5.2 Development Controls – Streetscape, currently has no provisions on the location of paved car parking spaces. These are currently permissible front of the building line. This is not good practice and has negative impacts on the character of the streetscape and allows a larger number of parked cars than anticipated. This provision is specific to car parking spaces and would not restrict driveways to be present forward of the building line. The intent is to preclude carport or other intrusive structures on the front setback.

### *BDCP Changes*

The proposed changes are to add new Provision 15 to require any paved car parking spaces to be located behind the front building line.

## **20. Information about 'contributory building'**

### *Context*

This matter relates to heritage in residential precincts and provides a definition of 'contributory item'. This is in response to Mayoral Minute 4/21 of 21 February 2021 where a review of heritage in the BDCP was requested. Council then resolved 25th May 2021 on the report titled *Heritage Conservation Areas – Policy Review – Response to Mayoral Minute of 16 February 2021* to define 'contributory building' within the DCP. The investigation was summarised and recommendations made which informed the below.

### *BDCP and Current Practice*

Section 4.7 Heritage in Residential Precincts contains controls relating to heritage in residential areas. The BDCP does not currently define or have information on what is considered to be a contributory item.

### *BDCP Changes*

The proposed changes are to amend Part 4.7.1 Introduction to add information and a reference to 'contributory item'. This being a property within a Conservation Area which is a heritage item or a property which contributes positively to the heritage setting and character of the conservation area, based on its architectural style, character and/or time period.

## **21. Child Care Centres**

### *Context*

This matter relates to the State Environmental Planning Policy (Educational Establishments and Child Care Facilities) (Education SEPP) 2017 and the requirements for the assessment and approval of such developments. A new guideline for best practice titled "Child Care Planning Guideline 2017" (The Child Care Guideline) is to be utilised in the assessment of applications for child care centres. It provides considerations for all aspects of the development of a child care centre, effectively making many of the provisions in the BDCP redundant or non-enforceable.

### *BDCP and Current Practice*

Section 5.3 of the BDCP currently stipulates provisions relating to the development of child care centres. The Education SEPP gives legislative weight to The Child Care Guideline which includes considerations that cover the majority of provisions/development controls currently in place in Section 5.3 of the BDCP.

### *BDCP Changes*

The proposed changes are to remove redundant provisions/development controls in section 5.3 that are covered by the Education SEPP and Child Care Guideline. In place of the provisions, reference will be made to the applicable Clauses/Sections of the Education SEPP and Child Care Guidelines.

Section 8.3 Appendices Child Care Centres removed completely as this is no longer needed.

## **22. Floor to ceiling heights for boarding houses**

### *Context*

This matter relates to the addition of floor to ceiling height controls and provisions for boarding houses.

### *BDCP and Current Practice*

Section 5.4 Boarding Houses currently has provisions related to boarding houses. The majority of the development standards are set out in the State Environmental Planning Policy (Affordable Rental Housing) 2009, the Boarding Houses Act 2012, and the Boarding Houses Regulation 2013. Currently the BDCP has no provisions related to the minimum floor to ceiling heights of boarding houses. The BDCP cannot override the Affordable Rental Housing SEPP or legislation, but controls can be introduced to further guide applications and achieve increased amenity within boarding house developments.

Documented examples of recent boarding house applications have identified reoccurring issues relating to sub-optimal floor to ceiling heights and sunken building footprints which are areas of concern.

### *BDCP Changes*

Three new provisions are proposed to form a new sub part titled floor to ceiling heights. Provision 14 will require floor to ceiling heights in boarding rooms and indoor communal areas, except for corridors and non-habitable spaces to be a minimum of 2.7 metres. Provision 15 will require a minimum floor to floor height of 3.1 metres. Provision 15 will also prohibit sunken building footprints below the relative level of the front footpath. Provision 16 will require existing dwellings (outside of the R2 Low Density Residential zone) being converted into boarding houses to maintain floor to ceiling heights and be no less than 2.7m. Contributory facade elements and the integrity of the dwelling's structural framework are also to be maintained.

A new diagram has been created to illustrate the minimum floor to ceiling heights for boarding houses.

### **23. New Signage type “Advertisements on Trailers” description and provisions**

This matter concerns describing what constitutes Advertisements on Trailers as per SEPP 64 – Advertising and Signage.

#### *Context*

This is a new description / type of signage that is not currently addressed in the BDCP.

#### *BDCP and Current Practice*

Section 5.6 Signage and Advertising. Part 5.6.2 Specific Provisions by Signage Type, and 5.6.4 Additional Signage Controls by Zone Type lists all signage types and advises if and where appropriate.

#### *BDCP Changes*

Part 5.6.2 Specific Provisions by Signage Type will be amended to provide a description of Advertisements on Trailers and include provisions relating to permissibility. This will affect all advertisements on trailers parked on (or visible from) roads or road related areas.

Provision 21 will specify that advertisement must not be displayed on a trailer parked on a road or road related area. Provision 22 will specify that people must not display an advertisement on a trailer parked on land other than a road or road related area, but visible from a road or road related area, except with the consent of the consent authority.

Part 5.6.4 Additional Signage Controls by Zone Type, will be amended to correct an error in the numbering of provisions.

### **24. Public Art Policy Reference**

#### *Context*

This amendment creates a new part in the BDCP to refer to the recently amended Public Art Policy.

#### *BDCP and Current Practice*

There is currently no section in the BDCP that refers to the Public Art Policy or contains provisions for public art. Currently, the art strategy is a standalone policy referred to by assessing officers who include conditions of consent relating to the Public Art Policy.

#### *BDCP Changes*

The proposed changes are to create a new Section 5.11 Public Art in Private Developments, under Other Development Provisions. This will require any major development located within the Burwood Town Centre, the local centres of Strathfield, Enfield, Croydon, Croydon Park or along the Parramatta Road Corridor with a Capital Investment Value of \$10 million or more to provide

public art within its publicly-accessible spaces or spaces visible from the public domain (e.g. building facades, forecourts, common areas in the front setback and integrated art upon walls). Any major development outside these areas with a Capital Investment Value of \$20 million or more will be required to include public art within its publicly-accessible spaces or spaces visible from the public domain.

## **25. Applications for removal and minor works to trees**

### *Context*

This matter concerns the type of approval required to remove or undertake minor works (i.e. pruning) or the removal of a tree.

Clause 5.9 of the BLEP (which relates to Tree Preservation) has been repealed and is replaced by State Environmental Planning Policy (Vegetation on Non-Rural Properties) (Veg SEPP) 2017.

### *BDCP and Current Practice*

Section 6 of the BDCP governs when approval is required to remove or do minor works to a tree in the Burwood LGA. Following the introduction of the Veg SEPP, Clause 5.9 of the BLEP has been repealed. Subsequently, Section 6 of the BDCP has been amended to provide greater clarity in regards to the influence of the Veg SEPP and the correct type of approval required, be it exemption from requiring approval, a Tree Permit, or a Development Application.

Where removal or works to a tree is within the property of a Heritage Item or a property within a HCA is proposed, if it forms part of concurrent works within a development application, it will be assessed as part of that development application. Where it is not part of any other works a Tree Permit shall be submitted to Council in the first instance for minor works to a tree (i.e. pruning). Council may advise the applicant a Development Application is required where the proposed works are considered to not be minor in nature. All other works, including the proposed removal of a tree will require a Development Application.

### *BDCP Changes*

The proposed changes to Part 6.1.2 of the DCP include requiring an application where proposed tree activities involve trees that are not exempt species listed in 6.1.1 or are not allowable pursuant to the tree dimensions described in 6.1.1.2 and in Figure 40.

Part 6.1.4 Trees and Heritage, will be amended to require a Development Application if a proposed tree removal is located on a property identified as containing a Schedule 5 heritage item or is within a Heritage Conservation Area and not associated with any other development or construction activity. Where the proposed tree works or activities are minor, Council will determine the application for a Tree Permit in accordance with Section 6.1.2 and Section 6.1.5 of this DCP.

## **26. DPIE Flood Prone Land Package**

### *Context*

This matter is not a Council-led amendment. This is in response to recent legislative changes to flood planning led by the DPI&E. The NSW Government recently released a flood-prone land package, introducing changes to the planning legislation, new LEP flood planning clause, new flood planning guideline and revised Ministerial direction on flooding. The package became effective from 14 July 2021.

Under this package, the existing Clause 6.2 Flood planning (being an additional local provision) in the BLEP is revoked and replaced with Clause 5.21 Flood planning (being a mandatory Standard Instrument provision).

The new clause requires that the consent authority must be satisfied with set provisions and have considered of set matters before granting development consent for development on land within the flood planning area. The provisions and matters for consideration have been set by the State Government.

#### *BDCP and Current Practice*

Section 6.4 Flood Planning of the BDCP currently refers to the superseded Clause 6.2 in the BLEP. Council commissioned four draft overland flood studies in recent years, resulting in the development of a draft Consolidated Flood Identification (CFI) map which identifies properties that are affected by flooding. These studies and the map have not been referenced in the BDCP prior to this amendment, although they have provided a basis for assessing development applications for development on flood affected properties.

#### *BDCP Changes*

The proposed changes are to supplement the new Clause 5.21 Flood planning in the BLEP by reiterating its objectives, summarising its key provisions and explaining the technical terms used in the clause. The amended DCP also makes a reference to the CFI map, which will be available on Council's website.

Council has applied for grant funding to update these studies and the map using the latest flood data and guidelines, as well as to prepare a flood risk management study, and that the DCP will be updated as more information becomes available.

## **27. Parking requirements for Boarding Houses**

### *Context*

This matter relates to the amount of car parking required for Boarding Houses.

The parking provision guidelines included in the BDCP are based on NSW Government's publication *Guide to Traffic Generating Developments* except for adjustments as considered appropriate for the specific circumstances of the Burwood Local Government Area (LGA).

NSW Government planning documents impose or promote standards or guidelines for the provision of car parking for specific forms of development. In some cases these are less stringent (i.e. result in less parking being provided) than the guidelines included in the BDCP. An amendment to State Environmental Planning Policy (Affordable Rental Housing) 2009 (AHSEPP) came into effect on the 1<sup>st</sup> June 2018 which altered the rate of car parking required for Boarding Houses as assessed under the AHSEPP.

The previous rate stipulated 0.2 spaces per room. The amendment changed this requirement to 0.5 spaces per boarding room. Social Housing Providers receive further reduction to 0.2 spaces per boarding room if located in an accessible area (related to proximity to major public transport), or 0.4 spaces per boarding room if not in an accessible area.

### *BDCP and Current Practice*

The current version of the BDCP has two tables which refer to parking requirements for Boarding Houses (table 2 – Car Parking Rates in Centres and Corridors, and table 4 – Car Parking Rates in Residential Zones). Both of these tables require 0.1 spaces per resident of a Boarding House.

The AHSEPP's parking standards, if met, cannot be used as a reason for refusal of the application.

### *BDCP Changes*

The DCP car parking rate for Boarding Houses is proposed to be amended to reflect that which is required by the AHSEPP.

## **28. Minor Formatting and Wording Changes**

The numbering of Sections of the BDCP have been amended for consistency. For example, some sections have subsections for *Development Controls*, whereas other sections include all development controls under the one section.

An example of such is Section 4.4 – Dual Occupancies and Secondary Dwellings, and Section 4.5 - Dwelling Houses, Attached Dwellings, Semi-Detached Dwellings and Ancillary Structures. Within Section 4.4 there are subsections for *Development Controls*, *Development Sites*, *Building Design and Development Features*. In contrast, Section 4.5 only has subsections for *Development Controls and Ancillary Structures*.

*Development Controls*, *Development Sites*, *Building Design and Development Features* can all be considered *Development Controls*, so for consistency, these are all listed under the single subsection.

## **29. Updating of image quality**

### *Context*

This matter relates to figures throughout the BDCP. These images are currently low quality and blurry in an effort to keep the size of the document from causing downloading issues. The images have been reinserted as high quality images using a well-tested Photoshop technique to retain high definition while minimising file size. The images have not been altered with the content remaining the same. Only the quality has improved significantly.

### *BDCP and Current Practice*

Previously high quality images were unable to be inserted into the BDCP. This would have increased the file size making the document difficult to download. Image quality had been sacrificed in the name of manageability and expedient downloading speeds. The Strategic Planning, Heritage and Place Planning team have provided members of the public with higher quality images upon request.

### *BDCP Changes*

All figures throughout the document have been replaced with high quality resolution images.

## **Planning or Policy Implications**

Draft BDCP Amendment No. 5 requires public exhibition in accordance with the *Environmental Planning and Assessment (EP&A) Regulation 2000* and Council's Community Participation Plan before adoption by Council. When adopted, it will repeal the existing BDCP Amendment No. 4.

## **Financial Implications**

No financial implications apart from the time demand on Council's staff.

## **Consultation**

The review of the BDCP has involved internal consultation with the Building & Development, Assets and Infrastructure and Community Development teams. Exhibition of the draft amended BDCP will provide the public with the opportunity to comment on the document.

It is proposed that the exhibition runs for 28 days in accordance with Council's Community Participation Plan.

## **Conclusion**

The Burwood Development Control Plan (BDCP) is proposed to be amended.

The proposed amendments would allow improvements to DCP provisions to support design excellence, enhanced development outcomes or support current initiatives underway, such as the Shop Front Improvement Program. They are considered to be 'quick wins' in that discrete or minor amendments to the DCP can be made with confidence and will achieve the intended outcomes.

Further amendments introduce area specific controls within the Strathfield Cooper Street Precinct. This has been subject to a planning proposal to amend the LEP provisions and additional built form controls are needed in the DCP to ensure good built form and design outcomes.

Should Council endorse this report and draft amendment No. 5, it will proceed to public exhibition in line with the EP&A Regulation 2000 and Council's Community Participation Plan. The outcomes of the exhibition will be reported to Council at which time further amendments may be made following consideration of submissions received during the exhibition.

### ***Recommendation(s)***

1. That draft Amendment No. 5 to the BDCP be endorsed for public exhibition in accordance with the *EP&A Regulation 2000* and Council's Community Participation Plan.
2. That Council authorise the General Manager to allow further editorial or minor changes to draft BDCP Amendment No. 5 considered necessary before the exhibition commences.
3. That a further report be brought to Council advising of the exhibition outcomes and making recommendations on the finalisation of the draft amended BDCP.
4. That Council adopt the draft BDCP Amendment No. 5 discussed in this report as a matter for consideration in the assessment and determination of Development Applications until the commencement of the BDCP Amendment.
5. The outcomes of the exhibition will be reported to Council when further changes to the BDCP may be necessary following consideration of submissions received during the exhibition.

### **Attachments**

- 1 Attachment 1 List of Amendments and Locations within BDCP
- 2 Attachment 2 Proposed BDCP Amendment No. 5



## ITEM NUMBER 49/21 - ATTACHMENT 1

### Attachment 1 List of Amendments and Locations within BDCP

---

#### Attachment 1

The following is a detailed list of changes and amendments discussed in the Council report including the locations within the proposed BDCP amendment for ease of reference.

**1. New logo and address details:**

Front Cover. New front cover to reflect new branding and logo introduced in late 2019. New Conder Street address details added.

**2. Lighting:**

Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.2.3 Lighting and Signage. New Provision 8 added to require side elevations without windows or openings to have a lighting scheme to improve pedestrian safety and public realm outcomes.

**3. Mailbox design and locations:**

Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.2.4 Street-Front Activities and Building Access - Mailbox and Postal Facilities. Provision 11 amended to not permit mail boxes that are accessible only from the footpath outside a development. Replicated in Part 4.1.2 for Residential Flat Buildings in R1 Zone, 4.3.2 for Multi Dwelling Housing, 5.4 for Boarding Houses, 5.5A for Serviced Apartments and 3.3.6 for Cooper Street Precinct, Strathfield.

**4. Fire Safety and Power Supply Utilities:**

Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.2.4 Street-Front Activities and Building Access - Fire Safety and Power Supply Utilities. New Provision 12, 13 and 14 added for mechanical/functional installations for utilities such as fire hydrant boosters and electrical substations.

Fire safety utilities such as fire hydrant boosters are required to be enclosed. Large power supply utilities such as electrical substations are required to be screened from public view or encapsulated within the building envelope. New image included showing good acceptable examples of fire safety utilities.

New image included shows a good example of a large power supply utility / substation enclosure. This provision is replicated in Part 4.1.2 for Residential Flat Buildings in R1 Zone, Part 4.3.2 for Multi Dwelling Housing, 5.4 for Boarding Houses, 5.5A for Serviced Apartments, and 3.3.6 for Cooper Street Precinct, Strathfield.

**5. Mechanical ventilation and plant equipment:**

Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.2.4 Street-Front Activities and Building Access - Mechanical and Ventilation Equipment. Provisions 16, 17, 18, 19 added to control the design, appearance and location of mechanical ventilation and plant equipment including the requirement that such items be screened from public view. Replicated in Part 4.1.2 for Residential Flat Buildings in R1 Zone, 4.3.2 for Multi Dwelling Housing, 5.4 for Boarding Houses, 5.5A for Serviced Apartments, and 3.3.6 for Cooper Street Precinct, Strathfield.

**6. Any development with a height over 10m is generally required to have a minimum site area of 500 sqm:**

Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.2.9 Minimum Site Area. Provision 1 replaced with a requirement that any development with a height over 10m is generally required to have a minimum site area of 500sqm.

## ITEM NUMBER 49/21 - ATTACHMENT 1

### Attachment 1 List of Amendments and Locations within BDCP

---

**7. Higher floor to ceiling heights for levels that don't achieve ADG compliant solar access:**

Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.2.11 Ceiling Height. New Provision 2 and 3 added to require 3 metre floor to ceiling height in developments where 50% or more units on a level do not receive a minimum of 2 hours of direct sunlight to habitable spaces in midwinter. This is to improve the outlook and amenity for those apartments. An Image added to illustrate this.

**8. Additional width to corridors in front of vertical core and lift:**

Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.2.16 Lobbies and Internal Circulation – All Development. Provision 4 amended to require areas in front of lifts, garbage chutes, and fire stairs to have an additional depth up to 2.5 metres. This is in order to improve the internal amenity and quality of new apartments. An image added to illustrate this.

**9. Security bars, shutters, and grilles:**

Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.2.18 Safety and Security - Security Grilles and Shutters. New Provision 10 added to prohibit security bars, shutters or permanent grilles on windows above awnings facing a high street, heritage retail precinct or main retail strip. This amendment is to improve the presentation and appearance of the Town Centre and high streets within the Burwood Council area and also give additional weight to the current shop front improvement program.

**10. Diagram on the need to share the separation distance:**

Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.3.1.1.2 Perimeter and Transition Areas - Side and Rear Setbacks. A figure has been added to illustrate how the separation distance is to be shared equally. This is to ensure that new development provides appropriate setbacks within the development site area, rather than borrowing setbacks from adjoining sites.

**11. Setback controls for sites in Perimeter & Transition Areas except for Burwood Road:**

Section 3.3 Area Based Controls – Burwood Town Centre and Burwood Road North. Part 3.3.2 Burwood Road North - Special perimeter and transition areas. New Provision 1 added to require secondary setbacks above the 15m street wall height to be minimum 6m. New Provision 2 added to require projections, encroachments or lightweight balconies not to penetrate the secondary setback. This is to ensure that there is a consistent setback for new development within or adjoining the town centre.

Amended and removed every mention of the term lightweight balcony at Parts 3.3.1.1.1, 3.3.2, 3.3.3, 3.3.4.2, 3.3.5.

**12. Setback and design controls for 18 Conder Street:**

Section 3.3 Area Based Controls – Burwood Town Centre and Burwood Road North. Part 3.3.2 Burwood Road North - Special perimeter and transition areas - 18 Conder Street, Burwood. New Provisions 3, 4, 5 added to introduce setback and design controls specific to 18 Conder Street, Burwood.

**13. Provisions for Cooper Street, Strathfield:**

Section 3.3 Area Based Controls – Burwood Town Centre and Burwood Road North. Part 3.3.6 Cooper Street Precinct, Strathfield. New part added to address the Planning Proposal for 2-18A Cooper Street - Excluding 2B - and 43A and 45 Wentworth Road Strathfield (Burwood Local Environmental Plan 2012 Amendment No 16).

## ITEM NUMBER 49/21 - ATTACHMENT 1

### Attachment 1 List of Amendments and Locations within BDCP

---

**14. Provisions for VPAs for deficient parking:**

Section 3.4 Transport and Parking in Centres and Corridors. Part 3.4.2 Burwood Town Centre, Burwood Road North and Strathfield Town Centre. Amended provisions for Voluntary Planning Agreements for deficient parking to require number of spaces to be rounded up to the nearest whole number. This is to ensure there is a consistent calculation of car parking and any associated contribution in lieu of parking. Replicated in Part 3.4.3 Local Centres, and 3.4.4 Neighbourhood Centres.

**15. Area Specific Provisions for Livingstone Street and Sym Avenue:**

The proposed changes are to create a new part in Section 3.3 Area Based Controls. This will include an introduction, overview, and sub parts with the following headings: Site Planning and Response to Character, Height and Floor Space Ratio, Locality Specific Provisions for Site Coverage, Street Wall Heights, Setbacks, Primary Setbacks, Secondary Setbacks, Side Setbacks and Separation Distances, Landscaping and Open Space, Built Form, Vehicle Entries, Servicing and Waste Management.

Mailbox and Postal Facilities, Fire Safety and Power Supply Utilities, Mechanical and Ventilation Equipment refer to existing parts of the BDCP. Three diagrams added showing additional guidance for Street wall height, separation to heritage items and minimum site frontage. Replicated in Section 4.3 for multi dwelling housing.

**16. Vehicle ramps and entries:**

Section 4.1 Residential Flat Buildings in R1 Zone. Part 4.1.2 Development Controls - Building Design – Building Base. Amended Provision 23 to require parking entrances to be encapsulated within the primary or secondary facades facing a street and to have a maximum length of 6m. New Provision 25 to require materials of ramps to be integrated with the overall design and be of high quality materials and finishes. This is to improve design outcomes and reduce the impact of large voids or openings in the streetscape.

**17. Uninterrupted building frontage for terrace or townhouse development:**

Section 4.3 Multi Dwelling Housing. Part 4.3.2 Development Controls - Building Widths and Breaks. Amended Provision 6 and Figure 34 to require a maximum length of uninterrupted building frontage of 10m for terrace or townhouse development.

**18. Tandem parking of vehicles for dual occupancies:**

Section 4.4 Dual Occupancies and Secondary Dwellings. Part 4.4.3 Development Controls. New Provision 31 added to prevent tandem parking of vehicles in dual occupancies where access is provided by a single driveway.

**19. Location of paved car parking spaces:**

Section 4.5 Dwelling Houses, Attached Dwellings, Semi-Detached Dwellings, Ancillary Structures. Part 4.5.2 Development Controls - Streetscape. New Provision 15 added to require any paved car parking spaces to be located behind the front building line.

**20. Information about ‘contributory building’**

Section 4.7 Heritage in Residential Precincts. Part 4.7.1 Introduction. New information and definition added for the term ‘contributory item’.

**21. Child care centres:**

Section 5.3 Child Care Centres. Removal of provisions that are not enforceable due to SEPP (Educational Establishments and Child Care Facilities) 2017 where new Child Care Guideline 2017 considerations and Regulations take precedence. Some new

## ITEM NUMBER 49/21 - ATTACHMENT 1

### Attachment 1 List of Amendments and Locations within BDCP

---

provisions relating to outdoor play area locations, setbacks and maximum capacity in R2 zone. Section 8.3 Appendices Child Care Centres removed completely.

**22. Floor to ceiling heights for boarding houses:**

Section 5.4 Boarding Houses. Floor to Ceiling Heights. New Provision 14 added to require a minimum 2.7 metre floor to ceiling height. New Provision 15 added to require a 3.1 metre floor to floor height and prohibit sunken building footprints. New Provision 16 added to require existing dwelling conversions to maintain and have minimum floor to ceiling heights. This is to improve amenity outcomes for future residents.

**23. New signage type “Advertisements on Trailers” description and provisions:**

Section 5.6 Signage and Advertising. Part 5.6.2 Specific Provisions by Signage Type, and 5.6.4 Additional Signage Controls by Zone Type. New signage type ‘Advertisements on Trailers’ added with appropriate provisions.

**24. Public Art Policy Reference:**

New Section 5.11 Public Art in Private Developments. Created to reference the newly adopted Public Art Policy and highlight key requirements for private developments. This is to give additional weight to the public art policy, which is currently a standalone Council policy.

**25. Applications for removal and minor works to trees:**

Section 6.1 Preservation of Trees or Vegetation. General amendments to ensure consistency with the State Environmental Planning Policy (Vegetation on Non-Rural Properties) (Veg SEPP) 2017 and Biodiversity Act. Part 6.1.2 Tree Permit Application Required, revised for when DA or permit may be required. Part 6.1.4 Trees and Heritage updated for when DA or permit may be required for removal of trees from heritage properties. This is to ensure consistency with prevailing legislation.

**26. DPIE Flood Prone Land Package:**

Section 6.4 Flood Planning. Amended to reflect the recently released NSW Government flood-prone land package.

**27. Parking requirements for Boarding Houses:**

Table 2 Car Parking Rates in Centres and Corridors, and Table 4 Car Parking Rates in Residential Zones. Amendment to parking requirements for boarding houses.

**28. Minor formatting and wording changes:**

Formatting (numbering of sections and text alignment) and wording / grammatical amendments throughout document.

**29. Updating of image quality:**

Updating of figures / image quality throughout document.

## (ITEM 50/21) PROPOSED AMENDMENT NO. 5 TO BURWOOD DEVELOPMENT CONTROL PLAN FOR LIVINGSTONE STREET AND SYM AVENUE BURWOOD

File No: 21/33370

REPORT BY DIRECTOR CITY STRATEGY

### Summary

This report discusses the proposed Amendment No. 5 to the Burwood Development Control Plan (BDCP) for Livingstone Street and Sym Avenue Burwood specifically, as this precinct has recently undergone rezoning via a Council-led Planning Proposal.

It is recommended that Council endorse the proposed controls for the precinct as part of the draft amended BDCP for public exhibition. The outcomes of the exhibition will be reported back to Council prior to Council adopting Amendment No.5 to the BDCP.

### **Operational Plan Objective**

2.1.3 Ensure transparency and accountability in decision making

### Background

Council at its meeting of 27 April 2021 considered a report on the Planning Proposal (PP) for amendments to the Burwood Local Environmental Plan (BLEP) 2012. One of the amendments proposes to:

- Rezone properties in Sym Avenue Burwood and on the northern side of Livingstone Street Burwood from R2 Low Density Residential to R1 General Residential, with corresponding building height and floor space ratio (FSR) standards, amended Building Height Plane controls and additional local provisions.
- Rezone properties on the southern side of Livingstone Street Burwood from R2 Low Density Residential to R3 Medium Density Residential, also with corresponding building height and FSR standards and additional local provisions.

The location of the Livingstone Street and Sym Avenue Precinct is shown below.



Location of Livingstone Street and Sym Avenue Precinct

Council resolved to endorse the PP for submitting to the Department of Planning, Industry and Environment (DPIE) for a Gateway Determination.

DPIE issued the Gateway Determination on 8 June 2021. This PP is currently on public exhibition until 28 July 2021.

The preparation of Amendment No. 5 to the BDCP provides the timely opportunity to add area specific controls for the precinct to provide additional built form guidance for Council staff and prospective applicants.

### **Proposed BDCP Amendment**

A comprehensive list of amendments to the BDCP is included as **Attachment 1**. An extract from the proposed amended DCP document is included as **Attachment 2**. This extract relates specifically to the Livingstone Street and Sym Avenue Precinct.

#### *Context*

A new section of the BDCP has been created in response to the PP for Livingstone Street and Sym Avenue Burwood. This section anticipates any Development Applications that could ensue after the PP has resulted in a BLEP amendment.

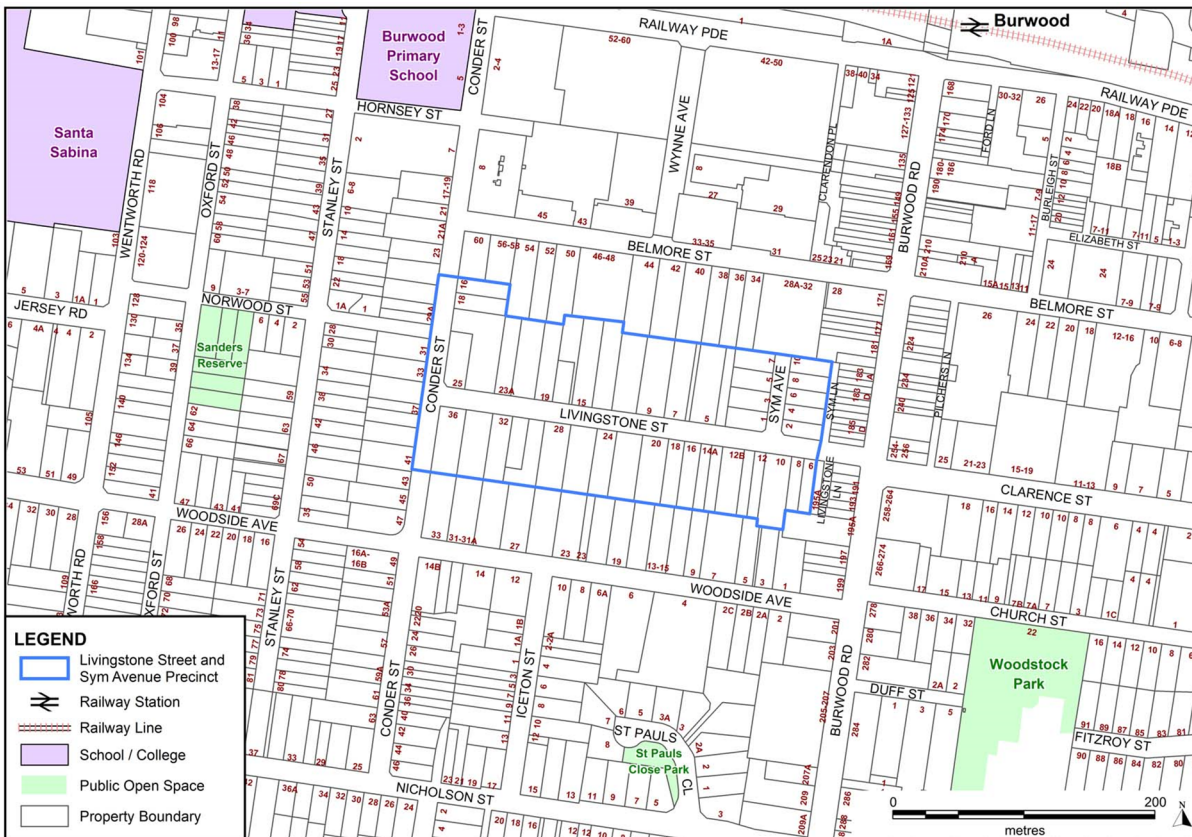
The PP for the precinct contains additional local provisions on setbacks, wall heights, frontage, site area and footprint. These built form provisions have been accepted by DPIE and would form part of the BLEP controls, thus having greater strength and enforceability. However, there is no precedent to have illustrations or diagrams in a LEP. Those illustrations are deemed to provide additional clarity and guidance to applicants, as such the Burwood Local Planning Panel recommended that they be included in the BDCP. The new section of the BDCP will display the illustrations and provide a complete set of area specific controls to complement the LEP.

#### *BDCP Changes*

The proposed changes to the BDCP are to create a new part in Section 3.3 Area Based Controls. This will include an introduction, overview, and sub parts with the following headings: Site Planning and Response to Character, Height and Floor Space Ratio, Locality Specific Provisions for Site Coverage, Street Wall Heights, Setbacks, Primary Setbacks, Secondary Setbacks, Side Setbacks and Separation Distances, Landscaping and Open Space, Built Form, Vehicle Entries, Servicing and Waste Management.

As the PP seeks to amend the Building Height Plane (BHP) controls in the BLEP by removing the BHP next to 18 Conder Street, in order to allow for orderly development at 16-18 Conder Street Burwood, the proposed new BDCP section includes built form provisions for these two properties.

The proposed new BDCP section will apply to land within the blue outline below:



Livingstone Street and Sym Avenue Precinct where the section of the BDCP applies

Controls on mailbox and postal facilities, fire safety and power supply utilities, mechanical and ventilation equipment can be found in existing parts of the BDCP and are referenced within the precinct specific section for Livingstone Street and Sym Avenue.

**Consultation**

Exhibition of the draft amended BDCP will provide the public and Council staff with the opportunity to comment on the document.

It is proposed that the exhibition runs for 28 days in accordance with Council’s Community Participation Plan.

**Planning or Policy Implications**

Draft BDCP Amendment No. 5, including general amendments to the DCP and the section relating to the Livingstone Street and Sym Avenue Precinct, requires public exhibition in accordance with the Environmental Planning and Assessment (EP&A) Regulation 2000 and Council’s Community Participation Plan before adoption by Council. When adopted, it will repeal the existing BDCP Amendment No. 4.

This new BDCP section will become operational from the date when the PP has been finalised into a BLEP amendment and notified on the NSW legislation website, which is expected to be after the effective date of BDCP Amendment No. 5.

**Financial Implications**

No financial implications apart from the time demand on Council staff.

## **Conclusion**

The draft amended BDCP introduces area specific controls for land within the Livingstone Street and Sym Avenue Precinct. The precinct has been subject to a Planning Proposal seeking to rezone land within the precinct with corresponding development standards and additional local provisions. The new BDCP section for the subject precinct will supplement the Planning Proposal, which is expected to result in a BLEP amendment, to help achieve good built form and design outcomes.

Should Council endorse this report and draft new BDCP section, it will proceed to public exhibition in line with the EP&A Regulation 2000 and Council's Community Participation Plan. The outcomes of the exhibition will be reported to Council at which time further amendments may be made following consideration of submissions received during the exhibition.

## ***Recommendation(s)***

1. That draft Amendment No. 5 to the BDCP relating to the Livingstone Street and Sym Avenue Precinct be endorsed for public exhibition in accordance with the EP&A Regulation 2000 and Council's Community Participation Plan.
2. That Council authorise the General Manager to allow further editorial or minor changes to this draft BDCP section considered necessary before the exhibition commences.
3. That a further report be brought to Council advising of the exhibition outcomes and making recommendations on the finalisation of the draft BDCP section.
4. The outcomes of the exhibition will be reported to Council when further changes to the BDCP section may be necessary following consideration of submissions received during the exhibition.

## **Attachments**

- 1 List of Amendments and Locations within BDCP
- 2 BDCP Amendment No. 5 - extract for Livingstone Street and Sym Avenue Precinct



## ITEM NUMBER 50/21 - ATTACHMENT 1

### List of Amendments and Locations within BDCP

---

#### Attachment 1

The following is a detailed list of changes and amendments discussed in the Council report including the locations within the proposed BDCP amendment for ease of reference.

**1. New logo and address details:**

Front Cover. New front cover to reflect new branding and logo introduced in late 2019. New Conder Street address details added.

**2. Lighting:**

Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.2.3 Lighting and Signage. New Provision 8 added to require side elevations without windows or openings to have a lighting scheme to improve pedestrian safety and public realm outcomes.

**3. Mailbox design and locations:**

Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.2.4 Street-Front Activities and Building Access - Mailbox and Postal Facilities. Provision 11 amended to not permit mail boxes that are accessible only from the footpath outside a development. Replicated in Part 4.1.2 for Residential Flat Buildings in R1 Zone, 4.3.2 for Multi Dwelling Housing, 5.4 for Boarding Houses, 5.5A for Serviced Apartments and 3.3.6 for Cooper Street Precinct, Strathfield.

**4. Fire Safety and Power Supply Utilities:**

Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.2.4 Street-Front Activities and Building Access - Fire Safety and Power Supply Utilities. New Provision 12, 13 and 14 added for mechanical/functional installations for utilities such as fire hydrant boosters and electrical substations.

Fire safety utilities such as fire hydrant boosters are required to be enclosed. Large power supply utilities such as electrical substations are required to be screened from public view or encapsulated within the building envelope. New image included showing good acceptable examples of fire safety utilities.

New image included shows a good example of a large power supply utility / substation enclosure. This provision is replicated in Part 4.1.2 for Residential Flat Buildings in R1 Zone, Part 4.3.2 for Multi Dwelling Housing, 5.4 for Boarding Houses, 5.5A for Serviced Apartments, and 3.3.6 for Cooper Street Precinct, Strathfield.

**5. Mechanical ventilation and plant equipment:**

Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.2.4 Street-Front Activities and Building Access - Mechanical and Ventilation Equipment. Provisions 16, 17, 18, 19 added to control the design, appearance and location of mechanical ventilation and plant equipment including the requirement that such items be screened from public view. Replicated in Part 4.1.2 for Residential Flat Buildings in R1 Zone, 4.3.2 for Multi Dwelling Housing, 5.4 for Boarding Houses, 5.5A for Serviced Apartments, and 3.3.6 for Cooper Street Precinct, Strathfield.

**6. Any development with a height over 10m is generally required to have a minimum site area of 500 sqm:**

Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.2.9 Minimum Site Area. Provision 1 replaced with a requirement that any development with a height over 10m is generally required to have a minimum site area of 500sqm.

## ITEM NUMBER 50/21 - ATTACHMENT 1

### List of Amendments and Locations within BDCP

---

**7. Higher floor to ceiling heights for levels that don't achieve ADG compliant solar access:**

Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.2.11 Ceiling Height. New Provision 2 and 3 added to require 3 metre floor to ceiling height in developments where 50% or more units on a level do not receive a minimum of 2 hours of direct sunlight to habitable spaces in midwinter. This is to improve the outlook and amenity for those apartments. An Image added to illustrate this.

**8. Additional width to corridors in front of vertical core and lift:**

Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.2.16 Lobbies and Internal Circulation – All Development. Provision 4 amended to require areas in front of lifts, garbage chutes, and fire stairs to have an additional depth up to 2.5 metres. This is in order to improve the internal amenity and quality of new apartments. An image added to illustrate this.

**9. Security bars, shutters, and grilles:**

Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.2.18 Safety and Security - Security Grilles and Shutters. New Provision 10 added to prohibit security bars, shutters or permanent grilles on windows above awnings facing a high street, heritage retail precinct or main retail strip. This amendment is to improve the presentation and appearance of the Town Centre and high streets within the Burwood Council area and also give additional weight to the current shop front improvement program.

**10. Diagram on the need to share the separation distance:**

Section 3.2 General Building Design Controls in Centres and Corridors. Part 3.3.1.1.2 Perimeter and Transition Areas - Side and Rear Setbacks. A figure has been added to illustrate how the separation distance is to be shared equally. This is to ensure that new development provides appropriate setbacks within the development site area, rather than borrowing setbacks from adjoining sites.

**11. Setback controls for sites in Perimeter & Transition Areas except for Burwood Road:**

Section 3.3 Area Based Controls – Burwood Town Centre and Burwood Road North. Part 3.3.2 Burwood Road North - Special perimeter and transition areas. New Provision 1 added to require secondary setbacks above the 15m street wall height to be minimum 6m. New Provision 2 added to require projections, encroachments or lightweight balconies not to penetrate the secondary setback. This is to ensure that there is a consistent setback for new development within or adjoining the town centre.

Amended and removed every mention of the term lightweight balcony at Parts 3.3.1.1.1, 3.3.2, 3.3.3, 3.3.4.2, 3.3.5.

**12. Setback and design controls for 18 Conder Street:**

Section 3.3 Area Based Controls – Burwood Town Centre and Burwood Road North. Part 3.3.2 Burwood Road North - Special perimeter and transition areas - 18 Conder Street, Burwood. New Provisions 3, 4, 5 added to introduce setback and design controls specific to 18 Conder Street, Burwood.

**13. Provisions for Cooper Street, Strathfield:**

Section 3.3 Area Based Controls – Burwood Town Centre and Burwood Road North. Part 3.3.6 Cooper Street Precinct, Strathfield. New part added to address the Planning Proposal for 2-18A Cooper Street - Excluding 2B - and 43A and 45 Wentworth Road Strathfield (Burwood Local Environmental Plan 2012 Amendment No 16).

## ITEM NUMBER 50/21 - ATTACHMENT 1

### List of Amendments and Locations within BDCP

---

**14. Provisions for VPAs for deficient parking:**

Section 3.4 Transport and Parking in Centres and Corridors. Part 3.4.2 Burwood Town Centre, Burwood Road North and Strathfield Town Centre. Amended provisions for Voluntary Planning Agreements for deficient parking to require number of spaces to be rounded up to the nearest whole number. This is to ensure there is a consistent calculation of car parking and any associated contribution in lieu of parking. Replicated in Part 3.4.3 Local Centres, and 3.4.4 Neighbourhood Centres.

**15. Area Specific Provisions for Livingstone Street and Sym Avenue:**

The proposed changes are to create a new part in Section 3.3 Area Based Controls. This will include an introduction, overview, and sub parts with the following headings: Site Planning and Response to Character, Height and Floor Space Ratio, Locality Specific Provisions for Site Coverage, Street Wall Heights, Setbacks, Primary Setbacks, Secondary Setbacks, Side Setbacks and Separation Distances, Landscaping and Open Space, Built Form, Vehicle Entries, Servicing and Waste Management.

Mailbox and Postal Facilities, Fire Safety and Power Supply Utilities, Mechanical and Ventilation Equipment refer to existing parts of the BDCP. Three diagrams added showing additional guidance for Street wall height, separation to heritage items and minimum site frontage. Replicated in Section 4.3 for multi dwelling housing.

**16. Vehicle ramps and entries:**

Section 4.1 Residential Flat Buildings in R1 Zone. Part 4.1.2 Development Controls - Building Design – Building Base. Amended Provision 23 to require parking entrances to be encapsulated within the primary or secondary facades facing a street and to have a maximum length of 6m. New Provision 25 to require materials of ramps to be integrated with the overall design and be of high quality materials and finishes. This is to improve design outcomes and reduce the impact of large voids or openings in the streetscape.

**17. Uninterrupted building frontage for terrace or townhouse development:**

Section 4.3 Multi Dwelling Housing. Part 4.3.2 Development Controls - Building Widths and Breaks. Amended Provision 6 and Figure 34 to require a maximum length of uninterrupted building frontage of 10m for terrace or townhouse development.

**18. Tandem parking of vehicles for dual occupancies:**

Section 4.4 Dual Occupancies and Secondary Dwellings. Part 4.4.3 Development Controls. New Provision 31 added to prevent tandem parking of vehicles in dual occupancies where access is provided by a single driveway.

**19. Location of paved car parking spaces:**

Section 4.5 Dwelling Houses, Attached Dwellings, Semi-Detached Dwellings, Ancillary Structures. Part 4.5.2 Development Controls - Streetscape. New Provision 15 added to require any paved car parking spaces to be located behind the front building line.

**20. Information about ‘contributory building’**

Section 4.7 Heritage in Residential Precincts. Part 4.7.1 Introduction. New information and definition added for the term ‘contributory item’.

**21. Child care centres:**

Section 5.3 Child Care Centres. Removal of provisions that are not enforceable due to SEPP (Educational Establishments and Child Care Facilities) 2017 where new Child Care Guideline 2017 considerations and Regulations take precedence. Some new

## ITEM NUMBER 50/21 - ATTACHMENT 1

### List of Amendments and Locations within BDCP

---

provisions relating to outdoor play area locations, setbacks and maximum capacity in R2 zone. Section 8.3 Appendices Child Care Centres removed completely.

**22. Floor to ceiling heights for boarding houses:**

Section 5.4 Boarding Houses. Floor to Ceiling Heights. New Provision 14 added to require a minimum 2.7 metre floor to ceiling height. New Provision 15 added to require a 3.1 metre floor to floor height and prohibit sunken building footprints. New Provision 16 added to require existing dwelling conversions to maintain and have minimum floor to ceiling heights. This is to improve amenity outcomes for future residents.

**23. New signage type “Advertisements on Trailers” description and provisions:**

Section 5.6 Signage and Advertising. Part 5.6.2 Specific Provisions by Signage Type, and 5.6.4 Additional Signage Controls by Zone Type. New signage type ‘Advertisements on Trailers’ added with appropriate provisions.

**24. Public Art Policy Reference:**

New Section 5.11 Public Art in Private Developments. Created to reference the newly adopted Public Art Policy and highlight key requirements for private developments. This is to give additional weight to the public art policy, which is currently a standalone Council policy.

**25. Applications for removal and minor works to trees:**

Section 6.1 Preservation of Trees or Vegetation. General amendments to ensure consistency with the State Environmental Planning Policy (Vegetation on Non-Rural Properties) (Veg SEPP) 2017 and Biodiversity Act. Part 6.1.2 Tree Permit Application Required, revised for when DA or permit may be required. Part 6.1.4 Trees and Heritage updated for when DA or permit may be required for removal of trees from heritage properties. This is to ensure consistency with prevailing legislation.

**26. DPIE Flood Prone Land Package:**

Section 6.4 Flood Planning. Amended to reflect the recently released NSW Government flood-prone land package.

**27. Parking requirements for Boarding Houses:**

Table 2 Car Parking Rates in Centres and Corridors, and Table 4 Car Parking Rates in Residential Zones. Amendment to parking requirements for boarding houses.

**28. Minor formatting and wording changes:**

Formatting (numbering of sections and text alignment) and wording / grammatical amendments throughout document.

**29. Updating of image quality:**

Updating of figures / image quality throughout document.



**Burwood** <sup>Inc.1874</sup>

Burwood . Burwood Heights . Croydon . Croydon Park . Enfield . Strathfield

## **BURWOOD DEVELOPMENT CONTROL PLAN**

### **EXTRACT FOR LIVINGSTONE STREET AND SYM AVENUE PRECINCT**

---

PO Box 240, BURWOOD NSW 1805  
2 Conder Street, BURWOOD NSW 2134  
Phone: 9911-9911 Fax: 9911-9900  
Email: [council@burwood.nsw.gov.au](mailto:council@burwood.nsw.gov.au)  
Website: [www.burwood.nsw.gov.au](http://www.burwood.nsw.gov.au)

Burwood Development Control Plan  
Adopted by Council: [enter date]  
Effective: [enter date]  
Ref. No.: [insert]  
Version No.: 5  
Ownership: City Strategy

**3.3.7 Livingstone Street and Sym Avenue Precinct, Burwood**

**Introduction**

This section applies to development on properties outlined in the figure below:



**Figure 23: Livingstone Street and Sym Avenue Precinct**

**Overview**

The Burwood Livingstone Street and Sym Avenue Precinct is located in close proximity to the Burwood Town Centre and the public transport node of Burwood Railway Station and bus linkages.

The subject Precinct is:

- less than a 400 metre walk from Burwood Railway Station
- adjacent to the southern boundary of the Burwood Town Centre
- close to retail and commercial premises
- close to education, health and recreational facilities

Council prepared a Planning Proposal to rezone the Precinct from R2 Low Density Residential to partly R1 General Residential and partly R3 Medium Density Residential, in order to increase the housing supply. The Department of Planning, Industry and Environment has issued a Gateway Determination for this Planning Proposal.

Please refer to parts 4-8 of this DCP for guidance relating to different forms of development and design considerations. In addition, the following objectives and provisions relate specifically to the Livingstone Street and Sym Avenue Precinct. These provisions take precedence when applied to the subject Precinct, if they differ to other parts of the DCP.

*Site Planning and Response to Character*

**Objectives**

- O1** To encourage the efficient use of land.
- O2** To establish appropriate development controls that increase housing supply and diversity.
- O3** To balance increased density with heritage conservation values as a key consideration.
- O4** To promote 'human scale' and enhance the pedestrian environment of Livingstone Street, Sym Avenue and Sym Lane.

**Provisions**

- P1** Any proposed development will need to preserve and not detract from the heritage and conservation values of the heritage items within and/or in close proximity to the Precinct.
- P2** Proposed massing and overall built form will need to respond to the character of the heritage items within the Precinct.
- P3** Proposed massing and overall built form will need to be designed and articulated in a way that ensures a 'human scale' when visible from Livingstone Street, Sym Avenue and Sym Lane.
- P4** Development consent shall not be issued unless the applicant has clearly demonstrated that the proposal has considered and responded to:
  - the surrounding context of the precinct,
  - the area's contributory elements (physical and environmental).
  - the heritage values of the heritage items within and surrounding the precinct

*Height of Building and Floor Space Ratio*

- P1** The development standards in the BLEP 2012 apply.

*Site Coverage*

**Objectives**

- O1** To provide for adequate landscape and deep soil areas.
- O2** To adequately mitigate the effects of bulk, scale and overall massing.
- O3** To establish appropriate footprints and areas for basement and parking.

**Provisions**

- P1** The footprint of proposed buildings must not to occupy more than 70% of the site.
- P2** The footprint of basement levels should stay within the outline of the building/s above ground and not protrude into any setbacks.

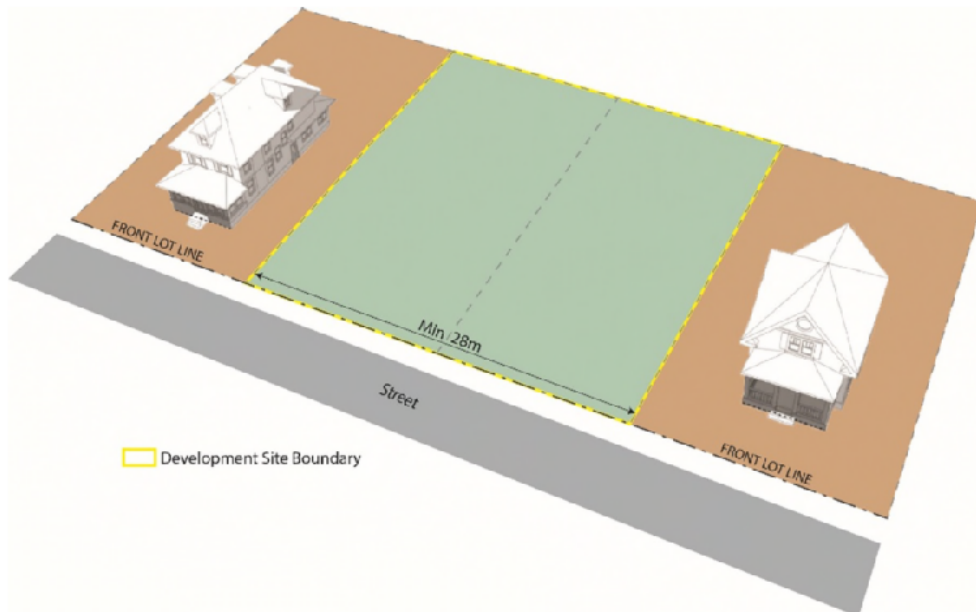
**Street Frontage**

**Objectives**

- O1** To ensure the orderly development of all sites including sites containing or adjacent to heritage items.
- O2** To present building frontages within generously landscaped separation distances.
- O3** To establish appropriate footprints that can accommodate vehicle entries within the building footprint.

**Provisions**

- P1** The street frontage of any development fronting Livingstone Street and/or Sym Avenue shall comply with Figure 23(a) below and the Minimum Site Frontage provisions stipulated in the BLEP 2012.



**Figure 23(a): Minimum Street Frontage**



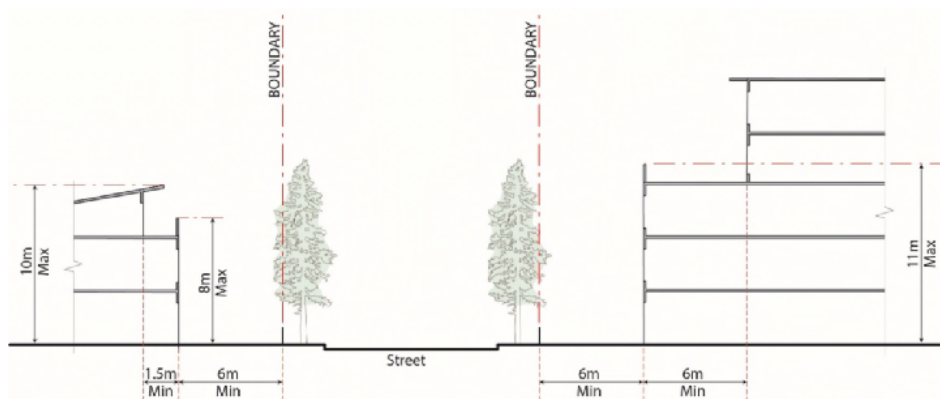
**Street Wall Heights**

**Objectives**

- O1** To ensure that the scale of the built form promotes a 'human scale' facing all frontages visible from the public domain.
- O2** To ensure an adequate 'sense of enclosure' and improve pedestrian experience along Sym Lane.

**Provisions**

- P1** The street wall height of any development fronting Livingstone Street and/or Sym Avenue shall comply with Figure 23 (b) below and the relevant provisions stipulated in the BLEP 2012.



**Figure 23 (b): Livingstone Street, Street Wall Height and Primary and Secondary Setbacks**

- P2** The street wall height of development fronting Sym Lane shall be no more than 11m inclusive of parapets.

**Setbacks**

**Objectives**

- O1** To ensure the street setback enhances the setting of the building, and that side and rear setbacks create usable land and maintain amenity between neighbouring sites.
- O2** To ensure that the built form improves the landscape character, encourages landscape screening and contributes to the landscape softening of Livingstone Street, Sym Avenue and areas adjacent to common boundaries.
- O3** To ensure deep soil areas contribute to the provision of mature planting and water filtration to all setbacks.

- O4** To ensure adequate separation distances to protect the curtilage and buildings of heritage items.

**Provisions**

*Primary Setbacks*

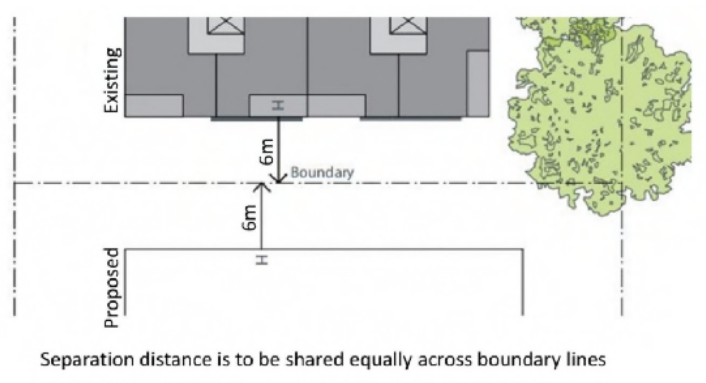
- P1** Primary setbacks to Livingstone Street and/or Sym Avenue shall comply with the relevant provisions stipulated in the Planning Proposal, which is expected to result in a LEP clause in the BLEP 2012.
- P2** Ground level setback to Livingstone Street and/or Sym Avenue should be occupied by a combination of private courtyards and communal space. Private courtyards can occupy up to 3 metres from the building line with the reminding distance up to the boundary to be maintained by the strata management to achieve a consistent treatment and upkeep.
- P2** Private courtyards to be enclosed by fencing with openable gates. Fencing can have a solid base up 600mm with palisade style fence with a minimum of 1.2 up to 1.5m including the solid base. If additional privacy is required above 1.5m, this can be achieved with the use of shrubs or hedging. Palisade open style fencing must have at least 50% transparency.
- P3** The setback to Sym Lane can be occupied by a private courtyard up to 2m from the building façade and be enclosed by a palisade fence up to 1.2 m. The reminding distance between the kerb and the fence should be utilised as a deep landscaping planting to be maintained by the strata management.
- P4** Fences facing Sym Lane are to be permeable with a minimum 40% with operable gates leading to private courtyards at ground level for activation and convenient rear access.

*Secondary Setbacks*

- P1** Secondary setbacks to Livingstone Street and Sym Avenue above the street wall height shall comply with Figure 23 (b) and the relevant provisions stipulated in the BLEP 2012.
- P1** Secondary setbacks to Sym Lane above the street wall height shall be a minimum of 2m.

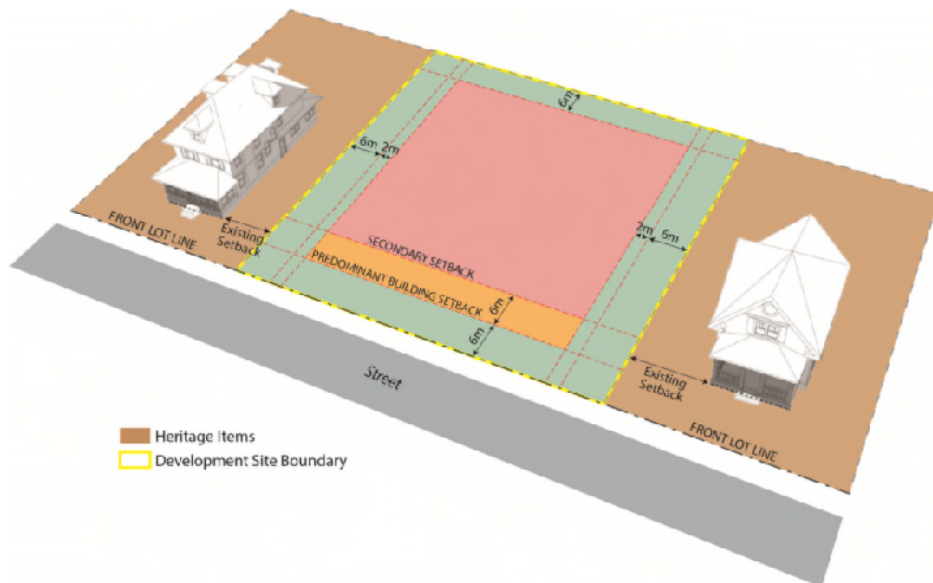
*Side Setbacks and Separation Distances*

- P1** Side setbacks and separation distances are to comply with the *Apartment Design Guide* design criteria 1 under Objective 3F-1.
- P2** Separation distances are to be shared equally by both properties to either side of the common boundary. Refer to the image below.



**Figure 23 (c): Separation distances**

**P3** The separation distance to a site containing a heritage item shall comply with Figure 23 (d) below and the relevant provisions stipulated in the BLEP 2012. The additional 2m can be provided at ground level or above the second storey to break the build form. Refer to the image below.



**Figure 23(d) Setbacks for heritage items**

**P4** The minimum separation distance to all facades of a heritage item within the same site or an amalgamated site is 6m.

**18 Conder Street, Burwood**

**Objectives**

**O1** To mitigate the impacts of the partial removal of the Building Height Plane (BHP) Line E next to No. 18 Conder Street.

**O2** To protect the amenity of residential uses to the south of No. 18 Conder Street.

**Provisions**

- P1** Side setback to southern boundary to be at least 6m at ground level up to 12m and comply with ADG separation distances.
- P2** Southern elevation facing common boundary with 23 Livingstone Street, Burwood must be articulated and display habitable windows. Recesses or built form features are required at 10-12m intervals.
- P3** Side setback at ground level is for the purpose of greening and mature landscaping to provide landscape buffer to the properties to the south of the common boundary.

*Landscaping and Open Space*

**Objectives**

- O1** To maximise the use and provision of communal open space at ground level.
- O2** To ensure high quality landscaped grounds that contribute to the overall character of the area.

**Provisions**

- P1** The minimum landscaped area shall comply with the relevant provisions stipulated in the BLEP 2012.
- P2** Communal open space is preferred at ground level and associated with deep soil areas and provided with shade and amenities i.e. water tap, BBQ and seating.
- P3** Areas and dimensions for communal open space and landscaping are to comply with the Apartment Design Guide sections 3D and 3E.

*Built Form*

**Objectives**

- O1** To ensure that the built form and massing contribute to the creation of character and display design excellence through well-articulated elevations, interesting roof forms and high quality materiality.

**Provisions**

- P1** All elevations should display design excellence and generally comply with provisions P28 and P29 under *Section 3.2.1 Building Design* of the DCP.
- P2** Elevations facing Livingstone Street and/or Sym Avenue need to display 'fine grain' articulation or recesses running vertically the full height of the applicable street wall height or parapet.
- P3** A maximum length of uninterrupted building frontage of 10m for terrace or townhouse development on the southern side of Livingstone Street in order to achieve substantial

articulation in the form of an indent, recess or physical break along the length of the elevation.

- P4** Side elevations need to display a combination of indents, architectural fenestration and habitable windows. Unarticulated blank facades that can be characterised as non-habitable walls are not permitted.
- P5** Recesses (min. 2m X 2m) need to be placed on side elevations every 10-12m depending on the length of the elevation.

#### *Vehicle Entries, Servicing and Waste Management*

##### **Objectives**

- O1** To minimise potential pedestrian-vehicles conflicts along Livingstone Street and Sym Avenue.
- O1** To minimise visual impacts to both sides of Livingstone Street, the western side of Sym Avenue and Sym Lane through the orderly provision of waste management and bin collection areas within the site.

##### **Provisions**

- P1** All access for private or service vehicles to be integrated with the overall building design. Any visible areas from the public domain in front or behind the security grille to be treated with high quality materials as the main façade.
- P2** Bin enclosure areas need to be located within the building envelope, be accessible from the vehicle driveway and be integrated within the architectural design of the building.
- P3** Road side collection and bin enclosures visible from the public domain or located within the landscape setbacks are not permitted.

#### *Mailbox and Postal Facilities*

- P1** Mail box and postal facilities to be included and to comply with provisions P8, P9 and P10 under *Section 3.2.4 Street-Front Activities and Building Access*. Refer to Figures 1(a) and 1(b).

#### *Fire Safety and Power Supply Utilities*

- P1** Fire safety and power supply utilities are to comply with provision P12 under *Section 3.2.4 Street-Front Activities and Building Access*. Refer to Figure 1(c).

#### *Mechanical and Ventilation Equipment*

- P1** Mechanical and Ventilation Equipment are to comply with Provisions 15, 16, 17, 18 under *Section 3.2.4 Street-Front Activities and Building Access*.

## **(ITEM 51/21) PUBLIC EXHIBITION OF PLANNING PROPOSAL TO HERITAGE LIST 17 ETHEL STREET BURWOOD**

File No: 21/26222

REPORT BY DIRECTOR CITY STRATEGY

### **Summary**

A Planning Proposal (PP) has been prepared to list the property at 17 Ethel Street Burwood as a heritage item. The PP was publicly exhibited from 24 May to 21 June 2021. Submissions were received from the property owner, a heritage consultant on behalf of the property owner and Heritage NSW. This report discusses the submissions and recommends that the PP be progressed to an amendment to the Burwood Local Environmental Plan (BLEP) 2012.

### **Operational Plan Objective**

- 1.4.4 Promote and celebrate the area's heritage and Indigenous history
- 4.3 Integrate Burwood's existing heritage with high quality urban design
- 4.3.2 Maintain and preserve heritage through relevant planning strategies

### **Background**

On 28 July 2020, Council considered a Mayoral Minute concerning the potential heritage significance of 17 Ethel Street Burwood, and resolved to engage an external heritage consultant to undertake a heritage investigation of the property.

In September 2020, following communications with the former property owner, the real estate agent and the current property owner, Council engaged City Plan Heritage to undertake the heritage investigation. The investigation found that the property is of local heritage significance, principally on the basis of its historic and aesthetic values. The heritage consultant also prepared a draft heritage inventory sheet for the property.

On 8 December 2020, Council considered findings of the heritage investigation, and resolved to prepare a PP to list the property as a heritage item.

On 9 February 2021, the Burwood Local Planning Panel (BLPP) considered the PP, and resolved to adopt the Council officer's report and recommend Council to endorse and progress the PP.

On 16 February 2021, Council considered the PP and the BLPP's advice, and resolved to submit the PP to the Department of Planning, Industry and Environment (DPIE) for a Gateway Determination.

On 5 May 2021, DPIE issued a Gateway Determination, which determined that the PP should proceed to consultation.

### **Consultation**

Consultation was undertaken in accordance with the conditions of the Gateway Determination and also the requirements for public exhibition of PPs as set out in DPIE's A Guide to Preparing Local Environmental Plans. The Gateway Determination for the PP stipulates that:

- The PP be publicly exhibited for a minimum of 28 days.
- Heritage NSW and The National Trust of NSW be consulted and given at least 21 days to comment.

## Public Exhibition and Agency Consultation

The PP (provided as **Attachment 1**) was placed on public exhibition from 24 May 2021 to 21 June 2021. Owners of 17 Ethel Street Burwood as well as properties adjoining and/or adjacent were notified in writing of the public exhibition. An exhibition notice and the exhibition material were placed on Council's website. The exhibition notice included a link to the NSW Planning Portal where the PP and the supporting documentation were also available for viewing. This exhibition arrangement was in line with the NSW Government's emergency measures as a result of the COVID-19 pandemic and in accordance with the Community Participation Plan, adopted by Council on 26 November 2019.

Heritage NSW and The National Trust of NSW were consulted and were provided with a full set of the PP and supporting documentation.

## Discussion of Submissions

### Submissions from property owner and heritage consultant

The property owner emailed Council (see **Attachment 3**), expressing concern and disappointment, stressing that the owner has been stranded overseas due to the pandemic and has not even had a chance to see the house, that Council has overused its power and caused loss of privacy to the owner by publicising the house inside out in an exhibition.

A heritage consultant made two submissions on behalf of the property owner, with the second submission amending the first one.

The amended submission:

- Agreed that the subject site is of heritage significance and would benefit greatly in being listed as a heritage item.
- Disagreed with Council's heritage consultant's assessment regarding:
  - The timber fireplaces in the ground floor formal living and lounge rooms on the eastern extent of the residence were not original fabric and should be replaced 'like-for-like' with the marble fireplaces.
  - The second storey fireplaces could be replaced with sympathetic marble mantelpieces. These works would have a neutral impact on the heritage significance of the site.
  - The gazebo should not be included within the proposed listing as it is non-original and a later addition.

Council acknowledges the property owner's sentiments and appreciates the owner agreeing to the heritage listing of the property.

Council's Heritage Advisor reviewed the Heritage Assessment report (**Attachment 2**) by Council's heritage consultant and the submission (**Attachment 4**) from the property owner's heritage consultant, and provided the following comments:

- The draft heritage inventory sheet included in the Heritage Assessment report prepared by Council's heritage consultant can be updated by replacing "extant fireplaces" in Section 6.4 Recommended Management of the report with "original fireplaces".
- The submission from the owner's heritage consultant has provided evidence of non-original timber fireplaces on the ground floor and one likely on the upper floor (Figure 3, Figure 4 and Figure 8 of **Attachment 4**). All these fireplaces are linked with a similar design including scroll corbel and arched firebox, which are not reflective of the style of the house. This is evidenced

through the agreed original marble fireplace (Figure 5 of **Attachment 4**) which includes a riser tiled surround hooded firebox as does the two agreed original Edwardian/Federation era fireplaces seen in Figure 9 and Figure 10 on the upper floor.

- An additional fireplace photo shown on the real estate agent's website (see image below) further supports Council's Heritage Advisor's analysis by also having riser tiled and hooded fireplace, with its corbel mantle supports being almost identical to the agreed original marble fireplace on the Ground Floor (Figure 5).



- All Victorian style arched fireplaces (Figure 3, Figure 4 and Figure 8 of **Attachment 4**) are possibly not original or have been altered (further research and inspection would be required to confirm). Council would not allow the removal of significant original fabric and replacement with faux heritage marble fireplaces on the upper floor.
- Where it can be demonstrated that the fireplaces are not original, then their replacement would be considered. A sympathetic replacement would not be considered to be as good as the original highly intact heritage fabric.

In addition to the Heritage Advisor's comments, the following should be noted:

- The draft heritage inventory sheet will only be updated when it is entered into the Heritage Register Database of Heritage NSW. This would be undertaken when resources allow.
- The proposed item name in Schedule 5 listing will remain as "Lansdowne" - house and interiors'. It would be impractical to exclude some fireplaces or the gazebo and explain these issues in the Schedule 5 listing. The heritage listing would apply to the whole of the subject site, as is the usual case for listings under Schedule 5 and the Heritage Map. It is agreed, however, that the gazebo is non-original and a later addition.



### Submission by Heritage NSW

Heritage NSW encourages the identification and listing of new heritage items and raises no objection to the PP if all necessary due diligence, assessments and notifications have been undertaken (see **Attachment 5**).

Council staff can confirm that due diligence, assessments and notifications have been undertaken.

No submission has been received from The National Trust of NSW.

### Update on Property Detail

The PP as exhibited identified the subject property as 'Lots A, B & D, DP 101675'. The updated lot and deposit plan numbers are 'Lot 100, DP 1272014'.

### Planning or Policy Implications

The property is afforded heritage protection (i.e. deemed a "draft heritage item") as soon as the PP is placed on public exhibition. However, it is still advisable to progress the PP in a timely manner to a BLEP amendment, thereby limiting opportunities for demolition or substantial alterations to the building ahead of the heritage listing.

The Minister for Planning and Public Spaces has delegated the making of the BLEP amendment for 17 Ethel Street Burwood to Council.

Should Council resolve to progress the PP, Council staff will liaise with DPIE and the Parliamentary Counsel Office to draft the BLEP amendment, which will come into force from the date of being notified on the NSW legislation website.

### Financial Implications

Apart from engaging the heritage consultant to undertake the heritage investigation, there are no further financial implications for Council.

### Conclusion

The PP was placed on public exhibition in accordance with DPIE's Gateway Determination and A Guide to Preparing Local Environmental Plans, and Council's Community Participation Plan. This report discusses the submissions received and recommends that Council endorse the PP as exhibited with the updated lot and deposit plan numbers, and progress the PP to the making of a BLEP amendment and subsequent notification.

### ***Recommendation(s)***

1. That Council endorse the Planning Proposal for 17 Ethel Street Burwood as exhibited with the updated property detail.
2. That Council exercise its LEP making delegation to progress the Planning Proposal to a BLEP amendment, which will list 17 Ethel Street Burwood as a heritage item.
3. That the property owner be advised of Council's resolution.

### Attachments

- 1 Planning Proposal for heritage listing of 17 Ethel Street Burwood, as exhibited
- 2 Heritage Assessment including draft heritage inventory sheet by City Plan Heritage
- 3 Submission from property owner
- 4 Submission by Heritage 21 on behalf of property owner
- 5 Submission from Heritage NSW

**(ITEM 52/21) END OF TERM REPORT 2017-2021**

File No: 21/31944

REPORT BY DIRECTOR PEOPLE AND PERFORMANCE

**Summary**

The outgoing Council is required under Section 428(2) of the *Local Government Act 1993* to report on Council's progress in implementing the Community Strategic Plan during the 2017-2021 term.

The report outlines how the Council is progressing towards achieving the strategic directions, objectives and strategies of the Burwood2030 Community Strategic Plan through the objectives identified in the four-year Delivery Program 2018-2022 which covers the term of office of the current Council.

**Operational Plan Objective**

- 2.1.3 – Audit and evaluate projects and report outcomes to the community where possible
- 2.1.3.2 – Ensure that all public information is accessible and made available in a timely manner

**Background**

This End of Term report has been prepared under section 428 of the Local Government Act 1993. Under the Integrated Planning and Reporting (IP&R) legislation Council is required to present and End of Term Report at the final Council meeting prior to the local government elections on 4 September 2021. It covers an additional year as the Council term was extended as the September 2020 Council elections were postponed by the NSW Government by one year to address the risks posed by the COVID-19 pandemic.

The End of Term report outlines progress of the Burwood2030 Community Strategic Plan and the achievement of its goals over the past four years. It provides a summary of the current Council's contributions to the community's vision outlined in the Community Strategic Plan. It is structured around the five themes which have guided the Delivery Program and subsequent annual Operational Plans over the past four years:

- Community and lifestyle
- Leadership and innovation
- Healthy and sustainable environment
- Planning and infrastructure
- Vibrant city and villages

**Summary of Achievements**

While the details of the specific actions and targets is included in Council's Half Yearly Reports (the final Half Yearly Report for 2020-2021 is a separate agenda item), the purpose of the End of Term Report is to highlight the achievements of the current Council in relation to the Delivery Program Strategies and Objectives.

In order to ensure consistency between plans and reports, where possible a direct reference to the numbering of the Community Strategic Plan and Delivery Program has been included.

**Consultation**

Once the End of Term Report 2017-2021 is adopted, it will be made available to the public on Council's website and a hard copy can be viewed at the Customer Service Centre (or under COVID-19 safety measures).

**Planning or Policy Implications**

Section 428(2) of the *Local Government Act 1993* requires the outgoing Council to report on Council's progress in implementing the Community Strategic Plan during its term through the Delivery Program 2017-2022. The End of Term Report is to be presented at the final meeting of an outgoing council (IP&R Guidelines, Essential Element 1.10).

**Financial Implications**

No Financial implications.

**Conclusion**

The End of Term Report 2017-2021 provides a summary of achievements of the current Council in accordance with objectives outlined in the Delivery Program 2018-2022. It also demonstrates how Council is progressing towards achieving the strategic directions, objectives and strategies of the Burwood2030 Community Strategic Plan

***Recommendation(s)***

That Council endorse the End of Term Report 2017-2021

**Attachments**

1 Burwood Council End of Term Report 2017-2021



Burwood Council

# End of Term Report 2017-2021



**Burwood**  
Inc.1874

Burwood . Burwood Heights . Croydon . Croydon Park . Enfield . Strathfield

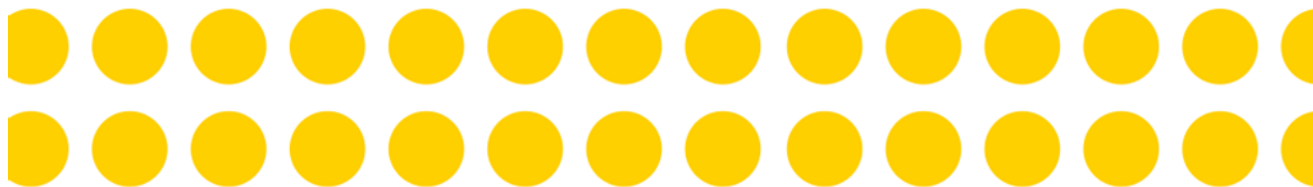
[Table of Contents](#)



## Acknowledgment of Country

Burwood Council acknowledges the Wangal Clan of the Eora Nation, the traditional custodians of the lands in which the Burwood Local Government Area is located.

We pay our respects to their elders past, present and emerging. We acknowledge and respect their cultural heritage, beliefs and ongoing relationship with the land.



# Contents

.....

Message from the Mayor	2
Message from the General Manager	3
Our Councillors	4
Introduction	7
<b>Burwood2030 Community Strategic Plan Themes:</b>	
1. Community & lifestyle	9
2. Leadership & innovation	15
3. Healthy & sustainable environment	21
4. Planning & infrastructure	27
5. Vibrant city & villages	33



## Message from the Mayor

I am proud to present the End of Term Report for Burwood Council. The report provides a snapshot of Council's achievements over the past four years – a period of time which encapsulates the unprecedented challenges faced by the community due to the COVID-19 pandemic.

The response of Council to these new found challenges has been brilliant. I am incredibly proud of the way the organisation stepped up to ensure we continued to serve our community and businesses and our most vulnerable were protected.

COVID programs like our Burwood Cares initiative were rolled out at rapid speed to provide information and support to residents and businesses to help keep them safe. At the same time our digital capacities were expanded so staff could continue their work from home, and a number of our programs moved online so our community could stay in touch and engaged.

This term saw an exciting period of growth and we welcomed and celebrated our diverse community and vibrant cultural life, enhanced opportunities for our businesses and maintained a healthy, safe and sustainable environment.

Our infrastructure works programs was ambitious and provided new amenities and facilities and enhanced our existing infrastructure, beautified our city centres

and continued to support the changing needs and lifestyle of our community.

This End of Term Report highlights some of the many achievements we have made during 2017-2021 and outlines the objectives that have been completed in line with our Burwood2030 Community Strategic Plan.

As Mayor of Burwood I am enormously proud of work being done to ensure Burwood maintains its position as an important strategic location in central Sydney while remaining focussed on delivering on the priorities identified by our community.

I would like to thank my fellow Councillors for their commitment to the task over the term, and the General Manager and the dedicated Council staff for their hard work during what has been an incredibly challenging time in our history.

**Cr John Faker**  
Mayor of Burwood



## Message from the General Manager

This four-year term of Council has presented successful outcomes amid innumerable challenges. Starting with the retraction of a forced amalgamation and plunging into the uncertainties of the COVID-19 pandemic. During this time Council remained steady and continued outstanding service delivery and completed transformative projects to benefit our community and businesses.

I would like to thank the Councillors for the leadership and support they have given the organisation during this very challenging term.

I would also like to thank the community for their continued engagement and partnership with us. Our work is guided by their vision and aspirational goals for Burwood as set out in the Community Strategic Plan.

Despite the huge challenges our program of work continued at pace with a range of projects to beautify and upgrade local infrastructure.

Projects like the stunning new Burwood Council, Library and state of the art Community Hub, which sits proudly in the community named Unity Place precinct. The opening of the award winning wetlands of Wangal Park demonstrated a commitment not only to provide more open space but bring design excellence to our sustainability efforts.

Meantime the day to day work of Council continues. Over the past four years we handled 155,000 calls, completed over 6000 maintenance jobs, and welcomed 1.5M visitors to our Library.

Our community engagement continued to be strengthened through our social media channels including the launch of our WeChat platform – the first NSW Council to do so, and a new website with increased digital services. Last year, we processed Development Applications three times faster thanks to our new Online Portal.

It has been a term of change but this End of Term Report demonstrates Council's stability, ability to innovate and collaborate with our community, businesses and governments.

We will continue to build on these achievements to create a liveable and lovable place for those who choose to work, study, live and grow their families here.

At the end of their term and on behalf of the Executive and staff, I would again like to thank all the Councillors and wish them well.

**Tommaso Briscese**  
General Manager



# Our Councillors

## The current Council was elected in September 2017.

The Councillors have been elected to represent the local community and deliver its long term vision for Burwood. Due to the COVID-19 pandemic the Council term was extended another year to 2021. During their term of office, Council is responsible to ensuring that the Four Year Delivery Program and Annual Operational Plans uphold and work to deliver the community's vision:

**A well connected, innovative, sustainable and safe community that embraces and celebrates its diversity.**

## In conversation with the Councillors

The end of term report marks the conclusion of the Councillors term of office. They shared their collective highlights during their time and propose the challenges for the future of Burwood.

Large, transformational, community projects were something they were proud of, including the refurbishment and expansion of the Library and new Community Hub and the relocation of the Council Building. This brought together a seamless service and exciting spaces for the community to explore. So too, the Enfield Aquatic Centre upgrades brought improved facilities and the ability to broaden programs.

It was also exciting to them that more transformational projects could be realised through the funding strategy that saw Voluntary Planning Agreements (VPA) committed to long term community infrastructure such as the proposed Urban Park and Cultural Centre.

Successful grant applications enabled fast tracking of projects and contributed to an ambitious capital works program realised. It ensured a solid working relationship and enhanced reputation with the State and Federal Governments that Burwood can deliver.

Investing in liveability has been key to gains made in increasing the green canopy and addressing the urban heat map. Park upgrades, more outdoor exercise

equipment, town centre and village beautification works, and a focus on public and community art and social comment through murals, street banners, the establishment of the Burwood Art Prize and the anti-racism statement all contributed.

With limited green space, creating urban spaces that the community could enjoy and utilise was a priority. A great example was Unity Place - the transformation of a little used back lane. Most rewarding was the community involvement in naming the lane.

The operations of the Council was seen as a strength with the staffing restructure bringing renewed energy and vitality and a sharper focus on governance and oversight via the Internal Ombudsman role was welcomed.

The new Council Offices provided a positive, collaborative work environment that will assist Council in attracting and retaining staff and become an 'employer of choice'.

The Councillors also shared their thoughts on what lies ahead. Burwood is clearly on a trend of population growth. This will bring competing pressures on space, amenities, waste and transport. Providing a liveable environment for residents and the business community in the context of increasing density will be a challenge.

There are also great opportunities. Partnerships around the new Metro could ensure new developments along Parramatta Road are planned in harmony and bring benefits to the Burwood businesses and community. Locking in planning frameworks that require good quality build and excellent innovative design will enhance the urban landscape. Increasing employment through commercial space provision and encouraging the night time economy and diverse retail experience will build Burwood's reputation as a visitor destination.

Overall, they believe that Council is heading in the right direction, but will need to continue the work started in this term so that long term outcomes for the community can be achieved.



**Cr John Faker**  
Mayor of Burwood



**Cr Ernest Chan**  
Deputy Mayor



**Cr Heather Crichton**  
Councillor



**Cr Joseph Del Duca**  
Councillor



**Cr Raj Dixit**  
Councillor



**Cr Lesley Furneaux-Cook**  
Councillor



**Cr George Mannah**  
Councillor





# Introduction

This End of Term report has been prepared under section 428 of the Local Government Act 1993. It will be presented at the final Council meeting prior to the local government elections on 4 September 2021. It covers an additional year as the Council term was extended as the September 2020 Council elections were postponed by the NSW Government by one year to address the risks posed by the COVID-19 virus.

The End of Term report outlines progress of the Burwood2030 Community Strategic Plan and the achievement of its goals over the past four years. It provides details of Council's contributions to the community's vision since the adoption of the Community Strategic Plan. It is structured around the five themes which have guided the community over the past four years:

- Community and lifestyle
- Leadership and innovation
- Healthy and sustainable environment
- Planning and infrastructure
- Vibrant city and villages

This report spans the term of office and is a summary of the achievements and challenges Council has experienced in the delivery of the strategic objectives agreed with the community in response Burwood 2030. This is articulated in Council's four year Delivery Program with the actions and funding for these objectives identified in the annual Operational Plans and Budgets.

## About Burwood

Burwood is a vibrant community with a diverse range of cultural backgrounds which sits between Sydney's two major economic heartlands of the City of Sydney and the City of Parramatta. This has placed Burwood Council in a strong strategic and financial position to build on the NSW Government's vision for growing Sydney and taking advantage of its role as the strategic hub for central Sydney.

There are a number of villages surrounding Burwood town centre that make up the Local Government Area including Burwood Heights, Croydon, Croydon Park, Enfield and Strathfield. Each of these has its own distinct character and charm.

Enhancing business precincts and job growth, managing quality higher density housing to accommodate a growing population whilst maintaining high level services and neighbourhoods for residents and businesses are the cornerstone of Council's endeavours.





# 1. Community & lifestyle

## Community strategic plan goals

- 1.1 High quality facilities, services and initiatives to meet the diverse needs of the community
- 1.2 A well informed, supported and engaged community
- 1.3 A safe community for residents, workers and visitors
- 1.4 A proud and inclusive community that celebrates diversity

Burwood residents rate their overall quality of life as high, with 92% of residents rating their quality of life as good to excellent and for younger residents (18-34) it is even higher.

Council is committed to supporting our culturally diverse local community and helping to create a safe vibrant place that residents are proud to call home.

We continue to provide services and initiatives that help our community stay fit and healthy and to thrive. This includes building on our range of community events and programs to engender lifelong learning through our much-loved library programs and resources, social networking and sport and recreation opportunities.

We embraced the challenge of finding new ways to connect with our community as a result of the COVID-19 pandemic via remote and online access which has opened the door to make it easier for more people to engage with Council.

It is Council's aim to make Burwood an inclusive and accessible region for everyone. We are committed to providing opportunities to enable people with a disability or impairment to participate in community life and to raise awareness of disability in the wider community as part of Council's Disability Inclusion Action Plan.



[Contents](#)

## 1. Community & lifestyle

# Highlights

### Completion of the Burwood Council, Library and Community Hub

This once in a generation \$15 million project brought together a new customer service centre and home for Council as well as an upgraded and expanded library and a community hub with spaces for children and youth, music and art. With improved technology and communal space, this provides a focus for Council and community making it easier to visit, book and use meeting rooms and to meet informally in the community lounges and indoor gardens.



### New website launched

The website provides a better user experience with enhanced digital capabilities and information search, online forms and payments, more accessible language translations and feedback mechanisms. With more than 50% of the community accessing the site through hand-held devices, the new design is well suited to mobile use. This has made it easier to find forms, pay bills and download documents in more community languages. The website utilises Google Translate to provide enhanced translation of content making it more accessible for our multicultural community.

### New brand and visual identity launch

After extensive consultation Burwood Council's brand better reflects the vibrant, diverse and dynamic place, rich in heritage that is Burwood. This has been well received by the community and embraced by staff who are proud to wear the logo. A sustainable roll-out strategy means that newly branded items are appearing as items are replaced.

### Provide information to our diverse community

Identifying the growing Korean community and the emerging Nepali community, Council has been placing monthly Council Columns in the Korean and Nepali press as well as the local Chinese paper to keep them updated on what's happening in the local area.

Burwood was the first Council in NSW to launch a WeChat account with followers growing at 5% every six months.

The library increased their community languages inventory with 1,167 new items in four community languages added to the collection. Launched a phone-in technical help service in Mandarin to learn how to access the library's e-resources and ran Chinese education and health workshops.

### Supporting our creative community

The inaugural Burwood Art Prize in 2017 was initially a bi-annual event but due to its continued growth in popularity has been held annually since 2019. Along with the Art Prize, categories include New and Emerging Artist and People's Choice and the total prize pool increased to \$11,500 in 2021. The 2020 Burwood Art Prize attracted 110 submissions from artists who live, work, or study in the local area. Given the economic impact the pandemic had on the arts community, the Art Prize is particularly significant in the local area to showcase local talent.

### Promoting an active and healthy lifestyle

New outdoor fitness stations, ping pong tables and the innovative Challenger Obstacle Course provided more recreational options across the local government area for people of all ages.

Seniors were well catered for with community programs such as 'Stay Standing' and 'Stay Active' for fall prevention and DanceWise for all ages and abilities which continued online in response to COVID-19.



**Support for quality aged care**

Council supported Commonwealth Home Support Services providers and gave advice about reforms to 147 providers, delivering training sessions to ensure quality delivery of aged care services and information sessions in 8 languages. Programs also supported volunteers especially from Culturally Linguistically Diverse (CALD) backgrounds.

**Disability Action Plan**

Accessible and inclusive community facilities and spaces were delivered. Enfield Aquatic Centre incorporated a 'Pelican Pool Hoist' for wheelchair users and those who have other mobility issues as well as an accessible change room plan to comply with new provisions of the Building Code.

The Groovability Festival for the International Day of People with a Disability celebrated its 10th anniversary in 2019. The event provides opportunities for people with disability to influence decision making. Due to COVID-19 the Groovability Festival was moved online in 2020.

Council initiated partnership projects with disability groups such as Ability Links and Ethnic Community Services Cooperative to hold various information sessions for those families/persons who are yet to access services from the National Disability Insurance Scheme (NDIS).

All Council's parks, reserves and new playgrounds including at Woodstock Community Centre and Sanders Reserve are fully accessible to people of all ages living with a disability or impairment.





1. Community & lifestyle

**88%**

of residents agree that **Burwood is a good place to live**

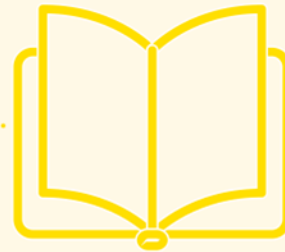
**67%**

of residents agree that **Burwood is a harmonious, respectful and inclusive community**



**54%**

of residents agree that **they feel part of their local community**



Over the past 4 years nearly **700,000 books and resources** were borrowed from our Library



almost **1.5 million visits** to the Burwood Library & Community Hub

**85,000+ logins to the internet service** at the library

**Internet public access speed more than doubled** in the Burwood Library and Community Hub

**1145 library community programs** held with 30,000+ participants

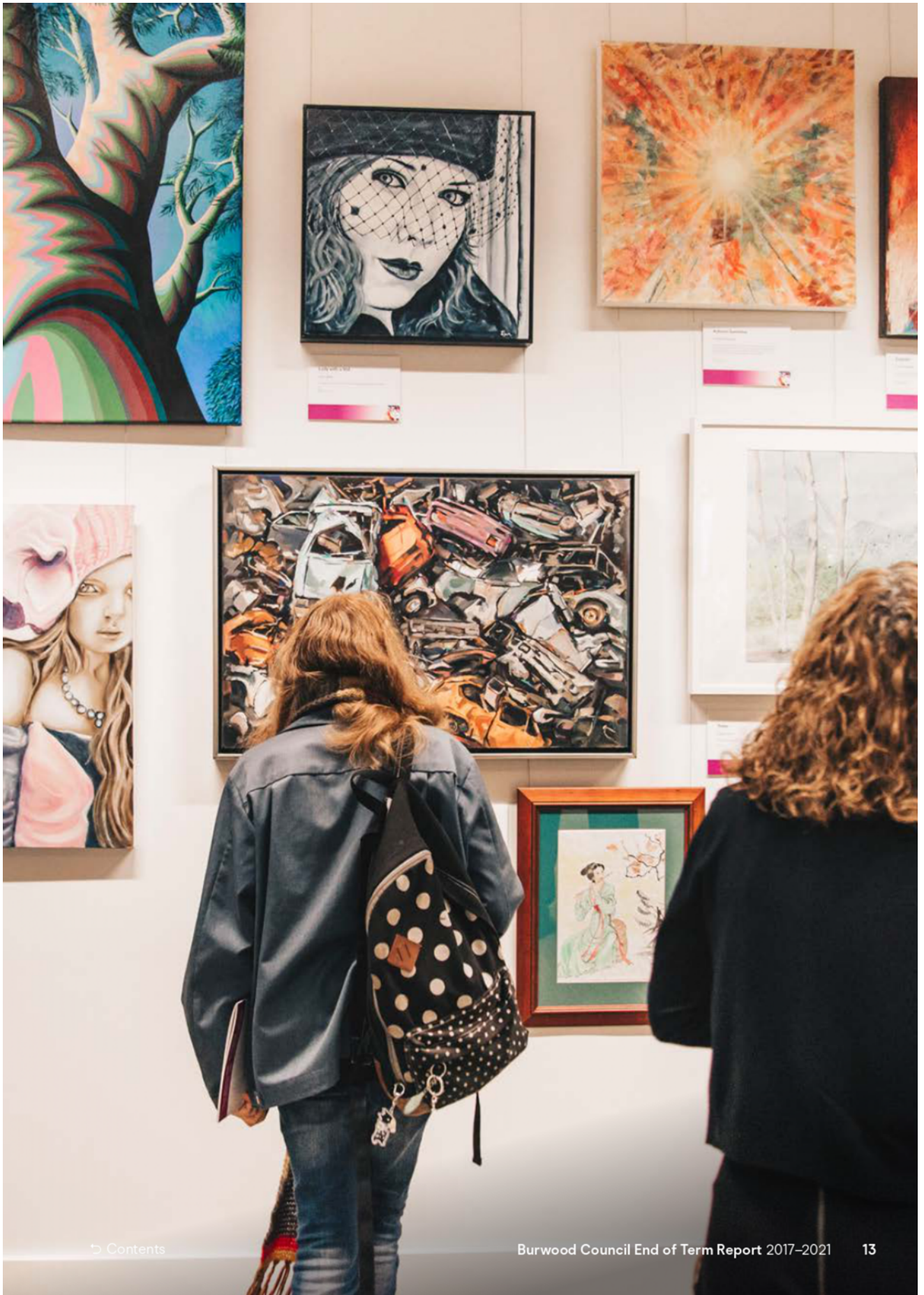
**4,500 items in community languages** were added to the library

**Phone-in technical help service in Mandarin** to learn how to access the library's e-resources launched



**950 volunteers** recruited for the Burwood community

**1800+ volunteers** referred to not for profit organisations







## 2. Leadership & innovation

### Community strategic plan goals

- 2.1 Community confidence in Council's decision making
- 2.2 Strong partnerships to benefit the community
- 2.3 Financial sustainability and organisational effectiveness
- 2.4 Efficient and innovative customer focused services
- 2.5 Leaders in the Local Government sector

Never in our history was the need to provide strong leadership as crucial as it was when the community and Council were faced with the uncertainty presented by COVID-19.

Council rose to the challenge and demonstrated its agility by finding new ways of doing business in order to continue to support our community.

Utilising new technologies and digital service expansion have been at the forefront of our innovation. Because of the challenges this term posed, the community were encouraged to participate and provide input into key decisions. During this time Council were able to demonstrate it is a stable, responsible and transparent organisation.



2. Leadership & innovation

# Highlights

### New ways of working

A new cloud-based Information technology infrastructure was deployed allowing staff to work remotely and flexibly. This new system was critical to maintaining service levels during the COVID-19 lockdown.

### Supercharging online

Council recognised the need to expand the use of new technologies to improve service provision. The COVID-19 pandemic demonstrated the flexibility of online services and Council has built on its existing base to greatly expand its online options for residents to do business and engage with Council.

### Support for pensioners

Council implemented a pensioner rebate scheme. This contribution was started at \$50 and over three years increased to \$125. An additional one-off rebate of \$25 was introduced to help ease the cost of living exacerbated by issues around COVID-19.

### New technologies and streamlined services

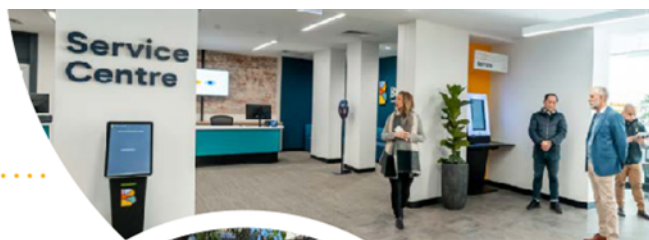
A Customer Service Knowledge Base has been implemented to improve service capability and integrate library service delivery. Council has started to implement improvements to internal record keeping and information management systems that have resulted in streamlined business processes. Venues can now be booked and paid for online.

### Digital service expansion

More than 50 interactive online forms were published as part of the new Council website. The forms allow customers to fill, submit and, if necessary, pay online, substantially improving turnaround times and reducing the need to visit Council in person.

### Engaging the community

Community engagement is a key framework that Council operates within, ensuring the community is able to participate in decision-making that affects the quality of their environment and lifestyle. Council



employs the International Association for Public Participation (IAP2) methodology to ensure best practice approach to meaningful engagement.

During the term the community were engaged on key projects and services through a range of methods such as pop-up consultation stalls in locations across the LGA, at major festivals and other events, through online and phone surveys and in focus groups. Projects included the development of Burwood2030 Community Strategic Plan and the Local Strategic Planning Statement, the upgraded Library and new Community Hub, the proposed Urban Park and Cultural Centre and the renaming of Hornsey Lane.

After consulting widely on Funding Our Future, the community supported a Special Rate Variation (SRV) which was approved by the Independent Pricing and Regulatory Tribunal (IPART) for a SRV 2% above the rate peg over 4 years to further reduce the drainage Infrastructure backlog.

### Transparent procurement

A transparent process for purchasing and procurement was set in place through the development of a comprehensive Procurement Strategy which included a Tendering Manual and comprehensive Corporate Practice. In addition, Council used a number of prescribed agencies for contracts and supply agreements, namely Local Government Procurement (LGP), and Procurement Australia (PA) and as part of Southern Sydney Region of Councils (SSROC), Council utilised some of their contracts to enable transparency and accountability.



Increase in resident satisfaction with Council's performance with

**94%**

at least somewhat satisfied (**up from 85% in 2017**)

**64%**

satisfied or very satisfied (**up from 85% in 2017**)



**66% of residents** describe Council's current levels of **community engagement as good to excellent.**

Residents who speak a language other than English at home **rated it even higher.**

**85% of residents** are at least somewhat satisfied with Council's **integrity and decision making.**

Younger residents and newcomers are more satisfied.



**87% of residents** are at least somewhat satisfied with Council's current **level of communication** and **58% are satisfied or very satisfied**



Over the past four years **155,000+ calls were received** at Council's Customer Centre

**91%** answered in **less than 40 seconds**

**Investment Strategy developed** with invested funds receiving returns above the Reserve Bank of Australia official rate

**440+ people engaged** in the development of the Local Strategic Planning Statement



**50+ forms** moved on-line

## Our Response to COVID-19



By far the most extraordinary challenge Council has had to face was the COVID-19 pandemic. This unprecedented situation saw Council step immediately into action in early 2020 prioritising the safety of the community and staff, maintaining essential services and developing support programs. Throughout the pandemic Council has responded with flexibility and agility, and including focussing efforts on reactivation, transformation and recovery.

### Burwood Cares

Council developed the Burwood Cares Program to provide support for local residents and businesses during the COVID-19. Key aims of the Program were to keep the community safe through ongoing service delivery; increased support for vulnerable residents or those in need; support for struggling local businesses and hard hit industries, such as the arts and entertainment sectors; and the provision of timely, accessible and targeted information to the local community throughout the pandemic.

### Community support during COVID-19

- Letters mailed to all residents and businesses with NSW Health advise on how to stay safe
- Multilingual COVID-19 safety signs throughout the community and in parks
- A dedicated website section for Burwood Cares was created as a hub for local information on COVID-19 and a noticeboard for businesses to promote their offerings
- 750 care, food, hygiene and craft packs distributed to residents in need
- Over 1,000 phone calls made to vulnerable residents
- Burwood Cares for Communities e-newsletter sent to over 14,000 people weekly
- COVID-19 impact assessments conducted with over 20 local community services.
- Neighbour Cards in English and Chinese distributed to encourage people to support one another

- Council negotiated a Pop-Up COVID testing clinic from 2 to 5 September 2020 in Burwood Park and then again in July 2021 at the Meryla Street Car Park for two weeks

### Business support during COVID-19

- Burwood Cares for Businesses e-newsletter sent to over 2,000 businesses fortnightly
- Burwood Eats digital campaign to bring people back to cafes and restaurants
- Digital business billboards were activated on the website to promote menus and to show how businesses had adapted to continue services on-line
- Burwood Comes Alive program livestreamed music fortnightly featuring and financially supporting local musicians
- Hornsey Lane mural project supported five artists to paint three new murals in Burwood
- Information packs, including 500 social distancing packs, distributed to businesses and 135 'offer of support' phone calls
- Relief measures for small businesses where Council is the landlord
- Burwood Cares business survey in May 2020 to gain insight in to the needs of businesses
- Launch of the Inaugural Mayor's Business Commendation Awards Program to recognise and reward long-standing small businesses
- Launch of the Revised Shopfront Improvement Program providing over \$20,000 funding to local business
- Delivery of a Futureproof your Business Forum supporting businesses impacted by the pandemic through financial and digital skill-building.





**Agile service delivery and increased community engagement**

- Transformation of customer-facing services including integration of customer service centre and library, relocation of council administration building and implementation of a roving customer service model to allow for better community access
- Development of Library stay at home resources, online programs and library e-newsletter
- Implementation of a click and collect library service
- Transitioning activities online, including exercise programs provided through a partnership with SHARE, Falls Prevention programs for seniors and a Youth Trivia Night
- Council's new cloud-based Information technology infrastructure which was critical in supporting staff to work remotely and seamlessly through the COVID-19 lockdown
- Safe and Clean program was increased with extra sanitising of playgrounds and exercise equipment and street cleaning
- 670 additional welfare checks
- 120% increase in home library members
- Over 1,100 direct phone calls to vulnerable residents
- Creation of a community noticeboard featuring over 90 local and regional community support services
- Burwood Comes Alive with Music program: supported over 20 local musicians
- 30% increase in funding for local services through Council's Community Grants Program
- Over 30% increase in activity across social media
- Review of council's financial assistance program to ensure it meets the changing needs of our community
- Increased council presence on main streets flagging rough sleepers to appropriate social support services and reporting public gatherings that are not in accordance with NSW Health Orders to Police.

**Strengthened partnerships**

- \$4,500 sponsorship from local businesses for new local voucher program supporting at-risk community members, which generated increased local spending and economic activity
- Delivery of interagencies attended by services across region
- Coordinate approach to business support between Council, local Chambers of Commerce and Service NSW Business Concierge.

**Financial relief**

Council provided over \$1.2M in financial relief:

- Council's tenanted properties
- Waived in mandatory health inspection fees
- Waived in outdoor licensing fees
- Residential rates-relief
- Household clean ups, street and facility cleaning.

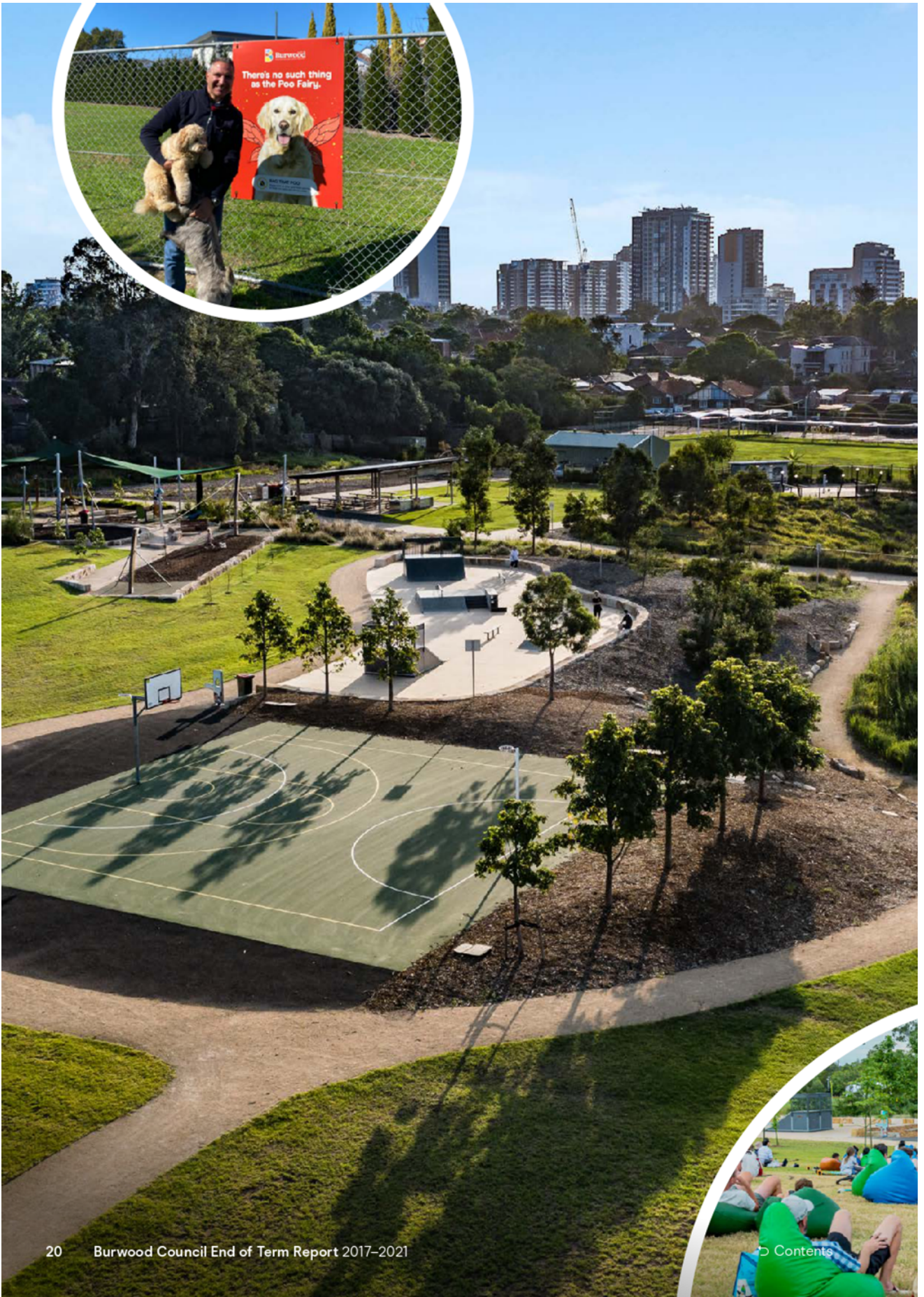
**Financial resilience**

Council has continued to seek external grant funding to support projects that improve community facilities, public and green open spaces and provide economic stimulus. This ensured that the inevitable financial impact of COVID on Council did not affect the delivery of key capital works projects, successfully obtaining over \$6,500,000 in funding during the pandemic.

**Innovative solutions to complex problems**

- Development of a new coordinated response to support rough-sleepers during the pandemic in partnership with state services which resulted in increased housing/health support for homeless people in Burwood
- Development of Anti-Racism statement and media campaign in response to growing incidents of overt racism occurring during the pandemic.







# 3. Healthy & sustainable environment

## Community strategic plan goals

- 3.1 Enhanced green and open spaces, and streetscapes
- 3.2 Sustainable waste management practices
- 3.3 Community education on sustainable practices
- 3.4 Leadership in environmental sustainability
- 3.5 Public health and welfare

Council plays an important role in protecting our environment and preserving our natural resources for future generations. This includes ensuring proper planning for the future sustainability of the area.

Practices and programs implemented by Council lead the way to encourage the community to play their part in ensuring our natural resources are protected.

Encouraging recycling and good waste practices, greening our local community, promoting healthy and active lifestyles by providing a range of sporting facilities and parks for relaxation are vital in order to ensure the future sustainability of the area.



Contents

3. Healthy & sustainable environment

# Highlights

### Award winning Wangal Park

The completion of Wangal Park has provided the jewel in Burwood's environmental crown. The 4.4 hectare space at the corner of Cheltenham Road and Royce Avenue, Croydon is the location of a beautiful wetland that provides a home for native plants birds and animals, a green oasis for visitors to enjoy and provide a cooling effect for the area.

Once a brick pit, ecologically sustainable best practice was integrated into the park's design, winning awards for excellence in integrated storm water design. The project provides a sustainable alternative source of water for irrigation, a seamless connection between the water features and the much needed open spaces and recreational facilities for improved liveability.

### Technology helps us reduce Waste

Waste App launched, providing information about waste and recycling services. The Waste App and Council's website supported the on-going partnership with the NSW Environment Protection Authority and the Love Food Hate Waste program. The program helps residents to avoid food waste, save time and money and reduce their environmental impact by planning better, shopping smarter.



### Residential worm farming

Council launched a worm farming program for residents from participating apartment buildings to compost food scraps as part of a first-of-its kind trial for the area.

Buildings were provided with a compost bin and an environmental consultant facilitated the set-up and provided a series of educational resources to ensure capturing and transferring food waste from kitchen to compost is an easy and fuss-free process.



### Recycling opportunities increased

Mattresses and whitegoods can now be put out for collection. They will be processed for recycling. Council entered into a partnership with Canada Bay Council to allow Burwood residents access to the Community Recycling Centre in Five Dock. This means that many materials that should not be disposed of to landfill can now be safely recycled by Burwood residents.

Free collection and rehousing of unwanted furniture was established in partnership with The Bower and working with Clothing Cleanup has allowed residents to donate unwanted clothing, accessories and manchester, preventing textiles in good condition reaching the landfill.



**Henley Park**

Henley Park upgrade is continuing including new sports field floodlighting, solar lights along the walking track, picnic shelters, cricket practice nets and a double flying fox. In 2018–2019 the NSW Government announced \$2.6 million funding for further upgrades including sports field lighting, drainage and turf, a Futsal pitch and the refurbished and expanded amenities building.

**Grant Park multipurpose courts and carpark**

The \$2.5M upgrade at Grant Park in Enfield is near completion. This includes two new multipurpose courts, dog off leash areas, new lighting, plantings and car park. The project is supported with \$1M grant funding from the NSW Government.

**1000 Trees Program**

Following the success of the initial program, Council has doubled its target to plant 500 trees to 1000 new trees throughout Burwood LGA.

**Pet friendly environments**

Council considers the inclusion of pet-friendly facilities when planning park management and designated off-leash areas to help dogs socialise, relieve boredom and help reduce unwanted behaviour such as excessive barking. Council has upgraded the fenced dog off-leash areas in Grant Park, Blair Park and Sanders Park to join Burwood Park and Henley Park.



3. Healthy & sustainable environment



Over the past four years

**62,000+ tonnes**

**of kerbside material collected:**  
63% waste, 18% recyclables and 19% green waste.

**Waste App launched** providing information about waste collections and recycling services.

**Free collection and rehousing of unwanted furniture** in partnership with The Bower.

**1/3**

of Burwood's 91km road network is swept every week. **This has contributed to a reduction in instances of flooding**

**almost 100,000 people**

participated in the Learn to Swim Program

**350,000 visits**

were made to Enfield Aquatic Centre



**147 presentations to 4000+ primary school students** on composting, recycling and waste minimisation

**100%**

of council's **local road street lighting** inventory replaced with LED lights

**100%**

of **dangerous and restricted dogs** inspected



All Council's parks are **designed to be accessible** by people living with an impairment or disability.







# 4. Planning & infrastructure

## Community strategic plan goals

- 4.1 Effective traffic and parking management strategies
- 4.2 Connected and accessible infrastructure
- 4.3 Burwood's existing heritage integrated with high quality urban design
- 4.4 Participate in regional planning and infrastructure projects to ensure the best outcomes for the community
- 4.5 Customer focused process for development services

Our growing population requires planning for services and infrastructure to meet the community's ever changing needs. Transport that connects services and people plays a key role in liveability and sustainability of our area.

We want our neighbourhoods to feel safe, look great and be accessible for our whole community to enjoy.

Council is committed to planning for the future needs of our growing population. This includes making sure services and infrastructure meet the changing needs of our community and protected and enhance our local environment.

We want our neighbourhoods to feel safe, look great and be accessible for our whole community to enjoy.





#### 4. Planning & infrastructure

## Highlights

### Local Strategic Planning Statement

The Burwood Local Strategic Planning Statement (LSPS) was released in March 2020 following extensive consultation. This is a very significant planning document that provides an understanding of the planning context for the Community Strategic Plan. Many of the community's aspirations expressed through the Community Strategic Plan require the support of local environment plans and development controls. The planning priorities identified within the LSPS will help guide land use decisions and earmark changes to our local land use plans, strategies and policies over the next 20 years.

In developing the LSPS Council undertook the development of an extensive set of strategy documents and studies to identify Burwood's special characteristics and the values that are to be preserved, and how change will be managed into the future.



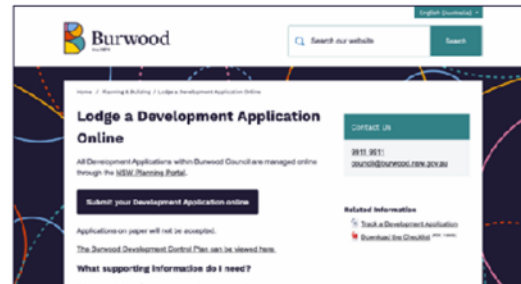
### Contactless road safety trial

The State Government chose Burwood to trial a contactless pedestrian crossing in Burwood Road. The trial demonstrated greater confidence in the safety of the business district and by reducing direct contact helped prevent the spread of COVID-19.

### Leading the way with new technology

Burwood was one of 10 NSW councils chosen to trial receiving all Development Applications via the NSW Planning Portal. It was launched on 1 January 2020 and has proved to be a huge success.

Council received 112 viable applications worth more than \$200 million in the first six months. Automation reduced manual processes from 91 to two and 32 paper forms were made redundant. Average processing time decreased from 173 days in 2017-18 to approx. 96 days (net) using the e-planning system – a 192 per cent improvement.



### Enfield Aquatic Centre upgrade

The \$5.4M stage two upgrade of the Aquatic Centre includes a new 25 metre all-ages heated indoor Program Pool with ramp to enable access for less mobile people, floor heating and connecting covered walkways.

### Burwood CBD is good for walking

The CBD continued to be upgraded providing opportunities for more pedestrian only walkways. These include between Clarendon Place to Wynne Avenue extending through to Conder Street.

Council also introduced pedestrian safety programs such as Walk Safe to ensure pedestrians crossed at safe locations and the Look Out look UP campaign to remind the Look Out Look UP campaign to be aware of your surroundings and not be distracted with your mobile.



**Railway Parade East upgrade**

As part of a \$1M streetscape improvement program, new wider footpaths, multipurpose poles that integrate street lighting, hanging baskets and banners and new street furniture, including seats, and bins have been installed.



**Linked up cycleways**

Three new cycleways to link the Parramatta Road corridor to Burwood Park and Wangal Park has been built supported by a grant Parramatta Road Urban Amenity Improvement Program. This also extended to the mixed on-road and off-road cycle paths that has linked existing recreational areas within Burwood Council and the City of Canada Bay.

4. Planning & infrastructure



Burwood residents are more satisfied than the average for Greater Sydney with:

**Traffic management & road safety**

**85% in Burwood**

72% for Greater Sydney

**Footpath maintenance**

**83% in Burwood**

74% for Greater Sydney



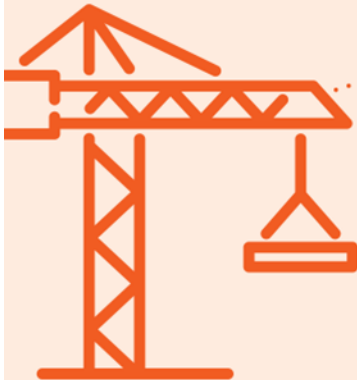
**Local roads maintenance**

**85% in Burwood**

74% for Greater Sydney

Burwood Local **Strategic Planning Statement** completed

**\$5.4 million** Enfield Aquatic Centre **upgrade** completed



Over the last four years

**47 reports** were lodged with the Burwood Local Planning Panel for **\$455M in developments**



**DA Online Tracker**

launched for Development Applications

Development Applications now processed

**3x faster**

than in 2017-18 due to new technology

**100%**

**support by applicants** of new on-line DA submission system









# 5. Vibrant city & villages

## Community strategic plan goals

- 5.1 Maximise Burwood's regional status
- 5.2 Supported and engaged local businesses
- 5.3 Enhance and foster the local identity
- 5.4 Activate village precincts and preserve the distinct characters of surrounding residential areas

Burwood has a vibrant CBD and several business and shopping precincts supported by a strong network of services. Council has been working hard, especially during the COVID-19 pandemic, to support our local businesses that are a valuable part of the Burwood economy.

Our Burwood Cares strategy included a number of initiatives and strategies designed to inform and support businesses through this unparalleled period of change.

We are proud of the work being done to activate and beautify our local villages to foster a sense of pride and attract new and diverse businesses and services to the area.



5. Vibrant city & villages

# Highlights

### Unity Place

Unity Place Burwood is the new name for Hornsey Lane following a 'Name the Lane' community competition. The \$718K project, including a \$130K grant from the Department of Planning, Industry and Environment's 'Places to Love Program' has been fully landscaped with new paving, street furniture, tree planting, smartpoles for hanging baskets and street banners and hanging chain lighting zig zagging up high along the lane for a colourful festive night time atmosphere. The project also featured three large murals depicting Burwood's Past, Present and Future. To celebrate the new pedestrianised retail and artistic destination and the new name, a hugely popular community event was held which featured interactive light installations, outdoor library activities, roaming entertainment and food trucks.



### Ease of parking supports business

The Park'nPay smart phone app was launched to support businesses by allowing motorists to pay for parking without the need to leave the premises. It was also supportive of business during COVID-19 allowing contactless use of parking meters.

### Town Centre Beautification Program

The Town Centre Beautification Program has continued to enhance the aesthetics of the business centres with more tree planting, seating, planter boxes, hanging baskets, church façade lighting and shopfront improvements.

Over the past two years \$2.7M has been allocated to upgrade Burwood Road. This includes an upgrade of the northern side of the Burwood Road shopping strip and improvements to the southern end of Burwood Road last year. New pavers and landscaping are being installed.

### Supporting business improvements

Local business owners and tenants were encouraged to apply for Council's Shopfront Improvement Program to improve their facades and shopfronts. Over \$20,000 in funding was granted to the successful applicants to enhance their street appeal and improve the attractiveness of the Burwood CBD.

### Public art

Council continues to actively implement the Public Art Strategy adopted in 2018. Artworks create interest and excitement in public spaces. New works include three new murals at Unity Place, a mural at Woodstock Community Centre, a mural on Burwood Park Pavilion, and Bollard art work at the corner of Wentworth and Everton Roads, Strathfield.

The new Hoarding and Public Art Policies now provides more opportunity and new canvases for artists' work to be displayed across the LGA. Council is also incorporating more local artwork into its street banner program.





**Activating the precincts**

Whilst COVID-19 had a major effect on Council's calendar of events in 2020-2021 activities across the local government area provided family fun and visual pleasure. In 2019 Burwood Festival attracted over 70,000 people and remains the largest free annual community event in the inner west with over half the attendees being visitors to the area. Extra sparkle was introduced for Christmas with a decorations program that included a new 12 metre tree, three dazzling light installations and fairy lights in the trees and new shop garlands. A Christmas Lights competition was held to encourage the residents to get into the communal Christmas spirit. For the first time, Movies in the Park was held at Wangal Park to further spread the celebrations to new locations.



5. Vibrant city & villages

**70,000+ people**

went to the 2019 Burwood Festival, the Inner West's largest free annual community event, with **97% saying they would return**



**58%**

of Burwood residents think that our **local town centres are vibrant and economically healthy** – higher than the average for Greater Sydney (49%)



Burwood promoted as a **food destination in The Official Sydney Guide** published in Korean, Chinese and English



**182 entries**

in the **Burwood Art Prize** in 2019 and 2020

**All Council facilities are accessible**

making them highly preferred by groups who have clients with a disability



**Groovability Festival**

for the International Day of People with a Disability **attracted 850 participants in 2019 and in 2020** the online event had 600 views





[council@burwood.nsw.gov.au](mailto:council@burwood.nsw.gov.au)  
[burwood.nsw.gov.au](http://burwood.nsw.gov.au)

## **(ITEM 53/21) DELIVERY PROGRAM 2018-2022, OPERATIONAL PLAN 2020-2021 HALF YEARLY REPORT 1 JANUARY TO 30 JUNE 2021**

File No: 21/31940

REPORT BY DIRECTOR PEOPLE AND PERFORMANCE

### **Summary**

A report on the progress of Council's Delivery Program 2018-22 is to be presented to Council on a half yearly basis in accordance with legislative requirements of the State Government's Integrated Planning and Reporting Framework (406(5) of the Local Government Act 1993).

### **Operational Plan Objective**

2.1.3.2 – Ensure that all public information is accessible and made available in a timely manner

### **Background**

Council's Integrated Planning & Reporting (IP&R) documentation reports qualitative information while providing communication in a transparent and streamlined process to provide easy access to information for residents.

Reflecting the IP&R Framework, reporting follows the structure of the Delivery Program 2018-22 and Operational Plan 2020-2021, which delivers to the strategic goals identified by the community in the Burwood2030 Community Strategic Plan.

This Half Yearly Report is the second report for the Operational Plan 2020-2021 covering the period 1 January to 30 June 2021.

The strategic goals are divided into five themes:

- Community and lifestyle
- Leadership and innovation
- Healthy and sustainable environment
- Planning and infrastructure
- Vibrant city and villages

Each strategic goal is divided into actions which represent the specific initiatives Council proposes to implement to achieve the identified targets. The Delivery Program includes a total of 151 actions which are incorporated into the Operational Plan.

### **Reporting Structure**

Key users are required to provide a rating status and comment for each strategic action they are responsible for as follows:

On watch	The activity/project is underway but may not be completed in time or it has been postponed
Progressing	The activity/project is ongoing, progressing or scheduled to commence on schedule
Milestone	A significant achievement has been reached during the reporting period (such as the completion of a project or a highlight for the activity)

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

## Measuring our Success

For the period 1 January 2021 to 30 June 2021, Council has registered the following progress:

Status	Number
On watch	0
Progressing	129
Milestone	22
<b>Total</b>	<b>151</b>

Some significant milestones during this timeframe that have benefited the community include:

- The refurbishment and extension of the amenities building in Henley Park
- Grant Park obstacle course
- New 25m indoor program pool at Enfield Aquatic Centre
- Dog off leash parks upgrades and new off leash park at Sanders Reserve
- Wayfinding and signage strategy and guidelines for open spaces and streetscapes
- A COVID-safe Movies in the Park on Australia Day was held for the first time in Wangal Park
- Community Satisfaction Survey was undertaken with over 92% of residents rating the quality of life in Burwood as good to excellent and 94% somewhat satisfied to very satisfied with Council's performance
- The successful community engagement campaign for 'Name the Lane' resulting in over 90% of 2,500 participants voting for Unity Place as the new name and subsequently well attended Community Day event
- Securing \$902,000 in funding for new public art projects and delivering a number of projects including Street Banner designs 'Burwood throughout Time' to promote Harmony Day and Heritage Week and 'Celebrating Burwood Local Artists' featuring Art Prize 2020 entries, and a wayfinding mural at Ann St Enfield.
- Hosting two exhibitions from leading Australian contemporary digital artists – Todd Fuller's Digital Animations and 'Creating Worlds' in the Community Hub was part of a program offering workshops in robotics, electronics, multimedia/creative video making and 'Open Studios' – supported sessions in the media lab.
- Further digitization of Council forms totaling 105 forms now accessed via the website
- Free Wi-Fi service extended to Railway Square, Unity Place and Council facilities
- Reduced time for Development applications continues with turnover time averaging 83 days and as little as 73 days
- Expansion of the online facilities booking system to Woodstock, Fitzroy Hall and Burwood Park Community Centre allowing customers to view availability, book, pay and access pin codes online. During the reporting period over 1,100 bookings were serviced in Council's venues
- The 'Rate It' system with iPad feedback devices were installed across Customer Service, the Library and Enfield Aquatic Centre. 'Rate it' feedback icons have been attached to all staff email signatures. As at 30 June 2,565 customers provided feedback achieving an overall score of 8.3 for 2020-2021
- All Council Parks, reserves and new playground equipment can be accessed by people living with a disability or impairment and Woodstock is now fully accessible.
- Partnering with City of Canada Bay Council to share a Community Recycling Centre
- Three new cycle ways installed linking the Parramatta Road corridor to Burwood Park and Wangal Park

**Consultation**

Once the Half Yearly Report is adopted, it will be made available to the public on Council's website and in hard copy can be viewed Customer Service Centre (or under COVID-19 safety measures).

**Planning or Policy Implications**

In accordance with s 404(5) of the *Local Government Act 1993* the General Manager must provide progress reports to Council, at least every six months, as to its progress with respect to the principal activities detailed in its Delivery Program. Burwood Council's Delivery Program 2020-2021 (Strategic Goal 2.1.3.2) requires that public information is made available in a timely manner.

**Financial Implications**

No Financial implications.

**Conclusion**

Council's Delivery Program 2020-2022, Operational Plan 2020-2021 Half Yearly Report 1 January to 30 June 2021 provides Council with ongoing updates on the progress of the objectives identified in Council's Delivery Program and Operational Plan.

***Recommendation(s)***

That Council endorse the Delivery Program 2020-2022, Operational Plan 2020-2021 Half Yearly Report 1 January to 30 June 2021

**Attachments**

1 Burwood Council Half Yearly Report 1 Jan-30 June 2021

## **(ITEM 54/21) PROPOSED EXPANSION OF THE SHOPFRONT IMPROVEMENT PROGRAM**

File No: 21/32014

REPORT BY DIRECTOR COMMUNITY LIFE

### **Summary**

Council's Shopfront Improvement Program directly aligns with Council's Strategic and Operational Plan objectives to stimulate the local economy, improve the attractiveness of the local area and provide opportunities to strengthen and sustain local business. This report recommends that Council now extends the eligible locations for the Shopfront Improvement Program beyond the Burwood Town Centre to include other local centres in a staged manner over the next three years.

### **Operational Plan Objectives**

- 5.2. Support and engage with local services and businesses.
- 5.3. Enhance and foster local identity.
- 5.4. Activate village precincts and preserve the distinct characters of surrounding residential areas.

### **Background**

In 2019/20, Council established the Shopfront Improvement Program as part of the Burwood Town Centre Beautification Program and in response to community concerns about the appearance of Burwood Road. In its initial year of implementation the program offered a 50% subsidy (up to a maximum of \$5000) for eligible projects. In 2019/20, a total of six local businesses were approved for funding, however, only three local businesses successfully completed their projects subsequently receiving a total of \$11,138 in funding from Council. The businesses that were unable to complete their projects cited the COVID-19 Pandemic as the key reason they were unable to carry out their approved projects.

In 2020/21, the program was further revised to better address key Council priorities including safety, amenity and compliance and encourage greater uptake of the program through face to face business visits and translated information about the program into Chinese. A *Shopfront Improvement Program Revised Policy* was also implemented, which sought to address COVID-19 impacts on the local business community. Key revisions included a simplified application process and an increased subsidy of 100% (up to a maximum of \$3,000) for eligible projects. These efforts resulted in a higher uptake of the program in 2020/21.

Following an extensive assessment process, eight local businesses in the Burwood Town Centre were awarded funding comprising a total of \$20,310 under the Shopfront Improvement Program in 2020/21. Council was notified of the successful recipients via a Mayoral Minute at the Ordinary Meeting of Council held on 23 March 2021. Council also resolved to waive the 'Works on Council Property' fees for the recipients to further facilitate the completion of works approved to proceed under the program. All projects approved for funding have since been successfully completed.

In addition to the above, Council developed and implemented a Shopfront Enforcement Program in 2020/21, which is now ongoing. A total of 263 shops within the Burwood Town Centre were audited in 2020/21 for compliance with *the Burwood Development Control Plan*. A number of common issues of non-compliance have been identified for the Burwood Town Centre relating to:

- Roller shutters
- Window advertising signage
- Awning fascia signage
- Hamper signs
- Height of under awning signage

- Moving/flashing signs
- Air conditioners on awnings
- Aerial/communication devices.

Council undertook face to face business visits across the Burwood Town Centre in 2020/21 to increase community awareness and provide education with respect to the above issues in conjunction with the rollout of the Shopfront Improvement Program. Council has since issued notification letters to shop owners where issues of non-compliance presented clear breaches with the provisions alongside safety or amenity impacts. Over the past 6 months, Council has prioritised the removal of roller shutters on shopfronts within the Burwood Town Centre as they continue to attract graffiti and negatively impact on perceptions of community safety. A total of 28 Orders are in progress on this issue of non-compliance.

## **Proposal**

This report proposes that Council now extends the eligible locations for the Shopfront Improvement Program beyond the Burwood Town Centre to include other local centres in a staged manner over the next three years. The rollout is proposed in a staged manner to prevent the program from being oversubscribed in consideration of the allocated budget of \$50,000 per annum.

To enable expansion of the program, Section 7 'Eligible Locations' of the *Shopfront Improvement Program Policy* has been revised.

Currently, within Section 7 'Eligible Locations' are described as follows:

*Business owners and/or tenants (with owner's consent) of each rateable property that fronts the Burwood Road, Burwood within the Town Centre and/or falls within the Burwood Town Centre are prioritised under the program.*

This report seeks to amend Section 7 'Eligible Locations' as follows:

*"The Shopfront Improvement Program will be delivered in a staged approach over a three (3) year period in accordance with the 'eligible locations' outlined in the table below.*

*Business owners and/or tenants (with owner's consent) of each rateable property that fronts a roadway within the Burwood Town Centre or other local centres will be prioritised for funding in the financial year specified below:*

<b>YEAR</b>	<b>ELIGIBLE LOCATIONS</b>
2021/22	Burwood Town Centre (ongoing) Enfield Local Centre (Year 1)
2022/23	Burwood Town Centre (ongoing) The Strand, Croydon and Croydon Park Local Centres (Year 2)
2023/24	Burwood Town Centre (ongoing) Strathfield Town Centre (Year 3)

The *Revised Shopfront Improvement Program Policy* incorporating the above change is included under Attachment 1 of this report and is recommended for adoption by Council.

In addition to the above, this report also seeks Council approval to waive the 'Works on Council Property' fees for the recipients of the Shopfront Improvement Program in 2021/22 and in subsequent years as per the Council resolution of 23 March 2021. Recipients will still be required to complete the relevant approval processes before undertaking the proposed works. Council will also continue to address shopfront non-compliance issues as part of Council's longer-term proactive education and enforcement approach.



## **Consultation**

In May 2021, Council undertook an extensive face to face community engagement process with local businesses and their customers covering the Burwood Town Centre as well as the local centres of Enfield, Croydon Park, The Strand (Croydon) and Strathfield. The engagement process sought community feedback on a range of place based issues and opportunities as well as local business support needs. The findings of this engagement process support the expanded rollout of the Shopfront Improvement Program with many businesses highlighting the need for funding to assist with the revitalisation of shopfronts and enhance the appearance of local centres.

Council's continued engagement with businesses in the Burwood Town Centre has further highlighted the need for ongoing funding support to improve the appearance of the Burwood Town Centre and address a broad spectrum of compliance issues.

## **Planning or Policy Implications**

The proposed amendment to the *Shopfront Improvement Program Policy* involves a change to Section 7 'Eligible Locations' only. Given that this proposed change is considered to be minor in nature, is supported by a recent community engagement process with the local business community and will not adversely impact any segments of the community, this report recommends that Council adopts the minor amendment to enable immediate rollout rather than undertake a further public exhibition process.

## **Financial Implications**

In 2020/21 the approved budget allocation for the Shopfront Improvement Program was \$25,000. To support the proposed expansion, a total of \$50,000 has already been allocated to the Shopfront Improvement Program in the approved Operational Budget 2021/22. The proposed expansion will therefore result in no further budget variations or financial implications to Council.

## **Conclusion**

Council has undertaken a review of its *Shopfront Improvement Program Policy* to expand the eligible locations for the Shopfront Improvement Program beyond the Burwood Town Centre to include other local centres in a staged manner over the next three years. The *Revised Shopfront Improvement Program Policy* is included under Attachment 1 of this report for the consideration of Council. This report also recommends that Council waives the 'Works on Council Property' fees for future recipients of the Shopfront Improvement Program, which is consistent with the Council resolution of 23 March 2021.

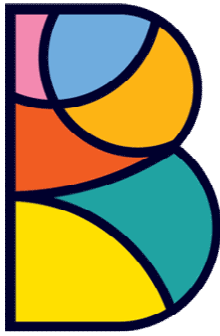
## **Recommendation(s)**

That Council:

1. Approves the expansion of eligible locations for the Shopfront Improvement Program beyond the Burwood Town Centre to include the local centres of Enfield, Croydon, Croydon Park and Strathfield in a staged manner over the next three years.
2. Adopts the minor amendment included in the *Revised Shopfront Improvement Program Policy* (as outlined in Attachment 1) to enable expansion of the program.
3. Waives the 'Works on Council Property' fees for the recipients of the Shopfront Improvement Program in 2021/22 and in subsequent years of the rollout of the program.

## **Attachments**

- 1 Revised Shopfront Improvement Program Policy, 2021



**Burwood** <sup>Inc.1874</sup>

Burwood . Burwood Heights . Croydon . Croydon Park . Enfield . Strathfield

---

## **REVISED SHOPFRONT IMPROVEMENT PROGRAM POLICY**

---

PO Box 240, BURWOOD NSW 1805

Phone: 9911-9911

Email: [council@burwood.nsw.gov.au](mailto:council@burwood.nsw.gov.au)

Website: [www.burwood.nsw.gov.au](http://www.burwood.nsw.gov.au)

**Contents**

1. Purpose..... 3

2. Scope..... 3

3. Objective ..... 3

4. Application Requirements..... 3

5. How Does Council Funding Work..... 3

6. What Work Will Not Be Funded ..... 4

7. Eligible Locations ..... 4

8. Guidelines and Requirements ..... 4

9. Shopfront Improvement Program Applications ..... 6

10. Assessment and Approval Responsibility ..... 6

11. Applicant’s Responsibility ..... 6

12. Breaches..... 6

13. Related Information ..... 6

## 1. Purpose

---

To provide advice and guidelines for local business owners and tenants who want to improve the appearance of their shopfront and/or building façade. Approval for such works is required and this policy details the process for obtaining consent.

## 2. Scope

---

Applies to business owners and/or tenants (with owner's consent) within eligible locations in the Burwood Local Government Area.

## 3. Objective

---

To support the growth of local businesses whilst ensuring the overall look and impression of the Burwood Town Centre and other eligible local centres is enhanced for visitors and customers.

## 4. Application Requirements

---

Any person wishing to apply to improve the appearance of their shopfront and/or building façade under this policy must:

- Complete the required application form
- Obtain owners consent (as required)
- Provide supporting documentation that describes the proposed design
- Submit any structural certificates from certified organisations (as required)
- Provide a copy of \$20 million public liability insurance ensuring that such policy covers the type of work involved
- Complete any additional application forms required as part of the works (e.g. work zone, temporary road closures, hoardings etc.)
- Provide two quotes from registered businesses and/or licensed contractors.

Council Officers will assess the application and all applicants will be notified of the outcome. It is important to note that the submission of the application form does not guarantee approval and no work is to begin until a formal approval has been given.

## 5. How Does Council Funding Work

---

Council will contribute 100% of the overall eligible project cost of the upgrade to a maximum of \$3,000 (inclusive of GST) for any eligible project.

Two quotes must be supplied as part of the application. Quotes must be from registered businesses and/or licensed contractors experienced in the types of work being applied for under the program (e.g. licensed painter).

The funding will be paid directly to the applicant upon completion of the works. Council will require the following documentation in order to release the funds:

- Written advice that the works have been completed
- Photos of the completed work
- A receipt from the contractor (including ABN) showing that the project works have been paid in full
- A tax invoice (including ABN) to Council for the agreed funding amount (inclusive of GST)
- Confirmation that the work has been completed within 12 months of the funding approval from Council.

**6. What Work Will Not Be Funded**

---

Council will not fund the following:

- Works already commenced or completed at the time of application.
- Works which require consent under a Development Application, and where that consent has not yet been approved by Council or other Consent Authority.
- Routine maintenance or interior work (e.g. carpet cleaning, cleaning of gutters).
- Works for which another organisation is providing grant funding.
- Any work that, in the opinion of Council Officers and at their discretion, would not improve the appearance, detail, fabric or finish of the premises.
- Any work that, in the opinion of Council Officers and at their discretion, is not in keeping with the general intent of Council’s development controls, plans or policies.
- Any work that, in the opinion of Council Officers and at their discretion, would preclude more worthy applications from being funded.

**7. Eligible Locations**

---

The Shopfront Improvement Program will be delivered in a staged approach over a three (3) year period in accordance with the ‘eligible locations’ outlined in the table below.

Business owners and/or tenants (with owner’s consent) of each rateable property that fronts a roadway within the Burwood Town Centre or other local centres will be prioritised for funding in the financial year specified below.

<b>1. YEAR</b>	<b>2. ELIGIBLE LOCATIONS</b>
3. 2021/22	4. Burwood Town Centre (ongoing) 5. Enfield Local Centre (Year 1)
6. 2022/23	7. Burwood Town Centre (ongoing) 8. The Strand, Croydon and Croydon Park Local Centres (Year 2)
9. 2023/24	10. Burwood Town Centre (ongoing) 11. Strathfield Town Centre (Year 3)

**8. Guidelines and Requirements**

---

The signage, colours, facade treatment and awnings on individual shopfronts contribute to the overall look of the Burwood Town Centre or other eligible local centres. Businesses which apply for funding should consider the following information:

**8.1 Façade**

The objective of any upgrade should be to improve the building and contribute to the sense of harmony within the streetscape. Facade material should enhance the architectural quality of the building and be in harmony with its neighbours.

Preference will be given to projects which provide a genuine and discernible improvement to the appearance of a shopfront within its streetscape. Examples of such façade works include:

- The relocation of air conditioning units away from the street-facing façade of retail/commercial premises.
- The removal of obtrusive elements upon a façade, such as projecting signs, satellite dishes and the like.
- The reinstatement of heritage or architectural features of merit.
- The removal of graffiti.
- The repair of damaged, distorted or rusted awnings.

## 8.2 Signage

Signage should be in keeping with the scale and character of the building and conform to Council regulations. Generally, Council will limit signage to one under-awning sign, one fascia sign and one top hamper sign on each shopfront, but even fewer may be permitted in the case of a significant façade or heritage properties. Council's *Burwood Development Control Plan* details guidelines for commercial signage.

Council encourages businesses to work with their neighbours on a standard approach to colour and signage if possible.

Funding will be directed to improving the identification of businesses, e.g. street numbers and business names. Funding will not be provided to general advertising of products and services (e.g. Coca-Cola).

## 8.3 Colours

The use of colour can contribute to a building's character and help to achieve a coordinated look along the street. The use of appropriate colour on a building can promote its attributes, minimise its deficiencies and even reduce the appearance of its scale and bulk.

Each shop or commercial facade should consider its own colour scheme but the colours should be in harmony with the rest of the colours in the streetscape. When choosing colours the era of the building should be considered.

The colour scheme of heritage properties should be appropriate to the architectural period and style of the building. Applications involving heritage properties will be referred to Council's Heritage Advisor for advice. Council's Fact Sheet 'Preparing a Heritage Paint Scheme' (can be found on Council's website) may be a useful resource for applicants.

Preference will be given to painting projects which provide a genuine and discernible improvement to the appearance of that shopfront. Solid colours painted over significant heritage or architectural features of a building will not be supported. Corporate colour schemes and overly dominant or bright paint colours will not be supported.

## 8.4 Awnings and Associated Structures

Awnings attached to buildings and free-standing awning/shade structures including semi-permanent umbrellas provide weather protection for pedestrians and contribute to the creation of a comfortable environment for people to walk, shop and dine in the public domain. Awnings and associated structures should be designed to enhance the character of the streetscape.

Under-awning lighting should be installed to increase pedestrian safety and shopfront security and should be concealed unless they are consistent with the character of the building.

Refer to Council's *Burwood Development Control Plan* for specific details on awnings and associated structures.

## 8.5 Additional Approvals

Should the proposed shopfront improvement works require any of the following on public property (footpaths, roads, reserves), an application shall be submitted to, and approved by, Council prior to the commencement of the works associated with such activity:

- Work zone
- Temporary closure of roadway/footpath

**Revised Shopfront Improvement Program Policy, 2021**

---

- Mobile crane or any standing plant
- Scaffolding/Hoardings (fencing on public land)
- Road works including vehicle crossing/kerb and guttering, footpath, stormwater provisions etc.
- Installation or replacement of private stormwater drain, utility service or water supply.

**9. Shopfront Improvement Program Applications**

---

The Program is intended to facilitate work which is simple in its execution and would not typically require complex approvals or consents. In most instances, it is anticipated that the supported projects will fall under Exempt Development provisions and, as such, not require the formal development consent of Council or other consent authority.

Where a Development Application is required – for example outdoor awnings and permanent free standing shelter structures – it is expected that the Development Application has been lodged and consent granted prior to the application for funding under the Streetscape Improvement Program.

*Note: Given the limited funding available some applications may be denied. Council reserves the right to deny applications on the basis that it believes more worthy applications will be submitted in later funding rounds.*

**10. Assessment and Approval Responsibility**

---

Applications will be determined by a panel of at least three Council Officers having regard to the content of this policy. The Elected Council Members or Burwood Local Planning Panel Members shall not influence the determination of applications.

**11. Applicant's Responsibility**

---

Applicant's responsibility includes but is not limited to:

- Ensuring that the application form is completed correctly and truthfully
- Providing owners consent where required
- Ensuring the plans provided are legible and adequately describe the proposed shopfront improvement works
- Ensuring any structural certificates are included from certified organisations where required
- Providing a copy of a current public liability insurance certificate such that the policy covers the type of work that is involved in the proposed shopfront improvement works
- Completing any additional application forms required as part of the works such as work zone, temporary road closures, hoardings etc.
- Providing two quotes from licensed contractors.

**12. Breaches**

---

Breaches to any of the approved conditions imparted by Council will result in an infringement notice being served. Continued non-compliance may result in the cancellation of the approval and withdrawal of the funding. Infringement notices may be issued as prescribed in the fixed handbook submitted by the State Debt Recovery Office.

**13. Related Information**

---

- *Burwood Development Control Plan*
- *Roads Act 1993*
- *Outdoor Eating Policy*
- *Temporary Road Closure (including Standing Plant) Policy*
- *Work Zone Policy*
- *Code for Activities Affecting Roads*

## (ITEM 55/21) RACISM NOT WELCOME CAMPAIGN - RECOMMENDATIONS FROM THE MULTICULTURAL ADVISORY COMMITTEE

File No: 21/30961

REPORT BY DIRECTOR COMMUNITY LIFE

### Summary

This report responds to the *Notice of Motion - 'Racism Not Welcome' Campaign* resolved at the Ordinary Meeting of Council held on 25 May 2021 (Min. 43/21, Item NM3/21) and presents the feedback of the Multicultural Advisory Committee for Council's consideration.

### **Operational Plan Objectives**

- 1.1.4.3 Promote an inclusive and harmonious lifestyle in the community.
- 1.2.3 Foster a sense of community pride.
- 1.3.2 Support and implement programs that aim to reduce anti-social behaviour.
- 1.4.2 Engage with Culturally and Linguistically Diverse communities.
- 2.1.1.1 Consult and engage with the community on issues that impact the local community.

### Background

At the Ordinary Meeting of Council held on 25 May 2021, Council received the *Notice of Motion - 'Racism Not Welcome' Campaign* and resolved that:

1. *Council refer the 'RacismNOTWelcome' campaign package to the Multicultural Advisory Committee (MAC) for discussion and guidance as to whether Council should undertake all or any elements of the 'RacismNOTWelcome' campaign for our Local Government area.*
2. *That MAC's feedback is reported back to Council with any proposed actions and resource implications.*

The #RacismNOTWelcome campaign was initiated in March 2020 by the Inner West Multicultural Network in response to an increase in racist abuse and attacks on people from Chinese and other Asian backgrounds during the initial period of the COVID-19 Pandemic. The Network developed the campaign as a partnership between Addison Road Community Centre and Inner West Council, which included a number of components including an art exhibition and stickers for businesses. The most visible element of the campaign has been the #RacismNOTWelcome street signs, which were installed at locations across the Inner West Local Government Area.

This report presents the feedback of the Multicultural Advisory Committee and additional information about Council's existing position against racism.

### Proposal

#### **Feedback from the Multicultural Advisory Committee**

The Multicultural Advisory Committee (MAC) met on Tuesday 13 July 2021 (via Zoom) with five members of the Committee in attendance.

Specific feedback from the Committee in relation to the #RacismNOTWelcome campaign is outlined below:

- The Committee unanimously endorsed the #RacismNOTWelcome campaign and recommend that Council adopt the campaign, particularly given its alignment with Council's existing stance against racism. The Committee advised that the adoption of the



#RacismNOTWelcome campaign would send a supportive message to local multicultural communities that Burwood is a welcoming, accepting, diverse community that rejects racism.

- The Committee supported the placement of #RacismNOTWelcome street signs in prominent locations in the Burwood Local Government Area (LGA), noting that the specific locations should be determined by Council in consultation with the local community and businesses.
- The Committee further proposed that Council could explore alternate ways to roll out the #RacismNOTWelcome campaign message to the community. Suggestions included a number of other methods that may be appropriate for communicating the campaign message in public spaces, such as the use of Council's digital screen on Railway Parade, incorporating the message into future murals and public artworks, installing floor decals or displays with key messages.

### **Council's Existing Position Against Racism**

In August 2020, Council resolved to take a public stance opposing all forms of racism in response to growing incidents of overt racism occurring during the onset of the COVID-19 Pandemic. Council adopted the following public statement with input from the Multicultural Advisory Committee:

#### *There's No Room for Racism in Burwood*

*Burwood Council welcomes people of all races, nationalities and cultures and strives to ensure that all people feel safe and at home in the Burwood Local Government Area. Council strongly condemns racism, discrimination, prejudice, bullying, and any action that infringes upon the human rights and dignity of an individual or group.*

*Council encourages the media and community members, both within Burwood and the wider Australian community, to stand up to racism, racial vilification and stereotyping, and to report any discrimination through the appropriate channels. Burwood's cultural diversity is a key strength of the local community.*

*Burwood Council is committed to celebrating our multicultural heritage and promoting community harmony, which are the building blocks of a progressive and flourishing society.*

There are a number of initiatives Council has delivered to bring this statement to life and promote positive messages in relation to the value of multiculturalism, community harmony and cultural diversity.

Recent project examples include:

- In March 2021, Council produced a video with members of the MAC as part of a locally grown campaign titled 'No Room for Racism in Burwood.' The video was shown on Council's digital screen in Railway Parade during Harmony Week 2021 and was shared across Council's social media and communications channels. Council also actively promoted the various avenues available to the local community to report incidents of racism to coincide with the release of the video.
- In March/April 2021, Council commissioned three artists to develop artworks focusing on the theme 'Burwood Throughout Time'. Each artist created a work specific to the changing community of Burwood. This project was supported and guided by the MAC to celebrate harmony in our community.

- In early 2021, Council undertook an extensive community consultation process to rename Hornsey Lane. An overwhelming 2,500 people voted for their favourite name with 90% of voters choosing Unity Place, highlighting Burwood as a place of inclusion, harmony and coming together.
- In April and May 2021, Council commissioned a number of artists to produce new artworks that connect the local community, create a sense of place and celebrate Burwood's cultural diversity for installation in 2021/22 as part of the Hoarding Artworks Program.
- In June 2021, Council commissioned artists, Christina Huynh and Sophi Odling, for the Burwood Chinatown Precinct Public Art Project. The public art plan for site involves implementing a painted mural and lighting installation on the external wall of Burwood Chinatown in Clarendon Place facing Railway Parade. Huynh and Odling are both Sydney based artists of Asian ancestry and have developed a project concept centred on a created fable for the Burwood Chinatown area, with the artwork telling the story of The Last Lion. The project is due for completion in August 2021 and is being developed with guidance from the MAC.

### **Consultation**

As per the resolution of Council, the *#RacismNOTWelcome* campaign has been referred to the Multicultural Advisory Committee (MAC) for discussion and guidance as to whether Council should undertake all or any elements of the 'RacismNOTWelcome' campaign for our Local Government area.

Should Council resolve to install the *#RacismNOTWelcome* street signs, the Committee has noted that further consultation with the local community and businesses should be undertaken to determine suitable locations.

It should also be noted that the Committee received four submissions by way of support for the campaign from local residents prior to the MAC Meeting.

Worth noting was one email received from a paramedic with NSW Ambulance who, whilst supportive of the spirit of the campaign, raised an issue with respect to the design and installation of the street signs, as they could impact on the ability of emergency services workers to locate the correct address in the event of an emergency.

### **Planning or Policy Implications**

The *#RacismNOTWelcome* campaign is consistent with Council's Strategic and Operational Plan objectives, including Council's existing anti-racism statement and associated projects.

It is important to note, however, that Council has recently completed an audit and assessment of Council's street name blades and wayfinding signage with the intention of eliminating inconsistent signage across the local area and implementing universal street signage incorporating Council's new branding. This has resulted in the production of new Signage and Wayfinding Guidelines to be implemented in a staged manner.

One of the main targets in the Signage and Wayfinding Guidelines is to eliminate visual clutter around Burwood and in parks and reserves, where over the years a multitude of signs has been installed.

In assessing the various implementation options for the *#RacismNOTWelcome* campaign, it would be important for Council to consider the implications of this in relation to Council's broader signage strategy.

## **Financial Implications**

The Multicultural Advisory Committee has an annual budget of \$5,000, which could be utilised to support the rollout of the #RacismNOTWelcome campaign. Each #RacismNOTWelcome street sign is estimated to cost \$100.

Should Council resolve to explore alternate ways to roll out the #RacismNOTWelcome campaign there are many cost effective ways for Council to integrate the #RacismNOTWelcome message into planned projects within the approved Operational Budget 2021/22, such as, planned public art projects, social media and communications collateral, including the use of Council's digital screen in Railway Parade.

## **Options**

There are a number of options available to Council, including:

1. Council can adopt the #RacismNOTWelcome campaign, including the purchase and installation of #RacismNOTWelcome street signs in appropriate locations within the Burwood LGA and continue to explore alternate methods to communicate the #RacismNOTWelcome campaign to the community.
2. Council can adopt the #RacismNOTWelcome campaign and explore alternate ways to roll out the #RacismNOTWelcome campaign to the community without the installation of street signs that may be considered contrary to Council's broader signage strategy.
3. Council can reject the recommendation.

## **Conclusion**

Racism is an ongoing issue in many local government areas which has been exacerbated by the COVID-19 Pandemic. The #RacismNOTWelcome campaign has been adopted by a number of councils in NSW as a strategy to promote community harmony and inclusion and take an active stance against racism. This report presents the feedback of the Multicultural Advisory Committee, which has recommended that Council adopts the #RacismNOTWelcome campaign and considers the installation of street signs as well as other ways to communicate the campaign message to the local community.

It is the Council officers' view that Burwood Council should confirm its stance against racism by endorsing the RacismNOTWelcome and promote it in conjunction to its own "There's no room for racism in Burwood" campaign via alternate methods to signs, as they are considered more effective, long term solutions, as well as aligning with Council's efforts in relation to consolidation of signage and wayfinding in the LGA.

## **Recommendation(s)**

That Council:

1. Adopts the #RacismNOTWelcome campaign, particularly given its alignment with Council's existing stance against racism.
2. Investigates and implements alternate methods to communicate the #RacismNOTWelcome campaign to the community.

## **Attachments**

There are no attachments for this report.

**(ITEM 56/21) CHRISTMAS CLOSURE**

File No: 21/33917

REPORT BY DIRECTOR PEOPLE AND PERFORMANCE

**Summary**

This report outlines the proposed Christmas close down period and the plans to ensure that an appropriate level of service to the Burwood Council community is maintained.

**Operational Plan Objective**

2.3.2 Ensure the organisation is well led, staff can carry out their roles efficiently and effectively in line with the community's vision.

**Background**

Council has regularly maintained appropriate staffing levels to meet the community's needs over the Christmas and New Year holiday period (24 December – 2 January), particularly in the Operations and Aquatic Services with specific hours of operations.

**Customer Service**

In 2020/21, the Customer Service Centre was closed between 25 December 2020 and 3 January 2021. During this time calls were diverted to Council's after-hours call centre provider. For the days the Customer Service Centre was open between 24 December 2020 and 7 January 2021 there was an average of 112 calls per day and 7 in person visits per day.

Please see breakdown below:

<b>Burwood Council Customer Service Centre</b>		
<b>Date</b>	<b>Calls</b>	<b>Visits</b>
24/12/2020	50	7
25/12/2020	5	Closed
26/12/2020	11	
27/12/2020	6	
28/12/2020	31	
29/12/2020	57	
30/12/2020	71	
31/12/2020	41	
1/01/2021	20	
2/01/2021	9	
3/01/2021	2	
4/01/2021	150	3
5/01/2021	121	9
6/01/2021	138	8
7/01/2021	102	6

**Library and Community Hub**

In 2020/21, the Burwood Library and Community Hub was closed between 25 December 2020 and 3 January 2021.

For the days that the Burwood Library and Community Hub was open between 24 December 2020 and 7 January 2021 there was an average of 344 visitors per day and 475 loans per day.

Please see breakdown below:

<b>Burwood Library and Community Hub</b>		
<b>Date</b>	<b>Visitors</b>	<b>Loans</b>
24/12/2020	323	517
4/01/2021	425	576
5/01/2021	314	400
6/01/2021	353	593
7/01/2021	304	282

Last year Council closed its other offices between Christmas and New Year and resolved to provide its eligible employees with an additional three paid leave (concession) days to cover this period in addition to the employee Local Government (State) 2020 Award entitlements. These three paid leave (concession) days are not an automatic entitlement and do not form part of the employees' terms and conditions of employment. Employees who are required to work during this period have previously received three 'time in lieu' days to take at a later date, pro rata for part time employees.

### **COVID-19**

Burwood Council activated its Business Continuity Plan on 9 March 2020 in response to COVID-19. Since that time Council has renewed its focus on the wellbeing of employees by the provision of counselling support services and online programs. Council has identified a trend of decreased annual leave application during this period (except for the periods of excess annual leave management). In addition, as at 12 July 2021, we have 46 employees who have in excess of 8 weeks annual leave. This is a substantial increase from 25 January 2021 where there were only 7 employees with excess annual leave. Implementing a period of annual close-down of up to and including two weeks will further support the rest and recovery of a workforce that has been essential to the community it serves, in particular during periods of increased COVID-19 restrictions.

### **Proposal**

It is proposed to implement an annual close-down period from 25 December 2021 up to and including 7 January 2022.

During this period, Enfield Aquatic Centre will be open, minimal staffing levels and adjusted hours of work will be implemented for the Community Safety, Customer Service and Operations Teams.

In October 2021 Council will be piloting a 'staffless' Burwood Library and Community Hub model to extend opening hours into evenings to support students. Should the pilot be successful, Council will look to activate a similar model over part of the close down period in addition to the extension of library borrowing times.

All other support functions will review their minimal requirements over this period.

As a result of the financial impact of COVID-19 it is proposed that Council not resolve to provide eligible employees with an additional three paid leave (concession) days to cover some of this close-down period. The current estimated payroll costings indicate a cost of \$60,000 per day.

If these recommendations are resolved, notification and consultation will commence with employees and the relevant Unions to allow for forward leave planning.

## **Consultation**

Council will provide suitable notification to the community of the operational hours for Council services and facilities during the 2021-2022 holiday period through its website and appropriate signage at all of its Service Centres.

Community notification provisions for development applications over the Christmas period will be managed in accordance with Section 7.2, *Notification of Applications* of the *Burwood Development Control Plan*.

The provisions indicate that:

- Where the final Calendar Day of the exhibition period falls on a weekend or public holiday, the period will be extended to the next working day.
- The exhibition period may be extended to take into account School Holidays or some other major public event.
- Where an exhibition period for a development application finishes after 24 December, normal practice is to extend the notification period until at least the middle of January depending on when the DA was first notified.
- Council is to note similar provisions will be followed in the event that a planning proposal is to be notified during this holiday period.

A period of notification and consultation will commence with employees relating to Local Government (State) Award 2020 Leave Provisions.

## **Planning or Policy Implications**

No Planning or Policy implications.

## **Financial Implications**

Reduction of leave liabilities expected at \$420,000 (7 days @ \$60,000). No other financial implications.

## **Conclusion**

This proposal is an extension of the previous Christmas close down period and any service delivery impact will be adequately managed through suitable notification to the community. Employee impacts will be managed through the extensive notification period and consultation options.

## **Recommendation(s)**

1. That Council endorse the Christmas close-down from 25 December 2021 to 7 January 2022.
2. That Council resolve not to provide eligible employees with an additional three paid leave (concession) days during this close-down period to enable employees to utilise their leave entitlements.
3. That the General Manager ensures suitable notification is provided to the community of the operational hours for Council services and facilities during the 2021-2022 holiday period.

## **Attachments**

There are no attachments for this report.

**(ITEM 57/21) INVESTMENT REPORT AS AT 30 JUNE 2021**

File No: 21/30518

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

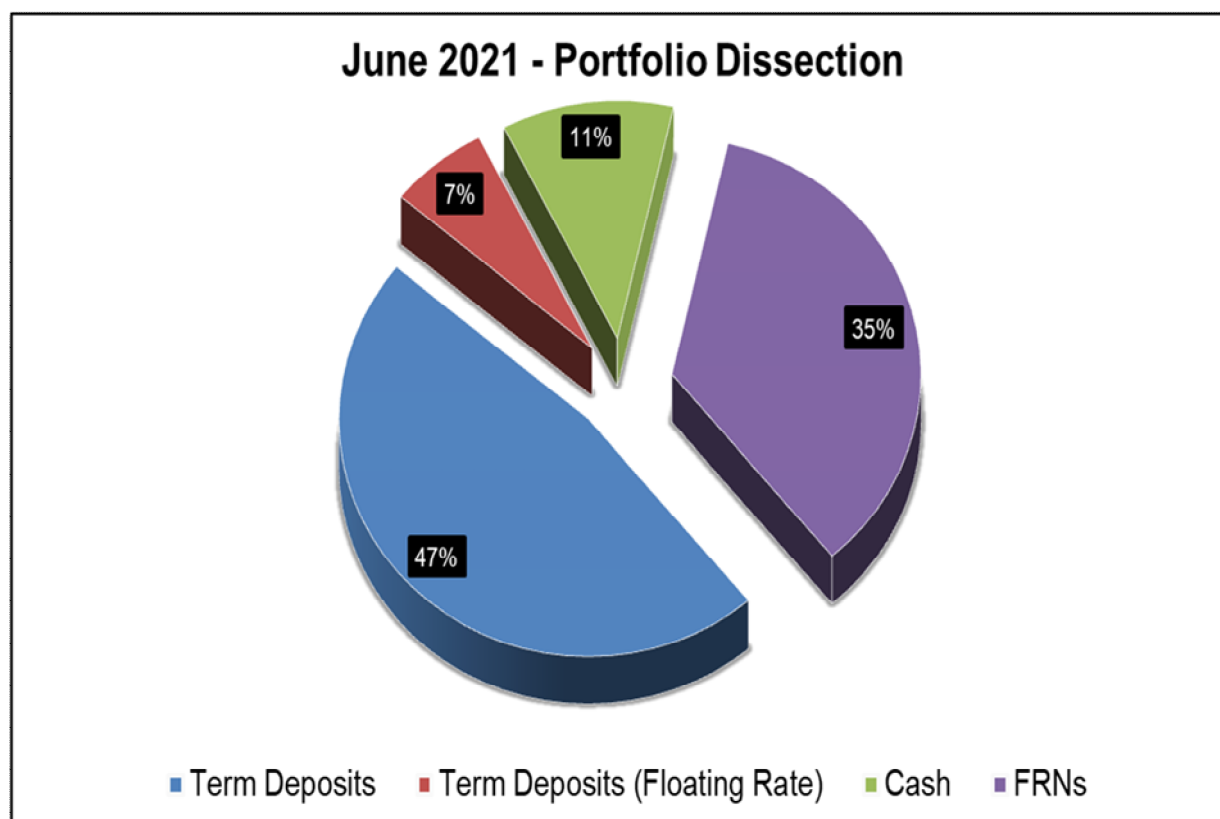
**Background**

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**

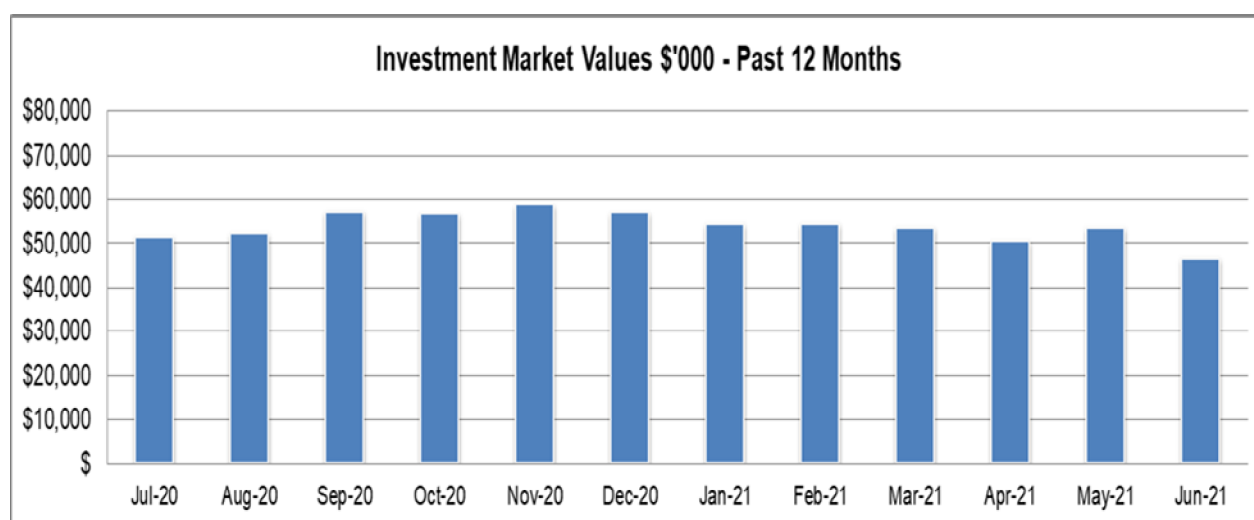
Council has a diversified investment portfolio and has a number of direct investments in term deposits. Its investment portfolio as at 30 June 2021 is:



As at 30 June 2021 Council held the following term deposits:

Purchase Date	Financial Institution	Principal Amount	Interest Rate	Investment Days	Maturity Date
13 Jul 20	AMP Bank (Imperium)	2,000,000	1.00%	365	13 Jul 21
14 Jul 20	Westpac	4,000,000	0.89%	730	14 Jul 22
14 Jul 20	National Australia Bank	4,000,000	0.90%	730	14 Jul 22
31 Aug 20	Westpac	4,000,000	0.83%	543	25 Feb 22
31 Aug 20	National Australia Bank	3,000,000	0.80%	365	31 Aug 21
31 Aug 20	Westpac	3,000,000	0.78%	365	31 Aug 21
07 Jun 21	Commonwealth Bank	2,000,000	0.29%	92	07 Sep 21
<b>Total</b>		<b>22,000,000</b>			

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



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

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

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

At the Reserve Bank of Australia (RBA) meeting on the 6 July 2021, the Board decided to maintain the official cash rate at 0.10 per cent. According to the RBA Governor "...The Board took this decision stating that the economic recovery in Australia is stronger than earlier expected and is forecast to continue. The outlook for investment has improved and household and business balance sheets are generally in good shape. National income is also being supported by the high prices for commodity exports. Domestic financial conditions are very supportive and the exchange rate has depreciated a little recently. One near-term uncertainty is the effect of the recent virus



outbreaks and the lockdowns. But the experience to date has been that once outbreaks are contained and restrictions are eased, the economy bounces back quickly.

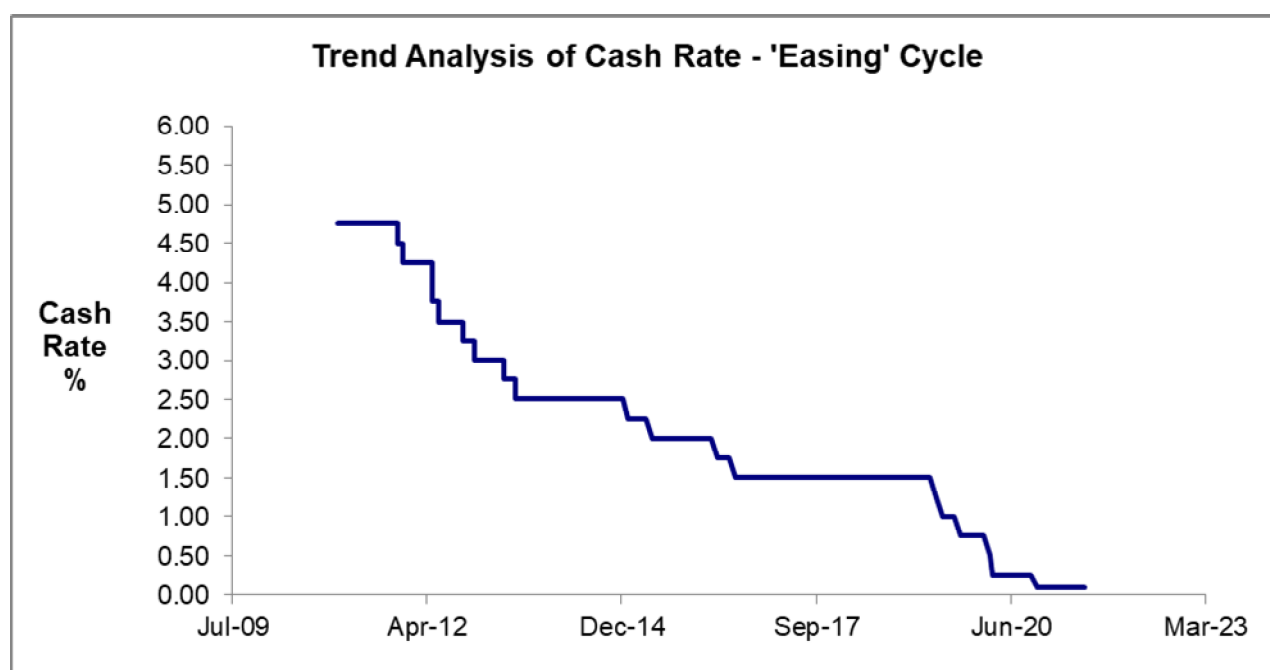
The labour market has continued to recover faster than expected. The unemployment rate declined further to 5.1 per cent in May and more Australians have jobs than before the pandemic. There has also been a welcome decline in underemployment and labour force participation is around record highs. Job vacancies are high and more firms are reporting shortages of labour, particularly in areas affected by the closure of Australia's international borders.

Despite the strong recovery in jobs and reports of labour shortages, inflation and wage outcomes remain subdued. While a pick-up in inflation and wages growth is expected, it is likely to be only gradual and modest. In the central scenario, inflation in underlying terms is expected to be 1½ per cent over 2021 and 2 per cent by mid 2023. In the short term, CPI inflation is expected to rise temporarily to about 3½ per cent over the year to the June quarter because of the reversal of some COVID-19-related price reductions a year ago.

Housing markets have continued to strengthen, with prices rising in all major markets. Housing credit growth has picked up, with strong demand from owner-occupiers, including first-home buyers. There has also been increased borrowing by investors. Given the environment of rising housing prices and low interest rates, the Bank will be monitoring trends in housing borrowing carefully and it is important that lending standards are maintained.

The Board remains committed to maintaining highly supportive monetary conditions to support a return to full employment in Australia and inflation consistent with the target. It will not increase the cash rate until actual inflation is sustainably within the 2 to 3 per cent target range. The Bank's central scenario for the economy is that this condition will not be met before 2024. Meeting it will require the labour market to be tight enough to generate wages growth that is materially higher than it is currently." Statement by Philip Lowe, Governor: Monetary Policy Decision – 6 July 2021".

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



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

1. That the investment report for 30 June 2021 be received and endorsed.
2. That the Certificate of the Responsible Accounting Officer be received and noted.

### **Attachments**

- 1 Investment Register - June 2021
- 2 Investment Types

Investment Register - June 2021

BURWOOD COUNCIL  
INVESTMENT PORTFOLIO  
as at 30 June 2021

Investment Adviser	Issuer	ADI or N-ADI	Investment Name	Type	Rating S&P	Invested Amount	Market Value as at 30/04/2021	Market Value as at 31/05/2021	Market Value as at Reporting Date	% of Total Invested
<b>Cash</b>										
Council	Commonwealth Bank	ADI	Operating Account	Cash	AA-	302,991	501,140	3,454,086	302,991	11.15
Council	Commonwealth Bank	ADI	Cash Deposit Account	At Call	AA-	10,024	10,024	10,024	10,024	0.65
Council	Commonwealth Bank	ADI	Online Saver	At Call	AA-	886,108	6,184,471	6,185,320	886,108	0.02
Council	Macquarie Bank	ADI	Accelerator Account	At Call	AA-	4,000,438	-	-	4,000,438	1.90
Council	ANP Bank Limited	ADI	ANP Business Saver & Notice Account	At Call / Notice 30 days	BBB-	4,731	4,726	4,729	4,731	8.57
<b>Term Deposits</b>										
Council	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	-	4,000,000	4,000,000	-	47.15
Council	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	2,000,000	-	-	2,000,000	0.00
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	-	3,000,000	3,000,000	-	4.29
Council	Westpac	ADI	Westpac	Term Deposit	AA-	4,000,000	4,000,000	4,000,000	4,000,000	8.57
Council	ANP Bank (Impetium)	ADI	ANP Bank	Term Deposit	BBB+	2,000,000	2,000,000	2,000,000	2,000,000	4.29
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	4,000,000	4,000,000	4,000,000	4,000,000	8.57
Council	Westpac	ADI	Westpac	Term Deposit	AA-	4,000,000	4,000,000	4,000,000	4,000,000	8.57
Council	Westpac	ADI	Westpac	Term Deposit	AA-	3,000,000	3,000,000	3,000,000	3,000,000	6.43
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	3,000,000	3,000,000	3,000,000	3,000,000	6.43
<b>Term Deposits - Fixed &amp; Floating Rates</b>										
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	6.43
<b>Floating Rate Notes</b>										
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Floating Rate Notes (90 day BBSW mid +94 bps)	A+	1,500,000	1,514,980	1,514,448	1,514,165	3.25
Council	Bendigo-Adelaide	ADI	Bendigo Bank & Adelaide Bank	Floating Rate Notes (90 day BBSW mid + 105 bps)	BBB+	1,500,000	1,519,803	1,519,215	1,518,965	3.26
Council	ANZ Group	ADI	ANZ Group	Floating Rate Notes (90 day BBSW mid + 77 bps)	AA-	2,000,000	2,020,748	2,020,194	2,020,384	4.33
Council	Newcastle Permanent Building	ADI	Newcastle Permanent Building Society	Floating Rate Notes (90 day BBSW +140 bps)	BBB	1,250,000	1,267,985	1,267,673	1,267,825	2.72
Council	Bank Australia Ltd	ADI	Bank Australia Ltd	Floating Rate Notes (90 day BBSW +130 bps)	BBB	1,500,000	1,504,595	1,503,590	1,502,537	3.22
Council	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +65 bps)	BBB	2,500,000	-	-	2,500,485	5.36
Council	Commonwealth Bank of Austral	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +93 bps)	AA-	2,000,000	2,033,552	2,032,038	2,033,004	4.36
Council	Commonwealth Bank of Austral	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +113 bps)	AA-	4,000,000	4,095,944	4,095,452	4,094,300	8.78
<b>Grand Total</b>										<b>100.00</b>

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

**Certificate of Responsible Accounting Officer**  
I hereby certify that the investments listed have been made in accordance with Section 625 of the Local Government Act 1993, Clause 2.12 of the Local Government (General) Regulation 2005 and Council's Investment Policies at the time of their placement.

*W. Armitage*  
Wayne Armitage  
Chief Finance Officer

**Investment 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 RC5/21) BURWOOD 150 YEARS ANNIVERSARY STEERING COMMITTEE MINUTES - JULY 2021**

File No: 21/30855

REPORT BY DIRECTOR COMMUNITY LIFE

### **Summary**

This report presents the draft minutes of the Burwood 150 Years Anniversary Steering Committee held on Tuesday 13 July 2021.

### **Operational Plan Objectives**

- 1.2 A well-informed, supported and engaged community.
- 1.4 A proud and inclusive community that celebrates diversity.
- 2.2 Strong partnerships to benefit the community.
- 5.3 Enhance and foster local identity.

### **Background**

The Burwood 150 Years Anniversary Steering Committee has been established to provide a forum for Council to engage with and obtain feedback from the community to support the planning and delivery of the Burwood 150 Years Anniversary Program to take place in 2024.

### **Meeting Overview**

The Burwood 150 Years Anniversary Steering Committee held its second meeting on 13 July 2021.

Key items discussed by the Committee included:

- The draft project brief for the Burwood History Publication;
- A proposal for a charity book about Len Hall 'the Bugler of Burwood' by local resident and author, Simon Firth; and
- The draft logo/branding for the sesquicentenary.

The draft minutes of the Committee Meeting are included under Attachment 1 of this report.

### **Consultation**

There are no further consultation processes associated with this report.

### **Planning or Policy Implications**

The Committee is conducted in accordance with its Terms of Reference adopted by Council on 8 December 2020. Whilst the role of the Committee is to act as an advisory body to Council, the Terms of Reference specifies that the minutes of the Committee are to be submitted to the first available Ordinary Meeting of Council.

### **Financial Implications**

Council utilised funding allocated to the administration and operation of the Committee in the Operational Budget 2020/21 to obtain legal advice with respect to the digitisation of the Harvest of the Years by Eric Dunlop and to commence development of the logo for the Burwood 150 Years Anniversary Program.

Council has sufficient funds allocated in the Library Services Operational Budget 2021/22 to proceed with a Request for Quotation process for the Burwood History Publication.

### **Conclusion**

This report provides the draft minutes of the Burwood 150 Years Anniversary Steering Committee held on 13 July 2021 for Council's information. The Burwood 150 Years Anniversary Steering Committee will continue to meet on a quarterly basis.

### ***Recommendation(s)***

That Council receives and notes the draft minutes of the Burwood 150 Years Anniversary Steering Committee held on 13 July 2021 (included under Attachment 1).

### **Attachments**

- 1 Draft Meeting Minutes - Burwood 150 Years Anniversary Steering Committee - 13 July 2021



**Burwood**  
Inc.1874

**BURWOOD 150 YEARS ANNIVERSARY  
STEERING COMMITTEE  
Tuesday 13 July 2021  
2.00pm – 3.00pm  
(Conducted via Zoom)**

---

## **DRAFT MINUTES**

---

### **ATTENDEES**

#### **Committee Members:**

Cr John Faker	Mayor of Burwood, Chair
Cr Heather Crichton	Burwood Council, Alternate Chair and Delegate
Andrew Anderson	Community Representative
Claire Boskett	Community Representative
Justine Ann Channing	Community Representative
Li Hua Chu	Community Representative
Cecily Gray	Burwood Historical Society Representative
Dennis Quinlan	Community Representative

#### **Council Officers:**

Brooke Endycott	Director Community Life
Natasha Williams	Community Development Coordinator
Katarzyna Malicka	Multicultural & Local Studies Librarian
Lawrence Hennessy	Group Manager Corporate Planning and Communications
Simon Fox	Group Manager Community, Library & Aquatic Services
Li Li	Business & Community Engagement Officer
Connie Vartuli	Executive Assistant, Community Life, Minute Taker
Kayla Dinsdale	Executive Assistant to Mayor & Councillors

#### **APOLOGIES**

Susan Borel	Community Representative
Jack Karnaghan	Community Representative
Simon Firth	Author of the Screenplay 'Bugler of Burwood' (by invitation)

---

### **1. WELCOME AND ACKNOWLEDGEMENT OF COUNTRY**

The Meeting Chair, Mayor of Burwood, Cr John Faker opened the meeting with an Acknowledgement of Country.

### **2. DECLARATIONS OF INTEREST**

Nil declarations of interest were submitted.

### **3. CONFIRMATION OF MINUTES OF MEETING HELD 13 APRIL 2021**

The minutes of the meeting of the Burwood 150 Years Anniversary Steering Committee were confirmed as a true record of the proceedings of the previous meeting held on 13 April 2021.

(Moved Cr Heather Crichton/seconded Cecily Gray).

#### 4. BURWOOD HISTORY PUBLICATION UPDATE & PROJECT BRIEF

Council officers reported back to the Committee on additional work that had been undertaken since the last meeting to revise cost estimates for the development of the Burwood History Publication based on the previous feedback of the Committee.

Council's Group Manager Community, Library & Aquatic Services presented an overview of the revised Project Brief for the Burwood History Publication (a pictorial history) to the Committee for their feedback.

The Committee considered project objectives as well as the scope of work for the project, which included preparation of a written history in approximately 25,000 words, collation of a range of photographs and other relevant images, editing of the document in preparation for publication, as well as publication requirements, print and distribution for hard copy and digital formats.

Additional information was also supplied to the Committee in relation to legal advice obtained by Council regarding the digitisation of the *Harvest of the Years* authored by Mr Eric Dunlop. Legal advice obtained provides recommendations as to how Council could proceed with digitally reproducing the book by ensuring that Mr Dunlop be clearly attributed and that a takedown statement be included in the digitised version of the publication. It was proposed that Council officers continue to attempt to contact the estate of Mr Dunlop and otherwise follow the pathway as outlined in the legal advice.

##### **Feedback from the Committee:**

- Committee members endorsed the proposed project objectives and scope of works for the new Burwood History Publication.
- A committee member proposed to approach various institutions and request access to photographs and images that a local family had donated to them.
- Council could invite the community to contribute photos from their private collections and stories to the Burwood History Publication in a coordinated manner.
- Council could utilize the digital screen in Railway Parade and other platforms to promote historical images and stories as the project progresses.
- A list of streets and the origins of their names could be incorporated into the Burwood History Publication. It was noted that this does exist to some extent already in the back index of the *Harvest of the Years*.
- The Committee supported Council proceeding with the digitization of the *Harvest of the Years* in accordance with legal advice obtained.

##### **Actions or Recommendations arising:**

- 4.1 Council to proceed with a Request for Quotation process for the Burwood History Publication as per the project brief and scope of works presented to the Committee.
- 4.2 Following the engagement of a suitably qualified contractor for the Burwood History Publication, that Council undertakes a call out to members of the community to contribute photographs and stories to the work.
- 4.3 Council to proceed with the digitization of the *Harvest of the Years* written by Mr Eric Dunlop in accordance with the legal advice obtained.

## 5. BOOK/SCREENPLAY 'BUGLER OF BURWOOD' BY SIMON H FIRTH

Local resident, author, journalist and publisher, Mr Simon H. Firth submitted a written proposal for the consideration of the Committee, which was presented by Council's Director Community Life. The proposal detailed the creation of a charity book about Len Hall 'The Bugler of Burwood' as part of the Burwood 150 Years Anniversary Program.

Mr Firth proposed to the Committee:

*"...to mark the 150th anniversary of our strong and thriving community, I am proposing that I write a 150-page book to commemorate Len's life that recounts his service to his country – as well as his deep love for his family and his fellow man – so it may inspire all of us in 2024 to live our very best life in pursuit of the greater good."*

Separate to the book proposal, Mr Firth has already written a feature film about the 'Bugler of Burwood' that is well into development with early interest from the film industry. Mr Firth is also a journalist and writes for The Australian Newspaper and has invested significant time in researching Len Hall's life.

The proposal sought endorsement of the 'Bugler of Burwood' book concept from the Committee as well as further discussions and support from Council in relation to the distribution and promotion of the book with all net proceeds proposed to be donated to local charities. It was noted that Mr Firth was not seeking any financial support in relation to the writing, editing or production of the proposed book.

### Feedback from the Committee:

- Committee members noted that the potential of the 'Bugler of Burwood' screenplay and the proposed book to be released in conjunction with the Burwood 150 Year Anniversary program were a phenomenal offer that the Committee should support.
- The Committee endorsed the proposed project and suggested that Mr Firth be invited to attend a future meeting when face to face meetings can resume.
- Committee members suggested that funds raised from the publication could go towards supporting ex-servicemen and women and their families.
- Committee members also noted that there could be some form of financial assistance or grant provided to support the printing costs related to the proposed 'Bugler of Burwood' book.
- The Committee suggested approaching Mr Firth about a potential future article in The Australian about the sesquicentenary project once further progressed.

### Actions or Recommendations arising:

- 5.1 Council to provide the Committee's feedback to Mr Firth and arrange a future meeting in conjunction with Club Burwood RSL to further discuss the support needs of the proposed 'Bugler of Burwood' book project.

## 6. FEEDBACK ON SESQUICENTENARY DRAFT BRANDING/ LOGO

Council's Business & Community Engagement Officer presented a draft concept for the Burwood



## ITEM NUMBER RC5/21 - ATTACHMENT 1

### **Draft Meeting Minutes - Burwood 150 Years Anniversary Steering Committee - 13 July 2021**

---

150 Years Anniversary logo for the initial feedback of the Committee. It was noted that Council had engaged a graphic designer to develop the initial concept as well as an Aboriginal artist to design components within the logo that appropriately recognize the original custodians of the land.

#### **Feedback from the Committee:**

- The logo should incorporate '1874' into the design.
- Although the colours of the draft logo align with Council's branding, some of the colours could be modified to make the logo even bolder. A range of colour suggestions were provided by the group.
- The Committee put forward a range of suggestions in relation to the elements depicted in the logo representing Burwood's history.
- The Committee noted the need to acknowledge and depict the current multicultural community of Burwood into the logo.

#### **Actions or Recommendations arising:**

- 6.1 Council to revise the draft logo to incorporate the feedback and suggestions of the Committee and circulate the updated logo design prior to the next Committee Meeting.

### **7. GENERAL BUSINESS**

- The Committee discussed the Old Post Office Clock Tower on Burwood Road, noting that the clock has not been working for some years and the owner of the property is keen to discuss repairs/restoration of the clock.
- Council's Multicultural and Local Studies Librarian noted that the Clock Tower was built in October 1902 and that it would be ideal to time repairs with its 120 year anniversary in 2022.
- Council could assist the property owner to research funding opportunities, such as heritage grants, to support repairs to the Clock Tower.

#### **Actions or Recommendations arising:**

- 7.1 Council to follow up with the current property owner to discuss restoration of Burwood's iconic Clock Tower.

### **8. SCHEDULE OF MEETINGS**

Committee members endorsed the proposed meeting schedule for 2021/22. It was proposed that the next meeting should focus on mapping key dates and events in 2024.

### **9. CLOSE OF MEETING**

The Meeting Chair, Mayor of Burwood, Cr John Faker thanked the Committee for their attendance and participation. The meeting was closed at 3.10pm.

**(ITEM RC6/21) BURWOOD LOCAL TRAFFIC COMMITTEE - JULY 2021**

File No: 21/29771

REPORT BY DIRECTOR CITY ASSETS

**Summary**

Attached are the Minutes of the Burwood Local Traffic Committee from its meeting of July 2021. The Minutes are hereby submitted to the Ordinary Council Meeting for consideration and adoption by Council.

**Operational Plan Objective**

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

***Recommendations***

That the minutes of the Burwood Local Traffic Committee of July 2021 be noted and the recommendations of the Committee as detailed below be adopted as a resolution of the Council.

**(ITEM LTC11/21) COMER STREET, BURWOOD - NEW PEDESTRIAN CROSSING*****Recommendations***

1. That Council approve the installation of a raised pedestrian crossing in Comer Street, Burwood, including kerb extensions and all relevant signs and linemarking per the plan in this report.
2. That Council approve the installation of speed cushions in Comer Street and Britannia Avenue, along with all relevant signs, linemarking and plantings per the plan in this report.

**(ITEM LTC12/21) ROYCE AVENUE, CROYDON - IMPLEMENTATION OF RESIDENTIAL PARKING SCHEME*****Recommendations***

1. That Council approve the installation of '2P, 8.00am – 6.00pm Monday to Friday and 8.00am – 12.30pm Saturday, Permit Holders Excepted Area 19' parking restrictions along the western side of Royce Avenue per the plan in the report.
2. That Council approve only the property at 1 Rostherne Avenue for inclusion into Area 19 of Council's Permit Parking Scheme.

**(ITEM LTC13/21) TAVISTOCK STREET, CROYDON PARK - TIMED PARKING RESTRICTIONS*****Recommendations***

1. That Council approve the installation of "2P 9am – 6pm Monday to Saturday" parking restrictions on the eastern side of Tavistock Street north of Tangarra Street in the 90 degree angled parking bays per the plan in the report.
2. That Council approve the installation of "No Parking" parking restrictions for one bay on the eastern side of Tavistock Street north of Tangarra Street in the 90 degree angled parking bays per the plan in the report.
3. That Council approve the installation of "2P 9am – 6pm Monday to Saturday" parking restrictions on the northern and southern sides of Tangarra Street between Tavistock Street and Portland Street per the plan in the report.
4. That Council approve the installation of yellow edgelines on all four corners of Tavistock Street and Tangarra Street within the existing "No Stopping" zones.

**(ITEM LTC14/21) ROSE STREET, CROYDON PARK - REQUEST FOR MOBILITY PARKING SPACE*****Recommendation***

That Council approve the installation of one on-street mobility parking space on the western side of Rose Street, directly north of the 'No Stopping' restriction (on the side boundary of property 235 Georges River Road) per the plan in the report.

**(ITEM LTC15/21) REQUEST FOR ADDITIONAL AUSTRALIAN POST ON-STREET PARKING SPACE**

---

***Recommendation***

That Council approve the installation of 'No Parking – Australia Post Vehicles Excepted' restrictions at the below locations:

- 33 Belmore Street, Burwood
- 41 Conder Street, Burwood

**(ITEM LTC16/21) 2021 BURWOOD FESTIVAL - TRAFFIC MANAGEMENT**

---

***Recommendations***

1. That Council approve the full road closure of Park Avenue, Burwood, between Burwood Road and Park Road, from 5.00am to 10.00pm on Sunday 17 October 2021.
2. That Council approves the attached TCP clearly showing all proposed advance warning signage and detours.
3. That Council approve the existing parking spaces in Comer Street Burwood, to be reserved for VIP guests, event organisers and emergency vehicles on the day of the event.
4. That the transport for NSW (TfNSW) and the Traffic Management Centre (TMC) are notified of the festival at least one week prior to the event date.
5. That all proposed temporary VMS boards are approved for installation at the locations specified for a period of one week prior to the event date.

**(ITEM LTC17/21) 2021 EATS&BEATS BURWOOD SPRING EVENT - TRAFFIC MANAGEMENT**

---

***Recommendations***

1. That Council approve the full road closure of Burwood Road between Railway Parade and Park Avenue from 3.00pm to 12.00am on Sunday 26 September 2021.
2. That the Transport for NSW (TfNSW) and the Traffic Management Centre (TMC) be notified of the event at least one week prior to the event date.
3. That all proposed temporary VMS boards are approved for installation at the locations specified for a period of one week prior to the event date.

**Attachments**

- 1 Burwood Local Traffic Committee Agenda - July 2021
- 2 Burwood Local Traffic Committee Minutes - July 2021



## NOTICE OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING

The July 2021 meeting of the Burwood Local Traffic Committee will be held electronically with the Agenda emailed to Members for review. All comments are requested to be returned to Council by 9.30am Friday 2 July 2021.

Tommaso Briscese  
**GENERAL MANAGER**

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

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

## AGENDA

### APOLOGIES/LEAVE OF ABSENCES

### CONFIRMATION OF MINUTES

#### *Recommendation*

That the Minutes of the April 2021 Meeting of Burwood Local Traffic Committee as typed and circulated, be confirmed and signed as a true record of the proceedings of that meeting.

### GENERAL BUSINESS

(ITEM LTC11/21)	COMER STREET, BURWOOD - NEW PEDESTRIAN CROSSING.....	3
(ITEM LTC12/21)	ROYCE AVENUE, CROYDON - IMPLEMENTATION OF RESIDENTIAL PARKING SCHEME .....	7
(ITEM LTC13/21)	TAVISTOCK STREET, CROYDON PARK - TIMED PARKING RESTRICTONS.....	10
(ITEM LTC14/21)	ROSE STREET, CROYDON PARK - REQUEST FOR MOBILITY PARKING SPACE.....	13
(ITEM LTC15/21)	REQUEST FOR ADDITIONAL AUSTRALIAN POST ON-STREET PARKING SPACE.....	15
(ITEM LTC16/21)	2021 BURWOOD FESTIVAL - TRAFFIC MANAGEMENT .....	18
(ITEM LTC17/21)	2021 EATS&BEATS BURWOOD SPRING EVENT - TRAFFIC MANAGEMENT .....	21

**(ITEM LTC11/21) COMER STREET, BURWOOD - NEW PEDESTRIAN CROSSING**

File No: 21/27335

REPORT BY ENGINEER TRAFFIC &amp; DESIGN

**Summary**

Council has received representations from Southern Cross Catholic Vocational College requesting the installation of a new pedestrian crossing in Comer Street, Burwood, in order to provide a safe means for students to cross Comer Street and access the Burwood Town Centre and local public transport facilities. The School has also requested some additional traffic calming measures to further reduce vehicular speeds along the school frontage.

**Background**

Council has received enquiries from Southern Cross Catholic Vocational College in Burwood who have raised concerns with the overall safety of its students crossing Comer Street. The College has requested that Council investigate the possibility of installing a pedestrian crossing to assist with the current pedestrian movements. The school provided the following advice:

- There are consistently a number of pedestrian near misses.
- There is a dangerous blind spot from Britannia Avenue as this street curves around to become Comer St and the school entry gate is in close proximity.
- MLC parents tend to line up to pick up and drop off their kids in Comer Street and Britannia Avenue creating heavy traffic congestion during school peak times.

Comer Street is an unclassified local road that serves as a connection to Parramatta Road. It currently includes a sign posted speed limit of 50 km/h which converts to 40 km/h School Zone on School days between the hours of 8:00am-9:30am and 2:30-4:00pm.

It is worth noting that Southern Cross being a vocational school has different start and finish times ranging between 7.30am and 5.40pm daily meaning students commence and finish at staggered times of the day, depending when their lesson is running.

The warrants for a pedestrian crossing require the measured flows to be greater than 500 vehicles per hour and greater than 30 pedestrians per hour. The total of vehicles (V) multiplied by pedestrians (P) must also be greater than 60,000.

A reduced pedestrian crossing warrant is permissible, where the proposed crossing is to be used by a high proportion of children or elderly pedestrians, such as the proposed subject crossing location. The reduced warrant requires volumes greater than 200 vehicles and 30 pedestrians per hour for two one-hour periods on a typical day.

Physical pedestrian and vehicle counts were undertaken along the frontage of the school in Comer Street on Wednesday 21<sup>st</sup> April for PM counts and Monday 26<sup>th</sup> April for the AM counts, during both the morning and afternoon school peak drop off/pick up times. The results showed that the reduced warrant for a pedestrian crossing was met, noting that a large number of pedestrians were school students (see table below).

Pedestrian & Vehicle Counts – Comer Street, Burwood (west of Neich Parade)									
Count Number (Time of Day)	Date	Time		Duration (Hours)	Pedestrians (Total Number)	Minimum Pedestrians Required	Vehicles (Total Number Bi-directional)	Minimum Vehicles Required	Number of School Students (%)
		Start	Finish						
1 (Morning - AM)	26/04/2021	8.00am	9.00am	1	124	30	416	200	87 (70%)
2 (Afternoon - PM)	21/04/2021	2.30pm	3.30pm	1	126	30	247	200	89 (71%)

**Traffic Count Results**

It should be noted that during the pedestrian and traffic counts, a significant pedestrian desire line was verified in Comer Street near its intersection with Neich Parade with pedestrians heading into Burwood Park. Some other notable observations are detailed below:

- Significant queuing from MLC primary school parents was noted in the PM peak, with the traffic queue at times extending all the way along Comer Street into Burwood Road.
- U-turn maneuvers were observed for vehicles heading westbound turning to head eastbound in both the AM and PM peak periods.
- Due to excessive queuing associated with MLC vehicles in the PM peak observations showed vehicles turning right from Neich Parade into the opposing vehicular lane as there was no gap in traffic to access the westbound travel lane.
- Conflict between parking exit maneuvers from the 90 degree angled parking area and cars queued in Comer Street heading westbound associated with the MLC primary school pick up in the PM peak.
- Near misses observed for ‘right near’ and ‘right far’ accident types between vehicles heading southbound in Neich Parade and vehicles heading both eastbound and westbound in Comer Street.
- General conflict between maneuvers in/out of the 90-degree parking on the opposite side of the school in Comer Street and both eastbound and westbound traffic in Comer Street.

Additionally, a moderate number of students were found to cross Comer Street near the front gate of the school however it is not possible to install a crossing at this location as it will considerably impact the existing street parking on both sides of the street. It would also unlikely be used by other pedestrians who predominantly cross the road near Neich Parade.

The attached conceptual plan has been prepared showing a new raised pedestrian crossing in Comer Street in and around where pedestrians were observed to be crossing. Further traffic calming devices have also been incorporated including new linemarking and speed cushions at the intersection of Comer Street and Britannia Avenue to further assist in slowing down traffic at this bend.

**Proposal**

It is proposed to install a raised marked pedestrian (zebra) crossing in Comer Street immediately west of Neich Parade as shown in the attached concept plan. The addition of the raised pedestrian crossing will assist in controlling vehicle speeds within the street.

To further assist in reducing vehicle speeds and improve safety for all road users it is proposed to install speed cushions in Britannia Avenue just north of the road bend with Comer Street and similarly in Comer Street just east of the road bend with Britannia Avenue. A painted median island is suggested to provide separation for opposing traffic movements and effectively reduce the lane widths. This will assist in bringing down traffic speeds and improve the overall safety of the area.

Additional improvements will include edge lines to separate parking and travel lanes, floodlighting, kerb extensions, blister islands and path realignments at the Neich Parade/Comer Street intersection.

The total loss of on-street parking associated with the proposed pedestrian (zebra) crossing will be two spaces on the southern side of Comer Street. Refer to concept plan.

### **Consultation**

Southern Cross Catholic Vocational College, Montessori Academy Child Care Centre and all residents directly affected by the proposal in Comer Street were notified through a hand delivered survey package which included a letter and survey with the option of providing feedback.

Of the 42 surveys delivered, Council received one reply that was 'strongly in favour' of the proposal. The following comment was provided:

- 1. If consideration could be given for the inclusion of a concrete dividing island at the corner of Britannia Avenue and Comer Street to discourage drivers from cutting the corner.*

Council looked into the possibility of providing a concrete median however given that the proposal already includes a painted traffic island at the bend, the preferred approach is that the painted island is installed first to determine its impact. If further action is then required Council will act accordingly.

### **Financial Implications**

The cost of installing a new raised pedestrian crossing, associated kerb extensions, speed cushions, linemarking and signposting is estimated to cost \$165,000. These facilities would be fully funded from the Federal Government Stimulus Commitment Road Safety Program – School Zone Infrastructure which was secured in April 2021.

### **Recommendations**

1. That Council approve the installation of a raised pedestrian crossing in Comer Street, Burwood, including kerb extensions and all relevant signs and linemarking per the plan in this report.
2. That Council approve the installation of speed cushions in Comer Street and Britannia Avenue, along with all relevant signs, linemarking and plantings per the plan in this report.

### **Attachments**

- 1 Comer Street - Pedestrian Crossing Proposal - CONCEPT PLAN



ITEM NUMBER LTC11/21 - ATTACHMENT 1  
Comer Street - Pedestrian Crossing Proposal - CONCEPT PLAN



**(ITEM LTC12/21) ROYCE AVENUE, CROYDON - IMPLEMENTATION OF RESIDENTIAL PARKING SCHEME**

---

File No: 21/27340

REPORT BY TRAFFIC ENGINEERING OFFICER

**Summary**

Following the changes to parking in Royce Avenue approved at the March Council meeting, Council resolved to undertake an investigation into the expansion of Permit Parking Scheme (PPS) Area 19 into Royce Avenue for the resident at 1 Rostherne Avenue Croydon.

**Background**

Following the recent decision at the March Council meeting to install a short section of 'No Parking' restrictions in Royce Avenue, the below recommendations were also adopted:

- Council to investigate the expansion of Permit Parking Scheme (PPS) Area 19 to include the side boundary of 1 Rostherne Avenue;
- Only the property at 1 Rostherne Avenue to be incorporated into Area 19 of the PPS.

Royce Avenue is 5.0m wide and allows vehicles to travel in a north and south direction. Currently there are three unrestricted parking spaces along the western side of Royce Avenue and 1 'No Parking' space along the side boundary of #1 Rostherne Avenue.

Council Traffic Officers have conducted parking occupancy audits in this area and found that the parking is heavily utilized throughout the day with very little turnover of vehicles. This is partly contributed by the commercial properties along Parramatta Road which includes car sales, boat sales and vehicle rental businesses.

The audits have also found that the property at 1 Rostherne Avenue has one-off street parking space which is accessed via Royce Avenue.

It is noted that a separate investigation is also being undertaken for the implementation of a PPS in a larger area which includes Cheltenham Road, Rostherne Avenue, Monash Parade and the remainder of Royce Avenue.

**Proposal**

The current proposal is only considering the three on-street parking spaces along the side boundary of 1 Rostherne Avenue. It is proposed to install '2P, 8.00am – 6.00pm Monday to Friday and 8.00am – 12.30pm Saturday, Permit Holders Excepted Area 19' restrictions in these three bays.

Per Council's recommendation only the resident at 1 Rostherne Avenue is permitted to obtain parking permits to park in this area. All other vehicles will be required to park per the sign posted restrictions.



**Consultation**

Consultation has been conducted with all residents in Rostherne Avenue, Croydon. Four responses have been received, three of which were in favour of the proposal and one of which was against. No further comments or details were provided by the resident against the proposal.

**Financial Implications**

The installation of four new parking signs and two posts are estimated to cost \$700.00 and will be funded from Council's 2021/22 Traffic Facilities Budget.

***Recommendations***

1. That Council approve the installation of '2P, 8.00am – 6.00pm Monday to Friday and 8.00am – 12.30pm Saturday, Permit Holders Excepted Area 19' parking restrictions along the western side of Royce Avenue per the plan in the report.
2. That Council approve only the property at 1 Rostherne Avenue for inclusion into Area 19 of Council's Permit Parking Scheme.

**Attachments**

There are no attachments for this report.

**(ITEM LTC13/21) TAVISTOCK STREET, CROYDON PARK - TIMED  
PARKING RESTRICTIONS**

---

File No: 21/27209

REPORT BY MANAGER TRAFFIC &amp; TRANSPORT

**Summary**

A review of parking adjacent to local businesses in Tavistock Street and Tangarra Street has been undertaken with a view of improving turnover of vehicles.

**Background**

Council has received correspondence requesting a review of the parking restrictions in Tavistock Street adjacent to the local shops. The concerns related specifically to the lack of turnover of parked vehicles which resulted in visitors to the area having to park a distance away from the shops.

The local shops which are located in Tangarra Street between Portland Street and Tavistock Street include a post office, news agent, restaurant, hair salon, health centre and education centre. Kerbside parking is permitted in both Tavistock Street and Tangarra Street, with a small section of 90 degree perpendicular parking located on the eastern side of Tavistock Street, north of Tangarra Street.

Parking occupancy audits were undertaken along Tavistock Street in the immediate vicinity of the shops as well as along Tangarra Street between Portland Street and Tavistock Street. The results of the audits found that whilst there was generally parking available at various times of the day there were vehicles which were observed to have been parking all day which limited the number of parking spaces available.

**Proposal**

It is proposed to implement timed parking restrictions along the eastern side of Tavistock Street both north and south of Tangarra Street along the side boundaries of the businesses. It is also proposed to implement timed parking restrictions on the northern and southern sides of Tangarra Street between Tavistock Street and Portland Street directly fronting the businesses.

The timed parking restrictions proposed are "2P 9am – 6pm Monday to Saturday".

**Consultation**

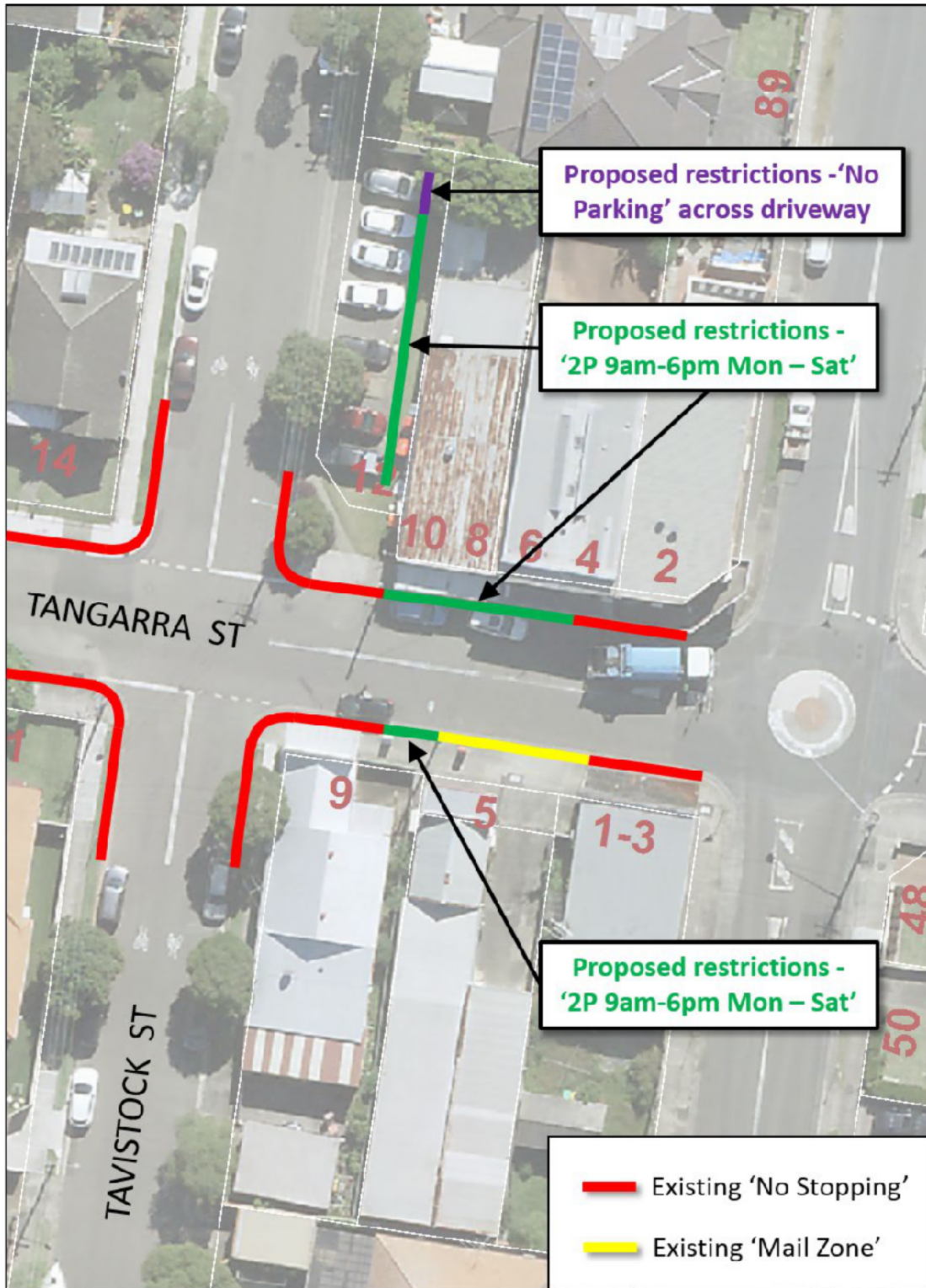
Consultation was undertaken with all shops along Tangarra Street as well as residential properties located in Tavistock Street, Tangarra Street and Portland Street which are in proximity to the subject area.

One response was received from the resident at 11 Tangarra Street objecting to the proposed parking restrictions on the eastern side of Tavistock Street, south of Tangarra Street. It is felt that timed parking in this area would force cars that are parked all day to then park on the western side of Tavistock Street and impact residents.

As such the timed parking restrictions in Tavistock Street are proposed to be limited to the angled parking bays north of Tangarra Street only.

The resident also raised concerns about motorists parking their vehicles within the "No Stopping" zones on the corner of Tavistock Street and Tangarra Street when visiting the local businesses.

In order to address this issue it is proposed to install yellow edgelines on all four corners of this intersection aligned with the existing "No Stopping" zones to improve driver awareness of the restrictions.



**Financial Implications**

The cost of installing a new signage and linemarking is estimated to cost \$2,700. These facilities would be funded from the 2021/22 Traffic Facilities budget.

**Recommendations**

1. That Council approve the installation of “2P 9am – 6pm Monday to Saturday” parking restrictions on the eastern side of Tavistock Street north of Tangarra Street in the 90 degree angled parking bays per the plan in the report.
2. That Council approve the installation of “No Parking” parking restrictions for one bay on the eastern side of Tavistock Street north of Tangarra Street in the 90 degree angled parking bays per the plan in the report.
3. That Council approve the installation of “2P 9am – 6pm Monday to Saturday” parking restrictions on the northern and southern sides of Tangarra Street between Tavistock Street and Portland Street per the plan in the report.
4. That Council approve the installation of yellow edgelines on all four corners of Tavistock Street and Tangarra Street within the existing “No Stopping” zones.

**Attachments**

There are no attachments for this report.

**(ITEM LTC14/21) ROSE STREET, CROYDON PARK - REQUEST FOR MOBILITY PARKING SPACE**

File No: 21/15802

REPORT BY TRAFFIC ENGINEERING OFFICER

**Summary**

Council has received a request from Optimum Health Solutions to install a mobility parking space in Rose Street Croydon Park to assist mobility impaired patients to attend their facility.

**Background**

The Rehabilitation Centre’s Manager from Optimum Health Solutions has requested the installation of a mobility parking space in Rose Street to assist with on-street parking in a short proximity of the facility for mobility impaired patients. Optimum Health Solutions has requested assistance from the road authority Transport for NSW (TfNSW) who advised that a mobility parking space on a State Road is not permitted due to the existing clearway and bus stop.

Optimum Health Solutions is a rehabilitation centre that conducts hydrotherapy, physiotherapy, exercise physiology, rehab gym, etc.

The facility which fronts Georges River Road Croydon Park is located on the northern side of a State Road that currently consists of a bus zone and clearway between 6.00am – 10.00am Monday to Friday.



A site inspection was conducted by Council Officers to determine the closest available on-street space that still offers accessibility for mobility impaired customers. The position available was on the eastern side of Rose Street along the side of property 233 Georges River Road that has minimal impact to local residents and sufficient length for a mobility parking space.



**Proposal**

It is proposed to install a mobility parking space on the western side of Rose Street Croydon Park (i.e. on the side boundary of property 233 Georges River Road) to assist with mobility impaired customers.



Mobility parking spaces are available for use by any motorist with a valid mobility parking permit and are not for the exclusive use of any one user.

This mobility parking space will be reviewed within the first 12 months to determine its use.

**Consultation**

Consultation has been conducted with the resident at 50 Rose Street and 233 Georges River Road to determine if there are any objections to the proposed mobility parking space. It is noted that both properties have off-street parking spaces. No responses were received to the consultation.

**Financial Implications**

The installation of new 'mobility parking' signage is estimated to cost \$400 and will be funded from the 2021/2022 Traffic Facilities Budget.

**Recommendation**

That Council approve the installation of one on-street mobility parking space on the western side of Rose Street, directly north of the 'No Stopping' restriction (on the side boundary of property 235 Georges River Road) per the plan in the report.

**Attachments**

There are no attachments for this report.

**(ITEM LTC15/21) REQUEST FOR ADDITIONAL AUSTRALIAN POST ON-STREET PARKING SPACE**

File No: 21/22880

REPORT BY TRAFFIC ENGINEERING OFFICER

**Summary**

A request has been received to install 'No Parking – Australia Post Vehicles Excepted' restrictions in two separate locations within Burwood LGA to accommodate new and existing delivery points for easier access to residential properties by Postal Delivery Officers (PDO).

**Background**

Council has received a request from Australia Post for on-street parking permits to allow mail delivery vehicles to park within any restricted parking spaces for an extended period of time within the Burwood Town Centre.

The requests stated that with the increased demand for short-term on-street parking spaces in Burwood LGA in conjunction with the expansion of the Australia Post delivery points, parking permits are required to assist their Postal Delivery Officers (PDO) to conduct shorter, faster and safer deliveries to residential properties without the need to currently leave their vehicles at designated mail zones for an extended period of time.

Additional concerns were raised over the efficiency of their service and ability for PDO to safely transport large amounts of parcel through various streets within the town centre where on-street parking is in high demand. Another concern was raised where public vehicles incorrectly park in mail zones/loading zones forcing PDO to stop in ticketed and No Stopping areas to unload and load parcels resulting in infringements issued and delays in conducting their service while looking for a parking space.

Council Officers have consulted with other Council's to see if they had received similar requests and how they had been processed. The below table is a summary of the responses received.

Georges River Council	Additional parking space has been provided with the signage 'No Parking – Australia Post vehicles excepted' used. No physical permits issued.
Inner West Council	No requests received however have advised that they would only support changes to parking areas fronting the mail boxes in lieu of permits.
Canada Bay Council	No Response received.
Strathfield Council	No Response received.

Following on from the consultation with other Council's, Australia Post was requested to provide a list of delivery points and locations where additional parking is required. Australia Post has since provided a list of streets that may assist their PDO.

**Proposal**

Following an in-depth analysis of the areas requested by Australia Post and from a traffic and road safety perspective, it is proposed to install 'No Parking – Australia Post Vehicles Excepted' restrictions at the following two locations to assist the Postal Delivery Officers.

33 Belmore Street Burwood

- The proposed location will utilise the existing 'No Parking' area between two property driveways



41 Conder Street, Burwood

- The proposed location will utilise the existing section of the 'Bus Zone'



The proposed installation of 'No Parking – Australia Post Vehicles Excepted' restrictions at the two above locations will not result in the loss of any on-street parking spaces.

The 'No Parking' restrictions will also allow any vehicle to stop for up to two minutes to drop off or pick up passengers or goods provided the driver does not leave the vehicle.

**Consultation**

Council conducted consultation with Transit Systems regarding the partial use of their bus zone on Conder Street. Transit Systems had no concerns with the proposal.

The other two locations do not impact any existing on-street parking and therefore no consultation was undertaken.

**Financial Implications**

The installation of four new parking signs and one post are estimated to cost \$550.00 and will be funded from Council's 2021/22 Traffic Facilities Budget.

***Recommendation***

That Council approve the installation of 'No Parking – Australia Post Vehicles Excepted' restrictions at the below locations:

- 33 Belmore Street, Burwood
- 41 Conder Street, Burwood

**Attachments**

There are no attachments for this report.

**(ITEM LTC16/21) 2021 BURWOOD FESTIVAL - TRAFFIC MANAGEMENT**

File No: 21/22691

REPORT BY TRAFFIC ENGINEERING OFFICER

**Summary**

In order to facilitate the annual Burwood Festival event it is proposed to provide a full road closure of Park from 5.00am to 10.00pm on Sunday 17 October 2021.

**Background**

Burwood Council will be hosting its annual Burwood Festival event on Sunday 17 October 2021. This festival has been held for over 30 years and has the full support of the Burwood Chamber of Commerce and the NSW Police Service.

In the past, Park Avenue has been closed to vehicular traffic which has been successful in providing increased safety for pedestrians crossing Burwood Road and Park Avenue to attend the event.

**Proposal**

Due to this closure, there will be no access to Park Avenue from Burwood Road with residential access only provided from Park Road to allow access to the driveway of properties at 34 - 38 Dunns Lane which will also be closed to general traffic. Dunns Lane will remain accessible for residents and deliveries to businesses. Appropriate advance warning signage and detours will be provided as indicated in the attached Traffic Control Plan (TCP).

The event organisers will ensure that access through the closed-off area will be available for emergency vehicles with the guidance of traffic controllers. Furthermore, Police will be providing assistance with crowd control and pedestrian flow throughout the festival site and at the intersection of Park Avenue and Burwood Road.

Parking along Comer Street will be reserved for the VIP guests on the day, along with the event organisers and emergency vehicles.

**Consultation**

Two Variable Message Signs (VMS) will be erected at the intersection of Burwood Road and Parramatta Road, on opposing sides, one week prior to the festival to inform motorists of the event and the road closure of Park Avenue between 5.00am and 10.00pm. Another VMS will be placed at the intersection of Burwood Road and Minna Street during the same period.

In addition, a VMS will also be positioned, at the intersection of Gladstone Street and Wentworth Road outside OTEN, one week prior to the festival to inform motorists of the event and the road closure of Park Avenue for that day.

Written advertisements will be placed in the local newspaper, The Inner West Courier, one week prior to the event date. The advertisement will not only inform locals of the impending festival but will also outline the Park Avenue road closure and any expected delays.

Notice will also be placed on both the Burwood Council website and Burwood Festival website, one week prior to the event.

**Financial Implications**

The Festival relies heavily on sponsorship with Council contributing a threshold budgeted from Council's Events Budget 2021/22.

***Recommendations***

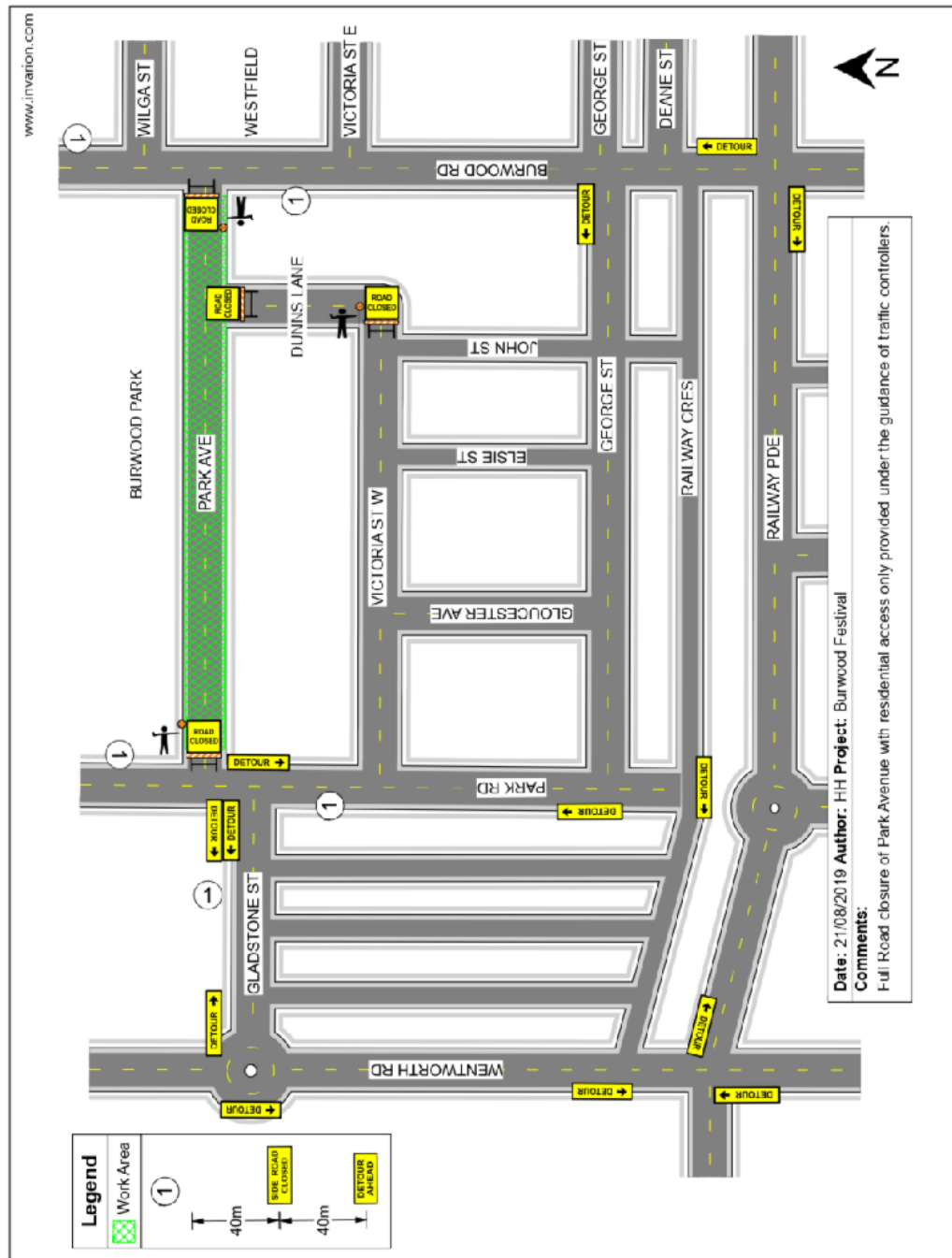
1. That Council approve the full road closure of Park Avenue, Burwood, between Burwood Road and Park Road, from 5.00am to 10.00pm on Sunday 17 October 2021.
2. That Council approves the attached TCP clearly showing all proposed advance warning signage and detours.
3. That Council approve the existing parking spaces in Comer Street Burwood, to be reserved for VIP guests, event organisers and emergency vehicles on the day of the event.
4. That the transport for NSW (TfNSW) and the Traffic Management Centre (TMC) are notified of the festival at least one week prior to the event date.
5. That all proposed temporary VMS boards are approved for installation at the locations specified for a period of one week prior to the event date.

**Attachments**

- 1 Burwood Festival TCP

ITEM NUMBER LTC16/21 - ATTACHMENT 1

Burwood Festival TCP



**(ITEM LTC17/21) 2021 EATS&BEATS BURWOOD SPRING EVENT - TRAFFIC MANAGEMENT**

---

File No: 21/27342

REPORT BY TRAFFIC ENGINEERING OFFICER

**Summary**

To seek the Committee's endorsement of the full road closure of Burwood Road Burwood, between Railway Parade and Park Road. The road closure is required from 3.00pm to midnight on Sunday 26 September 2021.

**Background**

Burwood Council Events Team is currently organising a new event to occur in spring. Eats&Beats is a brand new food and music event to transform the popular Burwood restaurant strip along Burwood Road into an urban park for one night.

The event will allow customers to order food from local restaurants and then sit on the street amongst temporary plants, roaming musicians and light installations.

Council will organise the placement of tables, chairs and plants to assist with the event. The event will take Burwood's reputation as a foodie destination to a whole new level.

**Proposal**

Due to this closure, there will be no access on Burwood Road between Railway Parade and Park Avenue from 3.00pm to 12.00am on Sunday 26 September 2021.

Appropriate advance warning signage and detours will be provided on the day with a Traffic Control Plan to be created upon confirmation of detours by Burwood Police, Transit Systems and Emergency services.

The event organisers will ensure that access through the closed-off area will be available for emergency vehicles with the guidance of traffic controllers.

**Consultation**

Two Variable Message Signs (VMS) will be erected at the intersection of Burwood Road and Parramatta Road, on opposing sides, one week prior to the event to inform motorists of the road closure on Burwood Road between 3.00pm to 12.00am. Another VMS will be placed at the intersection of Burwood Road and Minna Street during the same period.

Written notification will be provided to all affected business and notice will also be placed on Burwood Council's website, one week prior to the event.

Council is currently in discussion with Burwood Police, Transport for NSW, Transit Systems and Emergency services to determine alternate routes on the day.

**Financial Implications**

The event will rely heavily on sponsorship with Council contributing a threshold budgeted from Council's Events Budget 2021/22.



***Recommendations***

1. That Council approve the full road closure of Burwood Road between Railway Parade and Park Avenue from 3.00pm to 12.00am on Sunday 26 September 2021.
2. That the Transport for NSW (TfNSW) and the Traffic Management Centre (TMC) be notified of the event at least one week prior to the event date.
3. That all proposed temporary VMS boards are approved for installation at the locations specified for a period of one week prior to the event date.

**Attachments**

There are no attachments for this report.



MINUTES OF THE MEETING OF THE BURWOOD LOCAL TRAFFIC COMMITTEE held at Burwood Council, 2 Conder Street, Burwood on Thursday 1 July 2021 commencing at 9.30am.

**ATTENDANCE** Cr John Faker (Mayor) Chairperson  
Snr Cst. Germaine Grant, NSW Police Service  
Mr Boyd Johns, Transport for NSW  
Ms Jodi McKay, State Member for Strathfield  
Mr Peter Whitney, Transit Systems  
Mr Doug Sutherland AM, JP, Burwood Chamber of Commerce

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

**APOLOGIES**

That there were no apologies.

**CONFIRMATION OF MINUTES**

That the minutes of the Burwood Local Traffic Committee of Burwood held in April 2021, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.

**GENERAL BUSINESS**

**(ITEM LTC11/21) COMER STREET, BURWOOD - NEW PEDESTRIAN CROSSING**

**Summary**

Council has received representations from Southern Cross Catholic Vocational College requesting the installation of a new pedestrian crossing in Comer Street, Burwood, in order to provide a safe means for students to cross Comer Street and access the Burwood Town Centre and local public transport facilities. The School has also requested some additional traffic calming measures to further reduce vehicular speeds along the school frontage.

**Recommendations**

1. That Council approve the installation of a raised pedestrian crossing in Comer Street, Burwood, including kerb extensions and all relevant signs and linemarking per the plan in this report.
2. That Council approve the installation of speed cushions in Comer Street and Britannia Avenue, along with all relevant signs, linemarking and plantings per the plan in this report.

**(ITEM LTC12/21) ROYCE AVENUE, CROYDON - IMPLEMENTATION OF RESIDENTIAL PARKING SCHEME**

---

**Summary**

Following the changes to parking in Royce Avenue approved at the March Council meeting, Council resolved to undertake an investigation into the expansion of Permit Parking Scheme (PPS) Area 19 into Royce Avenue for the resident at 1 Rostherne Avenue Croydon.

**Meeting Notes**

Police - No objections but recommend that the resident limited to one permit only.

**Recommendations**

1. That Council approve the installation of '2P, 8.00am – 6.00pm Monday to Friday and 8.00am – 12.30pm Saturday, Permit Holders Excepted Area 19' parking restrictions along the western side of Royce Avenue per the plan in the report.
2. That Council approve only the property at 1 Rostherne Avenue for inclusion into Area 19 of Council's Permit Parking Scheme.

**(ITEM LTC13/21) TAVISTOCK STREET, CROYDON PARK - TIMED PARKING RESTRICTIONS**

---

**Summary**

A review of parking adjacent to local businesses in Tavistock Street and Tangarra Street has been undertaken with a view of improving turnover of vehicles.

**Recommendations**

1. That Council approve the installation of "2P 9am – 6pm Monday to Saturday" parking restrictions on the eastern side of Tavistock Street north of Tangarra Street in the 90 degree angled parking bays per the plan in the report.
2. That Council approve the installation of "No Parking" parking restrictions for one bay on the eastern side of Tavistock Street north of Tangarra Street in the 90 degree angled parking bays per the plan in the report.
3. That Council approve the installation of "2P 9am – 6pm Monday to Saturday" parking restrictions on the northern and southern sides of Tangarra Street between Tavistock Street and Portland Street per the plan in the report.
4. That Council approve the installation of yellow edgelines on all four corners of Tavistock Street and Tangarra Street within the existing "No Stopping" zones.

**(ITEM LTC14/21) ROSE STREET, CROYDON PARK - REQUEST FOR MOBILITY PARKING SPACE**

---

**Summary**

Council has received a request from Optimum Health Solutions to install a mobility parking space in Rose Street Croydon Park to assist mobility impaired patients to attend their facility.

**Recommendation**

That Council approve the installation of one on-street mobility parking space on the western side of Rose Street, directly north of the 'No Stopping' restriction (on the side boundary of property 235 Georges River Road) per the plan in the report.

**(ITEM LTC15/21) REQUEST FOR ADDITIONAL AUSTRALIAN POST ON-STREET PARKING SPACE**

---

**Summary**

A request has been received to install 'No Parking – Australia Post Vehicles Excepted' restrictions in two separate locations within Burwood LGA to accommodate new and existing delivery points for easier access to residential properties by Postal Delivery Officers (PDO).

**Recommendation**

That Council approve the installation of 'No Parking – Australia Post Vehicles Excepted' restrictions at the below locations:

- 33 Belmore Street, Burwood
- 41 Conder Street, Burwood

**(ITEM LTC16/21) 2021 BURWOOD FESTIVAL - TRAFFIC MANAGEMENT**

---

**Summary**

In order to facilitate the annual Burwood Festival event it is proposed to provide a full road closure of Park from 5.00am to 10.00pm on Sunday 17 October 2021.

**Meeting Notes**

TfNSW - No objections subject to TfNSW review of Special Event TMP for concurrence. VMS should be placed at sites that are clear of signalised intersections, and where minimum approach sight distance is available for the sign posted speed limit.

**Recommendations**

1. That Council approve the full road closure of Park Avenue, Burwood, between Burwood Road and Park Road, from 5.00am to 10.00pm on Sunday 17 October 2021.
2. That Council approves the attached TCP clearly showing all proposed advance warning signage and detours.
3. That Council approve the existing parking spaces in Comer Street Burwood, to be reserved for VIP guests, event organisers and emergency vehicles on the day of the event.
4. That the transport for NSW (TfNSW) and the Traffic Management Centre (TMC) are notified of the festival at least one week prior to the event date.
5. That all proposed temporary VMS boards are approved for installation at the locations specified for a period of one week prior to the event date.

**(ITEM LTC17/21) 2021 EATS&BEATS BURWOOD SPRING EVENT - TRAFFIC MANAGEMENT**

---

**Summary**

To seek the Committee's endorsement of the full road closure of Burwood Road Burwood, between Railway Parade and Park Road. The road closure is required from 3.00pm to midnight on Sunday 26 September 2021.

**Meeting Notes**

TfNSW - No objections subject to TfNSW review of Special Event TMP for concurrence. VMS should be placed at sites that are clear of signalised intersections, and where minimum

approach sight distance is available for the sign posted speed limit.

***Recommendations***

1. That Council approve the full road closure of Burwood Road between Railway Parade and Park Avenue from 3.00pm to 12.00am on Sunday 26 September 2021.
2. That the Transport for NSW (TfNSW) and the Traffic Management Centre (TMC) be notified of the event at least one week prior to the event date.
3. That all proposed temporary VMS boards are approved for installation at the locations specified for a period of one week prior to the event date.

## (ITEM IN16/21) ANSWERS TO QUESTIONS ON NOTICE - COUNCIL MEETING OF 29 JUNE 2021

File No: 21/3784

REPORT BY DIRECTOR CORPORATE SERVICES

### Summary

At the Council Meeting of 29 June 2021 the following Questions on Notice (QoN) were submitted by Councillors. Council Officers responded to the QoN and Councillors were notified on 19 July 2021 of the outcome of the QoN.

### **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:

<b>QUESTIONS ON NOTICE – COUNCIL MEETING OF 29 JUNE 2021</b>	
<b>Question</b>	<b>Response</b>
<p><b><u>Cr Furneaux-Cook</u></b></p> <p><b>Question 1</b> Has Council considered click and collect as part of our response to Covid-19 for patrons of the library?</p>	<p><b><u>Director Community Life</u></b></p> <p>Burwood Library commenced its Click and Collect Service on Friday 9 July 2021. The service enables all Burwood Library members to reserve up to 10 items online via the Library Catalogue or via the Library App. Alternatively, customers can contact library staff to make reservations during the revised Click and Collect Service Hours (Monday–Friday 10.00am to 4.00pm and Saturday-Sunday from 12.00pm–4.00pm) on 9911 9999 or via email to <a href="mailto:library@burwood.nsw.gov.au">library@burwood.nsw.gov.au</a>. For the safety of members of the community and staff, the service is a contactless service and is conducted in a COVID-safe manner.</p> <p>Please note that Council's Digital Collection also remains available and allows 24/7 access to eBooks, eAudio and eMagazines. Council's Home Library Service is also continuing to operate during the closure period for existing customers and residents who are unable to access the Click and Collect Service due to age, illness or incapacity, either temporarily or permanently. If community members are self-isolating, they are also able to access the Home Library Service. For the safety of members of the community and staff, the Home Library Service is also currently operating as a contactless service.</p> <p>Library Programs are continuing to be delivered online wherever possible.</p>
<p><b><u>Cr Furneaux-Cook</u></b></p> <p><b>Question 2</b> What are the current arrangements for Council casuals during this lockdown?</p>	<p><b><u>Director Community Life</u></b></p> <p>Council engages casual employees across two main service areas, the Enfield Aquatic Centre and the Burwood Library. Both of these facilities have been closed since Sunday 27 June 2021 in accordance with the NSW Stay at Home Order.</p>

**QUESTIONS ON NOTICE – COUNCIL MEETING OF 29 JUNE 2021**

Council has offered redeployment opportunities to casual employees wherever feasible and operationally required, however, ongoing redeployment opportunities cannot be guaranteed.

On 13 July 2021, new Commonwealth support payments were announced, including COVID-19 Disaster Payments for individuals requiring temporary financial assistance who have been impacted by the NSW Stay at Home Order. Information about this program and other support measures available has been circulated to all Council employees.

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

There are no attachments for this report.

**(ITEM IN17/21) MAYORAL DISCRETIONARY GRANTS - PERIOD ENDING  
30 JUNE 2021**

File No: 21/31307

REPORT BY GENERAL MANAGER

**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 quarter ending 30 June 2021.

**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) that 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 groups, 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.

**Financial Implications**

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

**Operational Plan Objective**

- 1.1.1 Provide a diverse range of strategies and initiatives that meet the needs of the community
- 2.1.2 A well informed, supported and engaged community.

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

- 1 Mayoral Discretionary Grants - Small Donations - 2020-2021 - PDF version





## (ITEM IN18/21) SAFE AND CLEAN TEAM - PERFORMANCE REPORT JANUARY - JUNE 2021

File No: 21/32177

REPORT BY DIRECTOR CITY ASSETS

### Summary

This report provides performance information on the Safe & Clean Team for the 2021 period.

The Safe & Clean Team operates on a daily basis between the hours of 10am to 6pm and patrols all main business streets in the Burwood Local Government Area as defined in the contract including Burwood Road, Liverpool Road, The Boulevarde, The Strand and Georges River Road.

The Safe & Clean Team focuses on ensuring that the main business streets are always clean by removing light litter and cleaning infrastructure as well as reporting all crime activity to Police and local law breaches to Council. Additionally the team provide a key visual presence for Council along the main commercial streets during the above hours.

Below highlights the performance for the January 2021 - June 2021 period:

Activity	Rubbish removed from roadway	Shopping trolleys reported & removed into side streets	Advertising posters removed	Report Graffiti on Council Property	Report Road Obstructions	Small spills clean ups
<b>January</b>	1012 litres	54	26	0	0	92
<b>February</b>	1123 litres	148	25	4	3	50
<b>March</b>	1896 litres	121	20	5	1	43
<b>April</b>	1536 litres	173	57	7	3	20
<b>May</b>	1943 litres	185	25	0	0	45
<b>June</b>	1184 litres	75	45	1	1	10
<b>Total</b>	<b>8694 litres</b>	<b>756</b>	<b>198</b>	<b>17</b>	<b>8</b>	<b>260</b>

Note: The shopping trolleys left abandoned on the streets were removed by the trolley owner. During the period, shopping trolleys not removed by the trolley owner within a specific timeframe were processed, impounded and fined. This impounding process has ensured that the majority of trolleys are removed from the streets on a daily basis.

The advertising posters were mainly small handwritten signs placed on poles which were physically removed by the Team.

Rubbish removed from the roadway highlights that Burwood Road has the highest amount of light rubbish dumped on the street and this could be explained by the high volume of pedestrian traffic in this section of the roadway.

Due to the current heightened Covid 19 risk and NSW Health advice, the Safe and Clean team have been asked to prioritise wiping down touch points in the town centers. The increased activity and visibility of the Safe and Clean team has been well received by the community.

Overall the presence of the Safe & Clean Team has made a huge impact towards beautification of the main streets and the safety of the local community.

**No Decision – Information Item Only**

### **Attachments**

There are no attachments for this report.