



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 23 March 2021 at 4:00pm to consider the matters contained in the attached Agenda.

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

Tommaso Briscese
GENERAL MANAGER

Our Mission

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

AGENDA

FOR AN ORDINARY MEETING OF BURWOOD COUNCIL
TO BE HELD ELECTRONICALLY ON TUESDAY 23 MARCH 2021 AT 4.00 PM.

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 16 February 2021 and the Extraordinary Council Meeting held on 2 March 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.I DECLARE THE MEETING CLOSED AT [TIME AS SHOWN ON COMPUTER]

(ANNOUNCED BY CHAIR)

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ADDRESS BY THE PUBLIC ON AGENDA ITEMS COMMENCES

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MAYORAL MINUTE

(ITEM MM5/21) NSW SENIORS FESTIVAL (13 - 24 APRIL 2021)

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MAYORAL MINUTE BY CR JOHN FAKER (MAYOR)

Summary

The NSW Seniors Festival is the largest celebration for seniors in the Southern Hemisphere and this year will be held from 13 to 24 April 2021.

Council has a wide range of activities already planned, including a seniors' lunch at Burwood RSL, free movie sessions for seniors at Event Cinemas at Westfield Burwood, and a series of morning teas for residents in local nursing homes in partnership with Little Helpers on the Run. Council has also successfully obtained \$4,958 in funding from the NSW Department of Communities and Justice to increase participation by local seniors in these activities.

In many instances, seniors in our community have experienced the highest levels of social isolation during the pandemic, and this year's activities will be carefully planned to ensure they are Covid safe and align with our ongoing pandemic response.

As per previous years, I would like Council to provide any senior residing in the Burwood Local Government Area with free access to the Enfield Aquatic Centre during the NSW Seniors Festival 2021 to further support our local seniors. It has been estimated that providing free entry to the Enfield Aquatic Centre will cost Council approximately \$500 or less in lost revenue for the 12 day period.

Furthermore, I would also like to provide local seniors groups and community organisations providing free activities to local seniors during the NSW Seniors Festival 2021 with free access to rooms available for hire in the Burwood Community Hub. It has been estimated that providing free access to rooms available for hire will cost Council an additional \$500 or less in lost revenue for the 12 days that the NSW Seniors Festival is taking place. This initiative will also assist Council to support community run activities for local seniors, introduce more seniors to new facilities and programs available at the Community Hub and assist Council to activate the Community Hub with a broad range of activities as part of the NSW Seniors Festival 2021.

Operational Plan Objective

- 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.
- 1.4 A proud and inclusive community that celebrates diversity.
- 2.2 Strong partnerships to benefit the community.

I therefore move that:

For the period of 13 to 24 April 2021, Council provides:

1. Free access to the Enfield Aquatic Centre for any senior residing in the Burwood Local Government Area on production of a valid Senior's or Aged Pension Card and proof of address.
2. Free access to rooms available for hire in the Burwood Community Hub during library opening hours for local seniors groups and not for profit community organisations providing free activities to seniors residing in the Burwood Local Government Area, with further evidence to be provided at the time of booking confirmation.

Attachments

There are no attachments for this report.

(ITEM 16/21) URBAN PARK AND CULTURAL CENTRE - REPORT ON COMMUNITY ENGAGEMENT FINDINGS

File No: 21/106

REPORT BY DIRECTOR COMMUNITY LIFE

Summary

This report presents the outcomes of the community engagement program undertaken by Council to inform the development of the Urban Park and Cultural Centre at the corner of Conder Street and Railway Parade, Burwood.

Operational Plan Objective

- 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.
- 2.2 Strong partnerships to benefit the community.
- 3.1 Maintain and enhance green and open spaces.
- 4.2 Provide connected and accessible infrastructure.

Background

At the Ordinary Meeting of Council held on 24 November 2020, Council received the report titled 'Conder Street Urban Park and Cultural Centre' and resolved, in part, to:

1. *Adopt the concept plans, internal layouts and landscape designs for the proposed new Urban Park and Cultural Centre at Conder Street, Burwood.*
2. *Undertake a community engagement program to inform the operations of the proposed Urban Park and Cultural Centre and receive a report detailing the outcomes of the community engagement process.*

This report provides an overview of the community engagement program undertaken by Council in response to the Council resolution and presents a summary of the feedback received from the community, which is detailed in Attachment 1.

Proposal

From 30 November 2020 to 28 February 2021, Council worked closely with the local community to provide a range of opportunities for community feedback on the concept plans for the new Urban Park and Cultural Centre at the corner of Conder Street and Railway Parade, Burwood. As part of the community engagement program, Council also sought community input in relation to the potential operations of the site, including the types of programs, activities and services that will be required in order to meet the Burwood community's diverse needs and priorities into the future.

The 'Urban Park and Cultural Centre - Report on Engagement Findings' enclosed under Attachment 1, includes an analysis of the results of the community engagement program, which comprised of a series of community consultation stalls, community consultation workshops, an online community survey and direct engagement with identified key stakeholders. Approximately 180 community members participated in the community engagement program.

The first part of the report presents key findings from the seven (7) Community Consultation Stalls delivered by Council at various dates, times and locations throughout the Burwood Local Government Area (LGA) from December 2020 to February 2021. The following section of the report presents key findings from the two (2) Community Consultation Workshops targeting residents, community organisations and groups, hirers and schools held at the Burwood Library and Community Hub at 2 Conder Street, Burwood in February 2021. The final section of the report

presents key findings from the Online Community Survey, which was made available on the Council website from 30 November 2020 to 28 February 2021.

Overall, the majority of community feedback was supportive of the proposed Urban Park and Cultural Centre with many community members highlighting the need for additional open green space and excited by the project's potential to meet the diverse needs of Burwood's growing population. Detailed information about community engagement activities undertaken and associated findings is available under Attachment 1.

Consultation

From 30 November 2020 to 28 February 2021, Council undertook the following engagement activities to inform the development of the new Urban Park and Cultural Centre:

Method	Description and Participation
Community Consultation Stalls	<p>Seven (7) face to face community consultation stalls were delivered at the following times and locations:</p> <ul style="list-style-type: none"> • Wednesday 9 December 2020, 2pm - 4pm at Burwood Library and Community Hub, Burwood. • Sunday 13 December 2020, 12pm - 2pm at Burwood Library and Community Hub, Burwood. • Friday 18 December 2020, 12pm - 2pm at The Strand, Croydon. • Tuesday 22 December 2020, 9am - 11am at Henley Park, Enfield. • Tuesday 26 January 2020, 5pm - 7pm at Council's Australia Day Event, Wangal Park, Croydon. • Wednesday 10 February 2021, 5pm - 6pm at Henley Park, Enfield. • Thursday 18 February 2021, 4pm – 5pm at Burwood Park, Burwood. <p>A total of 86 community members were engaged.</p>
Community Consultation Workshops	<p>Two (2) community workshops targeting community organisations, residents, hirers, schools and community groups were delivered at the Burwood Library and Community Hub at 2 Conder Street, Burwood on:</p> <ul style="list-style-type: none"> • Tuesday 9 February 2020, 4pm – 5.30pm; and • Thursday 11 February 2020, 10am – 11.30am. <p>A total of 23 community members were engaged.</p>
Online Survey	A total of 45 community members completed the online community survey.
Key Stakeholder Meetings or Presentations	A number of key stakeholder meetings or presentations were also held during the period, including with Council Committees and Advisory Groups, Burwood Public School, Schools Infrastructure NSW and local business networks. Approximately 25-30 community members were engaged via targeted presentations or key stakeholder meetings over the period.

A series of promotional activities were also conducted by Council to ensure that the local community was well informed of Council's proposal and how to have their say. Promotional activities are summarised in the following table:

Activity	Description and Reach
Burwood Council Webpage	Dedicated webpage specific to the project, including project concept plans and an online community survey. 1,230 page views from 30 November 2020 to 28 February 2021.
Social Media	8 Council Facebook posts with a total reach of 3,511 people. 14 Mayor Facebook posts with a total reach of 8,527 people. 6 Instagram posts with a total reach of 2,352 people. 5 WeChat posts with a total reach of 902 people.

Activity	Description and Reach
	One Mayoral Video about the project with a total of 906 views.
Letter from the Mayor and Project Brochure	A direct letter from the Mayor with project brochure to all households (17,000 households) in the Burwood LGA inviting participation in the community engagement program.
Council e-News	Inclusion of project information and access to online survey via Burwood Library e-news (10,228 subscribers) and Burwood Council e-news (15,241 subscribers).
Additional Email Communications	Email communications to: <ul style="list-style-type: none"> • Community groups and organisations operating in the Burwood LGA - 45 recipients. • Existing facility hirers of Council community facilities - 308 recipients. • Enfield Aquatic Centre customer database - 250+ email recipients. • Council committees and various e-networks, including Burwood Multicultural Advisory Committee, ANTAR, Youth Alliance, Burwood Youth Advisory Group, Burwood Business Chamber, Community Grants Database and Inner West Child and Family Network - 150+ email recipients.

Council will report back to participants on the outcomes of the community engagement program and will continue to engage with the community throughout the later stages of the project, including targeted engagement efforts to minimize disruption caused by construction impacts.

Planning or Policy Implications

The Urban Park and Cultural Centre project has been developed in alignment with the following key Council plans:

Policy or Plan	Relevant Goals, Strategies or Priorities
The Community Strategic Plan - Burwood2030	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. 2.2 Strong partnerships to benefit the community. 3.1 Enhanced green and open spaces, and streetscapes. 4.2 Connected and accessible infrastructure. 5.3 Enhance and foster the local identity.
The Burwood Local Strategic Planning Statement	Planning Priority 1. Plan for a city that is supported by infrastructure. Planning Priority 2. Deliver local infrastructure, services and facilities. Planning Priority 7. Grow Burwood's night-time entertainment, dining and other recreational opportunities. Planning Priority 10. Deliver high quality open space and recreation facilities. Planning Priority 11. Increase urban tree canopy cover.

More specifically, the *Burwood Community Facilities and Open Space Strategy* (October 2019) supports Council to plan for the provision and management of best practice community facilities and public open space to address the needs of the current and future population of the Burwood Local Government Area (LGA) to 2036.

Relevant to the Conder Street Urban Park and Cultural Centre proposal, the Strategy identifies that by 2036, the Burwood LGA will need (based on population projections and benchmarks):

- An additional 1,875m² of community centre floor space to meet a benchmark of 80m² per person.

- A cultural/performance space to address a lack of arts and cultural facilities (in the Burwood LGA) and also regionally in the adjoining Canada Bay and Strathfield LGAs.
- New parks for local uses in very high density areas, including the suburb of Burwood.

Furthermore, the Strategy identifies the need for:

- Future facilities to be multi-purpose wherever possible with opportunities to deliver a broad range of community, recreational and cultural uses in the same space.
- New and enhanced open space to be accessible, universally designed and responsive to local needs and interests.
- Further to the multi-purpose principle, ensuring that facilities are fit for their primary purpose is also critical.
- Additional multipurpose spaces that can be configured into a larger space that can accommodate indoor recreation uses, such as dance, fitness and exercise, tai chi, badminton, table tennis as well as broader community and cultural uses such as community meetings, social group gatherings, cultural activities, conferences, civic or private functions.

These identified needs and requirements have been used as a basis for the development of the concept plans for the Urban Park and Cultural Centre and will also inform the next phase of detailed design and planning.

Financial Implications

Council staff developed and administered the community engagement program, undertook the analysis of participant responses and prepared the resultant report. The use of 'in-house' resources ensured minimal costs were incurred in relation to the implementation of the community engagement program.

Council has previously resolved to authorise the General Manager to develop a funding strategy for the project utilising a portion of the monetary contributions from the VPA for the provision of the public benefits articulated in the proposed Urban Park and Cultural Centre, with a further report to be provided to Council on funding options once the detailed design and Cost Plan are further advanced. As part of the detailed design phase, Council will engage a qualified Quantity Surveyor to prepare detailed cost estimates on the construction costs.

Council is continuing to pursue external grant opportunities to contribute towards the costs associated with the project.

Conclusion

Overall, the majority of community feedback was supportive of the proposed Urban Park and Cultural Centre with many community members highlighting the need for additional open green space and excited by the project's potential to meet the diverse needs of Burwood's growing population.

The findings of the community engagement program will be utilised by Council to inform the development of detailed designs and further planning in relation to the future operations, programming and service provision at the site. Community input and feedback received will be incorporated and addressed, where feasible, in the detailed design phase of the project.

Recommendation(s)

That Council:

1. Receive and note the outcomes of the community engagement program undertaken to inform the development of the Urban Park and Cultural Centre as detailed in Attachment 1.

2. Proceed to the detailed design phase of the project, incorporating input and feedback arising from the community engagement program where feasible.

Attachments

- 1 Urban Park and Cultural Centre - Report on Community Engagement Findings (March 2021)

Community Engagement Program for the
Development for the Urban Park and Cultural Centre for Burwood

Report on Engagement Findings:

***'Have Your Say' on
the Proposed Urban
Park and Cultural
Centre for Burwood***



Prepared by:
Community Life, March 2021



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Executive Summary

From 30 November 2020 to 28 February 2021, Council worked closely with the local community to provide a range of opportunities for community feedback on the concept plans for the new Urban Park and Cultural Centre at the corner of Conder Street and Railway Parade, Burwood. As part of the community engagement program, Council also sought community input in relation to the potential operations of the site, including the types of programs, activities and services that will be required in order to meet the Burwood community's needs and priorities into the future.

The information in this report is based upon an analysis of the results of the community engagement program, which comprised of a series of community consultation stalls, community consultation workshops, an online community survey and direct engagement with identified key stakeholders. Approximately 180 community members or stakeholders participated in the community engagement program.

The concept plans along with key information on the proposed Urban Park and Cultural Centre project were made publicly available on the Council website for the duration of the community engagement program. Council also undertook a series of promotional activities to ensure the local community was well informed of the project and how to have their say.

The first part of this report presents key findings from the seven (7) Community Consultation Stalls delivered by Council at various dates, times and locations throughout the Burwood Local Government Area (LGA) from December 2020 to February 2021.

Key findings from the Community Consultation Stalls indicate:

- The most important outdoor spaces or features noted by participants included the 'open space/green lawn area' (26% or 22 mentions), the 'water play feature' (20% or 17 mentions) and 'high canopy tree planting' (16% or 14 mentions).
- The most important indoor spaces noted by participants included the 'café/community lounge' (26% or 22 mentions), the 'theatrette' (22% or 19 mentions) and the 'large multipurpose community hall' (20% or 17 mentions).
- A total of 39 suggestions for additional improvements were provided by participants, which broadly highlighted the importance of 'tree cover and shade,' 'parking, traffic and pedestrian considerations and impacts,' 'accessibility, including affordability,' and 'more play elements and services for children and families.'

The following section of the report presents key findings from the two (2) Community Consultation Workshops targeting residents, community organisations and groups, hirers and schools held at the Burwood Library and Community Hub at 2 Conder Street, Burwood in February 2021.

Key findings from the Community Consultation Workshops indicate:

- The most important outdoor spaces or features noted by participants included the 'open space/green lawn area' (26% or 6 participants), 'high canopy tree planting' (17% or 4 participants) and 'open park access and increased lighting' (17% or 4 participants).
- The most important indoor spaces noted by participants included the 'theatrette' (30% or 7 participants), 'café/community lounge' (22% or 5 participants) and the 'large multipurpose community hall' (22% or 5 participants).
- 'Multipurpose/flexible design that supports a broad range of community activity,' 'high canopy trees/natural shade cover,' and the 'theatre space, which meets a local and broader regional demand,' were what participants liked most about the concept plans. 'Better integration of outdoor/indoor spaces' and 'additional play features for children' were the most frequently mentioned aspects of the concept design that participants wanted to see added or improved in the detailed design phase.
- 'Creative arts and cultural programs' and 'community events, celebrations and public ceremonies' were the most popular types of activities that participants noted they would like to see delivered from the new Urban Park and Cultural Centre.
- 'Accessibility features and design to promote inclusion for people with disabilities,' 'sufficient onsite parking' and 'free or low cost fees and charges for facility hire' were the most frequent suggestions received for ensuring that the new Urban Park and Cultural Centre is open, welcoming and accessible to the whole the community.

The final section of the report presents key findings from the Online Community Survey, which was available on the Council website from 30 November 2020 to 28 February 2021.

Key findings of the Online Community Survey indicate:

- The most important outdoor spaces or features noted by survey respondents included the 'plaza with seating, shade and rest areas' (22% or 10 respondents), 'high canopy tree planting' (16% or 7 respondents) and the 'water play feature' (13% or 6 respondents).
- The most important indoor spaces noted by survey respondents included the 'café/community lounge' (27% or 12 respondents) and the 'large multipurpose community hall' (22% or 10 respondents).
- 'Community events and celebrations,' 'creative arts and cultural programs,' 'sports and recreational programs' and 'theatre based programs' were the most popular types of activities that survey respondents noted they would like to see delivered from the new Urban Park and Cultural Centre.
- 'Multipurpose design/clever use of space/inclusive spaces to bring community members together,' 'green spaces, trees and landscaping,' and 'outdoor space for children to play, including the water play feature' were what survey respondents liked most about the concept plans. 'More green space and less cement/paved areas,' 'adequate parking/more parking spaces,' and 'additional play features for children' were the most frequently mentioned as aspects that survey respondents would like to see added or improved in the detailed design phase.
- 'Public art, including heritage and interactive elements,' followed by 'free Wi-Fi' and 'more green space, including soft landscaping,' were the most frequently mentioned facilities or design features survey respondents would like to see incorporated into the Urban Park and Cultural Centre.

- Once completed, ensuring the Urban Park and Cultural Centre remains open and accessible to all members of the community and operates 7 days per week over extended operating hours was frequently mentioned by survey respondents. Many also highlighted the importance of the Urban Park and Cultural Centre remaining under Council management/operation with free or low cost spaces and activities open to all.
- The majority of survey respondents (85%) either 'strongly support' (25 or 56% of respondents), 'support' (10 or 22% of respondents) or 'somewhat support' (3 or 7% of respondents) the proposed Urban Park and Cultural Centre project. Only one respondent noted that they 'neither support nor do not support' the project, whilst six respondents (13%) noted that they did not support the project.

Overall, the majority of community feedback was supportive of the proposed Urban Park and Cultural Centre with many community members highlighting the need for additional open green space and excited by the project's potential to meet the diverse needs of Burwood's growing population.

The findings of the community engagement program will be utilised by Council to inform the development of detailed designs and further planning in relation to the future operations, programming and service provision at the site.

Burwood Council would like to thank all members of the community who participated in the community engagement program and provided valuable input into the development of the Urban Park and Cultural Centre.

Introduction

Burwood Council is committed to the ongoing development of best practice community facilities and public open space. The *Burwood Community Facilities and Open Space Strategy* (October 2019) supports Council to plan for the provision and management of best practice community facilities and public open space to address the needs of the current and future population of the Burwood Local Government Area (LGA) to 2036.

The Strategy identifies that by 2036; the Burwood LGA will need (based on population projections and benchmarks):

- An additional 1,875m² of community centre floor space to meet a benchmark of 80m² per person.
- A cultural/performance space to address a lack of arts and cultural facilities (in the Burwood LGA) and also regionally in the adjoining Canada Bay and Strathfield LGAs.
- New parks for local uses in very high density areas, including the suburb of Burwood.

Furthermore, the Strategy identifies the need for:

- Future facilities to be multi-purpose wherever possible with opportunities to deliver a broad range of community, recreational and cultural uses in the same space.
- New and enhanced open space to be accessible, universally designed and responsive to local needs and interests.
- Further to the multi-purpose principle, ensuring that facilities are fit for their primary purpose is also critical.
- Additional multipurpose spaces that can be configured into a larger space that can accommodate indoor recreation uses, such as dance, fitness and exercise, tai chi, badminton, table tennis as well as broader community and cultural uses such as community meetings, social group gatherings, cultural activities, conferences, civic or private functions.

In 2020, these identified needs were used to guide the development of concept plans for the new Urban Park and Cultural Centre at the corner of Conder Street and Railway Parade, Burwood on the current Council carpark site in front of the Burwood Library. Key components of the project include:

- A new urban park including a public plaza, water play features, sloping green lawn area with high-canopy tree plantings, landscaping and public art.
- A new multipurpose community and cultural centre, featuring spaces to support a broad range of community, cultural and recreational activities, including performance and rehearsal spaces.
- Underground car parking.

At the Ordinary Meeting of Council held on 24 November 2020, Council resolved to adopt the concept plans, internal layouts and landscape designs for the new Urban Park and Cultural Centre at Conder Street, Burwood and undertake a community engagement program to inform the detailed designs and operations of the proposed Urban Park and Cultural Centre.

ITEM NUMBER 16/21 - ATTACHMENT 1

Urban Park and Cultural Centre - Report on Community Engagement Findings (March 2021)

From 30 November 2020 to 28 February 2021, Council implemented an extensive community engagement program to inform the further development of the Urban Park and Cultural Centre project. This report details the process and outcomes of the community engagement program. Key findings will be utilised by Council to inform the development of detailed designs as well as planning for future operations, programming and service provision at the site.

Overview of Community Engagement Program Activities

From 30 November 2020 to 28 February 2021, Council undertook the following engagement activities to inform the development of the new Urban Park and Cultural Centre:

Method	Description and Participation
Community Consultation Stalls	<p>Seven (7) face to face community consultation stalls were delivered at the following times and locations:</p> <ul style="list-style-type: none"> • Wednesday 9 December 2020, 2pm - 4pm at Burwood Library and Community Hub, Burwood. • Sunday 13 December 2020, 12pm - 2pm at Burwood Library and Community Hub, Burwood. • Friday 18 December 2020, 12pm - 2pm at The Strand, Croydon. • Tuesday 22 December 2020, 9am - 11am at Henley Park, Enfield. • Tuesday 26 January 2020, 5pm - 7pm at Council's Australia Day Event, Wangal Park, Croydon. • Wednesday 10 February 2021, 5pm - 6pm at Henley Park, Enfield. • Thursday 18 February 2021, 4pm – 5pm at Burwood Park, Burwood. <p>A total of 86 community members were engaged.</p>
Community Consultation Workshops	<p>Two (2) community workshops targeting community organisations, residents, hirers, schools and community groups were delivered at the Burwood Library and Community Hub at 2 Conder Street, Burwood on:</p> <ul style="list-style-type: none"> • Tuesday 9 February 2020, 4pm – 5.30pm; and • Thursday 11 February 2020, 10am – 11.30am. <p>A total of 23 community members were engaged.</p>
Online Community Survey	<p>A total of 45 community members completed the online community survey.</p>
Key Stakeholder Meetings or Presentations	<p>A number of key stakeholder meetings or presentations were also held during the period, including Council Committees and Advisory Groups, Burwood Public School, Schools Infrastructure NSW and local business networks. Approximately 25-30 community members were engaged via targeted presentations or key stakeholder meetings over the period.</p>

A series of promotional activities were also conducted by Council to ensure that the local community was well informed of Council's proposal and how to have their say. Promotional activities are summarised in the following table.

ITEM NUMBER 16/21 - ATTACHMENT 1

Urban Park and Cultural Centre - Report on Community Engagement Findings (March 2021)

Activity	Description and Reach
Burwood Council Webpage	Dedicated webpage specific to the project, including project concept plans and an online community survey. 1,230 page views from 30 November 2020 to 28 February 2021.
Social Media	8 Council Facebook posts with a total reach of 3,511 people. 14 Mayor Facebook posts with a total reach of 8,527 people. 6 Instagram posts with a total reach of 2,352 people. 5 WeChat posts with a total reach of 902 people. One Mayoral Video about the project with a total of 906 views.
Letter from the Mayor and Project Brochure	A direct letter from the Mayor with project brochure to all households (17,000 households) in the Burwood LGA inviting participation in the community engagement program.
Council e-News	Inclusion of project information and access to online survey via Burwood Library e-news (10,228 subscribers) and Burwood Council e-news (15,241 subscribers).
Additional Email Communications	Email communications to: <ul style="list-style-type: none"> • Community groups and organisations operating in the Burwood LGA - 45 recipients. • Existing facility hirers of Council community facilities - 308 recipients. • Enfield Aquatic Centre customer database - 250+ email recipients. • Council committees and various e-networks, including Burwood Multicultural Advisory Committee, ANTA, Youth Alliance, Burwood Youth Advisory Group, Burwood Business Chamber, Community Grants Database and Inner West Child and Family Network - 150+ email recipients.

Acknowledgements and Notes

Burwood Council would like to thank all members of the community who participated in the community engagement program. Council values your input and ideas for the development of the Urban Park and Cultural Centre for Burwood.

Please note that Burwood Council staff developed and administered community engagement program activities. Council staff also undertook analysis of participant responses and wrote the resultant report.



Findings from Community Consultation Stalls

Council delivered seven (7) face to face Community Consultation Stalls open to all members of the community at the following times and locations:

- Wednesday 9 December 2020, 2pm - 4pm at Burwood Library and Community Hub, Burwood.
- Sunday 13 December 2020, 12pm - 2pm at Burwood Library and Community Hub, Burwood.
- Friday 18 December 2020, 12pm - 2pm at The Strand, Croydon.
- Tuesday 22 December 2020, 9am - 11am at Henley Park, Enfield.
- Tuesday 26 January 2021, 4pm - 5pm at Council's Australia Day Event, Wangal Park, Croydon.
- Wednesday 10 February 2021, 5pm - 6pm at Henley Park, Enfield.
- Thursday 18 February 2021, 4pm - 5pm at Burwood Park, Burwood.

A total of 86 community members participated in the Community Consultation Stalls.

All Community Consultation Stalls were staffed by Council officers, who used five story boards to explain the concept plans for the Urban Park and Cultural Centre and obtain participant input on three key questions, which included:

- In relation to the Urban Park, what do you think is the most important outdoor space or feature for the local community?
- In relation to the Cultural Centre, what do you think is the most important indoor space for the local Community?
- What else would you like Council to improve or consider as part of the project?



Participants were also provided with information on how to provide further feedback via the Council Website or invited to attend a more in-depth Community Consultation Workshop. The information provided herein presents a summary of the findings from the Community Consultation Stalls.

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Presentation of Data

In relation to the Urban Park, what do you think is the most important outdoor space or feature for the local community?

Feature	No. of Mentions
Open Spaces, including Green Lawn Area	22
Water Play Feature	17
High Canopy Tree Planting	14
Landscaping including shrubs, grasses and flowers	10
Open Park Access and Increased Lighting	8
Plaza with Seating, Shade and Rest Areas	8
Public Art	2
Other:	5
<ul style="list-style-type: none"> • Dedicated outdoor space to brainstorm with community • BBQ, picnic areas and bins • Accessible playground equipment • Accessible public toilets in park • Exhibition Space 	
TOTAL	86

In relation to the Cultural Centre, what do you think is the most important indoor space for the local Community?

Indoor Space	No. of Mentions
Café/Community Lounge	22
Theatrette	19
Large Multipurpose Community Hall (500 capacity)	17
Flexible Studio Space	14
Medium Sized Multipurpose Rooms	8
Commercial Kitchen	4
Other:	2
<ul style="list-style-type: none"> • Council run childcare • Table tennis 	
TOTAL	86

What else would you like Council to improve or consider as part of the project?

A total of 39 suggestions for additional improvements were provided by participants, which broadly highlighted the importance of:

- Tree cover and shade
- Parking, traffic and pedestrian considerations and impacts
- Accessibility, including affordability
- More play elements and services for children and families

Specific comments provided by participants are outlined in the following table.

What else would you like Council to improve or consider as part of the project?

Improvements or Considerations (39 suggestions):
<i>"Integrate water play features throughout park."</i>
<i>"Do not remove existing trees and add more shade."</i>
<i>"Please allow for more than 2 hours of parking in the carpark."</i>
<i>"Park is not big enough to cater to existing and growing density."</i>
<i>"Widen streets where high rises are located."</i>
<i>"Bus lane shared with bikes and cars is too busy. Create safe bike lanes for kids to ride to school."</i>
<i>"Undertake Wind Study."</i>
<i>"Provide commuter car parking."</i>
<i>"We are losing Woolworths – we need something easy in/out for supermarket shopping."</i>
<i>"Opportunity to reflect best practice for accessible places and facilities."</i>
<i>"Childcare centre facilities."</i>
<i>"More rooms for small group activities."</i>
<i>"Accessible paths of travel throughout park and facility."</i>
<i>"Proposal to be tested by access consultants."</i>
<i>"Pedestrian and vehicle access to carpark are both critical considerations."</i>
<i>"Maintain crossing to Burwood Public School."</i>
<i>"Design needs to consider people with additional needs."</i>
<i>"Site should operate as an information point/community centre. It needs to be a staffed site acting as a central point for community information."</i>
<i>"More shaded seating areas."</i>
<i>"Occasional childcare services. "</i>
<i>"A bar."</i>
<i>"Accessible parking and as much shading as possible with trees."</i>
<i>"Programs and activities for seniors – i.e. gentle exercise, tai chi."</i>
<i>"Water play feature to include soft fall and shade coverage."</i>
<i>"Kids' theatre programs to operate out of theatre (e.g. Riverside Theatre)."</i>
<i>"Ensure facilities are free or very affordable for community use."</i>
<i>"Spaces for people to come together – seating with shade."</i>
<i>"Free bookable rooms."</i>
<i>"Improve visibility and provide additional shade."</i>
<i>"Must be able to make money and pay for its own running costs."</i>
<i>"Water feature can be expensive with its ongoing costs."</i>
<i>"Include a walking track."</i>
<i>"Consider redirecting vehicle traffic around and away from the area."</i>
<i>"Should consider adding another zebra crossing at Railway parade both for pedestrian use but also to help slow down traffic."</i>
<i>"Squash courts."</i>
<i>"Great concept as the area could do with a tidy up."</i>
<i>"It shouldn't be monopolised by any one community group."</i>
<i>"Should include more children's facilities and activities."</i>
<i>"The theatre itself should be larger."</i>

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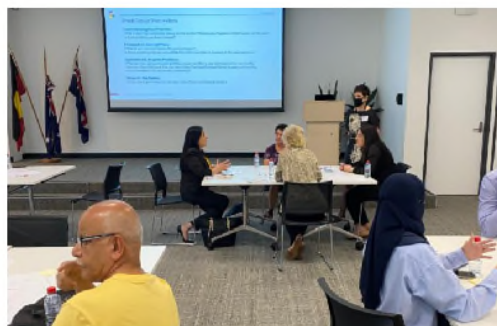
Urban Park and Cultural Centre - Report on Community Engagement Findings (March 2021)



Findings from Community Consultation Workshops

Council delivered two (2) face to face Community Consultation Workshops open to all members of the community on Tuesday 9 February 2020 from 4pm – 5.30pm and Thursday 11 February 2020 from 10am – 11.30am at the Burwood Library and Community Hub. A total of 23 community members participated in the Community Consultation Workshops.

Community Consultation Workshops were staffed by Council officers who delivered a presentation on the background of the project, and facilitated and documented small group discussions. A copy of the Community Consultation Workshop Presentation is available in Appendix A. The information herein presents key findings from the Community Consultation Workshops.



Presentation of Data

What is your highest priority feature or space for the Urban Park?

Outdoor Space or Feature	No. of Respondents	% of Respondents
Open Spaces, including Green Lawn Area	6	26%
High Canopy Tree Planting	4	17%
Open Park Access and Increased Lighting	4	17%
Landscaping including shrubs, grasses and flowers	3	13%
Water Play Feature	2	9%
Public Art	2	9%
Plaza with Seating, Shade and Rest Areas	2	9%
TOTAL	23	100%

What is your highest priority space for the Cultural Centre?

Indoor Space	No. of Respondents	% of Respondents
Theatrette	7	30%
Café/Community Lounge	5	22%
Large Multipurpose Community Hall (500 capacity)	5	22%
Flexible Studio Space	3	13%

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Indoor Space	No. of Respondents	% of Respondents
Medium Sized Multipurpose Rooms	2	9%
Commercial Kitchen	1	4%
TOTAL	23	100%

What do you like most about the concept plans?

Response	No. of Mentions*
Multipurpose/flexible design that supports a broad range of community activity	8
High canopy trees/natural shade cover	6
Theatre space, which meets a local and broader regional demand	5
Good utilisation of small space	4
Additional parking/moving car parking underground	4
Scale of the facility design and larger style spaces	3
Thoughtful lighting promoting safety and night time use	3
Creative design that considers visual impact	3
Open plan design that caters for Covid-19 requirements	2
Inclusion of landscaping throughout the park	2
Water Play Feature	2
Disability access	2
Central location, ability to attract workers and residents	2
Plans are appealing/attractive in terms of both aesthetic and community needs	2
Community café	1
Relationship between indoor and outdoor spaces	1
Opportunity to reflect Aboriginal history and culture in design elements	1
TOTAL	51

*Participants provided multiple answers.

Is there anything else you would like Council to consider or improve in the concept plans?

Response	No. of Mentions*
Better integration of outdoor/indoor spaces, particularly in relation to the café	8
Additional play features for children, including sensory and tactile play elements	7
Ensure there is adequate parking/more parking, including dedicated car share and electrical vehicle spaces	5
More green space and less cement/paved areas	4
More cafe/dining options, including a bar	4
Covered outdoor events space	3
More storage	3
Ensure service lift and carpark height are adequate in size for production props and equipment	3
Exercise equipment (indoor and outdoor)	3
Covered walkways that are accessible and weather proof	3
Infrastructure for outdoor events (lighting, ability to fence outdoor space, power outlets)	3
Additional trees	2
Affordable fees and charges for community groups	2
Adequate green room facilities (showers, separate change areas for male/female performers)	2

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Response	No. of Mentions*
Loading zones and dock for event bump in	2
CCTV and lighting to improve safety	2
24 hour access to public toilets	2
Increase theatre size	2
Include a skate park	2
Spaces for pram parking	2
Natural fencing - garden beds and green walls	2
Acoustics and sound proofing for music and choir performances	2
Include a fenced dog park area	1
Include bee hives on roof	1
Access for emergency vehicles	1
Include an additional level for more community facilities	1
Reduce plaza size to increase indoor spaces	1
Flag poles for ceremonies	1
Creation of living walls	1
Hand washing and water bottle filling stations	1

*Participants provided multiple answers.

What services, programs and activities would you like to see delivered at the new facility?

Activities, Programs or Services	No of Mentions*
Creative arts and cultural programs (e.g. art exhibitions, music programs, artist and author talks, arts workshops, readings, poetry slams, storytelling, artist in residency program)	15
Community events, celebrations and public ceremonies	11
Theatre based programs (e.g. music performances and concerts)	10
Sports and recreational programs (e.g. dancing, fitness classes, yoga, table tennis)	6
Seniors activities (e.g. social groups, exercise classes, tai chi, dancing, singing)	5
Cooking programs and workshops	4
Markets	4
Street artists and performers	4
Vivid/light shows	3
One stop shop facilities and programs	3
Open air cinema/film screenings	3
Children and family based activities (e.g. after school programs and playgroups)	2
Low cost or free facility hire	2
A bar with live music	2
Stand-up comedy	2
Activities for workers in the CBD	2
Youth programs and activities	1
Free or low cost activities	1
Dog park facilities	1
Sculptures in the park exhibition	1
Karaoke room	1
Seeding funding for onsite community based activities	1
TOTAL	84

*Participants provided multiple answers.

How can Council ensure that the new Urban Park and Cultural Centre is open, welcoming and accessible to the whole the community?

Response	No. of Mentions*
Accessibility features and design to promote inclusion for people with disabilities (sensory features, wheelchair access, accessible signage, including Braille)	5
Sufficient onsite parking	5
Free or low cost fees and charges for facility hire	4
Security, CCTV and lighting	3
Priority access for local residents and community groups	3
Extended operating hours	2
Improved pedestrian access (from Burwood Train Station)	2
Welcoming and inclusive for people of all abilities, cultural backgrounds and language groups	2
Simple and easy booking process	2
Activation with public art and art exhibitions	2
Extensive promotion to a range of user groups	2
Propose restaurant as a destination/point of attraction	2
Maintain view of the Burwood Library	1
Water bubbles and bottle fillers	1
Planning with school and Council to minimise construction impact	1
TOTAL	37

*Participants provided multiple answers.

Tell us about your vision for the new Urban Park and Cultural Centre?

A broad range of vision statements and aspirations relating to the new Urban Park and Cultural Centre were expressed by workshop participants, including:

- *"The new heart of Burwood"*
- *"Revitalisation of community life."*
- *"Improving quality of community life, celebrating arts and cultural diversity at Burwood."*
- *"A place for multiculturalism and diversity."*
- *"A place to develop and educate the community about the Australian culture."*
- *"Green open space."*
- *"Community connectivity."*
- *"A place with activities to attract people to the area."*
- *"A breath of fresh air for Burwood."*
- *"Greening of Burwood."*
- *"Recreation, art, culture and play."*
- *"A place for bringing the community together – a sense of belonging and inclusion."*
- *"A community hub that radiates and engages with others and includes everyone."*
- *"A well-used and well maintained vibrant community space that is for everybody and connects residents to their community."*
- *"A welcoming facility for everyone - multicultural and multigenerational."*
- *"Well styled, beautiful, thoughtful, comprehensive and inspiring."*

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- *“A place that allows for creativity, a long awaited investment for the future.”*
- *“Building bridges between youth, elderly and all cultures.”*
- *“The Burwood Wellness Space.”*
- *“A cultural and recreational hub, including spiritual and wellbeing programs.”*



Findings from the Online Community Survey

Council also undertook an Online Community Survey from 30 November 2020 to 28 February 2021 targeting the broader Burwood LGA community. A total of 45 surveys were completed using the Community Survey Instrument available in Appendix B. An additional written submission was also received and accepted via email due to difficulty experienced by the individual when completing the online survey. The information herein presents key findings from the online survey and comments received via email.

Presentation of Data

In relation to the proposed Urban Park, what do you think is the most important outdoor space or feature for the local community?

Outdoor Space or Feature	No. of Respondents	% of Respondents
Plaza with seating, shade and rest areas	10	22%
High Canopy Tree Planting	7	16%
Water Play Feature	6	13%
Public Art	4	9%
Landscaping including shrubs, grasses and flowers	3	7%
Open Space including green lawn area	3	7%
Open Park Access	1	2%
Other - Responses included: Parking (2), Community Garden (2), 'Sufficient grassed areas with large trees similar to Burwood Park' (1), 'Opportunities for commercial use - café with excellent food options' (1), 'Fenced small dog park and green space with canopy trees and seating outdoors' (1), 'Waste of money' (1), 'Public art is useless rubbish' (1), 'This is not large enough to be considered a park of any kind' (1), 'Are you seriously having all of this in a carpark?' (1).	11	24%
TOTAL	45	100%

In relation to the proposed Cultural Centre, what do you think is the most important type of indoor space for the local community?

Indoor Space	No. of Respondents	% of Respondents
Café/Community Lounge	12	27%
Large Multipurpose Community Hall (500 capacity)	10	22%
Medium Sized Multipurpose Rooms	7	16%
Flexible Studio Space	4	9%
Theatrette	3	7%
Commercial Kitchen	1	2%
Other - Responses included: A community centre(2), 'Somewhere nice for people to	8	18%

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Indoor Space	No. of Respondents	% of Respondents
sit inside' (1), 'Indoor pool' (1), 'Waste of taxpayer money' (1), 'Community music, arts and cultural spaces indoors' (1), 'Badminton court / table tennis table / indoor game facility' (1), 'Burwood is too built up already with ugly high rise apartments, not enough space for cars, why build more?' (1).		
TOTAL	45	100%

What activities, programs or services would you like to see provided at the new Cultural Centre?

Activities, Programs or Services	No of Mentions*
Community events and celebrations	27
Creative arts and cultural programs (e.g. art exhibitions, music programs, artist talks, arts workshops)	25
Sports and recreational programs (e.g. dancing, fitness classes, yoga, table tennis)	24
Theatre based programs (e.g. performances and concerts)	23
Youth programs and activities (e.g. school holiday programs)	19
Wi-Fi access	19
Environmental and sustainability workshops	17
Children and family based activities (e.g. after school programs and playgroups)	16
Seniors activities (e.g. social groups)	16
Cooking and healthy eating programs	16
Activities for all abilities	15
Education and employment support (e.g. English classes, job seeker workshops)	15
Bookable spaces for hire	15
Council customer service point and information	3
Other – Responses included: Community Centre (2), 'Solar, battery, cycling, composting workshops' (1), 'Programs like the Inner West's Green Living Centre' (1), 'Outdoor dining' (1), 'Leave it as a carpark' (1), 'It's a waste of money as many people in Burwood won't come and will not be using it at any rate' (1), 'Free space and free activities' (1).	8
TOTAL	258

*Respondents provided multiple answers.

Of the above activities, programs or services what would you consider as the most important to you?

Responses	No. of Respondents	% of Respondents
Creative arts and cultural programs	8	18%
Environmental and sustainability workshops	6	13%
Community events and celebrations	5	11%
Theatre based programs (e.g. performances and music concerts)	5	11%
Children and family based activities (e.g. after school programs and playgroups)	4	9%

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Responses	No. of Respondents	% of Respondents
Sports and recreational programs (e.g. dancing, fitness classes, yoga, table tennis)	3	7.5%
A multipurpose space that can cater to different people and activities	3	7.5%
Bookable spaces for hire	2	4%
Community centre/neighbourhood centre services	2	4%
Seniors activities (e.g. social groups)	1	2%
Wi-Fi access	1	2%
Other – Responses included: Parking (1), 'Waste of money' (1), 'Ongoing maintenance' (1), 'Low cost/ affordable' (1), 'Community plaza with multicultural cuisine food court' (1).	5	11%
TOTAL	45	100%

What do you like most about the concept plans for the Urban Park and Cultural Centre?

Response	No. of Mentions*
Multipurpose design/clever use of space/inclusive spaces to bring community members together	16
Green spaces, trees and landscaping	12
Outdoor space for children to play including water play feature	6
All elements proposed	6
Central location (close to Library, train station, public transport and CBD)	4
Community café	2
Nothing	2
TOTAL	48

*Respondents provided multiple answers.

Is there anything else you would like Council to consider or improve in the concept plans?

Response	No. of Mentions*
More green space and less cement/paved areas	8
Ensure there is adequate parking/more parking	7
Playground/additional play features for children, including water play elements	6
Additional trees	3
More bike racks and bicycle paths	3
No more high rise apartments	3
Do not remove existing trees	2
Include a public pool	2
Include a fenced dog park	2
Ensure only native plants are included in the park	2
Covered outdoor events space	2
Fencing around the park for child safety	2
More cafes/dining options	2
Storage for user groups	2
Free access for local residents	2
Co-working spaces	2

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Response	No. of Mentions*
More open space with the Burwood Town Centre	2
Include a bar	2
Remove car parking	1
Outdoor spaces for cooking	1
Maintain as a public carpark	1
Include a bookshop	1
Larger stage, loading dock and green room	1
Facilities for pottery, painting and drawing	1
TOTAL	60

*Respondents provided multiple answers.

What equipment, facilities or design features would you like to see incorporated into the Cultural Centre and Urban Park?

Response	No. of Mentions*
Public art, including heritage and interactive elements	14
Free Wi-Fi	6
More green space, including soft landscaping	5
Environmental design features, including solar panels	5
Outdoor playground for children	4
Additional outdoor seating in shade	3
Cycling infrastructure (cycle lanes and bike parking)	3
Lighting features, including Christmas lights	2
Parking	2
Indoor sporting facilities and equipment	2
Screen on stage for film screenings/presentations	2
Good quality acoustics	2
CCTV	2
Fenced dog park area	2
Access to technology	2
Wall and rain gardens	2
No public art	1
Accessible paths of travel to Burwood Station	1
Light weight chairs and tables	1
Outdoor communal pizza oven	1
TOTAL	62

*Respondents provided multiple answers.

Once completed, how would you like to see the Urban Park and Cultural Centre operate?

Response	No. of Mentions*
Park should be open and accessible to all/Open to the public 24 hours per day, 7 days per week	9
Cultural Centre should be open 7 days per week until late/with extended operating hours	7
Council managed and operated for public benefit	5
Free or low cost activities	4
Welcoming and inclusive for people of all abilities, cultural backgrounds and language groups	4

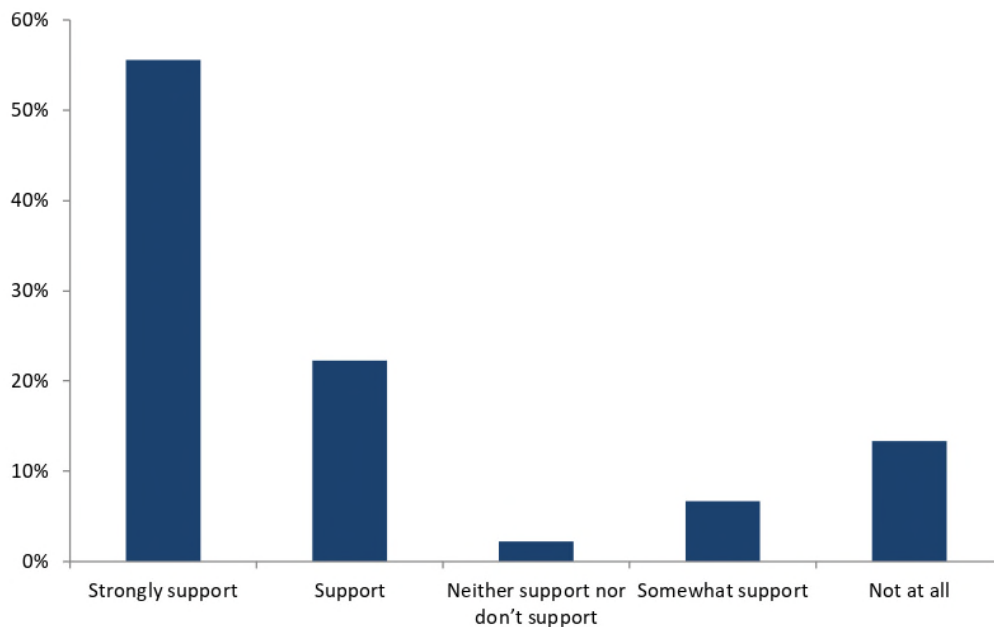
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Response	No. of Mentions*
Ongoing opportunities for community involvement in the management of the space	3
Priority access for local residents	3
Onsite staff/welcoming staff	2
An informal place for people to come together	2
Free parking	1
Operating on a 'break even' budget to ensure no cost to rate payers	1
TOTAL	41

*Respondents provided multiple answers.

How strongly do you support this project?



Do you have any additional comments or feedback?

The following additional comments and suggestions were provided, and include comments received via email.

Additional Comments
<i>"BCWS with its Community Centre/Neighbourhood Centre Family Support Services provide essential support to economically and socially disadvantaged members of the local community. It makes sense that Burwood Council does not recreate the wheel and allow BCWS the opportunity to continue its services in this beautiful complex building."</i>
<i>"Fenced doggy park. Burwood needs a pool."</i>
<i>"Finish one project, tear it down and replace it with another. Genius planning."</i>
<i>"Have relaxing classical music in low volume being played throughout the park."</i>

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Additional Comments
<i>"I only support the project if it is primarily a park - the plan shows too much paved area and not enough grass and trees. The climate is getting hotter - concrete and paving increases the heat. This is an opportunity to create a cool space in Burwood, with grass and trees. The paved areas only need to be small - in the plan they are far too dominant. If it's going to be paved, better to just leave as a car park."</i>
<i>"If this is Burwood Council's only answer to open space and recreational needs for the area then it will be a disgraceful outcome. Give us a proper park."</i>
<i>"It is important that the new space is not overshadowed from 12midday to 3pm during mid-winter."</i>
<i>"It's good to see many outdoor sports facilities becoming available around Burwood and that attracts the community. It'd be nice to have something like that for indoor as well to make it non-weather sensitive."</i>
<i>"Love the idea!"</i>
<i>"Much more green space is needed."</i>
<i>"Please continue to invest in the community and expand the green space of Burwood - it has become more dense, we need a safe space to be able to go to without having to spend money."</i>
<i>"Please install more bike lanes."</i>
<i>"Rearrange traffic access to the venue."</i>
<i>"Thank you."</i>
<i>"The air quality around the proposed park is likely to be impacted by high volumes of traffic moving in, around and beneath the site. The concept plans do not appear to indicate where exhaust stacks will be located to ensure vehicle emissions are drawn away from the site and, more importantly, away from Burwood Public School which is located nearby."</i>
<i>"The concept plans do not provide a great deal of detail on the nature of trees and vegetation to be planted on the site. It will be critical that plants are selected for their ability to provide habitat for wildlife and to minimise the urban heat island effect in the area. High level canopy cover should be prioritised over concrete planter boxes with shallow-rooted plants scattered across the site."</i>
<i>"The concept plans show an increase in local parking facilities from around 55 above-ground spaces to 125 underground spaces at the site. The impacts on local traffic flows in the area do not appear to have been considered, and they are likely to be significant. This will be particularly true during school drop-off and pick-up times and whenever the 200 seat community theatre is being utilised."</i>
<i>"The concept plans show the proposed park to be more of a civic square than high quality green space that nearby residents and the neighbouring school community will be able to enjoy. As the adjacent area has recently been rezoned to allow new high-rise towers at around twice the scale of existing buildings, there will clearly be high demand for open space in the precinct. It is unlikely that the proposal will deliver what is required."</i>
<i>"The Open Space and Community Facilities Strategy identifies a need for a new park of around 2,000 metres squared near the train station in Burwood. It would be a poor outcome for our community if this new urban civic centre is offered as the only open space to be provided in the area in order to meet this need. New green space must be prioritised for Burwood to ensure our kids have somewhere to play, local workers can relax, and all of us can enjoy."</i>
<i>"The project will need a dynamic team to produce a truly contemporary and forward thinking space which engages people in a creative and thought provoking manner."</i>
<i>"There are many vulnerable people in our community and Burwood Council needs to maintain operations to meet their needs. It is important to have a community centre to care for families and their children and to make a difference to vulnerable people in our community. It improves the health and social outcomes of everyone especially the disadvantaged groups."</i>
<i>"Use maximum soft landscaping to shade paved areas and to beautify the space."</i>
<i>"Waste of public monies."</i>

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Additional Comments
<i>"With all the extensive overdevelopment that is rapidly degrading the green spaces in Burwood, we MUST have green spaces for residents and encourage local wildlife to coexist."</i>
<i>"With two levels of underground car parking, an underground cultural centre and open space at ground level, Council seems to have too much proposed for the limited space on this site. These plans clearly prioritise a cultural centre over proper green space but the risk of delivering poor facilities all round is increased by attempting too ambitious a project. Yes, consideration must be given to the delivery of high quality green space here to complement the community centre, and as the town centre continues to expand Council must also work with nearby landowners and developers to provide a proper new park for Burwood."</i>
<i>"Worry about construction noise in early mornings and evenings. Also level of air quality and dust."</i>

Community Survey Participants

A total of 45 participants completed the survey from 30 November 2020 to 28 February 2021. Details of suburb of residence, gender, age, and language spoken at home follow.

Suburb of Residence

Suburb	No. of Respondents	% of Respondents
Burwood	25	55%
Croydon Park	6	14%
Croydon	5	11%
Enfield	1	2%
Strathfield	1	2%
No Response	1	2%
Other: Ashfield, Campsie, Sydney Olympic Park, Ultimo, Not specified (2).	6	14%
TOTAL	45	100%

Gender of Participants

Response	No. of Respondents	% of Respondents
Female	27	60%
Male	9	20%
Prefer not to say	7	16%
Not specified	2	4%
TOTAL	45	100%

Age of Participants

Age Group	No. of Respondents	% of Respondents
18-24	4	9%
25-34	10	22%
35-44	12	26%
45-54	4	9%
55-64	8	18%
65 - 74	5	11%

ITEM NUMBER 16/21 - ATTACHMENT 1

Urban Park and Cultural Centre - Report on Community Engagement Findings (March 2021)

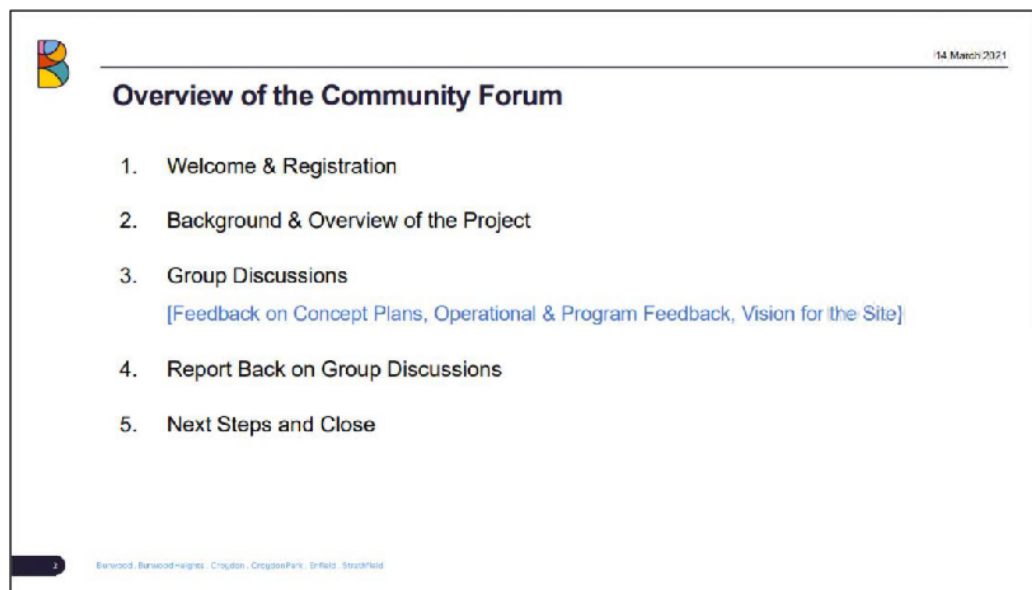
Age Group	No. of Respondents	% of Respondents
75+	1	2%
Not specified	1	2%
TOTAL	45	100%


Language/s Spoken at Home

Language/s*	No. of Respondents	% of Respondents
English	37	69%
Cantonese	4	7%
Mandarin	2	4%
Spanish	2	4%
Korean	1	2%
Not specified	1	2%
Other: German, Kurdish, Persian, Greek, Nepali, Turkish, Diojiu /Teochew.	7	13%
TOTAL	54	100%

*Respondents in some cases noted more than one language spoken at home.

Appendix A - Community Consultation Workshop Presentation




14 March 2021

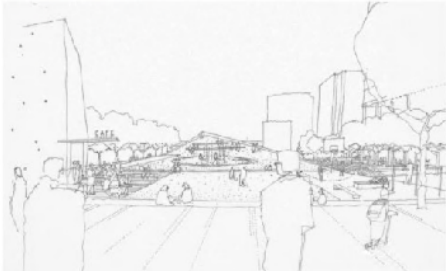
Background on the Project

Introduction:

- Preliminary phase of legacy project
- Multiple community benefits for future generations
- Consolidation of Civic and Cultural Precinct for Burwood

Process:

- VPA
- Design Competition
- Concept Development
- Community Engagement
- Detailed Design



3
Burwood, Burwood Heights, Croydon, Croydon Park, Enfield, Strathfield



14 March 2021

Community Facility and Open Space Needs

- Council currently owns and operates 7 community facilities: 1 aquatic centre; 5 community centres/venues for hire; and a library.
- Fitzroy Hall is largest community space (120 capacity).
- By 2036:
 - An additional 1,875m² of community centre floor space will be required to meet a benchmark of 80m² per person.
 - Additional new parks in high density areas will be required.






4
Burwood, Burwood Heights, Croydon, Croydon Park, Enfield, Strathfield



14 March 2021

Cultural/Arts Space Needs

- Currently no dedicated arts and cultural facilities in Burwood LGA.
- There are also no performing or creative arts centres in neighbouring Strathfield or Canada Bay LGAs.
- Some of Council's current multipurpose facilities are used for arts and cultural purposes.
- Exhibitions, community participation spaces (such as maker spaces), creative arts activities can be accommodated in the new Community Hub space.
- Council has identified the need for a multipurpose performance space.

Burwood, Burwood Heights, Croydon, Croydon Park, Infield, Strathfield



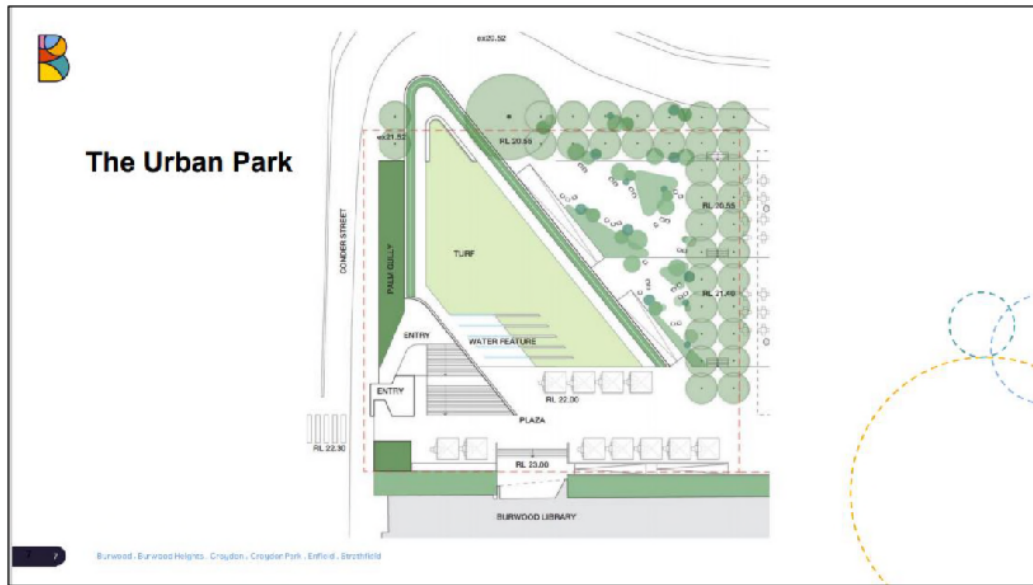
14 March 2021

Indoor Recreation Space Needs

- Currently no indoor recreation centres in the Burwood LGA.
- There is an opportunity to accommodate some indoor recreation uses in the proposed development e.g. badminton, table tennis, dance, gentle exercise, tai chi.
- An analysis of utilisation data for Council's community facilities (for January to December 2018), indicates that the primary booking type across all Council facilities was meetings, followed by exercise. A key finding was that for venues that have space available for exercise, this is the most popular activity.

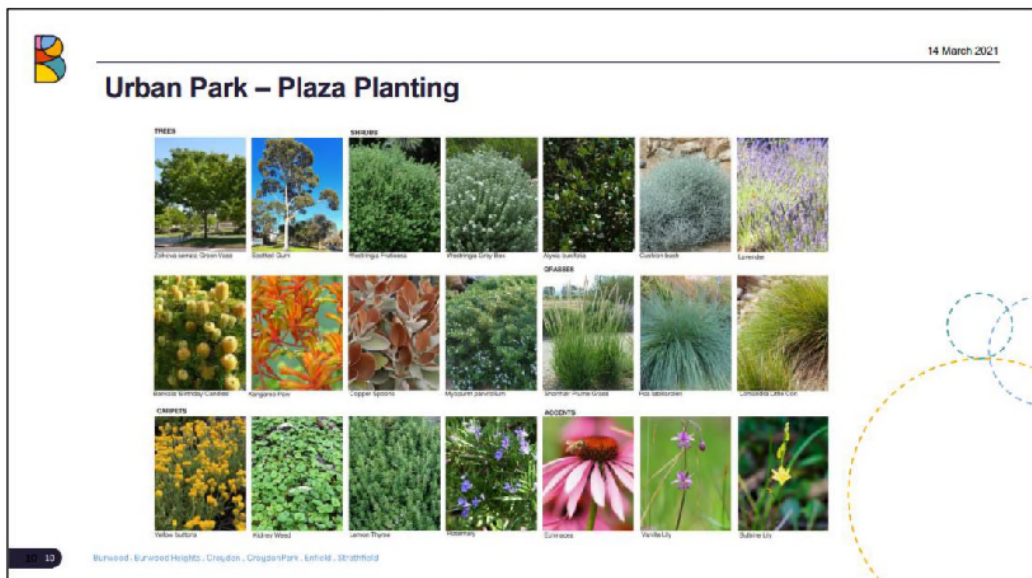



Burwood, Burwood Heights, Croydon, Croydon Park, Infield, Strathfield





Burwood, Burwood Heights, Croydon, Croydon Park, Enfield, Strathfield




14 March 2021


Urban Park – Materials & Finishes

- Colour
- Textures
- Lighting
- Shade
- Sounds
- Evening use
- Historical & Cultural Interpretation






11
Burwood, BurwoodHighline, Creighton, CreightonPark, Esplanade, Stockfield


14 March 2021

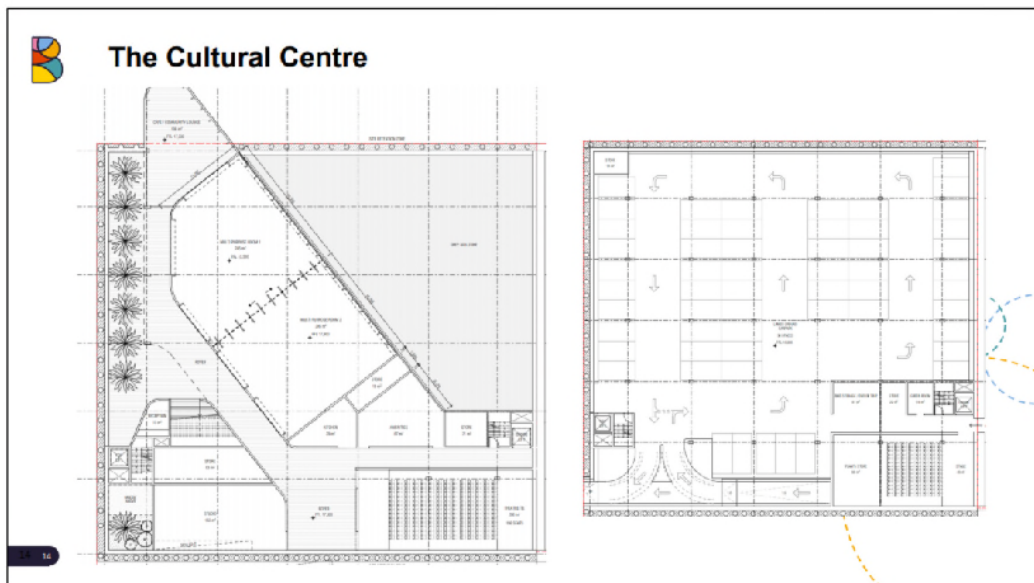
Urban Park – Public Art Strategy

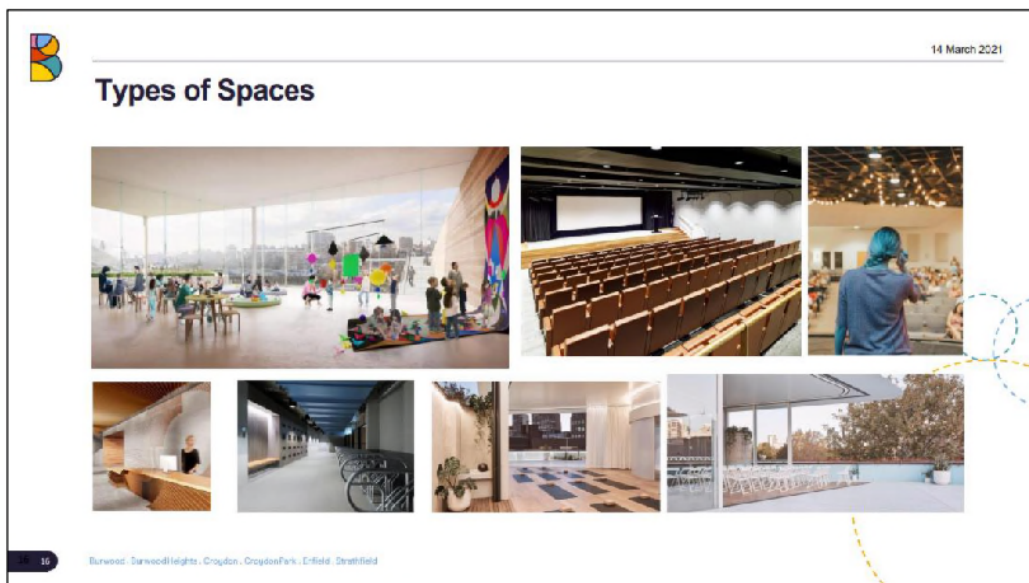
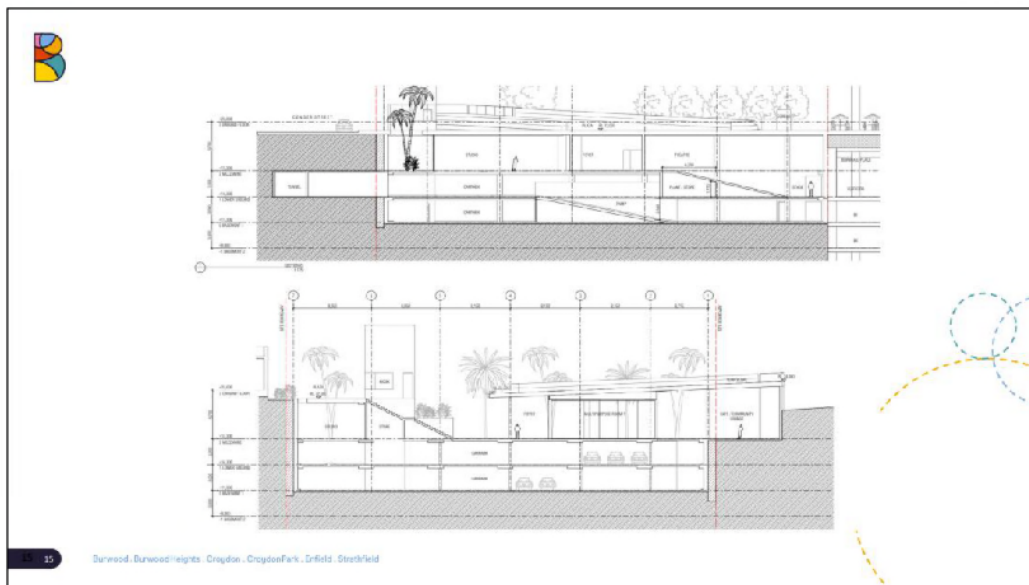


Reinstatement of *Awakening* and increasing the provision of public art/ identifying and encouraging awareness of Burwood's local creative and cultural identities.

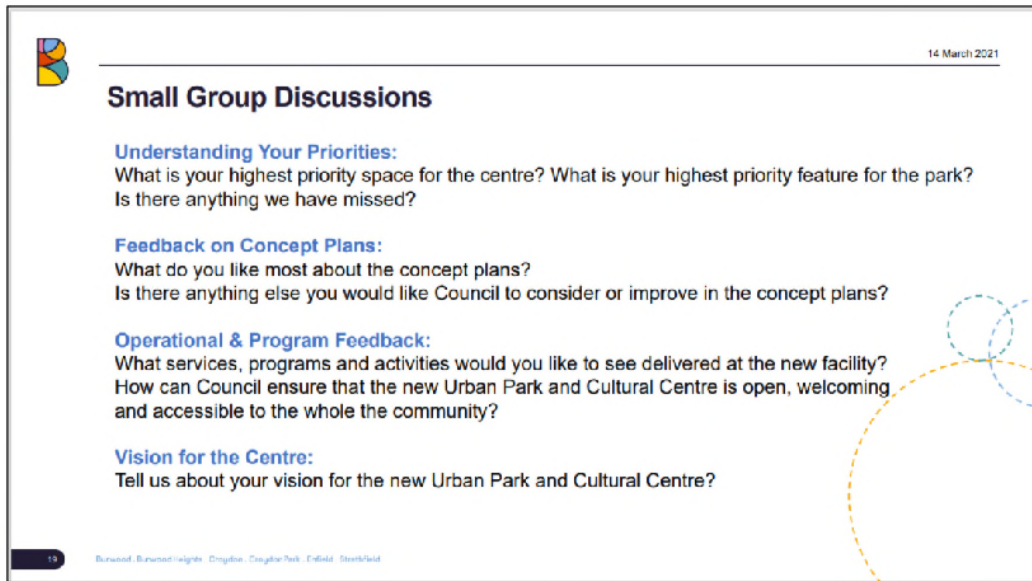



12
Burwood, BurwoodHighline, Creighton, CreightonPark, Esplanade, Stockfield









14 March 2021

Small Group Discussions

Understanding Your Priorities:
What is your highest priority space for the centre? What is your highest priority feature for the park?
Is there anything we have missed?

Feedback on Concept Plans:
What do you like most about the concept plans?
Is there anything else you would like Council to consider or improve in the concept plans?

Operational & Program Feedback:
What services, programs and activities would you like to see delivered at the new facility?
How can Council ensure that the new Urban Park and Cultural Centre is open, welcoming and accessible to the whole the community?

Vision for the Centre:
Tell us about your vision for the new Urban Park and Cultural Centre?

19 Burwood, Burwood Heights, Croydon, Croydon Park, Enfield, Strathfield



14 March 2021

Next Steps

- Completion of community engagement program [28 February 2021]
- Detailed design
- Lodgement of the Development Application (DA)
- DA assessment and approval [Additional community consultation]
- Tender process for the project
- Staged construction – 10 year process [Park, facilities and carpark – in year 2 and 3]

20 Burwood, Burwood Heights, Croydon, Croydon Park, Enfield, Strathfield

Appendix B - Community Survey Instrument

Urban Park and Cultural Centre – Online Community Survey

This survey is anonymous and your comments will be treated as anonymous in any public reports.

Survey findings will be reported to Council and made public at www.burwood.nsw.gov.au

1. **In relation to the proposed Cultural Centre, what do you think is the most important type of space for the local community?** (Mandatory question, single-select response)
 - Café/Community Lounge
 - Large Multipurpose Community Hall
 - Medium Sized Multipurpose Rooms
 - Flexible Studio Space
 - Theatrette
 - Commercial Kitchen
 - Other. Please specify: _____

2. **In relation to the proposed Urban Park, what do you think is the most important outdoor space or feature for the local community?** (Mandatory question, single-select response)
 - Public art
 - Water play feature
 - High canopy tree planting
 - Landscaping including shrubs, grasses and flowers
 - Open space including green lawn area
 - Plaza with seating, shade and rest areas
 - Open park access
 - Lighting
 - Other. Please specify: _____

3. **What activities, programs or services would you like to see provided at the new Cultural Centre?** (Mandatory question, multiple responses accepted)
 - Community events and celebrations
 - Creative arts and cultural programs (e.g. art exhibitions, music programs, artist talks, arts workshops)
 - Sports and recreational programs (e.g. dancing, fitness classes, yoga, table tennis)
 - Theatre based programs (e.g. performances and concerts)
 - Children and family based activities (e.g. after school programs and playgroups)
 - Youth programs and activities (e.g. school holiday programs)
 - Seniors activities (e.g. social groups)
 - Activities for all abilities
 - Education and employment support (e.g. English classes, job seeker workshops)
 - Cooking and healthy eating programs
 - Environmental and sustainability workshops
 - Bookable spaces for hire
 - Council customer service point and information
 - Wi-Fi access
 - Other - Please specify: _____

4. Of the above activities, programs or services what would you consider as the most important to you? (Mandatory, limited open response)

Please indicate your top priority only:

5. What do you like most about the concept plans for the Urban Park and Cultural Centre?

6. Is there anything else you would like Council to consider or improve in the concept plans?

7. What equipment, facilities or design features would you like to see incorporated into the building and park? (e.g. technology, public art, environmental design features etc.)

8. Once completed, how would you like to see the Urban Park and Cultural Centre operate?

9. How strongly do you support this project? (Mandatory question, single-select response)

- Strongly support
- Support
- Neither support nor don't support
- Somewhat support
- Not at all

10. Do you have any additional comments or feedback?

Please tell us about yourself:

What is your suburb of residence? (Mandatory question, single-select response)

- Burwood
- Burwood Heights
- Croydon
- Croydon Park
- Enfield
- Strathfield
- Other. Please specify: _____

What is your gender?

- Female
- Male
- Other

What age bracket do you fit into? (Mandatory question, single-select response)

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65-74
- 75+

What language (s) do you speak at home?

To stay informed about the outcomes of the consultation program and the next steps of the Urban Park and Cultural Centre project, please provide your contact details below. The provision of your personal information is optional.

(Please note that if you are under 16 years old, Council is not allowed to collect your personal contact information without parental permission. You will need to provide contact details for a parent or guardian.)

Name:

Email:

Phone:

Thank you for participating in this survey, your feedback is valued by Burwood Council.

(ITEM 17/21) BURWOOD LOCAL PLANNING PANEL - CONTINGENT ARRANGEMENTS TO EXTEND MEMBER APPOINTMENTS

File No: 21/7978

REPORT BY DIRECTOR CITY STRATEGY

Summary

The Local Planning Panels Secretariat of the NSW Department of Planning, Industry & Environment (DPIE) is seeking Council support for short term appointments of Members to the Burwood Local Planning Panel. This contingent measure is necessary to ensure that the Panel can continue to operate lawfully until such time as DPIE finalizes action to refresh the pool of chairs and other expert panel members available to councils across NSW.

Operational Plan Objective

2.1.3 Ensure transparency and accountability in decision making

Background

In 2017 the NSW Government introduced changes to the *Environmental Planning & Assessment Act 1979* to mandate the establishment of independent hearing assessment panels (IHAPs) for all local government areas in the Greater Sydney Region and some neighbouring areas. This change took effect in March 2018 with the establishment of IHAPs comprising Chairs, Alternate Chairs, Expert Panel Members and Community Panel Members who were appointed for a three year term expiring on 28 February 2021. Where councils did not already have IHAPs in place, the new Panels took over and supplemented responsibilities of elected Council for determining certain development assessment matters and examining various development plans and proposals.

The Local Planning Panels Secretariat of DPIE is responsible for the administrative oversight and high level support of Local Planning Panels under the *Environmental Planning & Assessment Act 1979*. In 2017 the Secretariat notified councils of the pool of approved persons from which councils could choose Expert Panel Members. The recruitment of Community Panel Members was left as a matter for the each council to resolve independently.

Discussion

The Local Planning Panels Secretariat of DPIE gave notice not long before Christmas 2020 of the intention to mount a recruitment campaign and subsequently refresh the pool of Chairs, Alternate Chairs and Expert Panel Members available to councils for their Local Planning Panels. It indicated that there was insufficient time to complete such an exercise before the current 3 year terms of Panel members were due to expire. Their brief noted that Chairs and Alternate Chairs were to have their terms extended until 30 June 2021. It further indicated that councils could also allow Expert Panel Members to continue until 30 June or else any or all Expert Panel Members could be replaced from the original pool of persons approved by DPIE in 2017. Once again, arrangements for selection or retention of Community Panel Members remained entirely at the discretion of each council, albeit within Guidelines issued by DPIE in August 2020.

Burwood Council, like other councils, was originally allocated a Chair and two Alternate Chairs for the first term of the Burwood Council Independent Hearing & Advisory Panel (as the Burwood Local Planning Panel was originally known). The original Chair of the Burwood Local Planning Panel (BLPP) stepped down after approximately a year in the role. The Secretariat did not offer a replacement Chair and one of the two Alternate Chairs became the 'Principal Chair' for the BLPP by default.

The Chair of every Local Planning Panel exercises a high degree of autonomy for managing the affairs of the Panel. This autonomy is bounded only by core terms and objectives under Ministerial Directions issued in the name of the Minister for Planning and Public Spaces. The BLPP Chair is a vital conduit for direction provided by DPIE on the conduct of BLPP affairs, and thus a key source of advice to council officers on operational handling of matters by the Panel.

Consultation

The Principal Chair of the BLPP consulted all existing BLPP Members in December 2020 as to their interest in remaining in their current roles on the Panel. This was done by way of the circulation of a proposed roster for the whole of 2021. The proposed roster was accompanied by a covering note explaining the contingency further to advice from the DPIE. The proposed arrangements were embraced by all Panel Members, so planning of BLPP meetings continued accordingly.

A member of the Local Planning Panels Secretariat made follow up contact directly with Burwood Council in mid-February to confirm what contingent arrangement was in place for the BLPP membership after 28 February 2021. During this review it became clear that the Minister for Planning and Public Spaces had not exercised any powers under Section 2.17 of the *Environmental Planning & Assessment Act 1979* to effect temporary extension of Panel member terms. Officers of the Secretariat were of the view that Council was fully responsible for constituting a remade Panel and then communicating details to the Secretariat by way of a Council resolution or determination under delegated authority to the General Manager.

Planning or Policy Implications

Formal endorsement by Council of extensions of terms of BLPP members is needed to satisfy the Planning Panels Secretariat that the members continue to have Council support. Failure to explicitly provide such endorsement risks potential exposure of decisions of the Panel to challenge on the grounds that the Panel was improperly constituted.

Given the short time frame for contingent action, extension of terms of all existing BLPP Members was considered by both the Principal Chair and key council officers as the most practical course of action. They have been pleased with the quality of work provided by Panel Members in the last three years, especially when coping with disruptions brought about by the COVID-19 pandemic. They were also grateful that all those Members were willing to continue in their roles.

The first meeting of the BLPP for 2021 was originally scheduled for Tuesday 9 March 2021. This meeting has been postponed until Thursday 25 March thus allowing elected Council adequate time to consider the matter of extending the terms of Panel Members who have already served their initial 3 year terms.

Financial Implications

Extending the terms of BLPP Members has no direct budgetary impacts. The delay in refreshing the Panel potentially delays any need that might otherwise have arisen in the current financial year to incur modest costs for on-boarding new Panel Members.

Conclusion

The establishment of a new pool of Expert Panel Members and the fresh appointment of Chairs and Alternate Chairs for Local Planning Panels within and beyond the Greater Sydney Region is a significant logistical challenge for the Local Planning Panels Secretariat of the DPIE. Councils will need to be ready to follow lock step with sourcing Expert Panel Members from the new pool identified by DPIE. Similarly, councils will need to undertake fresh review of Community Panel Member needs and expedite recruitment action for Community Panel Members in a timely manner so that any on boarding needs can be addressed in a consistent and well coordinated fashion.

Given the significant scale of work for DPIE in refreshing Local Planning Panels and the dependencies associated with this, it seems prudent to err on the side of caution with extension arrangements. Council can do this by endorsing the extension of appointments until 31 December 2021 or until such time as appropriate action can be completed to refresh Panel arrangements further to the current recruitment campaign managed by DPIE (whichever occurs first).

Recommendation(s)

That Council endorses the extension of appointments of the following members of the Burwood Local Planning Panel until 31 December 2021, or until such time as appropriate action can be completed to refresh Panel arrangements further to the current recruitment campaign managed by the NSW Department of Planning, Industry & Environment (whichever occurs first):

BLPP Member Name	Membership Category
Mr Graham Brown	Alternate Chair (and ongoing Principal Chair)
Ms Penny Holloway	Alternate Chair
Mr Trevor Bly	Expert Member One
Ms Marjorie Ferguson	Expert Member Two
Mr Wayne Carter	Alternate Expert Panel Member
Mr Lindsay Fletcher	Alternate Expert Panel Member
Ms Juliet Grant	Alternate Expert Panel Member
Mr Milan Marecic	Alternate Expert Panel Member
Mr Philip Sarin	Alternate Expert Panel Member
Ms Julie Walsh	Alternate Expert Panel Member
Ms Cathryn Callaghan	Community Panel Member
Mr Jon Breen	Community Panel Member
Ms Chery Kemp	Community Panel Member
Mr Brian Kirk	Community Panel Member

Attachments

There are no attachments for this report.

(ITEM 18/21) DELIVERY PROGRAM 2018-2022 AND OPERATIONAL PLAN FY2020-2021 HALF-YEARLY REPORT, 1 JULY - 31 DECEMBER 2020

File No: 21/9894

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 2020-21, which delivers to the strategic goals identified by the community in the Burwood2030 Community Strategic Plan.

This Half Yearly Report is the first report for the Operational Plan 2020-2021 covering the period 1 July to 31 December 2020.

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 146 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 July 2020 to 31 December 2020, Council has registered the following progress:

Status	Number
On watch	0
Progressing	141
Milestone	5
Total	146

The significant milestones reached were:

2.4.1.1 Maintain Council's Customer Service Centre and Administrative Centre

During the reporting period Council has relocated its Customer Service Centre to 2 Conder street and expanded its Library and Community Hub facilities.

The new Council and Library building was officially opened in August 2020 and the co-location of the Customer Service Centre, Library and Community Hub has delivered a "one stop shop" for customers.

The 2 Conder Street location was rejuvenated, expanded and reconfigured to host Council's Customer Service Centre on the easily accessible ground floor. The community hub space on level one is linked to 8 Conder St by way of a sky bridge. Over the bridge, an array of innovative and appealing facilities are now available for the community. Fast and free WiFi Internet access is available throughout the new facilities as well as surrounding outdoor areas to facilitate study, access to information and learning opportunities. A place for personal or group study, meetings and exploration - where technology assists people to access learning opportunities, information, arts, culture, creativity and history.

The spaces at 2 and 8 Conder St, Burwood are present, iconic and welcoming, seamlessly integrating contemporary design and heritage elements. The new Council, Library and community hub buildings include several meeting and gathering areas, enhanced collection zones, study areas, youth spaces, multimedia studios, learning labs, interactive spaces

2.4.2.1 Digitise all forms, applications, requests and payment methods where possible

Council has developed and published 70 online forms. During the reporting period 4054 online form responses were received including 1527 responses for the 2020 Burwood Art Prize, 759 for Household Clean-up bookings and 272 parking permit applications.

During the reporting period Council has implemented an online facilities booking system, which allows customers to view the availability, book and pay for facilities online 24/7. Access to booked facilities has been improved through the implementation of automatically generated access pin-codes, thus avoiding the need to pick up and return physical keys.

2.4.2.2. Identify and implement technology that will enhance and improve customer experience

During the reporting period Council has further developed Online/Hybrid meetings for both Council and Burwood Local Planning Panel, to allow meetings to be conducted flexibly as required.

Webcasting and teleconferencing facilities have been expanded to allow for improved community event participation and access to modern communication methods.

Council has implemented an interactive knowledgebase to improve service coverage and availability for Council's Customer Service and Library teams.

The free Burwood Council WiFi service has been extended to Enfield Aquatic Centre, Woodstock Park and Hornsey Lane in addition to Burwood Council and Library. The WiFi service has also been upgraded to ensure fast internet access at all times.

2.5.3.1 Undertake an assessment of available technology to identify solutions that will streamline business processes

During the reporting period several Council meeting rooms were upgraded with video conferencing tools to support modern communication methods and flexible in-person and online attendance to official meetings and events.

Council meetings continued to be conducted in hybrid (online and in-person) form to allow flexible attendance by councillors and the public during COVID-19 restrictions.

Council implemented a cloud based security system and SMS gateway to enable online booking and secure access of its facilities

3.4.1.1 Audit existing facilities and upgrade where appropriate

Facilities in Council's Library and Hub were expanded and upgraded during the reporting period. The upgrades delivered a range of diverse community spaces that were fitted out using sustainable principles and materials, such as motion activated energy efficient lighting throughout.

Additionally, the new Council, Library and Hub buildings at 2 and 8 Conder street have been equipped with smart energy monitoring devices and a dashboard that provides granular visibility of electricity used. The smart monitors will facilitate the future management of power consumption within the two buildings.

Consultation

Once the Half Yearly Report is adopted, it will be made available to the public on Council's website and in hard copy at the Customer Service Centre.

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 2018-22 (Strategic Goal 2.1.3.2) requires that public information is made available in a timely manner

Financial Implications

No Financial implications

Conclusion

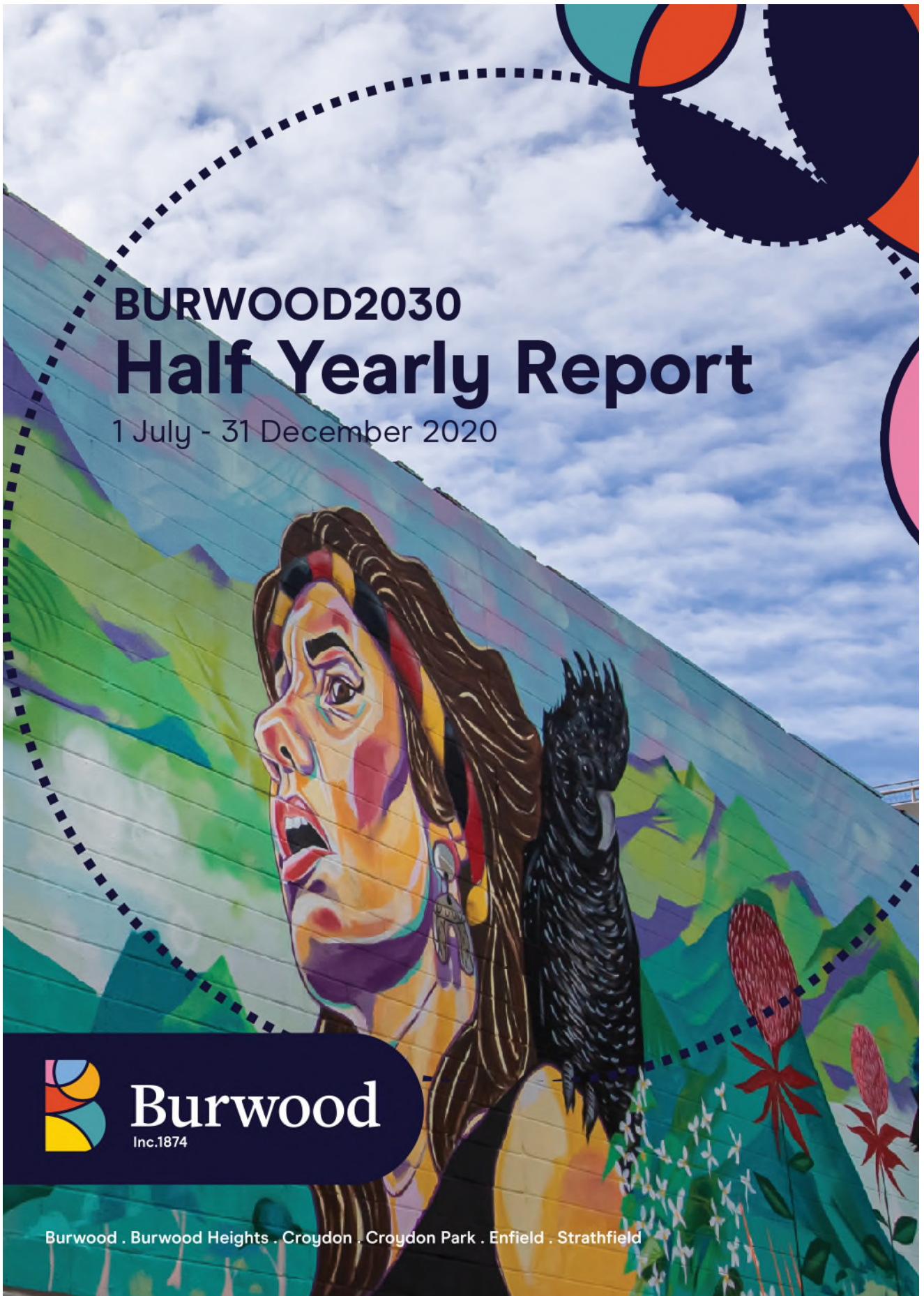
Council's Delivery Program 2018-22 Half Yearly Report provides Council with ongoing updates on the progress of the objectives identified in Council's Delivery Program and Operational Plan.

Recommendation(s)

That Council endorse the Delivery Program 2018-2022 and Operational Plan FY2020-2021 Half-Yearly Report for the Period of 1 July 2020 to 31 December 2020.

Attachments

1 Burwood Council Half Yearly Report July-Dec2020_final



BURWOOD2030
Half Yearly Report
1 July - 31 December 2020



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

Introduction

The Integrated Planning and Reporting Process



This report forms part of Council's Integrated Planning & Reporting documentation. It is qualitative reporting communicated through a transparent and streamlined process to allow better access to information for residents.

This Half Yearly Report is the final report for the Operational Plan FY2020-2021. It provides the community with a summary of how Council has responded in the second half of this financial year to the strategic goals, objectives and planned actions outlined in the Delivery Program 2018-21.

Strategic goals, objectives and actions are grouped under five themes:

1. Community and lifestyle
2. Leadership and innovation
3. Healthy and sustainable environment
4. Planning and infrastructure
5. Vibrant city and villages

This report addresses the 147 actions incorporated under these themes and found into the Operational Plan.

Measuring our success

Each action has a rating status and comment section to provide information on the progress.

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 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

Contents

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Reporting by Burwood 2030 strategic themes:	6
Community and lifestyle	27
Leadership and innovation	46
Healthy and sustainable environment	64
Planning and infrastructure	77
Vibrant City and villages	

Our highlights

5 Milestones achieved
141 actions progressing
0 items on watch

- Opening of the upgraded Council and Library Building and new Community Hub
- The 2020 Burwood Art Prize
- New Burwood Challenger Obstacle Course
- Digital improvements - 4,054 forms received online
- New playground at Woodstock
- Burwood Cares program continued with Burwood Eats 'Let us shout you lunch' campaign
- Pedestrianisation of Hornsey Lane featuring three murals and streetscaping





High quality facilities, services and initiatives to meet the diverse needs of the community

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

Use the results of the Community Facilities and Open Space Strategy to provide services to meet the current and future needs of diverse members in the community. (LSPS Actions 2.3 and 10.1)

Code	Responsible Unit	Action Name	Status	Comments
1.1.1.1	Community, Library & Aquatic Services	Monitor, review and develop programs to assist diverse groups in the community such as seniors, youth, families and children, people living with a disability and people on low income.	Progressing	<p>Council staff continued to provide programs for the Burwood community, including recommencing COVID-safe face-to-face Have a Go Programs in Term 4 2020, such as Fitter & Stronger, Line Dancing, Zumba, Chinese Line Dancing, Chinese Traditional Dancing and Chinese Art Classes.</p> <p>Council staff also worked in partnership to organise online workshops for residents who could not attend face to face sessions, including a Christmas Basket Workshop with Reverse Garbage and dance classes in partnership with Dance Health Alliance.</p> <p>Mobile Play Van also recommenced in local parks in Term 4 2020, with many families from culturally diverse backgrounds attending. A bi-cultural worker attended four sessions and communicated with Chinese speaking families. Families adapted to the new COVID-safe procedures, including health and hygiene procedures. Over 300 families attended sessions across the four parks.</p> <p>Council staff partnered with Little Helpers on the Run (LHR) to develop a project that matches a volunteer from LHR with local seniors for social phone conversations.</p> <p>In partnership with three other agencies, Council produced a 40 minute video titled Groovability 2020: This is Me to mark International Day for People with a Disability. The video included a discussion panel on the impact of COVID-19 on the disability sector and entertainment components featuring singing and dancing by people with a disability.</p>

Code	Responsible Unit	Action Name	Status	Comments
				<p>Council concluded the year with a COVID-safe Christmas lunch for local seniors with 30 attendees.</p> <p>Council staff continued to make targeted calls to check on the health and wellbeing of vulnerable people in the community, including seniors and people with a disability.</p>

Provide financial assistance for community projects and actively seek funding from other sources

Code	Responsible Unit	Action Name	Status	Comments
1.1.1.2	Community, Library & Aquatic Services	Administer a grants program and actively promote other funding opportunities available to community groups	Progressing	<p>Council opened its 2020-21 Community Grants Program with a total funding pool of \$60,000 to support community organisations and services, including those who are impacted by COVID-19 and associated restrictions.</p> <p>Two information sessions were delivered by Council to support applicants in the preparation of their applications, which close 12 February 2021.</p>

Investigate options for shared use of land, for example, schools. (LSPS Action 10.2)

Code	Responsible Unit	Action Name	Status	Comments
1.1.1.3	Strategic Planning, Heritage & Place Planning	Engage with other agencies to determine options for shared use of land.	Progressing	<p>The Strategic Planning team collaborates with agencies, such as the Department of Planning and Infrastructure and surrounding Councils to facilitate shared uses of land. Recent collaboration with neighbouring councils includes discussions with Canada Bay Council regarding the interface along the Parramatta Road Corridor Strategy.</p> <p>These interactions have also been taken into account as part of external consultant studies to inform the LSPS. In turn, the LSPS will inform current studies to update Council's plans and policies such as the Local Environmental Plan.</p>

Provide library services that engage the community in lifelong learning and provide recreational and social opportunities in accessible and people-friendly environments and spaces

Provide a range of information and services to meet the needs of new and existing members

Code	Responsible Unit	Action Name	Status	Comments
1.1.2.1	Community, Library & Aquatic Services	Identify and implement resources and information services	Progressing	<p>Library staff introduced Newsbank in July 2020 which provides digital access to full-text local, regional, national and international newspapers. This valuable resource can also be accessed through Solus, the Burwood Library app.</p> <p>The response to the Library's eNews promotions has continued to be strong, with all but one of the summer holiday activities being booked out in the first two days.</p> <p>The Monitor Kiosk, which is the Library's PC booking and printing solution, was implemented on 30 November 2020. Customers are now able to access the public PCs as well as print and scan documents.</p> <p>Library Live, a Cloud-based web interface from FE Technologies, was implemented in October 2020. The dashboard provides live traffic reports indicating the number of people entering and exiting the Library, as well as the number of people in the Library at any one time.</p>

Provide resources to reflect the needs and interests of the multicultural community

Code	Responsible Unit	Action Name	Status	Comments
1.1.2.2	Community, Library & Aquatic Services	Increase number of language resources available based on the demands and needs of the community	Progressing	<p>During the period July to December 2020 the Library added 1,112 items to its multicultural collections. The Community Language Bulk Loan Service provided by the State Library of New South Wales also recommenced in November 2020. This represents a valuable addition to the Library services.</p>

Establish key partnerships with agencies and services providers

Code	Responsible Unit	Action Name	Status	Comments
1.1.2.3	Community, Library & Aquatic Services	Deliver services, resources and initiatives in conjunction with agencies and service providers	Progressing	<p>Library staff delivered a range of programs in Mandarin, Cantonese and Korean via Zoom. The programs included presentations on tax help, health, mental health and employment rights.</p> <p>Library staff partnered with CASS, NSW Health, the Australian Taxation Office, the Migrant Employment Legal Service and the Australia Positive Psychotherapy and the Cross-cultural Counselling Centre to deliver these workshops. These activities were extremely well received, with 239 attendees participating in the workshops.</p> <p>Local HSC students were supported with a series of workshops focusing on Biology, Chemistry and Maths. The sessions were conducted via Zoom and 109 students attended. The workshops were delivered by the Mathematical Association NSW and Virtual Kickstart Sydney University.</p> <p>Library staff partnered with the NSW Public Libraries Association to deliver a series of high profile author talks. Featured authors included Monica McInerney, Craig Reucassel, Sir Peter Cosgrove and Mary Li.</p> <p>A focus on mental wellbeing saw the Library partner with the Black Dog Institute, Less Mess and counsellor Patricia Brown. A total of 57 attendees enjoyed the informative session on coping with grief, breaking down depression and decluttering your wardrobe.</p>

Provide active and passive recreational and sporting activities that contribute to health and wellbeing

Enhance facilities at the Enfield Aquatic Centre to optimise use

Code	Responsible Unit	Action Name	Status	Comments
1.1.3.1	Property & Building Services	Construct a new Learn to Swim -25m indoor pool at Enfield as part of the Enfield Aquatic Masterplan	Progressing	Construction of a new Learn to Swim 25 metre indoor pool at Enfield Aquatic Centre is underway. The project is progressing well and is on track to be completed in June 2021.

Offer programs at the Enfield Aquatic Centre based on the needs of residents and patrons

Code	Responsible Unit	Action Name	Status	Comments
1.1.3.2	Community, Library & Aquatic Services	Improve the design of Learn to Swim and other programs and actively promote to the community	Progressing	Programs such as Learn to Swim were maintained during the quarter despite the limitations imposed by Covid-19 with attendance numbers slowly increasing throughout the period. The EAC programs continue to be reviewed and adjusted within COVID restrictions to meet customer demands.

Provide a safe and healthy environment for patrons

Code	Responsible Unit	Action Name	Status	Comments
1.1.3.3	Community, Library & Aquatic Services	Undertake continual testing of water quality, safety audits and staff training to ensure a healthy and safe environment in accordance with NSW health standards	Progressing	Water testing was carried out multiple times daily to maintain appropriate management of water quality within NSW Health requirements. Monthly Independent testing also occurred with results confirming a high standard of water quality maintained. RLSSA Safety audit completed with 90% score achieved. Ongoing staff training was provided, particularly in relation to COVID protocols and facility management practices.

Enhance parks and open spaces to promote recreational activities

Code	Responsible Unit	Action Name	Status	Comments
1.1.3.4	Assets & Infrastructure	Implement master plans for major parks and upgrade existing parks and reserves according to usage type	Progressing	<p>Staff have prepared master plans for Henley Park, Blair Park and the Woodstock Park.</p> <p>Some major projects in these and other parks are underway or have been completed as follows;</p> <p>Henley Park Projects underway in Henley Park: The refurbishment and extension of the amenities block.</p> <p>Further upgrade works in Henley Park are also underway and these include: Design and construction of new field irrigation, drainage and turf works for the two southern fields, No's 1&2</p> <p>Blair Park In Blair Park the following capital works upgrades were recently completed. Design and construction of new field irrigation, drainage and turf works.</p> <p>Woodstock Community Centre Capital works according to the master plan underway/complete include: A concept design for the sensory garden is complete. The Construction of a new Playground including a flying fox is complete.</p> <p>Grant Park The construction of a new obstacle course is complete Design for the new two netball courts and extension to the Enfield Aquatic Centre carpark is completed. Works to commence early 2021.</p> <p>Flockhart Park Masterplan Design for Flockhart Park and Grant Application for, 10</p>

Code	Responsible Unit	Action Name	Status	Comments
				X Exercise Equipment Stations, Reconstruction of Cricket Nets, New Playground Equipment and New Fencing along Burwood Road, Hextol Street and Lees Ave. Also stabilising the embankment under the road bridge on the pathway cyclist at Georges River Road.
Promote an active and healthy lifestyle				
Code	Responsible Unit	Action Name	Status	Comments
1.1.3.5	Community, Library & Aquatic Services	Offer programs and activities that promote active and passive recreation in partnership with local organisations and groups	Progressing	<p>Council staff worked within NSW Health COVID-19 restrictions to restart many community activities including Fitter & Stronger, Line Dancing, Chinese Painting, Chinese Line Dancing, Chinese Traditional Dance and Zumba classes. Restrictions on room capacity, social distancing, and hygiene attendance registrations were implemented to make sure activities were safe.</p> <p>Council staff also worked in partnership with Reverse Garbage to organise an online Christmas Basket Workshop for residents who are unable to attend face-to-face classes at this time.</p> <p>Other activities are planned to commence in January 2021 include Yoga in the Park at Henley Park, Enfield.</p>

Provide initiatives and facilities that encourage community participation and promote a healthy and harmonious lifestyle

Provide a range of venues and facilities for residents and community groups to meet their diverse needs

Code	Responsible Unit	Action Name	Status	Comments
1.1.4.1	Customer Service & Records	Offer a range of facilities for hire that accommodate the various types of use required by the community	Progressing	<p>Council continues to promote and facilitate the use of its venues to community groups, particularly local groups, senior's groups and not for profit organisations.</p> <p>The community facilities usage from 1 July 2020 - 31 December 2020 was Community Hub (147), Woodstock (176), George Street Centre (24), Fitzroy Hall (4), Burwood Park Community Centre (414). Woodstock Artisan Market was held on 15 November 2020. The new Community Hub rooms opened in September 2020 consisting of learning labs, studios and meeting rooms Council held the Art Prize exhibition between there 14 - 29 November 2020.</p>

Provide space for sporting and recreational activities

Code	Responsible Unit	Action Name	Status	Comments
1.1.4.2	Customer Service & Records	Offer parks for hire and identify green and open spaces that can be used for passive and active use by the community	Progressing	<p>The new obstacle course, with a wide range of challenging fitness equipment, was completed and opened to the public in Grant Park. While predominately developed for young people and adults, it has proven to be very popular with all ages.</p> <p>Renovation works on the amenities building at Henley Park are progressing well.</p> <p>With the lifting of COVID-19 restrictions all local sporting clubs were able to finish their extended seasonal competitions.</p> <p>The installation of new playground equipment in Woodstock was completed with positive feedback from the community.</p>

Promote an inclusive and harmonious lifestyle in the community

Code	Responsible Unit	Action Name	Status	Comments
1.1.4.3	Community, Library & Aquatic Services	Provide programs and activities that encourage active community participation	Progressing	Burwood Youth Advisory Group, which encourages youth participation in Council, has continued to operate online with young people bringing their concerns and ideas to Council. The Multicultural Advisory Committee roundtable invited representatives from local culturally and linguistically diverse (CALD) groups to develop Council's anti-racism statement. A steering committee has been developed with local residents to be invited to develop ideas to celebrate the 150 year anniversary of the formation of Burwood Municipality due to take place in 2024.

A well informed, supported and engaged community

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

Provide regular information in a range of formats to ensure that it is accessible to all members of the community

Code	Responsible Unit	Action Name	Status	Comments
1.2.1.1	Corporate Planning & Communications	Deliver ongoing communication through appropriate channels based on the target audience	Progressing	With the demise of the local newspaper, Council focused its efforts on increasing digital and print communications. During the reporting period two newsletters were distributed LGA wide and an E-News update was developed and emailed to the database monthly, alternating with the existing Burwood Cares E-News. Communications, marketing and engagement campaigns developed and delivered over the six month period utilised videos, mailbox brochures, flyers and letters, handout postcards, maps, digital displays, e-signatures, street flags and banners, phone and online surveying and giveaway merchandise. Regular full page Council columns were produced and appeared in

Code	Responsible Unit	Action Name	Status	Comments
				foreign language press: Korean, Chinese and Nepali newspapers and online media monthly. Council's social media (Facebook, Twitter, Instagram, LinkedIn and WeChat) continues to grow in reach and influence with higher quality, regular posts supported by videos and photos.

Enhance communication and community engagement through innovative solutions
Establish regular interaction and communication with the community through targeted channels

Code	Responsible Unit	Action Name	Status	Comments
1.2.2.1	Corporate Planning & Communications	Monitor and identify emerging technology and communication tools to enhance engagement	Progressing	The profile and demographics of Burwood continue to shift and change. As communities become more established, new communities emerge. Identifying the growing Korean community and the emerging Nepali community, Council produces a monthly Council Column in local the Korean and Nepali press as well as the local Chinese paper to keep them updated on works and what's happening in Burwood. Council also provides local information through its WeChat platform. Council has also developed a 'Have Your Say' section on the website to house current engagement projects. In the past 6 months Council has launched engagement programs for input into the proposed Urban Park and Cultural Centre, Enfield Village Revitalisation Project, Name the Lane - renaming Hornsey Lane competition and the Youth Survey. All projects utilised digital survey and face to face engagement. Council also ran two competitions. Burwood Eats - Let us shout you lunch utilised social media platforms to promote local food businesses and increase followers. Community Christmas Lights competition provided an opportunity

Code	Responsible Unit	Action Name	Status	Comments
				for the community to engage with their neighbours and promote Christmas cheer.

Foster a sense of community pride

Provide leadership on the community's vision and values

Code	Responsible Unit	Action Name	Status	Comments
1.2.3.1	Corporate Planning & Communications	Ensure the Burwood brand reflects community aspirations	Progressing	<p>In August 2020 the new Burwood Council, Library and Community Hub was opened. An extensive branding campaign was developed to generate excitement in the lead up to the opening, create an opening day event and extend through to the end of the year.</p> <p>The campaign messaging of 'Discover More' and the simple but striking, modern design was used to great effect in arousing curiosity and setting the tone for the interior experience of the new building's facilities and design fit out.</p> <p>The designs were a continuation of the Burwood Brand - reflecting the community through its vibrancy, creativity and dynamism.</p> <p>The campaign stand out was the 'eyes' and Discover More copy on the SkyBridge. Other materials included street banners, billboard, video, postcard, LGA wide mailout, map of the building, e-signatures, Social media headers and tiles, digital screen graphics, Electronic Direct Mailer, signage Library Tote Bags and Library Cards.</p> <p>Whilst the Opening Event was restricted due to COVID-19 the Welcome to Country and Smoking Ceremony was moving and respectful of people and place.</p>

A safe community for residents, works and visitors

Work with key partners and the community to minimise crime and enhance community safety

Maintain and enhance CCTV capabilities

Code	Responsible Unit	Action Name	Status	Comments
1.3.1.1	Community Safety	Ensure CCTV technology is up to date and utilised in key areas around Burwood as needed	Progressing	CCTV system has had quarterly maintenance review and new camera technology is being installed along Railway Parade and Burwood Road in January 2021. Crime statistics in the LGA are low and CCTV placement has assisted Police in reducing the crime. All CCTV applications over the period have been provided within the service timeframe to NSW Police.

Work in partnership with NSW Police to support crime prevention and increase community safety

Code	Responsible Unit	Action Name	Status	Comments
1.3.1.2	Community, Library & Aquatic Services	Deliver and support safety campaigns to target specific crimes and raise awareness in the community	Progressing	A number of safety campaigns were developed and launched by Council staff within this period, these included: The 'Spot a Scam Stop Scam' campaign in November 2020 in collaboration with local Police and the ACCC. An information booklet in English and Chinese was sent to all households in the Burwood LGA. The booklet aimed to increase awareness within the community to identify and discard solicitation from scammers, thereby reducing their risk of becoming a victim of a scam. The 'Look Out Look Up' campaign was developed in collaboration with the Police to increase pedestrian vigilance when using their smartphones while out and about. The campaign included posters and stencils on footpaths within the Burwood CBD prompting people to be aware of their surroundings.

Code	Responsible Unit	Action Name	Status	Comments
				A Domestic Violence community awareness campaign was developed in collaboration with Burwood Women's Domestic Violence and Court Advocacy Service, WAGEC and Burwood Community Welfare Services to provide key messages to the Burwood community through a range of media.

Liaise closely with NSW Police and other stakeholders to identify crime activity and trends

Code	Responsible Unit	Action Name	Status	Comments
1.3.1.3	Community, Library & Aquatic Services	Regularly meet with NSW Police and other stakeholders and implement strategies to address crime activities and trends	Progressing	Council staff work closely with the local Police Area Command to plan a healthy and safe community. During the COVID-19 pandemic communications and meetings have been ongoing with the Police, identifying and prioritising crime issues in the Burwood LGA. Police and Council staff worked together on issues relating to COVID-19 and homelessness, as well as education and awareness campaigns such as the 'Spot a Scam, Stop a Scam' campaign, which was rolled out to all households.

Support and implement programs that aim to reduce anti-social behaviour

Implement strategies to reduce illegal dumping, vandalism, graffiti and abandoned trolleys

Code	Responsible Unit	Action Name	Status	Comments
1.3.2.1	Community Safety	Deliver campaigns and provide initiatives to target illegal dumping, vandalism, graffiti and abandoned trolleys	Progressing	Council's Waste Investigation Officer patrols local streets on a daily basis and focuses on common illegal dumping locations. Council's "Dob in a Dumper" Leaflets were distributed to several large dump sites under investigation during the period to encourage local residents to report people committing unlawful rubbish dumping. Council's Waste Investigation Officer in conjunction with Council's Environmental Officer developed new rubbish dumping signs which were placed at known dumping spots. Council's Trolley Team patrol local streets on a daily basis and

Code	Responsible Unit	Action Name	Status	Comments
				impound trolleys left unattended on the roadway. This program has reduced the amount of trolleys left on the streets in the LGA.

Deter anti-social behavior through design

Code	Responsible Unit	Action Name	Status	Comments
1.3.2.2	Assets & Infrastructure	Implement place activation and design solutions that beautify the area and deter anti-social behaviour	Progressing	<p>Council has continued to design and construct new glass balustrade fencing at a number of locations along the Burwood Road corridor. As part of these projects, new outdoor tables and chairs have been installed with the aim to support the growth of local businesses by attracting new customers.</p> <p>The glass balustrading projects were undertaken collectively with Councils Burwood Road Beautification initiative that involved the introduction of new street tree plantings, oversized planters as well as the inclusion of tree wrapped fairy lighting. These works have added some much needed vibrancy to the LGA whilst enhancing its overall aesthetics.</p> <p>The Shopfront Improvement Program Policy has been revamped following a successful trial period and continues to provide local business owners and tenants who want to improve the appearance of their shopfront and building facades funding opportunity. The program aims to support the development of local businesses whilst raising the image of the Town Centre.</p>

Encourage and promote a safe night time culture

Code	Responsible Unit	Action Name	Status	Comments
1.3.2.3	Assets & Infrastructure	Enhance street lighting, increase visibility and promote activities in and around town centres at night	Progressing	Following the successful public lighting trial of new LED Street lighting technology, Ausgrid updated its list of approved lanterns for pedestrian (P) category lighting to include a diverse number of LED options. LED technology has been found to increase visibility, improve reliability, enhance energy efficiency and more importantly reduce overall costs for Council. As of 31 December 2020, 1336 street lights have been upgraded within the Burwood LGA, approximately 98% of Council's local road street lighting inventory. Replacement of old technology will continue into 2021. Fairy lights have been installed around the tree trunks of the existing street trees within the Burwood Town Centre, at the Georges River Road shopping precinct as well as along The Strand in Croydon. Catenary lighting has also been installed in Hornsey Lane, adjacent to the new Burwood Council Building. All these lighting projects were designed and developed to improve the appearance of the corresponding areas but more notably to promote the use of the area by adding much need life and vibrancy.

A proud and inclusive community that celebrates diversity

Celebrate the achievements of the local community

Encourage and award achievements within the community

Code	Responsible Unit	Action Name	Status	Comments
4.1.1	Community, Library & Aquatic Services	Provide initiatives such as awards and incentives to promote and share achievements and encourage community participation	Progressing	COVID-19 has impacted awards and community participation programs, however, some notable activities were the delivery of the Burwood Art Prize which attracted over 100 entries including the winning entry by Dongwang Fan and the volunteer recognition morning tea. More activities of this nature will be rolled out in 2021 as COVID-19 restrictions ease.

**Engage with Culturally and Linguistically Diverse communities
Ensure information is accessible to CALD community members**

Code	Responsible Unit	Action Name	Status	Comments
1.4.2.1	Corporate Planning & Communications	Provide translation technology and support in relevant languages where appropriate across communications channels	Progressing	The Council website includes enhanced digital translation for top nine languages spoken in the LGA. Contact details for Council's interpreter service feature in Council publications, residential newsletters and Council's letterhead. During the COVID-19 situation Council has provided printed materials with updates and information in multiple languages and erected community safety signage in multiple languages.

Develop key relationships with CALD service providers

Code	Responsible Unit	Action Name	Status	Comments
1.4.2.2	Community, Library & Aquatic Services	Identify and support CALD service providers that offer services within the community	Progressing	Council staff continue to have productive working relationships with local services, such as Metro Assist and the Chinese Australian Services Society (CASS). Council is a member of the Inner West Multicultural Interagency and has actively promoted both the Club Grants and Community Grants programs to local and regional organisations that provide services to Burwood's multicultural communities.

Provide opportunities for CALD communities to share and celebrate their cultures

Code	Responsible Unit	Action Name	Status	Comments
1.4.2.3	Community, Library & Aquatic Services	Host and support inclusive activities and initiatives to improve communication between different cultural groups and between cultural groups and council	Progressing	Council hosted a Multicultural Advisory Committee meeting to discuss and develop a statement of inclusivity and anti-racism. The statement has since been adopted by Council. More regular committee meetings will be held during 2021 to discuss matters such as the development of a new Multicultural Strategy for Council. Council staff are also investigating options to develop an Aboriginal Reconciliation Action Plan.

Coordinate, facilitate and support inclusive cultural events and initiatives to celebrate community, diversity and cultural heritage

Provide a program of inclusive community events which celebrate diversity

Code	Responsible Unit	Action Name	Status	Comments
1.4.3.1	Community, Library & Aquatic Services	Engage with different cultural groups and encourage participation in events and services	Progressing	Council staff engaged with a wide range of cultural groups through community development programs and activities. This includes the following groups. The Multicultural Advisory Committee (MAC), which is made up of a diverse group of community leaders who came together to discuss and provide advice to Council on multicultural issues. The MAC was suspended during the height of COVID-19 restrictions, however an online meeting was held with MAC members to develop an anti-racism statement which has been adopted by Council. The Burwood Youth Advisory Group (BYAG) is made up of a diverse group of young people who provide advice to Council on future youth development initiatives and have worked collaboratively with Council on cultural programs for young people in conjunction with staff. BYAG meetings have been held via Zoom during COVID-19 restrictions and will recommence face to face in 2021. Bilingual support is provided to Council's Mobile Playvan (MPV) to

Code	Responsible Unit	Action Name	Status	Comments
				assist in communicating with parents and grandparents of CALD backgrounds, which helps Council to plan and address the needs of the community. MPV recommenced in local parks as restrictions eased in late 2020 and now operates four days per week in local parks under a COVID-safe plan, with ongoing bi-cultural support provided at many sessions.

Seek to support events and activities within the area that celebrate diversity

Code	Responsible Unit	Action Name	Status	Comments
1.4.3.2	Corporate Planning & Communications	Provide support or sponsorship to community cultural events and activities	Progressing	Council supports community groups and associations to hold public events that celebrate cultural heritage. Due to the COVID-19 restrictions the scheduled Moon Festival, Burwood Festival and Carols in the Park were cancelled.

Promote and celebrate the area's heritage and Indigenous history

Preserve and maintain the area's heritage and history

Code	Responsible Unit	Action Name	Status	Comments
1.4.4.1	Community, Library & Aquatic Services	Support initiatives which celebrate the area's history and heritage	Progressing	In October 2020 a talk on the History of the Western Suburbs Hospital was given, featuring local author Leslie Porter. Sixteen participants enjoyed hearing about the history of the hospital. Two displays were provided for the community showcasing the chimneys of the local area in clay (by local artist Anthea Feilen) with the assistance of the Burwood Historical Society. The archaeological remains of Burwood Villa were also displayed, highlighting the opulent history of Burwood's past.

Preserve and promote the local Indigenous history and identify existing cultures

Code	Responsible Unit	Action Name	Status	Comments
1.4.4.2	Community, Library & Aquatic Services	Develop a strategy to acknowledge and celebrate the local Indigenous history and community	Progressing	Council staff have evaluated options for Council to participate more actively in Aboriginal reconciliation and will be aiming to develop a Reconciliation Action Plan to achieve this goal in the new financial year.

Remember and reflect on Australia's history in local context

Code	Responsible Unit	Action Name	Status	Comments
1.4.4.3	Corporate Planning & Communications	Host events and services which promote awareness of Australian history such as Australia Day and Anzac Day and history of a local significance	Progressing	Due to COVID-19 restrictions the Annual Sandakan Remembrance Service was a small wreath laying event. A mailout was sent to all residents of the Burwood LGA informing them of the cancellation of the public event and served as a reminder or education piece on the horrors of the Sandakan death marches and the need to commemorate. At the request of the Burwood RSL, Council conducted a Remembrance Day Service under COVID safe restrictions.

Identify and protect scenic and cultural landscapes within the Burwood LGA. (LSPS Action 17.1)

Code	Responsible Unit	Action Name	Status	Comments
1.4.4.4	Strategic Planning, Heritage & Place Planning	Scenic and cultural landscapes identified and protected.	Progressing	Scenic and cultural landscapes have been identified through the Local Strategic Planning Statement and Urban Design Study and Masterplan. Work is undertaken to protect and enhance these through grant applications. Recent grants include the Metropolitan Greenspace Grant Application for the Cooks River Corridor and Greening Our City Grant for the Wangal Park Tree Canopy Enhancement Project. Further work has also been completed as part of the Burwood Road beautification upgrade and shopfront improvement program where urban scenery and cultural characteristics are the main focus.

**Promote volunteering opportunities and local participation
Work with agencies to support volunteering including volunteers of CALD background**

Code	Responsible Unit	Action Name	Status	Comments
1.4.5.1	Community, Library & Aquatic Services	Form strategic partnerships and support local volunteering initiatives	Progressing	Council established a new volunteering-focused position who has commenced engaging local volunteers and preparing them for placement in community programs and local community organisations. Community organisations that utilise volunteers have been encouraged to register with the Council volunteer program. As of August 2020, Council has referred 223 volunteers to external organisations.

Provide volunteering opportunities and participation within Council

Code	Responsible Unit	Action Name	Status	Comments
1.4.5.2	Community, Library & Aquatic Services	Seek volunteering opportunities for Council projects, initiatives and events where possible	Progressing	In August 2020, Council commenced promoting and recruiting volunteers for placement in community programs and local community services. As of August 2020, 223 volunteers were referred to external organisations. Due to COVID-19 restrictions, Council was unable to hold its annual volunteer recognition event in December 2020. Instead, a small volunteer recognition morning tea was held in December 2020 to recognise and thank a small cross section of the volunteering community for the contribution they make to the local community. A larger event is being planned in the first half of 2021, subject to Covid-19 restrictions.

Support the capacity of the local community to develop projects, events and activities

Code	Responsible Unit	Action Name	Status	Comments
1.4.5.3	Community, Library & Aquatic Services	Provide skills development and project mentoring for individuals and groups	Progressing	Each year Council staff deliver free civic leadership training for the Burwood Youth Advisory Group (BYAG). The latest BYAG leadership training program will be delivered in the first quarter of 2021.



Community confidence in Council's decision making

Provide opportunities for engagement and report decisions back to the community

Consult and engage with the community on issues that impact the local community

Code	Responsible Unit	Action Name	Status	Comments
2.1.1.1	Corporate Planning & Communications	Undertake community consultation for input and feedback on projects and major decisions	Progressing	<p>During the reporting period Council developed a 'Have your Say' section on the website. This promotes all community consultation currently being undertaken.</p> <p>In the first half of the financial year Community engagement included the proposed Urban Park and Cultural Centre, the renaming of Hornsey Lane, the proposed Enfield Village Revitalisation Project and Dog off leash at Sanders Park. These included school activity, face to face community stalls at several locations, letterbox drops and online survey.</p>

Report outcomes of Council decisions and resolutions

Code	Responsible Unit	Action Name	Status	Comments
2.1.1.2	Governance	Provide information to the community on outcomes of Council decisions and resolutions in a timely manner	Progressing	<p>Hybrid meetings (with attendance of councillors either in person or via Zoom teleconference link) supported throughout the reporting period in line with statutory advice concerning COVID-19 public health concerns. Citizens had the option to participate in meetings via teleconference link and / or make written submissions as part of the public forum opportunity that precedes the consideration of items of business listed on the agenda. (Note that statutory constraints on public gatherings due to COVID-19 precluded the hosting of public galleries on Council premises.</p> <p>Each monthly ordinary meeting of Council proceeded as scheduled and an extraordinary meeting to deal with urgent business was convened in early September. Notices of meetings in each instance exceeded the minimum statutory notification requirements. Resolutions of Council determined during confidential sessions were duly reported as soon as open sessions of Council meetings</p>

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Code	Responsible Unit	Action Name	Status	Comments
				<p>resumed and were recorded in minutes accordingly.</p> <p>Draft minutes of Council meetings were finalised for release within 3 working days of each meeting. Audio recordings of meeting proceedings that are open to the public were posted on the Council website the first working day after each meeting. Declarations of interests from Council meetings and voting on urban planning matters were updated in registers and made available on the Council website within one working day.</p>

Inform the community on key regional projects and plans

Inform the community on key infrastructure projects which effect the local community. (LSPS Action 1.2)

Code	Responsible Unit	Action Name	Status	Comments
2.1.2.1	Assets & Infrastructure	Provide information on major infrastructure projects that impact the local area and community	Progressing	<p>Works updates page was created on Council's website. Community consultation was undertaken for the proposed Enfield revitalization project and community engagement was undertaken with stakeholders for the Grant Park Multipurpose courts project and the Railway Parade streetscape project.</p> <p>Staff have prepared master plans for Henley Park, Blair Park and the Woodstock Park.</p> <p>Some major projects in these and other parks are underway or have been completed as follows.:</p> <p>Henley Park Projects underway in Henley Park: The refurbishment and extension of the amenities block. Further upgrade works in Henley Park are also underway and these include: Design and construction of new field irrigation, drainage and turf works for the two southern fields 1&2 and the two mini fields.</p> <p>Blair Park</p>

Code	Responsible Unit	Action Name	Status	Comments
				<p>In Blair Park the following capital works upgrades were recently completed</p> <p>Design and construction of new field irrigation, drainage and turf works.</p> <p>Woodstock Community Centre Capital works according the master plan underway/complete include: A concept design for the sensory garden is complete. A Playground including a flying fox is complete.</p> <p>Grant Park The construction of a new obstacle course is complete Design for the new two netball courts and extension to the Enfield Aquatic Centre carpark is completed. Works to commence early 2021.</p> <p>Flockhart Park Masterplan Design for Flockhart Park and Grant application for, 10 X Exercise Equipment Stations, Reconstruction of Cricket Nets, New Playground Equipment and New Fencing along Burwood Road, Hextol Street and Lees Ave. Also stabilising the embankment under the road bridge on the pathway cyclist at Georges River Road.</p>

Provide community education on Council policies and regulations and other legislation which affects the community

Code	Responsible Unit	Action Name	Status	Comments
2.1.2.2	Governance	Distribute relevant information in a format that is easy to understand to ensure the community are aware of	Progressing	All Council Policies, Delegations and Resolutions of Council and the Burwood Planning Panel are made available on Council's website. Any new or revised Council policies for the period have been published on Council's new website and superseded or redundant documents retired from the site. (Superseded instruments remain

Code	Responsible Unit	Action Name	Status	Comments
		any changes to policies, regulations or legislation		publicly accessible under Government Information (Public Access) Act requirements for as long they are required to be retained under the State Records Act.)
				Improvements in searching capabilities on the Council website have made retrieval of documents via keyword searching easier and more accurate.

Ensure transparency and accountability in decision making

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

Code	Responsible Unit	Action Name	Status	Comments
2.1.3.1		Provide transparent auditing processes and ensure reports are made available to the community where appropriate	Progressing	Council continued with its regime of Audit Risk & Improvement Committee (ARIC) meetings. The ARIC met quarterly as scheduled to consider the annual audited accounts and other external audit findings made by the Audit Office of NSW. During the reporting period the ARIC also reviewed and considered several internal audits and a revised ARIC Charter that was subsequently adopted by Council on 25 August 2020.

Provide information in a transparent manner

Code	Responsible Unit	Action Name	Status	Comments
2.1.3.2	Governance	Ensure all public information is accessible and made available in a timely manner	Progressing	Council met all obligations under the Government Information (Public Access) Act and the Local Government Act for mandatory proactive release of open access information via publication of relevant content on the Council website. It also continued to meet its commitments on non-mandatory proactive release of information as publicised in its Agency Information Guide. Ongoing review of Council's proactive release program included initiation of work to bring the Voluntary Planning Agreements Register online. During the reporting period 35 informal applications and 17 formal

Code	Responsible Unit	Action Name	Status	Comments
				applications were processed under the Government Information (Public Access) Act. Processing of all formal applications were completed within the statutory time frame of 20 working days. All informal applications were determined within the same local standard of 20 working days.

Provide efficient and transparent procurement and purchasing

Code	Responsible Unit	Action Name	Status	Comments
2.1.3.3	Finance & Resource Management	Maintain a transparent process when engaging with contractors, suppliers and businesses	Progressing	Council has set in place effective and efficient processes for purchasing and procurement of goods and services through a comprehensive Procurement Strategy and Purchasing and Contract Management Corporate Practice along with Tendering Manual. These are updated on a regular basis in accordance with Council's Corporate Review Practice.

Strong partnerships to benefit the community

Maintain dialogue between neighbouring councils to share resources and improve provision of services

Participate in regional associations and seek opportunities to work and deliver shared priorities with neighbouring councils. (LSPS 16.3)

Code	Responsible Unit	Action Name	Status	Comments
2.2.1.1	People & Culture	Participate in inter-agencies and networks within the region and deliver initiatives through established shared agreements.	Progressing	<p>Burwood Council is a member of the Southern Sydney Regional Organisation of Councils, an association of 11 councils spanning Sydney's southern suburbs, eastern suburbs, CBD, and inner west and covering a third of the Greater Sydney's population, or 1.7m people. SSROC provides a forum through which our member councils can interact, exchange ideas and work collaboratively to solve regional issues and contribute to the future sustainability of the region.</p> <p>Council is also a member of the CivicRisk Mutual is a flexible organisation, formed with the objective of implementing risk management solutions with their members and encouraging business growth. CivicRisk Mutual is a mutual of councils sharing the same strategic approach to risk management and through local government collaboration can access bespoke insurance solutions. Council is an active member of sector associations, LGNSW and LGProfessionals, and presents and participates in forums and learning opportunities.</p> <p>Burwood Council and The City of Canada Bay have a formal partnership in the Canada Bay Recycling Centre which is located at 15-17 Regatta Road, Five Dock. The Centre is open to all Burwood Council residents for problem waste.</p>

**Develop strategic partnerships that will benefit the area and community
Maintain and establish relationships with State and Federal agencies, service providers and not for profits. (LSPS Action 2.5)**

Code	Responsible Unit	Action Name	Status	Comments
2.2.2.1	Community, Library & Aquatic Services	Explore funding opportunities and work with State and Federal agencies on initiatives that will benefit the community	Progressing	<p>Council staff continue to review and progress grant and funding opportunities and partnerships with Government departments. Over the period, Council worked closely with the Police, Create NSW, the Department of Communities and Justice and the Department of Education on initiatives such as public art, homelessness and the schools as shared spaces program.</p> <p>Council developed and submitted an application for \$1 million to the NSW Department of Planning and Environment for the Enfield Village Revitalisation Project following an extensive period of community engagement.</p> <p>Additional funding applications were submitted to the NSW Government in relation to public art, community events and support for small business.</p>
2.2.2.2	Community, Library & Aquatic Services	Participate in regional alliances and local interagencies	Progressing	<p>Council staff hosted the local child and family interagency for government and non-government service providers from Burwood, Ashfield, Strathfield and Canada Bay. The interagency provides opportunities for service providers to network, identify current gaps and develop programs and activities in partnership with one another and Council.</p> <p>Staff also participated on a number of regional forums to support people living with a disability, culturally and linguistically diverse communities and young people.</p>

Work with NSW Department of Education to identify needs for new and upgraded schools. (LSPS Action 2.1)

Code	Responsible Unit	Action Name	Status	Comments
2.2.2.3	Strategic Planning, Heritage & Place Planning	Advocate for NSW Government provision of educational infrastructure.	Progressing	The Strategic Planning team collaborates with School Infrastructure NSW and the Department of Education to advocate for the provision of additional educational infrastructure. Feedback is also provided on the planning of educational infrastructure. Any opportunities for the use or sharing of facilities are considered.

Work with NSW Health to identify needs for new or upgraded health facilities. (LSPS Action 2.2)

Code	Responsible Unit	Action Name	Status	Comments
2.2.2.4	Strategic Planning, Heritage & Place Planning	Advocate for NSW Government provision of health infrastructure.	Progressing	The Strategic Planning team collaborates with Health NSW and the Sydney Local Health District to advocate for renewal and introduction of additional health infrastructure. Feedback is also provided on the planning and assessment of need for health infrastructure. Recent work has been done with the Sydney Local Health District on Healthy Streets implementation.

Deliver outcomes for the Parramatta Road Corridor in partnership with neighbouring councils and government agencies. (LSPS Actions 4.1 and 4.3)

Code	Responsible Unit	Action Name	Status	Comments
2.2.2.5	Strategic Planning, Heritage & Place Planning	Complete precinct planning proposal	Progressing	The Strategic Planning team has progressed the investigation of potential changes to the Local Environmental Plan (LEP), which will then progress to a planning proposals for the relevant precincts as part of the housekeeping Local Environmental Plan. Precincts include the Livingstone, Sym Avenue and Clarence and Church Streets Precinct. Collaboration has also been undertaken with urban design consultants in preparation of a local government area wide masterplan, which is undergoing continued review. This will inform opportunities for the comprehensive LEP.

Assess and refine the findings of the Burwood, Strathfield and Homebush Collaborative Precinct work to ensure they meet community needs. (LSPS Actions 4.3, 4.4 and 15.5)

Code	Responsible Unit	Action Name	Status	Comments
2.2.2.6	Strategic Planning, Heritage & Place Planning	Studies completed and infrastructure upgrades identified	Progressing	Work has been undertaken on progressing infrastructure upgrade studies including 4 Draft studies for Dobroyd Canal, Cooks River, Powells Creek and Exile Bay-St Luke's-William Street Overland Flood Studies. These studies help to identify where infrastructure upgrades are needed. Concurrent upgrades to mapping also assist in determining how these upgrades can be implemented.

Ensure financial sustainability and organisational effectiveness

Identify and maintain additional revenue sources to ensure financial sustainability

Maintain an investment strategy and policy

Code	Responsible Unit	Action Name	Status	Comments
2.3.1.1	Finance & Resource Management	Implement appropriate strategies and report outcomes to Council	Progressing	Council has developed an Investment Strategy and an Investment Policy through a third party Investment advisor which are reviewed regularly. Council invests surplus funds with various Financial Institutions during the year. These invested funds have been receiving at least 0.25 basis points above the RBA official rate. Council staff ensures that these invested funds are in secure financial instruments. Staff ensure that Council are made aware of all Invested Funds through a monthly report tabled at each available meeting in accordance with Legislative requirements.

Investigate opportunities to expand revenue from commercial operations, property portfolio and other income generating assets

Code	Responsible Unit	Action Name	Status	Comments
2.3.1.2	Property & Building Services	Manage Council's property portfolio to ensure best value returns and to ensure properties are developed, renewed and maintained for the benefit of the community	Progressing	During the reporting period Council's property portfolio has been maintained and renewed to ensure continued benefit for the community. A new Property Strategy is currently being developed to further strengthen Council's property management practices.

Seek additional sources of income to improve financial sustainability such as discounted loans, financial grants and special variations

Code	Responsible Unit	Action Name	Status	Comments
2.3.1.3	Finance & Resource Management	Identify the community's capacity and willingness for additional sources of income and implement where appropriate or required	Progressing	Council is in the second year of a four year Special Rate Variation aimed specifically at improving drainage infrastructure within the local area. Along with the normal capital works program, Council has applied for and been granted additional grant funding from the Roads and Maritime Services Blackspot program, Local Government Safer Roads program and Local Roads and Community Infrastructure Program. In addition to grant funding, several public domain works have been funded by developers within the local government area. Council was successful in obtaining grant funding for the installation of new multi-purpose netball courts in Grant Park. Construction of the courts will commence in early 2021.

**Ensure the organisation is well led; staff can carry out their roles efficiently and effectively in line with the community's vision
Deliver services and initiatives to the community in line with Council's Community Strategic Plan and supporting documentation**

s	Responsible Unit	Action Name	Status	Comments
2.3.2.1	Corporate Planning & Communications	Develop, review and monitor a Resourcing Strategy including a Workforce Plan, Asset Management Plan and Long Term Financial Plan	Progressing	The review and update of the Resourcing Strategy is scheduled to commence in the second half of the financial year.

Ensure corporate values and objectives align with the community's vision

Code	Responsible Unit	Action Name	Status	Comments
2.3.2.2	People & Culture	Develop, review and monitor a Corporate Plan	Progressing	Burwood Council continues to build the capability within the management levels of building, monitoring and reporting on the progress of a Corporate Plan. The projects identified in the internal Corporate Plan continue to be implemented. Through the implementation of team work plans, employees have a greater understanding of the Corporate Plan and their role in the delivery of these associated projects.

Provide structured procedures and processes to ensure organisational effectiveness

Code	Responsible Unit	Action Name	Status	Comments
2.3.2.3	People & Culture	Identify and implement frameworks that will improve organisational efficiency and business excellence	Progressing	With the rollout of the new Performance and Development Review process an organisational wide framework to measure performance was introduced. The Performance Pyramid encompasses, Ethical Leadership, Innovation and Customer Experience. Employees are assessed against these criteria. Initiatives such as the Ideas Factory and Ethical Leadership learning program that was rolled out to management levels, members of the Consultative Committee, People and Culture team members and subject matter experts supported the introduction of this new framework.

Efficient and innovative customer focused services

Provide a 'one stop shop' for customers

Optimise the experiences of visitors to Council

Code	Responsible Unit	Action Name	Status	Comments
2.4.1.1	Property & Building Services	Maintain Council's Customer Service Centre and Administrative Office	Milestone	<p>During the reporting period Council has relocated its Customer Service Centre to 2 Conder street and expanded its Library and Community Hub facilities.</p> <p>The new Council and Library building was officially opened in August 2020 and the co-location of the Customer Service Centre, Library and Community Hub has delivered a "one stop shop" for customers.</p> <p>The 2 Conder Street location was rejuvenated, expanded and reconfigured to host Council's Customer Service Centre on the easily accessible ground floor. The community hub space on level one is linked to 8 Conder St by way of a sky bridge. Over the bridge, an array of innovative and appealing facilities are now available for the community. Fast and free WiFi Internet access is available throughout the new facilities as well as surrounding outdoor areas to facilitate study, access to information and learning opportunities. A place for personal or group study, meetings and exploration - where technology assists people to access learning opportunities, information, arts, culture, creativity and history.</p> <p>The spaces at 2 and 8 Conder St, Burwood are present, iconic and welcoming. Seamlessly integrating contemporary design and heritage elements. The new Council, Library and community hub buildings include several meeting and gathering areas, enhanced collection zones, study areas, youth spaces, multimedia studios, learning labs, interactive spaces, children activity zones, indoor gardens and an amphitheatre.</p>

Deliver high quality customer service for all points of contact

Code	Responsible Unit	Action Name	Status	Comments
2.4.1.2	Customer Service & Records	Ensure customers are attended to in line with service standards	Progressing	During the period from 1 July 2020 to 31 December 2020, a total of 1448 customers were served at the counter with 91.6% of customers being served within five minutes. The number of calls received within the call centre during this period was a total of 16,618 with 83.4% being answered in less than 40 seconds.

Modernise and digitise relevant services to meet the needs of the community

Allow customers to 'do business with council' entirely online

Code	Responsible Unit	Action Name	Status	Comments
2.4.2.1	Information Technology	Digitise all forms, applications, requests and payment methods where possible	Milestone	Council has developed and published 70 online forms. During the reporting period 4054 online form responses were received including 1527 responses for the 2020 Burwood Art Prize, 759 for Household Clean-up bookings and 272 parking permit applications. During the reporting period Council has implemented an online facilities booking system, which allows customers to view the availability, book and pay for facilities online 24/7. Access to booked facilities has been improved through the implementation of automatically generated access pin-codes, thus avoiding the need to pick up and return physical keys.

Explore new online communication tools

Code	Responsible Unit	Action Name	Status	Comments
2.4.2.2	Information Technology	Identify and implement technology that will enhance and improve customer experience	Milestone	During the reporting period Council has further developed Online/Hybrid meetings for both Council and Burwood Local Planning Panel, to allow meetings to be conducted flexibly as required. Webcasting and teleconferencing facilities have been expanded to allow for improved community event participation and

Code	Responsible Unit	Action Name	Status	Comments
				<p>access to modern communication methods.</p> <p>Council has implemented an interactive knowledgebase to improve service coverage and availability for Council's Customer Service and Library teams.</p> <p>The free Burwood Council WiFi service has been extended to Enfield Aquatic Centre, Woodstock Park and Hornsey Lane in addition to Burwood Council and Library. The WiFi service has also been upgraded to ensure fast internet access at all times.</p>

Provide opportunity for ongoing community feedback to ensure best practice

Allow customers to provide immediate feedback on their experience

Code	Responsible Unit	Action Name	Status	Code
2.4.3.1	Customer Service & Records	Implement customer feedback mechanisms at Council facilities to receive immediate feedback on customer experience	Progressing	<p>Council has introduced new customer feedback software and a terminal at Woodstock Community Centre.</p> <p>The electronic questionnaire allows customers to provide immediate feedback on their experience and to assist Council with decision-making processes for future activities at the facilities.</p> <p>Between 1/7/20 to 31/12/20, 24 customers rated their customer experience at the feedback terminal with an average score of 7.8 out of 10, and 54% rating Council as 'awesome' - 10 out of 10. Of these 24 customers, 13 completed the question of how likely they were to recommend Burwood Council's facilities. 69% were deemed as promoters, scoring 9 or 10 out of 10.</p>

Monitor and measure Council's customer service

Code	Responsible Unit	Action Name	Status	Comments
2.4.3.2	Customer Service & Records	Conduct initiatives to support and improve the training of Council staff in customer service	Progressing	A knowledge management system has been developed to ensure a seamless customer experience by Customer Service and Library staff now they are located in the same building at 2 Conder Street. The knowledge management system provides information on all Council related topics so staff can provide accurate responses to customers. The new customer service kiosk is operational and has the ability for customers to book appointments for a Justice of the Peace and Development Enquiry Officer. The kiosk system ensures the effective monitoring of customers to improve service delivery.

Improve overall customer satisfaction

Code	Responsible Unit	Action Name	Status	Comments
2.4.3.3	Customer Service & Records	Conduct regular surveys to gauge customer experience	Progressing	<p>Since March 2020, Council has been reaching out to services to gauge the impacts they have faced following the outbreak of COVID-19. In December 2020, Council (through the Burwood Cares program) conducted targeted follow up COVID-19 impact assessments with 11 local community services. The aim was to re-engage with some of the services who were most significantly impacted at the height of the pandemic to communicate the new facilities and support initiatives on offer whilst exploring additional supports being delivered to the local community over the Christmas period. These assessments informed mayoral donations to services found to be delivering key support to the community over the holiday period.</p> <p>The bi-annual youth survey went live at the end of 2020 to determine the needs of local young people. The Child and Family Interagency Facilitator also conducted a feedback survey and needs analysis of local child and family services.</p>

Leaders in the Local Government sector

Provide strong leadership and advocacy on behalf of the community

Support the roles of Council and Councillors to ensure elected leaders can govern efficiently and effectively on behalf of the community

Code	Responsible Unit	Action Name	Status	Comments
2.5.1.1		Conduct regular training and induction sessions to support Councillors	Progressing	The COVID-19 pandemic continued to be a significant disruptor to professional development for councillors. An in house refresher workshop on Council Meeting Procedure was provided on 22 September for councillors.
2.5.1.1		Provide information and resources and encourage professional development	Progressing	Councillors were supported through a variety of methods during the reporting period. In addition to traditional methods, councillors were able to access information, reports and documents through a dedicated online councillor portal. Questions on notice raised by councillors were handled within the service level standard of 10 working days. Councillors have acknowledged that Local Government NSW is an important adjunct to locally provided information and resources to encourage their professional development.

Monitor and review Council's performance against other councils

Review Council's services and functions to gauge residents' satisfaction and benchmark performance against other councils

Code	Responsible Unit	Action Name	Status	Comments
2.5.2.1	Customer Service & Records	Participate in benchmarking activities and analyse results to improve Council's performance (in areas such as financial sustainability, customer services, and other	Progressing	Council has commenced the development of its first Customer Experience Strategy to create an excellent customer experience for all customers of Burwood Council. The project aims to develop an overall shared vision and strategic approach to customer experience across Council and build an increased understanding of customer needs and expectations that takes into account our rapid population growth and change. The Strategy will also define a clear program of new projects and

Code	Responsible Unit	Action Name	Status	Comments
		service provisions)		<p>initiatives that will improve the overall customer experience with Council over the next three years.</p> <p>As part of the project, Council will be rolling out new customer research and community engagement activities to inform the development of the Strategy. This includes a Mystery Shopper Program across all customer service points and testing key customer scenarios across various service areas of Council.</p>

Strive for business excellence through innovation

Implement technology which will increase efficiencies and productivity

Code	Responsible Unit	Action Name	Status	Comments
2.5.3.1	Information Technology	Undertake an assessment of available technology to identify solutions that will streamline business processes	Milestone	<p>During the reporting period several Council meeting rooms were upgraded with video conferencing tools to support modern communication methods and flexible in-person and online attendance to official meetings and events.</p> <p>Council meetings continued to be conducted in hybrid (online and in-person) form to allow flexible attendance by councillors and the public during COVID-19 restrictions.</p> <p>Council implemented a cloud based security system and SMS gateway to enable online booking and secure access of its facilities.</p>

Anticipate emerging trends and changes that will impact the area
 Finalise the Smart City Strategy to proactively monitor external strategies, technology and solutions that have the potential to impact Burwood. (LSPS Action 15.1)

Code	Responsible Unit	Action Name	Status	Comments
2.5.4.1	Strategic Planning, Heritage & Place Planning	Complete smart cities strategy and Seek opportunities to be involved in pilot programs and other initiatives aimed at assessing customer needs	Progressing	The Strategic Planning team has progressed the Smart City Strategy. This has 13 current and 13 future initiatives. Some of these initiatives aim to assess customer needs and provide opportunities for the public such as free public WiFi and online Council services. Further work will be done in identifying opportunities for pilot programs to advance these initiatives.



Maintain and enhance green and open spaces
Ensure strong planning controls to protect and encourage open and green spaces
Ensure planning policies enhance and protect open and green space where appropriate

Code	Responsible Unit	Action Name	Status	Comments
3.1.1.1	Assets & Infrastructure	Develop specific plans of management for public spaces	Progressing	Council staff are reviewing a final draft of the Burwood Park Plan of Management received from the consultant team. The final draft Plan of Management will be completed by the end of the 20/21 financial year and will be placed on public exhibition for formal adoption by Council.
3.1.1.1	Strategic Planning, Heritage & Place Planning	Ensure State and District Plan strategies are included into relevant Council planning policies	Progressing	Burwood Council has finalised its Local Strategic Planning Statement (LSPS) which has implemented the Greater Sydney Region Plan: A Metropolis of Three Cities and the Eastern City District Plan at the local level. The LSPS received endorsement by Council on 11 February 2020, assurance by the Greater Sydney Commission on 12 March 2020 and was published on the NSW Planning Portal on 18 March 2020. Council is now commencing the revisions to the Local Environmental Plan (LEP), Development Control Plan (DCP) and Local Infrastructure Contributions Plans (S7.12). Two tranches of work are being undertaken with a housekeeping LEP and comprehensive LEP which are currently underway.
Code	Responsible Unit	Action Name	Status	Comments
3.1.1.2	Strategic Planning, Heritage & Place Planning	Provide strategic planning input into future development proposal where possible	Progressing	Strategic planning input is provided through the Strategic Planning (SP) team and the Building and Development (B&D) team working closely together. In the past period, the team has advised on the Burwood Place planning proposal, Burwood Uniting Church development, 28-34 Victoria Street, Burwood development. In these cases emphasis has been given on urban design and public space interaction. The team has also progressed the public spaces partnership with

Code	Responsible Unit	Action Name	Status	Comments
3.1.1.3	Assets & Infrastructure	Identify opportunities to increase canopy coverage within the area	Progressing	<p>The Department of Planning, Industry and Environment on the Premier's Priority for greener public spaces in an effort to enhance public spaces such as Hornsey Lane.</p> <p>The management of all trees in the Burwood Local Government Area is aimed at increasing the overall urban tree canopy and so there is no net loss. Council staff have recently planted 500 street trees in the Burwood LGA with these trees planted in the most suitable locations to best increase the urban tree canopy and reduce the overall temperature of the urban environment. Council staff are implementing a strategy for the planting of an additional 500 street trees to be planted by the end of the 2020/21 financial year.</p>

Pursue partnerships and opportunities to create new open spaces

Negotiate with developers for additional space upon redevelopment of sites

Code	Responsible Unit	Action Name	Status	Comments
3.1.2.1	Strategic Planning, Heritage & Place Planning	Quantify and report on additional open space provided as part of redevelopment	Progressing	<p>Development Application assessment reports for Residential Flat buildings and other types of residential uses normally include the assessment of private and communal open space provisions in quantity and location, which are required by Council's planning controls and SEPP 65 and the Apartment Design Guide. The completed Community Facilities and Open Space Strategy are assisting staff with determining future provision and opportunities for open space and Council will be further assisted by the Urban Design Study and Masterplan once this is completed later in 2021.</p> <p>Work is being undertaken in the planning of the Conder Street Urban Park and Cultural Centre which will be funded by a combination of monetary and public benefit contributions from the agreed voluntary planning agreement (VPA) for the Burwood Place Development at 42-50 and 52-60 Railway Parade and additional grant funding from the Department of Planning's Public Spaces</p>

Code	Responsible Unit	Action Name	Status	Comments
				Legacy Program. This park will add approximately an additional 2,544 sqm of public open space to the Burwood Town Centre.

Work with NSW Government and neighboring councils to deliver new and improved connection of the green grid. (LSPS Actions 10.4, 12.1, 12.2, 13.1, 13.3 and 14.1)

Code	Responsible Unit	Action Name	Status	Comments
3.1.2.2	Strategic Planning, Heritage & Place Planning	Create a connected green grid and improve quantum of open space.	Progressing	The Strategic Planning team has continued to identify ways in which a connected green grid could be implemented. The Local Strategic Planning Statement and Community Facilities and Open Space Strategy have recommendations to deliver green grid connections to open spaces. Recent fund resourcing to improve open spaces includes a successful bid to the Greening Our City Grant Application for the Wangal Park Tree Canopy Enhancement Project.

Support healthy lifestyles by delivering new spaces and infrastructure (LSPS Action 2.4)

Code	Responsible Unit	Action Name	Status	Comments
3.1.2.3	Strategic Planning, Heritage & Place Planning	Investigate the development of a District Sport Facilities Plan	Progressing	The Strategic Planning, Heritage and Place Planning team provides input into district plans such as the District Sports Facilities Plan. The Office of Sport and Greater Sydney Commission are delivering the plan in collaboration with Council. This was expected to be delivered in the second half of 2020, but was delayed.

Ensure regular cleaning and maintenance of local areas to prevent damage to the environment

Monitor and maintain local streets to mitigate risk to the environment

Code	Responsible Unit	Action Name	Status	Comments
3.1.3.1	Operations	Provide regular street	Progressing	Council undertakes daily cleaning of the CBD areas with a

Code	Responsible Unit	Action Name	Status	Comments
		sweeping and maintenance services		combination of machine \ manual sweeping techniques. Burwood Council's road network of approx 91 lineal kms is swept over a three week sweeping cycle with an additional sweeping cycle implemented following the domestic waste collection by the second afternoon sweeping cycle. Council has recently purchased an additional medium sized street sweeper to complement the large road sweeper and mini sweeper used to service the CBD. This sweeper provides an additional capacity to improve services in narrower streets with heavy leaf drops through the LGA.

Maintain the stormwater drainage network

Code	Responsible Unit	Action Name	Status	Comments
3.1.3.2	Operations	Regularly maintain and clean the stormwater drainage network and clear blocked pits	Progressing	Council actively and routinely inspects pits identified as being hot spot or critical and schedule cleaning of these pits and pipes. Re-actively Council responds to Customer requests within the stipulated time frames. Council Staff responded to over 90 customer inquiries this fiscal year to date.

Remove priority weeds from public spaces

Code	Responsible Unit	Action Name	Status	Comments
3.1.3.3	Operations	Implement a priority weed removal program in line with the Biosecurity Act 2015 (NSW)	Progressing	Weed spraying by Contractors for all Streets and Council Carparks within the Burwood LGA is carried out approximately four times per year with the next scheduled spray in January 2021. Council's Parks Staff also carry out selective weed spraying of streets, parks and reserves within the Burwood LGA as required seasonally. All pesticide spraying is carried out in accordance with the Pesticide Regulation 2014. Residents and the General Public are notified as per Council's Pesticide Notification Plan available on the website.

Code	Responsible Unit	Action Name	Status	Comments
				Council Staff and contractors are investigating and trialing alternative products to glyphosate herbicides products.

Maintain trees and vegetation to ensure that they are attractive and safe

Code	Responsible Unit	Action Name	Status	Comments
3.1.3.4	Operations	Trees and vegetation are maintained as required to avoid damage or risk and new vegetation is planted where possible	Progressing	<p>Park and Street Tree Maintenance activities are carried out by qualified Council Staff and Contractors to mitigate risk of damage or injury to property and persons. Tree maintenance works are completed in accordance with the Australian Standard for Pruning of Amenity Trees 2007.</p> <p>Opportunities for new vegetation and planting is considered for all Capital Works and where possible maintenance works. Beautification opportunities are also considered where possible to add amenity. Council's Operations Teams and Contractors have recently completed Burwood Library Carpark beautification works at the corner of Railway Parade and Conder Street, Hornsey Lane beautification, the 500 tree program, Young Street beautification, Paisley carpark planting, Wentworth & Gladstone naturestrip planting, Short Street tree planting, and are progressing with the next stages of beautification along Burwood Road.</p>

Continue to increase canopy cover across the LGA. (LSPS Actions 11.1 and 11.2)

Code	Responsible Unit	Action Name	Status	Comments
3.1.3.5	Assets & Infrastructure	Prepare a street tree masterplan to prioritise areas for increased planting and to assist in the heat island effect	Progressing	Council has a Street Tree Management Strategy adopted by Council 18 November 2013 (Minute. No. 177/13, Trim. No. 13/47091). Council has completed the delivery of the first round of the 500 Street Trees Program. The second round of the 500 trees program is currently being developed. Once completed Council will have planted 1000 street trees throughout the Burwood LGA.

Ensure all public parks and open spaces are accessible, maintained and well managed to meet the current and future needs of the community

Regularly maintain parks, playgrounds, sportsfields, gardens and open spaces

Code	Responsible Unit	Action Name	Status	Comments
3.1.4.1	Operations	Undertake scheduled maintenance programs to meet community needs	Progressing	Council undertakes both a proactive and reactive maintenance program. Council's operations staff have attended over 1,100 reactive customer requests and have completed over 600 maintenance jobs this fiscal year to date.

Ensure sustainable materials are used for park amenities and facilities

Code	Responsible Unit	Action Name	Status	Comments
3.1.4.2	Property & Building Services	Maintain and upgrade existing park amenities to ensure longevity and sustainability	Progressing	During the reporting period, construction has commenced for the new Henley Park amenities block. The new facilities include new toilets, kiosk, store rooms and change rooms that will support the use of Henley Park by sporting clubs and the wider community.

Provide support for the establishment of sensory and community gardens

Code	Responsible Unit	Action Name	Status	Comments
3.1.4.3	Assets & Infrastructure	Identify opportunities to implement sensory or community gardens in existing parks, reserves and open spaces	Progressing	Staff have identified the area in the northwest corner of the Woodstock Community Center Park land as a possible suitable location to design and develop a sensory garden. This location is shown on the Woodstock Proposed Capital Works Master Plan. Staff have developed a concept plan and preliminary cost estimate for the sensory garden. It is expected that landscape plans for construction will be developed in the 20/21 financial year and that the sensory garden will be constructed in the 21/22 financial year. Staff will continue to investigate suitable locations for possible community gardens in Burwood's other parks and reserves in the future.

Ensure parks are accessible and offer inclusive activities

Code	Responsible Unit	Action Name	Status	Comments
3.1.4.4	Assets & Infrastructure	Ensure parks can be accessed by people living with a disability or impairment and that playgrounds are inclusive and accessible	Progressing	All of Council parks, reserves and new playground equipment are designed to be accessed by people living with a disability or impairment. The playground completed at Woodstock Community Centre is fully accessible to children / people living with a disability or impairment. Staff recently posted a Request for Quotation for the design, supply and installation of a new playground at the Jackson Reserve, Croydon Park. The design brief calls for an all-inclusive playground that satisfies the design principles of 'Everyone can Play'.

Provide sustainable waste management practices

Promote existing recycling services

Provide education and information about Council's recycling services

Code	Responsible Unit	Action Name	Status	Comments
3.2.1.1	Environment & Health	Use Council communication platforms to inform the community on existing environmental services and initiatives	Progressing	Council continues to promote responsible recycling. Council's 'waste info app' is regularly updated with latest information and initiatives such as drop off services for e-waste and whitegoods. Council website also provides details of other recycling / reuse services that Council has partnered with including The Bower and King Cotton (textiles recovery) for diversion of waste from landfill. An education campaign for improved recycling in multi-unit dwellings is in place through a the Waste Education and Resource Recovery Officer (WERRO) who engages with building managers and conducts audits to determine improved recycling methods and practices.

Ensure residents adhere to sustainable recycling practices

Code	Responsible Unit	Action Name	Status	Comments
3.2.1.2	Environment & Health	Conduct bin audits and encourage residents to recycle correctly	Progressing	<p>Council has continued to undertake bin audits and inspections with a focus on improving outcomes in multi-unit dwellings. The waste education and resource recovery officer arranges and attends multi-unit dwellings completing audits and prepares accompanying reports with recommendations for improving recycling performance.</p> <p>Council continues to provide educational resources about recycling and is developing further promotional material for delivery to the community.</p>

Identify emerging waste management solutions

Actively seek and identify new processes and technology. (LSPS Action 15.2)

Code	Responsible Unit	Action Name	Status	Comments
3.2.2.1	Environment & Health	Implement waste management solutions that will benefit the community and industry	Progressing	<p>Council's combined e-waste, whitegoods and mattress drop off days at the Operations Centre continue to be popular. Residents can now also drop off or deliver hazardous or problem wastes to the Canada Bay Community Recycling Centre following the formalization of an agreement between Burwood and Canada Bay Councils.</p> <p>A separate mattress collection service has also been established which means that mattresses are collected separately during clean up collections and taken to a facility for recycling thus diverting them from landfill.</p> <p>Council has also been successful with other SSROC Councils in applying for grant from the NSW EPA to undertake a study and possible trial for the introduction of a combined food and garden organics collection service (FOGO) which will potentially further increase amount of waste diverted from landfill.</p>

Establish clear targets for recycling and reducing waste to landfill
Ensure a community wide increase in recycling and reduction in landfill

Code	Responsible Unit	Action Name	Status	Comments
3.2.3.1	Environment & Health	Continue to monitor environmental performance indicators and outcomes and report results and targets to the community	Progressing	<p>An annual report is submitted to Council outlining Council's target and achievements for each calendar year.</p> <p>Council has a range of services available aimed at reducing amount of waste delivered to landfill. Services include;</p> <p>AWT contract with Veolia ES for recovering and processing of organic material from household waste stream</p> <p>Recycling contract with Visy Recycling for the sorting, processing and marketing of recyclable material collected at the kerbside</p> <p>Garden waste processing contract with Veolia ES for the receipt and processing of garden waste</p> <p>Bulky waste material contract with Veolia for the sorting and reprocessing of bulky material collections</p> <p>Agreement with 'The Bower' for the collection and reuse of unwanted household items</p> <p>Agreement with 'Cotton King' for the separate collection of textiles and other household items</p> <p>Council continues to review and adopt other waste diversion programs where appropriate.</p>

Educate the community on sustainable practices

Provide initiatives to encourage more sustainable practices in the community and around home

Deliver educational programs to the community, networks and businesses that encourage sustainable practices

Code	Responsible Unit	Action Name	Status	Comments
3.3.1.1	Environment & Health	Provide an annual calendar of initiatives on environmentally sustainable practices	Progressing	Council organises and conducts free community workshops on a range of environmental initiatives. Council has suspended the face to face workshops for the reporting period due to COVID-19. Further workshops will be scheduled once current restrictions are eased.

Participate in regional sustainability programs

Code	Responsible Unit	Action Name	Status	Comments
3.3.1.2	Environment & Health	Work with neighbouring councils and agencies to deliver sustainability programs to the community	Progressing	Council continues to work with adjoining and nearby Councils primarily through SSROC to consider, develop and implement sustainable waste and recycling initiatives and practices throughout the region. Council has also partnered with Canada Bay Council allowing Burwood residents to access the Community Recycling Centre for the disposal of hazardous and problem wastes.

Encourage the community to follow sustainable practices

Code	Responsible Unit	Action Name	Status	Comments
3.3.1.3	Environment & Health	Award residents, streets, businesses or areas that follow sustainable recycling practices	Progressing	Council is compiling checklists for sustainable recycling practices for business, streets and residents. Internal discussions are being held to determine how to best promote and award successful recipients.

Promote public transport and more active forms of transport such as cycling and walking

*Promote public transport, cycling and walking to residents going to work and those who work in Burwood.
(LSPS Actions 1.5 and 15.2)*

Code	Responsible Unit	Action Name	Status	Comments
3.3.2.1	Environment & Health	Undertake campaigns and initiatives that encourage the use of alternative transport	Progressing	Alternative transport promotion and education is being rolled out via Council communication Channels. Council has dedicated cycle ways and makes provision in large developments to accommodate alternate transport infrastructure including share car services and bicycle parking stations.

Encourage the community to take pride in the cleanliness and maintenance of the area

Promote a clean environment through urban architecture and landscaping

Code	Responsible Unit	Action Name	Status	Comments
3.3.3.1	Environment & Health	Identify opportunities to provide recycling and other waste collection terminals across town centres	Progressing	Council has agreed to enter into a partnership with Canada Bay Council to allow Burwood residents access to the Community Recycling Centre in Five Dock. Burwood residents will be able to drop off problem wastes including batteries, old paint, gas bottles, light globes including fluorescent tubes, smoke detectors and old fire extinguishers. Materials that should not be disposed of to landfill. Council has also implementing public place recycling and litter prevention devices at bus stops and strategic locations to maintain cleanliness in the local government area.

Raise awareness in the community on littering

Code	Responsible Unit	Action Name	Status	Comments
3.3.3.2	Environment & Health	Undertake campaigns to reduce littering in town centres	Progressing	The waste team works with the Compliance and Clean and Safe teams to monitor and control littering in the town centres in an effort to ensure littering is kept to a minimum. Special attention is given to the main town centres to promote anti littering campaigns and

Code	Responsible Unit	Action Name	Status	Comments
				<p>messages. Council also has a dedicated waste investigations officer for the investigation and follow up and prosecution where possible of littering offences.</p> <p>Council has installed more cigarette butt bins both free standing and also attached to be tidy bins to encourage smokers to dispose of butts responsibly.</p>

Leadership in environmental sustainability

Invest in green and renewable technology

Implement green and renewable energy initiatives across Council facilities. (LSPS Action 15.3)

Code	Responsible Unit	Action Name	Status	Comments
3.4.1.1	Property & Building Services	Audit existing facilities and upgrade where appropriate	Milestone	<p>Facilities in Council's Library and Hub were expanded and upgraded during the reporting period. The upgrades delivered a range of diverse community spaces that were fitted out using sustainable principles and materials, such as motion activated energy efficient lighting throughout.</p> <p>Additionally, the new Council, Library and Hub buildings at 2 and 8 Conder street have been equipped with smart energy monitoring devices and a dashboard that provides granular visibility of electricity used. The smart monitors will facilitate the future management of power consumption within the two buildings.</p>

Promote greater use of more efficient green technologies and alternative energy sources

Support and promote Federal and State Government initiatives in the rollout of green technologies and alternative energy sources

Code	Responsible Unit	Action Name	Status	Comments
3.4.2.1	Environment & Health	Actively advertise State and Federal initiatives through Council's established communication channels	Progressing	State Government initiatives such as the Return and Earn scheme and Love Food Hate Waste programs are promoted through Council website Council has also been having input through SSROC to the 20 Year waste strategy that is being developed by the NSW Government. This is a full review of waste services including infrastructure and end market disposal options.

Ensure planning promotes environmentally sustainable development to reduce impacts on the environment

Work with developers to promote sustainable developments

Code	Responsible Unit	Action Name	Status	Comments
3.4.3.1	Strategic Planning, Heritage & Place Planning	Provide strategic planning input into developments where possible to encourage vertical gardens and green spaces within the Burwood CBD	Progressing	Assessment of planning proposals and development applications for land within in the Burwood Town Centre requires consideration on green spaces provision whether by vertical, podium or roof top gardens. The Strategic Planning team has assessed a number of planning proposals and provides ongoing advice to referrals (on development applications) from the Building and Development Team. The planning proposal and pre-development application for the Burwood Place development at 42-50 and 52-60 Railway Parade has focused collaboratively with the applicant on the provision of green spaces, improvement of the public domain and the creation of new gathering and civic spaces, such as the Conder Street Urban Park.

Ensure developers follow sustainable practices during construction

Code	Responsible Unit	Action Name	Status	Comments
3.4.3.2	Community Safety	Carry out a regular program of inspections of development sites to ensure compliance with safe and sustainable practices (such as sediment control and removal of materials)	Progressing	Council's Community Safety Team patrol all building sites on a daily basis and enforce all consent provisions. These patrols have seen an increase in compliance and developers seeking approval for roadway activities. These patrols are also linked to the Parramatta River Catchment Enforcement Program.

Encourage and contribute to public health and welfare

Provide services and encourage the community to take pride in the area to ensure public health

Reduce spread of foodborne, waterborne and transferrable diseases

Code	Responsible Unit	Action Name	Status	Comments
3.5.1.1	Environment & Health	Undertake regular inspections of cooling towers and water systems, food premises and health, beauty and cosmetic premises to take action against risk	Progressing	The health inspection program for food and other at risk health premises has continued for the reporting period. There were 415 inspections carried out in the period. This has been complicated by the COVID-19 Pandemic. Special measures and protocols had to be implemented to ensure the safety of the public, shop keepers and council inspection staff. Council has also been liaising with NSW Health Department and other Government Agencies to ensure that COVID-19 protocols and health order are being observed.

Minimise urban related pollution such as air, water and noise pollution. (LSPS Action 7.2)

Code	Responsible Unit	Action Name	Status	Comments
3.5.1.2	Environment & Health	Develop strategies to reduce air, water and noise pollution and investigate complaints in a timely manner	Progressing	Public health and pollution incident complaints continue to be investigated by Council's Environmental Health Officers. There were 14 complaints investigated and resolved during the June to December 2020 reporting period.

Educate business owners on public health to ensure compliance with food regulations

Code	Responsible Unit	Action Name	Status	Comments
3.5.1.3	Environment & Health	Ensure all businesses have access to relevant fact sheets and information	Progressing	Council's environmental health officers continue to provide educational information by way of one on one discussions with shopkeepers and topic specific pamphlets in languages other than English.

Educate the community on public health matters

Code	Responsible Unit	Action Name	Status	Comments
3.5.1.4	Environment & Health	Undertake and participate in relevant campaigns to raise awareness and engage the community	Progressing	Council provides public health information and alerts through the Council website. Council also delivers targeted information through food schools made available to shopkeepers and managers of premises which might present a public health risk. No food schools were conducted during the reporting period because of the pandemic. Risk premises include food shops, cooling towers, boarding houses and places of skin penetration (beauticians and the like).

Provide services and support to encourage responsible animal ownership practices and ensure that animals are well cared for in a safe community

Educate residents on companion animals

Code	Responsible Unit	Action Name	Status	Comments
3.5.2.1	Community Safety	Provide information and relevant campaigns to raise awareness in the community	Progressing	<p>Council's Community Safety Team patrols local parks and main streets on a daily basis and any related breaches are actioned accordingly.</p> <p>Council reviews the companion animal register twice a year and sends registration reminder letters to dog owners that have failed to register their dogs.</p> <p>As part of this proactive approach, the Community Safety Team have increased their presence in local parks and streets due to the Smart City Compliance Project and this has meant that staff have been more interactive with animal owners in the LGA. New signage has also been installed in local parks educating dog owners on their responsibilities.</p>

Establish pet friendly environments for animal owners

Code	Responsible Unit	Action Name	Status	Comments
3.5.2.2	Assets & Infrastructure	Consider pet friendly facilities when undertaken any new plans of management for parks, reserves and open spaces	Progressing	<p>When undertaking new plans of management for parks Council considers new pet friendly facilities. There are currently dog off-leash areas in Henley Park, Grant Park, Blair Park and Burwood Park.</p> <p>Recently Council approved the amended Generic Plan of Management - Parks to include a fenced dog off-leash area in Sanders Reserve.</p> <p>Council has received quotations for the installation of the fenced dog off-leash area in Sanders Reserve. The fence will be installed by the end of March 2021 i.e. within the 20/21 financial year.</p>

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Provide regulatory support to ensure a safe environment for animals and residents

Code	Responsible Unit	Action Name	Status	Comments
3.5.2.3	Community Safety	Undertake compliance inspections for dangerous or displaced animals	Progressing	Council conduct Dangerous Dog Inspections on a yearly basis and all inspections were conducted and completed at the commencement of the period. To date all dangerous dog owners have complied with the provisions and Council only has a small number of dogs listed as dangerous in the LGA. Local parks are patrolled daily and dog owners are approached to ensure that compliance with the provisions is maintained.



Implement regional traffic and parking strategies

Ensure strategies to accommodate population growth

Design traffic facilities which improve traffic flow and alleviate congestion

Code	Responsible Unit	Action Name	Status	Comments
4.1.1.1	Assets & Infrastructure	Investigate traffic hot spots and implement solutions such as pedestrian refuges, roundabouts or traffic calming devices	Progressing	Investigations are undertaken for all requests received for traffic calming devices or pedestrian facilities. Additionally locations are identified by staff based upon RMS accident data. Locations where improvements can be made are presented to the Burwood Local Traffic Committee prior to be reported to a Council Meeting for adoption.

Encourage opportunities for additional public parking spaces within developments

Code	Responsible Unit	Action Name	Status	Comments
4.1.1.2	Strategic Planning, Heritage & Place Planning	Negotiate with developers for additional public parking within Burwood CBD where possible	Progressing	The Strategic Planning, Heritage and Place Planning team is responsible for processing Voluntary Planning Agreements (VPA) negotiated between Council's General Manager and senior officers (on behalf of Council) and developers. Some of the VPAs provide for provision of visitor parking. Council will invest the contributions on improvements to public car parking in the Burwood and Strathfield Town Centres. The Strategic Planning team has negotiated for the delivery of 160 car parks as part of the Burwood Place development planning proposal. Council will receive a new underground car park under the current surface car park at the Burwood Library and Community Hub and office basement parking. Recent VPAs for shortfall of parking include 1 Lyons Street, Strathfield.

Ensure developments provide sufficient parking and off-street parking in line with Council policies

Code	Responsible Unit	Action Name	Status	Comments
4.1.1.3	Assets & Infrastructure	Investigate parking provisions during development applications	Progressing	All major development applications are referred to Council's Traffic Engineers for review. The assessment of these applications includes ensuring that provisions of off-street parking for motor vehicles and bicycles meets Councils Development Control Plan or relevant State Environmental Planning Policy, as well as confirming all relevant standards are met with regards to the design of the parking areas.

Ensure local infrastructure is provided to support the needs of a growing and changing community. (LSPS Action 2.6)

Code	Responsible Unit	Action Name	Status	Comments
4.1.1.4	Strategic Planning, Heritage & Place Planning	Review and revise as appropriate the Section 7.12 Contributions Plan	Progressing	The Strategic Planning, Heritage and Place Planning team is responsible for Council's Local Infrastructure Contributions Plans (Section 7.12 Plans) and looks for areas of improvement. These plans will be reviewed during the upcoming Local Environmental Plan (LEP) review. Recent amendments include amending the works schedule to increase the cost of the Burwood Library and Community Hub.

Investigate options for better use of stormwater. (LSPS Actions 4.5 and 13.2)

Code	Responsible Unit	Action Name	Status	Comments
4.1.1.5	Assets & Infrastructure	Develop strategies and education program for stormwater management	Progressing	The four draft overland flood studies are currently being updated to ARR2016/19. Once finalised and adopted by Council, Council will commence the Floodplain Risk Management Process. In terms of education programs for stormwater management this is undertaken by the Environment and Health division of Council. Council has completed two stormwater harvesting projects at Wangal Park and Hornsey Lane (stormwater reuse and irrigation). Council will be installing a new GPT as part of the EAC carpark upgrade as part of the Zero Litter to River policy.

Implement strategies to promote alternative transport use

Investigate opportunities for bus priority lanes to improve public transport efficiency

Code	Responsible Unit	Action Name	Status	Comments
4.1.2.1	Assets & Infrastructure	Work with RMS and Transport NSW to identify locations for improved bus access	Progressing	Council is continuing to work with Transport NSW on the Bus Stop Guideline and Wayfinding Program. The Program will include an extensive review of all bus stops within the Burwood local government area to ensure consistent signage, compliance with Disability Discrimination Act, adequate facilities such as seating and bins, as well as ensuring that the location and length of the Bus Zone is safe and sufficient.

Seek funding opportunities for cycling facilities and cycleways. (LSPS Action 10.5)

Code	Responsible Unit	Action Name	Status	Comments
4.1.2.2	Assets & Infrastructure	Identify and apply for grants where possible and implement facilities which promote cycling (such as bicycle parking stations or new cycleways)	Progressing	Council successfully applied for grant funding via the Parramatta Road Urban Amenity Improvement Program for the installation of three new cycleways. The new cycleways link the Parramatta Road corridor to Burwood Park and Wangal Park, with the first link along Neich Parade having been completed. The remaining sections are scheduled to be completed in early 2021. Demand for additional bicycle parking will be considered as part of this project.

Work with key stakeholders to ensure an integrated transport plan

Work with RMS, STA, NSW Police and major stakeholders to continue to finalise the Traffic and Transport Study 2019. (LSPS Action 1.1)

Code	Responsible Unit	Action Name	Status	Comments
4.1.3.1	Assets & Infrastructure	Completed Traffic and Transport Study	Progressing	The Burwood Traffic and Transport study is still ongoing and awaiting TfNSW feedback. Once completed this will be used to support business cases for major infrastructure upgrades in the Burwood LGA specifically Burwood CBD. The Burwood Local Traffic Committee is held monthly to review

Code	Responsible Unit	Action Name	Status	Comments
				recommendations for the improvement of traffic facilities, parking initiatives, road safety matters and the movement of traffic throughout the Burwood local government area. The minutes of these meetings are placed on the agenda for the following Council Meeting to provide an opportunity for the community to review and make comment on any recommendation prior to a decision being made.

Participate in regional projects to ensure an integrated and high performing transport network. (LSPS Actions 1.3 and 6.3)

Code	Responsible Unit	Action Name	Status	Comments
4.1.3.2	Assets & Infrastructure	Work with key agencies to ensure regional transport projects have a positive impact on the local community	Progressing	Regular meeting are held with Transport for New South Wales, Sydney Metro, bus operators and the Southern Sydney Regional Organisation of Councils in relation to transport projects and improvements.

Consider pedestrians and cyclists as key stakeholders in traffic management planning

Code	Responsible Unit	Action Name	Status	Comments
4.1.3.3	Assets & Infrastructure	Ensure pedestrians and cyclists are consulted during traffic management planning	Progressing	Consultation is undertaken with all major traffic and transport projects in order to obtain feedback on designs and concepts. Consultation is undertaken with residents, businesses and schools directly via surveys where projects will have a direct impact on the movement of traffic, pedestrians and cyclists. Larger proposal such as the restriction of traffic movements are also placed on public exhibition and advertised in local media.

Enhance road and pedestrian safety

Educate residents on safe practices to reduce road incidents and fatalities

Code	Responsible Unit	Action Name	Status	Comments
4.1.4.1	Assets & Infrastructure	Undertake safety campaigns and run targeted programs and initiatives to promote safety around schools and town centres, pedestrian and cycling safety.	Progressing	<p>Several Road Safety Programs are run every year with an aim of reducing accidents and educating the public on road rules and behavior improvements.</p> <p>Council's Slow Down campaign targets streets which have a high percentage of recorded accidents which contributed to speed.</p> <p>The Child Safety Restraint Check program provides a free check of any child seats installed by a qualified installer to ensure compliance with current standards.</p> <p>Council's Walk Safe campaign is targeted towards pedestrians to ensure that they are aware of their surroundings when crossing the street, and that they cross at safe locations.</p> <p>The Graduated Licensing Scheme Workshops helps new drivers gain the correct knowledge by educating parents and carers who will be accompanying new learner drivers. In addition regular meetings with local schools are undertaken to ensure that the road environment surrounding the school is safe, in addition to providing educational materials to the schools to be passed on to students and parents.</p>

Implement traffic facilities which will enhance road and pedestrian safety

Code	Responsible Unit	Action Name	Status	Comments
4.1.4.2	Assets & Infrastructure	Identify blind spots and hot spots and implement solutions to take action against potential incidents	Progressing	<p>Blackspot projects are identified on a yearly basis following the distribution of RMS accident data. Locations which meet the criteria based on the number of accidents which have occurred are investigated to determine if engineering treatments can reduce the likelihood and severity of accidents.</p>

Code	Responsible Unit	Action Name	Status	Comments
				Council has successfully secured funding for three projects in 2020/21 being Woodside Avenue Burwood, Norwood Street Burwood and Wentworth Road Strathfield. Two applications for 2021/22 have been submitted and endorsed by Transport for NSW, with confirmation of funding to provide in 2021.

Provide connected an accessible infrastructure

Improve the accessibility of Burwood CBD

Improve pedestrian flow within the Burwood CBD

Code	Responsible Unit	Action Name	Status	Comments
4.2.1.1	Assets & Infrastructure	Investigate opportunities to limit motorist access to certain areas within the Burwood CBD	Progressing	<p>Pedestrian only walkways are being provided as the Burwood CBD continues to be developed. An existing walkway has been provided as part of the B1/Emerald Square development which links Clarendon Place to Wynne Avenue. This walkway will continue as part of the current Burwood Grand development which will link Wynne Avenue to Conder Street. Additional pedestrian only walkways identified in Council's DCP include Burwood Road to Burleigh Street, Deane Street to Victoria Street and Burwood Road to Elste Street.</p> <p>Further investigations into restricting access for vehicles will form part of the current Traffic and Transport Study to be completed in the first half of 2021.</p>

Identify parking solutions that will alleviate traffic congestion

Code	Responsible Unit	Action Name	Status	Comments
4.2.1.2	Assets & Infrastructure	Review parking strategy within the Burwood CBD and investigate parking initiatives to alleviate traffic congestion	Progressing	The third review of the Burwood Public Parking Strategy is underway. The Strategy Review looks at a number of options to improve parking turnover, decrease traffic generated by circulating vehicles searching for parking and address the impact of high parking demand in residential streets.

Improve access and connection between the Burwood CBD and residential areas, facilities and open spaces and linkage to neighbouring areas

Code	Responsible Unit	Action Name	Status	Comments
4.2.1.3	Assets & Infrastructure	Implement strategies and initiatives to enhance connectivity within the area	Progressing	Additional cycleways are being delivered to link the Parramatta Road corridor to Burwood Park and Wangal Park. These cycleways are fully funded via the Parramatta Road Urban Amenity Improvement Program (PRUAIP). The first link along Neich Parade has been completed, with the remaining two links currently underway.

Provide quality local infrastructure that caters to population growth

Regularly maintain and upgrade local roads, footpaths, kerbs and gutters

Code	Responsible Unit	Action Name	Status	Comments
4.2.2.1	Operations	Provide an extensive capital works program to regularly maintain and renew local infrastructure	Progressing	Council maintains a comprehensive Capital Works program covering all assets including but not limited to Roads, Drainage, Footpaths, KG, Beautification and other special projects Staff have completed over 60% of the program to date.

Continue to monitor the condition and use of infrastructure across the area. (LSPS Actions 2.8 and 2.9)

Code	Responsible Unit	Action Name	Status	Comments
4.2.2.2	Assets & Infrastructure	Undertake infrastructure audits in order to determine the condition and level of use of local infrastructure	Progressing	<p>Council has completed condition data capture and assessment for its road and park assets following the previous data capture and assessment that were done in 2015/16. This new condition data has been imported into Council's Asset Management Software ASSETIC which will assist to prepare, prioritise, schedule and formulate forward capital and maintenance works programs.</p> <p>The new road infrastructure condition data was used to complete the revaluation of Councils road assets. The parks assets data will be used to complete the revaluation for Open space.</p> <p>ASSETIC P/L has been engaged to provide a Managed Service for Council. This will allow Council to realign the asset management practice to ensure each relevant department is involved in the various stages and requirements of Asset Management to achieve a better outcome for Council. In this approach ASSETIC will provide the technical expertise and overarching Strategic Asset Management framework.</p>

Use the results of the Traffic and Transport study to deliver short, medium and long-term improvements in line with population and business growth. (LSPS Actions 1.4 and 9.1)

Code	Responsible Unit	Action Name	Status	Comments
4.2.2.3	Assets & Infrastructure	Undertake infrastructure works commensurate and in line with additional growth.	Progressing	The Burwood Traffic and Transport study is still ongoing and awaiting TfNSW feedback. Once completed this will be used to support business cases for major infrastructure upgrades in the Burwood LGA specifically Burwood CBD.

Identify land require to be purchased for infrastructure that will deliver public benefit. (LSPS Action 2.7)

Code	Responsible Unit	Action Name	Status	Comments

Code	Responsible Unit	Action Name	Status	Comments
4.2.2.4	Property & Building Services	Property Strategy completed	Progressing	Work on the Property Strategy has commenced and is due to be completed by June 2021.

Work with NSW Government agencies for key junctions between Burwood and other councils. (LSPS Action 8.2)

Code	Responsible Unit	Action Name	Status	Comments
4.2.2.5	Assets & Infrastructure	Coordinated response to junctions shared with other councils.	Progressing	Council is liaising with Canada Bay Council and State Government agencies in relation to the upcoming Sydney Metro West project at the intersection of Burwood Rd and Parramatta Rd. Council is working with Canterbury Bankstown Council in relation to the Burwood to Campsie Transport Link Study. This project is due to be completed around March 2021. Council is working with Canada Bay, Strathfield, Inner West Councils and other neighboring Councils on the Parramatta Road Corridor Urban Transformation Strategy (PRCUTS). Councils is also involved in the Parramatta Road Integrated Strategic Business Case.

Ensure all Council infrastructure is safe and accessible

Ensure infrastructure design aids accessibility

Code	Responsible Unit	Action Name	Status	Comments
4.2.3.1	Assets & Infrastructure	Identify and incorporate prams and wheelchair access ramps and other facilities to improve accessibility	Progressing	During this half year Council has upgraded twenty five (25) new pram ramps across the LGA. It should be noted that pram ramps are constructed/upgraded in conjunction with capital and maintenance works projects.

Integrate Burwood's existing heritage with high quality urban design**Encourage architectural integrity and aesthetically appealing buildings****Planning policies to enhance and promote architectural integrity and aesthetically appealing buildings**

Code	Responsible Unit	Action Name	Status	Comments
4.3.1.1	Building & Development	Ensure that design is assessed as part of the development application process	Progressing	There were 3 DA's, 2 Pre-DA's and 3 sets of amended plans for developments referred to Council's urban design consultants for comments during this period.

Maintain and preserve heritage through relevant planning strategies**Ensure integrity in planning to preserve heritage**

Code	Responsible Unit	Action Name	Status	Comments
4.3.2.1	Building & Development	Ensure that all development applications relating to heritage items or heritage conservation include a heritage assessment	Progressing	There were 60 applications referred to Council's Heritage Adviser for comment during this period.
4.3.2.1	Strategic Planning, Heritage & Place Planning	Provide information and education relating to heritage as it applies to development	Progressing	Council's Executive Strategic Planner/Heritage Adviser provides information and advice on heritage matters to the public. The heritage data including mapping and schedule in the Burwood Local Environmental Plan (BLEP) is placed on Council's website and is updated when need arises. Council has recently investigated further work to honour our local heritage. This includes website updates, an update the existing heritage trail and investigation into updates to heritage plaques and signage.

Participate in regional planning and infrastructure projects to ensure the best outcomes for the community

Provide advocacy on regional and metropolitan projects on behalf of the community

Ensure that the community's interest are taken into consideration on regional and metropolitan projects

Code	Responsible Unit	Action Name	Status	Comments
4.4.1.1	Strategic Planning, Heritage & Place Planning	Provide strategic and planning input into major regional infrastructure strategies and projects	Progressing	Strategic Planning input is provided in response to request for information from State Agencies on major regional projects such as Planned Precincts, Metro West and Parramatta Road Urban Renewal. The Strategic Planning team is collaborating and liaising with the Department of Planning, Industry and Environment (DPIE) with the Parramatta Road Corridor Urban Transformation Strategy (PRCUTS) now a responsibility of the new Planning Delivery Unit (PDU).

Partner with key stakeholders to deliver major projects

Work with State and Federal Governments and developers to ensure major infrastructure projects benefit the community. (LSPS Action 1.2)

Code	Responsible Unit	Action Name	Status	Comments
4.4.2.1	Strategic Planning, Heritage & Place Planning	Actively participate in the planning process of regional and metropolitan infrastructure projects and advocate for the area's needs	Progressing	Burwood Council participates in the planning process of regional and metropolitan infrastructure projects, such as the Metro West on an ongoing basis. This responds the Council's objectives as part of the Local Strategic Planning Statement (LSPS) which includes continued liaising with District councils, Greater Sydney Commission (GSC), Government Architect NSW (GANSW) and adjoining LGAs to improve regional outcomes.

Ensure customer focused processes for development services**Ensure support and provide efficient assessment of developments****Provide support and information on development processes**

Code	Responsible Unit	Action Name	Status	Comments
4.5.1.1	Building & Development	Develop and provide information on development application processes and services in an accessible and easy to understand format	Progressing	NSW Planning Portal utilized for lodgement of all new DA's and Modifications. Council's DA Tracker has been upgraded to provide access to all documentation that relates to an application as well as providing details of an applications progress.

Ensure streamlined and timely processes for development services

Code	Responsible Unit	Action Name	Status	Comments
4.5.1.2	Building & Development	Assess development applications in a timely manner	Progressing	The Mean turn over time for the 6 monthly period was 94 days (which include the determination of a number of old paper DA's) and the median turnover figure is 75 days.

Ensure independence and transparency in decision making on significant developments**Facilitate and coordinate the Independent Hearing and Assessment Panel**

Code	Responsible Unit	Action Name	Status	Comments
4.5.2.1	Governance	Report decisions made by the Independent Hearing and Assessment Panel to the community	Progressing	Burwood Local Planning Panel (BLPP) meetings were convened in July and September. There was insufficient business to meet in August. The BLPP Meeting Agendas were published on Council's website at least six days prior to meeting. The official minutes and recording of meetings are published on Council's website within two working days of finalisation of BLPP deliberations. Conflicts of Interest for each meeting are published on Council's website.



Maximise Burwood's regional and strategic status within central Sydney

Stimulate the local economy and activate the Burwood CBD

Plan and facilitate economic development strategies that stimulate the day and nighttime economy and attract businesses. (LSPS Action 7.1)

Code	Responsible Officer Unit	Action Name	Status	Comments
5.1.1.1	Corporate Planning & Communications	Review and monitor Economic Strategies and policies	Progressing	<p>Council continued its Beautification Works Program as part of its overall economic strategy in order to enhance its town centres and activate the local economy.</p> <p>A strong focus has been placed this semester on engaging with Businesses that were affected by COVID-19 and providing information in several languages, printed materials for their shops, and grants in the form of the Shop Front Improvement Program.</p> <p>Forums and seminars have been held during Small Business Month to further understand local business needs, provide learning opportunities and a forum for Council to better understand how it can help businesses to be sustainable and stimulate economic growth for the area.</p> <p>Council is in the process of reviewing its Economic Strategies in line with the Delivery Program for 2021-2025.</p>

Attract large scale festivals, events and initiatives to the Burwood CBD

Code	Responsible Officer Unit	Action Name	Status	Comments
5.1.1.2	Corporate Planning & Communications	Apply for grants and sponsorships, and seek participation in regional, metropolitan and nationwide initiatives	Progressing	<p>Due to the COVID-19 situation Council's major events were cancelled and sponsorship deferred. All other activities investigating wider metropolitan opportunities were suspended.</p> <p>Council was successful in receiving \$2,000 Anzac Community Grant from the NSW Office of Veterans Affairs. This was to</p>

Code	Responsible Officer Unit	Action Name	Status	Comments
				<p>contribute to displaying a Sandakan Death March Roadshow for two weeks prior to the Sandakan Remembrance Service. As the service was cancelled the grant terms have been extended.</p> <p>Council was also successful in obtaining a \$10,000 grant from the State Government to be allocated to making the upcoming Australia Day Movies in the Park COVID-safe.</p> <p>The Community Christmas Lights competition attracted sponsorship for prizes from Burwood Plaza.</p>

Promote Burwood CBD as a destination for food and culture

Code	Responsible Officer Unit	Action Name	Status	Comments
5.1.1.3	Corporate Planning & Communications	Promote and enhance the retail and dining experience in Burwood through initiatives which attract visitors	Progressing	<p>At the beginning of the semester retail and hospitality businesses were struggling under the COVID-19 restrictions. During that time Council promoted take away and home delivery social media postings and maintained a digital noticeboard for businesses to promote themselves.</p> <p>The continuation of the Burwood Eats Program saw a campaign and competition to get the community to promote their favourite cafe or restaurant on Council's social media and their own pages with the chance to win prizes. Burwood Eats - Let us shout you Lunch proved popular with over 100 posts and opportunity to develop further media with winners.</p> <p>During the last six months the Town Centre Beautification Program to enhance the aesthetics of the businesses continued with more tree planting, planter boxes and seating.</p>

Encourage mixed use buildings: commercial and residential to maximise Burwood CBD
Use the Employment and Investment Strategy to Enhance and promote mix use buildings to ensure the Burwood CBD to diversify employment opportunities and to maintains its regional status. (LSPS Action 6.1)

Code	Responsible Officer Unit	Action Name	Status	Comments
5.1.2.1	Strategic Planning, Heritage & Place Planning	Review planning provisions for development controls and encourage mix use development where possible	Progressing	Land in the Burwood and Strathfield Town Centres is already zoned B4 Mixed Use under the Burwood Local Environmental Plan (BLEP) 2012. Mixed use developments are permissible and encouraged in the B4 zone under the BLEP. Other areas are being investigated for rezoning as part of the BLEP, which is scheduled to be reviewed and updated in 2021. Development controls in the BLEP and the supporting Burwood Development Control Plan (DCP) will also be reviewed.

Ensure planning control are effective and align to deliver effective use of land and public space and infrastructure. (LSPS Action 8.1)

Code	Responsible Officer Unit	Action Name	Status	Comments
5.1.2.2	Strategic Planning, Heritage & Place Planning	Consistent and effective controls in place	Progressing	As part of the Local Environmental Plan review project, a review of the DCP has been planned to ensure consistent and effective planning controls are in place that reflect the potential changes to the LEP. The housekeeping and comprehensive Local Environmental Plans, Development Control Plan and Local Infrastructure Contribution Plans will revise provisions for improved built form controls and outcomes.

Deliver a contemporary Local Environmental Plan to improve urban outcomes, support local centres, and facilitate renewal of housing assets and diversity of forms where appropriate. (LSPS Actions 5.1, 5.2, 5.3, 5.4 and 16.2)

Code	Responsible Officer Unit	Action Name	Status	Comments
5.1.2.4	Strategic Planning, Heritage & Place Planning	Burwood Local Environmental Plan 2012 updated to 2020	Progressing	The Local Environmental Plan (LEP) review has been broken into two tranches of work, a housekeeping LEP in the short term and a longer term comprehensive LEP. These updates will take a number of years to complete from their commencement date in 2020.

Build links and partnerships with educational institutions for the development of diverse local skills
Promote and support local learning institutions to encourage residents to enter the local workforce

Code	Responsible Officer Unit	Action Name	Status	Comments
5.1.3.1	People & Culture	Provide and support opportunities for employment, placements, traineeships and volunteering where appropriate	Progressing	During COVID-19 Council implemented new recruitment protocols using Zoom as the online communication system. Recruitment of vacant positions continued with the upskilling of the Recruitment Panel Members in the use of technology and virtual interview skills. Council implemented a COVID-19 Redeployment Plan to offer casuals work in other areas where possible whilst the Enfield Aquatic Centre was closed.

Provide facilities to businesses, services and institutions for corporate events
Provide venues for businesses and services to conduct corporate events such as expos, conferences and seminars

Code	Responsible Officer Unit	Action Name	Status	Comments
5.1.4.1	Customer Service & Records	Offer a range of facilities for hire that accommodate the various types of use required by businesses, services and institutions	Progressing	Council provides a range of venues across the area to suit the diverse needs of the community with different venues providing spaces for corporate, community, educational and lifestyle events. Council hosted the NSW Small Business Month sessions on 28 - 30 November, and three Live Stream Music Sessions took place between 17 July and 14 August 2020.

Support and engage with local services and businesses

Promote local businesses and services to the community

Promote the services of local businesses to boost the local economy

Code	Responsible Officer Unit	Action Name	Status	Comments
5.2.1.1	Corporate Planning & Communications	Develop communication material that promotes local services and businesses to the community	Progressing	<p>Showcasing Burwood services and businesses is important for the community as it develops community spirit and builds support for the local economy.</p> <p>Burwood is known as a food hub and during the COVID-19 pandemic the hospitality sector suffered from the downturn in trade. To encourage residents to spend locally council posted regularly on social media - takeaway Tuesday and home delivery Friday to promote local food and hospitality businesses. council continued the #Burwood Eats program with a campaign - 'Let us shout you lunch' which was designed to encourage people to dine locally, promote the businesses and increase social media engagement and awareness of Burwood food offerings.</p> <p>Council also supported local musicians who were severely impacted by COVID-19. Under the 'Burwood Cares - Burwood comes alive with music' campaign five performances were livestreamed on Facebook over 10 weeks.</p>

Support programs to strengthen and sustain local businesses
Support educational and advisory initiatives that encourage good economic practices

Code	Responsible Officer Unit	Action Name	Status	Comments
5.2.2.1	Corporate Planning & Communications	Support State agencies in delivering business services to the community	Progressing	<p>The COVID-19 pandemic has seen a wave of State agencies announcing many business support programs. Understanding the diversity of businesses in the Burwood local government area, Council quickly responded by disseminating the information and re-packaging the information where necessary to make it more accessible to the business community. This was done with a dedicated web page under 'Burwood Cares' that provided latest news and updates for businesses, highlighted Government support programs and downloadable fact sheets with links to key agencies and initiatives.</p> <p>Council also promoted government programs via the Burwood Cares for Business E-Newsletter.</p> <p>Council actively supports small businesses by providing opportunities to learn and share good economic practices. During Small Business Month Council hosted two forums for small businesses and invited the Service NSW representative to speak about their services and engage with the business community.</p>

Enhance and foster local identity

Develop opportunities for public art and events that promote local history and culture

Encourage authorised public art within the Burwood area

Code	Responsible Officer Unit	Action Name	Status	Comments
5.3.1.1	Community, Library & Aquatic Services	Implement public art programs within the Burwood	Progressing	<p>Council staff facilitated the delivery of three new large scale murals in Hornsey Lane, which have received positive community feedback.</p> <p>Staff also developed a program whereby major local developments must place creative artworks or graphics onto their hoardings for the duration of the works being conducted. The artworks supplied by Council for installation by the developers explore concepts such as the vibrant nature of our city centre or use historical images. Further artworks will also be developed for this program over the coming months.</p> <p>Selected artworks from the 2020 Burwood Art Prize will also be showcased on street flags throughout the LGA from January 2021 to March 2021. Further public art projects are already in development for roll out in 2021.</p>

Maintain an attractive Burwood town centre

Enhance the aesthetics of the Burwood CBD through architecture and landscaping

Code	Responsible Officer Unit	Action Name	Status	Comments
5.3.2.2	Assets & Infrastructure	Implement a CBD and Strathfield town centre master plan	Progressing	<p>Staff have compiled various village town centre capital works master plan drawings detailing proposed beautification and upgrading works. The master plan drawings are completed. However, the drawings may be amended and revised should further requirements present.</p>

Code	Responsible Officer Unit	Action Name	Status	Comments
				<p>A specific town centre master plan was prepared showing the proposed capital works for the beautification of the Strathfield town centre. This Strathfield town centre masterplan will be reviewed in early 2021 and supplementary plans developed.</p> <p>Staff have prepared a photo montage of shopfront elevations for Burwood Road in the CBD to help inform and visualise potential areas for beautification. This works dovetailed into the specific town centre master plan prepared for the beautification of Burwood Road from Parramatta Rd to Church Street within Burwood CBD.</p> <p>A consultant was engaged to provide specific and detailed concept drawings for the beautification of Burwood Road in the town centre and for Railway Parade east. Burwood Road beautification works in the southern, central and Burwood Park precinct which included some tree removals, garden bed plantings and potted tree installations has been completed. Beautification works in the southern precinct between Parramatta Rd and Comer St are currently underway.</p>

Ensure the Burwood CBD and town centres are clean and presentable

Code	Responsible Officer Unit	Action Name	Status	Comments
5.3.2.3	Operations	Deliver a Safe & Clean program to monitor the CBD and town centres	Progressing	The Safe & Clean Team operate on a seven day roster between the hours of 10am to 6pm. The team patrols on main business streets in the LGA and a report is submitted to Council bi annually highlighting the team's performance.

Celebrate the Burwood Town Centre with a comprehensive and cohesive Burwood Town Centre Masterplan (LSPS Action 5.1)

Code	Responsible Officer Unit	Action Name	Status	Comments
5.3.2.4	Strategic Planning, Heritage & Place Planning	Completion of the Town Centre Masterplan to help guide future LEP and DCP amendments	Progressing	The Urban Design Study and Masterplan developed as part of the Local Strategic Planning Statement is being developed by an external consultant and it aims to provide guidance to Council while updating planning controls as part of the housekeeping and comprehensive Local Environmental Plan updates. This will continue to be progressed and finalised through the end of 2021.

Support innovation which will enhance local identity and culture

Ensure the Burwood CBD is a modern and innovative centre

Code	Responsible Officer Unit	Action Name	Status	Comments
5.3.3.1	Information Technology	Identify and implement emerging technology that will enhance the CBD and attract visitors	Progressing	Council has extended its free WiFi service to Railway Square, Hornsey Lane, Enfield Aquatic Centre, Woodstock and Fitzroy centers in addition to Burwood Council and Library. The WiFi solution provides fast internet speeds and a simplified customer connection experience. Council is planning to run a pilot program of "Smart City" technologies in early 2021 to establish the effectiveness of the solutions in improving internal efficiencies and customer experience.

Activate village precincts and preserve the distinct characters of surrounding residential areas
 Update and maintain the aesthetics of town centres and villages
 Use the LGA-wide masterplan to enhance the aesthetics of village town centres including Croydon, Croydon Park and Enfield.
 (LSPS Actions 5.1 and 6.2)

Code	Responsible Officer Unit	Action Name	Status	Comments
5.4.1.1	Assets & Infrastructure	Develop master plans for village town centres	Progressing	<p>Staff have compiled various village town centre capital works master plan drawings detailing proposed beautification and upgrading works. The master plan drawings are completed. However, the drawings may be amended and revised should further requirements present. These include, Burwood CBD, Strathfield CBD, The Strand Croydon, Liverpool Rd shopping strip, Georges River Road shopping Strip. In particular Council has commissioned a consultant Landscape Architect who undertook the Burwood Road Main Street Refurbishment project. This looked at strategic landscape and beautification plans for Burwood Road, in four distinctive precincts, namely; Burwood Road North, Burwood Park Precinct, Central Precinct, and Southern Precinct.</p> <p>A landscape plan has been developed by the consultant for the Railway Parade east with construction currently underway.</p> <p>A landscape concept plan has been developed for the revitalisation and beautification of the Enfield Village along Liverpool Road. The concept plan includes from The Boulevard, including and up to Willee Street on the northern side of Liverpool Road and from Coronation Parade up to number 304 Liverpool Road on the southern side.</p>

Promote and recognise local history through urban design
 Interpret the local history and character of the area through design supported by the LGA masterplan. (LSPS Action 5.1)

Code	Responsible Officer Unit	Action Name	Status	Comments
5.4.2.1	Community, Library & Aquatic Services	Develop design solutions that recognise local history and character	Progressing	<p>Extensive planning has gone into Council's new public art site in Hornsey Lane to coincide with the redevelopment and beautification of this key thoroughfare.</p> <p>The site includes three murals depicting the past, present, and future of Burwood Local Government Area. Artists were engaged to develop fitting artworks for these themes, which have been well received by the community and visitors.</p> <p>Council has also commenced significant planning for its 150 year celebrations to take place in 2024. This includes the establishment of a committee of local representatives.</p>

(ITEM 19/21) 2021 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT - CANBERRA

File No: 21/9467

REPORT BY THE GENERAL MANAGER

Summary

This report is to inform Council that the 2021 National General Assembly of Local Government (NGA20) will be held as a hybrid event, both at the National Convention Centre in Canberra as well as online via virtual attendance, from 20 to 23 June 2021. Council may nominate one Voting Delegate, and Council is requested to consider the delegate and nominated observers to attend the NGA21.

The theme for the 27th annual NGA is “Working Together for Our Communities”, which acknowledges the need to work together as a sector, with other levels of government and non-government partners to tackle major challenges communities are facing.

NGA21 this year will consider what councils can do today to get ready for the challenges, opportunities and changes that lie ahead.

Operational Plan Objective

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

Financial Implications

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

	\$
▪ Early Bird Registration Fee (Payment due by Friday 7 May 2021)	989.00
▪ Virtual Delegate	689.00
▪ Conference Dinners	
Networking Dinner - Monday 21 June 2021	150.00
GA Dinner - Tuesday 22 June 2021	175.00
▪ Return Air Fare to Canberra	350.00 - 400.00
Or Travel by Car <input checked="" type="checkbox"/>	
▪ Hotel Accommodation per Night	300.00 – 350.00

- Councillors using private vehicles will be reimbursed in accordance with the Rate payable for claims by Council Officers under the *NSW (Local Government) State Award*, subject to the cost not exceeding the average air fare of other Councillors who flew or, if no other Councillor flew, the Flexible Economy Class air fare to the same destination available at the time of the conference.

The above expenses will be met by Council in accordance with the Councillors' Expenses and Facilities Policy. If spouses/partners wish to accompany Councillors to the NGA21, all costs, including any additional air fare/accommodation costs, must be met by the Councillor or spouse/partner.

Recommendation(s)

1. That Council nominate the Mayor, or his alternative, as the Voting Delegate for the 2021 National General Assembly of Local Government (NGA21) to be held from 20 to 23 June 2021 in Canberra.
2. That Council determines the attendance of Councillors and the General Manager as observers at the 2021 National General Assembly of Local Government (NGA21) from 20 to 23 June 2021 in Canberra.
3. That Councillors confirm to the General Manager by 5 April 2021 of their availability to attend and whether they will attend in person or virtually.

Attachments

There are no attachments for this report.

(ITEM 20/21) TABLING OF REVISED AND FIRST TIME DISCLOSURE OF INTERESTS RETURNS

File No: 21/7979

REPORT BY DIRECTOR CORPORATE SERVICES

Summary

The *Burwood Council Code of Conduct* requires councillors and designated persons to submit disclosure of interests returns within 3 months of taking up their position with Council, or becoming aware of an interest not previously disclosed in a first time return or annual return. The *Local Government Act 1993* obliges the General Manager to add these to a consolidated register of returns and bring the returns to the notice of Council by promptly tabling them at a Council meeting. Two revised returns and one first time return have recently been lodged and are now brought to the attention of elected Council.

Operational Plan Objective

2.1.3 Ensure transparency and accountability in decision making

Background

Sections 440AAA and 440AAB of the *Local Government Act 1993* establish the framework for disclosure of interests that must be completed by councillors and designated persons. The returns are fundamental transparency and accountability documents and as such must be retained as part of a publicly accessible register. Section 6(2) of the *Government Information (Public Access) Act 2009* stipulates that certain open access information must be made publicly accessible on the Council website. Returns of interests of councillors, designated persons and delegates are classed under Schedule 1 of the *Government Information (Public Access) Regulation 2018* as open access information for the purposes of website publication.

Discussion

Specific requirements for preparation and lodgement of returns is contained the Model Code of Conduct which is required under the *Local Government Act 1993*. The Model Code is the basis of the *Burwood Council Code of Conduct*. All councillors and designated persons must lodge disclosure of interest returns within 3 months of:

- a) becoming a councillor or designated person (first time return)
- b) 30 June each year
- c) the councillor or designated person becoming aware of an interest they are required to disclose under Schedule 1 of the *Burwood Council Code of Conduct* that has not been previously disclosed in a return lodged in a first time return or an annual return

A 'designated person' is described in clause 4.8 of the *Burwood Council Code of Conduct* as:

- a) the general manager
- b) other senior staff of the council
- c) a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions under the LGA or any other Act (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest

- d) a person who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.

Preparation and proactive release of disclosure of interests returns are important elements in promoting public accountability of Council. They help to protect the integrity of Council decision making processes by allowing scrutiny of potential conflicts of interest that could arise where councillors or other key council officials participate in decision making from which they or their close associates may derive (or be perceived to derive) personal or financial benefit.

Two revised returns and one first time return have recently been submitted by council officials and these are now due to be tabled accordingly.

Conclusion

Pursuant to Section 440AAB of the *Local Government Act 1993*, revised and first time returns are now formally tabled for information from the following council officials:

1. Councillor Heather Crichton – revised return
2. John Inglese (Group Manager – Assets & Infrastructure) – revised return
3. Alistair White (Group Manager – Property & Building Services) – first time return

Recommendation

That Council note the tabling of disclosure of interest returns in accordance with the *Burwood Council Code of Conduct* and the *Local Government Act 1993* for the following council officials:

1. Councillor Heather Crichton – revised return
2. John Inglese (Group Manager – Assets & Infrastructure) – revised return
3. Alistair White (Group Manager – Property & Building Services) – first time return

and that mandatory proactive release of the returns via publication on the Council website will be effected in accordance with the *Government Information (Public Access) Act 2009*.

Attachments

There are no attachments for this report.

(ITEM 21/21) INVESTMENT REPORT AS AT 31 JANUARY 2021

File No: 21/4755

REPORT BY CHIEF FINANCE OFFICER

Summary

In accordance with Clause 212 of the *Local Government (General) Regulation 2005*, this report details all money that Council has invested under Section 625 of the *Local Government Act 1993*.

Operational Plan Objective

2.3.1 Identify and maintain additional revenue sources to ensure financial sustainability

Background

As provided for in Clause 212 of the *Local Government (General) Regulation 2005*, a report listing Council's investments must be presented to Council.

Council's investments are made up of a number of direct investments some of which are managed or advised by external agencies.

Investment Portfolio

Council has a diversified investment portfolio and has a number of direct investments in term deposits. Its investment portfolio as at 31 January 2021 is:

As at 31 January 2021 Council held the following term deposits:

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 2 February 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 global economy has improved over recent months due to the development of vaccines. While the path ahead is likely to remain bumpy and uneven, there are better prospects for a sustained recovery than there were a few months ago. That recovery, however, remains dependent on the health situation and on significant fiscal and monetary support. Inflation remains low and below central bank targets.

In Australia, the economic recovery is well under way and has been stronger than was earlier expected. There has been strong growth in employment and a welcome decline in the unemployment rate to 6.6 per cent. Retail spending has been strong and many of the households and businesses that had deferred loan repayments have now recommenced repayments. These outcomes have been underpinned by Australia's success on the health front and the very significant fiscal and monetary support.

The recovery is expected to continue, with the central scenario being for GDP to grow by 3½ per cent over both 2021 and 2022. GDP is now expected to return to its end-2019 level by the middle of this year. Even so, the economy is expected to operate with considerable spare capacity for some time to come. The unemployment rate remains higher than it has been for the past 2 decades and while it is expected to decline, the central scenario is for unemployment to be around 6 per cent at the end of this year and 5½ per cent at the end of 2022.

Given the outlook for both employment and inflation, monetary and fiscal support will be required for some time. For its part, the Board will not increase the cash rate until actual inflation is sustainably within the 2 to 3 per cent target range. For this to occur, wages growth will have to be materially higher than it is currently. This will require significant gains in employment and a return to a tight labour market. Given the outlook, the Board is not expecting to increase the cash rate for at least 3 years to 2024 at the earliest. The Board is prepared to do more if necessary.” Statement by Philip Lowe, Governor: Monetary Policy Decision – 2 February 2021”.

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

Recommendations(s)

1. That the investment report for 31 January 2021 be received and endorsed.
2. That the Certificate of the Responsible Accounting Officer be received and noted.

Attachments

- | | | |
|---|----------------------------------|--------|
| 1 | Investment Register January 2021 | 1 Page |
| 2 | Investment Types | 1 Page |

Investment Register January 2021

BURWOOD COUNCIL INVESTMENT PORTFOLIO as at 31 January 2021

Table with 2 columns: Credit Ratings (AAA, AA, A, BBB, CCC, D, +, -) and descriptions of each rating level.

Certificate of Responsible Accounting Officer

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

Signature of Wayne Armitage

Wayne Armitage Chief Finance Officer

Main investment register table with columns: Issuer, Investment Name, ADI or N-ADI, Type, Rating S&P, Invested Amount, Market Value as at 30/11/2020, Market Value as at 31/12/2020, Market Value as at Reporting Date, % of Total Invested, and Grand Total.

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 22/21) INVESTMENT REPORT AS AT 28 FEBRURY 2021

File No: 21/8711

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.

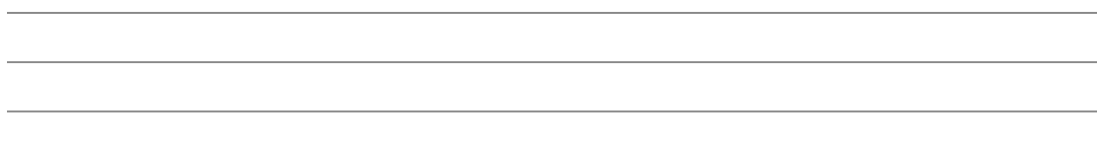
Council's investments are made up of a number of direct investments some of which are managed or advised by external agencies.

Investment Portfolio

Council has a diversified investment portfolio and has a number of direct investments in term deposits. Its investment portfolio as at 28 February 2021 is:

As at 28 February 2021 Council held the following term deposits:

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

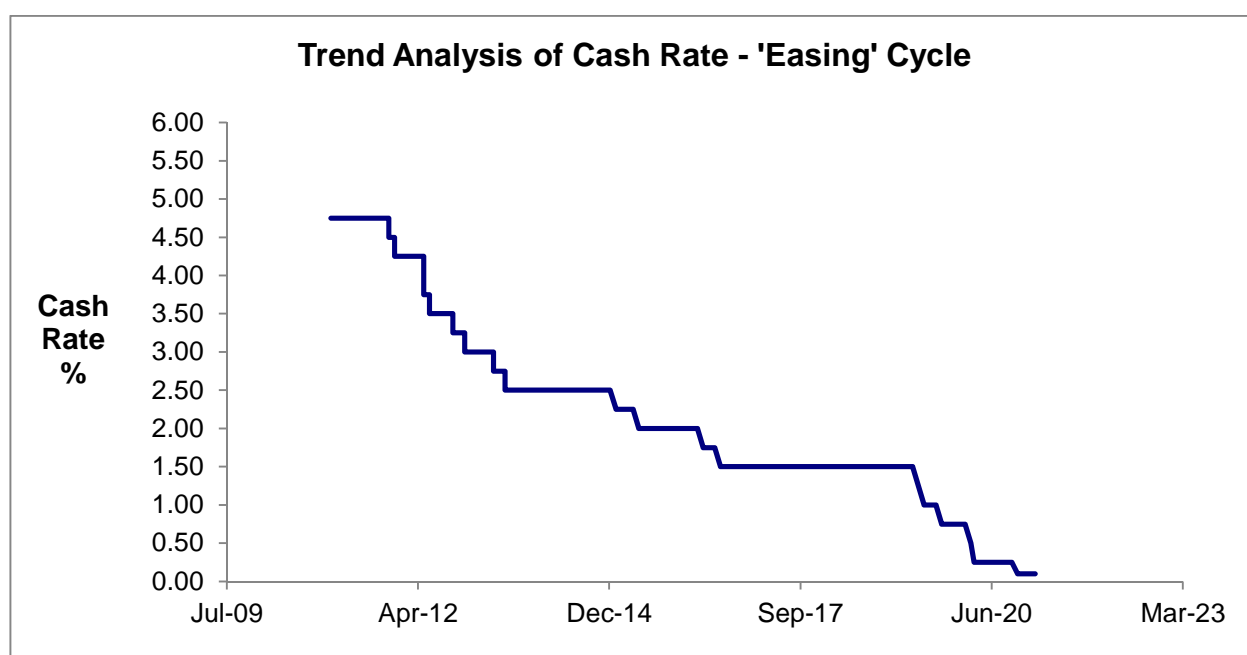
At the Reserve Bank of Australia (RBA) meeting on 2 March 2021, the Board decided to maintain the official cash rate at 0.10 per cent. According to the RBA Governor "...The Board took this decision stating that the global economy has improved over recent months due to the ongoing rollout of vaccines. While the path ahead is likely to remain bumpy and uneven, there are better prospects for a sustained recovery than there were a few months ago. Global trade has picked up and commodity prices have increased over recent months. Even so, the recovery remains dependent on the health situation and on significant fiscal and monetary support. Inflation remains low and below central bank targets.

In Australia, the economic recovery is well under way and has been stronger than was earlier expected. There has been strong growth in employment and a welcome decline in the unemployment rate to 6.4 per cent. Retail spending has been strong and most of the households and businesses that had deferred loan repayments have now recommenced repayments. The recovery is expected to continue, with the central scenario being for GDP to grow by 3½ per cent over both 2021 and 2022. GDP is expected to return to its end-2019 level by the middle of this year.

The economy is still operating with considerable spare capacity and the unemployment rate remains higher than it has been for some years. Further progress in reducing spare capacity is expected, but it will be some time before the labour market is tight enough to generate wage increases that are consistent with achieving the inflation target. In the central scenario, the unemployment rate will still be around 6 per cent at the end of this year and 5½ per cent at the end of 2022.

The Board remains committed to maintaining highly supportive monetary conditions until its goals are achieved. The Board will not increase the cash rate until actual inflation is sustainably within the 2 to 3 per cent target range. For this to occur, wages growth will have to be materially higher than it is currently. This will require significant gains in employment and a return to a tight labour market. The Board does not expect these conditions to be met until 2024 at the earliest.” Statement by Philip Lowe, Governor: Monetary Policy Decision – 2 March 2021”.

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



Recommendations(s)

1. That the investment report for 28 February 2021 be received and endorsed.
2. That the Certificate of the Responsible Accounting Officer be received and noted.

Attachments

- | | | |
|---|-----------------------------------|--------|
| 1 | Investment Register February 2021 | 1 Page |
| 2 | Investment Types | 1 Page |

Investment Register February 2021

BURWOOD COUNCIL
INVESTMENT PORTFOLIO
as at 28 February 2021

Investment Adviser	Issuer	ADI Investment Name or N-ADI	Type	Rating S&P	Invested Amount	Market Value as at 31/12/2020	Market Value as at 31/01/2021	Market Value as at Reporting Date	% of Total Invested
Council	Commonwealth Bank	ADI Operating Account	Cash		982,912	1,094,413	422,264	962,912	7.41
Council	Commonwealth Bank	ADI Cash Deposit Account	At Call	AA-	10,024	10,024	10,024	10,024	0.02
Council	Commonwealth Bank	ADI Online Saver	At Call	AA-	3,043,145	5,460,576	3,902,310	3,043,145	5.98
Council	AMP Bank Limited	ADI AMP Business Saver & Notice	At Call / Notice 30 days	BBB-	4,720	4,715	4,718	4,720	0.01
Council	Commonwealth Bank	ADI Commonwealth Bank	Term Deposit	AA-	4,000,000	4,000,000	4,000,000	4,000,000	7.34
Council	National Australia Bank	ADI National Australia Bank	Term Deposit	AA-	3,000,000	3,000,000	3,000,000	3,000,000	5.50
Council	Westpac	ADI Westpac	Term Deposit	AA-	4,000,000	4,000,000	4,000,000	4,000,000	7.34
Council	AMP Bank (Institution)	ADI AMP Bank	Term Deposit	BBB+	2,000,000	2,000,000	2,000,000	2,000,000	3.67
Council	National Australia Bank	ADI National Australia Bank	Term Deposit	AA-	4,000,000	4,000,000	4,000,000	4,000,000	7.34
Council	Westpac	ADI Westpac	Term Deposit	AA-	4,000,000	4,000,000	4,000,000	4,000,000	7.34
Council	Westpac	ADI Westpac	Term Deposit	AA-	3,000,000	3,000,000	3,000,000	3,000,000	5.50
Council	Suncorp-Metway Limited	ADI Suncorp-Metway Limited	Term Deposit	AA+	4,000,000	4,000,000	4,000,000	4,000,000	7.34
Council	National Australia Bank	ADI National Australia Bank	Term Deposit	AA-	3,000,000	3,000,000	3,000,000	3,000,000	5.50
Council	Westpac	ADI Westpac	Coupon Select Deposit 2 Yr Fixed plus 3 Yr (0.045) BBSW + 1.05 tps)	AA-	3,000,000	3,000,000	3,000,000	3,000,000	5.50
Council	Suncorp-Metway Limited	ADI Suncorp-Metway Limited	Floating Rate Notes (90 day BBSW mid + 94 tps)	A+	1,500,000	1,517,463	1,517,265	1,516,314	2.78
Council	Bendigo-Adelaide	ADI Bendigo Bank & Adelaide Bank	Floating Rate Notes (90 day BBSW mid + 105 tps)	BBB+	1,500,000	1,502,431	1,501,890	1,500,987	2.79
Council	ANZ Group	ADI ANZ Group	Floating Rate Notes (90 day BBSW mid + 77 tps)	AA-	2,000,000	2,023,884	2,024,224	2,022,488	3.71
Council	Newcastle Permanent Building Society	ADI Newcastle Permanent Building Society	Floating Rate Notes (90 day BBSW mid + 105 tps)	BBB	1,250,000	1,271,014	1,270,521	1,269,539	2.33
Council	Members Equity Bank Pty Ltd	ADI ME Bank	Floating Rate Notes (90 day BBSW mid + 127 tps)	BBB	2,500,000	2,507,658	2,504,995	2,503,303	4.59
Council	Bank Australia Ltd	ADI Bank Australia Ltd	Floating Rate Notes (90 day BBSW + 130 tps)	BBB	1,500,000	1,508,890	1,507,275	1,506,667	2.78
Council	Commonwealth Bank of Australia	ADI Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW + 83 tps)	AA-	2,000,000	2,039,562	2,039,000	2,034,708	3.73
Council	Commonwealth Bank of Australia	ADI Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW + 113 tps)	AA-	4,000,000	4,109,172	4,110,168	4,099,128	7.52
Grand Total					54,296,801	57,046,890	54,434,733	54,513,344	100.00

AAA	Extremely strong capacity to meet financial commitments
AA	Very strong capacity to meet financial commitments
A	Strong capacity to meet financial commitments
BBB	Adequate capacity to meet financial commitments, but more subject to adverse economic conditions
BCC	Currently vulnerable and dependent on favourable business, financial and economic conditions to meet financial commitments
D	Payment default on financial commitments
+	Means that a rating may be raised
-	Means that a rating may be lowered

Certificate of Responsible Accounting Officer

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

W. Amitage
Wayne Amitage

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 RC1/21) BURWOOD LOCAL TRAFFIC COMMITTEE MEETING - MARCH 2021

File No: 21/9500

REPORT BY DIRECTOR CITY ASSETS

Summary

Attached are the Minutes of the Burwood Local Traffic Committee from its meeting of March 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 March 2021 be noted and the recommendations of the Committee as detailed below be adopted as a resolution of the Council.

(ITEM LTC1/21) CAR SHARE BAYS - VARIOUS LOCATIONS APPLIED FOR BY GOGET

Recommendation

That Council approve the installation of seven 'No Parking - Authorised Car Share Vehicles Exceeded' in the following locations as shown on the plan in the report:

- Railway Avenue Strathfield
- Russell Street Strathfield
- Carilla Street Burwood
- Mount Pleasant Avenue Burwood
- Stanley Street Burwood
- Belmore Street Burwood
- Shaftesbury Road Burwood

(ITEM LTC2/21) ROYCE AVENUE, CROYDON - INSTALLATION OF NEW 'NO PARKING' RESTRICTIONS

Recommendation

1. That Council approve the installation of 'No Parking' restrictions along the western side of Royce Avenue for a distance of 6 meters per the plan in the report.
2. That Council approve the installation of 'No Stopping' restrictions along the western side of Royce Avenue for a distance of 10 meters north of Rostherne Avenue per the plan in the report.

(ITEM LTC3/21) PAISLEY ROAD, CROYDON - PROPOSED NEW '1P' PARKING RESTRICTIONS

Recommendation

That Council approves the installation of '1P 8.30am – 6.00pm Monday – Friday and 8.30am – 12.30pm Saturday' parking restrictions for a length of 36 meters north-west of the car park exit on Paisley Road Croydon as per the plan in the report.

(ITEM LTC4/21) BURWOOD ROAD, BURWOOD - PROPOSED 'KEEP CLEAR' LINEMARKINGS AT MINNA STREET INTERSECTION

Recommendation

1. That Council approve the installation of Give Way signs and linemarking in Minna Street at its intersection with Burwood Road per the plan attached to the report.

Attachments

- 1 BLTC - March 2021 - Agenda
- 2 BLTC - March 2021 - Minutes



NOTICE OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING

The March 2020 meeting of the Burwood Local Traffic Committee will be held electronically on 4 March 2021 at 9.30am. Participants will be required to attend the meeting virtually via Zoom teleconference.

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
website: www.burwood.nsw.gov.au

AGENDA

APOLOGIES/LEAVE OF ABSENCES

CONFIRMATION OF MINUTES

Recommendation

That the Minutes of the November 2020 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 LTC1/21)	CAR SHARE BAYS - VARIOUS LOCATIONS APPLIED FOR BY GOGET	3
(ITEM LTC2/21)	ROYCE AVENUE, CROYDON - INSTALLATION OF NEW 'NO PARKING' RESTRICTIONS	10
(ITEM LTC3/21)	PAISLEY ROAD, CROYDON - PROPOSED NEW '1P' PARKING RESTRICTIONS	13
(ITEM LTC4/21)	BURWOOD ROAD, BURWOOD - PROPOSED 'KEEP CLEAR' LINEMARKINGS AT MINNA STREET INTERSECTION.....	15

(ITEM LTC1/21) CAR SHARE BAYS - VARIOUS LOCATIONS APPLIED FOR BY GOGET

File No: 21/64

REPORT BY TRAFFIC ENGINEERING OFFICER

Summary

GoGet P/L has requested approval for an additional seven dedicated car share bays to be installed throughout Burwood LGA in on-street locations to meet the demands of their members.

Background

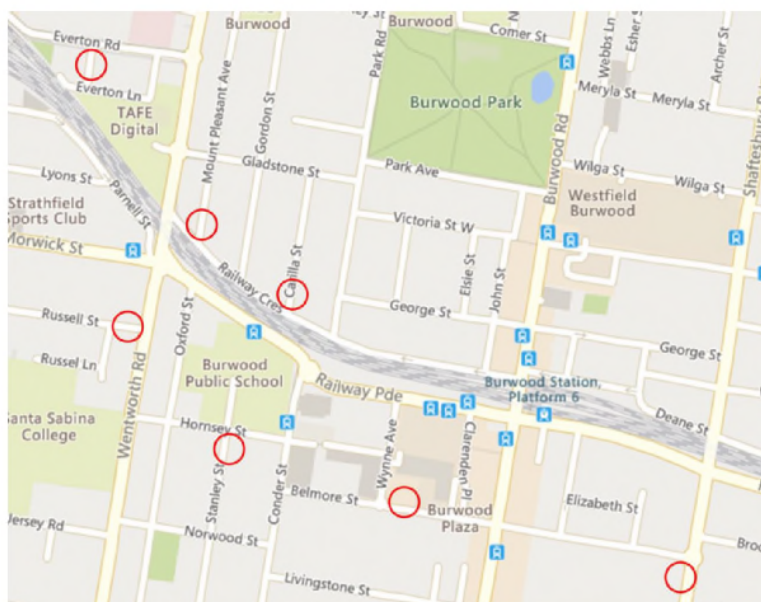
Burwood Council adopted its Car Share Policy in October 2017 to manage the car share parking in the Burwood Local Government Area (LGA) in a fair and equitable manner. The Policy ensures that car share operators are provided equal access to defined car share spaces as well as providing residents and businesses in the Burwood LGA access to an environmentally sustainable alternative to car ownership.

Following the approval of four car share parking bays within George Street and Wynne Avenue car park, GoGet P/L has requested for seven additional on-street parking bays to service their network of members.

Proposal

GoGet has approached Council for the proposed locations:

- Railway Avenue, Strathfield – Existing unrestricted parking area
- Russell Street, Strathfield – Existing 1P parking area
- Carilla Street, Burwood – Existing 1P parking area
- Mount Pleasant Avenue, Burwood – Existing 1P parking area
- Stanley Street, Burwood – Existing 1P parking area
- Belmore Street, Burwood – Existing 2P parking area
- Shaftesbury Road, Burwood – Existing 1P parking area



Council's Car Share Policy requires car share operators to demonstrate that at least 10 current members will have reasonable proximity access to the space. GoGet P/L has provided the number of members within a 250m radius to each bay which represents approximately a 3 minute walk time. The number of members for each location is shown below.

- Railway Avenue, Strathfield – 13 members
- Russell Street, Strathfield – 12 members
- Carilla Street, Burwood – 46 members
- Mount Pleasant Avenue, Burwood – 13 members
- Stanley Street, Burwood – 33 members
- Belmore Street, Burwood – 38 members
- Shaftesbury Road, Burwood – 16 members

Per the RMS guidelines these bays are to be signposted as 'No Parking - Authorised Car Share Vehicles Excepted' with permits to be provided for approved vehicles with unique identifying zones.

As set out in Council's Policy, dedicated car share spaces may be contracted for a period of three years performance based, with a two year option period. Given there has been no interest from other car share providers it is proposed to permit GoGet P/L to have use of these four bays for the three year period with a two year option based on performance of the bays which is to be reviewed annually.

Consultation

Given the high demand for parking in these areas, all properties surrounding each proposed car share bays were notified of the proposal which included a letter and survey with the option of providing feedback.

The following responses were received from each area:

Location	Number of surveys sent out	Number of surveys received	Response Rate	Responses
Railway Ave Strathfield	42	1	2 %	1 'Strongly Against'
Russell St Strathfield	24	5	21 %	5 'Strongly Against'
Carilla St Burwood	36	2	6 %	2 'Strongly Against' 1 'Against'
Mount Pleasant Ave Burwood	51	3	6 %	3 'Strongly Against'
Stanley St Burwood	14	3	21 %	3 'Strongly Against'
Shaftesbury Rd Burwood	1	0	0 %	N/A

Despite the objections received to the proposals, given the low response rate it is recommended to proceed with the implementation of the car share bays.

Financial Implications

Per Council's Fees and Charges a fee will be charged to the operator for the ongoing annual approval as well as to partly cover costs associated with the implementation of a dedicated car share space. The current fee is \$1,150.00 per space per year which will total \$8,050.00 for the seven proposed spaces.

Car share operators may request to linemark parking bays at their own cost however must obtain approval from Council prior to any works being undertaken. Fees are reviewed annually and set out in Council's Statement of Revenue Policy.

Recommendation

That Council approve the installation of seven 'No Parking - Authorised Car Share Vehicles Excepted' in the following locations as shown on the plan in the report:

- Railway Avenue Strathfield
- Russell Street Strathfield
- Carilla Street Burwood
- Mount Pleasant Avenue Burwood
- Stanley Street Burwood
- Belmore Street Burwood
- Shaftesbury Road Burwood

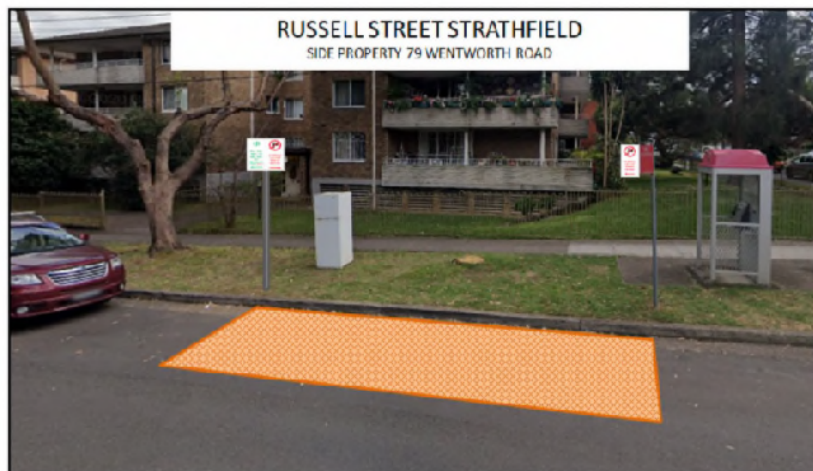
Attachments

- 1 Proposed Go Get locations

PROPOSED GO GET LOCATIONS



Proposed GoGet location – Railway Avenue Strathfield



Proposed GoGet location – Russell Street Strathfield

ITEM NUMBER LTC1/21 - ATTACHMENT 1

Proposed Go Get locations



Proposed GoGet location – Carilla Street Burwood



Proposed GoGet location – Mt Pleasant Avenue Burwood

ITEM NUMBER LTC1/21 - ATTACHMENT 1

Proposed Go Get locations



Proposed GoGet location – Stanley Street Burwood



Proposed GoGet location – Shaftesbury Road Burwood

ITEM NUMBER LTC1/21 - ATTACHMENT 1

Proposed Go Get locations



Proposed GoGet Location - Belmore Street Burwood

(ITEM LTC2/21) ROYCE AVENUE, CROYDON - INSTALLATION OF NEW 'NO PARKING' RESTRICTIONS

File No: 21/281

REPORT BY TRAFFIC ENGINEERING OFFICER

Summary

Council received a request from the resident at 25 King Edward Street to install 'No Parking' restrictions in Royce Avenue to allow sufficient space for vehicle ingress and egress from their property's garage.

Background

Council has received a request from the resident at 25 King Edward Street Croydon regarding restricted access to their off-street parking via Royce Avenue. The property has no vehicle access via King Edward Street, with the property's garage located at the rear of the site accessed only via Royce Avenue. The concerns relate to the narrow road width in Royce Avenue and difficulties with ingress and egress from their property garage when vehicles are parked along the western kerb side lane.

Royce Avenue is 5 meters wide and allows vehicles to travel in a north and south direction. Currently there is unrestricted parking along the western side of Royce Avenue that can accommodate 4 vehicles between Rostherne Avenue and the first driveway for #1 Rostherne Avenue.

Council's Traffic Officer conducted an extensive analysis of the area and has confirmed that it is not possible for standard sized vehicle to safely maneuver into the subject property's driveway when vehicles are parked along the western side of Royce Avenue. Additionally it is not possible for a vehicle parked in the subject property's garage to exit with a vehicle parked directly opposite the garage.

It is noted that the subject property's driveway is located immediately on the boundary of Royce Avenue whereas all other property driveways along the street are set back within the property allowing sufficient maneuverability to enter and exit the properties.

Site inspections also showed that vehicles were parking illegally within 10m of the intersection of Royce Avenue and Rostherne Avenue which restricts sightlines for motorist and pedestrians and makes it difficult to maneuver through the intersection given the narrow road widths.

Proposal

The primary function of a local road is the movement of traffic and to provide access to residential properties. On-street parking is a secondary function of a local road which may be provided where it does not impact upon safety or the primary function of the street.

It is evident that the parking on the western side of Royce Avenue is restricting access to the property, and in an emergency situation may restrict egress from the site.

Therefore from a safety perspective, it is proposed to install 'No Parking' restrictions along the western side of Royce Avenue along the side boundary of 1 Rostherne Avenue for a distance of 6 meters to allow sufficient space for residential access at all times per the included plan.

It is also proposed to formalise the no stopping restrictions at the intersection of Royce Avenue and Rostherne Avenue by signposting 10m of 'No Stopping' restrictions on the western side of Royce Avenue, north of Rostherne Avenue.

All other on-street parking in this area will remain unrestricted. The proposed installation of 'No Parking' restrictions will result in the loss of 1 on-street parking space and retention of 3 on-street parking spaces along the side boundary of 1 Rostherne Avenue.



Consultation

Council conducted consultation with the resident at 1 Rostherne Avenue who will be affected the most by the proposed 'No Parking' restriction. All other residents along Rostherne Avenue have on-street parking fronting their property.

Council received 4 responses who were 'Strongly Against' the proposal to install any parking restriction measures along the street due to insufficient parking spaces available to adjacent residents in Rostherne Avenue.

Despite the objections received, it is recommended to proceed with the installation of 'No Parking' restrictions to allow use of the garage.

Financial Implications

The installation of 3 new parking signs and 3 posts are estimated to cost \$700.00 and will be funded from Council's 2020/21 Traffic Facilities Budget.

Recommendation

1. That Council approve the installation of 'No Parking' restrictions along the western side of Royce Avenue for a distance of 6 meters per the plan in the report.
2. That Council approve the installation of 'No Stopping' restrictions along the western side of Royce Avenue for a distance of 10 meters north of Rostherne Avenue per the plan in the report.

Attachments

There are no attachments for this report.

(ITEM LTC3/21) PAISLEY ROAD, CROYDON - PROPOSED NEW '1P' PARKING RESTRICTIONS

File No: 21/553

REPORT BY TRAFFIC ENGINEERING OFFICER

Summary

Council received a request from local businesses to install additional time restricted parking spaces along Paisley Road to assist customers with short term parking.

Background

Council has been requested to investigate the current parking arrangements along Paisley Road Croydon. The request comes from local businesses who have detailed the need to increase the number of timed restricted parking spaces for customers.

Paisley Road runs in a southeast – northwest direction and is classified a regional road, meaning that it carries a high vehicle capacity that serves to move traffic between town centers and to local streets.

Paisley Road currently consists of three '1P 8.30am – 6.00pm Monday – Friday and 8.30am – 12.30pm Saturday' parking spaces fronting the Paisley Road car park with the remainder of the street available as unrestricted parking.



Proposal

There is an opportunity to extend the '1P 8.30am – 6.00pm Monday – Friday and 8.30am – 12.30pm Saturday' parking restrictions for a length of 36 meters north-west of the car park exit.

The proposal will allow four additional time restricted parking space for visitors to the area.



Consultation

Consultation was conducted with Sydney Water and 1 local resident who has rear access to Paisley Road.

Sydney Water was in favour and had no objections to the proposal to convert the frontage to time restricted parking. No response was received from the resident.

Financial Implications

The proposed parking signage amendments are estimated to cost \$500.00 and will be funded from the 2020/21 Traffic Facilities budget.

Recommendation

That Council approves the installation of '1P 8.30am – 6.00pm Monday – Friday and 8.30am – 12.30pm Saturday' parking restrictions for a length of 36 meters north-west of the car park exit on Paisley Road Croydon as per the plan in the report.

Attachments

There are no attachments for this report.

(ITEM LTC4/21) BURWOOD ROAD, BURWOOD - PROPOSED 'KEEP CLEAR' LINEMARKINGS AT MINNA STREET INTERSECTION

File No: 21/4946

REPORT BY TEMP TRAFFIC ENGINEER

Summary

Consent was provided via the Land and Environment Court for the construction of a new child care centre at 12 Minna Street Burwood (DA.2018.90). A condition of consent for the development pertains to linemarking at the intersection of Burwood Road and Minna Street to address concerns for vehicles exiting Minna Street.

Background

The development at 12 Minna Street Burwood will comprise of a child care centre for 84 children. As part of the assessment process concerns were raised regarding safety for the increase in traffic in Minna Street specifically for vehicles exiting Minna Street turning right onto Burwood Road. As such the Land and Environment Court placed the following condition on the development consent.

The Condition of Consent (Number 113) reads as follows:

113. *A detailed plan of Keep Clear Pavement Markings and other associated linemarking in accordance with the concept diagram Drawing Number 2019-0052-01A prepared by McLaren Traffic Engineering dated 24th October 2019 ('Line Marking Plan') must be submitted to Burwood Council's Local Traffic Committee (LTC) prior to issuing of a Construction Certificate.*

The works of the implementation of any approved Line Marking Plan must be carried out at the applicant's costs only to the extent of the works identified in the Line Marking Plan. Any further works (being works not referred to in the Line Marking Plan) shall be at the cost of the Council.

Proposal

In response to the Condition of Consent detailed above, a Linemarking Plan has been submitted to Council by the applicant as prepared by McLaren Traffic Engineering. The plan details 'Keep Clear' markings in Burwood Road to provide an opportunity for vehicles exiting Minna Street to enter Burwood Road when queuing is occurring for northbound vehicles in Burwood Road approaching the Ethel Street/Nicholson Street/Burwood Road roundabout. In addition Give Way markings and double centerlines (BB) are proposed in Minna Street at Burwood Road to separate opposing vehicles.

Consultation

Consultation with residents has not been undertaken as the proposed linemarking does not impact on parking.

Financial Implications

No financial implications to Council as works are to be undertaken by the applicant.

Recommendation

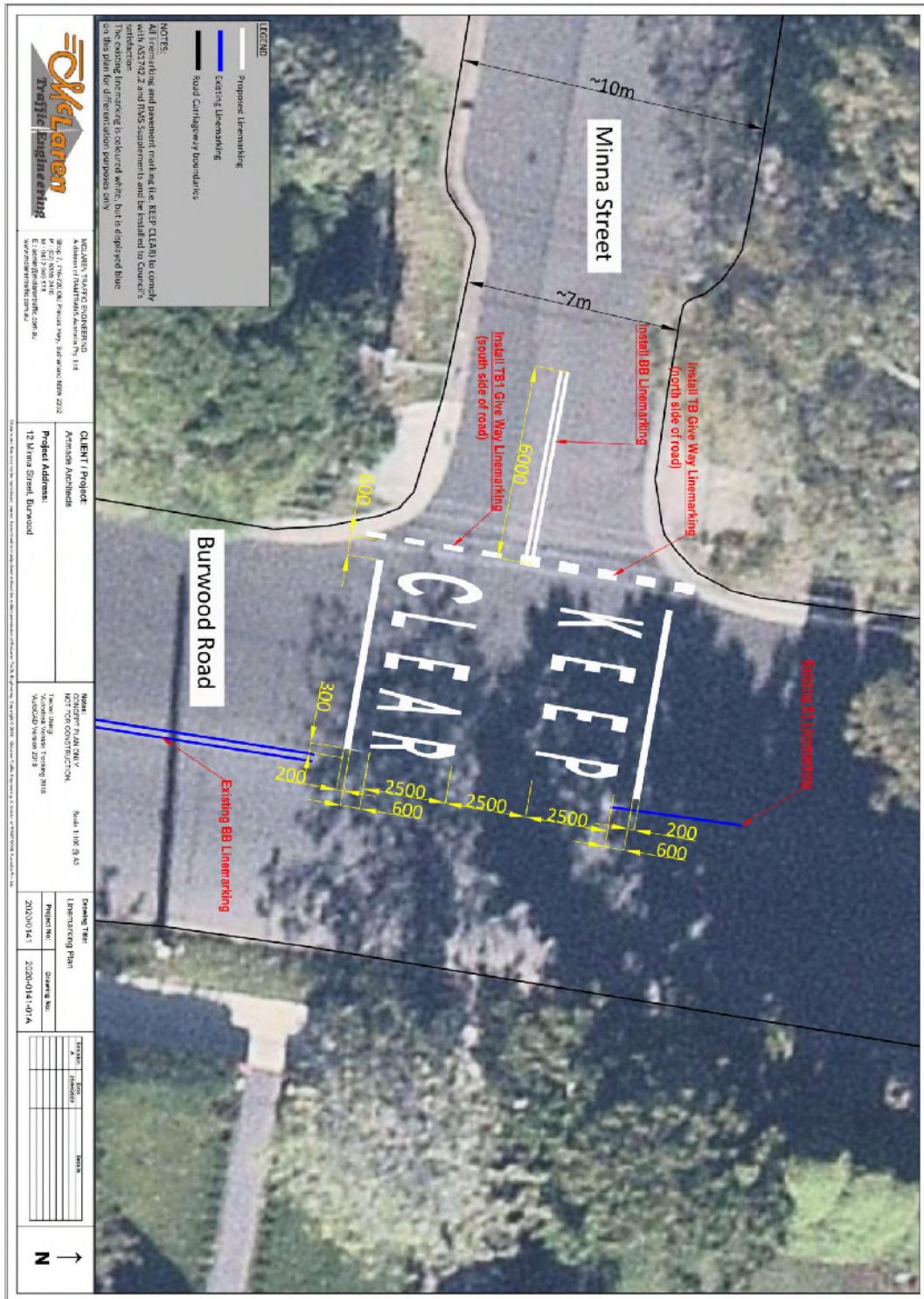
1. That Council approve the installation of Keep Clear linemarking at the intersection of Burwood Road and Minna Street as detailed in the plan attached to the report.
2. That Council approve the installation of Give Way signs and linemarking in Minna Street at its intersection with Burwood Road per the plan attached to the report.

Attachments

- 1 Burwood Road, Burwood - Keep Clear linemarking plan

ITEM NUMBER LTC6/21 - ATTACHMENT 1

Anzac Day March - Rolling Road Closure 2021





MINUTES OF THE MEETING OF THE BURWOOD LOCAL TRAFFIC COMMITTEE held electronically with all comments received by Council by Thursday 4 March 2021 at 5.00pm.

AGENDA SENT TO Cr John Faker (Mayor) Chairperson
 Sgt Jasen Chapman, NSW Police Service
 Sgt Gerrard Moriarty, NSW Police Service
 Mr Shah Kshitij, 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

CONFIRMATION OF MINUTES

That the minutes of the Burwood Local Traffic Committee of Burwood held on Thursday 4 February 2021, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.

GENERAL BUSINESS

(ITEM LTC1/21) CAR SHARE BAYS - VARIOUS LOCATIONS APPLIED FOR BY GOGET

Summary

GoGet P/L has requested approval for an additional seven dedicated car share bays to be installed throughout Burwood LGA in on-street locations to meet the demands of their members.

Recommendation

That Council approve the installation of seven 'No Parking - Authorised Car Share Vehicles Excepted' in the following locations as shown on the plan in the report:

- Railway Avenue Strathfield
- Russell Street Strathfield
- Carilla Street Burwood
- Mount Pleasant Avenue Burwood
- Stanley Street Burwood
- Belmore Street Burwood
- Shaftesbury Road Burwood

MINUTES OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING 4 MARCH 2021

(ITEM LTC2/21) ROYCE AVENUE, CROYDON - INSTALLATION OF NEW 'NO PARKING' RESTRICTIONS**Summary**

Council received a request from the resident at 25 King Edward Street to install 'No Parking' restrictions in Royce Avenue to allow sufficient space for vehicle ingress and egress from their property's garage.

Recommendation

1. That Council approve the installation of 'No Parking' restrictions along the western side of Royce Avenue for a distance of 6 meters per the plan in the report.
2. That Council approve the installation of 'No Stopping' restrictions along the western side of Royce Avenue for a distance of 10 meters north of Rostherne Avenue per the plan in the report.

(ITEM LTC3/21) PAISLEY ROAD, CROYDON - PROPOSED NEW '1P' PARKING RESTRICTIONS**Summary**

Council received a request from local businesses to install additional time restricted parking spaces along Paisley Road to assist customers with short term parking.

Recommendation

That Council approves the installation of '1P 8.30am – 6.00pm Monday – Friday and 8.30am – 12.30pm Saturday' parking restrictions for a length of 36 meters north-west of the car park exit on Paisley Road Croydon as per the plan in the report.

(ITEM LTC4/21) BURWOOD ROAD, BURWOOD - PROPOSED 'KEEP CLEAR' LINEMARKINGS AT MINNA STREET INTERSECTION**Summary**

Consent was provided via the Land and Environment Court for the construction of a new child care centre at 12 Minna Street Burwood (DA.2018.90). A condition of consent for the development pertains to linemarking at the intersection of Burwood Road and Minna Street to address concerns for vehicles exiting Minna Street.

COMMENTS RECEIVED:

Transport for NSW - Keep Clear markings are general intended for locations where right-turn access into an adjacent street is restricted due to queuing through the intersection which generally occurs at locations near traffic signals. These markings also assist emergency vehicles at locations such as fire or ambulance stations. It is not however intended to assist vehicles in turning out of the adjacent street, as in many cases this promotes 'rat-running' through the local road network, and may encourage drivers to store their vehicle within the Keep Clear area. Accordingly, the Keep Clear markings are not supported. We have no objection to the proposed Give-Way and BB line marking (which will still allow the DA to comply with Land and Environment Court conditions).

THE RECOMMENDATION IN RELATION TO KEEP CLEAR LINEMARKING HAS SUBSEQUENTLY BEEN REMOVED.***Recommendation***

1. That Council approve the installation of Give Way signs and linemarking in Minna Street at its intersection with Burwood Road per the plan attached to the report.

QUESTIONS WITHOUT NOTICE

The following Questions Without Notice were submitted at the Meeting:

From State Member for Strathfield

Line Marking at Corner of Mosely Street/Parramatta Road Strathfield

The lane line marking on Parramatta Rd is indistinguishable for cars turning right from Mosely St onto Parramatta Rd. Because two lanes can potentially turn right we have been advised of a number of near misses when two cars turn right.

It would be safer if the lane marking was defined on Parramatta Rd so that if two cars are turning right from Mosely they can clearly see a line marking to indicate where their car should be.

As this matter relates to the operation of the traffic signals it has been forwarded to TfNSW for investigation and action.

This concluded the business of the meeting.

(ITEM IN6/21) PROGRESS REPORT - ENFIELD AQUATIC CENTRE STAGE 2 - LEARN TO SWIM INDOOR POOL

File No: 21/10379

REPORT BY DIRECTOR CORPORATE SERVICES

Summary

This report is aimed at providing Council with a status update on the construction project for Council's new 25m indoor learn to swim project at the Enfield Aquatic Centre.

Operational Plan Objective

- 1.1.1 Provide a diverse range of strategies and initiatives that meet the needs of the community
- 1.1.3 Provide active and passive recreational and sporting activities that contribute to health and wellbeing

Background

Burwood Council at its meeting on 25 June 2019 endorsed the project budget and delivery plan for the remainder of the Enfield Aquatic Centre (EAC) Master Plan works as follows:

- Stage 2 New Learn to Swim pool
- Stage 3 Expanded and redesigned rear car park and rear entrance
- Stage 4 New foyer, undercover walk way, mezzanine administration level, toilets/change rooms, group rooms for health/wellbeing activities and café

The tender for Stage 2 was awarded to Carfax Commercial Constructions Pty Ltd on 11 February 2020, following an extensive selection and due diligence process.

Due to Covid-19 Council did not formally engage Carfax until 19 October 2020 under a GC21 Construct Only Contract to undertake the scope of works for the construction of the project.

Carfax commenced demolition works at the Enfield Aquatic Centre in early November 2020, with a contractual completion date of 28 June 2021.

Project Progress Report

The project has progressed well and in line with the 36 week program, with the pool approximately 50% complete at the time of writing this report.

The progress of the project's construction has gained momentum in January 2021 after rain delays during December 2020. A key milestone was met in February 2021 when the concrete pool structure and roof was completed. The project is now focusing on the construction of the external cladding, filtration system, electrical and hydraulic services to the new indoor pool.

Key Issue Updates

1. **Schedule:** Carfax encountered several delays during excavation of the pool due to ongoing rainfall. Four notices of delay were issued by Carfax due to inclement weather events; however no extension of time claims have been submitted at this point in time.
2. **Design:** The proposed rear entrance has been revised to be a staff and service entry only. This revision was due to:
 - a. Additional costs and operational requirements to manage customers at two entry points simultaneously.

b. The need for a new permanent service/storage area for pool operations.

3. **Procurement:** Due to the COVID-19 pandemic, there was some concern regarding the extensive lead time for materials coming from overseas. The ozone bromine filtration equipment is only manufactured in the US and is currently scheduled to arrive onsite in April 2021 which is on track with the construction programme.
4. **Cost:** The awarded contract sum was in line with the tender cost estimates prepared by the Quantity Surveyor. Financially the project is tracking well and is expected to be delivered within the allocated budget.

Project Program and Delivery

The contract completion date is 28 June 2021, with current activities on track to achieve practical completion by this date. Latent conditions have caused delay to the project; however these delays have been mitigated to date with the project's accelerated progress in January & February 2021.

It is expected that the construction site fencing will remain at the EAC until at least late May with testing and commissioning of the pool planned for June 2021.

Project Management

A designated Project Control Group (PCG) was established for the delivery of this project. The PCG initially met weekly to discuss construction and now meets on an as need basis. The PCG consists of Council's Project Sponsor – Fab Zincone (Director Corporate Services), Project Manager – Brian Truong (Property Management Coordinator) and representatives of the EAC – Simon Fox (Group Manager Community, Library and Aquatic Services) & Ryan Blouin (Coordinator Enfield Aquatic Centre)

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

Project meetings are also held fortnightly onsite between Council, Carfax and the project architect to resolve any contractual, design and construction issues for the project.

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

WH&S

Council's WH&S team inspected the construction site in November 2021 after site establishment and reported no issues with the project. There have been no WH&S reported incidents onsite thus far.

Planning or Policy Implications

The Development Application (DA) for EAC masterplan was approved on 19 December 2019.

The Construction Certificate (CC) for stage 2 of the EAC masterplan was divided into two stages. The first stage (CC1) included the scope for the demolition, footings and concrete slab for the new pool and was granted on 20 October 2020. The second stage (CC2) for the construction of the structure and fit out of the new pool was granted on 6 January 2021.

An interim occupation certificate will be granted for stage 2 of the masterplan upon completion of the stage 2 construction works.

Financial Implications

On 25 June 2019 Council endorsed the total project cost of \$11.5 million for the Enfield Aquatic Centre Master Plan implementation.

The costing of the stage 2 works has been undertaken by an independent Quantity Surveyor, with the total cost of works estimated at \$5.4 million.

Stage 2	\$5.4 million (New Learn to Swim Pool)
Stage 3a & 3b	\$1.8 million (New carpark & entrance facilities)
Stage 4	\$4.3 million (Foyer refurbishment and new amenities)

A funding adjustment was required to be carried out due to two factors. Firstly the stage 3b rear entry works were accelerated and made part of the Stage 2 works. Secondly the design costs for Stage 4 works were costed to the current Stage 2 project as both stages were required to be designed simultaneously for co-ordination and efficiency. As a result an amount of \$400,000 is forecast to be required to complete the project, with the following adjusted amounts transferred from Stages 3b (\$217,000) and 4 to Stage 2(\$183,000).

The project is on track to be completed within the revised allocated budget and a final report inclusive of financial details will be provided to Council once the project is completed.

Conclusion

Practical completion of the project is anticipated to be 28 June 2021. With the new learn to swim pool to be operational by July 2021.

Recommendation(s)

That Council notes the information provided in this report.

No Decision – Information Item Only

Attachments

There are no attachments for this report.

**(ITEM IN7/21) POWER OF ATTORNEY FOR THE GENERAL MANAGER -
REPORT FOR PERIOD OF DECEMBER 2020 TO FEBRUARY 2021**

File No: 21/9924

REPORT BY THE GENERAL MANAGER

Summary

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

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

Council notes that the following documents were signed under Power of Attorney between December 2020 and February 2021:

- VPA - 9-15 George Street Burwood. Presented to Council on 22 November 2016, Item 69/16.
- Burwood Park Reserve Trust Lease to Jad's Place and Silver Winter Pty Ltd - Burwood Park Cafe - Deed of Assignment of Lease and Consent of Lessor. Presented to Council on 23 February 2015, Item 14/15.

Operational Plan Objective

2.1.3 Ensure transparent and accountability in decision making

No Decision – Information Item Only**Attachments**

There are no attachments for this report.

(ITEM IN8/21) ANSWERS TO QUESTIONS ON NOTICE - COUNCIL MEETING OF 23 MARCH 2021

File No: 21/3780

REPORT BY DIRECTOR CORPORATE SERVICES

Summary

The following Questions on Notice (QoN) were submitted by Councillor Chan. Council Officers responded to the QoN and Councillors were notified on 2 March 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:

QUESTIONS ON NOTICE	
Question	Response
<p><u>Councillor Ernest Chan</u></p> <p>Question 1:</p> <p>With multi- storey development, say over 15 storeys, what input does NSW Fire have on the DA evaluation process?</p>	<p><u>Group Manager Building and Development</u></p> <p>NSW Fire & Rescue do not have any input into the assessment of development applications. There is no requirement for the referral of a DA to NSW Fire & Rescue for comment. However in relation to a Construction Certificate application Clause 144 of the Environmental Planning & Assessment Regulations 1994 sets out the criteria where an application for a Construction Certificate shall be referred to NSW Fire & Rescue for comment.</p>
<p><u>Councillor Ernest Chan</u></p> <p>Question 2:</p> <p>With increasing traffic on our roads, and increasing number of construction sites, how often do Council and NSW Fire jointly review suitability of our roads to carry out firefighting in our CBD?</p>	<p><u>Manager Traffic and Transport</u></p> <p>Burwood Council is part a Local Emergency Management Committee (LEMC) which meets quarterly with all emergency services. The committee facilitates collaboration between the various response agencies to be prepared for a range of potential emergencies.</p> <p>Council does not regularly meet specifically with NSW Fire & Rescue with regards to traffic management. NSW Police have a representative on the Burwood Local Traffic Committee who provides input on behalf of emergency services for any proposed changes to traffic and parking facilities. Council designs new traffic facilities in accordance with Australian Standards and relevant guidelines which takes into consideration the movement of larger vehicles such as fire trucks and service vehicles.</p> <p>A review of traffic within the Burwood and Strathfield Town Centres is currently being undertaken as part of the LSPS process to identify existing and future traffic issues resulting from future developments.</p>

No Decision – Information Item Only

Attachments

There are no attachments for this report.

(ITEM IN9/21) PETITIONS

File No: 21/3790

REPORT BY DIRECTOR CORPORATE SERVICES

Summary

Petitions received are reported to Council on a monthly basis. Council has received two petitions since the February 2021 Council Meeting.

Operational Plan Objective

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

Background

Date Received	Petition Subject	No. of Households and Businesses within the LGA	No. of Households outside the LGA	Responsible Council Division
12 February 2021	Petition received in objection to DA.2021.1 (proposed boarding housing at 2 Cooper Street Strathfield) and DA.2020.122 (Demolition of existing dwelling at 18 Cooper Street Strathfield)	55	13	City Strategy
15 February 2021	Petition received requesting that Council: <ul style="list-style-type: none"> ▪ Place a 'No Left Turn' traffic sign on Parramatta Road (intersection of Royce Avenue Croydon) ▪ Make Royce Avenue a P2 zone for non-residents (only from corner of Parramatta Road to Rostherne Avenue) 	8	0	City Assets

Comments

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

No Decision – Information Item Only**Attachments**

There are no attachments for this report.