



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

## Ordinary Meeting

Notice is hereby given that a meeting of Burwood Council will be held in the Conference Room, Level 1, 2 Conder Street, Burwood on Tuesday 27 June 2023 at 6:00pm to consider the matters contained in the attached Agenda.

The public gallery will be open for those wishing to observe the meeting. In addition, an opportunity to observe the meeting via audio visual link will also be made available.

### **Public Forum**

A public forum will be held at 6:00pm, prior to the commencement of the meeting, to allow members of the public to make oral submissions about an item on the Agenda for the meeting. The opportunity will also be provided to speak via audio visual link.

Anyone wishing to address Council during the public forum will need to register by 2:00pm on the day of the meeting. A person wishing to speak must indicate the item of business on the Agenda they wish to speak on and whether they wish to speak 'for' or 'against' the item. Registrations to speak can be lodged on [Council's website](#).

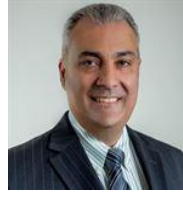
The Council Meeting will commence immediately after the conclusion of the Public Forum. In the event there are no speakers registered, the Public Forum will not be held and the Council Meeting will commence promptly at 6:00pm.

Tommaso Briscese  
**General Manager**

## Councillors



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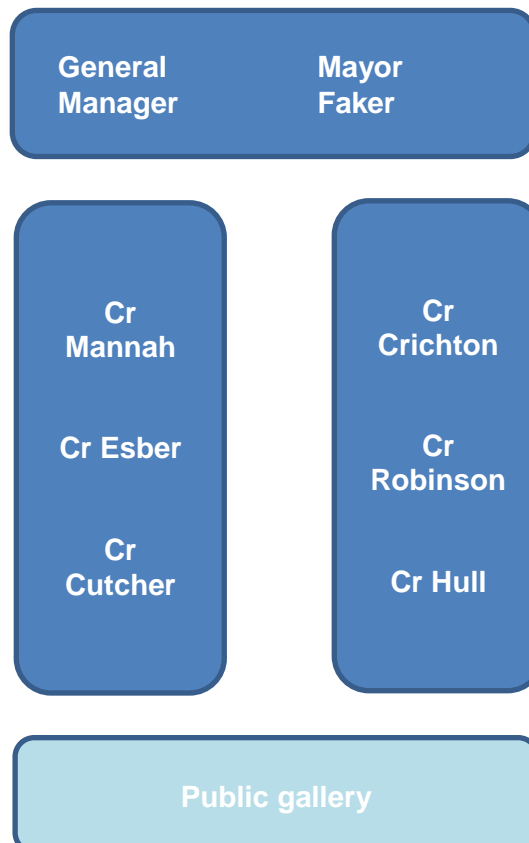


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## Council meeting room



# Agenda

**For an Ordinary Meeting of Burwood Council to be held in the Conference Room, Level 1, 2 Conder Street, Burwood on Tuesday 27 June 2023 immediately after the Public Forum commencing at 6.00pm.**

## **1. Prayer**

*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.*

## **2. Acknowledgement of Country**

## **3. Statement of Ethical Obligations**

## **4. Apologies**

## **5. Declarations of Interest**

## **6. Declaration of Political Donations**

## **7. Confirmation of Minutes**

## **8. General Business**

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## CONFIDENTIAL ITEMS

(Item 39/23)	Burwood Local Planning Panel - Appointment of Additional Expert Members
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*That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (a) of the Local Government Act, 1993, as the matter involves personnel matters concerning particular individuals.*

## (Item 34/23) Preliminary Heritage Investigation - Woodside Avenue

File No: 23/23937

Report by Director City Strategy

### Summary

This report responds to a Mayoral Minute (MM1/23) and provides preliminary heritage investigation of Woodside Avenue, Burwood, including the property at No 23 Woodside Avenue, Burwood.

### **Operational Plan Objective**

- A.16 Deliver initiatives that promote and improve access to local heritage
- C.3 An urban environment that maintains and enhances our sense of identity and place
  - C.3.2 Protect our unique built heritage and maintain or enhance local character
- P.13 Identify and plan for built heritage and local character

### Background

Council, at its meeting on 23 May 2023 considered a Mayoral Minute (MM1/23) relating to a heritage investigation of properties in Woodside Avenue, Burwood, including No 23 Woodside Avenue.

Federation and quality Inter-War style houses are an important feature in the Strathfield and Burwood area, and it is important that consideration be given to ensuring that properties with heritage significance are retained, protected and maintained to ensure that future generations are able to enjoy them and understand our history.

Council subsequently resolved the following:

1. *The General Manager initiates a preliminary in-house heritage review of the properties in Woodside Avenue, Burwood and if deemed appropriate, a further report be brought back to Council seeking authorisation to proceed with heritage listing if considered appropriate.*
2. *The General Manager be authorised to obtain an Interim Heritage Order (IHO) if it becomes apparent that there is an imminent threat to the property located at 23 Woodside Avenue.*
3. *It is also requested that the General Manager write to the current owners of 23 Woodside Avenue and other properties being considered for heritage listing, to inform them of the preliminary heritage investigation and this mayoral minute.*

### Preliminary Heritage Investigation – Woodside Avenue, Burwood

In response to Item 1 of Council's resolution, Council's Heritage Advisor has undertaken a preliminary heritage assessment of Woodside Avenue, Burwood. The preliminary heritage assessment has been performed in accordance with the NSW Heritage Council's Heritage Significance Criteria. It should be noted that a dwelling need only meet one of the criteria to meet the threshold for listing as an item of local heritage significance.

In using the Criteria as a guide, the following **risk-based steps** have been used to identify the properties that either have potential heritage significance to a level of being an item of local heritage significance, or as being a contributory item within a HCA:

1. Is the property from an era which is broadly recognised within Burwood as having the potential for historic significance? E.g. Victorian, Federation or Inter-War.

2. Does the property have potential aesthetic characteristics which are broadly recognised within the Burwood LGA and does not include visible alterations which substantially reduce the significance of these characteristics?

It should be noted that the survey does not include any consideration of internal features, relying solely on the external street frontage.

The preliminary heritage assessment report for Woodside Avenue, Burwood is included at Attachment 1.

Based on this preliminary heritage assessment, the three Federation properties, being Nos 23, 25 and 27 Woodside Avenue, Burwood are highly likely to meet the threshold for at least three of the seven criteria: Aesthetic, Historical and Representative. There is also the potential to meet Rarity and Associative criteria. It is highly likely all three properties were built by the same builder and/or in the same year. Given their design, setting and location, these three (3) properties could be identified as a potential group heritage item.

**Table 1 – Assessment of Nos 23, 25 & 27 Woodside Avenue**

NSW Heritage Council Criteria		
NSW Heritage Council Criteria	Discussion	Preliminary Assessment
<p><b>(a) Historical</b> An item is important in the course, or pattern, of NSW's cultural or natural history (or the cultural or natural history of the local area);</p>	<p>While no detailed historical research has been completed on these dwellings. It is, from comparison with other heritage dwellings, likely to demonstrate the historical development of Burwood, in particular Woodside Ave (previously Want Street) from the 1900s onwards.</p>	<p>The properties <b>are likely</b> to meet the threshold for local heritage significance.</p>
<p><b>(b) Associative</b> An item has strong or special association with the life or works of a person, or group of persons, of importance in NSW's cultural or natural history (or the cultural or natural history of the local area);</p>	<p>Detailed research has not been undertaken as to the ownership or the construction of these dwellings. It is possible that associative significance may be revealed in more detailed research.</p>	<p>The properties <b>may or may not be</b> likely to meet the threshold for local heritage significance and warrants further investigation.</p>
<p><b>(c) Aesthetic</b> An item is important in demonstrating aesthetic characteristics and/or a high degree of creative or technical achievement in NSW (or the local area);</p>	<p>The properties are each in their own right and also as a group handsome Federation era dwellings. Each dwelling which incorporates key details and finishes which define classic dwellings of this time. The dwellings share similarities with dwellings located within the highly significant <i>Appian Way Conservation Area</i>. These include brick tuck-pointing, alternate terracotta roof and slate roof with terracotta ridge capping, timber fretwork, prominent chimneys and dutch gable hipped roof with additional gable elements, containing timber fretwork with timber sunhoods and timber framed casement windows.</p> <p>The interior of 23 Woodside Ave is highly intact. Its principal rooms retain ornate ceilings, original joinery, floorboards and original fireplaces (some marble) and surrounds.</p>	<p>The properties <b>are likely</b> to meet the threshold for local heritage significance and warrants further investigation.</p>

	While alterations have occurred to the rear and to amenity areas such as the kitchen and bathrooms, these do not detract from the overall heritage significance of this particular dwelling.	
<b>(d) Social</b> An item has strong or special association with a particular community or cultural group in NSW (or the local area) for social, cultural or spiritual reasons;	N/A	The property is <b>NOT</b> likely to meet the threshold for local heritage significance.
<b>(e) Research Potential</b> An item has potential to yield information that will contribute to an understanding of NSW's cultural or natural history (or the cultural or natural history of the local area);	The sites may hold research potential into the late 1880s and early 1990s on the European development of Burwood. Primarily due to the size of the allotment and limited disturbance throughout the past 100 years or more. However, it is unlikely that this has the potential to provide important or significant information which is not readily available.	The property is <b>NOT</b> likely to meet the threshold for local heritage significance.
<b>(f) Rarity</b> An item possesses uncommon, rare or endangered aspects of NSW's cultural or natural history (or the cultural or natural history of the local area);	While the dwelling type is not rare within the local Burwood LGA, these types of dwellings, particularly outside Heritage Conservation Areas, are becoming more limited. This cumulative impact on the Burwood LGAs heritage significance has been demonstrated through the strong reaction by the community to the possible demolition of this dwelling.  All three dwellings appear to retain their original subdivision pattern, which is larger than the later subdivided allotments along Woodside Avenue. It appears that No.23 may have purchased the smaller allotment to the East which now forms part of the existing property.	The properties <b>may be</b> likely to meet the threshold for local heritage significance and warrants further investigation.
<b>(g) Representative</b> An item is important in demonstrating the principal characteristics of a class of NSW's <ul style="list-style-type: none"> <li>• cultural or natural places; or</li> <li>• cultural or natural environments. (or a class of the local area's</li> <li>• cultural or natural places; or</li> <li>• cultural or natural environments.)</li> </ul>	The properties have a high level of intactness in their principal form. While there have been some changes, significant alterations to the dwelling have been confined to areas of lower significance.  The properties retain their exterior form and detailing and No. 23 its interior detailing to a high level. It is likely that the interiors for No.25 and No.27 also retain significant interior elements.  In comparison to other heritage items within the Burwood LGA, these three properties have the potential have a higher degree of representative heritage significance.	The properties <b>ARE</b> likely to meet the threshold for local heritage significance and warrants further investigation.

It should be noted that there are already a number of properties in Woodside Avenue that are listed as heritage items in schedule 5 of Burwood LEP 2012. These are:

- 4 Woodside Avenue (Item I119)
- 6 Woodside Avenue (Item I120)
- 7 Woodside Avenue (Item I121)
- 48 Woodside Avenue (Item I212)
- 65 Woodside Avenue (Item I213)

In accordance with Council's resolution, Council's Heritage Advisor has also undertaken a preliminary heritage assessment of all the remaining dwellings in Woodside Avenue. Details of the assessment are included at Attachment 1.

As a result, five (5) additional properties have been identified which are likely to meet the threshold for heritage listing. These properties are:

- 30 Woodside Avenue
- 34 Woodside Avenue
- 36 Woodside Avenue
- 71 Woodside Avenue
- 73 Woodside Avenue

These five properties are nestled within a larger group of properties which would be considered contributory within a heritage conservation area (HCA).



*Figure 1 – Potential HCA*

It is recommended that a comprehensive independent heritage assessment be undertaken to determine the full extent of heritage significance of the Federation dwellings at Nos 23, 25 & 27 Woodside Avenue, Burwood.

It is also recommended that Council's Heritage Advisor undertake a more detailed assessment of Nos 28-54 (even numbers only) & No 71 & 73 to assess the suitability of the creation of a Heritage Conservation Area (HCA) for the properties, as identified in Figure 1 above, and if proposed as a HCA, an inventory sheet be prepared by Council's Heritage Advisor and details be presented in a further report to Council.



Council's Heritage Advisor considers a HCA to be suitable protection for the contributory dwellings and the potential heritage items nestled in this area.

### **Consultation**

At this stage no formal consultation has been undertaken with the owners of the properties in Woodside Avenue. In accordance with Item 3 of Council's resolution, the current owner (vendor) of No 23 Woodside Avenue, along with the selling agent and purchaser have been notified in writing of Council's resolution of 23 May 2023.

In addition, a notation has been placed on Part 5 of the Planning Certificate for all properties in Woodside Avenue advising of Council's resolution of 23 May 2023. By including a notation on the Planning Certificate, this ensures that Private Certifying Authorities (PCA) are aware of the process that Council is currently undertaking and should contact Council prior to the issue of any Complying Development Certificate.

This report recommends that should the assessment by an independent heritage consultant identify that properties be listed as a heritage item and/or a heritage conservation area, a Planning Proposal be prepared.

The Planning Proposal process includes formal consultation with affected property owners, public exhibition, and consultation with relevant agencies. The results of any such consultation and public exhibition would be reported back to Council.

### **Planning or Policy Implications**

Heritage listing of properties, as well as the identification of heritage conservation areas is undertaken through a planning proposal. It is advisable that any planning proposal for heritage listing be progressed in a timely manner, therefore limiting the risk of alterations to the dwellings.

Should the independent assessment recommend that the properties be heritage listed and Council resolves to progress a planning proposal, the general steps would be as follows:

- The planning proposal is submitted to the DPE for a Gateway Determination. This step will determine whether the proposal can proceed and outlines the community consultation required.
- Undertake public exhibition and consultation with relevant State agencies.
- The outcomes of community consultation are reported back to Council. The Council is asked whether it wishes to adopt the planning proposal and proceed to plan-making.
- If adopted, Council staff liaises with the DPE to amend the BLEP.
- The properties are listed in Schedule 5 of the BLEP.

### **Financial Implications**

Should Council consider that a more detailed investigation be undertaken then it is recommended that an independent heritage consultant be appointed to undertake a Heritage Assessment of Nos 23, 25 & 27 Woodside Avenue, Burwood. The cost of this assessment would be in the range of \$8,000 - \$12,000.

## **Conclusion**

Based upon the preliminary heritage assessment there is considered to be merit in seeking a local heritage listing for 23, 25 and 27 Woodside Avenue. This is recommended to be progressed via an independent heritage advisor, the findings for which will be further reported to Council.

Separate to these items, there is considered to be potential for the establishment of a heritage conversation areas over properties located at further west along Woodside Avenue. This will be progressed by Council's heritage adviser and a further update report provided to Council accordingly.

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

1. That Council engage an independent consultant to undertake a heritage assessment of the properties at 23, 25 and 27 Woodside Avenue to determine the local heritage significance of the properties.
2. That the General Manager initiate a detailed heritage assessment, to be undertaken by Council's Heritage Advisor, of the potential new Woodside Avenue West Heritage Conservation Area.
3. That the findings of the independent heritage investigation of No 23, 25 & 27 Woodside Avenue, Burwood as a heritage item (or group heritage item) and the detailed heritage assessment of the potential new Woodside Avenue West Heritage Conservation Area, undertaken by Council's Heritage Advisor be reported back to Council.

## **Attachments**

- 1 [↓](#) Woodside Ave - Preliminary Heritage Assessment & Summary Assessment



**Preliminary Heritage Assessment – Woodside Avenue,  
Burwood**  
Undertaken by Council’s Heritage Advisor

**June 2023**

## 1. Background

Council, at its meeting on 23 May 2023 considered a Mayoral Minute (MM1/23) relating to a heritage investigation of properties in Woodside Avenue, Burwood, including No 23 Woodside Avenue.

Federation and quality Inter-War style houses are an important feature in the Strathfield and Burwood area, and it is important that consideration be given to ensuring that properties with heritage significance are retained, protected and maintained to ensure that future generations are able to enjoy them and understand our history.

Council subsequently resolved the following:

1. *The General Manager initiates a preliminary in-house heritage review of the properties in Woodside Avenue, Burwood and if deemed appropriate, a further report be brought back to Council seeking authorisation to proceed with heritage listing if considered appropriate.*
2. *The General Manager be authorised to obtain an Interim Heritage Order (IHO) if it becomes apparent that there is an imminent threat to the property located at 23 Woodside Avenue.*
3. *It is also requested that the General Manager write to the current owners of 23 Woodside Avenue and other properties being considered for heritage listing, to inform them of the preliminary heritage investigation and this mayoral minute.*

## 2. Preliminary Heritage Assessment – Nos 23, 25 and 27 Woodside Avenue Burwood

No 23 Woodside Avenue is one of three intact Federation era dwellings nestled together on the Northern side of Woodside Avenue opposite the Icton Street intersection.

While there are only internal images for No.23, given their external appearance, Nos.25 and 27, are likely to be relatively similar in terms of heritage features such as marble fireplaces, ornate plaster ceilings, timber valances and joinery.

No.23 is the only property which was recently for sale, and community and Council concerns relating to its potential demolition after its sale are warranted. This is due to the unusual size of the two allotments which make up the property (DP 166782 Lot 11 and DP935162 Lot 10). The property has been advertised as 'being able to be demolished' according to a number of community submissions. The real estate site states the following:

*"Amsterdam" is a grand estate, situated on 1321.8m<sup>2</sup> of level North-to-rear facing grounds with 26.21 metres of street frontage, offering huge future potential to either renovate, subdivide or redevelop ( S.T.C.A.)*

Preliminary Heritage Assessment – Woodside Avenue

While this does not yet meet the threshold for the issuing of an Interim Heritage Order (IHO), this preliminary assessment has been completed for Council to consider a full independent assessment on all three properties or if information comes to light that the council considers the property at No.23 is being or is likely to be harmed.

**Nos 23, 24 and 27 Woodside Avenue**

**Current Heritage Status of No 23 Woodside Avenue**

The property is not listed as a heritage item under Schedule 5 of the BLEP 2012, nor is the property located within a Heritage Conservation Area.



Figure 1 - Location and Heritage Context of 23, 25 and 27 Woodside Avenue

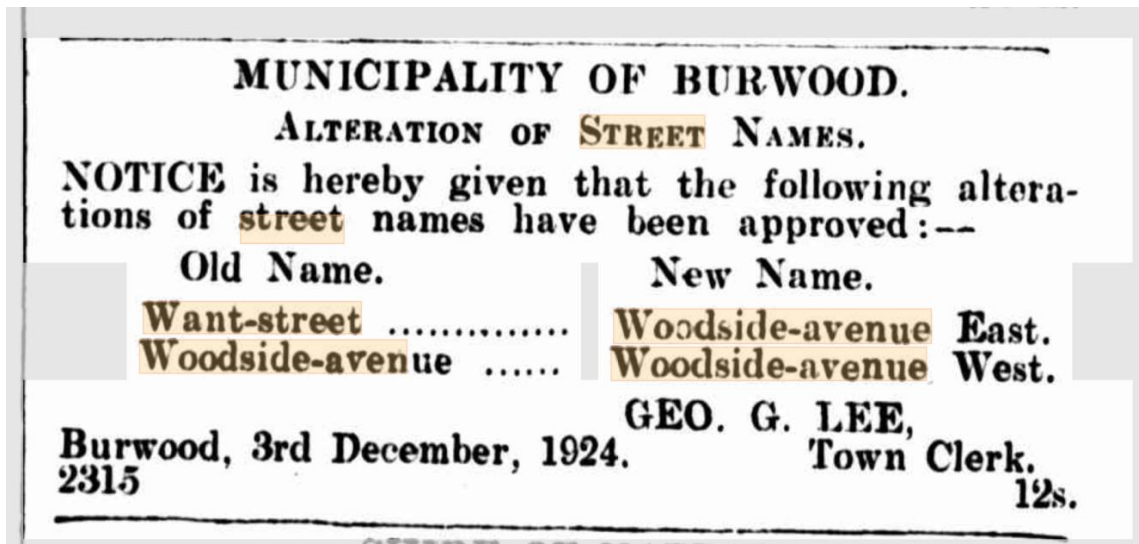


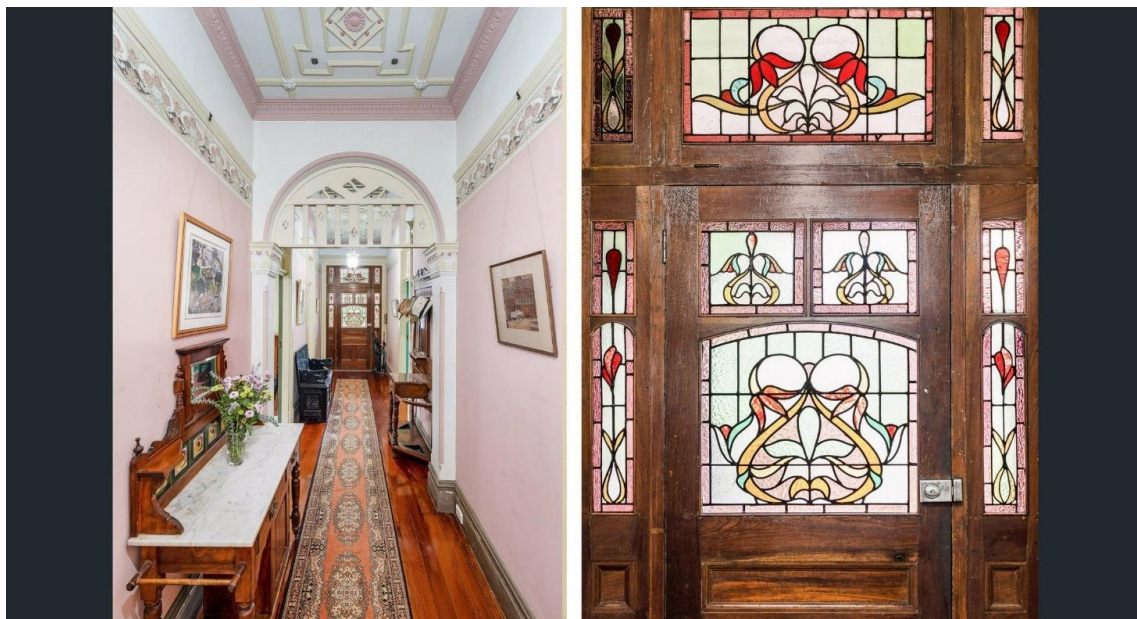
Figure 2 – In 1924, after these dwellings would have been built, the street name was changed from Want Street to Woodside Avenue



Figure 3 – View of 23 Woodside entrance and main dwelling.

Preliminary Heritage Assessment – Woodside Avenue

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**Figure 4** – View of Hall (L) with decorative ceiling and timber valance. (R) View of timber front door with leadlight detailing.



**Figure 5** - View within Lounge, showing original ornate ceiling detailing, joinery and windows, fireplace and surrounds.

Preliminary Heritage Assessment – Woodside Avenue

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Figure 6 - View within Lounge, showing original marble fireplace and surrounds.

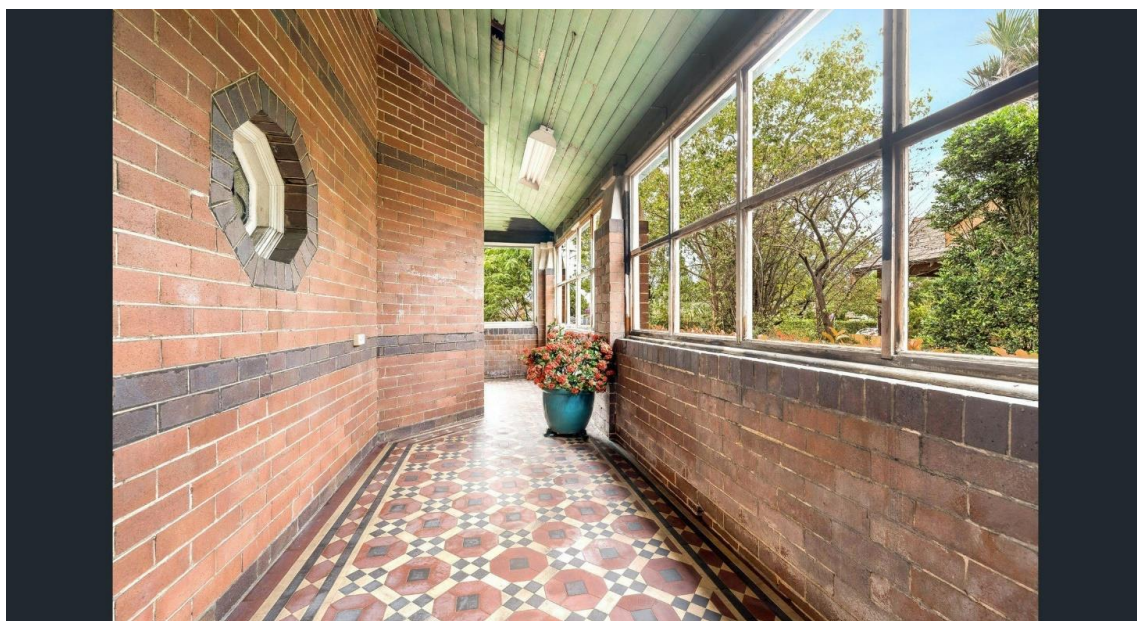


Figure 7 – View of side verandah with oculus window and original tessellated tiles.



Preliminary Heritage Assessment – Woodside Avenue

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Figure 8 - View within bedroom, showing ornate ceiling, fireplace and surrounds.

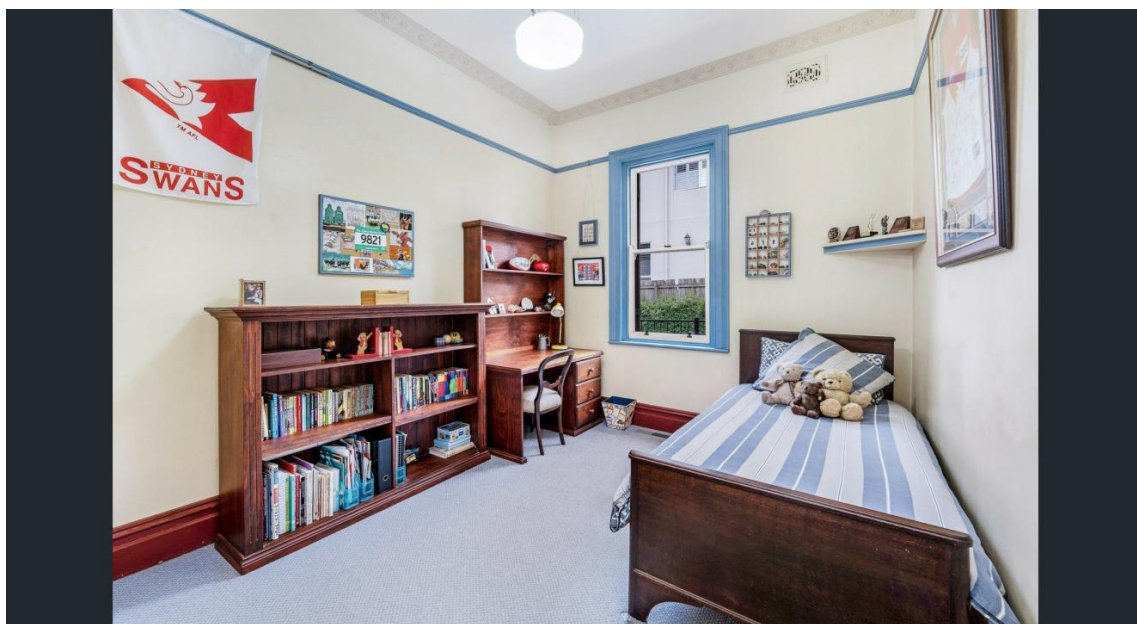


Figure 9 - View within Bedroom, showing timber joinery.

Preliminary Heritage Assessment – Woodside Avenue

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**Figure 10** – View within Bedroom/sitting room, showing original ornate ceiling detailing, joinery and windows marble fireplace and surrounds.



**Figure 11** – View within Bedroom/sitting room, showing original ornate ceiling detailing, joinery and windows marble fireplace and surrounds.

Preliminary Heritage Assessment – Woodside Avenue

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Figure 12 – Detailed view of marble fireplace from Figure 10.



Figure 13 – View of leadlight oculus.

Preliminary Heritage Assessment – Woodside Avenue

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Figure 14 – View of altered bathrooms.



Figure 15 – View of altered kitchen.

Preliminary Heritage Assessment – Woodside Avenue

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Figure 16 – View of Conservatory.



Figure 17 – View of dining room with timber valance and stained timber vaulted ceiling with skylight.

Preliminary Heritage Assessment – Woodside Avenue

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Figure 18 – View of rear garden area.



Figure 19 – View of pool.

Preliminary Heritage Assessment – Woodside Avenue

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Figure 20 – View of rear grassed tennis court.

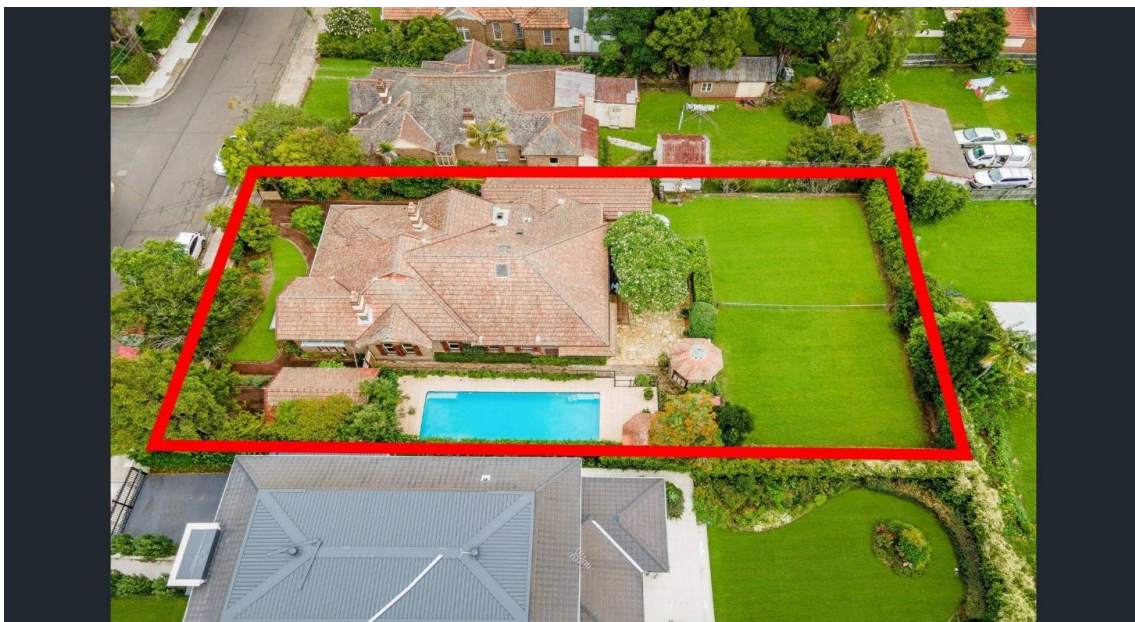


Figure 21 – Aerial View of No 23 Woodside Avenue, Burwood

Preliminary Heritage Assessment – Woodside Avenue



Figure 22 – Existing floorplan..

**Comparative Analysis**

A summary comparative analysis was conducted to compare 23 Woodside Avenue, 25 Woodside Avenue and 27 Woodside Avenue, Burwood with other dwellings which are identified as items of local heritage significance within the BLEP 2012. This was conducted in a preliminary way based on a brief desktop review and local knowledge.

Those which the subject site may be considered to be comparable with or which the property may hold higher heritage significance (under Aesthetic, Rarity and Representative Criteria) include;

- 11 Seale Street, Burwood
- 21 Seymour Street, Croydon Park
- 16 Wyatt Avenue, Burwood
- 11 Selbourne Ave, Burwood
- 17-21 Selbourne Ave, Burwood
- 32 Shaftesbury Road



**Preliminary Heritage Assessment**

*Limitations*

This preliminary heritage assessment is based on an external site visit, internal images online and preliminary research. Limitations include no physical internal investigation of heritage fabric and no internal images of 25 and 27 Woodside Avenue.

NSW Heritage Council Criteria	Discussion	Preliminary Assessment
<p><b>(a) Historical</b> An item is important in the course, or pattern, of NSW's cultural or natural history (or the cultural or natural history of the local area);</p>	<p>While no detailed historical research has been completed on these dwellings. It is, from comparison with other heritage dwellings, likely to demonstrate the historical development of Burwood, in particular Woodside Ave (previously Want Street) from the 1900s onwards.</p>	<p>The properties <b>are likely</b> to meet the threshold for local heritage significance.</p>
<p><b>(b) Associative</b> An item has strong or special association with the life or works of a person, or group of persons, of importance in NSW's cultural or natural history (or the cultural or natural history of the local area);</p>	<p>Detailed research has not been undertaken as to the ownership or the construction of these dwellings. It is possible that associative significance may be revealed in more detailed research.</p>	<p>The properties <b>may or may not be</b> likely to meet the threshold for local heritage significance and warrants further investigation.</p>
<p><b>(c) Aesthetic</b> An item is important in demonstrating aesthetic characteristics and/or a high degree of creative or technical achievement in NSW (or the local area);</p>	<p>The properties are each in their own right and also as a group handsome Federation era dwellings. Each dwelling which incorporates key details and finishes which define classic dwellings of this time. The dwellings share similarities with dwellings located within the highly significant <i>Appian Way Conservation Area</i>. These include brick tuck-pointing, alternate terracotta roof and slate roof with terracotta ridgecapping, timber fretwork, prominent chimneys and dutch gable hipped roof with additional gable elements, containing timber fretwork with timber sunhoods and timber framed casement windows.</p> <p>The interior of 23 Woodside Ave is highly intact. Its principal rooms retain ornate ceilings, original joinery,</p>	<p>The properties <b>ARE</b> likely to meet the threshold for local heritage significance and warrants further investigation.</p>

**ITEM NUMBER 34/23 - ATTACHMENT 1**

**Woodside Ave - Preliminary Heritage Assessment & Summary Assessment**

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Preliminary Heritage Assessment – Woodside Avenue

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	<p>floorboards and original fireplaces (some marble) and surrounds.</p> <p>While alterations have occurred to the rear and to amenity areas such as the kitchen and bathrooms, these do not detract from the overall heritage significance of this particular dwelling.</p>	
<p><b>(d) Social</b> An item has strong or special association with a particular community or cultural group in NSW (or the local area) for social, cultural or spiritual reasons;</p>	N/A	The property is <b>NOT</b> likely to meet the threshold for local heritage significance.
<p><b>(e) Research Potential</b> An item has potential to yield information that will contribute to an understanding of NSW's cultural or natural history (or the cultural or natural history of the local area);</p>	The sites may hold research potential into the late 1880s and early 1990s on the European development of Burwood. Primarily due to the size of the allotment and limited disturbance throughout the past 100 years or more. However, it is unlikely that this has the potential to provide important or significant information which is not readily available.	The property is <b>NOT</b> likely to meet the threshold for local heritage significance.
<p><b>(f) Rarity</b> An item possesses uncommon, rare or endangered aspects of NSW's cultural or natural history (or the cultural or natural history of the local area);</p>	<p>While the dwelling type is not rare within the local Burwood LGA, these types of dwellings, particularly outside Heritage Conservation Areas, are becoming more limited. This cumulative impact on the Burwood LGAs heritage significance has been demonstrated through the strong reaction by the community to the possible demolition of this dwelling.</p> <p>All three dwellings appear to retain their original subdivision pattern, which is larger than the later subdivided allotments along Woodside Avenue. It appears that No.23 may have purchased the smaller allotment to the East which now forms part of the existing property.</p>	The properties <b>may be</b> likely to meet the threshold for local heritage significance and warrants further investigation.
<p><b>(g) Representative</b> An item is important in demonstrating the principal</p>	The properties have a high level of intactness in their principal form. While there have been some changes,	The properties <b>ARE</b> likely to meet the

Preliminary Heritage Assessment – Woodside Avenue

<p>characteristics of a class of NSW's</p> <ul style="list-style-type: none"> <li>• cultural or natural places;</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• cultural or natural environments. (or a class of the local area's</li> </ul> <ul style="list-style-type: none"> <li>• cultural or natural places;</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• cultural or natural environments.)</li> </ul>	<p>significant alterations to the dwelling have been confined to areas of lower significance.</p> <p>The properties retain their exterior form and detailing and No. 23 its interior detailing to a high level. It is likely that the interiors for No.25 and No.27 also retain significant interior elements.</p> <p>In comparison to other heritage items within the Burwood LGA, these three properties have the potential have a higher degree of representative heritage significance.</p>	<p>threshold for local heritage significance and warrants further investigation.</p>
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**Recommendation:**

Based on the external site visit, summary comparative analysis, *local* community interest and the above Preliminary Assessment, it would be prudent for Council to conduct a full and independent Heritage Assessment for 23, 25 and 27 Woodside Avenue, Burwood.

To undertake this, an Interim Heritage Order for No.23 only, is recommended if it becomes apparent that No. 23 is being harmed or under threat of harm to ensure the protection of the dwelling until this investigation/assessment has concluded.

It is noted that IHOs have an initial limit of 6 months, if the investigation concludes that the property does not meet the threshold for heritage significance, then any approved IHO can be lifted.

Preliminary Heritage Assessment – Woodside Avenue

### Woodside Avenue Summary Investigation

The below table includes all Woodside Avenue residences and an image taken Friday 19<sup>th</sup> May 2023. The Threshold column indicates if the dwelling would likely meet one of the criteria for heritage significance, or if it could be considered contributory or non-contributory within a Heritage Conservation Area.

It should be noted that the street numbering in Woodside is not consistent, particularly on the northern side.

Address	Threshold?	Image/s
1 Woodside	Non-Contributory	
2 Woodside	Contributory	

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2A Woodside	Non-Contributory	
2B Woodside	Non-Contributory	

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2C Woodside	Contributory	
3 Woodside	Non-Contributory	

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<p>4 Woodside</p>	<p>Existing Heritage Item I119</p>	
<p>5 Woodside</p>	<p>Non-Contributory</p>	

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<p>6 Woodside</p>	<p>Existing Heritage Item I120</p>	
<p>6A Woodside</p>	<p>Non-Contributory</p>	



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7 Woodside	Existing Heritage Item I121	
8 Woodside	Contributory	

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9 Woodside	Contributory	
10 Woodside	Contributory	

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11 Woodside	Contributory	
12 Woodside	Contributory	

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13-15 Woodside	Contributory	
14 Woodside	Contributory	

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14A 1 Woodside	Non-Contributory	
14A 2 Woodside	Non-Contributory	

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14B Woodside	Contributory	
16A Woodside	Non-Contributory	

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16B Woodside	Non-Contributory	
16 Woodside	Non-Contributory	

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17 Woodside	Contributory	
18 Woodside	Contributory	



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19 Woodside	Contributory	
20 Woodside	Non-Contributory	

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<p>21 Woodside</p>	<p>Non-Contributory</p>	
<p>22 Woodside</p>	<p>Non-Contributory</p>	

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<p>23 Woodside</p>	<p>Potential Heritage Significance (as per Part 1 of this report)</p>	
<p>24 Woodside</p>	<p>Contributory</p>	

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<p>25 Woodside</p>	<p>Potential Heritage Significance (as per Part 1 of this report)</p>	
<p>26 Woodside</p>	<p>Contributory</p>	



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27 Woodside	Potential Heritage Significance (as per Part 1 of this report)	
28A Woodside	Non-Contributory	

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<p>28 Woodside</p>	<p>Contributory, noting this Federation bungalow has been re-skinned with c.1980s bricks.</p>	
<p>29 Woodside</p>	<p>Non-Contributory</p>	

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<p>30 Woodside</p>	<p>Potential heritage significance (historic and aesthetic). Has had rear alterations and no internal photos visible online.</p> <p>Contributory</p>	
<p>31-31A Woodside</p>	<p>Contributory</p>	

Preliminary Heritage Assessment – Woodside Avenue

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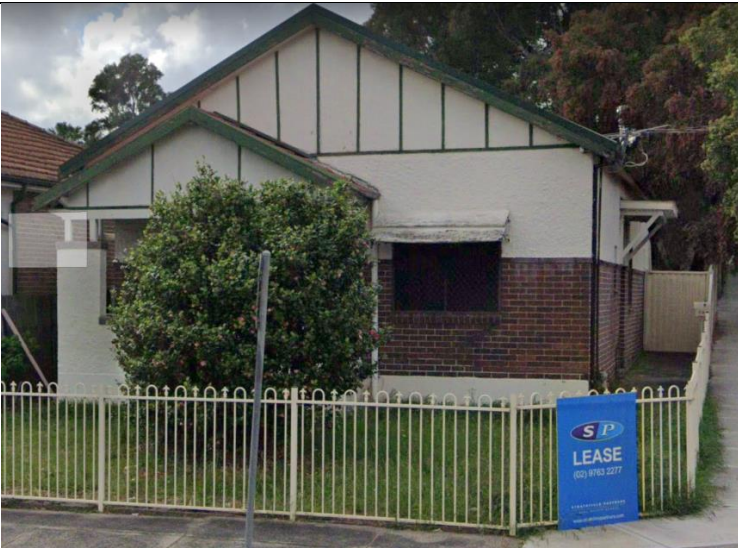
32 Woodside	Contributory	
33 Woodside	Contributory	



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<p>34 Woodside</p>	<p>Potential heritage significance (historic and aesthetic). Has had rear alterations and no internal photos visible online.</p> <p>Contributory</p>	
<p>35 Woodside</p>	<p>Contributory</p>	
<p>This dwelling is orientated toward Stanley Street. Regardless it would be highly unlikely to meet the threshold for individual listing. It could be considered a contributory item within a HCA.</p>		

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<p>36 Woodside</p>	<p>Potential heritage significance. No internal photos. Changes do include roof tiles and portico.</p> <p>Contributory</p>	
<p>38 Woodside</p>	<p>Contributory</p>	

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40 Woodside	Contributory	
41 Woodside	Contributory	

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<p>42 Woodside</p>	<p>Non-contributory</p>	
<p>43 Woodside</p>	<p>Non-Contributory</p>	
<p>44 Woodside</p>	<p>Contributory</p>	

Has extensive alterations to the rear and internal areas which have impacted the potential significance of June 2023

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<p>this building. 45 Woodside</p>	<p>Non-Contributory</p>	
<p>46 Woodside</p>	<p>Non-Contributory</p>	

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47 Woodside	Non-Contributory	
48 Woodside	Existing Heritage Item I212	

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49 Woodside	Contributory	
Has extensive alterations to the rear and internal areas which have impacted the potential significance of this building.		

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50 Woodside	Contributory	
51 Woodside	Non-Contributory	



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52 Woodside	Contributory	
53 Woodside	Contributory	

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<p>54 Woodside</p>	<p>Contributory</p>	
<p>55 Woodside</p>	<p>Contributory</p>	

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57 Woodside	Non-Contributory	
59 Woodside	Contributory	

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<p>61 Woodside</p>	<p>Non-Contributory</p>	
<p>63 Woodside</p>	<p>Non-Contributory</p>	

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65 Woodside	Existing Heritage Item I213	
67 Woodside	Non-Contributory	

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<p>69 Woodside</p>	<p>Non-Contributory</p>	
<p>71 Woodside</p>	<p>Contributory – Potential significance due to aesthetic and rarity – further research required.</p>	

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<p>73 Woodside</p>	<p>Contributory – Potential significance due to aesthetic and rarity – further research required.</p>	
<p>75 Woodside</p>	<p>Non-Contributory</p>	

**Woodside Avenue - Discussion**

Of the 72 dwellings within Woodside Avenue, there are:

- five existing heritage items
- eight potential heritage items, three of which were identified in Part 1 of this report (23,25 & 27).
- 27 Non-Contributing dwellings
- 31 Contributory dwellings (39 when including the eight potential items as well)

61% of dwellings in the street have some degree of heritage interest. Of note is a strong cluster of Potential items/Contributory dwellings located on the western end of Woodside –

Preliminary Heritage Assessment – Woodside Avenue

refer to Map 1 below.



Map 1 – Potential Heritage Conservation Area

Map 1 identifies that there are only two non-contributing dwellings (42 and 46 Woodside), the remainder include, one existing heritage item, five potential heritage items and six contributory dwellings. Given this high concentration of either contributory dwellings or potential items, it is recommended that this area be considered for a new Woodside Ave Heritage Conservation Area.

For the entire street to be considered a HCA, Council’s Heritage Advisor would anticipate at least 70% of the building stock to have some degree of heritage interest.

It is recommended that Council’s Heritage Advisor undertake a more detailed assessment of Nos 28-54 (even numbers only) & No 71 & 73 to assess the suitability of the creation of a Heritage Conservation Area (HCA) for the properties, as identified in Figure 1 above, and if proposed as a HCA, an inventory sheet be prepared by Council’s Heritage Advisor and details be presented in a further report to Council.



## **(Item 35/23) Amendment to Burwood Development Control Plan - Section 4.7 Heritage in Residential Precincts**

File No: 23/25056

Report by Director City Strategy

### **Summary**

This report proposes an amendment to Section 4.7 Heritage in Residential Precincts of the Burwood Development Control Plan (DCP), specifically the objectives and controls relating to the subdivision of land for heritage items and properties within Heritage Conservation Areas (HCAs).

### **Operational Plan Objective**

A.32 Undertake a comprehensive review of the Development Control Plan (DCP) 2013 and prepare a user friendly and interactive DCP

C.3.2 Protect our unique built heritage and maintain or enhance local character

P.13 Identify and plan for built heritage and local character

### **Background**

Burwood DCP came into effect on 1 March 2013 and includes objectives and controls relating to heritage in residential precincts.

Section 4.7 Heritage in Residential Precincts applies to heritage items (including potential or draft heritage items), properties in a Heritage Conservation Area (HCA), and development that is in the vicinity of a heritage item or HCA.

The provisions in the DCP aim to:

- support the retention of heritage properties and maintain their heritage significance;
- ensure that alterations or additions to heritage properties are sympathetic to the heritage significance of the property and in keeping with its character; and
- Offer policy guidance limiting the opportunity to undertake subdivision of allotments containing a heritage item.

These controls are important to ensure that future generations will be able to understand and visualise Burwood's past through the physical evidence of important buildings, places and development patterns.

### **Proposed Amendments to Burwood DCP**

The subdivision pattern of a heritage conservation area or heritage streetscape can reflect the history of the area's development and is often important to its heritage significance. The subdivision pattern of an area is particularly important where it has produced a distinctive built form.

The subdivision of sites with a heritage item and in heritage conservation areas is discouraged because it obscures the original subdivision patterns and can result in unsympathetic development, particularly in terms of form and scale.

It is important that the objectives and controls for subdivision of land which contain a heritage item or within a HCA respect the traditional subdivision patterns and ensure that the setting of an existing significant building on the site, or the setting of development on adjoining sites is not compromised.

Currently, Council generally discourages subdivision of land on which there is a heritage item or a contributory item in a HCA, however it is important that where an application for subdivision has been submitted and is being determined by Council that the objectives and controls are robust and

ensure that the proposed subdivision does not adversely impact on the curtilages or settings of heritage items or contributory items in HCAs.

Minor amendments to strengthen the objectives and controls are proposed to the subdivision controls of section 4.7.2 ensure that these outcomes are achieved. It is also proposed to include additional objectives within this section relating to subdivision patterns and protection of curtilages and settings of heritage items or contributory items in heritage conservation areas.

The review of the objectives and controls can be summarised as follows:

- Strengthen the objectives with respect to the consideration of the streetscape with respect to subdivision in the context of heritage (O1-O4)
- Include additional objectives that relate to retaining the original subdivision patterns and protection of heritage curtilage (O5-O6)
- Strengthen the controls relating to proposed subdivision of the front portion of a site (P41)
- Including an additional control that speaks to maintaining the subdivision pattern of a heritage streetscape (P42)
- Although the DCP already includes provisions that discourage the subdivision of heritage items, additional criteria are proposed to be included (P43) and the applicant must demonstrate how these have been addressed. The criteria ensure that any proposed subdivision does not compromise the setting of the item, considers existing landscaping, and demonstrates that item can still be used for its required purpose. (P44)
- Including a provision restricting the demolition of an item as part of any subdivision or amalgamation (P45)

A copy of the proposed amendments to section 4.7.2 is included in Attachment 1. The proposed changes are identified in [blue text](#).

### **Consultation**

The proposed amendment to Section 4.7.2 will be exhibited on Council's Participate Burwood engagement platform for a minimum of 28 days in accordance with the requirements of the *Environmental Planning and Assessment Regulation 2021* and Council's *Community Participation Plan*.

Any submissions received during the exhibition period will be considered as part of the post exhibition report, which will be presented to Council following the completion of the exhibition period.

### **Planning or Policy Implications**

The proposed amendments to Burwood DCP are required to be publicly exhibited for a minimum 28 days in accordance with the *Environmental Planning and Assessment (EP&A) Regulation 2021* and Council's Community Engagement Strategy. A further report will be presented to Council following the completion of the exhibition period.

### **Financial Implications**

No financial implications other than staff time.

### **Conclusion**

The proposed amendment to the general objectives and subdivision provisions of Section 4.7.2 of the Burwood DCP will ensure that the objectives and controls ensure that the subdivision character of heritage conservation areas is protected and maintained and that greater consideration is given to maintaining the heritage curtilage of heritage listed properties.

It is recommended that Council support the exhibition of the proposed changes and that these amendments be placed on public exhibition.

***Recommendation(s)***

1. That the draft amendments to the general objectives and subdivision provisions of Section 4.7.2 of the Burwood DCP, as included in Attachment 1, be endorsed for the purposes of public exhibition and that they be exhibited in accordance with relevant Legislation and Council's *Community Engagement Strategy*.
2. That following the exhibition of the DCP amendments, a report be brought to Council advising of any submissions and making recommendations on the finalisation of the draft DCP provision.

**Attachments**

- 1 [↓](#) Draft DCP Amendment - Section 4.7.2 Heritage Subdivision

#### 4.7.2 Heritage Controls

It is important to conserve the heritage properties in the Burwood LGA. Many of these properties are dwelling houses that are located in a residential precinct or conservation area of similar buildings, or they may be individual houses which have been heritage listed by virtue of their own significance. In conserving our heritage, Council seeks to ensure that future generations will be able to understand and visualise Burwood's past through the physical evidence of important buildings, places and development patterns.

Where alterations and additions are proposed to heritage properties, the works should be sympathetic to the heritage significance of the property. Alterations and additions should be undertaken in such a way that minimise impacts on the heritage property. Demolition of heritage properties is generally discouraged.

The Appian Way Heritage Conservation Area and Malvern Hill Heritage Conservation Area represent Burwood's longest established and possibly most intact conservation precincts. Additional controls apply to these two precincts. (Refer to Section 4.7.4)

#### Objectives

- O1 ~~To support the retention of heritage properties and maintain their heritage significance.~~ Retain and conserve heritage items and contributory items within heritage conservation areas and maintain their heritage significance.
- O2 ~~To ensure that alterations or additions to heritage properties are sympathetic to the heritage significance of the property and in keeping with its character.~~ Ensure that alterations or additions to heritage listed buildings and contributory items within heritage conservation areas are sympathetic to the heritage significance of the property and do not detract from the character of the streetscape.
- O3 ~~To ensure that any alterations or additions to heritage properties reflect the predominant scale, height, proportion, character and setbacks of the existing property, and surrounding development.~~ Ensure that alterations or additions to heritage listed buildings and contributory items within heritage conservation areas reflect the predominant scale, height, proportion, character and setbacks of the existing building, and surrounding development.
- O4 ~~To ensure that development located in the vicinity of a heritage property is designed and sited in a manner sympathetic to the significance of the heritage property and its setting.~~ Ensure development in the vicinity of a heritage item or heritage conservation area is designed and sited to protect the heritage significance of the item or heritage conservation area.
- O5 Retain the original subdivision and building patterns of heritage conservation areas and heritage listed properties.
- O6 Ensure that subdivision or amalgamation of lots does not result in adverse impacts on the curtilages or settings of heritage items or contributory items in heritage conservation areas.

#### Subdivision

- P41 ~~Development shall not be permitted to subdivide the front portion (i.e. front yard) of a heritage property such that new development would obscure the existing building.~~

## **(Item 36/23) Update on the FOGO Trial**

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File No: 22/37721

Report by Director City Strategy

### **Summary**

This report outlines the findings of the 12-month FOGO trial that was undertaken with 660 single dwelling households in the Burwood LGA. The report includes a summary of the audit of the FOGO trial, which was undertaken in January 2023 and makes recommendations for the future delivery of the FOGO service within the trial area, moving forward.

### **Operational Plan Objective**

- 1.1.1 Support and deliver initiatives that encourage social inclusion and community connections
- 3.2 People and infrastructure contribute positively to the environment
  - 3.2.1 Deliver efficiency and innovation in the use of resources
  - 3.2.3 Improve waste reduction, recycling and re-using practices in homes, workplaces, development sites, public places and Council assets

### **Background**

In 2021, the NSW Government released the *Waste and Sustainable Materials Strategy 2041*. The strategy outlines key five and ten year targets aimed at reducing waste to landfill and transitioning to a circular economy.

A key sub-target from the strategy is to *halve the amount of organic waste sent to landfill by 2030*, which means all residential households in NSW must have access to an organics collection service (FOGO) by 2030.

In late 2021, staff worked with Council's waste collection contractor JJs Waste & Recycling to roll out a Food Organics Garden Organics (FOGO) trial service. It was agreed that the trial would focus on single/semi-detached dwellings and not include multi-unit dwellings (townhouses and residential flat buildings) at this time.

The most efficient option for the FOGO trial would be to target those households included in part of the Wednesday service area, which included 660 properties as outlined in Map 1 below.

**Map 1: Extent of properties within the FOGO Trial Area**

## **12-Month FOGO Trial**

### **Pre-FOGO Trial Consultation with the Community**

Prior to the rollout of the FOGO trial, a pre-trial survey was undertaken with residents across the Burwood LGA. The aim of the survey was to identify current waste management behaviours and assess satisfaction with waste services and facilities. This was to gain an indication of the potential uptake of future proposed FOGO services.

The survey formats included a phone survey as well as an online survey on Council's Participate Burwood page.

The phone survey was conducted by an independent Market Research consultant, with 300 phone surveys and 152 online surveys completed over a two-week period, up to the end of January 2022.

Generally, the community was satisfied with Council's waste services and facilities and the majority of respondents felt they received sufficient information about Burwood's waste services and facilities.

The survey included FOGO questions which provided an insight into the future use of the garden organics (green lid) bin. Results indicated a good level of support for the proposed future introduction of a FOGO service. Where concerns were raised, these were related to potential smells and pests resulting from the residents assuming the service would continue to be a fortnightly collection of the green lid bin.

The pre-trial survey results are included at Attachment 1.

Significant collateral material was prepared prior to the introduction of the FOGO Trial to inform and educate residents about the trial FOGO service. This information highlighted that the green lid

bin would be a weekly collection frequency which would assist in addressing these perceived concerns.

### FOGO 12-month Trial

The 12-month FOGO trial commenced in February 2022. The trial targeted 660 single dwelling properties with a Wednesday kerbside collection service, as identified in Map 1 above.

All properties within the FOGO trial area were encouraged to utilise their existing garden organics (green lid bin) for both food and garden waste, with the green lid bin being collected on a weekly, rather than fortnightly basis. The FOGO green lid bins are taken to Veolia's Clyde transfer station for processing, as opposed to the garden organics only (green lid bins in the remainder of the LGA) are delivered to Veolia's Greenacre transfer station.

Council, at its meeting on 26 October 2021, agreed to the trial based on the service of the general waste bin (red lid bin) to remain weekly. The recycling bin (yellow lid bin) remained as a fortnightly service.

As part of the roll-out of the trial, extensive information was provided to participating households. A summary is included in Table 1 below:

**Table 1: Summary of Information Provided to Residents**

<b>Activity</b>	<b>Actions</b>
Engagement with residents in trial area	<p>A letter from the Mayor was sent to all affected residents in the trial area, advising the residents of the trial, the new collection service of bins, update on accepted items for the FOGO trial, and why the FOGO trial was occurring.</p> <p>Communication via emails and phone calls also continued throughout the trial.</p>
Information pamphlet	<p>An information pamphlet outlined the accepted items in the FOGO trial which includes:</p> <p>Fruit and vegetable scraps, meat, fish and bones, garden waste, eggshells, dairy products, cake, biscuits and pastries, paper towel/tissues, pasta and rice, teabags, coffee grounds and soiled paper and pizza boxes</p> <p>The pamphlet also detailed items not accepted which includes:</p> <p>Plastic or biodegradable bags, plastic wrappers or packets, food containers, building materials, garden equipment and general waste.</p>
Collateral	<p>Every household in the trial area received a kitchen top caddy containing a roll of bin liners, two stickers – one for their garden organics bin and one for their general waste bin, and an information pamphlet.</p>

During the trial, the green lid bin was collected on a separate collection truck run each Wednesday and taken to the Veolia Clyde Transfer Station. This is a specific facility set up to receive FOGO material. It receives some initial processing before being transferred to the Woodlawn Advanced Waste Treatment Facility to produce Municipal Waste Organics (MWO) and is utilised for mine site rehabilitation works at the former Woodlawn mine, as approved by the NSW EPA.

The FOGO trial was partly funded by the NSW EPA Better Waste and Recycling Fund (BWRF) non-contestable funds. Council received a total of \$77,000 to assist in the rollout of the FOGO trial.

The following provides an overview of the 12-month FOGO trial statistics:

- 17,875 FOGO bins lifted over the 12 month period – This is lower than expected and would suggest that the majority of FOGO bins were only being put out only fortnightly.
- 321.57 tonnes FOGO material collected within the trial area.

For every tonne diverted from the red lid bin to FOGO there is \$100 cost saving for disposal charges. This is because the cost per ton for the disposal of material to land fill is higher than the disposal of FOGO to a composting facility.

This is an important financial consideration for Council, as a successful rollout for a FOGO service would result in a reduction in operating costs for the residential collection service and could reduce upward pressure upon the domestic waste charge presently passed to residents.

### **FOGO Trial Audit**

In January 2023, Council engaged environmental consultant EnviroCom Pty Ltd to undertake an audit of both the FOGO (green lid bin) and general waste bins (red lid bin) within the trial area.

The aim of the audit assessment was to determine the composition of the materials generated and presented by individual households to the FOGO and general waste bins.

A copy of the Audit Report is included at Attachment 2.

The audit was undertaken between 11 - 19 January 2023 and was modelled on the method detailed in the *Guidelines for Conducting Household Kerbside Waste, Recycling and Garden Organics Audits in NSW Local Government Areas*.

Samples were taken only where households presented both the green lid bin (FOGO) and red lid bin (general waste bin) for collection. Fifty (50) general waste and fifty (50) FOGO paired bin samples were taken during the audit.

The audit assessment provides an overview of the waste generated within the trial area for the period of the assessment. This method is limited in time and duration (limited sample numbers) and provides an indicative comment on the composition of waste observed during the assessment period.

The following is a summary of the results of the Audit:

- 92.69% of the waste stream in the green lid bin was recorded as food organics/green organics with the remainder (7.31%) considered to be contamination<sup>1</sup>.
- Of the FOGO waste stream (92.69%) in the green lid bin approximately 89.45% was made up of garden waste and 3.23% was loose food waste.
- In contrast, for those household which are categorised as 'high food diversion households', the FOGO bin comprised 14.98% loose food.
- Overall just 18% of the total food waste within the audit survey is being diverted to the FOGO bins.

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<sup>1</sup> A large part of the contamination was contributed by one household, which recorded 18.4kg of nappies in their FOGO bin, along with various other residual and recyclable wastes



- Food/kitchen waste was the largest contributing category to the general waste bin (red lid bin), representing 22.83% of the waste stream. Non-recyclable paper (15.16%) and containerised food/kitchen<sup>2</sup> (13.82%) were the next highest contributing categories by mass.

Regarding the generation rate, low food-diversion households (those that diverted no food waste into their FOGO bin) recorded a greater amount of waste in the general waste bins (red lid bin) (12.27kg/container/week) as opposed to high food-diversion households (11.73kg/container/week).

There were 31 low food-diversion households and 16 high food-diversion households identified.

The Audit results suggest that a majority of residents within the trial area, almost 12-months after service implementation, are continuing to regard the service primarily as a GO (green organics) rather than a FOGO service. However, there are some strong champions within the community who are regularly using their FOGO bin, with almost 15% of the waste in that stream represented by food waste which is a very positive result for those households.

The Audit indicated that food/kitchen waste was the largest contributing category to the general waste bin (red lid bin), representing 22.83% of the waste stream. Diverting this waste from the red lid bin would provide additional cost savings. To encourage this behavioural change there needs to be a shift away from using the red lid bin for food organics. Limiting the collection of the red lid bin to fortnightly would assist in encouraging this behavioural change and this would be consistent with advice provided in EPA guidelines.

The Audit report concluded:

- It is clear that barriers to FOGO service acceptance exist, especially for low food-diversion households, and these must be identified and addressed through behaviour change research and targeted education if rates of food waste diversion from landfill are to improve.*
- Ongoing, consistent and reiterated messaging is known to be an effective tool in influencing positive behaviour change. It is recommended that a targeted and strategic approach to community education and engagement be implemented if Council is considering continuing the service with the current trial households and/or extending the service throughout the LGA.*

Table 2 below provides a summary of the Audit report recommendations to increase the amount and proportion of food waste entering the FOGO stream.

**Table 2: Summary of Audit Report recommendations**

Key Takeaways	Discussion and Recommendations
Understanding behaviours - resident survey	To build a clearer understanding of behaviours and to determine the barriers and motives to achieve effective food waste diversion, it may be useful to undertake a survey (door knock or letterbox drop) of the participants in the trial area, and particularly those households which were part of the audit.  A survey was undertaken in early March 2023 but this needs to be followed up with more direct and face to face contact.
Tools to encourage food waste diversion - caddies & compostable liners	The provision of benchtop caddies along with compostable liners was a positive tool for encouraging increased source separation of food waste within the household, and it is recommended that Council consider continuing this if the service is extended.

<sup>2</sup> Containerised Food/Kitchen – Food or beverages in their original, non-compostable packaging (ie bread in a bread bag, soft drink in a PET bottle). These items indicate a failure of the service user to properly separate organic waste from its packaging.

Key Takeaways	Discussion and Recommendations
	<p>The provision of compostable liners can also help to address the ‘yuck’ factor that can be associated with food waste separation as well as providing a means of containing and carrying food waste from the kitchen to the external FOGO bin.</p> <p>A roll of 150 compostable liners was provided to all FOGO trial participants at the rollout of the service.</p> <p>Evidence of compostable bags in the audit was negligible (0.13%) which may indicate that they are not being used by households, or that household ran out of their supply, however Council allocated all of the purchased bags (720 rolls with 150 bags/roll).</p> <p>Making compostable bags freely and easily available to residents reduces the risk of (cheaper) non-compostable plastic bags being used as a replacement which can impact rates of contamination. Plastic bags of any kind, including degradable and biodegradable bags are not compostable and are not accepted by FOGO processors</p>
<p>Changes to service frequency – fortnightly collection of the red lid bin</p>	<p>For households within the FOGO trial area, the 240L FOGO (green lid) bins were being serviced weekly. The 120L general waste (red lid) bins continued to be serviced weekly and the 240L recycling (yellow lid) bins fortnightly.</p> <p>To increase the diversion rates of food waste into FOGO, a fortnightly general waste service is considered ‘best-practice’ and promoted by the EPA.</p> <p>This change needs to be supported with targeted community education and engagement and carefully monitored to assess any changes in contamination rates.</p>

**FOGO Household Survey**

On 1 March 2023 Council officers hand delivered a letter to all households in the FOGO trial area, containing a short survey on the FOGO trial service and included a reply paid envelope.

The letter also included a QR code which provided access to the survey online. The survey is included as Attachment 3.

The survey aimed to gauge feedback on the FOGO trial collection service following the 12-month trial period and the Audit.

Council received a total of 109 survey returns (16.5% return rate – 35 online/74 paper survey returns). It is notable that a higher proportion of residents have provided paper returns, which may suggest that this particular community respond better to hard copy collateral rather than online or social media based campaigns. This will be taken into account with future marketing.

The key takeaways from the survey are:

- 90% of respondents indicated that having access to a FOGO service was very important/important.

- 94% of respondents indicated that they received enough information from Council re FOGO trial as part of the roll out
- 79% of respondents indicated that they used their green lid bin weekly for food waste since the trial commenced (this doesn't align with the audit results for FOGO capture)
- The top 3 reasons for not using the green lid bin for food waste:
  1. Ran out of compostable liners
  2. Food waste goes to pets or home compost
  3. Green bin is full of garden waste

The survey also sought to gauge the resident's appetite for moving away from a weekly servicing of the red lid bin

- 66% of respondents did not support moving to a fortnightly red lid bin collection service

The survey did not interrogate this further, however further education will be undertaken with the residents in the trial area to understand what the issues are and whether they are perceived issues or real.

### **FOGO Trial Options**

Due to the current waste service contractual agreement, Council is unable to promote a LGA wide FOGO service as part of the current waste service. The reason being, the current service only provides for the collection of green organics (GO) as part of the green lid bin pick up. The food organics (FO) service is only applicable to the trial area and requires that a separate truck pick up the green lid bin which is then transferred to the Veolia Clyde FOGO Transfer Station.

Simply promoting the disposal of food organics waste as part of the current green waste service would result in contamination of the garden organics and reduce the quantity of waste that can be diverted from landfill. This is unless Council adopts a formal FOGO service.

For this reason, the option of simply turning the existing LGA wide green lid bin collection service into a FOGO service has been discounted. As this waste stream would contain food organics, a weekly collection service would need to be provided in order to ensure waste is collected before the material cause odour or nuisance.

A number of options are proposed for consideration and are outlined in Table 3 below:

**Table 3 – FOGO Trial Options - Extension**

<b>Option</b>	<b>Green lid Bin Collection frequency</b>	<b>Red lid Bin Collection frequency</b>	<b>Yellow lid Bin Collection frequency</b>	<b>Pros</b>	<b>Cons</b>
Continue the trial for 6 months but modify collection to align with NSW EPA guidelines and roll out an extensive education program to promote better understanding and ensure behavioural change	Weekly	Fortnightly	Fortnightly	<ul style="list-style-type: none"> <li>- This collection model is based on the NSW EPAs recommendations for a FOGO service</li> <li>- Supports behaviour change in residents as the organic bin (green lid) will be collected weekly, increasing diversion of organic material from landfill</li> <li>- Supports Council working towards the net zero targets contained in the Sustainable Burwood strategy</li> <li>- Consider an opt-in for a larger 240L red lid bin to residents who may have a significant amount of waste being generated (eg a number of children in nappies). The cost allocation for providing this bin should have to be considered.</li> </ul>	<ul style="list-style-type: none"> <li>- There would be additional cost to roll out larger red lid bin (for opt-in component). In order to manage this it would be selectively used to manage household specific issues (for Example extended families).</li> </ul>
Continue the trial for 6 months with no change	Weekly	Weekly	Fortnightly	<ul style="list-style-type: none"> <li>- Represents the least imposition on residents in terms of waste separation</li> </ul>	<ul style="list-style-type: none"> <li>- More costly as two waste streams are collected weekly</li> <li>- Will not support behaviour change in residents to actively separate and divert accepted organic material</li> </ul>

Discontinue the service	Fortnightly (revert to garden organics only)	Weekly	Fortnightly		<ul style="list-style-type: none"> <li>- Not ideal as the NSW EPA have mandated all NSW households have access to a FOGO service by 2030</li> </ul>
<p>Options for <i>future</i> trials for <b>MUDs</b> with an additional bin FO (food organics only) therefore 4 bins</p> <p>Additional separate burgundy lid bin (food organics). Similar to Inner West Council</p>	Fortnightly	Weekly	Fortnightly		<ul style="list-style-type: none"> <li>- Costlier as an additional stream is collected weekly</li> <li>- Cost to roll out additional bins (burgundy)</li> <li>- Need to find processor to accept FO only product</li> <li>- Contract variation</li> </ul>

## **Extending the Fogo Trial – Next Steps**

The NSW EPA in late 2022 released a position statement on what a FOGO collection service needs to look like by 2030. The position statement formalises the EPA's existing position on inputs to GO and FOGO waste streams.

All NSW households must have access to a weekly FOGO service, fortnightly recycling service and fortnightly general waste service by 2030.

The Burwood FOGO Trial Audit (the Audit), undertaken by EnviroCom has identified that there are still a number of positive steps that can be made to improve the diversion of food waste away from the general waste bin (red lid bin). The Audit and survey results provide an insight into the community food waste disposal behaviours and gives an understanding of the potential challenges and barriers in regard to food waste segregation and diversion encountered by residents in the trial area.

As outlined above, 90% of survey respondents indicated that having access to a FOGO service was highly valued so it is important that the trial be continued and not abandoned.

It is recommended that the FOGO trial be extended for an additional 6 months, with the aim of increasing food waste diversion from the general waste bin (red lid bin) to the FOGO (green lid bin) bin. The trial extension is proposed to be undertaken subject to the following changes:

- Switching the general waste bin (red lid bin) from a weekly to a fortnightly collection. This is considered to be best-practice by the NSW EPA and will aim to assist in the diversion of food waste from the red lid bin to the FOGO bin. This transition will be supported with targeted community engagement and an ongoing education program focused around no loss in the delivery of waste service levels and the long term environmental benefits of diverting food waste from landfill.
- Option of a larger 240l red lid bin for households that have a demonstrated additional need, for example extended family. This would also be supported by direct contact to work with the household to ensure they are depositing waste material in the appropriate bin.
- The Audit identified that ongoing, consistent and reiterated messaging needs to be delivered as this messaging is known to be an effective tool in positive behaviour change. Key to enacting a positive behavioural change is undertaking an extensive engagement/education program within the FOGO trial area directly with residents over the extended trial period.
- It is proposed that the engagement/education program will be targeted specifically to the households in the trial area and will aim to identify FOGO champions in the trial area. The focus will be on the benefits of diverting food waste, as well as re-educating on FOGO changes. It is proposed that this program will be regular and on-going and will include various methods of delivering information, including drop in information sessions, "how to" videos and the more traditional written information.

To support the continued trial, Council officers will be identifying opportunities to manage budgets by seeking grant funding to continue and expand the delivery of FOGO to all single dwelling households across the LGA.

The NSW EPAs Go FOGO Grants program provides Councils with funding for the roll out of FOGO services. Additional funding opportunities may be available to support the purchase of collateral for FOGO.

## **Targeted Education & Engagement**

From the audit results, it is clear that barriers to FOGO service acceptance exist, especially for low food-diversion households, and these must be identified and overcome through behaviour change research and targeted education if rates of diversion are to improve.

Ongoing, consistent and reiterated messaging is known to be an effective tool in influencing positive behaviour change.

It is suggested that Council's ongoing education and engagement messaging to FOGO trial participants is extensive and ongoing over the next 6 months of the continuation of the trial period.

The ongoing education and engagement messaging to FOGO trial participants include:

- Promoting the diversion of all organic waste from landfill, not just garden waste
- Promoting the correct use of, and availability of, kitchen caddies and compostable caddy liners to address the FOGO 'yuck' factor and make food diversion easy, convenient and mess-free
- Highlight the issues associated with contamination in the FOGO stream by promoting acceptable and non-acceptable materials
- Promote the environmental benefits and describe the negative issues associated with organic waste in landfill in respect to greenhouse gas emissions and landfill capacity issues
- Promote the big picture by highlighting the beneficial end use of FOGO materials that are turned into compost
- Sharing the results and outcomes of the FOGO trial and audit results with the community

The education program is proposed to include the following methods of engagement:

**Table 4: Education and Engagement Activities**

<b>Education &amp; Engagement</b>	<b>Proposed Activity</b>
Series of videos	Produce a series of short videos, which could include local residents who participated in the trial and who have been identified as champions. These videos are proposed to highlight key education messages such as: <ol style="list-style-type: none"> <li>1. what is accepted in the FOGO bin</li> <li>2. what to do with unaccepted FOGO items</li> <li>3. interview style with FOGO trial champions on what they love about the service – representing different household types ie couple, family unit, roommates / shared household</li> <li>4. tips on how to utilise the FOGO bin (positive promoting environmental benefits)</li> <li>5. day-in-the-life of a FOGO bin from caddy to bin to truck to transfer station</li> </ol>
Targeted letterbox campaign	Reiterating key messaging of what is accepted in the FOGO bin, tips on how to use the caddy and FOGO bin. <ul style="list-style-type: none"> <li>- Very image based for ease of understanding and engagement with the trial participants</li> <li>- Material printed in different languages or with access to a QR Code that provides the information in different languages</li> <li>- Highlight the key outcomes from the 12 month FOGO trial with the trial participants</li> </ul>

<p>Best FOGO Street</p>	<p>Based on visual bin audits, identify which street is diverting the highest amount of organic matter to the FOGO bins</p> <ul style="list-style-type: none"> <li>- A sticker may be used for display on the FOGO bins in the best performing street to identify their efforts.</li> <li>- Visual aid to promote to other trial participants and may assist in boosting other trial streets diversion of food organics</li> </ul>
<p>Engagement Stalls</p>	<p>Council staff to spend time each month in the trial area, to interact face-to-face with trial participants.</p> <p>These would be set up as drop in sessions/community days where residents can ask questions, meet with their neighbours and discuss all things FOGO. The key focus of these sessions will be to</p> <ul style="list-style-type: none"> <li>- Highlight key messaging such as correct use of FOGO bins, environmental benefits, tips on the FOGO service and importance of diverting organic material from reaching landfill and what happens to the FOGO material</li> <li>- Understand any issues that residents are having with the FOGO trial and the use of the right bin for waste.</li> </ul>

**Future FOGO Implementation**

Following the completion of the extended trial, an audit will be undertaken to understand the success of the trial in diverting food organics waste and implementing behavioural changes. Following the audit, which is proposed to be undertaken in early 2024 a program will be developed for the implementation of the FOGO service across the LGA.

It is proposed that the roll out will be undertaken in two (2) stages, with the first stage (2024-2025) being the roll out of FOGO to all single unit dwellings (SUDs) across the LGA. The roll out to multi-unit developments (MUDs) will be undertaken following the successful implementation of the FOGO service to SUDs, and is likely to be post 2025.

As part of this future FOGO implementation, significant work will be undertaken to ensure that residents are educated and understand the benefits of moving to a FOGO waste service.

Council officers will also be working closely with current contractor, JJ Richards, to develop a staging plan to ensure that the roll out of the service is streamlined, as well as being cost effective for Council and residents.

Council staff are also working closely with SSROC to understand the issues that other Councils are experiencing with respect to FOGO service roll outs, so as to learn from those experiences and ensure that we can deliver a best practice service.

A detailed report will be provided to Council in early 2024, following the completion of the extended trial and audit which will outline the proposed future roll out of FOGO Stage 1 – SUDs Implementation and education campaign.



In addition, Council staff will continue to seek out any available grant funding opportunities to assist with the phased roll out of the FOGO service. In addition a review of the existing domestic waste charge will be made to identify potential funding opportunities.

### **Planning or Policy Implications**

The need to increase organics recycling has recently been highlighted by the release of the NSW Government *NSW Waste and Sustainable Materials Strategy 2041*. The strategy focuses on environmental benefits and economic opportunities in how we manage our waste. The Strategy mandates that all Councils are to have an established FOGO collection service by 2030.

Sustainable Burwood was endorsed by Council in March 2022 and provides a framework for sustainable planning and decision making to achieve and improve on positive environmental sustainability outcomes for the Burwood Council area.

Theme 2: Built Future of Burwood identifies effective waste management as a key action with the strategy. It indicates that Council is committed to the sustainable management of waste with a focus on avoiding waste going to landfill through the provision of services such as dry recycling, separate green waste collections, FOGO services and scheduled clean up services.

Council's current diversion rate for household waste is 46% indicating there are opportunities to increase resource recovery. This represents 5000 tonnes of material being diverted from landfill each year.

The FOGO trial is consistent with the priorities in Sustainable Burwood Strategy.

### **Financial Implications**

The additional costs during the trial is attributed to the continuation of the weekly service of the red lid bin, as well as the need for a separate FOGO truck to service the trial area. Removal of the weekly red bin service would allow the trial to be continued both in a more cost effective and accurate way.

There is sufficient budget allocation remaining for the 2022/23 financial year for the continued FOGO trial.

A budget allocation of \$150,000 has been made for the continuation of FOGO collection and disposal in the 2023/24 budget.

Additional funding will be sought via various grant opportunities to supplement Council's budget for the delivery of education and engagement and the provision of additional collateral.

A costing has been undertaken of the extension of the trial, based on 24 weeks and subject to the red lid bin being serviced fortnightly, as opposed to weekly. The green lid bin will continue to be collected weekly (240L) and there is no change proposed to the yellow lid bin, which will be collected on the alternate fortnight.

The cost breakdown for the extended trial is summarised as follows:

	<b>Cost</b>
Collection charges (FOGO)	\$50,000
Additional collateral (bin liners, caddys etc) – noting that Council officers will investigate alternatives in an effort to reduce cost)	\$20,000
Education and engagement	\$20,000
FOGO Audit	\$15,000

<b>Total</b>	<b>\$95,000</b>
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## **Conclusion**

The continued delivery of a FOGO service is essential if Council is to continue to be committed to the delivery of services that encourage the sustainable management of waste. Although there are short term costs associated with refining the FOGO trial, the longer term benefits will be a greater diversion of food organics waste from landfill, which has significant environmental benefits, including a reduction in greenhouse gas emissions, methane emissions and reducing the production of leachate, which has a detrimental impact to ground and surface water quality.

The Burwood FOGO Trial Audit results highlighted that the FOGO waste stream (92.69%) in the green lid bin was approximately 89.45% garden waste and 3.23% loose food waste. This confirms that there is further opportunity to divert significant volumes of food waste to the FOGO stream.

The Burwood FOGO Trial Audit provides some key recommendations, which, if Council is to effectively measure the success of the FOGO trial should be implemented as part of the extended 6-month trial. These include switching the collection of the red lid bin from a weekly to a fortnightly collection, which is considered to best-practice by the NSW EPA and will aim to assist in the diversion of food waste from the red lid bin to the FOGO bin.

This transition will be supported with targeted community engagement and an ongoing education program focused around no loss in the delivery of waste service levels and the long term environmental benefits of diverting food waste from landfill. Consistent and reiterated messaging is known to be effective in assisting with behavior change.

The continuation of the FOGO trial for an additional 6-months with the suggested changes will ensure that Council is equipped to understand the opportunities and challenges in rolling out a FOGO service for single dwellings across the rest of the LGA and will assist in ensuring that this transition will be seamless.

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

1. That the FOGO trial be extended for an additional 6-month period, commencing in July 2023.
2. That commencing from July 2023, the waste collection service for those households participating in the FOGO trial be amended as outlined in the following table to ensure best practice and compliance with EPA FOGO requirements:

Waste Bin	Current	Proposed (From July 2023)
General waste bin (red lid bin)	Weekly collection	Fortnightly collection
FOGO bin (green lid bin)	Weekly collection	No change
Recycling bin (yellow lid bin)	Alternative fortnightly collection	No change

3. That prior to the commencement of the alternate waste collection service for the FOGO trial area, a targeted education campaign be undertaken with the affected households to identify any concerns and influence positive behaviour change.
4. That an audit of the extended FOGO trial be undertaken in January 2024 and a further report be presented to Council in April 2024 providing an update on the success of the extended FOGO trial.

5. That a strategy for the rollout of a FOGO service to all single unit dwellings within the Burwood LGA be prepared and presented to Council for consideration at the completion of the trial extension.

**Attachments**

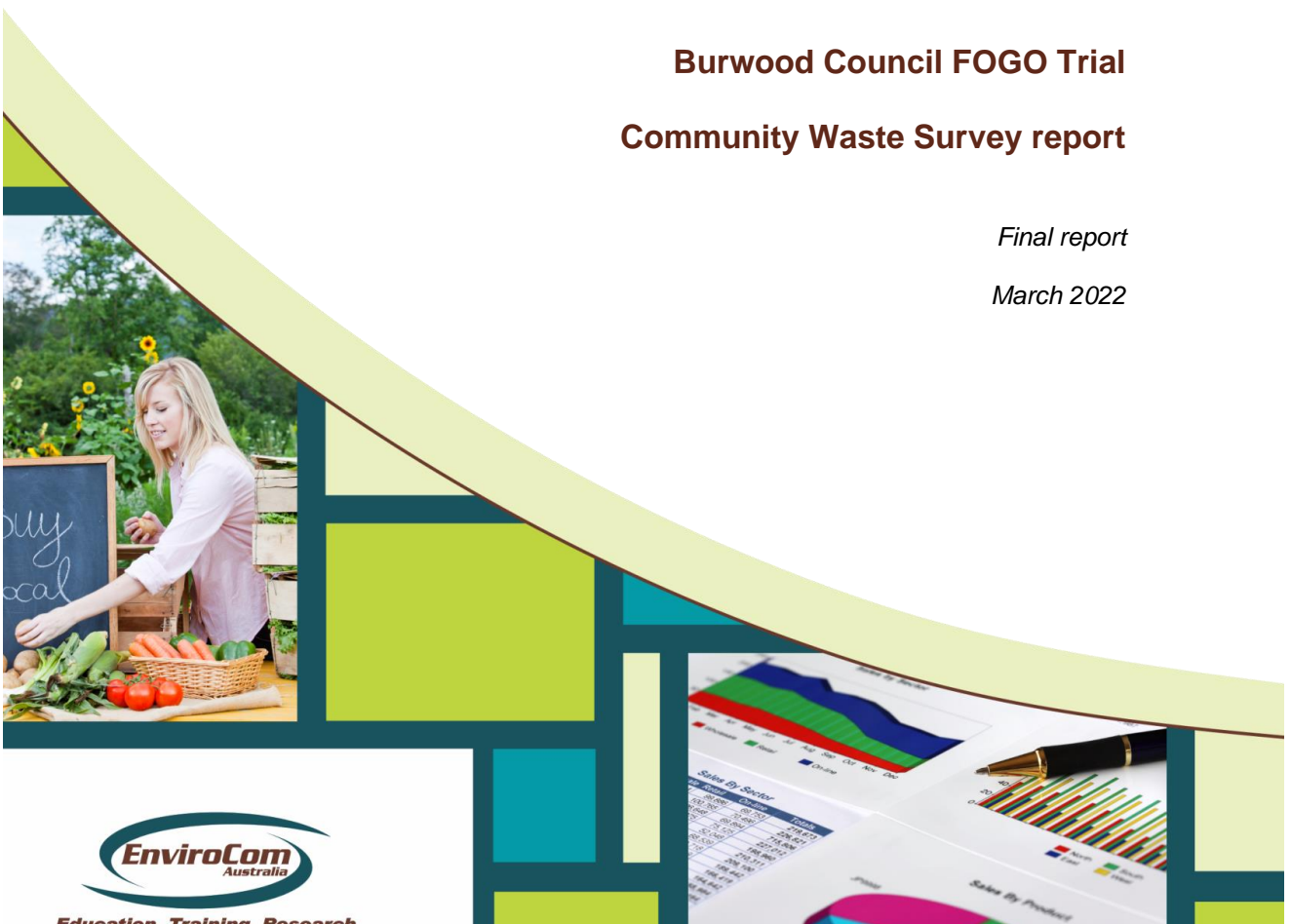
- 1 [↓](#) Attachment 1 Pre FOGO Trial Community Survey Report 2021-22
- 2 [↓](#) Attachment 2 FOGO Trial Audit Report 2023
- 3 [↓](#) Attachment 3 FOGO Trial Collection Service - Survey March 2023



**Burwood Council FOGO Trial  
Community Waste Survey report**

*Final report*

*March 2022*



## Project Undertaken by



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## Disclaimer

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Information, statements and recommendations implied or stated in this report are limited to the nature and scope of the project and do not constitute legal advice.

## Acknowledgments

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EnviroCom would like to thank the staff at Burwood City Council and Market Facts Pty Ltd for their valuable assistance and cooperation with the community waste survey.

## Project Team

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## Executive Summary

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*EnviroCom Australia® (EnviroCom), in collaboration with Burwood Council (Council), developed a community survey to identify current waste management behaviours and assess waste services and facilities satisfaction. Data was collected from residents via a telephone survey conducted by an independent Market Research consultant. The survey was also made available as an online version, formatted in Survey Monkey, and promoted by Council on various media platforms.*

*The online survey promoted on Council's social media pages saw 152 residents taking part, which combined with the telephone survey's target of 300, brought the total number of survey respondents to 452. The results and key findings of both survey methods are outlined in this report.*

*The responses to the Burwood community survey provide a valuable insight into the waste-related knowledge, attitudes, and behaviours of residents in the Burwood area, and give an indication of satisfaction with waste service provision. Additionally, an indication of potential uptake of the proposed Food Organics and Garden Organics (FOGO) trial is presented.*

*While satisfaction with Council's waste service and facilities was positive overall, and many of the survey respondents felt that they received enough information about Burwood's waste services and facilities, many of the responses and additional comments suggest that further information and education would be beneficial and well-received by the community. Ongoing, relevant, and consistent education and community engagement is likely to improve knowledge and understanding regarding preferred waste generation and disposal behaviours and, in turn, help to minimise contamination incidences, improve rates of resource recovery, and maximise opportunities for landfill diversion.*

*An insight into the surveyed population's current use of and opinions regarding the potential future use of the green lid bin system is obtained in the survey. The results indicated a good level of support for the introduction of a FOGO service in future. The perception that a FOGO service would continue to be serviced on a fortnightly basis may have been a contributing factor to many of the concerns expressed. Collateral designed to inform and educate the public about FOGO services should highlight the weekly collection frequency and address concerns related to the smells and pests resulting from the service.*

*The responses and comments from the community waste survey, in conjunction with data collected during kerbside bin audits and the recycling bin inspection program, can be used to deliver strategic and targeted community waste education to address and meet the specific needs of the Burwood community.*

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## 1.0. Overview of Waste Survey

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In support of Council's FOGO trial, a community waste survey was undertaken on behalf of Burwood Council (Council) to build a profile of community knowledge, attitudes, and behaviours regarding waste management, as well as satisfaction with Council's existing waste services and facilities. The survey also provided insight into community behaviours relating to organic waste diversion and disposal, and assessed community interest in, and support for, transitioning from the existing kerbside Garden Organics (GO) service to a Food Organics Garden Organics (FOGO) service.

Survey questions were drafted by EnviroCom, aided by relevant reports and information provided by Council.

On approval from Council, the questions were then formatted for delivery via telephone survey and an online survey via Survey Monkey. The link to the online survey was provided to Council for promotion on their website and social media pages. 152 residents took part in the online survey. The telephone survey was conducted by an independent market research company and achieved its target of reaching 300 residents. The telephone survey was completed over a two-week period in January/February 2022, and the online survey was available to residents during the same period.

The full list of survey questions is provided in Appendix 1.

### 1.1. Limitations

Survey respondents were encouraged but not required to answer every individual question to avoid 'survey fatigue' and increase the chance that respondents will continue to the end of the survey. Therefore, they were able to skip certain questions and so not all surveys are fully complete.

The accuracy of the survey data is limited by the responses provided. On occasion, respondents have provided conflicting answers, which are thought to result from factors which include, but are not limited to, question misinterpretation; survey fatigue (leading to guessing or clicking through responses without properly reading); language barriers; and intent to mislead (for any given number of motives).

While surveys are intended to provide an indicative insight to the knowledge and self-reported behaviours of respondents, they are limited by scale, randomisation, and the accuracy of interpretation and responses to questions. Residents that are already interested and engaged in recycling and waste minimisation practises may be more likely to agree to participate in the phone survey or elect to complete the online survey voluntarily.

The number of single-unit dwellings (SUDs) survey respondents was significantly higher than multi-unit dwellings (MUDs) respondents and therefore provide a more representative sample of this dwelling type.



## 2.0. Results & Key Findings

A total of 452 residents were surveyed from the Burwood local government area (LGA). Of these, 300 respondents participated in the phone survey and 152 responded online.

Data from both survey methods has been aggregated and is reported below. Please note that percentages presented in tables that equal less than 0.5% (and so would round down to 0%) are displayed to one decimal place.

Questions related to demographics were asked at the end of the survey to encourage participation, but have been reported first to assist with providing context; therefore, the numbers do not correlate with the questions displayed in the Appendix.

### 2.1. Demographics Questions

#### 1. Gender

A large proportion of respondents (66%; 284 respondents) were female, while 142 (33%) were male.

**Table 1. Gender**

Gender	Responses (n=430)
Female	66%
Male	33%
Non-binary	0.2%
Prefer not to say	1%

#### 2. Age group

There was a reasonable mix of age demographics that responded to the survey, with the greatest percentage of respondents being in the 66 and over age bracket (33%; 140 respondents). Representation among young respondents (those aged under 36 years) was low (especially those aged 25 years and under, constituting just 3% of responses [13 respondents]). However, this is commonly observed in similar surveys across other council areas.

**Table 2. Age demographics**

Age group	Responses (n=430)
25 and under	3%
26-35	9%
36-45	17%
46-55	18%
56-65	19%
66 and over	33%
Prefer not to say	2%

3. Household structure

The majority of respondents were couples (35%; 152 respondents), followed by singles (24%; 102 respondents).

**Table 3. Household structure**

Household size	Responses (n=430)
Single	24%
Couple	35%
Family unit 1 – 2 children	23%
Family unit 3+ children	7%
Household shared by unrelated people	2%
Household shared by related people	8%
Prefer not to say	2%

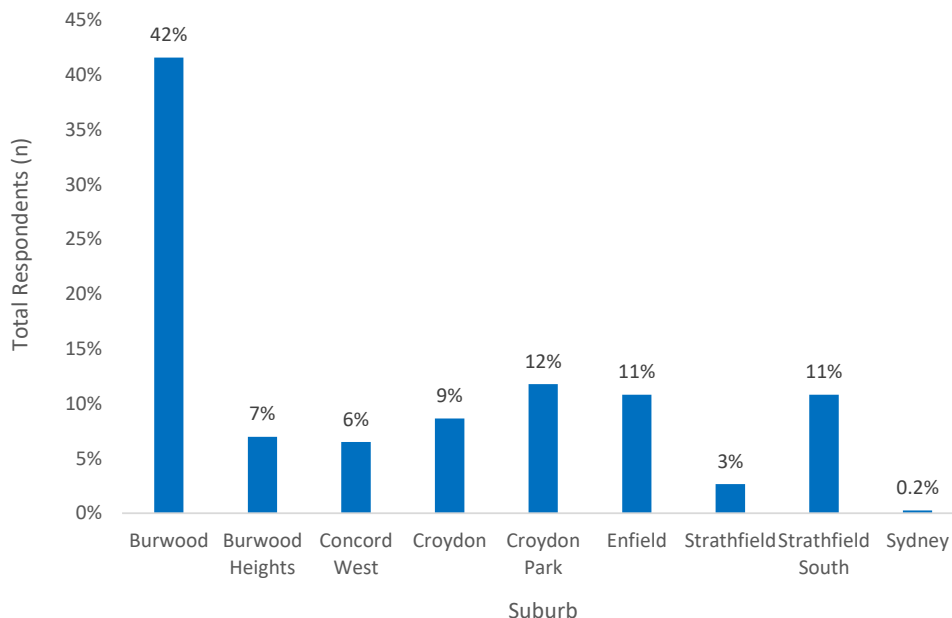
4. Single-unit dwelling (house) or multi-unit dwelling (unit/apartment/flat)

The majority of individuals surveyed were from single-unit dwellings (83%; 377 residents), whilst 17% (75 residents) were from multi-unit dwellings (n=452).

5. What suburb do you live in?

Burwood had the most residents participate in the survey (42%; 173 respondents; Figure 1), with Croydon Park (12%; 49 respondents) and Enfield and Strathfield South (both at 11%; 45 respondents) close behind.

**Figure 1. Burwood LGA suburb representation (n=416)**



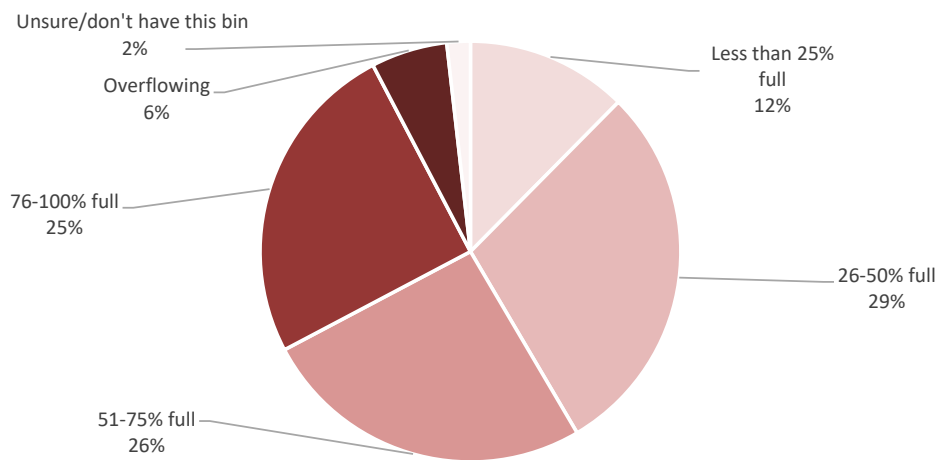
**2.2. Bin Fullness**

1. Approximately how full are each of your bins when you present them to the kerbside for collection?

Bin fullness for each of the streams is presented in Figures 2-4.

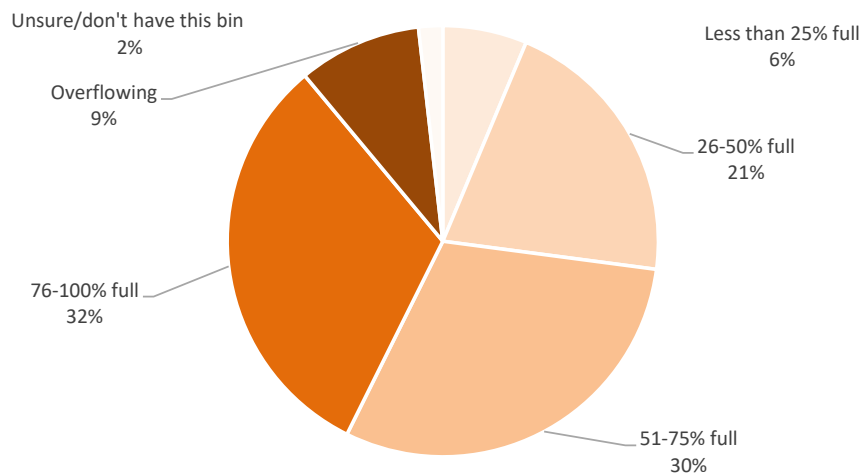
General waste (GW) bin fullness ranged, with most between 26-50% full (29%; 129 respondents). 12% (55 respondents) stated that their general waste bin was less than 25% full each week, whilst a small proportion of respondents had overflowing general waste bins (6%; 26 respondents).

**Figure 2. General Waste bin fullness (n=443)**



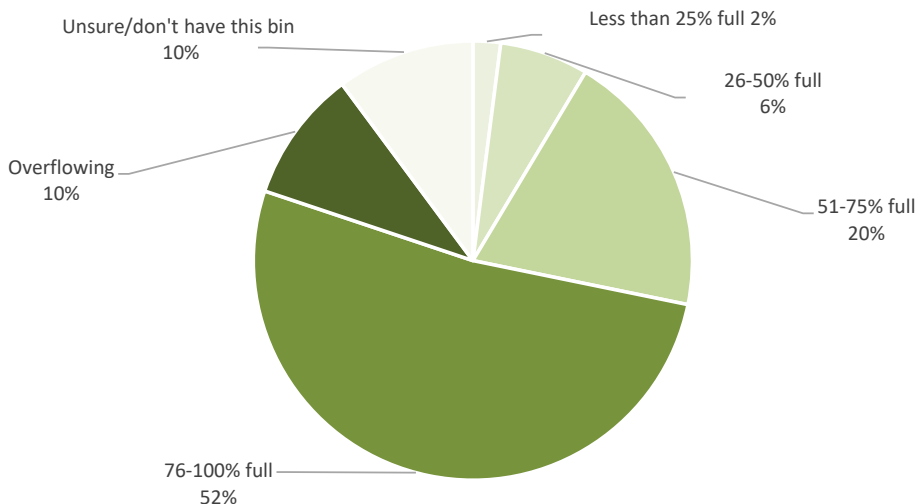
Most recycling bins were 76-100% full at the end of the fortnight (32%; 140 respondents), followed closely by 51-75% full (30%; 134 respondents). 9% (41 respondents) had overflowing recycling bins by the end of the fortnight.

**Figure 3. Recycling bin fullness (n=443)**



Green waste saw the highest response for the 76-100% fullness category, with over half of respondents (52%; 230 respondents) selecting this option. Only 2% of respondents (9) stated that their green waste bin was less than 25% full, but 10% (43 respondents) indicated that their bin was overflowing at the end of the fortnight.

**Figure 4. Green Waste bin fullness (n=443)**



### 2.3. Waste Management Behaviours – Recycling

1. Does your household use the yellow lid recycling bin?

99.5% of respondents (441) use the recycling bin, and 0.5% of residents (2) do not (n=443).

2. How important is recycling to you?

Table 4 demonstrates the importance of recycling to residents, with most individuals indicating that it is 'very important' or 'important' to them, making up 94% (414 responses) of answers.

**Table 4. Importance of recycling**

Importance of recycling	Responses (n=440)
Very important	62%
Important	32%
Unsure	1%
Somewhat important	5%
Not important at all	1%

3. How often do you put your yellow lid recycling bin out on the kerbside to be emptied?

Recycling bins are well-utilised by survey respondents, with most indicating that they use the service fortnightly (93%; 408 respondents).

**Table 5. Recycling bin presentation frequency**

Recycling Bin Presentation	Responses (n=452)
Fortnightly	93%
Monthly	5%
Hardly ever	1%
This is responsibility of site caretaker / grounds person	2%
Comments: <ul style="list-style-type: none"> <li>• Our cleaners do this fortnightly for the block</li> <li>• I put mine out when it is full about every six weeks</li> <li>• Always</li> <li>• Weekly</li> <li>• Whenever full</li> <li>• Weekly</li> <li>• Weekly (that it's put in the bin), fortnightly collection</li> <li>• I do not have to do that</li> <li>• I allow the neighbours to add to my yellow bin and vice versa when needed</li> <li>• Can't see the sense in making the truck stop more than necessary with next to nothing in it so I put mine out every second time as icefall (?) rinsed clean</li> <li>• Our household returns all the soft plastics back to the store we purchased from</li> <li>• Would like to know what to do with all the softer plastic wrappers and plastic shopping bags as Woolworths is no longer taking these due to COVID</li> </ul>	

4. How do you separate your recyclable material from your general waste?

Most respondents (64%; 286 respondents) use a separate bin for recyclable materials in the kitchen. An additional 22% (100 respondents) store their recyclables on the kitchen bench prior to disposal. 6% (26 respondents) reportedly capture them in a plastic bag and dispose of them loosely into the kerbside recycling bin, but only 0.2% (1 respondent) indicated they place bagged recyclables in the recycling bin.

**Table 6. Household separation methods for recyclable materials**

Separating Recyclables	Responses (n=447)
I have a separate bin for recyclables in the kitchen	64%
I store them on the kitchen bench before taking them to the recycling bin	22%
I put my recyclables into a plastic bag and then empty them out loose into the recycling bin	6%
I have a separate bin for recyclables in some/most rooms	3%
I take my waste out mixed, and then separate the general waste from the recycling where my kerbside bins are stored	4%
I reuse most materials for craft projects or other uses	0.2%
I put my recyclables into a plastic bag and then place them into the recycling bin	0.2%

Other	1%
Comments: <ul style="list-style-type: none"> <li>Put in the recycle bin</li> <li>I have a recycling container on the balcony and empty them clean into recycling bin</li> <li>I have a couple of bags in my home for recycling items and take them out to my bin weekly</li> <li>Recyclables are put straight into the bin by each house member</li> <li>Separate bin for recycling in laundry</li> <li>We recycle everything possible using some for craft or placing some loose into the recycling bin</li> <li>I take the recyclables outside &amp; place them directly onto the bin</li> <li>I don't I place my recyclables in a large bin and then empty them loose into the recycling bin</li> </ul>	

5. Who usually sorts and separates the recyclable materials in your household?

Results convey that the sorting recyclable materials in survey respondent households is primarily the responsibility of 'everyone in the household' (39%; 200 respondents), followed closely by 'adult males' (37%; 188 respondents).

**Table 7. Primary recycler in households**

Primary Recycler	Responses (n=508)
Everyone in the household	39%
Adult male (18 and over)	37%
Adult female (18 and over)	23%
Adolescent (13 – 18 years)	0.2%

6. What factor(s) prevent/might prevent you from separating recyclable material from your general waste?

A substantial number of respondents saw no factors preventing them from recycling (83%; 389 respondents). Several indicated that they were unsure which materials were recyclable (6%; 27 respondents), with a similar amount stating that their recycling bin was full prior to collection (5%; 24 respondents). A small percentage (2%; 9 respondents) doubted that the material was recycled, and another 2% (8 respondents) stated that separating recycling was too time consuming.

**Table 8. Factors preventing recyclable materials separation**

Separating Recyclables	Responses (n=470)
No factors prevent me from separating my recyclable waste	83%
Separating the recyclables is time-consuming/not convenient	2%
I am unsure of what can and cannot be recycled in my recycling bin	6%
My recycling bin gets full before service day	5%
I do not believe that there is a benefit from recycling	0.4%
I doubt that the material is recycled	2%

I do not believe that recycling is cost-effective	0.2%
Other	2%
Comments: <ul style="list-style-type: none"> <li>• Sometimes I am lazy too clean the recyclables from food scraps</li> <li>• Some items are difficult to clean before recycling</li> <li>• None it's too important</li> <li>• The other tenants in the building contaminate the recyclable waste</li> <li>• Contamination from other people's bad recycling practices in our common bins. Wouldn't hurt for clearer knowledge for the community in general</li> <li>• I don't have any faith in the Burwood Council and don't believe anything they say or try to implement</li> <li>• I'm not very sure of recyclable materials</li> <li>• Have veggie gardens and compost</li> <li>• Concerned about where to put all the recycling material</li> </ul>	

## 2.4. Waste Management Behaviours – Organics

### 1. Does your household use the green waste bin?

90% of respondents (397) said that they currently used their green waste bin, with 10% stating that they did not (44) (n=441).

### 2. How often do you use your green waste bin?

The majority of respondents put their green lid bins out fortnightly (78%; 308 respondents), but 10% (40 respondents) reported utilising the service only seasonally.

**Table 9. Green waste bin presentation frequency**

Response	Responses (n=397)
Fortnightly	78%
Monthly	9%
Every couple of months	2%
Once every six months	1%
Seasonal use	10%
Hardly ever	1%

### 3. What factor(s) prevent/might prevent you from using your green waste bin?

Most respondents reported that 'no factors' prevented them from using their green lid bin (81%; 372 respondents). A small percentage did not have a green lid bin (7%; 33 respondents- likely to be MUDs residents) and a further 5% of respondents (24) use a home composting system.

**Table 10. Factors preventing green waste bin use**

Response	Response (n=463)
No factors prevent me from separating my green waste	81%
Do not have garden organics bin	7%

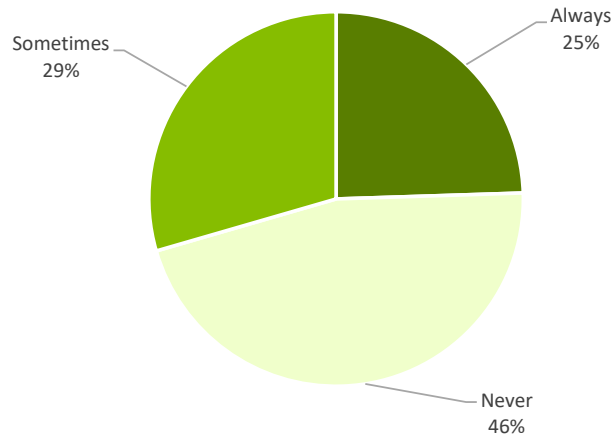
Response	Response (n=463)
I use a home composting system	5%
My green waste bin gets full before service day	2%
I am unsure of what materials can and cannot be placed into my green waste bin	2%
Separating green waste material is not convenient	0.4%
I do not believe that there is a benefit from diverting green waste materials from landfill	0.2%
I doubt that the material is composted	0.2%
Other	2%
Comments: <ul style="list-style-type: none"> <li>• I do use it</li> <li>• Gardeners put garden waste in bin. I have my own worm farm and use the liquid to fertilise plants on balcony and around the building</li> <li>• I was unaware that we could use the green bin for food scraps and composting. I will use it for this purpose from now on and sort all of my green waste</li> <li>• A unit generates little green waste. Do not need to use it often and not sure when it is put on the kerbside</li> <li>• Don't have a green waste bin but would like the option. Not much space to compost</li> <li>• Burwood council's waste management system and lack of community composting resources prevents me from putting food waste into the green bin therefore contributing to landfill</li> <li>• I put all my lawn clippings back on my lawn after leaving in mulch unit</li> <li>• I also have a compost where I make mulch</li> <li>• I don't use it anymore, but my gardener puts it out once he mows my lawn</li> <li>• I have a regular gardener who puts our green waste bin out every time he comes to mow or prune</li> <li>• I don't have any yard so don't need the green organics bin</li> </ul>	

4. Does your household separate food scraps from your general waste?

Questions around food scraps aimed to assess the demand for the potential inclusion of this waste in the current green lid bin services. The initial question aimed to determine whether residents are currently separating their food scraps. Nearly half of respondents (46%; 203 respondents) stated that they never separate food scraps from general waste and a further 29% (130 respondents) said that they sometimes separate food scraps.



Figure 5. Practise of separating food scraps from general waste (n=441)



5. How do you most commonly dispose of food scraps?

Currently, over two-thirds of respondents (69%; 345 respondents) utilise the general waste bin to dispose of their food scraps. Additionally, 21% (105 respondents) use a compost bin/pile or worm farm for discarding any food scraps.

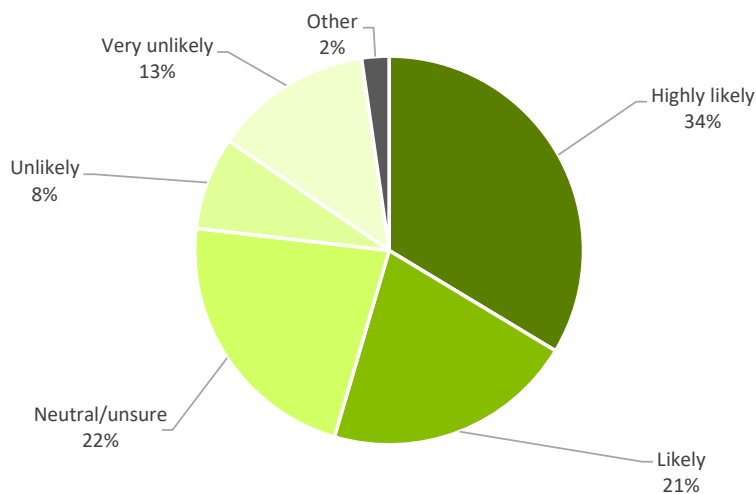
Table 11. Food scrap disposal methods

Response	Responses (n=503)
General waste bin (red lid)	69%
Compost bin/pile or worm farm	21%
Green waste bin (green lid)	3%
Pets/animals e.g. dogs/chickens	6%
Others	2%
Comments: <ul style="list-style-type: none"> <li>• We have a black bin</li> <li>• Black bin</li> <li>• Fruit and veg peelings etc into green waste - remainder into general waste</li> <li>• Worm farm</li> <li>• Vegetable scraps composted, meat scraps - bones - general waste bin</li> <li>• Dry Compost</li> <li>• Sometimes in the small "garden" space we have</li> <li>• Used to have a rabbit which ate veggie scraps</li> <li>• Bury my food scraps in the garden bed next to driveway</li> <li>• Put food scraps in black plastic bag and dispose into general waste</li> <li>• Between the dog, chooks, and native birds there is very little food waste to go in the bin</li> <li>• Puts my food scraps in a plastic bag and then put in general waste bin</li> <li>• I don't really sort my food waste other than give my dog meat scraps and leftovers</li> <li>• We need a bigger waste bin these small ones don't hold enough</li> <li>• You can't put meat in the compost bin</li> </ul>	

6. If Council’s green lid bin accepted all food scraps in addition to green waste, how likely would you be to use this bin for both food scraps and green waste?

Over half of all respondents indicated they were either ‘Likely’ or ‘Highly likely’ to use the green lid bin service for the disposal of both food scraps and garden waste, if given the option (combined total of 55%; 242 respondents). While indicating a potentially high uptake of a FOGO service, there were some concerns, which are reported in the comments below. A considerable number of residents were concerned about food waste being left in kerbside bins for a fortnight; however, if a FOGO service were to be implemented, the bins would be collected weekly. Had residents known this information, they may have been more likely to respond positively to the question around the uptake of the FOGO bin for food waste.

Figure 6. Potential uptake of FOGO bin (n=440)



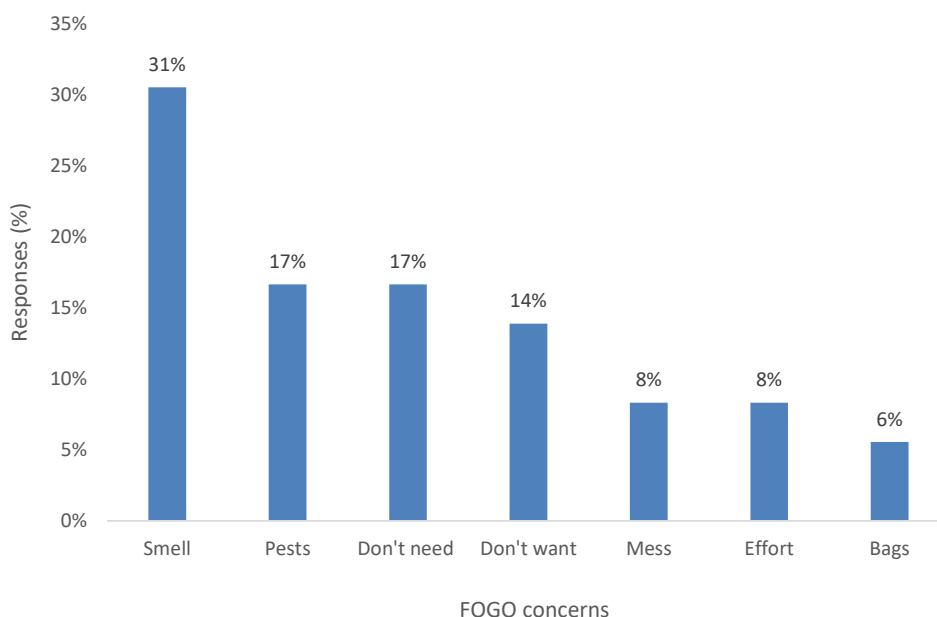
Comments:

- "Likely"- I don't like to put meat bones in the compost because it takes too long to process
- I use a personal worm farm
- Organic materials i.e. fruit and veg scraps into green waste - remainder into general waste
- How do you keep it clean?
- I am concerned about vermin, e.g. rats, bin lid would need to be well sealed
- Great initiative! Will definitely use this
- It's messy. Should keep green waste separate
- Highly likely if our home compost was full
- Known body cares
- Council would have to provide kitchen sorting bin to everyone not just trial participants so we can sort it
- Doesn't have much food waste enough to fill a bin
- Doesn't know why the food scraps can't just go in the current organics bin
- Would take time to get into a routine for everyone to get used to disposing this way
- Don't want to put food scraps in green bin
- Would do it if we can put our food waste I to a biodegradable bag first
- As long as we are allowed to conceal the food waste in some type of environmentally friendly bag that prevents blowflies and fruit flies away

- Already compost and give to dogs
- What about the smell of open food waste in these bins?
- Smell concern
- Neighbours bins all too close together so way too smelly sitting in the heat for a fortnight
- What a great idea especially for those who don't have dogs or chickens to feed their food scraps to
- If I ever get too old to tend to my work farm, then I will definitely put all my food waste into the communal green bin if allowed
- Depends on the time of the year because open food waste will attract blowflies especially in the summer months
- This is wonderful as I can return them to the ground again
- Wouldn't that be extra smelly with the food scraps not being in some kind of bag
- The issue of blowflies, maggots and odour of unsealed food waste sitting for two weeks in the heat would baulk me from doing it
- Have own compost
- Concerned about the health and odour from open food in bins for two weeks
- I could not manage to get out to my green bin every day and I wouldn't want to have food scraps inside encouraging flies and my mower man doesn't come
- Won't be a great deal to go in there as we already recycle our food waste with our dog, chooks, and native birds
- We always dig our vegie peels n fruit scraps into our garden, but we would be willing to try putting our other food waste into the green bin
- If it's slushy or sticky food waste, then no I wouldn't like that stink and mess in my clean green bin
- But only if our compost bin gets too full
- Give it a try but just a concern about bins getting smelly after 2 weeks of open food waste and maggots
- We have our own compost in the garden and the rest of our food waste goes to the dog and the green waste bin already
- Maggots
- Depends on what quality of waste
- Wouldn't that just make all the green bins very smelly with rotting food sitting in them for up to two weeks till collection
- I think the current system is fine
- Too difficult for us both to get outside to our green bin
- Don't want food scraps in the green bin they will smell too much
- It really depends upon how often you plan to empty the bin it would have to be weekly
- I don't think it's a good idea
- I am happy with what we have now
- We would have no choice, but I don't see the point
- Think having a FOGO would be a health hazard as there would be flies and maggots
- Only would put vegetable scraps in there it would not be suitable for meat scraps etc.
- I don't think that the food scraps should go in the green bin, it will end up smelling
- I think that the bin would be too smelly
- Depends on how hygienic this will be as what type of foods will be allowed as could get messy

The concerns included in the comments above can be summarised into seven main themes. The most prominent concern among survey respondents was smells associated with the service (31%; 11 respondents), which may be associated with the assumption that the service collection frequency would remain fortnightly. Pests being attracted to the bins was also a concern among residents (17%; 6 respondents), specifically related to vermin, blowflies or maggots, along with the comment that it simply is not needed (17%; 6 respondents), predominantly because these households indicated they use a compost or worm farm already, but also due to few food scraps being generated by the household.

Figure 7. FOGO concerns (n=36)



7. How important is keeping food scraps and garden waste out of landfill to you?

The majority of respondents indicated that it is 'Very Important' or 'Important' to keep food scraps and garden waste out of landfill, with nearly three-quarters (74%; 325 respondents) submitting these responses. 63 respondents (14%) were unsure about how important keeping food scraps out of landfill was to them.

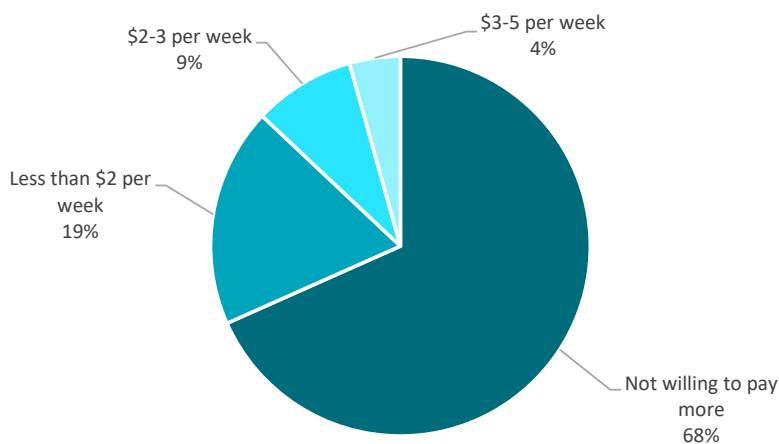
Table 12. Importance of keeping food scraps and garden waste out of landfill

Response	Responses (n=325)
Very important	37%
Important	37%
Somewhat important	0.2%
Somewhat unimportant	6%
Not important at all	6%
Unsure	14%

- Currently, Burwood’s 3-bin service costs residents \$8.30 per week. How much extra would you be willing to pay to upgrade the current green lid bin to a full food scraps and green waste service?

The majority of respondents (68%; 300 individuals) were not willing to pay extra for this upgraded service (Figure 8). 19% (82 respondents) would be willing to pay less than \$2 per week, and a small minority (4%; 19 respondents) would be happy to pay \$3-5 per week.

**Figure 8. Extra rate costs that residents would be willing to pay for a FOGO service**



## 2.5. Waste Management Knowledge

- Where would you most commonly place the following waste materials?

The results of question 17 from the Appendix are displayed in Table 13. Desirable waste behaviours for each waste type have been shaded in green, and undesirable behaviours in red (when considering kerbside disposal options exclusively).

The majority of respondents demonstrated a reasonably good understanding of where most waste items should be disposed of, as shown by many of the green highlights in Table 13. However, the responses also raised some concerns around inappropriate or incorrect material disposal and resource loss, which may benefit from further community education and awareness-raising. Key points are summarised below:

- The question around fruit and vegetable scraps disposal yielded a high percentage of people selecting the general waste bin as their typical disposal method (69%, 306 respondents). 85% of respondents (369) also dispose of plate scrapings this way. These results further highlight the landfill diversion potential of introducing a FOGO service and/or providing education programs to introduce alternative options
- A high percentage of respondents reportedly dispose of batteries, fluoro light globes, and E-waste in their kerbside bins (mainly general waste bins), rather than at the free drop-off point via the CRC or others such as Officeworks and Aldi. The disposal of hazardous wastes such as batteries and fluoro light globes into kerbside bins is of great concern, due to the potential for truck and facility fires

- The high prevalence of respondents placing food/drink still in its original packaging directly into their recycling bin (25%; 116 respondents) is concerning, as this contaminates otherwise clean recyclable materials
- Uptake of the Return and Earn scheme appears to be fairly high for aluminium cans (29%; 140 respondents), and to a lesser extent, soft drink bottles (26%; 123 respondents), but very few respondent use this service for the disposal of glass bottles (1%; 4 respondents). It is possible that many glass items generated by respondents are non-eligible (e.g. wine bottles, jars), but further promotion of the scheme may assist in diverting these from landfill or from contaminating the recycling stream upon breakage
- A substantial number of respondents indicated that they dispose of magazines and glossy leaflets in the general waste bin (33%; 143 respondents)

**Table 13. Disposal method of common waste items**

	General Waste Bin	Recycling Bin	Green Waste	Return & Earn	Other	Don't Have	Sample
Aluminium cans	0.2%	61%	0.2%	29%	0.4%	9%	489
Bagged waste items	99%	0.2%	0.2%	0%	0.2%	1%	426
Batteries	68%	1%	0.2%	0%	22%	9%	426
Cardboard	1%	98%	0.2%	0%	0.5%	0.2%	428
Clothing & shoes	67%	0.2%	0.2%	0%	21%	12%	428
Coffee cups (takeaway)	50%	22%	0.2%	0%	0.2%	28%	437
Dead flowers/leaves, weeds	6%	0%	86%	0%	3%	5%	434
E-waste e.g. laptops, phones	15%	0%	0.2%	0.2%	63%	22%	425
Fluoro tubes & light globes	67%	0%	0%	0%	13%	20%	425
Fruit & veg scraps	69%	0%	6%	0%	25%	0.2%	441
Garden hose	61%	2%	0.2%	0%	12%	25%	426
Glass bottles and jars	1%	98%	0%	1%	0.2%	0%	427
Lawn/grass clippings	1%	0%	87%	0%	3%	9%	429
Magazines and glossy leaflets	33%	78%	0%	0%	2%	18%	428
Milk bottles	1%	25%	0.2%	0.5%	0%	2%	428
Nappies	17%	0%	0%	0%	0%	83%	426
Newspapers	1%	78%	0.5%	0%	2%	19%	432
Packaging containing food and drink leftovers	55%	25%	0.2%	0.4%	0.2%	19%	471
Pet droppings	40%	0%	2%	0%	2%	57%	424
Plant pots	45%	11%	3%	0%	18%	23%	425
Plastic bags	82%	2%	0%	0.5%	12%	3%	426
Plastic takeaway containers	31%	55%	1%	0.2%	1%	12%	467

ITEM NUMBER 36/23 - ATTACHMENT 1

Attachment 1 Pre FOGO Trial Community Survey Report 2021-22

FOGO Trial – Community Waste Survey Report  
Burwood Council

	General Waste Bin	Recycling Bin	Green Waste	Return & Earn	Other	Don't Have	Sample
Plate scrapings/ leftovers	85%	0.2%	1%	0.2%	10%	4%	432
Polystyrene foam	68%	8%	0.2%	0%	3%	20%	425
Scrap steel	14%	5%	0.2%	0%	9%	72%	425
Shampoo & detergent bottles	21%	78%	0.2%	0%	0.2%	0.5%	443
Shredded paper	5%	61%	0.2%	0.2%	6%	27%	430
Soft drink bottles	1%	64%	0%	26%	1%	8%	486
Steel cans	28%	50%	0.2%	2.8%	2%	17%	428
Wood (treated/painted)	40%	2%	4%	0%	10%	44%	427

Comments:

- Would use FOGO if available
- Can soiled rabbit hay be put in the green bin during the trial period?
- Would LOVE to be educated on how to recycle everything on this list. There is not enough education / easy access to information
- I am very diligent about environmental matters I do not do take away food and am vegetarian. I do not buy products that can't be recycled
- Council should provide bins for recycling batteries, phone chargers, light bulbs, etc. Like those in Officeworks, outside the library
- Small bench compost bins would be good like some councils have to put in either green bins or?
- We use the council yearly rubbish collection for timber/wood items
- I actually take my batteries to Aldi where they recycle them. Fruit and veg scraps are divided between general waste, compost, and worms but I couldn't choose more than one option
- So much REDcycle stuff ends up in the bin. Would be great to have somewhere to domestically REDcycle soft plastics without going to the shopping centre
- More containers are now recyclable
- E waste used for electrical waste
- It would be great if you increased education around this
- Don't know where Return and Earn is located. Compost/work farm have limited benefit when living in a unit
- I have answered this for current availability, not necessarily preferred. Options missing: E-waste and batteries at dedicated collection points; clothing to charity, textile recycling if not good to donate. Currently most of our green/organic waste goes in the bin, some composted, no green bin currently :( . Pots for pot plants special reuse at a garden centre for reuse. Unanswered are N/A to this household of would be transported by relevant tradesperson to waste as required
- There wasn't an option for soft plastic REDcycle program, and Community Recycling Centre is vague, but I used that as a catch-all for organising unique-item recycling (such as batteries to Officeworks)
- It's all garbage
- REDcycle for soft plastics
- It is very difficult to tell when something like aluminium or foam says recycle whether it can go in the yellow bin or red cycle or other
- I would love to have a bin to put all the food scraps
- Our recycling is overflowing every week. Once a fortnight is not enough. We often have to keep extra bags on the kerb and run out when garbage truck comes out and pop them in the truck manually
- Think recycling should be policed by council and more information as to what is recyclable so that people can put in the correct bin

General Waste Bin	Recycling Bin	Green Waste	Return & Earn	Other	Don't Have	Sample
<ul style="list-style-type: none"> <li>• Use council kerbside pickup for wood, plant pots, batteries, and other items that the bins cannot be used for</li> <li>• I always check the labels to see if recyclable</li> <li>• Big items we save for council kerbside pickup</li> <li>• Polystyrene is recyclable so WHY are we told to place it in the general bin</li> <li>• I reuse the plastic bags, use led lights instead of bulbs and have not needed to replace for 3 years</li> <li>• Husband keeps all wood/timber and reuses, not really sure what to do with polystyrene foam</li> </ul>						

2. How would you rate your understanding of what happens to the waste materials from each bin after collection?

Most respondents rated their knowledge of what happens to their waste once it is collected as 'OK', indicating that they have some idea of what happens to each of the streams (general waste at 68% with 295 respondents; recycling at 65% with 284 respondents; and green waste at 62% with 270 respondents).

While 19% (83 respondents) stated that they had a poor idea of what happens to their general waste, slightly more respondents (23%; 101 respondents) had a poor idea of what happens to their recycling. Over a quarter (26%; 112 respondents) stated that they have a poor idea of what happens to their green waste after collection.

The knowledge gaps identified in Tables 13 and 14 present an opportunity for Council to promote the importance of recycling; how materials are processed and turned into new products; and to provide a refresher of which waste items can be placed in each bin.

**Table 14. Knowledge of waste processes after kerbside bin collection**

	General Waste Bin (n=434)	Recycling Bin (n=434)	Green Waste Bin (n=434)
Poor – I have no/little idea what happens to the waste materials	19%	23%	26%
Ok – I have some idea of what happens to the waste materials	68%	65%	62%
Good – I understand what happens to the waste materials	13%	11%	12%
Comments: <ul style="list-style-type: none"> <li>• I feel some lack of clarity on what can go in the yellow bin</li> <li>• No - such a big opportunity to education</li> <li>• Not sure how the recycling of electronics is going. I think we should have a bin for it as Saturday is not a good collection day</li> <li>• Info re. what actually happens is recycling actually done for all items</li> <li>• Could receive more</li> <li>• Need to educate people and replace stickers on our bins</li> <li>• Not enough signage displayed in the waste collection area to give clear information in my multi-dwelling building</li> </ul>			



- More clarity on exactly what can be recycled in Burwood. Definitions vary between LGAs and States. For example, types of plastic, lids should be taken off bottles, can pizza boxes be recycled
- Not my problem
- Reminder about suitable items to recycle is handy
- It would be nice to know where all our waste/recycling products end up
- I knew it used to go to China, and I've visited their recycling centre but not really sure on what they do now fully
- I receive a calendar once a year with dates and happy with that
- Send a simple magnetic info card with pictures of recyclable items. Include dates for each bin collection easy for kids and non-English speaking residents to understand
- I do get concerned just how much of our waste is truly being recycled especially now that overseas not receiving it
- I would like to have a hard copy of a more updated list of recyclable items
- There is quite a lot of information for those who have internet use but there should be a simple but detailed paper version booklet or fridge magnet type that is available to be posted out on request
- I am so pleased that our council is so committed to tackling our massive waste problem with introducing another form of recycling
- To be honest I haven't seen anything about waste but unless it's addressed to me personally, I class it as junk and bin it. I would go on their website anyways if I was desperate for info
- I believe council is good at communicating to residents via current correspondence
- Not for the amount of multicultural residents here. May need to send out a simple waste brochure to each household in different languages
- More info on new products as they arrive on sale
- More information I know what to recycle but others don't
- Where can I get more information from about recycling please?
- Our general waste bin is too small for a family it might be okay for one or two people, but it is not big enough for us
- Very unhappy with the council as there is rubbish that has been sitting out behind Park Ave units that is a fire hazard and should be removed
- I don't need the information, but others might not know what goes where
- Heard the waste went to China and now it goes into landfill but not sure. Council used to provide a calendar with dates for waste collection but now nothing

**2.6. Waste Service Satisfaction**

1. Do you feel that you receive enough information about waste services in your Council area?

67% (290 respondents) indicated that they are satisfied with the level of waste information provided by Council.

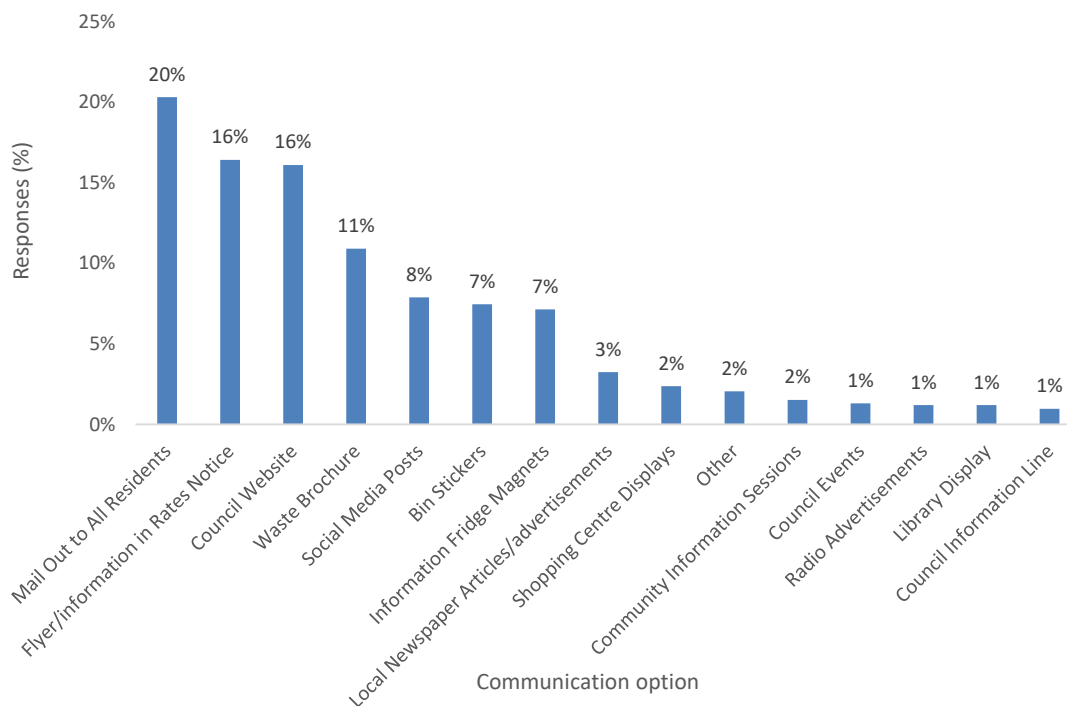
**Table 15. Satisfaction with the level of waste information provided by Council**

Response	Responses (n=433)
Yes	67%
No	21%
Unsure	12%

2. How would you prefer to receive information about Council's waste facilities and Council's waste collection services?

As this question permitted residents to select multiple responses, all have been included in analysis to determine the most popular options (Figure 9). A preference to receive this information via mail out to all residents was the most popular answer (20%; 188 respondents); with flyer/information in rates notices (16%; 152 respondents) and information provided via the council website also favoured (16%; 149 respondents). A high percentage of respondents that answered 'Other' specified email as the best method for communication. Comments received are presented below the figure.

Figure 9. Resident preference for Council waste information distribution methods



Comments:

- Whatever is least wasteful but most impactful
- Email
- Enewsletter
- Email from mayor
- Email
- In the council emails
- Email from council
- Email
- Council Update (email)
- Emails and online training module on domestic recycling
- Email – as a renter we do not receive anything
- Council Newsletter through email
- Email
- Sky writing
- Email

- Would like to see residents invited to council meetings where they are held accountable for their services and hear what residents have to say. The Council is stingy about waste management
  - I receive emails now and am happy, their content on COVID is excellent
  - Prefer emails for info
  - Would prefer receiving an email from council
3. Overall, how satisfied are you with Council's waste collection system and waste services and facilities?

Most residents indicated satisfaction with Council's current waste systems (63%; 273 respondents), with the majority of the remaining respondents indicating complete satisfaction (19%; 83 respondents).

**Table 16. Satisfaction with Council's waste services and facilities**

Satisfaction level	Responses (n=433)
Completely satisfied	19%
Satisfied	63%
Neither satisfied nor dissatisfied	9%
Unsatisfied	4%
Commented	5%
<p>Comments:</p> <ul style="list-style-type: none"> <li>• Satisfied but very glad to hear of FOGO trial</li> <li>• I would give it a Completely satisfied if we had FOGO - I don't understand why we have to wait until a trial is undertaken in Burwood LGA given that many councils in NSW already operate this service</li> <li>• Wollongong council have been using this FOGO system for over 2 years. What has taken Burwood council so long?</li> <li>• I want the choice to compost my food scraps somewhere other than my own garden</li> <li>• I'm constantly amazed at what people put in recycling bin. And amazed that those bins get collected!</li> <li>• OK except for electronic items, TV, microwaves etc always being dumped in the street</li> <li>• STF (Strathfield?) Council gives out green bins and small food scrap basket to all resident (for kitchen bench)</li> <li>• I would really like to see food scraps being able to be composted in the green bin service. I am now confused about whether this happens or not. I believe this service would make a positive impact into significantly lowering greenhouse gas emissions and landfill space</li> <li>• Would like food scrapes to be allowed in green bin</li> <li>• Partly satisfied - FOGO sounds good</li> <li>• Council need to send out a 6 monthly calendar and education material to residents</li> <li>• FOGO service must be accessible by multi-dwelling residents who are keen to divert food scraps out of landfill and to help the environment and the community</li> <li>• There are some things which you can't get info on how to dispose them</li> <li>• Needs a green waste food scrap system like many places in country NSW!</li> <li>• Red bin is too small but if I can put food scraps in green bin then that would help</li> <li>• Would love to see more regarding community composting at scale. (e.g. on the fringes of Henley Park for example, that is extremely well utilised and flanked by</li> </ul>	

new amenities and proposed development. This would be enticing to new residents

- We have very little general waste as have worm farm and make effort to take other recyclables such as drink bottles, plastic bags, batteries to appropriate places. But in our street most people have full to overflowing bins so clearly council needs a new approach and education
- Really keen for food waste/FOGO system
- General waste and recycle is good. But we need more green bins. Our complex is only provided half a green bin per unit, which is collected fortnightly. If food scraps are to be included in the green bins, we will need 1 bin per unit
- The service is very reliable however due to parked vehicles restricting the street space available for bins on bin night some bins are often missed. Parking enforcement is a real problem in this
- Next weekly recycling bin collection
- Said Burwood Council could learn from Strathfield Council re waste & recycle management, and FOGO waste of rate payer's money
- Requested a larger general waste bin and told it would cost me \$199 for this and I'm surprised the cost was so high
- I think they could do better by more recycling of more items
- Appreciate the free pickups council give us to help clean up things around the house
- Is it possible to have a weekly green waste collection in the summer and spring season?
- Burwood Council is acting responsibly
- We need a soft plastics as well

### 3.0. Discussion

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The Burwood community survey provides a valuable insight into the waste-related knowledge, attitudes, and behaviours of residents in the Burwood area, and gives an indication of satisfaction with waste service provision.

Responses and comments from survey participants can be used to inform and develop strategic and targeted community education and engagement initiatives to address and meet the specific needs of the Burwood community. This could be achieved through a range of engagement mechanisms such as collateral development, media campaigns and educational resource development.

An insight into the surveyed population's current use of and opinions regarding the potential future use of the green lid bin system is obtained in the survey. The results indicated a good level of support for the introduction of a FOGO service in future. The perception that a FOGO service would continue to be serviced on a fortnightly basis may have been a contributing factor to many of the concerns expressed. Collateral designed to inform and educate the public about FOGO services should highlight the weekly collection frequency and address concerns related to the smells and pests resulting from the service.

Responses predominantly suggest that the current green lid bin is utilised to close to maximum capacity, supporting the necessity for increased focus on FOGO education during the expansion of this service.

Providing Burwood residents with the opportunity to participate in a community survey yielded a range of valuable waste management insights. These related to participation in the available kerbside waste management services; barriers to correct use; and satisfaction, as further explored below.

#### 3.1. Participation

Very high levels of participation were reported across all three kerbside waste services (general waste; recycling; and garden organics), with 99.5% of residents indicating that they separate recyclables from other waste materials and 90% indicating that they separate out garden organics. The percentage of respondents that indicated that no factors prevented them from separating recycling/ GO from other household wastes was noticeably lower than these figures. This potentially suggests that while most are generally willing to separate recoverable materials, there are factors that prevent them from being able to do this all of the time.

Across the waste streams, presentation for collection varied depending on the service. Respondent garden organics bins are most frequently presented at 76-100% full. The general waste and recycling bin fullness varied more, with no standout category observed among the three fullness categories greater than 25% full. A small proportion of bins was reported as overflowing in each stream. This will need to be considered prior to any service changes, with correct source separation at the forefront of education campaigns.

Most households support FOGO participation, with over half 'Highly likely' or 'Likely' to utilise the expanded service. Disposing of food scraps in the general waste stream is currently the preferred method, with over two-thirds of respondents indicating that they most commonly use this service for this type of waste. This could be a result of several

constraints, including a lack of space to set-up a compost bin or worm farm; insufficient knowledge of how to better dispose of this waste; perceived time of additional source separation requirements and system maintenance; lack of confidence using organics recycling systems; and financial constraints. The knowledge section (2.5) highlighted the disposal of fruits and vegetables as the biggest opportunity for resource recovery. In addition to this, almost half of all survey respondents 'Never' separate their food scraps from general waste, providing further evidence regarding the opportunity that exists to improve behaviours related to the separation of food from the general waste stream, which will reduce landfill generation and greenhouse gas emissions.

Just over a third of survey respondents indicated that everyone in the household has a role to play in the presentation of recyclables. Additionally, a similar number of individuals stated that adult males were responsible for sorting household recyclables.

This conveys that a 'whole household' approach to recycling education messaging would be appropriate; however, consideration of male audiences as a secondary target may be worthwhile.

### **3.2. Barriers**

A majority of residents indicated that there were no factors preventing them from separating recyclables from general waste. Of the reported barriers, the most significant was related to uncertainty of what can and cannot be recycled in their recycling bin, followed by their recycling bin being full before collection. These barriers must be considered during the development of future educational materials and messaging.

Considering the GO green lid bin service, more respondents stated that there were no factors that prevented them from using the service. Only a negligible percentage of respondents indicated that their bin being full prior to collection was a factor that prevented them from using the service. However, 10% of residents (43 respondents) said that their green lid bin was overflowing prior to collection. It is anticipated that the discrepancy between these reported results may be impacted by seasonal influence and may not be a factor outside 'slower growth' seasons.

### **3.3. Knowledge**

The first question in section 2.5. that asked respondents to indicate where they most commonly disposed of particular items provided an insight into their source separation knowledge. However, these disposal behaviours may also be influenced by the availability of a convenient service. The high proportion of respondents that indicated that they disposed of 'batteries' and 'fluoro light globes and tubes' in the general waste bin may be a combination of a belief that this is an acceptable disposal method and an unwillingness to spend the additional time and effort required to dispose of these at the Canada Bay Recycling Centre or via participating battery recycling stores.

The frequently reported disposal of 'Batteries' and 'Fluoro light globes and tubes' in general waste is of significant concern, due to the safety and environmental hazards presented. The launch of Australia's first national battery recycling program (B-cycle) in February 2022 has made the process of battery recycling more accessible and convenient than ever, with drop-off points in popular supermarkets and retailers such as Woolworths, Bunnings, ALDI and Officeworks, with Coles to be included in the coming months. Council may wish to consider developing targeted communications around the accepted battery types (which includes alkaline and lithium rechargeable

batteries, power tool, e-bike and camera batteries in addition to normal household batteries that were accepted at ALDI and Officeworks stores prior to the launch of B-cycle), as well as easily accessible drop-off locations.

Considering the responses to recycling participation questions, a majority of survey respondents indicated that they participate in recycling; present their recycling loosely; and have an internal source of separation system. However, surveys can only provide commentary on ‘self-identified’ behaviours from respondents that have agreed to participate in the survey, likely based on the topic heading. As a result, the assessment of behaviours drawn from survey responses is not as reliable as field observation. An audit of kerbside recycling undertaken in Burwood in 2019 revealed a 32% contamination rate, with bagged recyclables (9% of recycling stream) as the most prevalent contaminant type. This indicates that a positive survey response should not exclude continued consideration of loose presentation of recycling as a focus area in future behavioural change interventions. The difference between ‘actual’ and ‘perceived’ behaviours may require careful consideration, as attempts to change a behaviour that residents are unwilling to admit or unable to identify within their behaviour is not likely to be without its challenges.

‘Packaging containing food and drink leftovers’ and ‘coffee cups’ were the most frequently reported as incorrectly placed in recycling bins and consideration of these items should be included in future behaviour change interventions.

‘Fruit and vegetable scraps’, ‘Magazines and glossy leaflets’ and ‘Steel cans’, followed closely by ‘Shampoo and detergent bottles’, were the most frequently reported as lost to the general waste stream and consideration should be given to these items in future behaviour change interventions.

When considering the combined results sample numbers provided in section 2.5., it is evident that a number of respondents chose to skip the questions regarding several waste materials. The lowest sample numbers ( $\leq 427$ ) are provided in Table 17. The opportunity to provide the answer ‘Don’t have any/ N/A’ exists, and so it is possible that these materials were skipped as a result of low confidence i.e. respondents were unsure of where they should be correctly disposing these items and so chose not to provide a response for them. These materials could be the subject of future education programs, to allow residents to feel confident that they are choosing the correct disposal method.

**Table 17. Lower material sample numbers**

Material	Sample size
Glass bottles & jars	427
Wood/timber	427
Bagged waste items	426
Batteries	426
Garden hose	426
Nappies	426
Plastic bags	426
E-Waste	425
Fluoro light globes and tubes	425
Plant pots	425
Polystyrene foam	425

Material	Sample size
Scrap steel	425
Pet droppings	424

### 3.4. Satisfaction

The level of satisfaction with the waste collection services and facilities was demonstrated to be positive. The majority of respondents indicated that they were ‘Completely satisfied’ or ‘Satisfied’ with these services, with 4% of respondents indicating a level of dissatisfaction. A high percentage of survey responses indicated satisfaction with the level of information provided by Council, although just over one-fifth did not.

These outcomes suggest that the public is likely to be receptive to waste-related engagement programs and that there may even be potential appetite. Overall, the most popular avenues for receiving information were via mail outs to all residents, flyers in rates notices, and Council’s website also rating more highly than most. Therefore, these are the most highly recommended avenues for the deployment of future behaviour change engagement programs in the Burwood LGA. The next most popular options were waste brochures, social media posts and bin stickers and information fridge magnets, and so Council may wish to give consideration to these mechanisms also.

While satisfaction with Council’s waste service and facilities was positive overall, many of the responses and additional comments suggest that further information and education would be beneficial and well-received by the community. Ongoing, relevant, and consistent education and community engagement is likely to improve knowledge and understanding regarding preferred waste generation and disposal behaviours and, in turn, help to minimise contamination incidences, improve rates of resource recovery, and maximise opportunities for landfill diversion.



## 4.0. Appendix

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### Appendix 1. Full List of Survey Questions

#### Introductory/background

1. Are you a permanent resident of this household?
  - Yes
  - No *[If No, try to arrange a call back with resident]*
  
2. Do you live in a single-unit dwelling (house) or multi-unit dwelling e.g. unit/apartment/flat?
  - Single-unit dwelling **(go to question 5)**
  - Multi-unit dwelling (e.g. townhouse or apartment)
  
3. Which of the following waste bins do you have access to at your residence?
  - General waste bin (red lid)
  - Recycling bin (yellow lid)
  - Green waste (green lid)
  - Unsure
  
4. Are these bins shared or for your own personal use? **(go to question 6)**
  - Shared
  - Personal use
  - Unsure
  
5. Which of the following Council provided waste services do you have at your residence?
  - General waste bin (red lid)
  - Recycling bin (yellow lid)
  - Green waste (green lid)
  - Unsure

6. Approximately how full are your bins when you present them to the kerbside for collection?

How full are your bins?	Garbage bin (red lid)	Recycling bin (yellow lid)	Green waste bin (green lid)
<25% full			
26 - 50% full			
51% - 75% full			
76% full - 100% full			
Overflowing			
Unsure/ someone else puts the bins out			
I don't have this bin			

### Waste management behaviours – recycling

7. Does your household use the yellow lid recycling bin?

- Yes
- No (**go to question 11**)

8. How often do you put your yellow lid recycling bin out on the kerbside to be emptied?

- Fortnightly
- Monthly
- Every couple of months
- Once every 6 months
- Hardly ever
- Other: \_\_\_\_\_

9. How do you separate your recyclable material from your general waste?

- I have a separate bin for recyclables in the kitchen
- I store them on the kitchen bench before taking them to the recycling bin
- I have a separate bin for recyclables in some/most rooms
- I reuse most materials for craft projects or other uses
- I take my waste out mixed, and then separate the general waste from the recycling where my kerbside bins are stored
- I put my recyclables into a plastic bag and then place them into the recycling bin
- I put my recyclables into a plastic bag and then empty them out loose into the recycling bin
- Other: \_\_\_\_\_

10. Who usually sorts and separates the recyclable materials in your household?

- Adult female (18 and over)
- Adult male (18 and over)

- Adolescent (13 – 18 years)
- Children (5 – 13 years)
- Everyone in the household

11. What factor(s) prevent/might prevent you from separating recyclable material from your general waste?

- No factors prevent me from separating my recyclable waste
- Separating the recyclables is time-consuming/not convenient
- I am unsure of what can and cannot be recycled in my recycling bin
- My recycling bin gets full before service day
- I do not believe that there is a benefit from recycling
- I doubt that the material is recycled
- I do not believe that recycling is cost-effective
- Other: \_\_\_\_\_

### Waste management behaviours – organics

12. Does your household use the green waste bin?

- Yes
- No (**go to question 15**)

13. How often do you put your green waste bin out on the kerbside to be emptied?

- Fortnightly
- Monthly
- Every couple of months
- Once every 6 months
- Hardly ever

14. What factor(s) prevent/ might prevent you from using your green waste bin?

- No factors prevent me from separating my green waste
- I use a home composting system
- Separating green waste material is not convenient
- Separating green waste material takes too much time
- I am unsure of what materials can and cannot be placed into my green waste bin
- My green waste bin gets full before service day
- I do not believe that there is a benefit from diverting green waste materials from landfill
- I doubt that the material is composted
- Other: \_\_\_\_\_

15. Does your household separate food scraps from your general waste?

- Always
- Sometimes
- Never

16. How do you most commonly dispose of food scraps? (**Unprompted**)

- Red-lid general waste bin
- Yellow-lid recycling bin
- Green-lid green waste bin
- Compost bin / pile or worm farm
- Pets / animals e.g. dogs / chickens
- Other: \_\_\_\_\_

If Council's green-lid bin accepted **all** food scraps in addition to green waste, how likely would you be to use this bin for both food scraps and green waste?

- Highly likely
- Likely
- Neutral/ unsure
- Unlikely
- Very unlikely

Comment: \_\_\_\_\_

17. Currently, Burwood's 3-bin service costs residents \$8.30 per week. How much extra would you be willing to pay to upgrade the current green lid green waste bin to a full food scraps and green waste service?

- Not willing to pay more
- Less than \$2 per week
- \$2-3 more per week
- \$3-5 more per week

### Waste management knowledge

18. Where would you most commonly place the following waste materials?

*[Participants can select more than one option per item]*

	Garbage bin (red lid)	Recycling bin (yellow lid)	Green waste bin (green lid)	Return & Earn (Drink container drop off points)	Other e.g. compost bin, CRC (Community Recycling Centre), waste facility	Don't have any/ N/A
Aluminium cans						
Bagged waste items						
Batteries						
Cardboard						
Clothing & shoes (old/worn out)						
Coffee cups (takeaway)						
Dead flowers/ leaves, weeds						

**ITEM NUMBER 36/23 - ATTACHMENT 1**

**Attachment 1 Pre FOGO Trial Community Survey Report 2021-22**

*FOGO Trial – Community Waste Survey Report  
Burwood Council*

	<b>Garbage bin (red lid)</b>	<b>Recycling bin (yellow lid)</b>	<b>Green waste bin (green lid)</b>	<b>Return &amp; Earn (Drink container drop off points)</b>	<b>Other e.g. compost bin, CRC (Community Recycling Centre), waste facility</b>	<b>Don't have any/ N/A</b>
E-waste e.g. laptops, phones						
Fluorescent light tubes/ globes						
Packing containing food and drink leftovers: bottles, plastic takeaway containers						
Fruit & veg scraps						
Garden hose						
Glass bottles & jars						
Lawn/grass clippings						
Magazines and glossy leaflets						
Milk bottles						
Nappies						
Newspapers						
Pet droppings/waste						
Plant pots						
Plastic bags						
Plate scrapings/ leftovers						
Polystyrene foam						
Scrap steel						
Shampoo & detergent bottles						
Shredded paper						
Soft drink bottles						
Steel cans						
Plastic takeaway containers						
Wood/ timber						

Comment: \_\_\_\_\_

19. How would you rate your understanding of what happens to the waste materials from each bin after collection?

	Garbage bin (red lid)	Recycling bin (yellow lid)	Green waste bin (green lid)
Poor - I have no/little idea what happens to the waste materials			
Ok - I have some idea of what happens to the waste materials			
Good - I understand what happens to the waste materials			

Comment: \_\_\_\_\_

### Waste service satisfaction

20. Do you feel you receive enough information about waste services in your Council area?

- Yes
- No
- Unsure

Comment: \_\_\_\_\_

21. How would you prefer to receive information about Council’s waste facilities and Council’s waste collection services?

- Council website
- Council information line
- Community information sessions
- Waste brochure
- Library displays
- Internet
- Local newspaper articles/ advertisements
- Mail outs to all residents
- Social media posts
- Flyer/information in rates notice
- Shopping centre displays
- Radio advertisements
- Information fridge magnets
- Council events
- Bin stickers
- Other (specify): \_\_\_\_\_

22. Overall, how satisfied are you with Council's waste collection system and waste services and facilities?

- Completely satisfied
- Satisfied
- Neither satisfied nor dissatisfied
- Dissatisfied
- Completely dissatisfied

Comment: \_\_\_\_\_

### Demographic questions

23. Gender

- Male
- Female
- Non-binary
- Prefer not to say

24. Age group

- 25 and under
- 26-35
- 36-45
- 46-55
- 56-65
- 66 and over
- Prefer not to say

25. What suburb do you live in?

- \_\_\_\_\_
- Prefer not to say

26. Please describe your household

- Single
- Couple
- Family unit 1-2 children
- Family unit 3+ children
- Household shared by unrelated people
- Prefer not to say

*Thank you for taking the time to support improved waste and recycling in the Burwood Local Government Area*

<END SURVEY>



**Burwood Council**

**FOGO Trial Kerbside Waste Audit Report**

*Final*

*March 2023*





## Project Undertaken by



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## Disclaimer

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Information, statements and recommendations implied or stated in this report are limited to the nature and scope of the project and do not constitute legal advice.

## Acknowledgments

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## Executive Summary

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*In February 2022, Burwood Council commenced a Food Organics Garden Organics (FOGO) trial targeting 660 properties with a Wednesday kerbside collection service. All properties within the FOGO trial area were encouraged to utilise their existing Garden Organics (GO) bin for both food and garden waste with FOGO bins being collected on a weekly (rather than fortnightly) basis. The residual waste bin remained a weekly service and the recycling bin serviced fortnightly as normal.*

*The aim of the assessment was to determine the composition of the materials generated and presented by individual households to the Residual and FOGO Domestic Kerbside Waste Streams, with a particular interest in the following:*

- The proportion of food disposed in the FOGO stream*
- Contamination in the FOGO stream*
- Material composition (Residual and FOGO streams)*
- Resource loss within the Residual stream*
- Estimation of resource recovery rates*

*Food/kitchen waste was the largest contributing category to the Residual Waste stream, representing 22.83% of the stream. Non-recyclable paper (15.16%) and containerised food/kitchen (13.82%) were the next highest contributing categories by mass.*

*With regards to the generation rate, low food-diversion households recorded a greater amount of waste in the residual waste bins than high food-diversion households (12.27kg/container/week and 11.73kg/container/week, respectively), potentially owing to organic waste being presented instead to the FOGO stream.*

*The majority of the FOGO stream was made up of garden waste (89.45%), with a smaller proportion comprised of loose food waste (3.23%). A small amount of containerised food waste (0.19%) was observed, as well as minor amounts of residual and recyclable wastes. Overall, 92.69% of the stream was recorded as FOGO material, with the remainder (7.31%) considered to be contamination.*

*Loose food waste made up a significant proportion (14.98%) of high food-diversion households' FOGO bins. The proportion of 'Garden waste' was observed to be substantially higher in low food-diversion households than in high food-diversion households, and 'Food/kitchen' was only present in high food-diversion households.*

*At present, just 18% of the total food waste from the 50 audited households within the FOGO trial area is ending up in the FOGO stream. 23% of the residual waste stream in audited households was food waste and a further 14% was containerised food.*

*It is clear that barriers to FOGO service acceptance exist, especially for low food-diversion households, and these must be identified and addressed through behaviour change research and targeted education if rates of food waste diversion from landfill are to improve. Ongoing, consistent and reiterated messaging is known to be an effective tool in influencing positive behaviour change. It is recommended that a targeted and strategic approach to community education and engagement be implemented if Council is considering continuing the service with the current trial households and / or extending the service throughout the LGA.*

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## 1.0. Introduction

EnviroCom Australia® (EnviroCom) is an experienced environmental consultancy specialising in research, education, and behaviour change. EnviroCom has provided waste auditing and assessment services to the public and private sectors since 1998.

In February 2022, Burwood Council (Council) commenced a Food Organics Garden Organics (FOGO) trial targeting 660 properties with a Wednesday collection service. All properties within the FOGO trial area were encouraged to utilise their existing Garden Organics (GO) bin for both food and garden waste with FOGO bins being collected on a weekly (rather than fortnightly) basis. The residual waste bin remained a weekly service and the recycling bin serviced fortnightly as normal.

The audit was designed to assess the composition of the Domestic Kerbside Food Organics and Garden Organics (FOGO) and Residual Waste Streams in the Burwood Council (Council) FOGO trial area.

### 1.1. Aims

The aim of the assessment was to determine the composition of the materials generated and presented by individual households within the trial area to the Residual and FOGO Domestic Kerbside Waste Streams, with a particular interest in the following:

- The proportion of food disposed in the FOGO stream
- Contamination in the FOGO stream
- Material composition (Residual and FOGO streams)
- Resource loss within the Residual stream
- Estimation of resource recovery rates

### 1.2. Terminology

Waste management has developed unique terminology. In this study, terminology used reflects that provided in AS/NZS 3831:1998 Waste Management - Glossary of Terms. In addition, specific terms of interest are described below.

**Domestic Kerbside Residual Waste Stream** – those materials presented for collection in the Garbage mobile garbage bin (MGB) (Red Lid).

**Domestic Kerbside FOGO Stream** – the materials presented for collection in the Food Organics Garden Organics (FOGO) MGB (green lid).

**Contamination Rate** – refers to the proportion of non-acceptable materials observed in a recovery stream. It is calculated as follows:

$$CR = \frac{[\sum C_r]}{[\sum T_r]} \times 100$$

When

$CR$  = Contamination Rate  
 $C_r$  = Non-acceptable resources presented to a recovery stream  
 $T_r$  = All materials presented to the recovery stream

**Resource Loss Rate** - is the proportion of potentially divertible resources presented to an incorrect stream. It is calculated as follows:

$$RLR = \frac{[\sum R_g]}{[\sum T_g]} \times 100$$

When  
**RLR** = Resource Loss Rate  
**R<sub>g</sub>** = Divertible resources presented to the incorrect stream  
**T<sub>g</sub>** = All materials presented to the stream

**Resource Recovery Rate** – is the proportion of divertible resources presented across all streams that have been presented to an appropriate recovery stream. It is calculated as follows:

$$RRR = \frac{[\sum D_r]}{[\sum T_g]} \times 100$$

When  
**RRR** = Resource Recovery Rate  
**D<sub>r</sub>** = Divertible resources presented to appropriate recovery stream  
**T<sub>g</sub>** = Total quantity of divertible resource presented across all Kerbside Streams

**Containerised Food/Beverage** – Food or beverages presented to the Domestic Kerbside FOGO Stream in their original, non-compostable packaging (i.e. bread in a bread bag, soft drink in a PET bottle). These items indicate a failure of the service user to properly separate organic waste from its packaging.

**Bagged/Encased FOGO** – FOGO materials presented to the Domestic Kerbside FOGO Stream inside a plastic garbage bag (or similar). These materials have been actively placed in a bag (rather than being left in their original container) prior to disposal, indicating different behaviours to Containerised Food/Beverage.

**Non-Target Compostable Material** – for the purposes of reporting, these material types were newspaper, magazine, corrugated cardboard (clean), package board (clean), and printing and writing paper. They are not considered to be contamination within the Domestic Kerbside FOGO Stream, however, it is preferred that these materials be presented to other existing diversion streams.

**Other fine material <25mm** – material that is less than 25mm in size is deemed not practically sortable material (consisting mainly of broken glass). Specially constructed screens are used to determine this material.

## 2.0. Methodology

During the period of the 11<sup>th</sup> to 19<sup>th</sup> January 2023 EnviroCom undertook an assessment of materials presented to households in the Burwood Council Domestic Kerbside Residual and FOGO Streams in selected FOGO trial areas.

The assessments were modelled on the method detailed in the *Guidelines for Conducting Household Kerbside Residual Waste, Recycling and Garden Organics Audits in NSW Local Government Areas*.

Samples were taken only where households presented both FOGO and Residual Waste for collection. These were undertaken across two (2) weeks.

- Wednesday 11<sup>th</sup> January: Badminton Street, Burwood Heights
- Wednesday 18<sup>th</sup> January: Claremont Road and Kelso Street, Burwood Heights

The assessment was carried out across the following dates and locations:

- Wednesday 11<sup>th</sup> and Thursday 12<sup>th</sup> January 2023, Veolia Banksmeadow Transfer Terminal
- Wednesday 18<sup>th</sup> and Thursday 19<sup>th</sup> January 2023, Veolia Banksmeadow Transfer Terminal

### 2.1. Sample sorting and classification

Materials were segregated and classified in accordance with the Australian Waste Database (AWD) Procedural Guidelines for Local Government. Table One lists the classifications of materials used for the Residual Waste and FOGO Waste Streams, used across all stream assessments and the acceptability of those materials in the FOGO stream. Materials were weighed and the mass recorded to 0.05kg, using suitably calibrated and serviced electronic scales.

**Table One. Material classification, Domestic Kerbside Residual Waste and FOGO Streams**

Material Type	Material	FOGO Acceptability
Paper	Newspaper	Recycling
	Magazine	Recycling
	Misc. packaging	Recycling
	Corrugated cardboard	Recycling
	Package board	Recycling
	CDS liquid paper containers	Recycling
	Liquid paper containers	Recycling
	Liquid paper containers - coffee cups	Residual
	Disposable paper product	Residual
	Printing & writing paper (incl. books)	Recycling
	Compostable disposable paper product	Potential FOGO
	Composite, mostly paper	Residual
	Nappies	Residual
Organic	Food/kitchen - undefined	FOGO
	Food/kitchen - fruit/vegetables/tea/coffee	FOGO
	Food/kitchen - fruit/vegetables/tea/coffee, containerised	Potential FOGO
	Food/kitchen - meat/bones/bread/pasta	FOGO
	Food/kitchen - meat/bones/bread/pasta, containerised	Potential FOGO
	Containerised liquids	Residual
	Garden	FOGO
	Garden - OVERSIZE	Potential FOGO
	Other putrescible	Residual
	Compostable Bag Liner	FOGO
Other Organic	Wood - furniture	Residual
	Wood - packaging, off cuts	Residual
	Wood - clean; no paint, glues, treatment	Residual
	Textile / rags	Residual

	Leather	Residual
	Rubber	Residual
	Rubber - tyres, tubes	Residual
	Oils - engine lubricating	Residual
	Oils - cooking oil	Residual
Glass	CDS packaging glass/containers	Recycling
	Packaging glass / containers	Recycling
	Glass fines	Recycling
	Misc / other glass - plate glass	Residual
	Other glass	Residual
Plastic	CDS 1 PET - package	Recycling
	1 PET - package	Recycling
	CDS 2 HDPE - package	Recycling
	2 HDPE - package	Recycling
	3 PVC - package	Recycling
	4 LDPE - package	Recycling
	5 Polypropylene - package	Recycling
	6 Polystyrene - rigid	Recycling
	6 Polystyrene - expanded	Residual
	Other plastic - foam	Residual
	Other plastic - film	Residual
	Other plastic	Residual
	Composite, mostly plastic	Residual
Ferrous	CDS steel packaging - cans	Recycling
	Steel packaging - cans	Recycling
	Other - aerosols, paint cans	Recycling
	Other - white goods	Residual
	Other appliances	Residual
	E-waste	Residual
	Other - ferrous	Residual
	Composite, mostly ferrous	Residual
	Other - specify	Residual
Non-Ferrous	CDS aluminium - cans	Recycling
	Aluminium - cans	Recycling
	Other packaging - foil	Recycling
	Composite, mostly non-ferrous	Residual
	Other - copper	Residual
	Other - non ferrous	Residual
	Composite, non aluminium	Residual
Household Hazardous	Paint	Residual
	Fluorescent globes	Residual
	Dry cell batteries	Residual
	Car batteries	Residual
	H'hold chemicals - pharmaceuticals	Residual
	H'hold chemicals - other	Residual
	Other special pathogenic, infectious	Residual
	Suspected asbestos containing materials	Residual
Other Inert	Ceramics	Residual
	Dust / dirt / rock / inert	Residual
	Bricks and concrete	Residual
	Ash	Residual
	Special - other inert building materials	Residual
	Other fine material <25mm	Residual

## 2.2. Project limitations

The Assessment is based on a snapshot methodology. This provides an overview of the waste generated within the region for the period of assessment. This method is limited in time (no seasonal variation) and duration (limited sample numbers). This assessment does not attempt to provide a discrete representation of the composition of examined waste streams, but rather provide indicative comment on the composition of waste observed during the assessment period.

### 3.0. Results

Over the course of a two-week period, 50 residual and 50 FOGO paired bin samples were taken from selected households within the FOGO trial area. The samples were hand-segregated using the method detailed in the Guidelines for Conducting Household Kerbside Residual Waste, Recycling and Garden Organics Audits in NSW Local Government Areas.

#### 3.1. Residual Waste stream

Table Two presents the aggregate composition of the Residual Waste stream.

**Table Two. Composition of Residual Waste stream (aggregated households)**

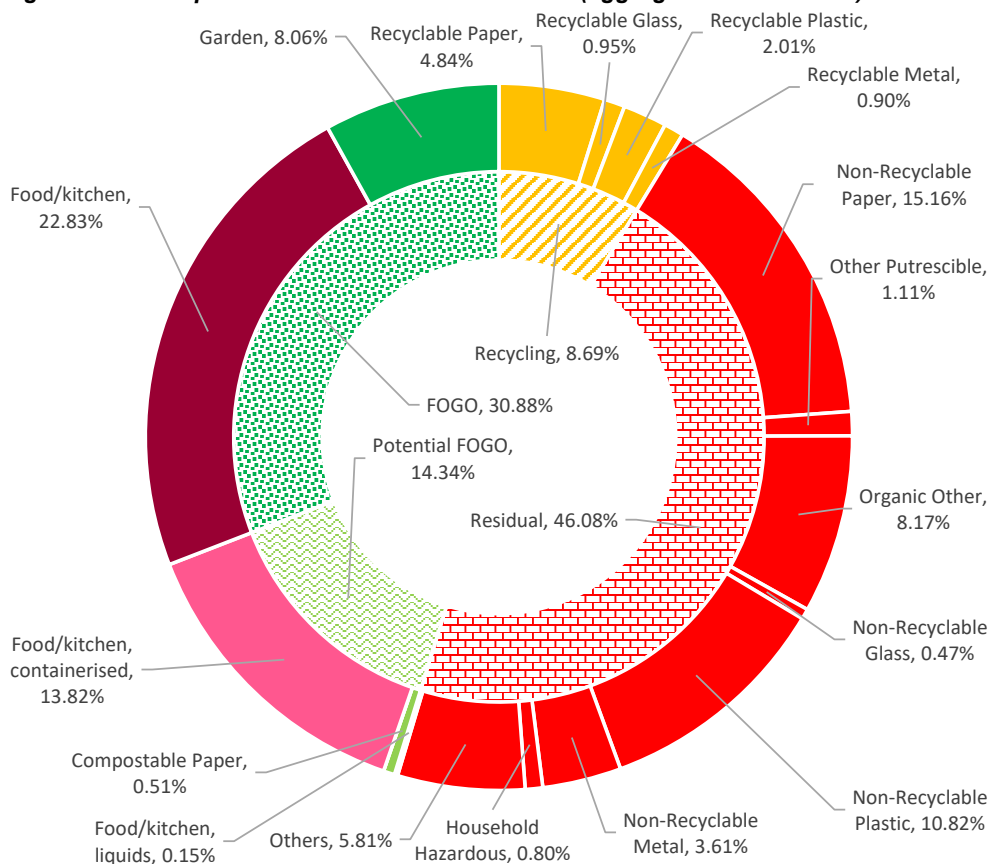
Material	Aggregate	kg/container/week
Newspaper	0.57%	0.07
Magazine	0.11%	0.01
Misc. packaging	0.60%	0.07
Corrugated cardboard	0.71%	0.08
Package board	2.09%	0.24
CDS liquid paper containers	0.04%	0.00
Liquid paper containers	0.14%	0.02
Liquid paper containers - coffee cups	0.08%	0.01
Disposable paper product	5.36%	0.62
Printing & writing paper (incl. books)	0.57%	0.07
Compostable disposable paper product	0.51%	0.06
Composite, mostly paper	0.23%	0.03
Nappies	9.48%	1.10
Food/kitchen - undefined	0.48%	0.06
Food/kitchen - fruit/vegetables/tea/coffee	14.41%	1.67
Food/kitchen - fruit/vegetables/tea/coffee, containerised	3.84%	0.45
Food/kitchen - meat/bones/bread/pasta	7.92%	0.92
Food/kitchen - meat/bones/bread/pasta, containerised	9.98%	1.16
Containerised liquids	0.15%	0.02
Garden	8.06%	0.93
Garden - OVERSIZE		
Other putrescible	1.11%	0.13
Compostable Bag Liner	0.02%	0.00
Wood - furniture	1.92%	0.22
Wood - packaging, off cuts	1.32%	0.15
Wood - clean; no paint, glues, treatment	0.00%	0.00
Textile / rags	3.22%	0.37
Leather		
Rubber	1.61%	0.19
Rubber - tyres, tubes		
Oils - engine lubricating	0.09%	0.01
Oils - cooking oil		
CDS packaging glass/containers	0.11%	0.01
Packaging glass / containers	0.84%	0.10
Glass fines		
Misc / other glass - plate glass	0.01%	0.00
Other glass	0.46%	0.05
CDS 1 PET - package	0.14%	0.02
1 PET - package	0.44%	0.05
CDS 2 HDPE - package	0.03%	0.00
2 HDPE - package	0.30%	0.03
3 PVC - package	0.01%	0.00
4 LDPE - package	0.00%	0.00
5 Polypropylene - package	1.04%	0.12
6 Polystyrene - rigid	0.05%	0.01
6 Polystyrene - expanded	0.36%	0.04
Other plastic - foam	0.63%	0.07
Other plastic - film	6.07%	0.70
Other plastic	2.61%	0.30
Composite, mostly plastic	1.14%	0.13
CDS steel packaging - cans		
Steel packaging - cans	0.33%	0.04
Other - aerosols, paint cans	0.03%	0.00
Other - white goods		



Other appliances	0.02%	0.00
E-waste	1.24%	0.14
Other - ferrous	0.96%	0.11
Composite, mostly ferrous	1.10%	0.13
Other - specify		
CDS aluminium - cans	0.04%	0.01
Aluminium - cans	0.09%	0.01
Other packaging - foil	0.42%	0.05
Composite, mostly non-ferrous	0.11%	0.01
Other - copper		
Other - non ferrous	0.17%	0.02
Composite, non aluminium		
Paint	0.01%	0.00
Fluorescent globes		
Dry cell batteries	0.04%	0.00
Car batteries		
H'hold chemicals - pharmaceuticals	0.47%	0.05
H'hold chemicals - other	0.23%	0.03
Other special pathogenic, infectious	0.04%	0.00
Suspected asbestos containing materials		
Ceramics	0.42%	0.05
Dust / dirt / rock / inert	4.22%	0.49
Bricks and concrete		
Ash	0.35%	0.04
Special - other inert building materials	0.04%	0.00
Other fine material <25mm	0.79%	0.09

Food/kitchen waste was the largest contributing category to the Residual Waste stream, representing 22.83% of the stream. Non-recyclable paper (15.16%) and containerised food/kitchen (13.82%) were the next highest contributing categories by mass (Figure One).

Figure One. Composition of residual waste stream (aggregated households)



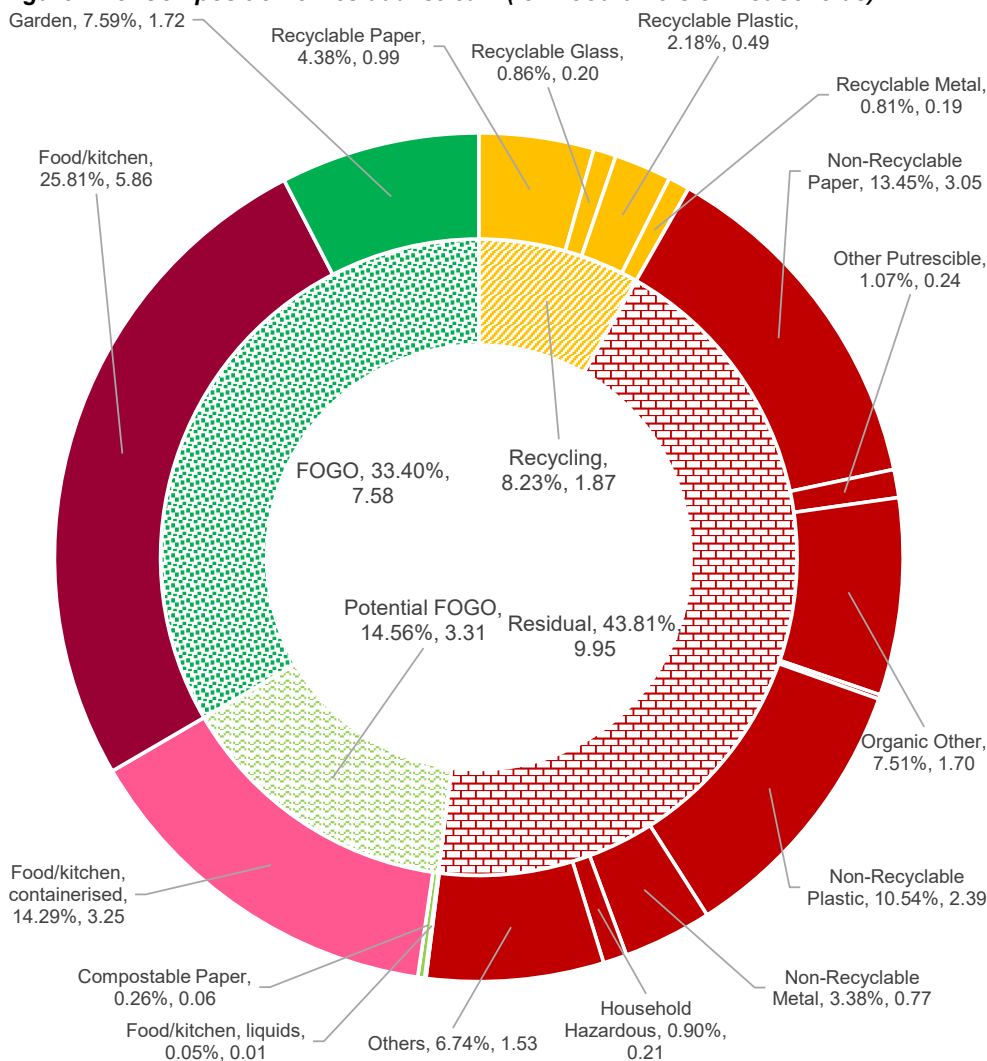
To consider the impact of behaviours, the data has been further analysed based on the recovery of food waste in the FOGO stream. Households which presented no food in the FOGO stream are considered low food-diversion households and any that did present food are labelled as high food-diversion households.

Figures Two and Three detail the composition of these two groups.

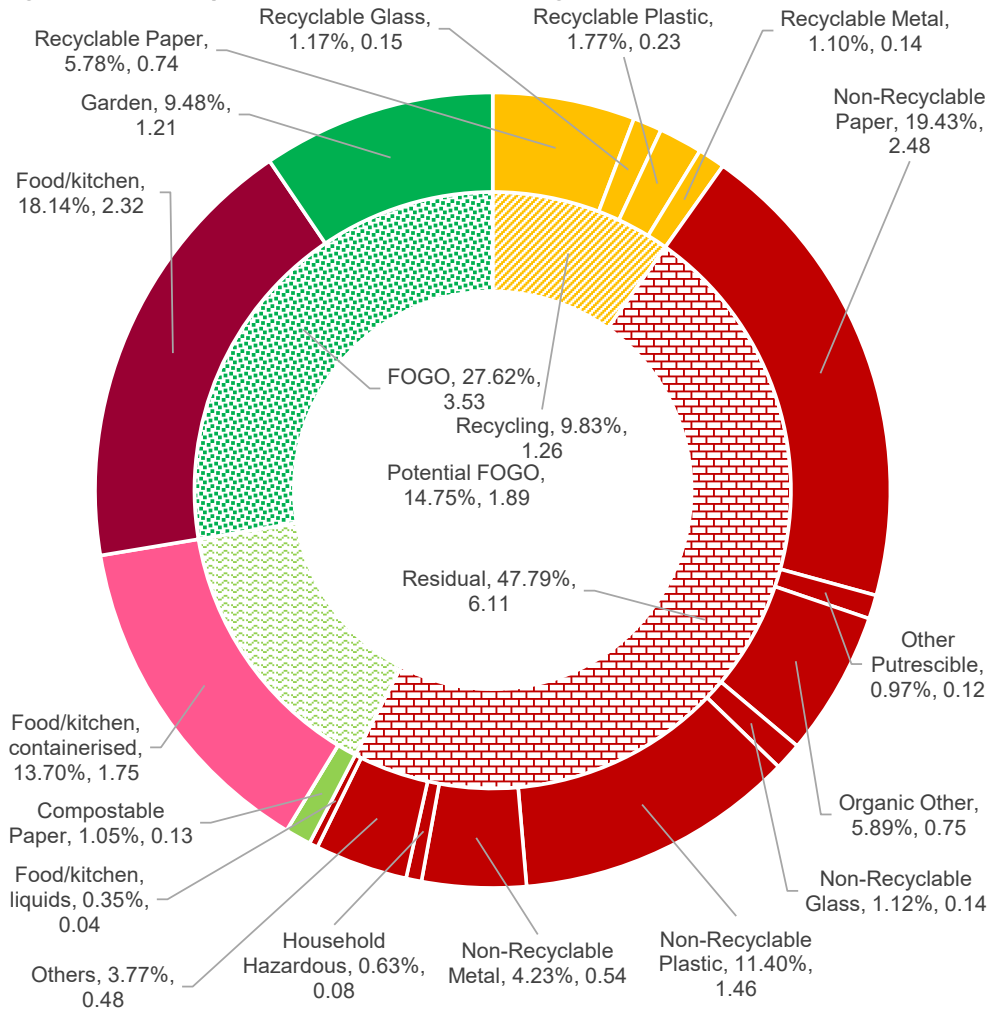
The low food-diversion households presented more food waste to the residual stream (both containerised and loose), while high food-diversion households presented more garden waste to the residual stream than low food-diversion households. The amount of recyclable waste disposed to the residual stream was greater in low food-diversion than high food-diversion households, with the majority in both groups made up of recyclable paper.

With regards to the generation rate, low food-diversion households recorded a greater amount of waste in the residual waste bins than high food-diversion households (12.27kg/container/week and 11.73kg/container/week, respectively), potentially owing to organic waste being presented instead to the FOGO stream.

**Figure Two. Composition of residual stream (low food-diversion households)**



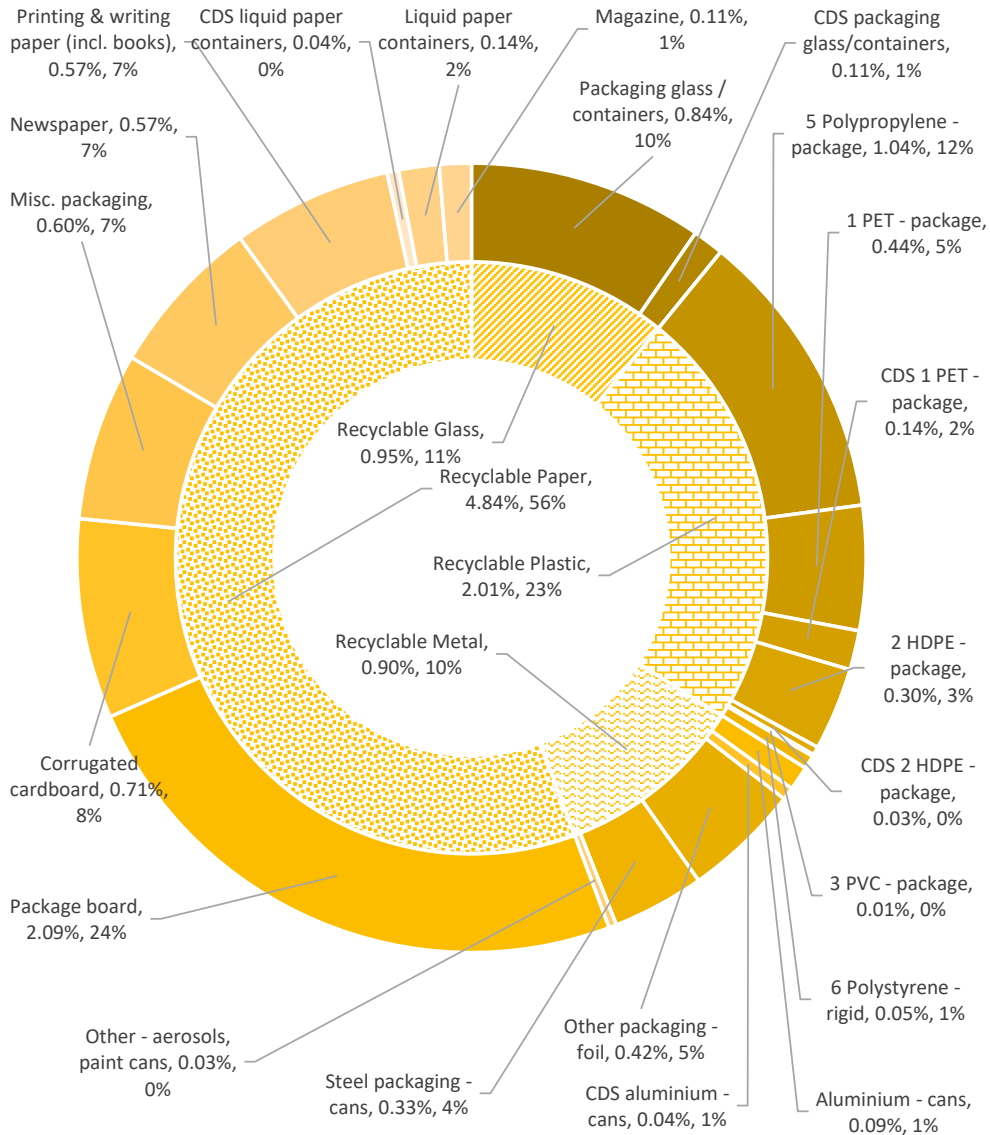
**Figure Three. Composition of residual stream (high food-diversion households)**



**3.1.1. Resource Loss**

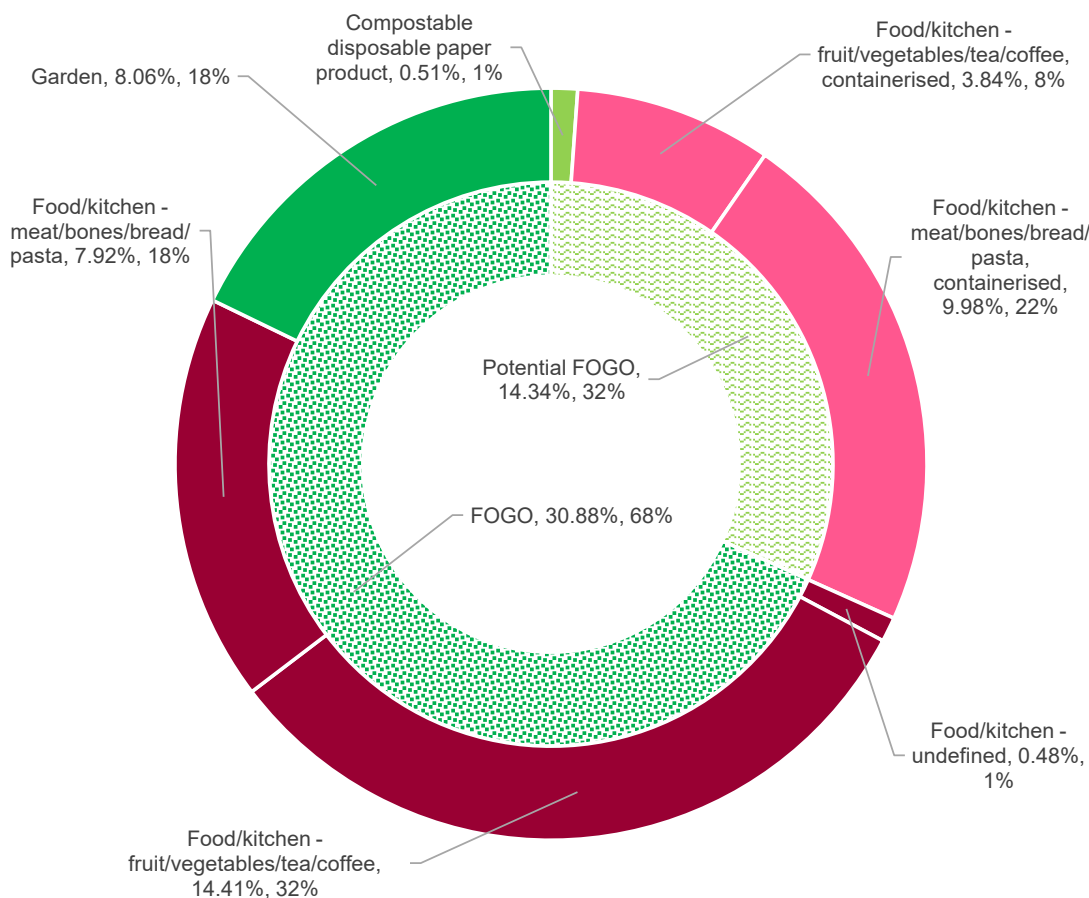
Resource loss refers to recyclable, FOGO-acceptable or potentially divertible materials presented to the residual waste stream. As seen in Figure Four, a large proportion of recyclable resource loss was comprised of recyclable paper, at 4.84% of the residual stream and 56% of recyclable resource loss, followed by recyclable plastic (2.01%, 23%). The most commonly observed category of recyclable resource loss was 'Package board' (2.09% of the residual stream and 24% of total recycling resource loss), followed by '5 Polypropylene – package' (1.04%, 12%) and 'Packaging glass/containers' (0.84%, 10%).

**Figure Four. Resource loss of recyclables (aggregated households) in the residual waste stream**



Displayed in Figure Five is the FOGO and potential FOGO resource loss recorded in the residual stream. The majority of the material was FOGO-accepted waste – ‘Food/kitchen – fruit/vegetables/tea/coffee’ (14.41% of the residual stream, 32% of FOGO resource loss), ‘Food/kitchen – meat/bones/bread/pasta’ (7.92%, 18%) and ‘Garden’ (8.06%, 18%), all of which could have been diverted if presented to the correct stream.

**Figure Five. Resource loss of FOGO-accepted and potential FOGO materials (aggregated households) in the residual waste stream**



### 3.2. FOGO stream

A full breakdown of the composition of the FOGO stream, all households combined, can be seen in Table Two.

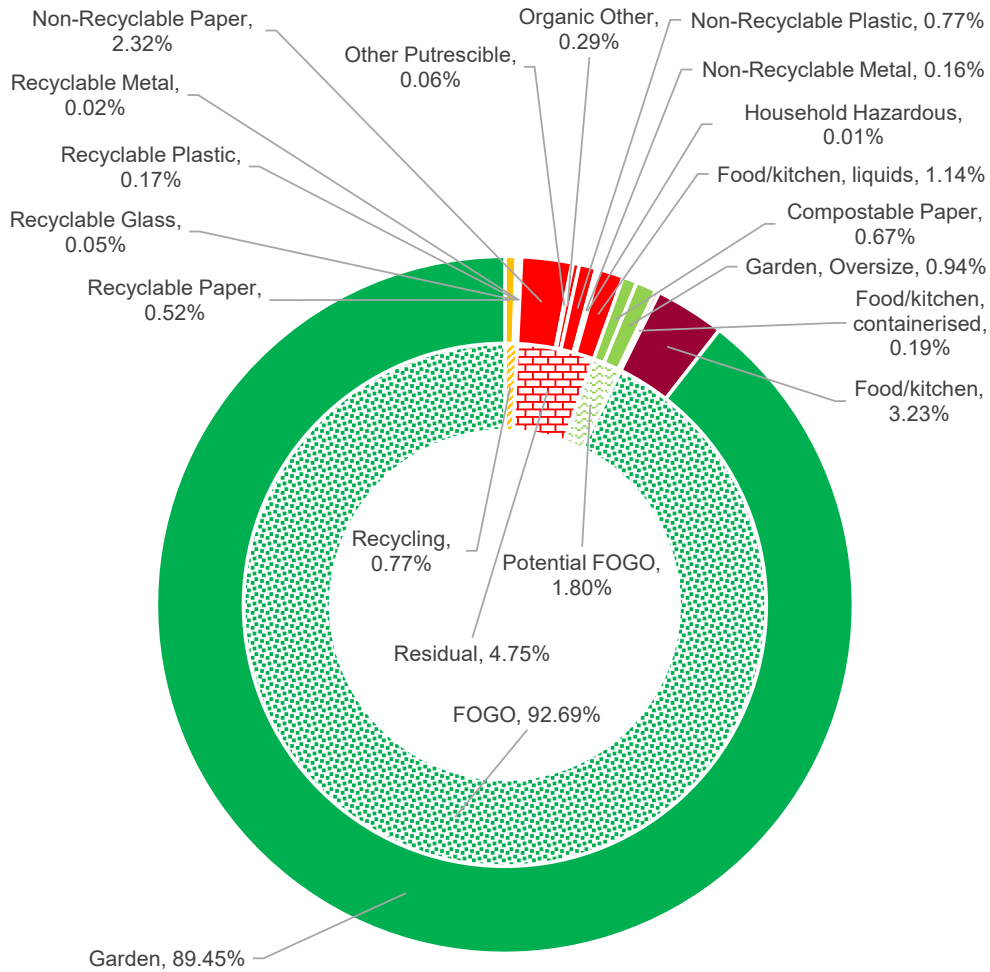
**Table Two. Composition of FOGO stream (aggregated households)**

Material	Proportion	kg/container/week
Newspaper	0.04%	0.01
Magazine		
Misc. packaging	0.03%	0.01
Corrugated cardboard	0.13%	0.03
Package board	0.30%	0.06
CDS liquid paper containers	0.00%	0.00
Liquid paper containers	0.01%	0.00
Liquid paper containers - coffee cups	0.01%	0.00
Disposable paper product	0.35%	0.07
Printing & writing paper (incl. books)		
Compostable disposable paper product	0.67%	0.13
Composite, mostly paper		
Nappies	1.96%	0.37
Food/kitchen - undefined	0.16%	0.03
Food/kitchen - fruit/vegetables/tea/coffee	1.89%	0.36
Food/kitchen - fruit/vegetables/tea/coffee, containerised	0.05%	0.01
Food/kitchen - meat/bones/bread/pasta	1.06%	0.20
Food/kitchen - meat/bones/bread/pasta, containerised	0.13%	0.03
Containerised liquids	1.14%	0.22

Garden	89.45%	16.97
Garden - OVERSIZE	0.94%	0.18
Other putrescible	0.06%	0.01
Compostable Bag Liner	0.13%	0.02
Wood - furniture		
Wood - packaging, off cuts	0.12%	0.02
Wood - clean; no paint, glues, treatment		
Textile / rags	0.02%	0.00
Leather		
Rubber	0.14%	0.03
Rubber - tyres, tubes		
Oils - engine lubricating		
Oils - cooking oil		
CDS packaging glass/containers	0.05%	0.01
Packaging glass / containers		
Glass fines		
Misc / other glass - plate glass		
Other glass		
CDS 1 PET - package	0.06%	0.01
1 PET - package	0.00%	0.00
CDS 2 HDPE - package		
2 HDPE - package	0.02%	0.00
3 PVC - package		
4 LDPE - package		
5 Polypropylene - package	0.09%	0.02
6 Polystyrene - rigid	0.00%	0.00
6 Polystyrene - expanded		
Other plastic - foam	0.03%	0.01
Other plastic - film	0.24%	0.05
Other plastic	0.00%	0.00
Composite, mostly plastic	0.50%	0.10
CDS steel packaging - cans		
Steel packaging - cans	0.00%	0.00
Other - aerosols, paint cans		
Other - white goods		
Other appliances		
E-waste	0.00%	0.00
Other - ferrous	0.15%	0.03
Composite, mostly ferrous	0.01%	0.00
Other - specify		
CDS aluminium - cans	0.00%	0.00
Aluminium - cans		
Other packaging - foil	0.01%	0.00
Composite, mostly non-ferrous		
Other - copper		
Other - non ferrous		
Composite, non aluminium		
Paint		
Fluorescent globes		
Dry cell batteries		
Car batteries		
H'hold chemicals - pharmaceuticals		
H'hold chemicals - other	0.01%	0.00
Other special pathogenic, infectious		
Suspected asbestos containing materials		
Ceramics		
Dust / dirt / rock / inert		
Bricks and concrete		
Ash		
Special - other inert building materials		
Other fine material <25mm		

As shown in Figure Six, the majority of the FOGO stream was made up of garden waste (89.45%), with a smaller proportion comprised of loose food waste (3.23%). A small amount of containerised food waste (0.19%) was observed, as well as minor amounts of residual and recyclable wastes. Overall, 92.69% of the stream was recorded as FOGO material, with the remainder (7.31%) considered to be contamination. A roll of 150 compostable liners were provided to each household in the trial area, to be used to capture food waste with additional liners available on request from Council. For this reason, the liners have been categorised as 'Food/kitchen' in Figure Six.

**Figure Six. Composition of FOGO stream (aggregated households)**



As shown in Figures Seven and Eight, loose food waste made up a significant proportion (14.98%) of high food-diversion households' FOGO bins, but this group's FOGO bins also presented containerised food to the stream, which low food-diversion households did not. Contamination was considerably higher in high food-diversion households than in low food-diversion households (29.06% and 1.41% respectively), due to high food-diversion households presenting more residual and recyclable waste to the FOGO stream, and low food-diversion households presenting almost exclusively garden waste to the stream.

The proportion of 'Garden waste' was observed to be substantially higher in low food-diversion households than in high food-diversion households, and 'Food/kitchen' was only present in high food-diversion households. Overall, high food-diversion households were calculated to present a greater proportion, but a lesser mass, of FOGO-acceptable materials to the FOGO bin than low food-diversion households.

Figure Seven. Composition of FOGO stream (low food-diversion households)

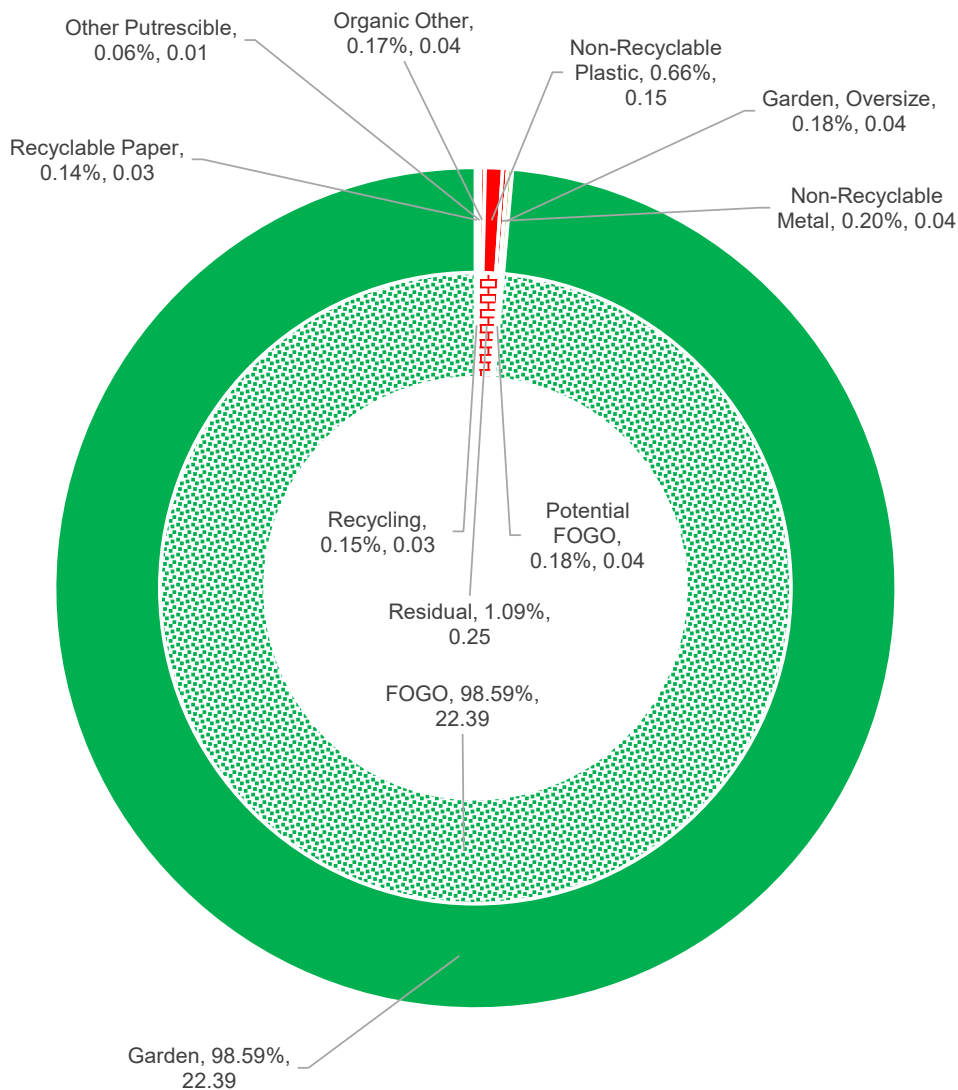
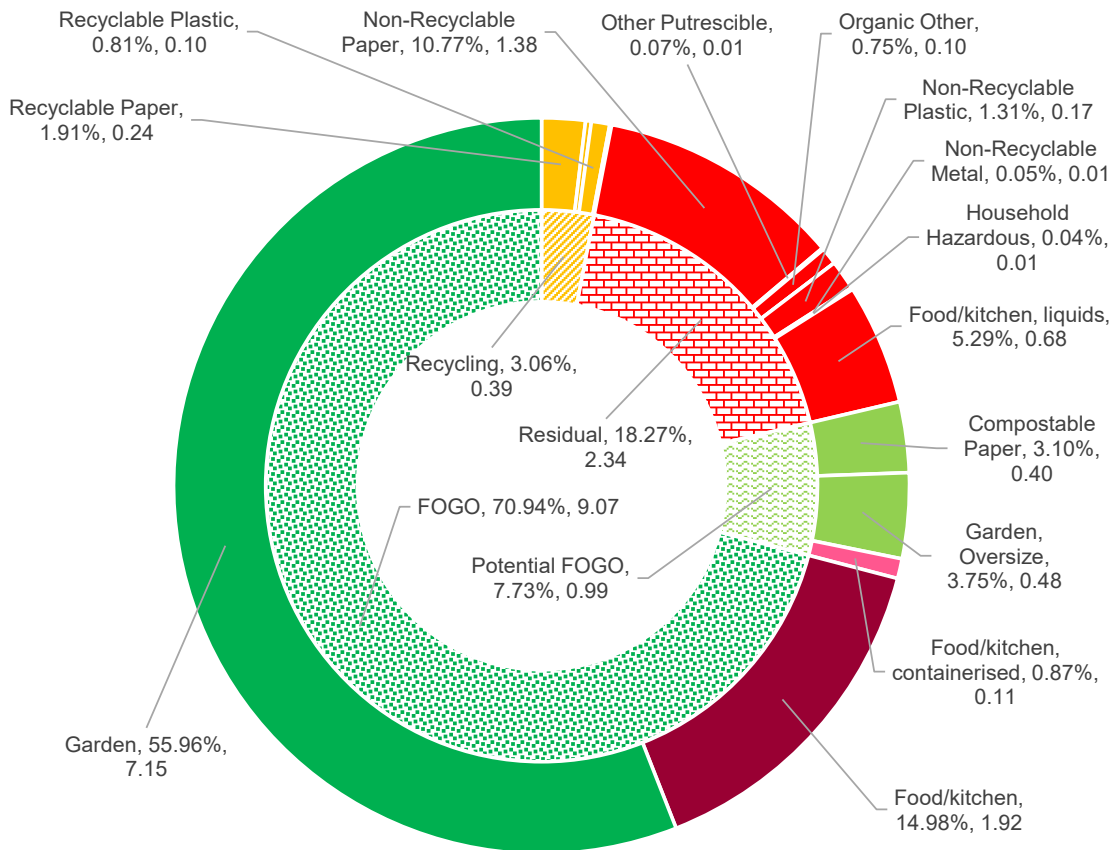




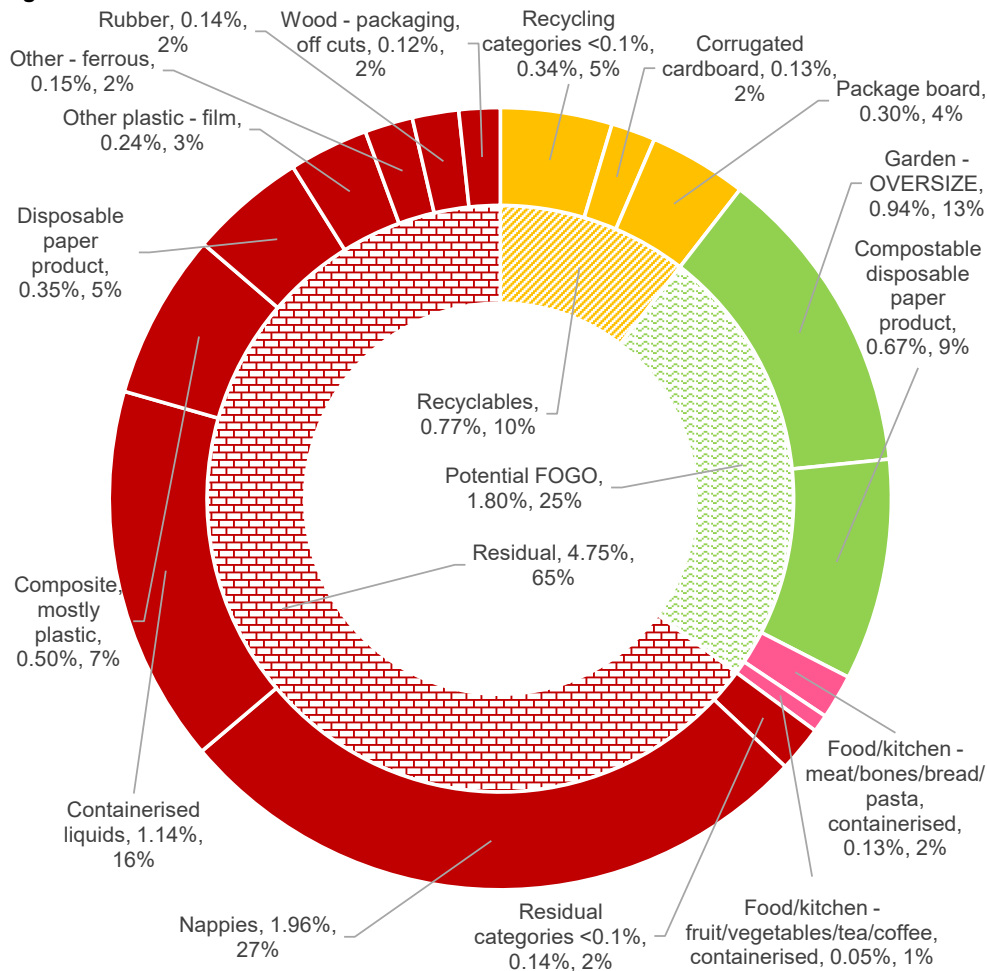
Figure Eight. Composition of FOGO stream (high food-diversion households)



3.2.2. Contamination

Contamination in the FOGO stream was categorised as any waste materials which were not accepted in the FOGO service, and split into three broader types – Residual, Potential FOGO, and Recyclables (Figure Nine). The majority of contamination was classified as Residual waste, including ‘Nappies’ (1.96% of the FOGO stream and 27% of contamination) and ‘Containerised liquids’ (1.14% of the FOGO stream and 16% of contamination), with ‘Garden – oversize’ recorded as the third-most common contaminant material (0.94% of the FOGO stream and 13% of contamination). The Potential FOGO materials made up 25% of contamination, and Recyclables the smallest proportion at 10% of total FOGO contamination.

**Figure Nine. Contamination in the FOGO stream**



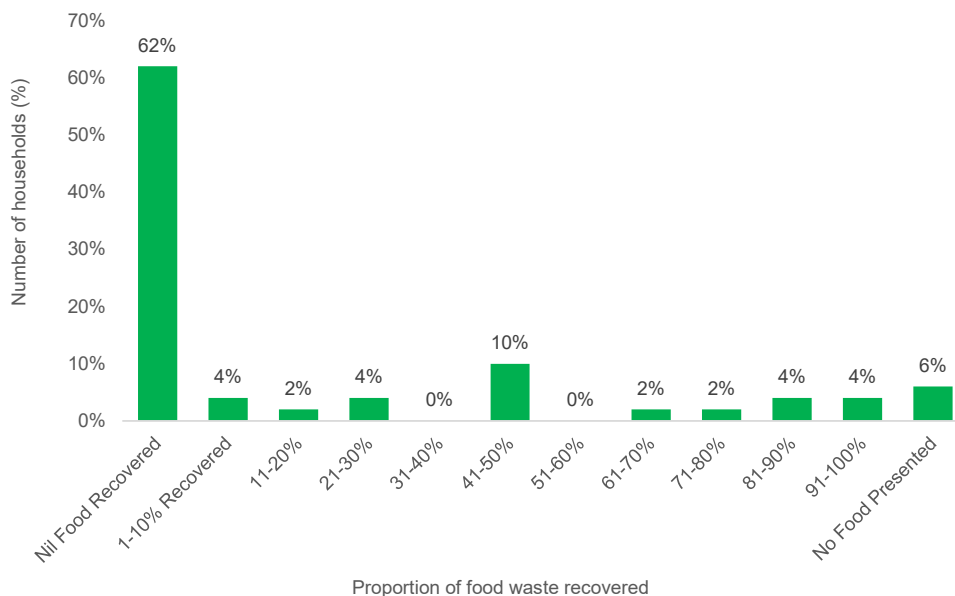
**3.3. Food waste**

Sixteen households were considered 'high food-diversion households', having been recorded as diverting some quantity (greater than 0%) of the household's food waste from landfill into the FOGO service. Low food-diversion households (31 households) diverted none of their household's food waste into the FOGO bin.

Three households presented no food waste to either the Residual or FOGO stream, implying that alternative food diversion methods may be in place, e.g. Backyard compost, worm farm and/or other pets.

The overall rate of food waste recovery for all households combined was 18.22%. From Figure Ten, it appears that the majority of food waste was recovered by a small number of households in varying degrees.

**Figure Ten. Food waste recovered via FOGO service across trial participants**



### 3.4. Resource Recovery Rates

The resource recovery rate of acceptable FOGO materials is displayed in Table Three. Garden waste recorded a high recovery rate (94.79%), whereas the resource recovery rates for food waste was only 18.22%. The majority of food waste is being incorrectly presented to the Residual stream and lost to landfill (81.78%).

**Table Three. Resource Recovery Rate of FOGO materials**

FOGO Materials		FOGO (kg)	Residual (kg)
Food Waste	18.22%	29.45	132.16
<i>Undefined</i>	34.74%	1.48	2.78
<i>Fruit/veg</i>	17.70%	17.95	83.47
<i>Meat/bread</i>	17.92%	10.02	45.91
Garden	94.79%	848.27	46.67
<b>FOGO Total</b>	<b>83.07%</b>	<b>877.72</b>	<b>178.83</b>

### 3.5. Comparison between low food-diversion and high food-diversion households

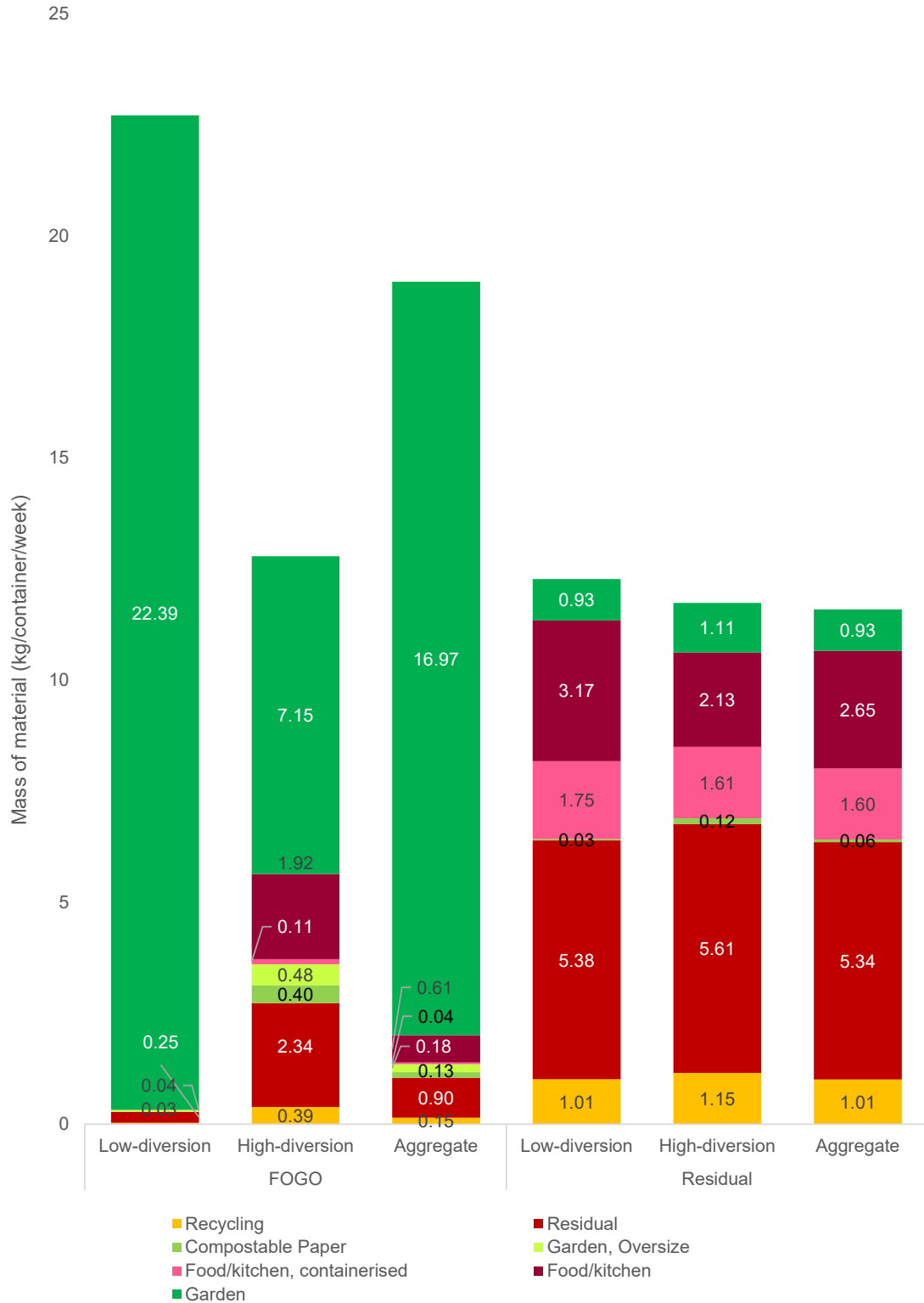
The mass of materials in the broad categories of waste types for the FOGO and Residual streams, calculated for low food-diversion and high food-diversion households as well as an aggregate, is used to highlight comparisons between groups.

From Figure Eleven, comparisons can be drawn between low food-diversion and high food-diversion households with regards to the disposal of organic waste. Low food-diversion households did not dispose of any loose or containerised food waste into the FOGO stream, and instead used their FOGO bins almost exclusively for garden waste. A small amount of contamination was recorded in the form of residual waste, ‘Garden – oversize’ and recyclable paper.

In contrast, food waste made up a sizeable proportion of the FOGO bin for high food-diversion households – mainly loose food waste as well as a minor amount of containerised food. Garden waste was present to a lesser degree in these households, and contamination included 'Garden – oversize' and recyclable wastes, as well as a substantial amount of residual waste. A large part of the contamination was contributed by one household, which recorded 18.4kg of nappies in their FOGO bin alone, along with various other residual and recyclable wastes.

In the Residual stream, more residual and recyclable waste was produced by high food-diversion households, as well as a larger amount of garden waste. This could be due to a household's FOGO bin reaching capacity and the overflow being disposed of in the Residual stream.

Figure Eleven. Composition of FOGO and Residual streams for low food-diversion, high food-diversion and aggregated households (kg/container/week)



## 4.0. Discussion

The results of the FOGO Trial Kerbside Waste Audit in Burwood indicate that while a significant proportion of garden waste is continuing to be correctly presented to the FOGO stream, there remains room for improvement when it comes to the diversion of food waste into the green lid kerbside bin. The audit results suggests that a majority of residents within the trial area, almost 12-months after service implementation, are continuing to regard the service primarily as a GO rather than a FOGO service, and especially those residents identified as 'low food-diversion households'.

### 4.1. Trial scale to full roll-out

When considering the scaling of the FOGO trial to a full roll-out across the LGA, the trial can be seen as representative of the anticipated results. Presently, the FOGO processor is handling around 7200kg of FOGO material per week from the 50 audited households alone (based on volumetric audit data), approximately 7% of which was contamination. According to 2021 Census data, there are 6041 households in the Burwood LGA, just 50 of which had their FOGO and Residual waste bins included in the audit. To scale up the trial from 50 to all 6041 Burwood households would result in the generation of almost 873 tonnes per week of FOGO material, over 61 tonnes of which would be contamination, based on the results of the trial.

	Audited trial households	LGA (predicted)
Number of households	50	6041
FOGO material generated	7.2 tonnes	872.8 tonnes
FOGO contamination	5 tonnes	6.1 tonnes
Residual waste generation	4.8 tonnes	575.6 tonnes

This information may be useful to consider, as the FOGO processor should ensure that adequate measures are in place to capture, measure and separate any contaminated FOGO material to result in the highest quality compost product.

### 4.2. Community food waste disposal behaviours

The FOGO trial audit results provide an insight into community food waste disposal behaviours and separating residents into 'high food diversion households' and 'low food diversion households' gives further understanding of the potential challenges and barriers in regard to food waste segregation and diversion encountered by residents in the trial area.

Within the trial group, 31 households presented all of their loose food waste to the residual stream (low food-diversion households). Of these 31 households, sixteen also presented residual bins at full capacity. By changing source separation behaviours within the household and encouraging the diversion of food waste from the residual waste stream to the FOGO stream would likely free up space in the residual waste bin and potentially help to eliminate capacity issues.

Amongst the trial group, four households performed exceptionally when it came to diverting food waste through the FOGO bin, recording a food waste recovery rate of 95.10%, 89.13%, 82.35% and 100%, respectively. As with any trial, this is a snapshot representation of the full area and it is expected that a wide range of disposal behaviours would be observed, from readily accepting and taking up the new FOGO

service correctly, to retaining previous behaviours which did not incorporate the use of the FOGO service for food. As previously mentioned, three households did not dispose of any food waste in either their residual or FOGO bin, likely due to alternative measures being in place.

#### **4.3. Recommendations**

At the start of 2022, EnviroCom worked with Council in the development of a rollout pack for FOGO trial households which included a kitchen caddy, roll of 150 compostable liners, bin lid stickers and FOGO information brochure. This pack was provided to all households within the trial area pre-commencement of the FOGO service in late February 2022. In addition, EnviroCom also prepared a comprehensive media campaign on behalf of Council for implementation in the two months leading to the FOGO trial commencement. It is not known whether Council have implemented any further education and engagement interventions for the FOGO trial participants over the last 12 months. If so, these details can be included within this report on the request of Council.

At present, just 18% of the total food waste from the 50 audited households is ending up in the FOGO stream. 23% of the residual waste stream in audited households was food waste and a further 14% was containerised food. It is clear that further awareness raising, education and engagement activities to address potential and perceived barriers to effective food waste diversion is required to increase the amount and proportion of food waste entering the FOGO stream and should be implemented if Council is considering continuing the service with the current trial households or extending the service throughout the LGA.

##### **4.3.1. Understanding behaviours - resident survey**

To build a clearer understanding of behaviours, and to determine the barriers and motives to achieve effective food waste diversion, it may be useful to undertake a survey (door knock or letterbox drop) of the participants in the trial area, and particularly those households which were part of the audit. The weekly FOGO service has been available to households within the trial area for almost 12 months, so gaining feedback from residents in regard to the FOGO service would be a valuable way to measure and assess the pilot program and may help to inform future decision making.

##### **4.3.2. Tools to encourage food waste diversion - caddies & compostable liners**

For Burwood residents, transitioning the existing GO kerbside service to FOGO service will always present some challenges. As the audit results indicate, there are very high diversion rates of garden waste (94%) into the stream which indicates that the kerbside garden organics service is well regarded and well utilised by residents. Asking people to change their disposal behaviours to also include food waste diversion into this stream may take time and needs to be supported with appropriate tools, resources and ongoing education. The provision of benchtop caddies along with compostable liners is regarded as a positive tool for encouraging increased source separation of food waste within the household, and it is recommended that Council consider continuing this if the service is extended.

The provision of compostable liners can also help to address the 'yuck' factor that can be associated with food waste separation as well as providing a means of containing and carrying food waste from the kitchen to the external FOGO bin. A roll of 150 compostable liners was provided to all FOGO trial participants at the rollout of the service with more freely available from Council on request. It is not known if, or how

many, additional rolls of compostable bags were provided to FOGO trial participants over the trial's duration to date. Evidence of compostable bags in the audit was negligible (0.13%) which may indicate that they are not being used by households, or that household ran out of their supply. Making compostable bags freely and easily available to residents reduces the risk of (cheaper) non-compostable plastic bags being used as a replacement which can impact rates of contamination. Plastic bags of any kind, including degradable and biodegradable bags are not compostable and are not accepted by FOGO processors

#### **4.3.3. Changes to service frequency - considerations**

For households within the FOGO trial area, the 240L kerbside FOGO bins are being serviced weekly (a transition from the fortnightly GO service). The 120L general waste bins are continuing to be serviced weekly and the 240L recycling bins fortnightly. To increase the diversion rates of food waste into FOGO, a fortnightly general waste service is considered 'best-practice' however, this needs to be supported with targeted community education and engagement to avoid community backlash and carefully monitored to assess any changes in contamination rates.

While contamination rates within the current FOGO trial area is currently at 7%, the service continues to be used predominantly as a GO service with relatively low rates of food waste diversion (18%). The majority of contamination presented to the FOGO stream was classified as residual waste, with the most common contaminants being nappies and containerised liquids. This indicates that in some case, the FOGO bin is potentially being used as an overflow general waste bin and these issues needs to be considered and addressed by Council prior to more broad-scale implementation of a kerbside FOGO service.

#### **4.3.4. Targeted education & engagement - value of FOGO beyond the kerbside**

The information gathered from the resident survey exercise could be used to develop additional targeted and strategic education and identify additional resources or information that may assist residents in diverting all food and organic waste from landfill. It is clear that barriers to FOGO service acceptance exist, especially for low food-diversion households, and these must be identified and addressed through behaviour change research and targeted education if rates of diversion are to improve. Ongoing, consistent and reiterated messaging is known to be an effective tool in influencing positive behaviour change.

Pending the results from the resident survey, it is suggested that Council's ongoing education and engagement messaging to FOGO trial participants (and to be extended to other resident on extension of the service) includes:

- Promoting the diversion of all organic waste from landfill, not just garden waste
- Promoting the correct use of, and availability of, kitchen caddies and compostable caddy liners to address the FOGO 'yuck' factor and make food diversion easy, convenient and mess-free
- Highlight the issues associated with contamination in the FOGO stream by promoting acceptable and non-acceptable materials
- Address potential capacity issues in the kerbside bins by providing residents with practical tips on avoiding and reducing waste generation in each stream with a focus on diverting food waste to FOGO to increase capacity in the general waste bin
- Describe the negative issues associated with organic waste in landfill in respect to greenhouse gas emissions and landfill capacity issues



- Promote the big picture by highlighting the beneficial end use of FOGO materials that are turned into compost - turning food waste into a valuable resource, thanks to the efforts of the community
- Sharing the results and outcomes of the FOGO trial and audit results with the community via the Council website and social media platforms

## Appendix One. Greenhouse Emissions Considerations

	Aggregate – Residual		
	Proportion	Kg/household/week	CO <sub>2</sub> emissions
Paper and cardboard	11.02%	10.50	210.79
Nappies	9.48%	9.04	109.90
Food	37.91%	36.12	461.22
Garden and green	8.06%	7.67	74.67
Wood	3.25%	3.10	13.18
Textiles	3.22%	3.07	37.32
Rubber and leather	1.69%	1.61	32.41
Inert waste (inc. concrete/metal/plastic/glass)	25.36%	24.17	0.00
Sludge	0.00%	0.00	0.00
Total	100%		
	Aggregate – FOGO		
	Proportion	Kg/household/week	CO <sub>2</sub> emissions
Paper and cardboard	1.55%	2.24	48.51
Nappies	1.96%	2.83	37.20
Food	4.62%	6.67	91.96
Garden and green	90.40%	130.60	1371.54
Wood	0.12%	0.18	0.83
Textiles	0.02%	0.03	0.42
Rubber and leather	0.14%	0.20	4.39
Inert waste (inc. concrete/metal/plastic/glass)	1.19%	1.72	0.00
Sludge	0.00%	0.00	0.00
Total	100%		

Since the trial commenced in late February 2022 (49 weeks), Burwood Council has collected approximately 7080kg<sup>1</sup> of FOGO material, around 93% of which would have been processed as acceptable materials. Utilising the proportion of the final audit material composition and the published emissions factors in the DCCEEW 2022 NGA Factors Workbook, it can be estimated that 10.92t CO<sub>2</sub>-e was directly avoided by these 50 audited households through diverting these materials away from landfill. DCCEEW have also published a factor for emissions generated during composting processes, of which it assumed is the process by which this material is recovered. Utilising this factor, we estimate that 0.3t CO<sub>2</sub>-e was produced during composting. This results in a saving of 10.62t CO<sub>2</sub>-e for the 50 households thus far, which is the equivalent of travelling 41,663.11km in a standard passenger car or 2.87 laps around Australia.

Emission Factor (t CO <sub>2</sub> -e/t)	
2.1	Food
3.3	Paper and cardboard
1.6	Garden and green
0.7	Wood
2	Textiles
0.4	Sludge
2	Nappies
3.3	Rubber and leather
0	Inert waste (inc. concrete/metal/plastic/glass)
0.046	Compost

<sup>1</sup> Based on average generation rates extrapolated over the length of the trial



### FOGO Trial Collection Service - Survey

Since February 2022, Burwood Council has been providing a trial Food Organics Garden Organics (FOGO) service in your area. The FOGO trial encouraged your household to use your green lid bin for accepted food waste.

Council is now seeking your feedback on how you have found the FOGO trial service. The survey should only take 5 minutes of your time and will assist Council's decision-making processes and ensure an inclusive Burwood for all.

#### Survey questions

1. How important is having access to a FOGO service to you?

- Very important
- Important
- Neutral
- Somewhat important
- Unimportant

2. Since the FOGO trial commenced, have you used your green lid bin for food waste in addition to garden waste?

- Yes – I always use the green lid bin for my food waste (go to Q4)
- Yes – I sometimes use the green bin for my food waste
- No – I do not use my green lid bin for my food waste
- I did not know about the FOGO trial (go to Q5)

3. Where you did not use the green lid bin for your food waste, what were your reasons for this? (tick as many as applicable)

- I am not sure what materials are accepted in the green lid FOGO bin
- Separating food waste is too messy
- Separating food waste is inconvenient
- I don't like the smell
- I am worried about flies/ vermin
- I don't have a caddy / way to store the food scraps
- I ran out of compostable liners for my benchtop caddy
- My green lid bin is full of garden waste and there is no room for food scraps
- Food waste goes in my compost bin / goes to my pets
- Other \_\_\_\_\_

4. How often do you put your green lid bin out for collection *since* the FOGO trial started in February 2022?

- Weekly
- Fortnightly
- Monthly
- Other \_\_\_\_\_

5. Did you feel you received enough educational material and information from Council to enable you to effectively participate in the FOGO trial?

- Yes
- No

Comment: \_\_\_\_\_

6. To promote the FOGO trial, Burwood Council ran a media campaign and provided all households in the trial area with a FOGO starter pack. How useful did you find the tools and educational materials provided?

<b>Educational material</b>	<b>Useful / Informative</b>	<b>Somewhat useful or informative</b>	<b>Not useful / not informative</b>	<b>I did not receive / I did not use</b>	<b>Comments</b>
Benchtop kitchen caddy					
Compostable caddy liners					
Introduction to FOGO information brochure					
FOGO bin lid sticker (green lid bin)					
General waste bin lid sticker (red lid bin)					
Letters to residents introducing the					
FOGO trial related social media posts					
FOGO trial newspaper article					
FOGO trial information on Council's website					

7. If a weekly FOGO service (green lid bin) was fully implemented across the Burwood LGA, would you support a move to a fortnightly service for your red lid bin?

- Yes
- No

Comment: \_\_\_\_\_

**Demographic questions**

8. Please describe your household

- Single
- Couple
- Family with 1-2 children
- Family with 3+ children
- Household shared by unrelated people
- Prefer not to say

9. Does your household speak a language other than English at home?

- Yes – please specify \_\_\_\_\_
- No

10. How long have you lived in the Burwood Local Government Area?

- Less than 12 months
- 1 – 5 years
- More than 5 years

Please provide your email address if you would like Council to keep you informed of the progress of the implementation of a FOGO service or any other sustainability and waste initiatives.

Email: \_\_\_\_\_

*Thank you for taking the time to provide your feedback in support of improved waste services in the Burwood Local Government Area*

## **(Item 37/23) Draft Integrated Planning and Reporting Documents - Adoption**

File No: 23/25288

Report by Director People & Performance

### **Summary**

At the Ordinary Meeting of Council held on 23 May 2023, Council resolved to place its Draft Integrated Planning and Reporting (IP&R) documents on public exhibition for a period of at least 28 days for feedback from the community. The public exhibition period has concluded and this report seeks Council's adoption of the:

- *Delivery Program 2022-2026 and Draft Operational Plan 2023-2024;*
- *Draft Statement of Revenue Policy 2023-2024;*
- *Draft Budget 2023-2024; and*
- *Draft Fees & Charges 2023-2024.*

### **Operational Plan Objective**

C.11.1 – Conduct Council business with transparency, accountability, compliance and probity that ensures community confidence in decision making

P.43 – Plan, monitor and report on the delivery of services and initiatives in accordance with the Integrated Planning and Reporting Framework under the Local Government Act

A.104 – Undertake corporate planning and reporting

### **Background**

The *Local Government Act 1993* (the Act), requires all NSW Councils to produce a four-year Delivery Program and an Annual Operational Plan detailing the principal activities, actions and targets to be undertaken by the Council to implement the strategies established in the Community Strategic Plan, Burwood2036.

Each year the Delivery Program is reviewed and a new Operational Plan is created, which must be put on public exhibition and adopted by Council. As required, the *Delivery Program 2022-2026* and *Draft Operational Plan 2023-2024* were placed on public exhibition from Wednesday, 24 May 2023 to Wednesday, 21 June 2023 along with the *Draft Statement of Revenue Policy 2023-2024*, *Draft Budget 2023-2024* and *Draft Fees & Charges 2023-2024*.

The public exhibition period has now concluded and the following documents are now submitted to Council for adoption:

- Delivery Program 2022-2026;
- Draft Operational Plan 2023-2024;
- Draft Budget 2023-2024 (contained within the Delivery Program 2022-2026);
- Draft Statement of Revenue Policy (contained within the Delivery Program 2022-2026); and
- Draft Fees and Charges 2023-2024.

It is noted that the Delivery Program 2022-2026 was reviewed and updates have been made to the Our Priorities section for the 2023-2024 financial year, Our City Shaping Projects 2022-2026 to include the WestInvest projects and include minor typographical changes.

Burwood Council's Draft Delivery Program 2022-2026 and Operational Plan 2023-2024 and related Draft Budgets were produced in accordance with Sections 404-406 of the Act.

## **Consultation**

The *Delivery Program 2022-2026*, *Draft Operational Plan 2023-2024*, *Draft Statement of Revenue Policy 2023-2024*, *Draft Fees & Charges 2023-2024* and *Draft Budget 2023-2024* were placed on public exhibition for a period of more than 28 days from Wednesday, 24 May 2023 to Wednesday, 21 June 2023.

During the public exhibition period the documents were made available to the community for comment via Council's online engagement platform – Participate Burwood. There was a total of 158 views of the project page by a total of 115 unique visitors. No submissions were received via Participate Burwood or email to Council during the exhibition period.

Council also utilised its social media and e-news channels to promote the documents during the public exhibition period.

After internal review a change has been made to the Fees and Charges to respond to the needs of the Burwood community. The change made is to introduce a zero fee for State or Federal agencies or Local Members of Parliament to utilise Council's facilities and parks, limited in purpose only to community engagement activities that relate directly to the Burwood community (e.g. Update on Metro project).

## **Planning or Policy Implications**

The requirements for IP&R are set out in the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The IP&R Guidelines issued by the Office of Local Government explain what councils need to do to ensure they comply with their planning and reporting requirements set out in the Act and have been utilised by Council to develop the Draft IP&R documents included under Attachments 1 and 2 of this report.

The revised *Delivery Program 2022-2026* and *Operational Plan 2023-2024* form key corporate planning and policy documents for Council. These documents set out the principal activities, actions and targets that Council commits to delivering over their respective timeframes to achieve the long term strategic directions set out in Council's Community Strategic Plan, Burwood2036. Changes to these documents by way of addition or deletion of activities can only be made via Council resolution and all other plans of Council must link to the IP&R framework and associated documents.

Progress on these important plans will be reported to Council and the community through Council's reporting framework consisting of the *State of the City Report* detailing performance against the Community Strategic Plan and Delivery Program; and six monthly and annual reports on the Operational Plan, clearly outlining to the community the extent to which Council is delivering on its integrated plans.

## **Financial Implications**

In preparing the *Draft Operational Plan 2023-2024*, *Draft Budget 2023-2024*, *Draft Statement of Revenue Policy 2023-2024* and *Draft Fees and Charges 2023-2024*, due regard has been given to promoting the financial sustainability of Council.

## **Conclusion**

The Delivery Program 2022-2026 has been revised to update the Our Priorities section for the 2023-2024 financial year and to incorporate the WestInvest projects into the section titled Our City Shaping Projects 2022-2026. Minor typographical changes were also made to the Delivery Program 2022-2026.

The other draft IP&R documents included have been prepared for the 2023-2024 to align with the Delivery Program 2022-2026 and reflect the current vision, aspirations and priorities of the community.

Together the documents will form key corporate planning and policy documents for Council in fulfilling the long term strategic directions set out in Council's Community Strategic Plan, Burwood2036 including the principal activities, actions and targets that Council commits to delivering over their respective timeframes.

This report now recommends that Council adopt the following documents included under Attachments 1 and 2 following the conclusion of the public exhibition period:

- Delivery Program 2022-2026;
- Draft Operational Plan 2023-2024;
- Draft Budget 2023-2024 (contained within the Delivery Program 2022-2026);
- Draft Statement of Revenue Policy (contained within the Delivery Program 2022-2026); and
- Draft Fees and Charges 2023-2024.

### **Recommendation(s)**

1. That Council adopt the *Delivery Program 2022-2026* and *Draft Operational Plan 2023-2024*, incorporating the *Draft Budget 2023-2024* and *Draft Statement of Revenue Policy 2023-2024* included under Attachment 1.
2. That Council adopt the *Draft Schedule of Fees and Charges 2023-2024* included under Attachment 2.
3. That Council levy two ordinary rates, being "Residential" and "Business".
4. That the "Residential" rate be sub-categorised into:
  - a. Residential
  - b. Residential – Town Centre.
5. That the "Business" rate be sub-categorised into:
  - a. Business A
  - b. Business B
  - c. Business C
  - d. Business D
  - e. Town Centre – Minor Business.
6. That Council continue to adhere to the minimum/ad-valorem basis of rating with a reasonable substantial minimum rate set at an amount determined to be the contribution required to cover the provision of the basic activities of the Council.
7. That Council make:
  - a. An Ordinary Rate (Residential) of 0.00102600 in the dollar on all rateable residential land in the Burwood Council area excluding Residential–Town Centre land, with the minimum amount payable for this rate in respect to each separate parcel of rateable land be the sum of \$1,152.28;
  - b. An Ordinary Rate (Residential–Town Centre) of 0.00066555 in the dollar on all rateable residential land in the Burwood Council area defined and categorised as Residential–Town Centre land, with the minimum amount payable for this rate in respect to each separate parcel of rateable land be the sum of \$1,469.46;
  - c. An Ordinary Rate (Business A) of 0.00177223 in the dollar on all rateable business land in the Burwood Council area other than the rateable business land included in sub-categories Business B, Business C, Business D and Town Centre–Minor



Business, with the minimum amount payable for this rate in respect to each separate parcel of rateable land be the sum of \$1,260.28;

- d. An Ordinary Rate (Business B) of 0.00264254 in the dollar on all rateable business land within the centre of activity defined, and categorised Category Business B, with the minimum amount payable for this rate in respect to each separate parcel of rateable land be the sum of \$1,260.28;
  - e. An Ordinary Rate (Business C) of 0.00263935 in the dollar on all rateable business land within the centre of activity defined, and categorised Category Business C, with the minimum amount payable for this rate in respect to each separate parcel of rateable land be the sum of \$1,260.28;
  - f. An Ordinary Rate (Business D) of 0.00600313 in the dollar on all rateable business land within the centre of activity defined, and categorised Category Business D with the minimum amount payable for this rate in respect to each separate parcel of rateable land be the sum of \$1,611.96;
  - g. An Ordinary Rate (Town Centre–Minor Business) of 0.00208338 in the dollar on all rateable business land within the defined Town Centre area and categorised as Town Centre–Minor Business, with the minimum amount payable for this rate in respect to each separate parcel of rateable land be the sum of \$1,611.96;
  - h. A Residential Waste Management Service Availability Charges (Residential Waste Charge or Res Strata Waste Charge) in accordance with Section 496 of the *Local Government Act 1993* for 2022-2023 of \$547.75 as per Schedule of Fees and Charges.
  - i. A Stormwater Management Service Charges (Stormwater Management Service Charge) in accordance with Section 496A of the *Local Government Act 1993* and Clauses 125A and 125AA of *Local Government (General) Regulation 2005*, as denoted in the 2023-2024 Schedule of Fees and Charges document.
8. That Council note the Rate Yield for 2023-2024 with the Independent Pricing and Remuneration Tribunal (IPART) increase of 3.7% and the rates shown in the following table:

<b>2023-2024 RATING STRUCTURE WITH +3.7% Rate Peg and Other Mandatory Adjustments</b>						
<b>RATE TYPE</b>	<b>CATEGORY</b>	<b>TOTAL NUMBER OF ASSESSMENTS</b>	<b>RATE IN THE DOLLAR</b>	<b>NUMBER MIN. RATE ASSESSMENTS</b>	<b>MINIMUM RATE \$</b>	<b>NOTIONAL YIELD \$</b>
Ordinary	Residential	10,460*	0.00102600	4,448*	\$1,152.28	\$17,098,620
Ordinary	Business A	472*	0.00177223	145*	\$1,260.28	\$1,689,174
Ordinary	Business B	43	0.00264254	3	\$1,260.28	\$680,116
Ordinary	Business C	30	0.00263935	2	\$1,260.28	\$490,322
Ordinary	Business D	42	0.00600313	4	\$1,611.96	\$2,685,551
Ordinary	Residential Town Centre	3,727	0.00066555	3,691	\$1,469.46	\$5,655,594
Ordinary	Town Centre - Minor Business	404	0.00208338	227	\$1,611.96	\$1,704,331
Total		15,178		8,520		\$30,003,708

9. That the yield from the Residential Waste Management Service Availability Charges of \$8,657,520 be noted in the Statement of Revenue Policy 2023-2024.
10. That the yield from the Stormwater Management Service Charges of \$298,957 be noted and updated in the Statement of Revenue Policy 2023-2024.
11. That the yield for the Section 611 Charges (Gas Mains Assessment) be noted as approximately \$26,000.

12. That for the 2023-2024 rating year the additional pensioner rebate will be \$125 in addition to any other pensioner rates concession granted to a rates assessment of an eligible pensioner.
13. That Council adopt the maximum rate of interest payable on overdue rates and charges as determined by the Minister being 9% p.a.
14. That the General Manager levy the rates and charges for the period 1 July 2023 to 30 June 2024 by service of the rates and charges notices pursuant to the *Local Government Act 1993* and the Regulations made there under.
15. That Council delegate to the General Manager the delivery of the Capital Works program in line with a detailed plan of works/services and budget for the financial year 2023-2024 including the acquisition of goods and services, request for quotations and tendering for roads, footpaths, kerb and gutter and drainage works using prescribed agencies under Section 55 of the *Local Government Act 1993* and NSW Government panels available to Council.

**Attachments** (See separate Attachment Paper)

- 1⇒ Burwood Council Delivery Program (Year Two) and Operational Plan (2023 2024) - for Adoption
- 2⇒ Draft Fees and Charges - for Adoption

## **(Item 38/23) Draft Permit Parking Scheme Policy - Results of Public Exhibition and Adoption**

File No: 23/25253

Report by Director City Assets

### **Summary**

Following the placement of the Draft Permit Parking Scheme Policy on public exhibition, this report recommends the adoption of the updated Policy which outlines the circumstances under which individuals or organisations may apply for, and be granted, a Parking Permit.

### **Operational Plan Objective**

A.49 Review parking strategy within the Burwood CBD and investigate parking initiatives to alleviate traffic congestion

### **Background**

Council, at its meeting 23 March 2023, considered a report regarding the endorsement for public exhibition of the Draft Permit Parking Scheme Policy. Council subsequently resolved that:

1. That Council endorse the Draft Permit Parking Scheme Policy appearing as Attachment 1 to this report for the purposes of public exhibition and the Policy be publicly exhibited in accordance with Council's *Community Engagement Strategy 2023–2026* for a period of 28 days.
2. That following the exhibition of the draft Policy, a report be brought to Council advising of any submissions made and making recommendations on the adoption of the Policy.

### **Proposal**

The below changes were made within the Draft Policy.

#### **Residential Permits**

- Properties outside of residential flat buildings which are not subdivided, including properties with granny flats or secondary dwellings, will be treated as a single property and not entitled to any additional permits for occupants beyond the above provisions.
- New multi-dwelling developments (such as residential flat buildings, townhouses and mixed use developments) in existing Permit Parking Scheme Areas will be excluded from eligibility to obtain permits. Such developments are required to provide on-site parking in accordance with Council's DCP or relevant planning Policy.

#### **Business Permits**

Business Permits are only available to an eligible vehicle being required for routine use in the day to day operation of the registered business and where the vehicle is registered for business use in the name of the business.

#### **Annual Permits**

This permit was introduced for business operators who are not owners of the property and therefore do not pay any Council rates. Since its inception no applications for these permits have been received.

It is therefore proposed to remove this permit and allow for eligible business operators to obtain a standard Business Permit provided that they meet the eligibility requirements.

**Commuter Permits**

Added requirement for Opal card usage history to be provided with application to verify the use of public transport to get to and from work.

**Temporary Visitor Permits**

To address the intention of Mayoral Minute a new Temporary Visitor Permit is proposed to be made available. These permits will be used to facilitate Council's daily business with external stakeholders visiting the Burwood Local Government Area, in instances where a voluntary service is being provided to Council or in unique circumstances whereby Council issues invitations to Government Officials Council may issue Temporary Visitor permits.

Temporary Visitor permits may be issued for a duration no greater than 1 business day and be allocated for use in streets or Council off-street car parks in alignment with the associated area of visitation or service.

The permits may be requested by members of the Executive Team and may be approved at the discretion of the General Manager on a case by case basis.

**Request for Additional Permits**

The below additional assessment criteria for residents requesting an additional Resident Permit have been added:

- the total number of off-street parking spaces within the property or available to the applicant
- the total number of vehicles registered to the address

**Application Form**

The Application form has been removed from the Policy as all applications are now required to be made via the online form available on Council's website. Council's Customer Service Team are able to assist applicants that come into Council and requires support with online forms.

**Consultation**

The policy was placed on public exhibition from 19 April to 17 May 2023 on Council's web site (Participate Burwood) and also advertised in the Mayor's Newsletter.

Data gathered during the public consultation process shows that there were 173 views of the draft policy on exhibition. One response was received from a resident of Brady Street who falls within one of Council's Permit Parking Scheme Areas.

The submission recommended that houses with no off street parking should get access to a higher number of residential permits, up to three as an example, in order to accommodate children living at home longer as a result of the housing crisis. This has already been addressed within the Policy, with properties containing no off-street parking automatically entitled to two Resident permits, and eligible to apply for a third permit which is considered based on its merit.

The submission also suggested a quicker and easier way for residents to apply for permits online, with digital permits used in place of physical permits. A digital parking permits systems is already in development and is expected to be rolled out in the second half of 2023.

Lastly the submission also states that cars are often parked without permits for long periods of time on Brady Street without receiving an infringement, suggesting a hotline for residents to call and speak directly with the Community Safety Team. The Community Safety Team has reviewed this matter and advised that regular reviews of this area are undertaken and that the issue of alleged abandoned vehicles resulted in no vehicles being found.

**Planning or Policy Implications**

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

**Financial Implications**

The proposed changes to the Draft Policy will not have any financial implications. There are no changes proposed to any fees or charges with the exemption of the removal of the Annual Permit which as stated has not had any applications received.

***Recommendation***

1. That Council approve the Draft Permit Parking Scheme Policy as exhibited and included as Attachment 1 to this report be adopted.

**Attachments**

- 1 [↓](#) Permit Parking Scheme Policy



**Burwood**  
Inc.1874

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## PERMIT PARKING SCHEME POLICY

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PO Box 240, BURWOOD NSW 1805  
2 Conder Street, BURWOOD NSW 2134  
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## 1. Introduction

Burwood Council is the parking authority for all on-street parking within the Burwood Local Government Area (LGA). Under the Road Transport (General) Regulation 2013 parking authorities may issue a permit authorising the parking of a vehicle without charge or time restrictions in a parking space located within a parking area or road.

In certain areas where demand for on-street parking exceeds supply, or areas which fall under Council's Public Parking Strategy, Council may introduce time restricted parking to better manage these facilities.

To allow residents, residents' visitors, business and commuters to park their vehicles in these restricted areas without time restrictions or charge, Council has implemented a Permit Parking Scheme (PPS).

This Policy outlines the circumstances under which individuals or organisations may apply for, and be granted, a Parking Permit. Permits will only be issued in accordance with the eligibility criteria and conditions outlined in this Policy.

More information, including a map of eligible properties, is available from Council's Customer Service Centre and website ([www.burwood.nsw.gov.au](http://www.burwood.nsw.gov.au)).

## 2. Overview of the Scheme

Burwood Council offers five types of Parking Permit for use by members of the public:

- Resident Permit
- Visitor Permit
- Business Permit
- Commuter Permit
- Temporary Visitor Permit

Permits may only be issued as outlined within the Policy. In order to ensure the number of permits issued in a PPS area does not exceed the available on-street parking in that PPS area Council must set a limit on the number of permits residents and businesses are eligible for.

Each Parking Permit is valid for a fixed period and is issued for a specific Permit Area only (as indicated on both the street signage). A holder of a Parking Permit is not guaranteed a parking space within the specific area for which the Parking Permit is issued.

Parking Permits will NOT be issued for trucks (vehicles over 4.5 tonnes GVM), trailers (boats or caravans), buses, trams, tractors or any other vehicle deemed unsuitable by the General Manager.

### 2.1 Resident Permits

Resident parking permits enable eligible residents, who do not have sufficient on-site parking, to park on-street and avoid time limits and parking fees. The number of permits available to each property is based upon the number of off-street parking spaces available.

Specific entitlements are:

Number of Off-Street Car Spaces	Number of Permits
Nil off-street spaces	2
One or more off-street spaces	1



Off-street parking spaces are defined as a garage, carport, or any other facility which allows a resident to store their vehicle within or on their premises. All applications will be assessed and audited individually for off-street car spaces.

Resident Permits will only be issued for vehicles that are registered at the address of the applicant or (for business vehicles that are used privately) kept at the resident's address. Resident Permits are linked to a vehicle's registration and therefore are non-transferable.

Premises including, but no limited to, boarding houses, hostels, seniors housing and bed and breakfast accommodation will be assessed based on the number of off-street parking spaces available, with eligibility to be determined by authorised Council Officers.

Properties outside of residential flat buildings which are not subdivided, including properties with granny flats or secondary dwellings, will be treated as a single property and not entitled to any additional permits for occupants beyond the above provisions.

New multi-dwelling developments (such as residential flat buildings, townhouses and mixed use developments) in existing Permit Parking Scheme Areas will be excluded from eligibility to obtain permits. Such developments are required to provide on-site parking in accordance with Council's DCP or relevant planning Policy.

All Resident parking permits are valid for two (2) years from the date of application being approved.

## **2.2 Visitor Permits**

To allow eligible residents' visitors such as carers, relatives, friends, medical practitioners and tradespersons to park on-street in certain locations without restriction or charge, Council may issue Visitor Permits. Eligible residents are entitled to a maximum of two Visitor Permits as follows:

- One free Visitor Permit per household.
- One additional Visitor Permit with a fee payable in accordance with Council's Schedule of Fees and Charges.

Visitor Parking Permits are for residents' visitors only and cannot be issued for a business or organisation. Visitor Permits are only valid in circumstances where the driver or passenger of the vehicle are directly visiting the address of the applicant (resident)

The first visitor permit is provided free of charge with an annual fee payable for an additional Visitor Permit. Lost Visitor Permits are replaceable at a cost, in accordance with Council's Schedule of Fees and Charges. Pensioner Concession Card holders are exempt from fees in relation to Visitor permits.

Premises including, but no limited to, boarding houses, hostels, seniors housing and bed and breakfast accommodation will be assessed based on the number of off street parking spaces available, with eligibility to be determined by authorised Council Officers.

All Visitor parking permits are valid for one (1) year from the date of application being approved.

## **2.3 Business Permits**

Business Permits allow for owners or operators of commercial premises who pay Business Rates and are located within a Permit Parking Scheme area in certain Town Centre areas, that have nil off-street parking spaces, to park on-street without restriction or charge. All costs are in accordance with Council's Schedule of Fees and Charges.

Business Permits are only available to an eligible vehicle being required for routine use in the day to day operation of the registered business and where the vehicle is registered for business use in the name of the business.

Each eligible organisation/ business is entitled to:

Number of Off Street Car Spaces	Number of Permits
Nil off street spaces	1

Any business with one or more off-street parking spaces or where the property can be reasonably modified to provide off-street parking is not entitled to a Business Permit.

All Business parking permits are valid for one (1) year from the date of application being approved.

#### 2.4 Commuter Permits

Commuter Permits are available to residents of Burwood whose property is located south of Liverpool Road, and are used to attract commuters to walk or to use public transport for part of their journey to work. A limited number of Commuter Permits will be issued for specific commuter parking areas.

Commuter Permits can only be issued for vehicles that are registered at the address of the applicant or (for business vehicles that are used privately) kept at the residents' address. Commuter Permits are linked to a vehicle's registration and therefore are non-transferable. Commuter Permits will be issued for a maximum of 12 months and may be reapplied for once expired.

The following eligibility criteria for applicants will need to be addressed prior to the issuing of Commuter Parking Permits:

1. Permits will be issued only to residents of Burwood Local Government Area who reside south of Liverpool Road.
2. The resident is able to verify to Council that they use public transport to commute to their place of business outside of the Burwood LGA (such as a letter from their employer and Opal card usage history).
3. A maximum of one Commuter Permit will be issued per household.

Once issued, Commuter Permits may only be used for the purpose of commuting via public transport to a workplace outside of the Burwood LGA. The Commuter Permit is not valid for use outside of this purpose or for activities such as attending areas within the Burwood LGA.

All Commuter parking permits are valid for one (1) year from the date of application being approved.

#### 2.5 Temporary Visitors Permits

In order to facilitate Council's daily business with external stakeholders visiting the Burwood Local Government Area, in instances where a voluntary service is being provide to Council or in unique circumstances whereby Council issues invitations to Government Officials Council may issue Temporary Visitor permits.

Temporary Visitor permits may be issued for a duration no greater than 1 business day and be allocated for use in streets or Council off-street car parks in alignment with the associated area of visitation or service.

The permits may be requested by members of the Executive Team and may be approved at the discretion of the General Manager on a case by case basis.

### **3. Requests for Additional Parking Permits**

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In instances where an applicant requests an additional Resident Permit, over and above the maximum allowable under this Policy, an assessment is to take place by the Manager Traffic and Transport, with sign-off to occur by the Director City Assets.

This assessment will be based on, but not limited to, the following factors:

- the area for which the Parking Permit is to be issued
- the total number of Parking Permits issued for the area in which the Parking Permit is sought
- the total number of Parking Permits (in all categories) that have been issued to the applicant
- the total number of off-street parking spaces within the property or available to the applicant
- the total number of vehicles registered to the address
- the individual circumstances identified by the applicant as being necessary for the additional Parking Permit(s)

A maximum of one additional Resident permit may be issued above what is permissible the provisions in Section 2.1.

The decision to refuse or allow additional Parking Permit(s), over and above the maximum allowable, and the reasons for this decision, must be sufficiently documented. The reasons to refuse or allow additional Parking Permit(s) must be provided to the applicant.

### **4. Special Consideration**

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Applications may be made under special consideration for temporary one-day permits to be issued to facilitate religious events, such as weddings and funerals etc. A formal application (together with supporting documentation) must be made to Council in advance of any event for assessment. Applications will be assessed by the Manager Traffic and Transport, with sign-off to occur by the Director City Assets.

This assessment will be based on, but not limited to, the following factors:

- parking demand within the requested area
- potential impacts upon the road network
- history of request for special consideration

### **5. Conditions of Use for All Parking Permits**

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1. Printed Parking Permits are only valid if it is displayed in the vicinity of the lower windscreen on the passenger side of the vehicle and is clearly visible to an authorised Officer.
2. Printed Resident, Business and Commuter permit must be affixed to the windscreen using the supplied adhesive application and no other substance or substitute is permitted (such as card holders with a suction cap or other adhesive device).
3. Digital parking ePermits are a digital permit that will be associated to a vehicle's registration. Permit holders will no longer receive a physical permit that needs to be displayed in a vehicle.
4. Parking Permits exempt vehicles from time limits and parking charges ONLY in locations signposted as "Permit Holders Excepted (Area Identifier)".
5. It is the responsibility of the driver to ensure the permit is valid and used correctly.

6. A valid parking permit exempts the nominated vehicle (by registration number) from timed restrictions only in the applicable Zone only. All other restrictions (in accordance with Road Rules 2014) still apply.
7. Parking permits are not available, nor valid if the ePermit is assigned to boat trailers, box trailers, caravans or vehicle over 3 Tonne. (in line with the Permit Parking Scheme policy).
8. Parking Permit holders are strictly prohibited from selling, leasing, transferring or assigning any Parking Permit to any party for any use not permitted under this Policy.
9. If a Parking Permit holder disposes of the vehicle to which the Permit applies, and/or changes their residential address, the permit holder is responsible for the cancellation of the Permit and its return to Council (for printed permits).
10. Fraudulent use of a Parking Permit is an offence and may result in fines or the cancellation of the Parking Permit.
11. All Parking Permits remain the property of Burwood Council and Council reserves the right to withdraw and cancel any Parking Permit that is used in contravention to this Policy.

## **6. Application/Renewal Process and Forms**

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Residents and Business operators wanting to obtain a Parking Permit must complete the online application form. The vehicles registration certificate, personal identification and other relevant documentation must be attached for review.

Applications will be assessed, and eligibility confirmed, by Council Officers prior to the issuing of the Parking Permit(s).

Where applicable, fees must be paid upon submission of the application form. If an application is unsuccessful, except in the case of fraudulent applications, Council will refund the fee in full.

Permit holders will be notified prior to the expiration of their current Parking Permit/s. Fees and Charges will be updated annually in accordance with Council's Schedule of Fees and Charges.

If you have any queries regarding Council's Permit Parking Scheme, please contact our Customer Service Centre on (02) 9911 9911 or email [council@burwood.nsw.gov.au](mailto:council@burwood.nsw.gov.au).

## **(Item 40/23) Sustainability & Environment Advisory Committee – EOI Vacancy Recommendation**

File No: 23/25577

Report by Director City Strategy

### **Summary**

This report is in response to Council's resolution on the 24 May 2022 relating to the establishment of a Burwood Sustainability and Environment Advisory Committee (SEAC) to guide the delivery of the priorities and actions identified in the *Sustainable Burwood* Strategy, endorsed by Council at its meeting on 22 March 2022.

Due to a community representative stepping down from the SEAC, a vacancy has opened up on the Committee. An expression of interest process has been undertaken and Council received nine (9) nominations from interested parties. A nominee has been recommended for Council's consideration and adoption as a member of the SEAC.

### **Operational Plan Objective**

- 1.1.1 Support and deliver initiatives that encourage social inclusion and community connections
- 1.2 A healthy and active lifestyle where people experience a sense of connection and wellbeing
- 3.2 People and infrastructure contribute positively to the environment and respond to climate change
- 3.2.1 Deliver efficiency and innovation in the use of resources

### **Background**

A Mayoral Minute (MM1/22) was tabled at the Council Meeting on 15 February 2022 seeking the establishment of a Burwood Sustainability and Environment Advisory Committee (SEAC) to guide the delivery of the priorities and actions identified in the *Sustainable Burwood* Strategy, which was endorsed by Council at its meeting on 22 March 2022.

The *Sustainable Burwood Strategy* provides a framework for sustainable planning and decision making to achieve and improve positive environmental sustainability outcomes for the Burwood Local Government Area. The Strategy provides a vision, supported by a series of actions, focused around four key themes. These Actions are to be delivered by Council, in partnership with the community.

Key to the delivery of these Actions is input and participation by the community and key stakeholders. The establishment of the SEAC ensures that representative groups have an opportunity to provide input and participate in the delivery of the initiatives outlined in *Sustainable Burwood*, as well as providing a voice for the community on sustainability and environmental initiatives.

The function of the SEAC is to:

- Actively participate in the development of programs and initiatives to achieve the priorities and targets outlined in the Sustainable Burwood strategy.
- Provide two-way communication between Council and the community on sustainability and environmental matters
- Promote and raise awareness of sustainability and environmental issues in the community

It was endorsed that membership of the SEAC be made up of:

- The Mayor, Deputy Mayor, a Councillor representative (Councillor Cutcher) and an alternate Councillor (Councillor Robinson) with the Mayor being the Chair of the Committee;
- Four (4) community representatives, nominated via an Expression of Interest (EOI) process.

- One (1) student representative (university or senior high school student), nominated via an EOI

Nominated Council staff including the Manager City Planning, Sustainability & Resilience Officer and other Council staff as required also sit on the Committee to provide support and advice.

Meetings are held quarterly and the term of the Committee is limited to the current term of Council, to September 2024.

### **Expression of Interest Process**

An Expression of Interest for the vacancy was advertised to the public via Participate Burwood from Thursday 13 April to Thursday 4 May 2023. The advertisement was also widely distributed via Council's e-newsletter and social media.

A total of nine (9) nominations were received. All of the nominations were assessed against the selection criteria detailed in the Terms of Reference, which required that:

*Applicants must:*

1. *Reside, work (in a paid or voluntary capacity) or have an interest in the Burwood Local Government Area (LGA).*
2. *Demonstrate a high level of understanding, interest, experience and/or expertise in environmental and/or sustainability issues.*
3. *Be available to attend meetings and demonstrate a willingness to volunteer time to actively participate and engage on issues.*
4. *Undertake to provide feedback to the community.*
5. *Be willing to work within the Committee Terms of Reference*

In identifying the preferred nominees for selection as members to the Committee, consideration was also given to ensuring that there is a mix of experience and interests across the Committee.

Of the nine (9) nominations, the following nominee met the selection criteria:

- Lesley Corkill – community representative

The following two (2) nominees are proposed to be alternate community representatives, if further vacancies arise:

- Ha Hong
- Alastair Fisher

### **Planning or Policy Implications**

*Sustainable Burwood* strategy is the key document that provides the actions to ensure the delivery of environmental and sustainability initiatives to deliver the vision for Burwood. The strategy supports the objectives of the Community Strategic Plan.

The SEAC will play a key role in providing input and participating in the delivery of the initiatives, as well as providing a voice for the community on sustainability and environmental initiatives.

### **Financial Implications**

There are no immediate financial implications associated with the Committee as membership of the Committee will be on a voluntary basis.

There may be financial implications arising from any initiatives developed by the Committee in assisting the delivery of the Actions in *Sustainable Burwood*. Any such initiatives will need to be considered, costed and presented to Council for endorsement prior to implementation. Grant funding opportunities will be identified, where appropriate, and the Committee will be advised of such opportunities as they arise.

### **Conclusion**

The Sustainability & Environment Advisory Committee assists Council in working with the community to deliver the actions and meet the sustainability and environmental targets identified in the endorsed *Sustainable Burwood* Strategy.

Council received a total of nine ((9) nominations for the vacancy to the SEAC. These were assessed against the selection criteria and five were determined to align with the purpose of the SEAC and meet the selection criteria. As the Terms of Reference has identified that the Committee include 4 community representatives, and one student representative, it is recommended that two (2) be nominated as alternates.

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

1. That Council endorse the Sustainability and Environment Advisory Committee community representation nomination for:
  - Lesley Corkill
  - Ha Hong - alternate
  - Alastair Fisher - alternate
2. That the unsuccessful nominees be advised in writing and thanked for their interest and for taking the time to put forward an application.

### **Attachments**

There are no attachments for this report.

## **(Item 41/23) Investment Report as at 31 May 2023**

File No: 23/10125

Report by Director Corporate Services

### **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**

A.103 Implement and monitor appropriate investment strategies and prepare monthly investment reports

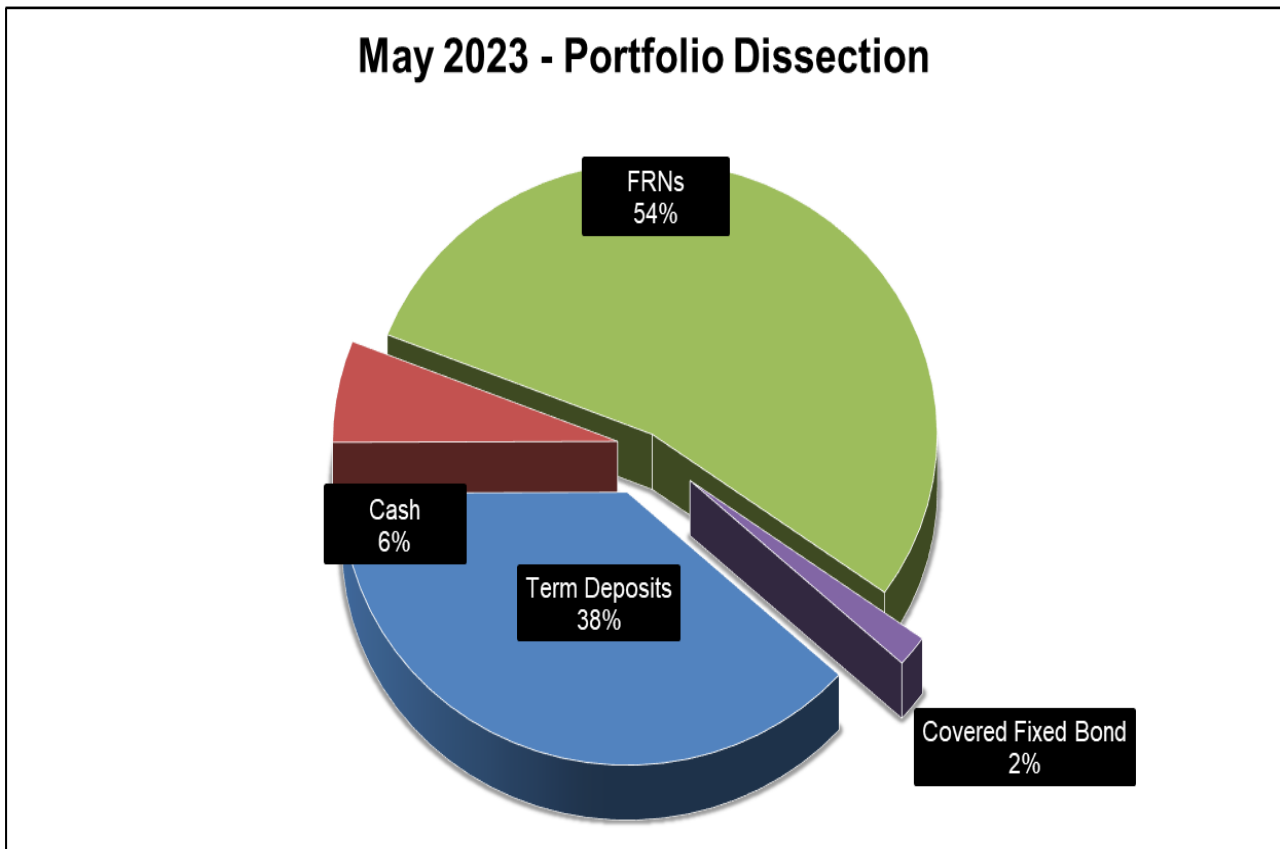
### **Background**

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 May 2023 is:

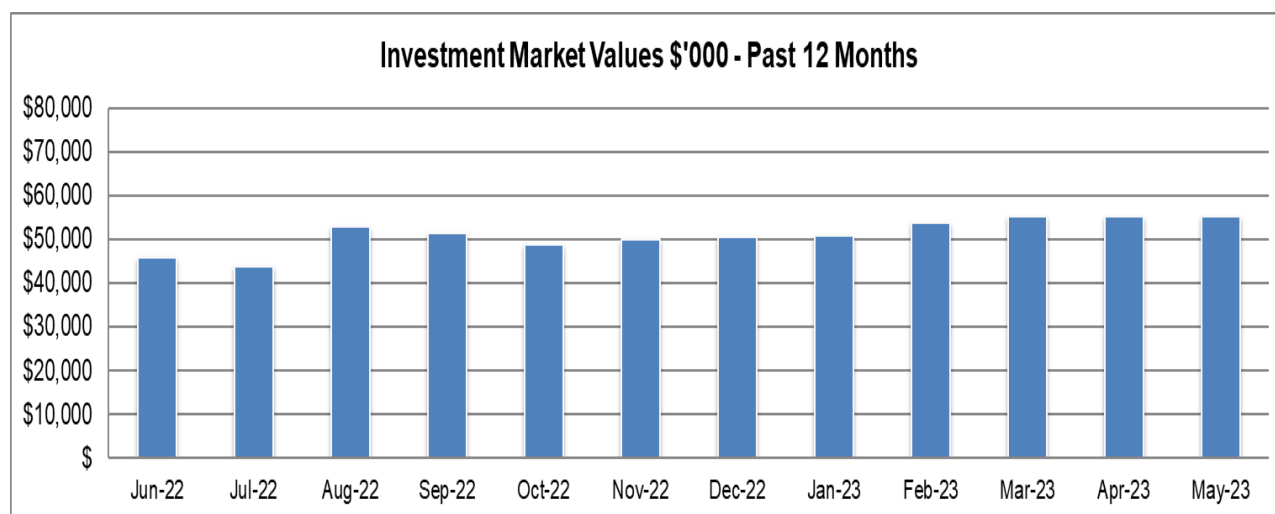




As at 31 May 2023 Council held the following term deposits:

Purchase Date	Financial Institution	Principal Amount	Interest Rate	Investment Days	Maturity Date
31 Aug 21	National Australia Bank	3,000,000	0.80%	1,095	30 Aug 24
31 Aug 21	Westpac	3,000,000	0.75%	1,095	30 Aug 24
08 Mar 23	National Australia Bank	4,000,000	4.25%	90	06 Jun 23
11 Apr 23	Commonwealth Bank	4,000,000	4.08%	90	10 Jul 23
03 May 23	AMP	3,000,000	5.00%	184	03 Nov 23
15 May 23	Commonwealth Bank	4,000,000	4.71%	91	14 Aug 23
<b>Total</b>		<b>21,000,000</b>			

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



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

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

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

At the Reserve Bank of Australia (RBA) meeting on the 6 June 2023, the Board decided to increase the official cash rate by 25 basis points to 4.10 per cent. According to the RBA Governor "... The Board has indicated that Inflation in Australia has passed its peak, but at 7 per cent is still too high and it will be some time yet before it is back in the target range. This further increase in interest rates is to provide greater confidence that inflation will return to target within a reasonable timeframe.

High inflation makes life difficult for people and damages the functioning of the economy. It erodes the value of savings, hurts family budgets, makes it harder for businesses to plan and invest, and worsens income inequality. And if high inflation were to become entrenched in people's expectations, it would be very costly to reduce later, involving even higher interest rates and a larger rise in unemployment. Recent data indicate that the upside risks to the inflation outlook have increased and the Board has responded to this. While goods price inflation is slowing, services price inflation is still very high and is proving to be very persistent overseas. Unit labour costs are also rising briskly, with productivity growth remaining subdued.

Growth in the Australian economy has slowed and conditions in the labour market have eased, although they remain very tight. The unemployment rate increased slightly to 3.7 per cent in April

and employment growth has moderated. Firms report that labour shortages have eased, although job vacancies and advertisements are still at very high levels.

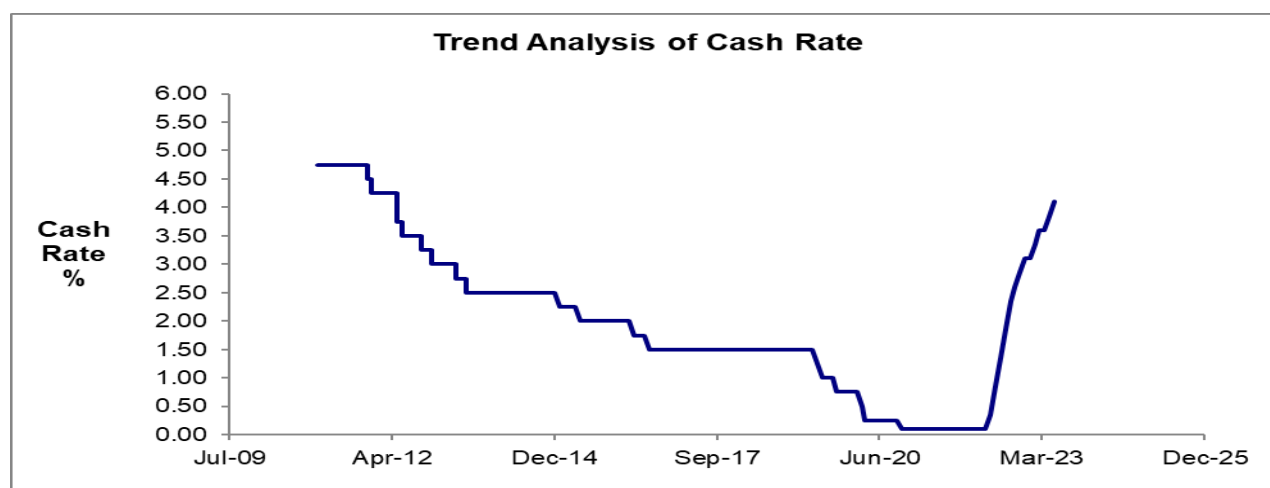
Wages growth has picked up in response to the tight labour market and high inflation. Growth in public sector wages is expected to pick up further and the annual increase in award wages was higher than it was last year. At the aggregate level, wages growth is still consistent with the inflation target, provided that productivity growth picks up.

The Board remains alert to the risk that expectations of ongoing high inflation contribute to larger increases in both prices and wages, especially given the limited spare capacity in the economy and the still very low rate of unemployment. Accordingly, it will continue to pay close attention to both the evolution of labour costs and the price-setting behaviour of firms.

The Board is still seeking to keep the economy on an even keel as inflation returns to the 2–3 per cent target range, but the path to achieving a soft landing remains a narrow one. A significant source of uncertainty continues to be the outlook for household consumption. The combination of higher interest rates and cost-of-living pressures is leading to a substantial slowing in household spending. Housing prices are rising again and some households have substantial savings buffers, although others are experiencing a painful squeeze on their finances. There are also uncertainties regarding the global economy, which is expected to grow at a below-average rate over the next couple of years.

The Board expects further tightening of monetary policy may be required to ensure that inflation returns to target in a reasonable timeframe, but that will depend upon how the economy and inflation evolve. The Board will continue to pay close attention to developments in the global economy, trends in household spending, and the outlook for inflation and the labour market. The Board remains resolute in its determination to return inflation to target and will do what is necessary to achieve that. Statement by Philip Lowe, Governor: Monetary Policy Decision – 6 June 2023”.

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



### **Recommendation(s)**

1. That the investment report for 31 May 2023 be received and endorsed.
2. That the Certificate of the Responsible Accounting Officer be received and noted.

### **Attachments**

- 1 [↓](#) Investment Register as at 31 May 2023
- 2 [↓](#) Types of Investment

Investment Register as at 31 May 2023

BURWOOD COUNCIL  
INVESTMENT PORTFOLIO  
as at 31 May 2023

Credit Ratings	Market Value as at 30/04/2023	Market Value as at 31/03/2023	Invested Amount	Rating S&P	Type	Investment Name	ADI or N-ADI	Issuer
AAA	Extremely strong capacity to meet financial commitments. Highest Rating							
AA	Very strong capacity to meet financial commitments. Strong capacity to meet financial commitments but somewhat susceptible to adverse economic conditions and changes in circumstances.							
A	Adequate capacity to meet financial commitments, but more subject to adverse economic conditions.							
BBB	Currently vulnerable and dependent on favourable business, financial and economic conditions to meet financial commitments							
CCC	Payment default on financial commitments							
D	Means that a rating may be raised							
+	Means that a rating may be lowered							
-								

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

*W. Armitage*

Wayne Armitage  
Chief Finance Officer

Investment	Issuer	ADI or N-ADI	Investment Name	Type	Rating S&P	Invested Amount	Market Value as at 31/03/2023	Market Value as at 30/04/2023	Market Value as at Reporting Date	% of Total Invested
sh										6.02
uncil	Commonwealth Bank	ADI	Operating Account	Cash	AA-	3,062,494	218,385	2,610,474	3,062,494	5.56
uncil	Commonwealth Bank	ADI	Offline Saver	At Call	AA-	250,332	3,665,797	1,362,793	250,332	0.45
uncil	Macquarie Bank	ADI	Accelerator Account	At Call	AA-	0	-	-	-	0.00
uncil	AMP Bank Limited	ADI	AMP Business Saver	At Call	BBB-	1,261	1,258	1,259	1,261	0.00
uncil	AMP Bank Limited	ADI	AMP Notice Account	Notice 30 days	BBB-	3,551	3,527	3,539	3,551	0.01
<b>Term Deposits</b>										
uncil	Westpac	ADI	Westpac	Term Deposit	AA-	3,000,000	3,001,911	3,003,760	3,000,000	5.44
uncil	AMP Bank Limited	ADI	AMP Business Saver	Term Deposit	BBB-	3,000,000	-	-	3,011,507	5.46
uncil	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	4,000,000	4,010,712	4,024,865	4,039,123	7.33
uncil	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	-	4,035,770	-	-	0.00
uncil	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	-	4,019,650	4,033,360	-	0.00
uncil	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	4,000,000	-	4,008,766	4,023,068	7.30
uncil	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	4,000,000	4,020,663	4,034,438	4,028,259	7.27
uncil	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	3,000,000	3,013,940	3,015,912	3,017,951	5.47
<b>Term Deposits - Covered Fixed Bond</b>										
uncil	Suncorp-Melway Limited	ADI	Suncorp-Melway Limited	Covered Fixed Bond (4.85%) Semi Annual	AA-	1,000,000	1,035,740	1,015,910	1,011,380	1.83
<b>Floating Rate Notes</b>										
uncil	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +130 bps)	BBB	1,500,000	1,518,345	1,509,060	1,514,840	2.75
uncil	Suncorp-Melway Limited	ADI	Suncorp-Melway Limited	Covered Floating Bond (90 day BBSW +88 bps)	AA-	800,000	809,680	804,616	806,824	1.46
uncil	Suncorp-Melway Limited	ADI	Suncorp-Melway Limited	Covered Floating Bond (90 day BBSW +105 bps)	AA-	1,500,000	-	-	1,505,820	2.73
uncil	Rabobank U.A. Australia Branch	ADI	Rabobank U.A. Australia Branch	Floating Rate Notes (90 day BBSW +118 bps)	A	1,500,000	1,525,680	1,515,510	1,519,080	2.76
uncil	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +112 bps)	AA-	3,000,000	3,052,290	3,039,450	3,047,730	5.53
uncil	The Hongkong and Shanghai Banking Corporation Limited Sydney Branch	ADI	The Hongkong and Shanghai Banking Corporation Limited Sydney Branch	Floating Rate Notes (90 day BBSW +105 bps)	AA-	2,000,000	2,002,520	2,016,540	2,021,900	3.67
uncil	United Overseas Bank Ltd Sydney Branch	ADI	United Overseas Bank Ltd Sydney Branch	Floating Rate Notes (90 day BBSW +73 bps)	AA-	2,000,000	1,997,880	2,009,740	2,016,000	3.66
uncil	Newcastle Permanent Building Society	ADI	Newcastle Permanent Building Society	Floating Rate Notes (90 day BBSW +138 bps)	BBB	1,000,000	981,790	987,100	980,070	1.78
uncil	Sumitomo Mitsui Banking Corporation Sydney	ADI	Sumitomo Mitsui Banking Corporation Sydney	Floating Rate Notes (90 day BBSW +110 bps)	A	2,000,000	2,023,420	2,033,800	2,018,400	3.66
uncil	National Australia Bank	ADI	National Australia Bank	Floating Rate Notes (90 day BBSW +41 bps)	AA-	1,500,000	1,485,450	1,493,730	1,484,940	2.69
uncil	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +65 bps)	BBB	2,500,000	2,478,600	2,491,100	2,501,175	4.54
uncil	Westpac Banking Corporation Ltd	ADI	Westpac Banking Corporation Ltd	Floating Rate Notes (90 day BBSW +80 bps)	AA-	1,800,000	1,814,652	1,823,058	1,810,728	3.28
uncil	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +102 bps)	AA-	2,400,000	2,420,376	2,435,160	2,417,712	4.39
uncil	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +93 bps)	AA-	2,000,000	2,013,940	2,020,660	2,006,220	3.64
uncil	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +113 bps)	AA-	4,000,000	4,060,320	4,030,320	4,043,640	7.34
<b>and Total</b>						<b>54,817,637</b>	<b>55,202,296</b>	<b>55,324,742</b>	<b>55,123,804</b>	<b>100.00</b>

**Types of Investment**

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**Types of Investments**

Council's investment portfolio consists of the following types of investment:

1. **Cash and Deposits at Call** – Cash and Deposits at Call accounts are a flexible savings facility providing a competitive rate of interest for funds which are at call (available within 24hours). These accounts enable us to control Council's cashflows along with council's General Fund Bank account. Interest rates are updated in accordance with movements in market rates.

The following investments are classified as Cash and Deposits at Call:

- Commonwealth Bank of Australia – Online Saver AA-
- Commonwealth Bank of Australia – Operating Account AA-
- AMP Business Saver and Notice – At Call/Notice BBB-
- Macquarie Accelerator – At Call account AA-

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:

1. Term Deposits
2. Global Fixed Income Deposits
3. Senior Debt
4. Subordinated Debt
5. Hybrids
6. Preference shares
7. 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 42/23) Draft Library Collection Development Policy 2023 – 2027 Adoption**

File No: 23/25680

Report by Acting Director Community Life

### **Summary**

At the Ordinary Meeting of Council held on 18 April 2023, Council resolved to place the Draft Library Collection Development Policy 2023 – 2027 on public exhibition for a period of 28 days for feedback from the community. Now that the public exhibition period has concluded, this report seeks Council's adoption of the Draft Library Collection Development Policy 2023 – 2027 with amendments arising from the public exhibition process.

### **Operational Plan Objective**

- 1.1: High quality facilities, services and initiatives to meet the diverse needs of the community.
- 1.1.1: Provide a diverse range of strategies and initiatives that meet the needs of the community.
- 1.1.2: Provide library services that engage the community in lifelong learning and provide recreational and social opportunities in accessible and people-friendly environments and spaces.
- 2.1.1: Provide opportunities for engagement and report decisions back to the community.
- A.14: Develop the Burwood Library Collection Development Policy.

### **Background**

The Draft Burwood Library Collection Development Policy 2023 – 2027 has been developed in alignment with Council's Community Strategic Plan, Burwood2036 and the Library Strategic Plan 2022-2027. Whilst the development of a collection development policy is not a legislative requirement, it is considered best practice and most public libraries in New South Wales have a publically accessible policy in place.

The Library and Community Hub and its services help deliver across multiple strategies and principal activities in Burwood2036 and Council's Delivery Program 2022-2026 by:

- Providing access to formal and informal lifelong learning opportunities, facilities and services,
- Celebrating our diverse community, history and culture and
- Providing opportunities for social connection in an accessible, people friendly space.

The Draft Burwood Library Collection Development Policy 2023 – 2027 will develop a fresh and current library collection that represents the cultural, educational, informational, technological and recreational needs of our community. It assists staff to achieve optimal and equitable access to all the library's collections, both physical and digital.

The Draft Burwood Library Collection Development Policy 2023 – 2027 was endorsed for public exhibition at the Ordinary Meeting of Council held on 18 April 2023. It sets out to:

- Provide a written framework for planning, building, selecting and maintaining the Library's collection in a cost-effective and user-relevant manner
- Describe how materials for the Library are selected, evaluated and deselected
- Inform the public about the principles of material selection and the use of criteria for deselection and removal of materials
- Provide an outline for the collection, preservation and provision of access to resources that document, illustrate and record the history and cultural heritage of the Burwood Local Government Area
- Facilitate access by the local community to resources held in other Australian libraries
- Support the library's objectives as outlined in the Burwood Library Strategic Plan 2022-2027
- Meet the requirements of the Access to Information in New South Wales (NSW) public libraries guidelines issued by the Library Council of NSW.

## **Proposal**

The Draft Burwood Library Collection Development Policy 2023 – 2027 was placed on public exhibition for a period of 28 days from Friday 28 April 2023 to Friday 26 May 2023. Three submissions were received during the public exhibition period.

Following the public exhibition process, minor updates have been made to the Draft Policy including the addition of the option for the public to request items not held in the collection on page 4 and the inclusion of the Library's Local Heritage Collection. In particular:

- The addition of donation information in regards to this collection on page 4
- The inclusion of an updated Local Heritage section on pages 6 and 7 to expand the explanation of content, access and retention.

Accordingly, this report seeks Council's adoption of the updated Draft Burwood Library Collection Development Policy 2023 – 2027 included under attachment 1 of this report.

## **Consultation**

The Draft Library Collection Development Policy 2023 – 2027 was placed on public exhibition for a period of 28 days from Friday 28 April 2023 to Friday 26 May 2023. During the public exhibition period the document was made available to the community for comment via Council's online engagement platform Participate Burwood.

There were 181 views of the project page and 150 downloads of the document during the public exhibition period. The public exhibition period was promoted through Council's e-News on May 6, 12, 19 and 26, which reached approximately 12,000 subscribers. Promotion of the public exhibition period was also undertaken via Council's social media channels including Instagram (220 impressions), Facebook (1,250 impressions) and Twitter (49 impressions).

The public exhibition period was also promoted through the Library's e-News during May and June, which reached approximately 5,500 subscribers. Promotion of the public exhibition period was also undertaken via the Library's social media channels including Instagram (117 impressions), Facebook (106 impressions) and Twitter (52 impressions).

## **Planning or Policy Implications**

The Burwood2036, Delivery Program 2022 - 2026 and the Library Strategic Plan 2022 -2027 were used to guide the themes for this Policy. Burwood2036's strategic directions of 'Inclusive community and culture,' 'Places for people,' 'Vibrant city and villages,' and 'Open and collaborative leadership' hold direct relevance for the Draft Burwood Library Collection Development Policy 2023 – 2027.

## **Financial Implications**

A collection development policy document provides a sound foundation for future planning, thereby assisting with determining budgetary priorities and allocation decisions. This provides a basis for the allocation of resources and helps explain the rationale behind acquisitions. In this it serves as a clear budgetary decision making framework which can be communicated both within Council and to the community.

There is sufficient budget allocated in the Draft Operational Library budget 2023 - 2024 to continue to provide a quality collection to our community in accordance with this Policy. Council also receives substantial annual recurrent funding from the State Library of NSW to support service delivery, namely the Annual Library Subsidy and the Local Priority Grant allocation for projects that provide a direct benefit to the community. Council is required to submit annual applications and complete reporting and acquittal requirements to retain these funding sources. Council has a

proven track record in securing additional grants from the State Library of NSW and other funding bodies to support the purchase of new resources and equipment.

### **Conclusion**

The development and implementation of the Draft Burwood Library Collection Development Policy 2023 – 2027 is a key action item in Council's Operational Plan 2022 - 2023. The Draft Policy describes how Council selects collection items to purchase and outlines who is responsible for making decisions about the collection.

This report outlines the outcome of the public exhibition process and seeks Council's adoption of the Draft Burwood Library Collection Development Policy 2023 – 2027. Upon adoption a digital copy of the Policy will be uploaded to the Library's website for continuing community access.

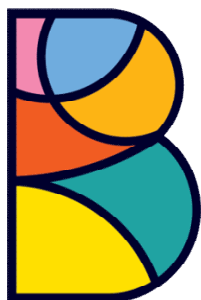
### ***Recommendation(s)***

That Council:

1. Adopt the Draft Burwood Library Collection Development Policy 2023 – 2027.

### **Attachments**

- 1 [↓](#) Draft Burwood Library Collection Development Policy 2023 – 2027



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

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

**BURWOOD LIBRARY**  
**COLLECTION DEVELOPMENT POLICY 2023-2027**

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Public Document  
Adopted by the Executive Team:  
Ref. No.:  
Version No.: 1  
Ownership: Burwood Library



**BURWOOD LIBRARY COLLECTION DEVELOPMENT POLICY 2023 – 2027**

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**Purpose**

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To develop a fresh and current library collection that represents the cultural, educational, informational, technological and recreational needs of the community. Burwood Library's collection comprises both physical and digital resources that reflect and fulfills the needs of the diverse community and supports lifelong learning, in a flexible and expedient way.

To achieve optimal and equitable access to all the Library's collections, both physical and digital. The increase in digital resources is responsive to the new ways in which the community learns, works, manages their time and accesses information.

This Policy will:

- Provide a written framework for planning, building, selecting and maintaining the Library's collection in a cost-effective and user-relevant manner
- Describe how materials for the Library are selected, evaluated and deselected
- Inform the community about the principles of material selection and the use of criteria for deselection and removal of materials
- Provide an outline for the collection, preservation and provision of access to resources that document, illustrate and record the history and cultural heritage of the Burwood Local Government Area (LGA)
- Facilitate access by the local community to resources held in other Australian libraries
- Support the Library's objectives as outlined in the Burwood Library Strategic Plan 2022-2027 <https://www.burwood.nsw.gov.au/files/sharedassets/public/library/bur-lib-strategic-plan-2022-27.pdf>
- Meet the requirements of Access to information in New South Wales (NSW) public libraries guidelines issued by the Library Council of NSW <https://www.sl.nsw.gov.au/sites/default/files/accesstoinformation2007.pdf>

This Policy applies to the staff involved in collection management at Burwood Library.

**Location, Community Profile and Library Structure**

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**Location**

Burwood Council is located between Sydney and Parramatta, and is a culturally and diverse LGA spanning across 7.15 km<sup>2</sup>. The area has a population of more than 40,397 residents (ABS ERP 2021) living across Burwood, Burwood Heights, Croydon, Croydon Park, Enfield and Strathfield. Its population density is 5,651 persons per square metre.

**Community Profile**

31.4% of the population speak English only, and 62.9% speak a language other than English, with Mandarin being the highest at 19.9 % followed by Cantonese (8.2%) and Nepali (7.3%). 14.5% of the population is aged between 0 and 17, 71.1 % aged 25 years and over and 20.2% aged 60 years and over.

**Library Structure**

The Library provides services from a single branch at Burwood. The Home Library Service visits housebound and institutional residents throughout the LGA. Access to the Library's catalogue and online resources are available via the Library's website and apps for electronic devices.

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**BURWOOD LIBRARY COLLECTION DEVELOPMENT POLICY 2023 – 2027**

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**Collections**

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**Physical Collections**

These are composed of books, DVDs audiobooks, magazines, toys, STREAM (Science, Technology, Reading, Engineering, Arts and Mathematics) and Makerspace Kits. All collection items are divided into age-appropriate categories, with the major divisions being Adult, Young Adult, and Junior. Besides English, the Library currently holds materials in Chinese, Korean and Hindi.

**Digital Collections**

Digital resources include eAudio, eBooks, eMagazines, eMovies, eComics, online databases and video streaming.

It is a challenge to determine the ideal ratio of digital to physical items for Burwood Library. Based on the annual statistical returns provided to the State Library of NSW for the year 2021-22, physical items made up 81.4% of total loans. Other libraries have noticed an increase in digital loans during the COVID-19 lockdowns, however Burwood Library did not experience the same level of increase.

Print editions are still being published on a large scale and are very popular in most of the major collection areas across all age groups. Online copies of non-English materials are not widely available. It is, therefore, unlikely that digital publications will replace hard copy collections in the short to medium term and more likely that the Library will have to provide and manage both formats.

A concerted effort will be made to build digital content through the substituting of physical reference material by databases and the duplication of borrowable material in both print and digital formats to cater for customer choice. This will be in conjunction with efforts to improve access to all digital resources through promotion and user education.

**Cooperative Arrangements**

Consortia agreements are means of increasing purchasing power and reducing costs. Cooperative arrangements are reshaping the way libraries acquire and extend their physical and digital collections. Economies of scale, aggregated expertise, new synergies, unexpected opportunities and operational capacities are among potential benefits.

Burwood Library will investigate opportunities to form consortia and other collaborative arrangements to achieve optimal access to information for the Burwood community.

Burwood Library is currently a member of the following two collaborative arrangements with Innerwest, Strathfield and the City of Canada Bay Councils for the acquisition of digital materials. The current vendors are Bolinda Digital (Borrowbox) and Overdrive (eLibrary 24/7).

Through a partnership with the State Library of New South Wales, NSW residents have access to

- An extensive range of e-resources and online databases which are accessible to Burwood Library members by creating an account using their Burwood Library membership number
- LOTE (Languages Other Than English) collections via the multicultural bulk loan services. Collections in 42 different languages and ESL materials are available for extended loans to public libraries.

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**BURWOOD LIBRARY COLLECTION DEVELOPMENT POLICY 2023 – 2027**

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The Library also participates in co-operative resource sharing schemes with other libraries within Australia (including interlibrary loans). A request for an item not held in the Library collection can be made. Applicable charges are outlined in Council's Schedule of Fees and Charges.

**Restricted Material**

Council has a duty to provide unbiased information covering a range of opinions including those on controversial subjects. It does not seek to promote or discourage particular viewpoints and does not censor material. Only materials prohibited by law will not be included in the collections.

No material will be excluded from the adult and young adult collections on the basis that it is not suitable for children under 13 years of age. Parents and guardians are responsible for their children's selection and use of the collections. Items classified by the Classification Board as MA15+ and Restricted DVDs will be labelled and shelved appropriately.

The Library may choose to control the use of any resources in order to protect items deemed susceptible to theft or damage including limiting an item(s) loan period to ensure efficient use of resources by customers.

**Request for Items Not Held in The Collection**

Library members can offer suggestions for items not held in the collection to be purchased. The Library will endeavour to obtain these items either by purchase or through Inter-Library loan. The decision to purchase is made after consideration of the relevant selection criteria listed in this Policy with particular emphasis on popularity, date of publication, price, availability from suppliers and availability from other libraries.

**Library Donations**

Donated items must be in excellent condition and/or suitable for inclusion in the collection based on the relevant selection criteria. Donations will only be accepted if the donor has discussed the donation with relevant library staff and received approval prior to delivery of the item(s). Donations of appropriate and relevant material for the Local Heritage Collection are welcomed. Upon donation of materials to the Local Heritage Collection, a Deed of Gift must be completed.

**Replacements**

Fiction titles that are considered to be standard works will be replaced as they wear out. Most non-fiction titles are replaced by updated editions or new titles on the same subject.

**Damaged, Lost or Stolen Items**

Library items that are damaged, lost or stolen will be subject to charges as outlined in Council's Schedule of Fees and Charges. Membership privileges may be suspended until items are returned or charges are paid in full.

**Financial Sustainability**

The Library develops and maintains its collection in the following financially sustainable ways:

- Selecting appropriate content and content format
- Ensuring best use of available funds
- Ensuring core areas of spending are identified
- Ensuring that new collections are sustainable in the long term
- Avoiding the purchase of multiple copies of items no longer in demand due to changing trends
- Considering the impact on physical space
- Assessing the durability of format for public library use.

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**BURWOOD LIBRARY COLLECTION DEVELOPMENT POLICY 2023 – 2027**

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**General Criteria and Principles for the Selection of New Materials**

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Selection of items for both physical and online is primarily carried out using selection profiles, developed following extensive analysis of community profiles and collection usage, and implemented by external library suppliers.

**Selection Criteria**

Materials will be selected according to the following recognised criteria:

1. Popularity
2. Demand and need for the material
3. Relationship to existing collections
4. Relationship to community
5. Relative importance in comparison with other materials on the subject
6. Authority and competency of the author/creator
7. Appropriateness to interest and skills of intended users
8. Comprehensiveness in breadth and scope
9. Importance as a record for present and future use
10. Currency of Publication
11. Price.

Criteria specially used for selecting digital collections will include:

1. Uniqueness of content, availability and coverage (Australian)
2. Technical considerations such as authentication options and the application programming interface (API)
3. Ease of use
4. Download capability
5. Cost
6. Contract provisions
7. Vendor support.

Additional criteria for LOTE collections will include:

1. Availability of materials to build a viable collection
2. Expectation of a population increase in a particular population in the LGA
3. Literacy needs and demands of a particular population
4. Could demand be met by the use of the multicultural bulk loan service.

**BURWOOD LIBRARY COLLECTION DEVELOPMENT POLICY 2023 – 2027**

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Specific criteria for Toys, STREAM and Makerspace Kits will include:

1. Age appropriateness
2. Customer and staff safety
3. Ease of use
4. Durability and ease of replacement
5. Number of parts
6. Expertise required for repairs and maintenance
7. Adequate space and storage.

**The Collections**

Fiction:

This collection will include popular, bestselling and enduring works that encourage recreational reading, the development of literacy and foster a love of reading. The collection covers materials for adults, young adults and children including pre-schoolers. Australian authors will be represented as well as a cross-section of popular titles published overseas.

Nonfiction:

The Library aims to provide current, popular and balanced collection in all subject areas likely to be of interest to adults, young adults and children in the local community and that which promote lifelong learning. There is a strong emphasis on Australian content wherever appropriate.

Large Print:

A carefully selected collection of books to assist customers who have difficulty reading standard print. In response to demand, the collection will comprise predominantly of popular adult fiction of all genres.

Graphic Novels:

This collection is aimed at providing access to a medium that combines text and sequential art to tell a story. It includes core and popular titles for young adults and children. The collection could be expanded in the future to include adult titles.

Magazines and Newspapers:

The Library will provide a selected range of magazines, particularly with an Australian focus covering both popular and special interest topics. Daily newspapers in hard copy are for use within the Library. They will be retained for a limited period. Online access to newspapers and magazines is also available.

Local Heritage:

Burwood Library aims to provide an accessible and comprehensive local heritage research collection. This is achieved by acquiring, accumulating, preserving and conserving a range of locally significant information that document, illustrate and record the history and the natural, cultural,

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**BURWOOD LIBRARY COLLECTION DEVELOPMENT POLICY 2023 – 2027**

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environmental, industrial and social heritage of Burwood LGA. The collection also includes materials and access to databases to trace family history.

The Burwood Heritage Collection currently houses (but is not limited to) the following:

- Printed material, including books, reports, guidebooks, directories, souvenir booklets and brochures/pamphlets
- Scrapbooks containing ephemeral material, including newspaper clippings, flyers, drawings, etc.
- Council rate, valuation and building registers, and some other miscellaneous Council records
- Council minutes
- Sydney Inner West newspapers from 1962 to early 2020 with an index
- Photographs
- Maps
- Audio visual materials, including sound recordings, videos (all converted to DVDs) and DVDs
- Family history resources on microforms,
- Subscription databases, such as FindMyPast.com.

The collection is housed together with other Library collections in locked, glass cabinets, and can only be accessed under staff supervision. The use of the collection is open to all community members and other interested parties. However due to irreplaceable nature of many items the collection is not for loan and thus has to be consulted within the Library. Duplicate copies of some works may be available for loan in the general collection and selected resources have been digitised and made accessible online.

Due to the research focus of this collection, and uniqueness of some of its items, in principle these resources will not be discarded, unless duplicates are acquired, exchanges are arranged with other institutions or transfers to other collections or institutions are found beneficial for the future survival of the collection. Acquisitions of materials for this collection will be made through the Library budget and encouraging community donations.

An effort will be made to digitise parts of the collection, especially of archival/fragile nature, to provide world wide access.

Languages other than English (LOTE):

The Library currently holds collections in Chinese, Korean and Hindi. Books in other languages will be borrowed from The State Library of NSW.

The changes in the LGA's demographic over the recent years and the emergence of new language speaking communities will entail regular evaluation of existing collections and assessment of the viability of new language collections.

Children's Collection:

A wide range of age appropriate informational and recreational resources make up part of this collection. It is aimed at a broad age group from birth to 12 years in response to the varied social and cognitive development needs as well as supporting the primary school curriculum.

**BURWOOD LIBRARY COLLECTION DEVELOPMENT POLICY 2023 – 2027**

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**Young Adult Collection:**

This collection is aimed at the specific recreational interests of youth from the ages of 13 to 17 years. Curriculum support materials for school years 9 to 12 are catered for in the separate school resources collection.

**Toys, STREAM Kits and Makerspace Kits:**

The aim of these collections is to provide opportunities for children to be creative and develop in areas of problem-solving, spatial reasoning, motor skills and engineering concepts. The Library is considering expanding the collection to include kits for adults.

While toys and the STREAM kits are available for loan, the Makerspace Kits will be used to support the Library's innovation programmes.

**Audio-Visual:**

This collection consists of audio-books and DVDs in both physical and digital formats including video streaming.

**Digital Resources:**

eBooks, eAudiobooks, eComics, databases, magazines, newspapers, genealogy, reference, language and literacy resources are available for recreational reading, watching and listening and life-long learning for adults, young adults and children.

**Non-traditional Collections:**

The Library will develop collections that remove barriers for the community and promote the sharing economy. The Library has Chromebooks for use within its premises and will acquire iPads, tablets, eReaders as well as home energy efficiency kits. The collections could be further expanded to include items deemed useful to the community.

**De-selection, Withdrawal and Disposal**

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**Deselection and Withdrawal of Stock**

Deselection is an essential activity that ensures the removal of damaged, outdated and no longer popular materials. It also releases space to add new content. The focus will be to use performance measurement tools and reports to assist collection management agility to ensure currency and popularity of the collections.

The success of the collection will be measured by analysing the following:

- Turnover statistics for all collection genres
- Circulation (loans)
- Online/digital usage
- Age of collection
- Currency of information
- Condition of physical materials
- Diminishing appeal of subject and/or format.

**BURWOOD LIBRARY COLLECTION DEVELOPMENT POLICY 2023 – 2027**

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**Disposal**

Deselected and withdrawn items will be disposed of in accordance with Council's Corporate Practice and Procedure for the Disposal of Council Assets. Books will either be put out for sale, provided free to customers or recycled.

The Library will continue to investigate other sustainable practices for the disposal of deselected materials including seeking partnerships with charitable organisations to redistribute appropriate items within the LGA and to other communities.

**Related Documents**

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Australian Library and Information Association (ALIA)  
Statement on free access to information  
<https://read.alia.org.au/alia-free-access-information-statement>

Burwood Council  
Corporate Practice and Procedure for the Disposal of council assets  
[Corporate Practice and Procedure for The Disposal of Council Assets](#)

Australian Library and Information Association  
APLA-ALIA Standards and Guidelines for Australian public libraries.  
<https://read.alia.org.au/apla-alia-standards-and-guidelines-australian-public-libraries-may-2021>

Library Council of New South Wales  
Living learning libraries: standards and guidelines for NSW public libraries.  
[https://www.sl.nsw.gov.au/sites/default/files/pol\\_living\\_learning\\_libraries\\_v\\_7.3\\_2020.pdf](https://www.sl.nsw.gov.au/sites/default/files/pol_living_learning_libraries_v_7.3_2020.pdf)

Classification of Films and Computer games  
<https://www.classification.gov.au/>

**Review**

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This Policy will be reviewed at least every four years.

**Contact**

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Enquiries on this Policy should be submitted in writing to the Director Community Life.



## **(Item 43/23) Community Grants Program - Reallocation of Grant**

File No: 23/25729

Report By Acting Director Community Life

### **Summary**

CASS was successful in receiving two grants through Council's Community Grants Program 2022/23 to assist with funding of the Speakers Corner Program and the Individual Support Gathering Group. Both Programs were partially funded by Council in May 2023. CASS have advised that the partial funding allocated to the Speakers Corner means that it is not viable to run the Program over the next year. They have requested that the \$2,000 grant for the Speakers Corner be reallocated toward the Individual Support Gathering Project to enable the latter to be delivered effectively. There is no request for additional funds to be allocated to CASS.

### **Operational Plan Objective**

C.1.1 Support and deliver initiatives that encourage social inclusion and community connections.

### **Background**

Council's Community Grants Program is a highly competitive annual grant process which provides funding to local community organisations delivering initiatives and programs to the Burwood community. Program funding totals \$55,000 and this year at its meeting on 23 May 2023 Council allocated this funding to 22 organisations to support a variety of worthwhile projects. Some projects were fully funded and others partially funded.

At its May meeting Council resolved to allocate \$4,500 to CASS to partially fund two of the three projects they submitted an application for. The funded projects were:

- Speakers Corner - \$2,000 allocated from a \$4,625 request
- Individual Support Gathering Group - \$2,500 allocated from a \$5,000 request.

The Speakers Corner has been operating for approximately 10 years and utilises volunteer tutors to provide conversational English classes to Chinese speaking migrants. Over this time, Council has worked closely with CASS to ensure the Program's success.

The Individual Support Gathering Group is a new initiative from CASS and brings together young adults with disability from culturally and linguistically diverse (CALD) communities. The project aims to reconnect young people with disability to the community after years of COVID isolation, and to provide much needed social interaction and activities for participants and respite for their primary carers.

CASS have indicated they are very grateful for the support received from Council but have recently advised that the funds allocated for the Speakers Corner would not enable them to run the Program and that they would prefer to hand the funding back to Council for better use to the community.

CASS have advised that while the Grant received for the Individual Support Gathering Group does not enable them to conduct the Program as planned, they will identify how to best utilise the funds to support its objectives as it is a priority Program dealing with emerging needs.

This report recommends an option for the total of \$4,500 grant Council allocated funds to remain with CASS to enable them to provide one of the projects they applied for.

### **Proposal**

CASS is a highly respected and valued partner of Burwood Council who work collaboratively with Council to facilitate engagement and interaction with the Chinese speaking community and deliver

programs and services to support the needs of their elderly, disabled, isolated and disadvantaged members.

To enable a solution that respects and values CASS's commitment to the community and ensures that grant funds will be utilised effectively, it is proposed that the \$2,000 grant funding allocated to the Speakers Corner be retained by CASS and reallocated for use to fund the Individual Support Program more fully.

CASS have indicated that the new project for young people with disability is a high need and requires the additional funding support if it was to be made available.

CASS will discontinue the Speakers Corner for the immediate future and consider other funding options for the Program in the future. Council has offered to assist them with this process.

### **Consultation**

Following the announcement of the successful Community Grant allocations CASS contacted Council to advise that they would not be accepting the funding for the Speakers Corner as the full amount requested was required to proceed with the Program and that if additional funding could not be provided the Program would not be run.

Council officers confirmed that there was no additional funding available through the Community Grants Program as all funds had been allocated and other solutions would be explored.

Consultation with CASS has resulted in a request from the organisation that Council consider the allocation of both grants to support the delivery of the Individual Support Gathering Group, given the high demand and lack of similar respite programs available in the area.

### **Planning or Policy Implications**

No Planning or Policy implications.

### **Financial Implications**

No additional funds are required.

If the request to reallocate funds within CASS is not approved, CASS will not accept the \$2,000 granted for the Speakers Corner. This would require further consideration of which unsuccessful project to allocate these funds to as part of the Community Grants Program 2022/23.

### **Options**

There are three options available to Council:

1. Retain the current Council resolution from May 2023 to partially fund CASS for the following two programs:
  - \$2,000 to Speakers Corner
  - \$2,500 to Individual Support Gathering Group.

In this instance CASS will be unable to deliver the Speakers Corner and will return the \$2,000 funding.

2. Reallocate the \$2,000 funding for the Speakers Corner to the Individual Support Gathering Group to provide additional funds for the Program. CASS would then receive the same amount of funds previously allocated by Council but for use on the one project.

3. Accept the return of \$2,000 from CASS and reallocate this grant funding to another project which was unsuccessful through the Community Grants Program process.

### **Conclusion**

CASS is a respected community partner of Burwood Council and were recently offered a total of \$4,500 to partially fund two community projects through Councils Community Grants Program – an English language tutoring program and a respite program for people with disability. CASS have advised that they will not be able to deliver the English language program with partial funding. The grant is for \$2,000. CASS have requested to have the \$2,000 reallocated resulting in the total \$4,500 grant allocated to CASS being expended on the disability respite program. This would enable CASS to deliver that program more effectively. CASS will investigate alternative options to fund the English Tutoring program.

### **Recommendation:**

THAT Council reallocate \$2,000 Community Grants Funding from CASS's Speakers Corner Program to CASS's Individual Support Gathering Group Program to enable the delivery of the service as outlined in the grant application.

### **Attachments**

There are no attachments for this report.

## **(Item 44/23) Tender - Provision of Cleaning Services for Council Facilities**

File No: 23/25987

Report by Director Corporate Services

### **Summary**

This report summarises the tender process undertaken in relation to the provision of cleaning services for Council's facilities and amenities and recommends that Council accept the tender and recommendations as detailed in Confidential Attachment 1.

### **Operational Plan Objective**

C.11.1 Conduct Council business with transparency, accountability, compliance and probity that ensures community confidence in decision making.

### **Background**

Council invited submissions from experienced and qualified cleaning contractors for the provision of Cleaning Services for Council's buildings and amenities. This tender was published on Tenderlink on 12 May 2023 and closed on 2 June 2023.

The subject sites and scope of services was divided into five (5) groups, A to E, separating the various Council facilities into individual categories, as detailed in Confidential Attachment 1.

The RFT stated that Council may appoint one Tenderer for all Groups or a portion of the Groups only. Council also reserved the right to decide not to include one or more of the specific Groups within the contract award.

Tenderers may apply to provide the Cleaning Services for one or more Groups. However, Council may appoint one Tenderer for all Groups or appoint one contractor per Group.

The contract duration is 2 years, expected to commence 1 July 2023 with two 1-year extension options, each exercisable by Council.

As part of its responsiveness to business and community expectations, Burwood Council promotes the contracting of services in a manner that achieves value for money through the application of probity and public accountability principles.

Council has therefore adopted a system of open contracting and tendering for services, which adopts the procedures set out in the Local Government (General) Regulation 2021.

Council engaged Regional Procurement to assist in the facilitation of tender schedules and provide probity services throughout the tender.

### **Tender Evaluation**

#### **Tender Evaluation Process**

The Tender Evaluation Plan is provided as Confidential Attachment 2.

Tender Evaluation Criteria and weightings are summarised below.

<b>Criteria</b>	<b>%</b>
Value for Money	35
Quality Assurance & Customer Service	35
Previous Experience & Capacity	30
<b>Total</b>	<b>100</b>

Conflict of Interest Declarations were signed by all participating evaluation panel members, prior to their receipt of tender submissions.

### **Methodology**

The % weightings and criteria were agreed upon by the Evaluation Panel prior to the tender closing.

#### **Value for Money @ 35%**

- The lowest overall Tendered amount for each group was awarded the full Criteria % for each group as shown in the Evaluation Results Table in Confidential Attachment 4.
- Each subsequent \$ value was then divided into the lowest \$ value to obtain a pro-rata score.
- The number of hours allocated by each Tenderer for the delivery of the services was evaluated by the panel and combined with the Tendered amount to provide a value for money score.

#### **Quality Assurance and Customer Service @ 35%**

- If the tenderer provided the required evidence to meet the benchmark, e.g. a current ISO certificate and QMS document contents page and customer service details, the Evaluation Panel awarded full marks for that category.
- If the tenderer provided partial evidence to meet the benchmark, e.g. provided a QMS document contents page but they are not ISO certified and limited customer service details, the Panel determined a lower score subject to the evidence provided.
- If the tenderer failed to meet the benchmark completely, e.g. they demonstrated no ability to meet the criteria and did not provide any evidence, the Panel awarded 0 points to the tenderer for that evaluation criteria.
- The evaluation also reviewed Tenderers response to the Customer Service component of the Tender and scored on the basis of the response.

#### **Previous Experience and Capacity @ 30%**

- The panel reviewed the Tenderers response to the Service Experience and Referees schedule and provided a score based on the response.
- Referees were included by adding the total scores obtained from the Tenderer's three nominated referees (where each is worth up to 25 points) and dividing this total by the maximum possible score of 75, then multiplying this number by the allocated matrix Weighting value representing 50% of the weighted score.

### **Summary of offers received**

Thirty Six (36) tender documents were downloaded from the Tenderlink Portal.

Twenty Five (25) tender submissions in total were received from the following suppliers:

- Advance Cleaning Management Pty Ltd
- Advanced National Services Pty Ltd
- Allied Facility Management
- Cleveland Services Pty Ltd
- Command51 Pty Ltd
- DSS Facilities Pty Ltd
- Fast Facilities Services Pty Ltd
- Gen2 Pty Ltd
- Northern Contract Cleaning Pty Ltd
- Z180510 Pty Ltd t/as Olinga Services
- Principal Asset Services Pty Ltd
- RFM Facility Management Pty Ltd
- S. Michael Cleaning Services Pty Ltd
- Servicelink Pty Ltd
- SKG Cleaning Pty Ltd
- Smart Cleaning Solutions Pty Ltd t/as Smart

## Cleaning Solutions

- Guardian Property Services Pty Ltd
- Happsa Group Pty Ltd
- Menzies International (Aust) Pty Ltd
- Milos Cleaning Services Pty Ltd
- No Time for Grime Pty Ltd
- Solo Services Group Australia Pty Ltd
- Star Property Maintenance NSW Pty Ltd
- Statewide Quality Services Pty Ltd
- TST Property Services Pty Ltd

No late tenders were received. All tenders were deemed conforming to proceed to tender evaluation, however were then evaluated by the Panel as confirming or non-conforming as each submission was reviewed in detail. The Tender Evaluation Report is provided at Confidential Attachment 3.

**Evaluation Overview**

The overview of the completed evaluation is included in the Tender Evaluation Report at Confidential Attachment 3. It includes a summary of critical issues relating to the evaluation and the rationale used to select the preferred tender.

**Contract Duration**

The proposed cleaning services contract will run for 24 months, expected to commence from 1 July 2023 to 30 June 2025. Two (2) 12month options may be taken up based on satisfactory performance by the contractor.

**Probity**

The evaluation was conducted in accordance with the Local Government Tendering Guidelines, Regional Procurement Tendering Code of Conduct and Tendering Evaluation Principles and Process. Confidentiality and probity were maintained throughout the process.

Conflict of Interest Declarations were signed by all participating evaluation panel members, including the Regional Procurement facilitator, prior to their receipt of Tender submissions. The declarations are available to be viewed if required.

No late tenders were received.

All tenderers were noted as active on the ASIC website.

All tenderer insurance records were checked against Tender requirements and potential non-conformities were noted in the Evaluation Matrix for the consideration of the panel.

Six tenderers were evaluated by the Panel as non-conforming and are identified within Confidential Attachment 1.

**Tender Debrief**

Where requested, Tenderers will be offered further details on their results in the evaluation process.

## **Consultation**

Internal consultation on tender specifications and requirements was held with key business unit stakeholders that manage aspects related to Council's facilities and amenities. They were consulted to develop the scope of services for each of their relevant areas, which included the Library & Community Hub, Operations, Customer Service & Facilities, EAC and Property.

Information relating to further operational considerations are detailed within Confidential Attachment 1.

## **Planning or Policy Implications**

The proposal is in keeping with the Operational Plan objectives.

The tender has been conducted in accordance with Clause 166(a) of the Local Government (General) Regulation 2021, and Council's Tender Manual.

## **Financial Implications**

The financial implications of the tender are outlined in the Confidential Report at Attachment 1.

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

1. That, in relation to the tender for Cleaning Services to Council's facilities, Council accepts the tender as recommended in Confidential Attachment 1.
2. That authority be granted to the General Manager to finalise and sign the tender contract and any related documentation.
3. That the General Manager investigate the option as recommended in Confidential Attachment 1 and report back to Council to inform them of the outcome and to further seek approval from Council to make recommendations about this service.

## **Attachments**

- 1 Attachment 1 - Confidential Report
- 2 Attachment 2 - Cleaning Services Tender Evaluation Plan
- 3 Attachment 3 - Tender Evaluation Report final Rev01 - Cleaning Services
- 4 Attachment 4 - Evaluation Matrix Final - Cleaning Services Tender

## **(Item 45/23) Tender - Single Enterprise Resource Planning (ERP) Solution**

File No: 23/25988

Report by Director Corporate Services

### **Summary**

Burwood Council presently utilises two Enterprise Resource Planning (ERP) systems, CIVICA and Technology One, for its operations. However, the lack of effective integration between them as well as with other systems in use at Council has prevented the creation of efficient and refined business processes and services, able of supporting a modern customer experience.

This report summarises the tender process undertaken in relation to the procurement of a single Cloud based ERP solution and makes recommendations in relation to that tender as outlined in Confidential Attachment 1.

### **Operational Plan Objective**

A.119 Implement year 1 actions of Council's Digital Strategy - Information systems reviewed and implementation strategy developed.

### **Background**

Burwood Council has relied on two main ERP systems, CIVICA and Technology One, to deliver the majority of services to customers and manage internal operations. Civica Authority is used for Planning, Development Applications, Property and Rating, Customer Request Management, Environmental Health, Registers, Accounts Receivables and Receipting, Name and Address Records, Online DA tracking and limited eServices. Technology One is used for Finance Management, Account Payables, Procurement, and Payroll.

Civica-Authority was originally implemented in 2002 and Technology One in 2010. Between them, the systems handle hundreds of thousands of business transactions every year, including every DA, rate payment, customer request and financial transaction of Council.

Although each of the current systems offers functionality within its respective modules, integration between the two platforms has proven challenging. This lack of seamless integration has greatly limited Council's ability to automate and optimise business processes, leading to a limited Customer Experience and unrefined business processes. Additionally, extra costs are incurred by Council in managing and maintaining two separate solutions.

Council also relies on other systems, such as Content Manager for record management, MapInfo/Spectrum Spatial for GIS mapping, Assetic for infrastructure asset management, Bookable for managing bookings and events, and Microsoft Office for many other tasks. While these applications will continue to operate independently of the new ERP solution, integrating them would greatly enhance the efficiency of business processes and allow Council to modernise and improve the services delivered to Customers, resulting in faster response times, easier access to information and an overall enhanced Customer Experience.

Both Civica and Technology One have notified Council that their software platforms are transitioning to a Cloud based Software As A Service (SAAS) business model, with Technology One also advising that support for their current system will reduce significantly in October 2023 and cease entirely in October 2024. Both companies indicated that the change would result in significantly increased costs to Council and proceeding with both products to their respective SAAS solutions would also further entrench limitations to modernising Council's business processes due to their inability to integrate.



Council's "Digital Strategy 2022-2026" aims to embrace cloud-based solutions, as dedicated physical IT infrastructure becomes increasingly commoditized. Whilst transitioning to a SAAS platform is in line with Council's strategy, given the challenges and costs of the existing system configurations and the significant length of time since their original selection, Council opted to thoroughly test the marketplace for the most appropriate single ERP SAAS solution capable of meeting Council's requirements. Through a thorough procurement process, Council has assessed the state of Local Government ERP software, explored cloud-based solutions, understood suppliers' future technology directions, and evaluated their overall suitability.

Council engaged the services of consultant Ludwig Kraayenbrink to consult on this project. Mr Kraayenbrink has extensive experience in this area, having assisted several other Councils with ERP Tender processes.

As part of the project, Council developed a Project Charter, Risk Management Plan and Tender Evaluation Plan. See [Confidential Attachments 2, 3 and 4](#).

A Project Control Group was created, inclusive of members of the leadership team with a significant stake in the project and capable of assisting with the evaluation and selection process and ensuring wide engagement of additional internal subject matter experts during the tender process.

The key tender timeframes are provided in [Confidential Attachment 1](#).

## **Tender Evaluation**

### **Tender Evaluation Process**

The detailed Tender Evaluation Plan is in [Confidential Attachment 4](#). Tender Evaluation Criteria and weightings are summarised below.

<b>Criteria</b>	<b>%</b>
Total Pricing	35%
Tenderer technical, product plan, experience & support capability	20%
LG ERP business / functional requirements (not limited to Annexure A)	20%
Implementation methodology & resourcing	10%
Integration LG ERP including to existing systems to be retained	10%
Customer Services improvements	5%
Total	100%

Weightings and criteria were agreed upon prior to the tender closing and are detailed in the attached Tender Evaluation Plan in [Confidential Attachment 4](#).

### **Summary of offers received**

Six (6) conforming tender responses were received from:

- Civica – Altitude
- Counterpart Solutions - Smart Council
- Datacom – Datascape
- Magiq – Magiq
- Open Office – Community
- Solorient - Horizon

Additionally, two (2) non-conforming tenders were received from:

- GenesIT
- The Strategic Directions Group

The summary of individual evaluations and scoring for each offer is included in Confidential Attachment 1.

### **Evaluation Overview**

The overview of the completed evaluation is included in the Tender Evaluation Report at Confidential Attachment 1. It includes a summary of critical issues relating to the evaluation and the rationale used to select the preferred tender.

### **Consultation**

Internal consultation on tender specifications and requirements was held with all members of the leadership team. Key members of the leadership team and internal subject matter experts were engaged throughout the tender process and a Project Control Group was formed.

### **Planning or Policy Implications**

The proposal is in keeping with the Council's adopted Digital Strategy 2022-2026.

The tender has been conducted in accordance with Clause 166(a) of the *Local Government (General) Regulation 2021*, and Council's Tender Manual.

### **Financial Implications**

The financial implications of the tender are outlined in Confidential Attachment 1.

### **Recommendation(s)**

1. That, in relation to the tender for a Single Enterprise Resource Planning Solution, Council accepts the tender as recommended in Confidential Attachment 1.
2. That authority be granted to the General Manager to sign the tender contract and any related documentation.

### **Attachments**

- 1 Burwood Council - Single ERP Solution Evaluation and Recommendation
- 2 Burwood Council - Single ERP Solution Procurement Project Charter v3.0 - FINAL
- 3 Burwood Council - Single ERP Solution Risk Management Plan v3.0 - FINAL
- 4 Burwood Council - Single ERP Solution Tender Evaluation Plan v3.0

## **(Item RC10/23) Environment and Sustainability Advisory Committee Meeting Minutes - 30 May 2023**

File No: 23/15489

Report by Director City Strategy

### **Summary**

The report presents the Minutes of the Sustainability and Environment Advisory Committee (SEAC) meeting held on Tuesday 30 May 2023.

### **Operational Plan Objective**

- 1.2 A healthy and active lifestyle where people experience a sense of connection and wellbeing
- 3.2 People and infrastructure contribute positively to the environment and respond to climate change
  - 3.2.1 Deliver efficiency and innovation in the use of resources

### **Background**

The SEAC has been established to:

- Actively participate in the development of programs and initiatives to achieve the priorities and targets outlined in the Sustainable Burwood strategy.
- Provide two-way communication between Council and the community on sustainability and environmental matters
- Promote and raise awareness of sustainability and environmental issues in the community

### **Meeting Overview**

The SEAC held its fourth meeting on 30 May 2023. At the meeting following topics were discussed:

- Grow It Local

Grow It Local is a program with the objective to get more Australians to grow, share and eat locally grown food.

Grow It Local is delivered as a year-round program for government and communities which supports key strategic policy objectives relating to reducing food waste, sustainable living and food systems, building stronger, healthier and more resilient communities.

A program overview is included as Attachment 2 of this report.

- Community Batteries

The Committee briefly discussed community batteries and agreed to invite Own Power to the August SEAC meeting to provide a presentation to the Committee on their initiative to deliver a community battery in the Burwood LGA..

The minutes of the Committee Meeting are included in Attachment 1 of this report.

### **Planning or Policy Implications**

No Planning or Policy implications.

**Financial Implications**

No Financial implications.

**Conclusion**

This report provides the meeting minutes of the Sustainability and Environment Advisory Committee held on 30 May 2023 for Council's information. The SEAC will continue to meet quarterly.

***Recommendation***

That Council receives and notes the minutes of the Sustainability and Environment Advisory Committee held on 30 May 2023, as included in Attachment 1.

**Attachments**

- 1 [↓](#) Sustainability and Environment Advisory Committee - Meeting #4 Minutes 30 May 2023
- 2 [↓](#) Attachment 2 Grow It Local - Council Partner Information



Tuesday 30 May 2023  
5.30pm – 6.30pm

## **Sustainability and Environment Advisory Committee MINUTES**

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### **ATTENDEES**

Mayor John Faker (Chairperson) (JF)  
Councillor Ned Cutcher (NC)  
Billie Ayling (BA)  
Ruby Bron (RB)  
Preeti Govindan (PG)  
Rita Vella, Manager City Planning (RV)  
Edwina Holland, Sustainability and Resilience Officer (EH)  
Daryl Nichols, Founder Grow It Local – via Teams (DN)

### **APOLOGIES**

Councillor George Mannah (GM)  
Chris Gray (CG)  
Dylan Porter, Director City Strategy (DP)

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### **A. WELCOME and INTRODUCTIONS**

JF welcomed attendees. JF introduced Daryl from Grow It Local.

### **B. GROW IT LOCAL**

Grow It Local's objectives are to get more Australians to grow, share and eat locally grown food.

Grow It Local is delivered as a year-round program for government and communities which supports key strategic policy objectives relating to;

- Reducing food waste
- Positive health and wellbeing
- Sustainable living and food systems
- Building stronger, healthier and more resilient communities, and
- Climate change

The program is a membership based concept and includes:

- seed service for residents
- community education via monthly digital workshops
- residents to connect with other growers
- impact report for Councils
- communication collateral for Councils
- spring and summer campaigns

Council's role would be:

- promote Grow It Local through Council's usual channels
- undertake community engagement

- provide program feedback to Grow It Local
- approximately 2 hours per month for a Council Officer to coordinate and work with Grow It Local

The fee structure for the program would be \$12,305.00 per year for Burwood Council and Grow It Local has a minimum two year membership requirement.

Following the presentation, the Committee discussed the program and it was agreed for Council Officers to investigate if there are other similar programs and report back to the Committee at the next SEAC meeting.

**C. COMMUNITY BATTERIES DISCUSSION**

Council Staff and the Mayor advised that they had met with Own Power, a group who are interested in partnering with Council to install community battery/ies in the Burwood Council area.

The Committee agreed to have Own Power attend and present at the August SEAC meeting.

**D. GENERAL BUSINESS**

EH advised the committee that nine (9) EOIs were received for the vacancy on the Committee. A report is to be presented to the June 2023 Council Meeting recommending the preferred community member to fill the vacancy.

BA raised Climate Action group she is a member of is in the early stages of organising an Electrification Expo. A practical focus on switching to electric appliances and Electric Vehicles. BA to send email on the proposed Expo to EH.

BA enquired if Council's website could feature a page on electrification including information on rebates. Council Staff to investigate and update at the next SEAC meeting.

**Next Meeting: Tuesday 8 August 2023**

**Conference Room, Burwood Library and Community Hub  
5.30pm – 6.30pm**

# GR<sup>O</sup>W IT L<sup>O</sup>CAL



## COUNCIL PARTNER INFORMATION

## WHAT IS GROW IT LOCAL?

Grow It Local is a council-enabled and community powered program to get more people growing, sharing and eating locally grown food.

Grow It Local is a year-round program for councils and communities which supports council's key objectives relating to;

- Food waste diversion
- Positive sustainable living behaviours
- Building more resilient local food systems
- Community engagement and capacity building
- Climate change resilience
- Health & well being
- Leadership and innovation

### The program includes:

- **Seed Service For Residents:** 200 free mailers for residents are provided per year. Mailers contain heirloom and organic seeds with accompanying how to grow videos and complimentary digital workshops. Council promote the offer. Registrations take place at growitlocal.com and Grow It Local fulfills registrations.
- **Community Education Via Monthly Digital Workshops:** live online sessions are provided to residents in member councils to help educate and inspire your local community to grow, share and eat locally grown food. These sessions are also provided post event on demand.
- **The Ability For Residents To Connect With Other Local Growers:** growitlocal.com enables local community members to register and connect to share and exchange knowledge, skills, produce and seeds with other local residents.

- **Real Time Data for Councils:** Member councils are provided with access to a council dashboard that provides localised data relating to program participation, composting, food waste diversion, square meters under cultivation, what's growing locally, how local community members are engaging and connecting with each other.
- **Communication Assets For Councils:** Council branded communication assets and media toolkits are provided to enable councils to engage their local community.
- **Impact Report:** A localized impact report developed in consultation with social market research firm Taverner Research highlighting the program's waste, environmental, social and economic impacts achieved across your LGA.
- **Spring & Summer Campaigns:** Grow It Local runs the Grow It Local Festival in Spring and Grow It Local Awards in Summer to build awareness and engagement.

## INCLUDED IN THE MEMBERSHIP

### Access for Residents

- Free and unlimited access for member council residents to the Grow It Local digital platform and community
- Access to the database of growers participating in your area, available in real time via a digital dashboard

### Media & Communication Resources

- Ready-made council branded communication assets, including print and digital materials, to help you promote the Grow It Local program and engage your local community
- PR assets including rights cleared images and media releases to undertake local media activity
- Assets for use in social media and council digital channels
- Council logo placement on the growitlocal.com website



**Human Resources & Project Management Resources**

- Dedicated account management resources provided by Grow
- It Local to support you in delivering the program locally
- Local activation guides for councils
- Management of the digital community by Grow It Local via an email helpdesk, social media and e-newsletters
- Quarterly onboarding and program update sessions

**Data & Impact Reporting**

- Real-time data on registrations and impacts in your area delivered via a localised council dashboard
- Localised annual impact report based on surveying program participants to help you evaluate the outcomes of the program

**COUNCIL'S ROLE**

Council's role is to:

1. Promote Grow It Local through council channels using the resources provided
2. Undertake community engagement as considered appropriate
3. Some council's distribute template media release (provided) to local media
4. Provide program feedback to Grow It Local to enable us to improve the product
5. A small proportion of a council offer's time to coordinate and work with Grow It Local

**FEE STRUCTURE**

Council partners pay an annual program membership fee based on population for a minimum of two years. The membership provides unlimited access to the Grow It Local for residents and the benefits outlined in other sections of this document including a localised impact report, created by independent research company Taverner Research. See next page for details.

POPULATION SIZE	FEE PER ANNUM
0 - 5,000	\$5,350
5,000 - 15,000	\$6,420
15,000 - 30,000	\$8,560
30,000 - 60,000	\$12,305
60,000 - 90,000	\$13,910
90,000 - 120,000	\$14,980
120,000 - 200,000	\$16,050
200,000	\$17,120

**CONTACT**

For all inquires please contact;

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Co-founder

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Example Digital Workshop social media tile



Example Seed Service social media tile



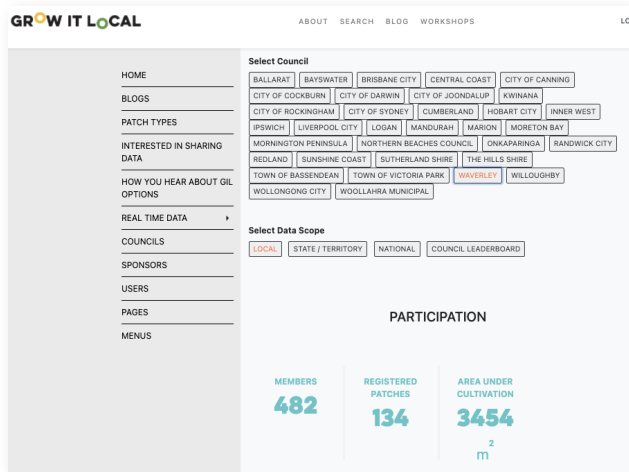
Seed Service Pack



Example of an asset provided for elected reps



Annual Impact Report



Digital dashboard for council partners

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**(Item RC11/23) Burwood Local Traffic Committee - June 2023**

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File No: 23/25333

Report by Director City Assets

**Summary**

Attached are the Minutes of the Burwood Local Traffic Committee from its meeting of June 2023. The Minutes are hereby submitted to the Ordinary Council Meeting for consideration and adoption by Council.

**Operational Plan Objective**

C.4.1 Plan and manage transport infrastructure to meet current and future community needs  
A.40 Investigate traffic hot spots and implement solutions such as pedestrian refuges, roundabouts or traffic calming devices

***Recommendations***

That the minutes of the Burwood Local Traffic Committee of June 2023 be noted and the recommendations of the Committee as detailed below be adopted as a resolution of the Council.

**(ITEM LTC13/23) VICTORIA STREET, BURWOOD - WORK ZONE APPLICATION*****Recommendations***

1. That Council approve the installation of a "Work Zone, 7:00am – 5:30pm Monday to Friday and from 7:00am to 4:00pm Saturday", directly fronting No. 28-34 Victoria Street, Burwood, for a length of 31 metres for a period of 42 months.
2. That Council approve the parking area to be returned to "2P Ticket Parking 9am – 6pm Monday to Saturday & Public Holidays" at the completion of the "Work Zone".

**(ITEM LTC14/23) EXTENSION OF THE PARKING RESTRICTIONS IN COUNCIL'S OFF-STREET TICKET CAR PARKS*****Recommendations***

1. That Council approve the extension of ticket parking restrictions in all existing on-street ticket parking areas from '9am to 6pm Monday to Saturday including public holidays' to '9am to 7pm Monday to Saturday, including public holidays' for a trial period of 12 months.
2. That Council approve the extension of ticketed parking restrictions in the Wynne Avenue, George Street, Burwood Library, Elizabeth Street, Meryla Street and Parnell Street car parks from '9am to 6pm Monday to Saturday including public holidays' to '9am to 10pm Monday to Sunday, including public holidays' for a trial period of 12 months.

**(ITEM LTC15/23) CHANGES TO PARKING RESTRICTIONS - UNNAMED LANE NEAR 27 LYONS STREET*****Recommendation***

That Council approves the formalisation of 'No Stopping' parking restrictions along the length of the unnamed lane near 27 Lyons Street.

**(ITEM LTC16/23) BELMORE STREET, BURWOOD - WORK ZONE APPLICATION**

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***Recommendations***

1. That Council approve the installation of a “Work Zone, 7:00am – 5:30pm Monday to Friday and from 7:00am to 4:00pm Saturday”, directly fronting No. 50-52 Belmore Street, Burwood, for a length of 22 metres for a period of 12 months.
2. That Council approve the parking area to be returned to “2P Ticket Parking 9am – 6pm Monday to Saturday & Public Holidays” at the completion of the “Work Zone”.

**Attachments**

- 1 [↓](#) Burwood Local Traffic Committee Agenda - 01.06.2023
- 2 [↓](#) Burwood Local Traffic Committee Minutes - 01.06.2023



## Notice of Burwood Local Traffic Committee Meeting

The June 2023 meeting of the Burwood Local Traffic Committee will be held electronically with the Agenda emailed to Members for review.

The minutes from the May meeting has also been emailed to members for confirmation.

All comments are requested to be returned to Council by 9.30 am Thursday 1 June 2023.

Tommaso Briscese  
**General Manager**

## Agenda

### Acknowledgement of Country

Council acknowledges the Wangal people of the Eora Nation who are the traditional custodians of this land. Council also pays respect to their elders, both past and present, and extends that respect to other First Nations People who may be present.

### Apologies/Leave of Absences

### Confirmation of Minutes

#### *Recommendation*

That the Minutes of the May 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 LTC13/23) VICTORIA STREET, BURWOOD - WORK ZONE APPLICATION .....4
- (ITEM LTC14/23) EXTENSION OF THE PARKING RESTRICTIONS IN COUNCIL'S  
OFF-STREET TICKET CAR PARKS .....6
- (ITEM LTC15/23) CHANGES TO PARKING RESTRICTIONS - UNNAMED LANE  
NEAR 27 LYONS STREET .....8
- (ITEM LTC16/23) BELMORE STREET, BURWOOD - WORK ZONE APPLICATION .....10

## (ITEM LTC13/23) VICTORIA STREET, BURWOOD - WORK ZONE APPLICATION

File No: 23/21564

REPORT BY TRAFFIC ENGINEER &amp; DESIGN

### Summary

In order to facilitate a major development at No. 28–34 Victoria Street Burwood, Council has received an application from the developer for a “Work Zone” to be installed along the frontage of the site across the existing 2P parking restrictions and up to the western property boundary.

### Background

Council approved the development at No. 28-34 Victoria Street in September 2020. The development consists of 30 storeys mixed-use development containing commercial and retail floor space and 179 residential apartments over a basement car park which caters for up to 316 off-street parking spaces. The site is adjacent to an existing residential flat building to the east and a mixed-use building to the west.



Currently there are a combination of “No Stopping” and time-restricted parking restrictions in place along the southern side of Victoria Street. The frontage of the site at 28-34 Victoria Street contains “No Stopping” and “2P Ticket” parking restrictions as shown in the plan above.

Excavation of this site has commenced and the development is expected to take 42 months to complete.

### Proposal

During the construction of the new development, a “Work Zone” has been requested along the southern side of Victoria Street for a length of 31m, directly in front of the site. This area will be used for access to and from the site as well as for delivery of materials and pumping of concrete. The “Work Zone” will be restricted in hours to 7:00am – 5:30pm Monday to Friday and from 7:00am to 4:00pm Saturday, matching the hours of consent for the development. The “Work Zone”

has been requested for an entire period of 42 months, which will then be reviewed to determine if it is still required.

The proposed arrangement will result in a loss of six on-street parking spaces during the restricted times. Outside of the restricted parking times, these areas will be available to the public.



**Consultation**

No resident consultation was considered necessary as the proposed ‘Works Zone’ restrictions will be directly outside the development site and will be restricted to development consent hours only.

**Financial Implications**

The “Work Zone” will be charged to the developer as per Council’s Fees and Charges.

**Recommendations**

1. That Council approve the installation of a “Work Zone, 7:00am – 5:30pm Monday to Friday and from 7:00am to 4:00pm Saturday”, directly fronting No. 28-34 Victoria Street, Burwood, for a length of 31 metres for a period of 42 months.
2. That Council approve the parking area to be returned to “2P Ticket Parking 9am – 6pm Monday to Saturday & Public Holidays” at the completion of the “Work Zone”.

**Attachments**

There are no attachments for this report.



**(ITEM LTC14/23) EXTENSION OF THE PARKING RESTRICTIONS IN COUNCIL'S OFF-STREET TICKET CAR PARKS**

File No: 23/22305

REPORT BY TRAFFIC ENGINEER, ASSETS &amp; INFRASTRUCTURE

**Summary**

In order to promote parking turnover during times of high parking demand in Council's on street ticket parking areas as well as Council's off-street ticketed car parks within the Burwood and Strathfield Town Centres, it is proposed to extend the parking restrictions as part of a 12-month trial.

**Background**

In order to better manage on-street and off-street parking within the busy Burwood and Strathfield Town Centres Council has implanted Ticket parking restrictions to both on-street and off-street parking areas. There are a combination of 2P and 9P ticket on-street parking areas which operate from 9am to 6pm Monday to Saturday including public holidays.

In addition to this Council currently operates 6 off-street ticketed car parks at the following locations:

- Wynne Avenue, Burwood
- George Street, Burwood
- Burwood Library, Burwood
- Elizabeth Street, Burwood
- Meryla Street, Burwood
- Parnell Street, Strathfield

As with the on-street ticket parking areas, tickets are required from 9am to 6pm Monday to Saturday within these car parks, with no restrictions on Sunday.

Parking tickets are currently \$4.50 per hour with a maximum fee of \$28.00 per day. Early Bird Parking is available in each of the car parks at a fee of \$10.00 for all day parking.

Businesses within Burwood have raised the issue of no turnover of parking in the car parks in the evenings and on Sundays due to the lack of restrictions. This then has the knock-on effect of visitors to the area who are looking for parking having to continually circle the car parks or town centre streets looking for parking, and ultimately may force visitors to park in nearby local streets.

**Proposal**

It is proposed that the existing ticketed restrictions for on-street parking areas be extended to 7pm Monday to Saturday. In the six Council car parks it is proposed that the restrictions be extended to 9am to 10pm Monday to Sunday, including public holidays. These new restrictions will be trialled for a period of 12 months and help to promote parking turnover and help facilitate night time and Sunday economy in the town centres.

**Consultation**

No consultation has been undertaken. Signage within the existing on-street parking areas and car parks will be updated with the new restrictions and notices will be placed on the parking meters to advise users of the changes once implemented.

**Financial Implications**

A comparison of other Council's who have parking restrictions beyond 6pm has been undertaken and found that the majority provide a discounted rate for evening parking.

<b>Council</b>	<b>Day Rate</b>	<b>Evening Rate</b>	<b>Discount</b>	<b>Restrictions</b>
North Sydney <i>High Demand Area</i>	\$8.20	\$4.40	46%	Up to Midnight
North Sydney <i>Medium Demand Area</i>	\$6.40	\$4.00	38%	Up to Midnight
North Sydney <i>Low Demand Area</i>	\$4.00	\$3.00	25%	Up to 11pm
City of Sydney <i>Parking Area 1</i>	\$7.80	\$4.60	41%	Up to 10pm
City of Sydney <i>Parking Area 2</i>	\$6.60	\$4.60	30%	Up to 10pm
City of Sydney <i>Parking Area 3</i>	\$5.60	\$3.60	36%	Up to 9pm

It is therefore proposed that the evening fee of \$3.00 per hour apply for parking between 7pm and 10pm, being a discount of 33% based on the 2022/23 hourly rate. The new fee has been included in the Draft 2023/24 Fees and Charges which will be placed on public exhibition in June 2023.

**Recommendations**

1. That Council approve the extension of ticket parking restrictions in all existing on-street ticket parking areas from '9am to 6pm Monday to Saturday including public holidays' to '9am to 7pm Monday to Saturday, including public holidays' for a trial period of 12 months.
2. That Council approve the extension of ticketed parking restrictions in the Wynne Avenue, George Street, Burwood Library, Elizabeth Street, Meryla Street and Parnell Street car parks from '9am to 6pm Monday to Saturday including public holidays' to '9am to 10pm Monday to Sunday, including public holidays' for a trial period of 12 months.

**Attachments**

There are no attachments for this report.

**(ITEM LTC15/23) CHANGES TO PARKING RESTRICTIONS - UNNAMED LANE NEAR 27 LYONS STREET**

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File No: 23/22313

REPORT BY TRAFFIC ENGINEER, ASSETS &amp; INFRASTRUCTURE

**Summary**

To facilitate unobstructed traffic flow along the unnamed lane near 27 Lyons Street, it is proposed to formalise 'No Stopping' restrictions along its length.

**Background**

Council has received concerns from residents and business owners who utilise the unnamed lane (the Lane) off Lyons Street in Strathfield regarding parked vehicles blocking access to their properties.

The Lane is a 2.9m wide narrow bi-directional lane which provides access for multiple business and residential properties along Parnell Street, Lyons Street, and The Boulevarde. It has been observed that the lane is frequently used as short-term parking by vehicles seeking to access nearby amenities.

The lane currently does not have any formal signed parking restrictions, though it is noted that due to its narrow width any vehicles stopped in the laneway would be obstructing traffic (regardless of any signs or line markings installed), and would therefore be breaching Road Rule 125 (1) A driver must not unreasonably obstruct the path of another driver or a pedestrian.

**Proposal**

To address these concerns, it is proposed to formalise 'No Stopping' parking restrictions along the Lane. The restrictions will extend along the entire eastern side of the lane from Lyons Street to the northern terminus of the Lane.



### **Consultation**

Consultation was conducted with 10 properties which have a rear frontage on the Lane, as well as the new residential development on 27 Lyons Street. No written responses were received, though verbal support was provided by 3 locations.

### **Financial Implications**

The cost of new signage will be approximately \$300.00.

### **Recommendation**

That Council approves the formalisation of 'No Stopping' parking restrictions along the length of the unnamed lane near 27 Lyons Street.

### **Attachments**

There are no attachments for this report.

**(ITEM LTC16/23) BELMORE STREET, BURWOOD - WORK ZONE APPLICATION**

File No: 23/22668

REPORT BY TRAFFIC ENGINEER &amp; DESIGN

**Summary**

In order to facilitate a major development at No. 50-52 Belmore Street Burwood, Council has received an application from the developer for a “Work Zone” to be installed along the frontage of the site across the existing 2P parking restrictions.

**Background**

Council originally approved the development at No. 50-52 Belmore Street in February 2017. The development consists of 5 storeys mixed-use development containing commercial floor space and 41 residential apartments over a two-level basement car park which caters for up to 60 off-street parking spaces. The site is adjacent to Burwood Presbyterian Church to the east and a residential-flat building to the west.



Currently, a combination of “No Stopping” and time-restricted parking restrictions is in place along the southern side of Belmore Street from Burwood Road. The frontage of the site at 50-52 Belmore Street contains “2P Ticket” parking restrictions as shown in the plan above.

**Proposal**

During the construction of the new development, a “Work Zone” has been requested along the southern side of Belmore Street for a length of 22m, directly in front of the site. This area will be used for access to and from the site as well as for delivery of materials and pumping of concrete. The “Work Zone” will be restricted in hours to 7:00am – 5:30pm Monday to Friday and from 7:00am to 4:00pm Saturday, matching the hours of consent for the development. The “Work Zone” has been requested for an entire period of 12 months, which will then be reviewed to determine if it is still required.

The proposed arrangement will result in a loss of two on-street parking spaces during the restricted times. Outside of the restricted parking times, these areas will be available to the public.



### **Consultation**

No resident consultation was considered necessary as the proposed ‘Works Zone’ restrictions will be directly outside the development site and will be restricted to development consent hours only.

### **Financial Implications**

The ‘Work Zone’ will be charged to the developer as per Council’s Fees and Charges.”

### **Recommendations**

1. That Council approve the installation of a ‘Work Zone, 7:00am – 5:30pm Monday to Friday and from 7:00am to 4:00pm Saturday’, directly fronting No. 50-52 Belmore Street, Burwood, for a length of 22 metres for a period of 12 months.
2. That Council approve the parking area to be returned to ‘2P Ticket Parking 9am – 6pm Monday to Saturday & Public Holidays’ at the completion of the ‘Work Zone’.

### **Attachments**

There are no attachments for this report.



MINUTES OF THE MEETING OF THE BURWOOD LOCAL TRAFFIC COMMITTEE held electronically on Thursday 1<sup>st</sup> June 2023 commencing at 9:00 AM.

#### **Attendance**

Cr John Faker (Mayor) Chairperson  
 Ms Angelica Joie Abragan, Transport for NSW  
 Ms Maryann Duggan, Representative for State Member for Strathfield  
 Mr Adrian Pritchard, Transit Systems  
 Snr Constable Germaine Grant, NSW Police Service

Mr George El Kazzi, Director City Assets  
 Mr Roberto Di Federico, Manager Traffic and Transport  
 Mr Jeremy Tinslay, Traffic Engineer  
 Mrs Manasa Simhalapathi, Traffic & Design Engineer

#### **Apologies**

That there were no apologies.

#### **Confirmation of Minutes`**

That the minutes of the Burwood Local Traffic Committee of Burwood held on Thursday 4 May 2023, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.

### **GENERAL BUSINESS**

#### **(ITEM LTC13/23) VICTORIA STREET, BURWOOD - WORK ZONE APPLICATION**

File No: 23/21564

#### **Summary**

In order to facilitate a major development at No. 28–34 Victoria Street Burwood, Council has received an application from the developer for a “Work Zone” to be installed along the frontage of the site across the existing 2P parking restrictions and up to the western property boundary.

#### **Recommendations**

1. That Council approve the installation of a “Work Zone, 7:00am – 5:30pm Monday to Friday and from 7:00am to 4:00pm Saturday”, directly fronting No. 28-34 Victoria Street, Burwood, for a length of 31 metres for a period of 42 months.
2. That Council approve the parking area to be returned to “2P Ticket Parking 9am – 6pm Monday to Saturday & Public Holidays” at the completion of the “Work Zone”.

**(ITEM LTC14/23) EXTENSION OF THE PARKING RESTRICTIONS IN COUNCIL'S OFF-STREET TICKET CAR PARKS**

---

File No: 23/22305

**Summary**

In order to promote parking turnover during times of high parking demand in Council's on street ticket parking areas as well as Council's off-street ticketed car parks within the Burwood and Strathfield Town Centres, it is proposed to extend the parking restrictions as part of a 12-month trial.

**Comments Received**

***NSW Police** - Police do not agree with the proposal as no community consultation has taken place before its proposed implementation. The changes to the parking will affect everyone who comes to Burwood to work, socialize or shop. By increasing the restriction for extra ticketed hours and adding an extra day being the Sunday will inconvenience people coming to Burwood further. Many visitors to Burwood as a result will tend to park at Westfield as there is 2 to 3 hours of free car parking. This will be problematic for the Westfield car park as it will be utilized more extensively and cause further traffic problems in the surrounding streets with cars wishing to enter and leave the car park. There are also many workers who work at Burwood and the extra impost of spending extra money to work at Burwood would be detrimental (especially emergency workers). The extra parking restrictions could cause a further economic downturn for local business as people will tend to not come to Burwood because of the parking impost. The parking restrictions will only push motorists to park further away into other outer streets were there are no or limited parking restrictions. Police also request that after the 12month trial period has elapsed that this item be returned to the Burwood Traffic Committee to ascertain the success or otherwise of the trial parking restrictions. Police would like their disagreement to the proposal noted.*

**Council Response** – The trial seeks to increase parking turnover, which assists local businesses and reduce vehicles continually circling the town center looking for parking. Council will review the results of the trial following the 12-month period and seek re-approval through Local Traffic Committee if it is to be made permanent.

**Recommendations**

1. That Council approve the extension of ticket parking restrictions in all existing on-street ticket parking areas from '9am to 6pm Monday to Saturday including public holidays' to '9am to 7pm Monday to Saturday, including public holidays' for a trial period of 12 months.
2. That Council approve the extension of ticketed parking restrictions in the Wynne Avenue, George Street, Burwood Library, Elizabeth Street, Meryla Street and Parnell Street car parks from '9am to 6pm Monday to Saturday including public holidays' to '9am to 10pm Monday to Sunday, including public holidays' for a trial period of 12 months.



## MINUTES OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING

1 JUNE 2023

**(ITEM LTC15/23) CHANGES TO PARKING RESTRICTIONS - UNNAMED LANE NEAR 27 LYONS STREET**

File No: 23/22313

**Summary**

To facilitate unobstructed traffic flow along the unnamed lane near 27 Lyons Street, it is proposed to formalise 'No Stopping' restrictions along its length.

**Recommendation**

That Council approves the formalisation of 'No Stopping' parking restrictions along the length of the unnamed lane near 27 Lyons Street.

**(ITEM LTC16/23) BELMORE STREET, BURWOOD - WORK ZONE APPLICATION**

File No: 23/22668

**Summary**

In order to facilitate a major development at No. 50-52 Belmore Street Burwood, Council has received an application from the developer for a "Work Zone" to be installed along the frontage of the site across the existing 2P parking restrictions.

**Recommendations**

1. That Council approve the installation of a "Work Zone, 7:00am – 5:30pm Monday to Friday and from 7:00am to 4:00pm Saturday", directly fronting No. 50-52 Belmore Street, Burwood, for a length of 22 metres for a period of 12 months.
2. That Council approve the parking area to be returned to "2P Ticket Parking 9am – 6pm Monday to Saturday & Public Holidays" at the completion of the "Work Zone".

This concluded the business of the meeting.

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## **(Item RC12/23) Burwod Local Traffic Committee - June 2023 Extraordinary Meeting**

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File No: 23/25335

Report by Director City Assets

### **Summary**

Attached are the Minutes of the Burwood Local Traffic Committee from its extra-ordinary meeting of June 2023. The Minutes are hereby submitted to the Ordinary Council Meeting for consideration and adoption by Council.

### **Operational Plan Objective**

C.4.1 Plan and manage transport infrastructure to meet current and future community needs  
A.40 Investigate traffic hot spots and implement solutions such as pedestrian refuges, roundabouts or traffic calming devices

### ***Recommendations***

That the minutes of the Burwood Local Traffic Committee of June 2023 extra-ordinary meeting be noted and the recommendations of the Committee as detailed below be adopted as a resolution of the Council.

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### **(ITEM LTC17/23) BURWOOD BUS DEPOT MURAL PROJECT – ARTWORK APPROVAL**

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#### ***Recommendation***

That Council approves the draft artwork for installation.

### **Attachments**

- 1 [↓](#) Burwood Local Traffic Committee Agenda - 13.06.2023
- 2 [↓](#) Burwood Local Traffic Committee Minutes - 13.06.2023



## **Notice of Burwood Local Traffic Committee Meeting**

The June 2023 extraordinary meeting of the Burwood Local Traffic Committee will be held electronically with the Agenda emailed to Members for review.

All comments are requested to be returned to Council by 9.30 am 13 June 2023.

Tommaso Briscese  
**General Manager**

## Agenda

### Acknowledgement of Country

Council acknowledges the Wangal people of the Eora Nation who are the traditional custodians of this land. Council also pays respect to their elders, both past and present, and extends that respect to other First Nations People who may be present.

### Apologies/Leave of Absences

### GENERAL BUSINESS

(ITEM LTC17/23)	BURWOOD BUS DEPOT MURAL PROJECT – ARTWORK APPROVAL .....	4
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**(ITEM LTC17/23) BURWOOD BUS DEPOT MURAL PROJECT –  
ARTWORK APPROVAL**

File No: 23/23888

REPORT BY TRAFFIC ENGINEER, ASSETS & INFRASTRUCTURE

**Summary**

Approval is sought from the Burwood Local Traffic Committee for the artwork design for the Burwood Bus Depot Mural project which faces onto Parramatta Road.

**Background**

In March 2023 Council released an Expression of Interest (EOI) seeking Sydney based artists to submit proposals for the project. Council received 9 submissions which were reviewed by a panel of Transport for NSW, Transit Systems West, Create NSW and Council representatives. Christina Huynh was the artist unanimously selected by the panel and later approved by the Local Traffic Committee.

In the deed of agreement between Council, Transport for NSW and Transit Systems West, prior to artwork installation Council is required to seek approval for the final artwork from the Local Traffic Committee.

Christina has worked with the Burwood Community through a consultation session, TfNSW, TSW, CNSW, Council and Lorna Hutching who the mural celebrates in order to develop the attached proposed design.

Please see below an image of the site allocated for the mural:



- Mural Location
- Bus Depot Sign
- Powerlines

**Proposal**

The panel has proposed to proceed with the draft design presented by Christina Huynh. In her rationale for the artwork Christina writes:

*The design shows an AEC Regent III double-decker bus with a license plate "1974.TS" which represents the year Lorna Hutchings began driving as the first female bus driver at Burwood Bus Depot.*

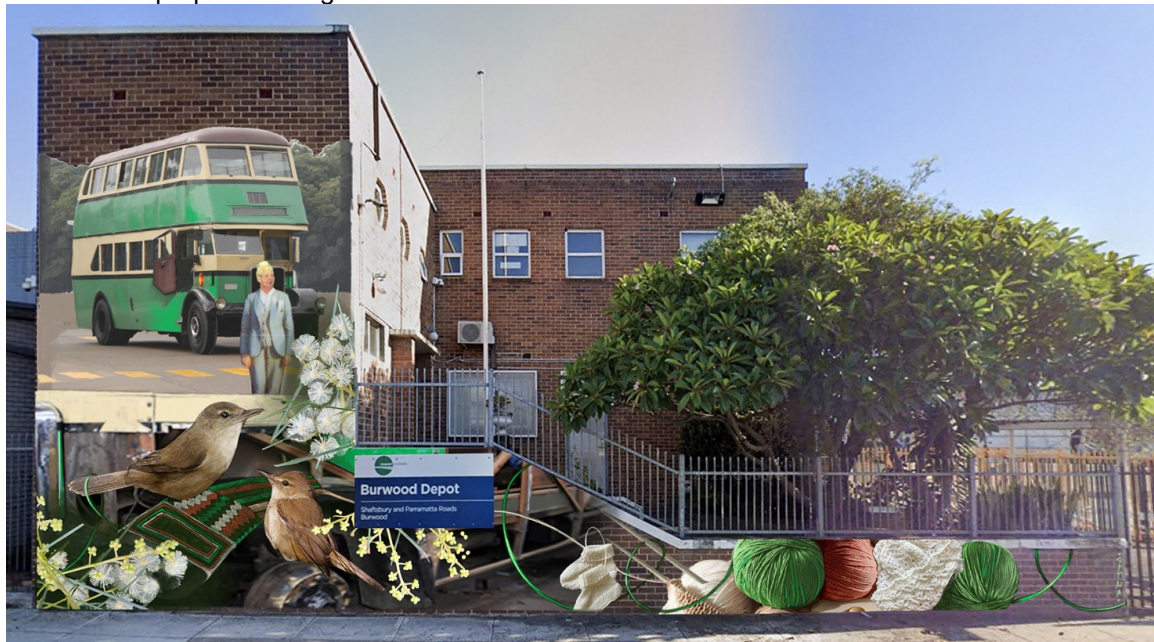
*Two Australian Reed Warblers meet among parts of a former Regent Double decker bus in restoration. A scene where two warblers meet symbolises Burwood as an important place for a meeting between Sydney City and Western Sydney for resources such as Burwood Library or for the buzzing atmosphere, diversity and rich cultural flavours found throughout Burwood Chinatown.*

*The theme of yarn bomb and knitting is central throughout the design as it celebrates the character of Lorna Hutchings, her love for knitting, and the movement of street art throughout the inner west and inner-city suburbs of Sydney. To 'Yarn bomb' was originally to reclaim and personalise sterile or cold public places.*


*Feedback Incorporated from the panel:*

- *Altered the bus design / orientation slightly as the door was positioned on the incorrect side of the bus, flipping horizontal it so that it's facing right instead of left.*
- *Replaced image of Lorna with a better-quality facial photo*
- *Added items nestling into the yarn down the bottom of the design - added knitted booties and a crocheted hat as Lorna used to knit for her co-workers and fellow drivers who had newborn babies.*

Below is the proposed design:



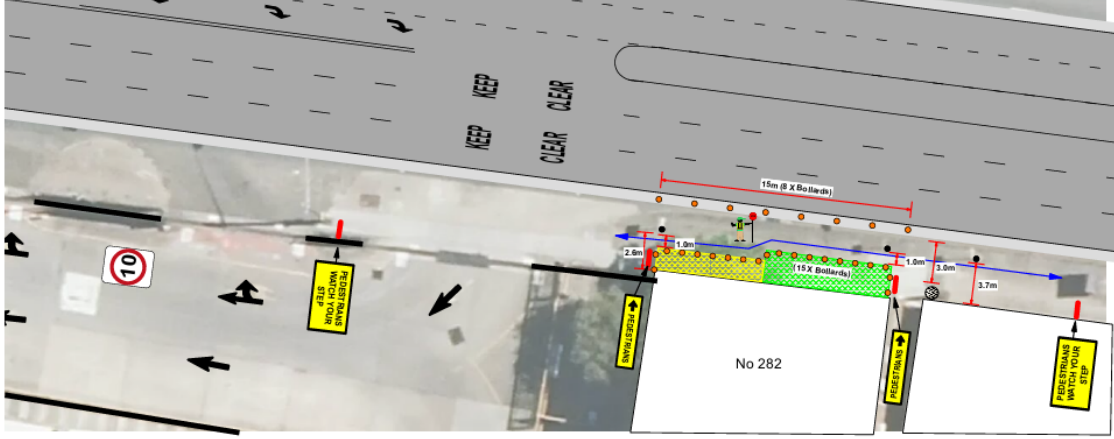
Council has also already engaged CATO Logistics to provide a pedestrian management plan, traffic controllers and equipment for the installation of the artwork.



**PEDESTRIAN MANAGEMENT PLAN FOR ART INSTALL**

Local Government  
27/02/2023 10:13:13  
APPROVED CONTRACTOR

NOTE: CA+O Location Services Pty Ltd does not accept responsibility for any traffic guidance scheme if the traffic management is not implemented by CA+O Location Services Pty Ltd.



**LEGEND**

- WORK AREA (SCISSOR LIFT AND LADDER)
- WORK AREA (LADDER ONLY)
- EXISTING STREET SIGNAGE
- EXISTING POWER POLE
- PEDESTRIAN PATH (MIN 1.0M)
- BOLLARDS LINKED WITH HAZARD TAPE

**NOTES:**

- 1) PEDESTRIAN THOROUGHFARE TO BE MIN 1.0M AT ALL TIMES
- 2) PEDESTRIANS TO BE HELD SHOULD RISK PRESENT ITSELF DURING PLANT MOVEMENT
- 3) BOLLARDS TO BE PLACED ON SHOULDER TO ENSURE PEDESTRIANS TO NOT WALK ON ROAD
- 4) SCISSOR LIFT MOVEMENT AS PER TGS "BUR-1A"

**MANIFEST**

15m (8 X Bollards)	X	1
15 X Bollards	X	2
PEDESTRIANS SWITCH YOUR STEP	X	1
PEDESTRIANS	X	1
BOLLARDS	X	22
HAZARD TAPE	X	40m

**NOTES:**


1. THIS TRAFFIC GUIDANCE SCHEME HAS BEEN DRAWN IN ACCORDANCE WITH AS 1743 AND "TRAFFIC CONTROL AT WORKSITES" MANUAL V4.1

2. BOLLARD DEVICES ARE TO BE PLACED IN ACCORDANCE WITH THIS TGS. MODIFICATION MAY BE MADE BY PERSONS HOLDING A VALID "TRUCK WORKING ONE TWP" QUALIFICATION ONLY.

3. ALL SIGNS AND DEVICES USED MUST COMPLY WITH AUSTRALIAN STANDARDS (AS 1743).

4. THIS DOCUMENT IS COPYRIGHT © PROPERTY OF CA+O LOCATION SERVICES PTY LTD. THIS DRAWING SHALL ONLY BE USED FOR THE PURPOSE FOR WHICH IT IS INTENDED. UNAUTHORISED USE OF THIS DRAWING IS PROHIBITED.

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COUNCIL:	BURWOOD	DRAWN BY:	MICHAEL PARKER	AUTHORISED BY:	KIERAN CATO	DATE:	27/02/2023
APPROVAL REQUIRED:		CERT:		CERT:		ORIGINAL SIZE:	A4 LANDSCAPE
LO CAL:	X	TCT 0050831		TCT 0040880		CLIENT:	BURWOOD COUNCIL
STATE:						CONTACT:	DOMINIQUE ROBERTS
OTHER:						PHONE:	02 9911 9807 0466 475 610

PROJECT: BURWOOD ART INSTALL  
282 PARRAMATTA RD BURWOOD

PLAN No: BUR-2  
VARIANT: (A)

TYPE: TPC  
REV: 0.0

**Consultation**

Council and Christina have undertaken extensive consultation with Transport for NSW, Transit Systems West, Create NSW and DPE in relation to this project. Christina has also engaged with the Burwood Local community as well as Lorna throughout the design development phase.

**Financial Implications**

The total project cost is \$33,520 +GST and will be split across Council's internal public art budget and funding received from PRUAIP. The artists fee included in this budget is \$18,000 + GST

**Recommendation**

That Council approves the draft artwork for installation.

**Attachments**

There are no attachments for this report.



MINUTES OF AN EXTRAORDINARY MEETING OF THE BURWOOD LOCAL TRAFFIC COMMITTEE held at Burwood Council, 2 Conder Street, Burwood on Tuesday 13 June 2023 commencing at 9:00am.

#### **Attendance**

Cr John Faker (Mayor) Chairperson  
 Ms Angelica Joie Abragan, Transport for NSW  
 Ms Maryann Duggan, Representative for State Member for Strathfield  
 Mr Adrian Pritchard, Transit Systems  
 Snr Constable Germaine Grant, NSW Police Service

Mr George El Kazzi, Director City Assets  
 Mr Roberto Di Federico, Manager Traffic and Transport  
 Mr Jeremy Tinslay, Traffic Engineer  
 Mrs Manasa Simhalapathi, Traffic & Design Engineer

#### **Apologies**

That there were no apologies.

#### **Confirmation of Minutes**

There were no minutes to confirm.

### **GENERAL BUSINESS**

#### **(ITEM LTC17/23) BURWOOD BUS DEPOT MURAL PROJECT – ARTWORK APPROVAL**

File No: 23/23888

#### **Summary**

Approval is sought from the Burwood Local Traffic Committee for the artwork design for the Burwood Bus Depot Mural project which faces onto Parramatta Road.

#### ***Comments Received***

**Mayor** - *My only concern is the Burwood bus depot sign being located above the Muriel project once completed, could it not be added to the fence or another location?*

**Council Response** – Dominique Roberts will brief to the Mayor as to why the sign is included in the design and has to stay according to the Deed of Agreement.

#### ***Recommendation***

That Council approves the draft artwork for installation.

This concluded the business of the meeting.