



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 24 October 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



Cr John Faker
Mayor
9911 9916
mayor@burwood.nsw.gov.au



Cr George Mannah
Deputy Mayor
0428 363 826
george.mannah@burwood.nsw.gov.au



Cr Heather Crichton
0428 439 450
heather.crichton@burwood.nsw.gov.au



Cr Ned Cutcher
0428 531 376
ned.cutcher@burwood.nsw.gov.au



Cr Pascale Esber
0428 459 667
pascale.esber@burwood.nsw.gov.au



Cr David Hull
0428 369 269
david.hull@burwood.nsw.gov.au



Cr Hugo Robinson
0428 516 124
hugo.robinson@burwood.nsw.gov.au

Council meeting room

General
Manager

Mayor
Faker

Cr
Mannah

Cr Esber

Cr
Cutcher

Cr
Crichton

Cr
Robinson

Cr Hull

Public gallery

Agenda

For an Ordinary Meeting of Burwood Council to be held in the Conference Room, Level 1, 2 Conder Street, Burwood on Tuesday 24 October 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. Mayoral Minutes

9. General Business

General Business

(Item 73/23)	Adoption - Amendment to Burwood DCP Section 4.7 Heritage Subdivision.....	4
(Item 74/23)	Heritage Assessment - 23, 25 and 27 Woodside Avenue, Burwood.....	7
(Item 75/23)	Draft Safer Burwood Plan - Endorsement for Public Exhibition.....	12
(Item 76/23)	Registration of Wangal Park in the Geographical Names Board encompassing Monash Reserve	14
(Item 77/23)	Adoption of Audited Financial Reports for the Year Ended 30 June 2023.....	18
(Item 78/23)	Temporary suspension of alcohol prohibited areas - Woodstock Park and Burwood Park	20
(Item 79/23)	Disclosure of Annual Returns - Councillors and Designated Persons.....	22
(Item 80/23)	Investment Report as at 30 September 2023	25

Reports of Committees

(Item RC18/23)	Burwood Local Traffic Committee - October 2023.....	31
(Item RC19/23)	Burwood 150 Years Anniversary Steering Committee Meeting Minutes - 10 October 2023.....	68

(Item 73/23) Adoption - Amendment to Burwood DCP Section 4.7 Heritage Subdivision

File No: 23/37316

Report by General Manager

Summary

This report provides an overview of the public exhibition of the amendments to Section 4.7 of Burwood Development Control Plan (DCP) with regards to the controls for subdivision of land which contains heritage item and land within Heritage Conservation Areas (HCAs). No submissions were received during the exhibition and it is recommended that the changes be adopted, as exhibited.

Operational Plan Objective

A.33 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

C11.2 Provide opportunity for engagement with the community to inform Council's decision making

P.49 Ensure transparency and accountability in decision making

Background

Council, at its meeting on 27 June 2023, considered a report on amendments to Section 4.7 of the Burwood DCP relating to planning controls for subdivision of land which contains heritage item and land within HCAs, where it resolved the following:

- 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.*
- 3. That a Councillor workshop be held prior to the report being brought back to Council.*

The proposed amendments in relation to heritage subdivision aim to:

- Ensure that the objectives and controls are robust and clear in terms of expected outcomes;
- Ensure that any land subdivision does not adversely impact on the curtilages or settings of heritage items or contributory items in HCAs
- Protect the setting and landscape character of significant heritage items
- Ensure that significant streetscapes are protected and that subdivision does not result in inappropriate development within HCAs
- Ensure appropriate outcomes are delivered where subdivision is considered appropriate and is consistent with the objectives and controls

The NSW Heritage Office guidelines, Design in Context: Guidelines for Infill Development in the Historic Environment (the Guidelines). The Guidelines state: "*The grain, or pattern of arrangement and size of buildings in a precinct or conservation area, can be an important part of its character. The subdivision patterns and layouts of the streets provide the predominant scale and rhythm of building frontages. Any re-subdivision of lots within conservation areas should reinforce the townscape pattern.*"

The proposed changes to the objectives and controls aim to ensure the protection of the integrity of the original subdivision pattern and the heritage curtilage of items and buildings within HCAs and provide unsympathetic infill development to occur at the back of heritage item, and the loss of generous setback and garden settings of heritage items and thereby preserving the heritage significance and character.

Public Exhibition & Consultation

The draft amendments to Section 4.7 of the Burwood DCP were placed on public exhibition for 28 days from 7 July to 4 August 2023. The exhibition notice included a link to Participate Burwood where the proposed amendment was available for viewing

During the exhibition no submissions were received.

In accordance with Council's resolution, a Councillor Workshop was held on Thursday 5 October 2023. The Workshop included an overview of the proposed amendments and the justification for the proposed changes. Councillors were also briefed on examples across the LGA of heritage listed properties and properties in HCAs where subdivision may be considered as well as where Council would be discouraging subdivision based on the objectives and controls.

Planning or Policy Implications

The amendments to Burwood DCP were exhibited for a minimum 28 days in accordance with the *Environmental Planning and Assessment (EP&A) Regulation 2021* and Council's Community Engagement Strategy 2023-2026.

The proposed amendments to Section 4.7 - Heritage in Residential Precincts of the Burwood DCP specifically relate to the subdivision of land that contains a heritage item and land within Heritage Conservation Areas. The proposed amendments aim to ensure that where the subdivision of land is proposed it is only undertaken where it is consistent with the objective and controls of the DCP.

Financial Implications

There are no financial implications for Council other than staff time.

Conclusion

The amendment to Section 4.7 of the Burwood DCP relating to subdivision of land that contains a heritage item or for properties within a HCA aims to provide additional objectives and controls to ensure greater protection of existing subdivision patterns, protect the curtilage and settings of heritage properties and ensure appropriate outcomes are delivered where subdivision is supported.

The proposed amendments were on public exhibition for 28 days and no submissions were received.

It is recommended that the amendments to Section 4.7 of the Burwood DCP in relation to the heritage subdivision, be adopted, as exhibited.

Recommendation(s)

1. That Council, pursuant to Section 3.43 of the *Environmental Planning & Assessment Act 1979* and in accordance with clause 14 of the *Environmental Planning & Assessment Regulation 2021*, adopt the amendments to Section 4.7 of the Burwood DCP, as included at **Attachment 1**.

2. That the General Manager be endorsed to make minor modifications to any numerical, typographical, interpretation and formatting errors, if required, prior to the finalisation of the amendment to the abovementioned sections of the Burwood DCP.
3. That Council give public notice of the decision to approve the amendments to Burwood DCP, on its website within 28 days in accordance with Clause 14(2) of the *Environmental Planning and Assessment Regulation 2021*.

Attachments (See separate Attachments Paper)

- 1 Amendment to Section 4.7.2 Heritage Subdivision of Burwood DCP, as exhibited

(Item 74/23) Heritage Assessment - 23, 25 and 27 Woodside Avenue, Burwood

File No: 23/39455

Report by General Manager

Summary

An independent heritage investigation of Nos 23, 25 and 27 Woodside Avenue Burwood has been undertaken in accordance with Council's resolution of 23 May 2023. The independent investigation has identified that all three properties demonstrate heritage significance at the local level and progression of a group heritage listing is recommended.

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.

The preliminary heritage assessment undertaken by Council's Heritage Advisor has found that there is merit in seeking a local heritage listing of properties at Nos 23, 25 and 27 Woodside Avenue, Burwood.

A report was presented to Council, at its meeting on 27 June 2023, where Council resolved the following:

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.*

In accordance with the resolution, independent heritage consultant, Lisa Trueman Heritage Advisor, was appointed to undertake the heritage assessment of the properties at Nos 23, 25 & 27 Woodside Avenue, Burwood. The findings of the heritage assessment have informed the recommendations of this report.

A copy of the Heritage Assessment Report is included in **Attachment 1**.

Findings of Heritage Assessment

The Heritage Assessment prepared by Lisa Trueman Heritage Advisor concludes that all three Federation style houses at 23, 25 and 27 Woodside Avenue, Burwood demonstrate historic,

aesthetic, rarity and representative significance at the local level and No. 23 Woodside Avenue Burwood also has associative significance for the following reasons:

NSW Heritage Criteria	Assessment
<p>Historical</p> <ul style="list-style-type: none"> ▪ important in the course, or pattern, of Burwood's cultural or natural history 	<p>The land on which the houses at 23, 25 and 27 Woodside Street is located originally formed part of Thomas Rowley's grant, named Burwood Farm.</p> <p>The land was subdivided in 1893, forming lots 7,8 and 9 of Section H of the Cheltenham Estate.</p> <p>The land at No. 23 Woodside Avenue was purchased by John Ogilvie Henry Wrenford Mathews in December 1909 and the Federation style dwelling was erected by Mathews in 1910. Originally called Amsterdam, it was renamed 'Wandook' in 1924.</p> <p>The Mathews family was a prominent and active family in Burwood society and retained ownership of the property until 1953.</p> <p>The land at 25 Woodside Avenue was purchased by Bertha Newton Ward in 1910 and the house was constructed in 1912, and named 'Landstein', and later 'Toxteth'. The property was retained by the Ward family until 1926.</p> <p>The land at 27 Woodside Avenue was purchased by Sara Susan Nolan, in 1912 and the house on the site was constructed by Nolan in 1912 and named 'Finmount'. The property was retained by the Nolan family until 1948.</p> <p>The properties have historical significance at the local level as being part of an early subdivision and the houses, built 1910-1912 formed part of the Federation period of development that was historically important in the Burwood area.</p>
<p>Associative</p> <ul style="list-style-type: none"> ▪ has strong or special association with the life or works of a person, or group of persons, of importance in Burwood's cultural or natural history 	<p>The property at 23 Woodside Avenue is associated with John Ogilvie Wrenford Mathews and his family. The Mathews family was a prominent and active family in Burwood society, hosting many events at the house. Mathews was a prominent sheep classed and wool expert who worked in the NSW Department of Agriculture and contributed to Australia's agricultural development and wool industry.</p> <p>The properties at 25 and 27 Woodside Avenue do not have any known associations with any persons of importance to the history of the local area.</p> <p>No. 23 Woodside Avenue has significance at the local level under this criterion.</p>
<p>Aesthetic or Technical</p> <ul style="list-style-type: none"> ▪ important in demonstrating aesthetic characteristics and/or a high degree of creative or technical achievement in Burwood 	<p>The dwellings at Nos 23, 25 and 27 Woodside Avenue demonstrate the typology of the Federation Bungalow with Queen Anne details. They demonstrate a very high degree of integrity and intactness and incorporate many key architectural features typical of the style and period. The setting and curtilage of the dwellings is highly intact, their original lot</p>

NSW Heritage Criteria	Assessment
	<p>boundaries have not been altered since the construction of the dwellings and they retain their small open gardens to the street and larger levels gardens to the rear.</p> <p>The houses at 25 and 27 Woodside Avenue display a very high level of integrity with little alteration.</p> <p>No 23 Woodside Avenue has minor additions thought to have been constructed in the 1990s. These modifications have been designed to reflect the original style of the dwelling and do not diminish its aesthetic appeal when viewed from the street. This property retains a lawn tennis court at the rear of the house that has existed since at least the 1930s and likely earlier.</p> <p>Significant elements of the houses include the steep pitched roofs with projecting gables, face brick facades, deep verandahs and entry porches with tessellated tiles and decorative timber posts and brackets or brick piers, prominent brick and rendered chimneys, timber framed windows with slender proportions and colours or lead light features, and gardens with planter beds and lawns.</p> <p>The interiors have a very high level of integrity, retaining their original configurations and internal walls, timber flooring, decorative timber and plaster mouldings, decorative plaster ceilings, original internal doors, marble and timber fireplaces and fretwork.</p> <p>The dwellings are notable and highly intact examples of their typology and provide a strong contribution to the historic character of Woodside Avenue, the suburb of Burwood and the wider Burwood local government area.</p>
<p>Social</p> <ul style="list-style-type: none"> ▪ strong or special association with a particular community or cultural group in Burwood (social, cultural or spiritual reasons) 	<p>Although a detailed social values study has not been undertaken, there is no evidence to suggest that the properties hold any strong or significant associations with any local community of cultural groups.</p> <p>Nos. 23, 25 and 27 Woodside Avenue do not meet the threshold for heritage listing under this criterion.</p>
<p>Research Potential</p> <ul style="list-style-type: none"> ▪ potential to yield information that will contribute to an understanding of Burwood's cultural or natural history 	<p>An assessments of the properties archaeological potential is beyond the scope of this assessment.</p>
<p>Rarity</p> <ul style="list-style-type: none"> ▪ possesses uncommon, rare or endangered aspects of Burwood's cultural or natural history 	<p>The high level of integrity and intactness of the lot boundary curtilage, setting and fabric of the three Federation dwellings, including interior layout and details, is rare within the Burwood area, where development and subdivision of larger properties is common.</p> <p>The retention of the early lawn tennis court at the rear of No. 23 Woodside Avenue is very rare within the local area.</p>

NSW Heritage Criteria	Assessment
	Nos. 23, 25 and 27 Woodside Avenue have significance at the local level under this criterion.
Representative <ul style="list-style-type: none"> ▪ important in demonstrating the principal characteristics of a class of Burwood's cultural or natural places, or cultural or natural environments 	<p>The dwellings at 23, 25 and 27 Woodside Avenue are fine representative examples of Federation Bungalows with Queen Anne details. They exhibit typical features of the style, including the steep pitched roofs with projecting gables, face brick facades, deep verandahs and entry porches with tessellated tiles and decorative timber posts and brackets or brick piers, prominent brick and rendered chimneys, timber framed windows with slender proportions and colours or lead light features, gardens with planter beds and lawns, original configurations and internal walls, timber flooring, decorative timber and plaster mouldings, decorative plaster ceilings, original internal doors, marble and timber fireplaces and fretwork. The very high and unusual degree of integrity and intactness of the houses and their settings make them particularly fine representations of the type.</p> <p>Nos. 23, 25 and 27 Woodside Avenue have cultural significance at the local level under this criterion.</p>

In conclusion, Nos 23, 25 and 27 Woodside Avenue, Burwood, demonstrate heritage significance at the local level for the following reasons:

- The dwellings date from the early twentieth century, a key period in the development of Burwood.
- No. 23 Woodside Street has a longstanding association with the Mathews family, who were a prominent local family in Burwood in the early twentieth century.
- The houses are Federation Bungalows with Queen Anne details, a typology that is historically important in the development of Burwood.
- The original lot sizes have not been modified since the construction of the houses and the original curtilage of the three houses, separately and together, has been retained.
- The dwellings demonstrate key architectural features of the Federation Bungalow style and are a fine representation of the typology in the Burwood area. The houses have a very high degree of integrity, both internal and external, that is rare in the locality.
- The lawn tennis court at No 23 Woodside Avenue, which originates from the early era of development of the site, is rare in the locality.
- The houses contribute to the historical and visual character of the Burwood LGA.
- The scale, setting, form, architectural features, materials and very high degree of intactness of the houses is comparable to other heritage listed houses and groups of houses in the Burwood LGA.

Based on the assessment undertaken by Lisa Trueman Heritage Advisor, it is recommended that Council prepare a Planning Proposal to group heritage list Nos 23, 25 and 27 Woodside Avenue, Burwood.

Consultation

As part of the preparation of the Heritage Assessment Report, the affected property owners were contacted by way of a letter dated 16 August 2023 advising of the Council's resolution of 27 June 2023 with respect to the engagement of the independent heritage consultant and seeking owner's consent to grant access to property.

The independent heritage consultant, along with Council's Heritage Advisor, undertook an inspection of the properties at Nos. 25 and 27 Woodside Avenue Burwood on 31 August 2023, including the building interiors.

No. 23 Woodside Avenue Burwood was inspected from the public domain only, on the same date. Access to the property was not granted, however photos of the interior were used from the recent real estate sales campaign dated May 2023.

Planning or Policy Implications

The heritage listing of properties is undertaken through a planning proposal.

Should Council resolve to progress a planning proposal, the general steps would be as follows:

- The planning proposal is reported to the Burwood Local Planning Panel for advice and Council for endorsement to proceed.
- Once endorsed, the Planning Proposal is submitted to the Department of Planning & Environment (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 Burwood LEP.
- The properties are listed in Schedule 5 of the Burwood LEP.

It is estimated the above process would take approximately six to nine months to complete. The property is afforded heritage protection (i.e., deemed a "draft heritage item") as soon as the Planning Proposal is placed on public exhibition.

Financial Implications

The heritage investigation has been undertaken at a cost of approximately \$9,900 + GST (\$10,890 inclusive of GST). Progression of a Planning Proposal would have implications on staff allocation and resources, and will be within existing budgets.

Conclusion

In accordance with the findings of the heritage investigation undertaken by the independent heritage consultant, it is recommended that the properties at 23, 25 and 27 Woodside Avenue, Burwood be group heritage listed in the Burwood LEP 2012 as a local heritage item so as to ensure their ongoing protection.

Recommendation(s)

1. That Council endorse the preparation of a Planning Proposal to amend Schedule 5 of the Burwood LEP 2012 to group heritage list the properties at Nos 23, 25 and 27 Woodside Avenue, Burwood.
2. That the Planning Proposal be submitted to the Burwood Local Planning Panel (BLPP) for their advice and then following the BLPP meeting, the Planning Proposal be reported to Council.

Attachments (See separate Attachments Paper)

- 1 23, 25 and 27 Woodside Avenue Burwood - Heritage Assessment - Final Report 12 October 2023

(Item 75/23) Draft Safer Burwood Plan - Endorsement For Public Exhibition

File No: 21/111

Report by Director Community Life

Summary

The *Draft Safer Burwood Plan 2023 - 2027* outlines Council's commitment to addressing both recorded crime and community perceptions of safety. It focuses on achieving two key outcomes: Safe Places and Safe People and includes a comprehensive set of priorities and actions to be implemented over the next four years.

This report presents the *Draft Safer Burwood Plan 2023 - 2027* for Council's consideration and seeks its endorsement for a 28-day public exhibition period. Public exhibition will provide an opportunity for the community and other key stakeholders to review and respond to the Draft Plan, and in particular, the identified priorities and actions. Feedback will be actively sought from NSW Police and local community networks through the Participate Burwood platform.

Operational Plan Objectives

A.8: Implement social research program to identify and address existing and emerging community needs.

A24: Implement initiatives from the Community Safety Plan that improve safety in partnership with NSW Police.

Background

Community safety plays an important role in helping Council to achieve its vision for Burwood as a welcoming and inclusive community with safe, vibrant and liveable places. The *Draft Safer Burwood Plan 2023 - 2027* has been developed through an extensive process of research, community engagement and data analysis. It is presented for Council's endorsement for public exhibition to ensure the community and other stakeholders have an opportunity to provide feedback on the Draft Plan prior to its finalisation.

Proposal

Burwood is recognised as a generally safe area, with overall lower crime rates compared to the rest of NSW. However, community safety is not just about recorded crime. It is also about how safe people feel. The Draft Plan aims to create a safer Burwood. It outlines the actions that Council will take, working with the Police, the local community and other partners, to address priority crime issues and improve the safety, security and wellbeing of those who live, visit and work in the Burwood Local Government Area. The Plan will be implemented over a four-year period.

If endorsed by Council, the Draft Plan will be placed on public exhibition for a period of 28 days (from 26 October 2023 until 22 November 2023) for the community's review and feedback. Once the public exhibition period has concluded, necessary amendments will be made and the final document will be reported to Council for adoption in December 2023.

Consultation

Community Engagement Undertaken

The *Draft Safer Burwood Plan* was informed by extensive research and evidence including analysis of local crime data, community and stakeholder engagement through a variety of methods, and the review of evidence based approaches and good practice. Consultation has also taken place throughout the development process with the Burwood Police Area Command.

Public Exhibition Process

This report recommends that the *Draft Safer Burwood Plan* be placed on public exhibition for a period of 28 days from 26 October 2023 to 22 November 2023. During this period feedback will be actively sought from NSW Police and via local community networks with submissions to be invited through Council's Participate Burwood platform.

Planning or Policy Implications

Council will work together with the community, NSW Police and other stakeholders to implement the *Draft Safer Burwood Plan 2023 – 2027* over a four-year period. An implementation plan will be developed for each year of the four years of the life of the Plan. Key strategies and actions will be incorporated annually into Council's Operational Plan to ensure their delivery. Council will monitor implementation, regularly review and measure the outcomes of activities through Council's Integrated Planning and Reporting framework.

Financial Implications

The *Draft Safer Burwood Plan 2023 – 2027* will be used to inform decision making and develop future budgets aligned with Council's annual Operational Plan. Council will also continue to seek external funding to support the implementation of key projects.

Conclusion

This report seeks Council's endorsement to place the *Draft Safer Burwood Plan 2023 – 2027* on public exhibition for a period of 28 days commencing from 26 October 2023. Council welcomes feedback from the community on the draft document and will actively seek community and stakeholder input during the public exhibition period. Any submissions received and amendments made to the Draft Plan as a result of the public exhibition period will be reported to Council along with the final document for adoption in December 2023.

Recommendation(s)

That Council:

1. Endorse the *Draft Safer Burwood Plan 2023 – 2027* and place the document on public exhibition for a period of 28 days.
2. Receive a report following the conclusion of the public exhibition period in December 2023 outlining submissions received on the *Draft Safer Burwood Plan 2023 – 2027* and detailing any changes to the final document recommended to Council for adoption.

Attachments (See separate Attachments Paper)

1 Draft Safer Burwood Plan 2023 - 2027 - For Public Exhibition

(Item 76/23) Registration of Wangal Park in the Geographical Names Board Encompassing Monash Reserve

File No: 23/41188

Report by Director City Assets

Summary

While Wangal Park and Monash Reserve have been recognised as separate parks on maps and in some Council records, there has always been ambiguity as to the extent and boundaries of both sites. Neither of the two parks have been officially registered in the Geographical Names Board (GNB) registry. It is proposed for the two sites to be consolidated into one park and registered as such with the GNB. This provides opportunities for consistent signage, record keeping and site management.

Given the GNB will only meet once more in 2023, a preliminary application has been submitted to meet the GNB deadlines for that meeting. However, the application is clearly marked as being subject to Council approval and community feedback, and will be withdrawn if Council chooses not to approve this proposal.

Operational Plan Objective

A.13 Deliver initiatives that recognise and respect First Nations' history and ongoing culture
C.3 An urban environment that maintains and enhances our sense of identity and place

Background

Wangal Park

Wangal Park is one of Burwood Council's premier parks providing various active and passive recreational activities as well as providing habitat for native animals and assisting in local catchment management.

The area currently known as Wangal Park is Council owned Community land, zoned RE1 – Public Recreation. It covers Lot 1 DP1198616 surrounded by Cheltenham Road, Royce Avenue and Monash Parade.

Previously called Cheltenham Road Park, it was renamed Wangal Park in 2006 following a park naming competition and Council resolution. This name was formally endorsed by the Metropolitan Local Aboriginal Land Council in 2010. However, the name has not been registered with the NSW Geographical Names Board.

Monash Reserve

The site currently known as Monash Reserve lies in the north-western corner of Wangal Park at the corner of Royce Avenue and Monash Parade. It is part of the same land parcel as Wangal Park and currently serves as the frontage and main entry point for Wangal Park from Monash Parade.

The site did not have any park facilities until the mid-1980's. During the redevelopment of the Cheltenham Road Tip it was part of what became known as Cheltenham Road Park prior to the renaming of the site.

Council's GIS mapping system currently identifies Monash Reserve but it has not been identified in the Generic Open Space Plan of Management or the Community Facilities and Open Space Strategy as a park on its own.

To date, there has been confusion with residents regarding the name of the Monash Parade section of the parkland.

Why register the name in the Geographical Names Board (GNB)?

The *Geographical Names Act 1966* recognises the importance of unambiguous and official place names. Place names reflect the relationship between people and place and create a link that forms the basis for communication, location and addressing. Clear and unambiguous place names are essential for emergency services, postal and service delivery as well as professional and personal navigation.

Consistent use of accurate place names is an essential element of effective communication worldwide, and supports socio-economic development, conservation and national infrastructure. The purpose of place names is primarily to provide unambiguous direction and reference to identify geographical entities.

Having an official registered name for the Wangal Park will:

- Eliminate confusion and ambiguity in the name of the park
- Facilitate accurate information on park signage
- Facilitate accurate information in Council's GIS system
- Ensure that all documentation regarding Wangal Park is accurate and consistent
- Promote park identity
- Facilitate the finalisation of the Wangal Park Plan of Management

Given the Geographical Names Board only meets once more in 2023, a preliminary application has been submitted to officially register the name of Wangal Park, which would include the Monash Reserve site. The application is subject to Council's resolution on the submission and public consultation to be undertaken before the GNB meeting. If Council chooses not approve the recommendations in this report, the application will be withdrawn.

Pre-Application Process

The GNB advises that when Council submits a naming proposal, it should be supported by a Council resolution. Councils are encouraged to consult with the local community to determine sentiment of the new name. This could include advertising and inviting comments using:

- Local newspapers
- Social Media and Participate Burwood
- Local council facilities (Library, EAC, etc.)
- Notices to residents in the area surrounding the park
- Notices to local relevant associations

An application to the GNB requires the following information to be provided:

1. Origin of the proposed name
2. Reason for the proposed name
3. Council resolution for the proposed name
4. Proof of public support

Application Process

Action	Dates/Duration
Council submit application to GNB with required information prior to GNB next deadline	17 October
Council conducts its community consultation and provides results to GNB prior to its meeting	No prescribed consultation period. Must be submitted to GNB before 14 November.

Action	Dates/Duration
GNB assessment of application in the next scheduled meeting	14 November
Application is processed by GNB for Public Comments	2-3 weeks after GNB meeting
If GNB accepts proposal, GNB will advertise the proposal for Public Comment	4 weeks
If there are no objections from the public, then it will be gazetted and no further action is required	1 week
If there are objections from the public, the GNB will require comments from Council and the submission will be reconsidered by the GNB in the following meeting.	Likely to be March 2024
The GNB will submit the referral to the Minister for approval	1 week (GNB) and 21 days (Minister)

Proposal

It is proposed that Council endorses the application to the Geographical Names Board for the official naming of Wangal Park, with that park including the sites currently known as Wangal Park and Monash Reserve.

Consultation

It is proposed that Council immediately advertise its intention to list Wangal Park with GNB and seek feedback from the community on that proposal. There is no required period for consultation. However, Council will be required to provide the outcome of that consultation to the GNB prior to 14 November, to meet the GNB submission requirements.

It is noted that once GNB decides to accept a proposal it also advertises the proposed name change for a period of 4 weeks before the decision is finalised.

Planning or Policy Implications

Council's GIS Maps will remove the name Monash Reserve in the system once the GNB application has been approved. The name Monash Reserve will no longer be used in records and communications once the name Wangal Park has been gazetted.

Financial Implications

No Financial implications.

Options

Nil.

Conclusion

Council and the community will benefit from the formal name registration of Wangal Park. This will eliminate confusion and ambiguity in the name of the park, facilitate the accurate information on park signage, facilitate accurate information in Council's GIS system, ensure that all documentation regarding Wangal Park are accurate and consistent, promote park identity and facilitate the finalisation of the Wangal Park Plan of Management.

Council has commenced the application process so as to be able to meet the GNB deadlines for the last meeting of 2023. However, the application has been submitted as pending, subject to Council endorsement and public consultation. It will be withdrawn should Council not approve this proposal.

Recommendation(s)

That Council:

1. approves the submission to the Geographical Names Board of a proposal seeking to officially name the areas currently known as Wangal Park and Monash Reserve as a single park with the name "Wangal Park".
2. approves the advertising of its intention to name those sites as "Wangal Park" and the submission of any subsequent community feedback to the Geographical Names Board before 14 November 2023.

Attachments

There are no attachments for this report.

(Item 77/23) Adoption of Audited Financial Reports for the Year Ended 30 June 2023

File No: 23/42914

Report by Director Corporate Services

Summary

In accordance with Section 418 (1)(a) of the *Local Government Act 1993* (the Act), Council must fix a date for the meeting at which it proposes to present its Audited Financial Report, together with the Auditor's Report. The presentation of this Report to this Council Meeting fulfils this requirement.

In all material respects, the financial statements are presented fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements and statutory requirements so as to present a view which is consistent with Council's understanding of the financial position, the operating result and cash flows.

Operational Plan Objective

2.3 Ensure financial sustainability and organisational effectiveness

Background

As per the resolution of the 26 September 2023 Council Meeting, the Financial Reports for year ending 30 June 2023 were presented to Council's Auditor for audit.

The auditors concluded the final audit of the 2022-2023 Financial Statements in October 2023. Council will receive their Independent Audit Report and Report on the Conduct of the Audit for inclusion in the Financial Reports for submission to the Office of Local Government following Council's adoption of the Financial Reports.

Council's Auditor presented the Draft Financial Statements to the Audit, Risk and Improvement Committee at the meeting held on 17 October 2023, where the auditors gave a presentation and answered questions on the presented statements. The Committee members present at the meeting accepted the Financial Statements with no alterations.

Consultation

In accordance with Section 418(1) (b) of the Act, Council has given public notice of this meeting by advertising on Council's website. Copies of the Audited Financial Reports and Auditor's Report were placed on Public Exhibition at Burwood Council and Library 2 Conder Street Burwood and on Council's website for members of the public to view. Any written submissions received from the public will be deliberated and considered by the General Manager and copies forwarded to Council's Auditors.

Planning or Policy Implications

In accordance with the *Local Government Act 1993* and *Local Government (General) Regulation 2005*, the following have been complied with:

- A copy of the Audited Financial Reports and Auditor's Report will be forwarded to the Office of Local Government.
- Public notice has been given for the presentation of the 2022-2023 Financial Reports.

- The date of this meeting was advised to the public after the date of public notices given and not more than five weeks after the Auditor's Report was received.

Financial Implications

There are no direct financial implications from the presentation of the Audited Financial Reports to Council.

Conclusion

The 2022-2023 Consolidated Financial Reports relate to the General Fund of Council. During the course of the audit no material adjustments to the financial statements were identified. The audited financial reports will be forwarded to the Office of Local Government in accordance with legislative requirements.

Copy of the Annual Financial Statements are attached to this report.

Recommendation(s)

1. That in accordance with Section 413(2)(c) of the *Local Government Act 1993* and Clause 215 of the *Local Government (General) Regulation 2005*, the Council make the following declaration:
 - a. That Council's Financial Reports have been drawn up in accordance with the *Local Government Act 1993* and associated Regulations; the Statement of Accounting Concept; the Local Government Code of Accounting Practice and Financial Reporting update no. 29; and the Australian Accounting Standards.
 - b. The Audited financial reports present fairly the Council's financial position and performance for the year.
 - c. These reports accord with Council's accounting and other records.
 - d. That authority is granted to the Mayor, the Deputy Mayor, the General Manager and Responsible Accounting Officer to sign the Statements by Councillors and Management for the General Purpose Financial Reports and the Special Purpose Financial Reports for the Year Ended 30 June 2023.
2. That the Council note that the 2022-2023 Audited Financial Reports and Auditor's Report will be forwarded to the Office of Local Government.

Attachments (See separate Attachments Paper)

- 1 Annual Financial Statements for year ended 30 June 2023
- 2 Statement by Councillors and Management for the year ended 30 June 2023

(Item 78/23) Temporary Suspension of Alcohol Prohibited Areas - Woodstock Park and Burwood Park

File No: 23/42113

Report by General Manager

Summary

This report recommends the temporary suspension of Woodstock Park as an Alcohol Prohibited Area (APA) on:

- Friday 8 December 2023 from 2pm – 6pm for the Burwood Council Staff Christmas Party, and
- Thursday 14 December 2023 from 6:30pm – 9:30pm for the Mayoral Christmas Appeal function.

It also seeks to temporarily suspend Burwood Park as an APA for two Burwood Summer activations on:

- Thursday 18 January 2024 from 6pm – 8.30pm for the Music in the Park event, and
- Thursday 25 January 2024 from 6pm – 8.30pm for the Beats and Eats event.

Operational Plan Objective

C.1.1 Support and deliver initiatives that encourage social inclusion and community connections

C.2.3 Provide opportunities for people to participate in activities and events that celebrate our diverse community, history and culture.

Background

There are currently five Alcohol Prohibited Areas in the Burwood LGA that operate between the hours of 6pm – 8am, seven days a week:

- Burwood Park
- Woodstock Park
- Russell Street Reserve
- Reed Reserve
- Martin Reserve

The time restrictions aim to strike a balance between the reasonable consumption of alcohol associated with public activities during the daytime and limiting inappropriate use of alcohol during night hours.

However, under section 645 of the *Local Government Act 1993*, Council has the authority to temporarily suspend the operation of an Alcohol Prohibited Area. This allows Council to maintain a balance between the community benefits of alcohol consumption in public places and the overall safety and wellbeing of the community.

Proposal

On Friday 8 December 2023 Burwood Council will be hosting its all-staff Christmas Party between the hours of 2pm and 6pm at Woodstock Park, bringing together staff to celebrate the year's achievements with a barbeque, music and games.

On Thursday 14 December 2023 the Mayor of Burwood will once again host the annual Mayoral Christmas Appeal at Fitzroy Hall and Woodstock Park from 6:30pm to 9:30pm. The event will see community members come together to fundraise for two local services, St Merkorious Charity and St Paul's Church Burwood.

On Thursday 18 and Thursday 25 January 2024 Council will host two activations in Burwood Park as part of the Burwood Summer program, offering the community the opportunity to enjoy live music, food and entertainment by the Rotunda from 6pm to 8:30pm.

To facilitate the responsible service of alcohol at these events, this report suggests temporarily suspending Woodstock Park and Burwood Park as Alcohol Prohibited Areas.

Council implements various measures to ensure the safety of patrons and responsible consumption of alcohol at events, such as hiring trained personnel holding a NSW Responsible Service of Alcohol certificate to serve alcohol and employing security staff to maintain community safety during evening events. The two Burwood Summer activations will also include fenced 'pop up' bars within the event footprint with strict capacity limits alongside other activities and entertainment not involving the service of alcohol.

Consultation

Liaison with the Burwood Local Police Area Command is undertaken before and after a Council resolution is passed to ensure that all parties are informed and all necessary action is co-ordinated.

As per legislative requirements, Council will notify the community of the suspension by way of public notice on Council's website.

Planning or Policy Implications

Council's "Prohibition of Alcohol in Public Spaces Policy 2019" is guided by section 645 of the *Local Government Act 1993*. Under this legislation Council has the authority to temporarily suspend the operation of an Alcohol Prohibited Area.

Financial Implications

No financial implications.

Recommendation(s)

That Council:

1. Temporarily suspends Woodstock Park as an Alcohol Prohibited Area on Friday 8 December 2023 from 2pm – 6pm for the Burwood Council staff Christmas Party.
2. Temporarily suspends Woodstock Park as an Alcohol Prohibited Area on Thursday 14 December 2023 from 6:30pm – 9:30pm for the Mayoral Christmas Appeal function.
3. Temporarily suspends Burwood Park as an Alcohol Prohibited Area on Thursday 18 January 2024 and Thursday 25 January 2024 from 6:00pm – 8:30pm for two Burwood Summer events.

Attachments

There are no attachments for this report.

(Item 79/23) Disclosure of Annual Returns - Councillors and Designated Persons

File No: 23/42240

Report by Director Corporate Services

Summary

The General Manager is required under the *Local Government Act 1993* and supporting instruments to table written returns of interests for councillors and designated persons at a meeting of Council. Annual returns for the period 2022–23 are now due to be formally received and noted.

Operational Plan Objective

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

Background

Sections 440AAA and 440AAB of the *Local Government Act 1993* establish the framework for disclosure of interests that must be completed by councillors and designated persons. The returns are fundamental transparency and accountability documents and as such must be retained as part of a publicly accessible register. Section 6(2) of the *Government Information (Public Access) Act 2009* stipulates that certain open access information must be made publicly accessible on the Council website. Returns of interests of councillors, designated persons and delegates are classed under Schedule 1 of the *Government Information (Public Access) Regulation 2018* as open access information for the purposes of website publication. These requirements are mirrored in clause 4.2 of the *Burwood Council Code of Conduct*.

Discussion

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

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

A 'designated person' is described in clause 4.8 of the Codes of Conduct as:

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

involve the exercise of the council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.

Under the *Code of Conduct for Council Committee Members, Delegates of Council, Council Advisers, Volunteers, Contractors and Members of Wholly Advisory Committees* and the *Audit Risk and Improvement Committee Charter*, members of the Audit Risk and Improvement Committee are designated persons and are required to submit an annual disclosure of interest.

The relevant officer positions for the purposes of identifying designated persons were confirmed by the General Manager on 14 July 2023. All councillors, designated persons and ARIC members who held that role as at 30 June 2023 have lodged their returns in the prescribed format, other than two officers who separated from Council shortly after that date before completing their annual return.

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

In accordance with the clause 4.22 of the *Codes of Conduct*, those officials who submitted a first-time or updated return in the 3 months prior to June 2023 are not required to submit a further annual return.

Conclusion

Pursuant to Section 440AAB of the *Local Government Act 1993*, the returns for the period ended 30 June 2023 are now formally tabled for information from the following council officials:

Councillors

- Councillor Heather Crichton
- Councillor Ned Cutcher
- Councillor David Hull
- Councillor Pascale Esber
- Mayor John Faker
- Deputy Mayor George Mannah
- Councillor Hugo Robinson

Council officers

- Tommaso Briscese (General Manager)
- Tara Donaldson (Director People & Performance)
- George El Kazzi (Director City Assets)
- Brooke Endycott (Director Community Life)
- Dylan Porter (former Director City Strategy)
- Fab Zincone (Director Corporate Services)
- Bill Adamopoulos (Manager, Design & Assets)
- Wayne Armitage (former Chief Financial Officer)
- Mark Bolduan (Senior Town Planner)
- Michelle Butler (Coordinator Governance)
- Paul Dahdal (former Projects & Contracts Officer)
- Roberto Di Federico (Manager Traffic & Transport)
- Alison Dungey (Payroll Officer)
- Holly Duan (Senior Strategic Planner)
- Jenny Hoff (Manager Community & Culture)
- Edwina Holland (Sustainability & Resilience Officer)

- Martin Jenner (Manager Community Safety)
- Rebecca Lau ((Executive Strategic Planner)
- Raj Khanal (Manager Procurement)
- Manoj Kumar (Group Manager Operations)
- Shisir Manandhar (Manager Information Technology)
- Michael McGee (Manager Waste & Cleansing)
- Scott McMurray (Manager Enfield Aquatic Centre)
- Danielle McQuoid (Manager Library & Community Hub)
- Julie Mockett (Manager Customer Experience & Business Improvement)
- Kaushal Nair (former Development Enquiry Officer)
- Brian Olsen (Manager City Development)
- Vanessa O'Shea (Projects & Contracts Officer)
- Gavin Patton (Heritage Advisor)
- Mike Pimentel (Maintenance Officer)
- Gaanesh Prasad (Project Manager, Burwood Urban Park & Cultural Centre)
- Mark Ranieri (Special Projects Officer)
- Dominique Roberts (Cultural Projects & Public Art Producer)
- Chris Sekura (Manager Parks and Open Spaces)
- Julian Sciarrone (Senior Town Planner)
- Sarah Seaman (Finance Manager)
- Nelson Silva (Area Building Surveyor)
- Alastair Sim (Development Assessment Officer)
- Matthew Smith (Senior Mechanic)
- Mikaela Thorogood (Manager Property)
- Robert Toohey (Executive Planner)
- Grant Trevena (former Senior Mechanic)
- Miriam Wassef (Executive Manager Place Management & Communications)
- Tanya Whitmarsh (Manager Governance & Risk)
- Rita Vella (Manager City Planning)

Audit, Risk and Improvement Committee members

- Daniel Carbone (Chair)
- Jesse Jo (Independent Member)
- Simon Schwarz (Independent Member)

Recommendation(s)

That Council notes:

1. the tabling of disclosure of interest returns in accordance with Part 4 of the *Codes of Conduct* and the *Local Government Act 1993* for the Council officials listed in this report
2. that mandatory proactive release of the returns via publication on the Council website has been effected in accordance with clause 4.2 of the *Burwood Council Code of Conduct* and the *Government Information (Public Access) Act 2009*.

Attachments

There are no attachments for this report.

(Item 80/23) Investment Report As At 30 September 2023

File No: 23/10130

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

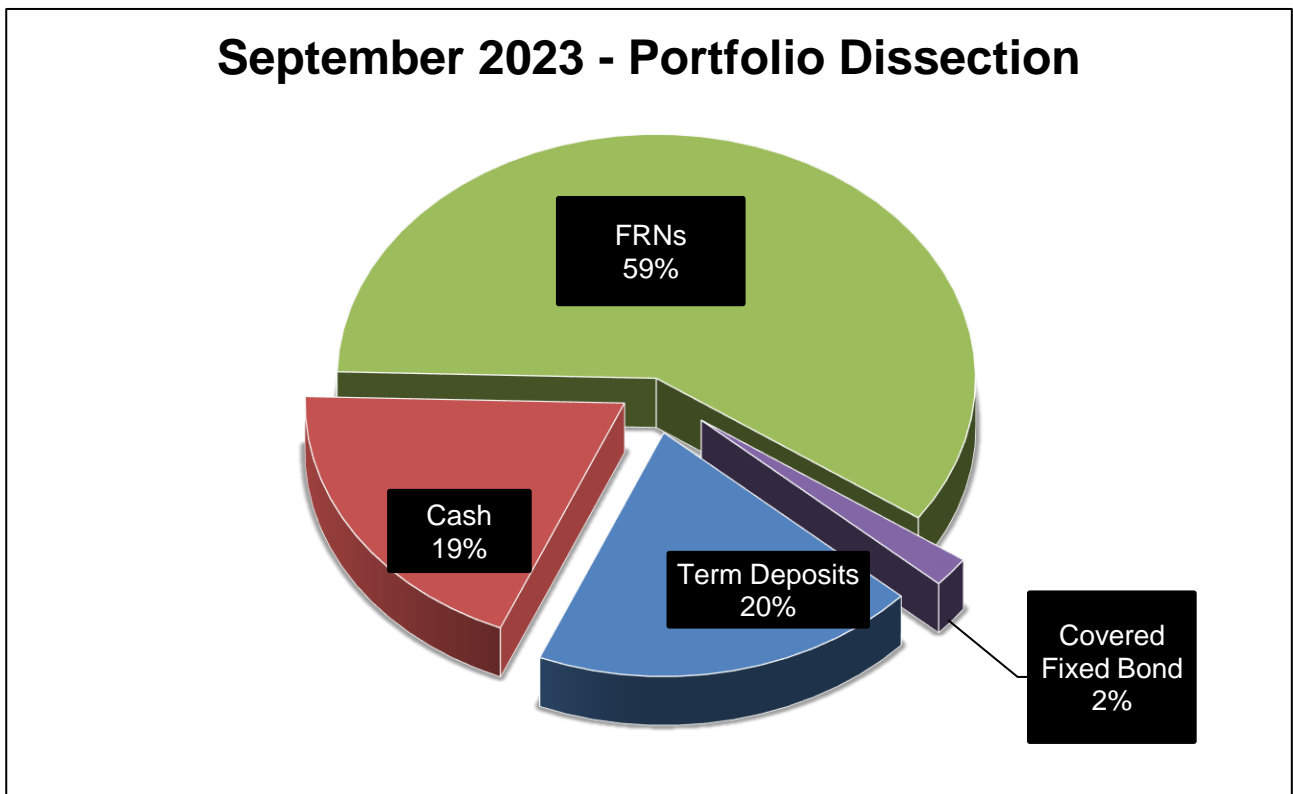
Background

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 30 September 2023 is:



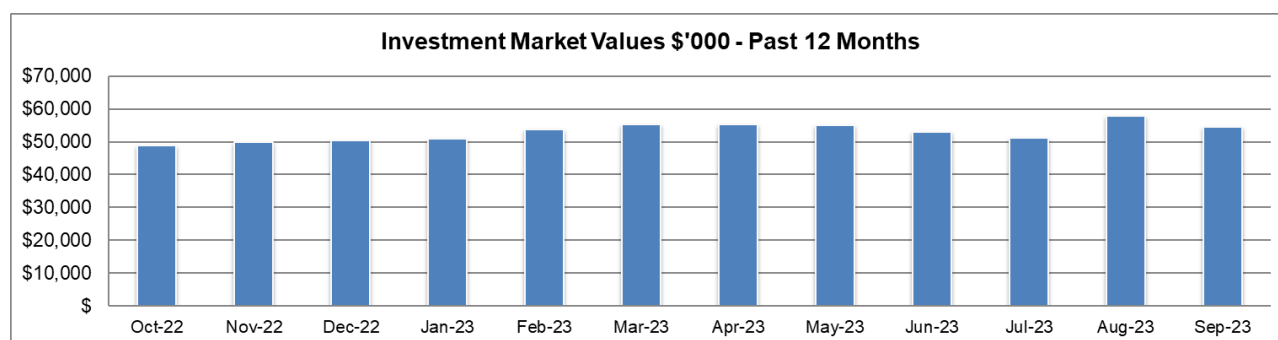
As at 30 September 2023 Council held the following term deposits:

Purchase Date	Financial Institution	Principal Amount	Interest Rate	Investment Days	Maturity Date
31 Aug 21	Westpac	3,000,000	0.75%	1,095	30 Aug 24
03 May 23	AMP	3,000,000	5.00%	184	03 Nov 23
27 Jun 23	AMP	3,000,000	5.60%	175	19 Dec 23
14 Aug 23	CBA	4,000,000	5.50%	270	10 May 24
	Total	13,000,000			

As at 30 September 2023 Council held the following floating rate notes:

Purchase Date	Financial Institution	Principal Amount	Current Coupon Rate	Investment Days	Maturity Date
11 Jan 19	Commonwealth Bank of Australia	4,000,000	5.4314%	1,826	11 Jan 24
16 Jun 21	MyState Bank Ltd	2,500,000	4.7694%	1,461	16 Jun 25
24 Aug 21	National Australia Bank	1,500,000	4.5472%	1,826	24 Aug 26
11 Aug 22	Westpac	1,800,000	4.9679%	1,096	11 Aug 25
18 Aug 22	Commonwealth Bank of Australia	2,400,000	5.1699%	1,826	18 Aug 27
13 Oct 22	MyState Bank Ltd	1,500,000	5.5929%	1,096	13 Oct 25
17 Oct 22	Suncorp-Metway Limited	800,000	5.1783%	1,096	17 Oct 25
07 Nov 22	Sumitomo Mitsui Banking Sydney	2,000,000	5.2777%	1,096	07 Nov 25
13 Jan 23	Commonwealth Bank of Australia	3,000,000	5.4429%	1,826	13 Jan 28
19 Jan 23	Rabobank U.A Australia Branch	1,500,000	5.4650%	1,826	19 Jan 28
10 Feb 23	Newcastle Permanent Building Society	1,000,000	5.1663%	1,461	10 Feb 27
03 Mar 23	HSBC Sydney Branch	2,000,000	5.1750%	1,827	03 Mar 28
16 Mar 23	United Overseas Bank Sydney	2,000,000	4.8494%	1,096	16 Mar 26
18 May 23	Suncorp-Metway Limited	1,500,000	5.1999%	1,096	18 May 26
16 Jun 23	QPCU Limited T/A QBANK	2,750,000	5.8194%	1,096	16 Jun 26
	Total	30,250,000			

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



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

Council's investment balances as at reporting date 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 3 October 2023, the Board decided to leave the official cash rate unchanged at 4.10 per cent.

Statement by Michele Bullock, Governor: Monetary Policy Decision:

“Interest rates have been increased by 4 percentage points since May last year. The higher interest rates are working to establish a more sustainable balance between supply and demand in the economy and will continue to do so. In light of this and the uncertainty surrounding the economic outlook, the Board again decided to hold interest rates steady this month. This will provide further time to assess the impact of the increase in interest rates to date and the economic outlook.

Inflation in Australia has passed its peak but is still too high and will remain so for some time yet. Timely indicators on inflation suggest that goods price inflation has eased further, but the prices of many services are continuing to rise briskly and fuel prices have risen noticeably of late. Rent inflation also remains elevated. The central forecast is for CPI inflation to continue to decline and to be back within the 2–3 per cent target range in late 2025.

Growth in the Australian economy was a little stronger than expected over the first half of the year. But the economy is still experiencing a period of below-trend growth and this is expected to continue for a while. High inflation is weighing on people’s real incomes and household consumption growth is weak, as is dwelling investment. Notwithstanding this, conditions in the labour market remain tight, although they have eased a little. Given that the economy and employment are forecast to grow below trend, the unemployment rate is expected to rise gradually to around 4½ per cent late next year. Wages growth has picked up over the past year but is still consistent with the inflation target, provided that productivity growth picks up.

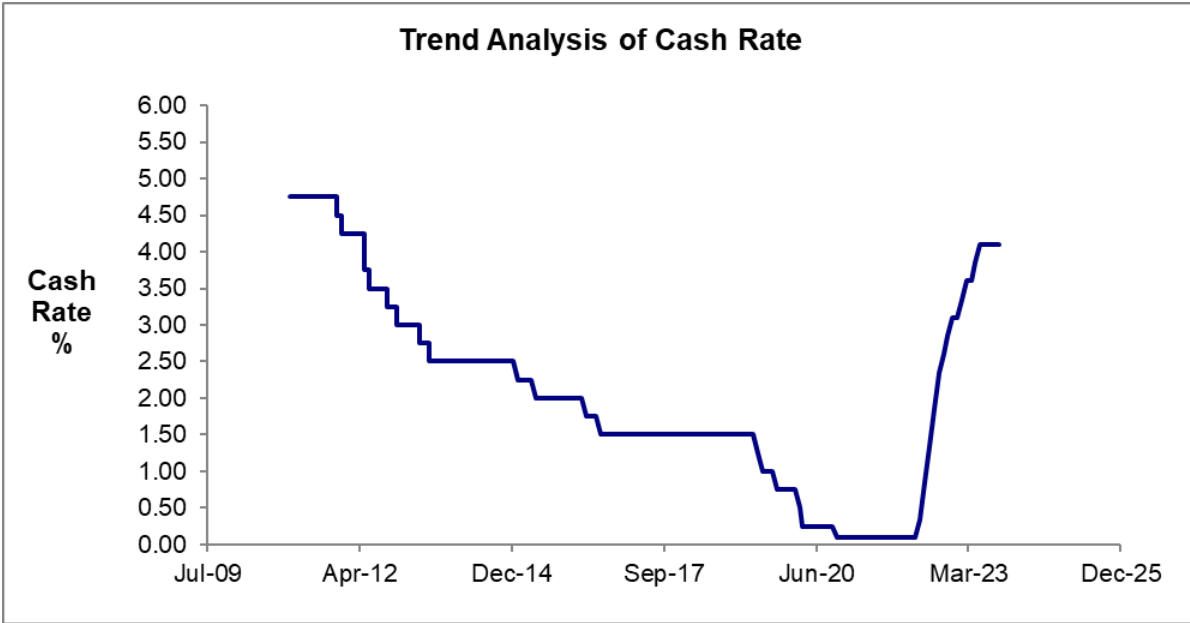
Returning inflation to target within a reasonable timeframe remains the Board’s priority. High inflation makes life difficult for everyone and damages the functioning of the economy. It erodes the value of savings, hurts household budgets, makes it harder for businesses to plan and invest, and worsens 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. To date, medium-term inflation expectations have been consistent with the inflation target and it is important that this remains the case.

The recent data are consistent with inflation returning to the 2–3 per cent target range over the forecast period and with output and employment continuing to grow. Inflation is coming down, the labour market remains strong and the economy is operating at a high level of capacity utilisation, although growth has slowed.

There are significant uncertainties around the outlook. Services price inflation has been surprisingly persistent overseas and the same could occur in Australia. There are also uncertainties regarding the lags in the effect of monetary policy and how firms’ pricing decisions and wages respond to the slower growth in the economy at a time when the labour market remains tight. The outlook for household consumption also remains uncertain, with many households experiencing a painful squeeze on their finances, while some are benefiting from rising housing prices, substantial savings buffers and higher interest income. And globally, there remains a high level of uncertainty around the outlook for the Chinese economy due to ongoing stresses in the property market.

Some further tightening of monetary policy may be required to ensure that inflation returns to target in a reasonable timeframe, but that will continue to depend upon the data and the evolving assessment of risks. In making its decisions, 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 outcome.”

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



Recommendation(s)

1. That the investment report for 30 September 2023 be received and endorsed.
2. That the Certificate of the Responsible Accounting Officer be received and noted.

Attachments

- 1 [↓](#) Investment Register September 2023
- 2 [↓](#) Types of Investments

ITEM NUMBER 80/23 - ATTACHMENT 1

Investment Register September 2023

BURWOOD COUNCIL
INVESTMENT PORTFOLIO
as at 30 September 2023

Investment Adviser	Issuer	ADI or N-ADI	Investment Name	Type	Rating S&P	Invested Amount	Market Value as at 31/07/2023	Market Value as at 31/08/2023	Market Value as at Reporting Date	% of Total Invested
Cash										
Council	Commonwealth Bank	ADI	Operating Account	Cash	AA-	516,987	1,564,280	6,287,816	516,987	18.02
Council	Commonwealth Bank	ADI	Cash Deposit Account	At Call	AA-	0	-	-	-	0.95
Council	Commonwealth Bank	ADI	Online Saver	At Call	AA-	9,299,424	2,826,239	6,934,986	9,299,424	17.07
Council	AMP Bank Limited	ADI	AMP Business Saver	At Call	BBB-	1,245	1,285	1,243	1,245	0.00
Council	AMP Bank Limited	ADI	AMP Notice Account	Notice 30 days	BBB-	3,608	3,578	3,593	3,608	0.01
Term Deposits										
Council	Westpac	ADI	Westpac	Term Deposit	AA-	3,000,000	3,003,760	3,000,000	3,001,849	5.51
Council	AMP Bank Limited	ADI	AMP Business Saver	Term Deposit	BBB-	3,000,000	3,036,575	3,049,315	3,061,644	5.62
Council	AMP Bank Limited	ADI	AMP Business Saver	Term Deposit	BBB-	3,000,000	3,015,649	3,029,918	3,043,726	5.59
Council	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	4,000,000	-	4,010,247	4,028,329	7.39
Council	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	-	4,039,745	-	-	0.00
Term Deposits - Covered Fixed Bond										
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Fixed Bond (4.85%) Semi Annual	AA-	1,000,000	1,010,420	1,019,560	1,019,050	1.87
Floating Rate Notes										
Council	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +130 bps)	BBB	1,500,000	1,509,285	1,516,830	1,522,110	2.79
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Floating Bond (90 day BBSW +88 bps)	AA-	800,000	804,536	807,888	811,048	1.49
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Floating Bond (90 day BBSW +105 bps)	AA-	1,500,000	1,522,725	1,509,330	1,515,165	2.78
Council	Rabobank U.A. Australia Branch	ADI	Rabobank U.A. Australia Branch	Floating Rate Notes (90 day BBSW mid + 118 bps)	A	1,500,000	1,515,330	1,524,105	1,529,115	2.81
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +112 bps)	AA-	3,000,000	3,041,700	3,057,750	3,066,390	5.63
Council	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	2,017,180	2,026,800	2,008,980	3.69
Council	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	2,012,260	2,021,600	2,002,220	3.67
Council	Newcastle Permanent Building Society	ADI	Newcastle Permanent Building Society	Floating Rate Notes (90 day BBSW +138 bps)	BBB	1,000,000	991,870	984,720	989,710	1.82
Council	Sumitomo Mitsui Banking Corporation Sydney	ADI	Sumitomo Mitsui Banking Corporation Sydney	Floating Rate Notes (90 day BBSW +110 bps)	A	2,000,000	2,035,580	2,019,720	2,027,020	3.72
Council	National Australia Bank	ADI	National Australia Bank	Floating Rate Notes (90 day BBSW +41 bps)	AA-	1,500,000	1,497,885	1,488,075	1,493,295	2.74
Council	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +65 bps)	BBB	2,500,000	2,495,650	2,507,850	2,485,550	4.56
Council	QPCU Limited T/A QBANK	ADI	QPCU Limited T/A QBANK	Floating Rate Notes (90 day BBSW +170 bps)	BBB-	2,750,000	2,772,935	2,791,663	2,759,295	5.06
Council	Westpac Banking Corporation Ltd	ADI	Westpac Banking Corporation Ltd	Floating Rate Notes (90 day BBSW +80 bps)	AA-	1,800,000	1,824,390	1,811,448	1,817,514	3.34
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +102 bps)	AA-	2,400,000	2,439,480	2,423,520	2,429,880	4.46
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +93 bps)	AA-	-	2,020,520	-	-	0.00
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +113 bps)	AA-	4,000,000	4,026,440	4,042,720	4,057,480	7.45
Grand Total						54,071,265	51,129,278	57,870,696	54,490,635	100.00

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

Certificate of Responsible Accounting Officer

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



Sarah Seaman

Finance Manager

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-

- 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 RC18/23) Burwood Local Traffic Committee - October 2023

File No: 23/42596

Report by Director City Assets

Summary

Attached are the Minutes of the Burwood Local Traffic Committee from meeting of October 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 7 September 2023 be noted and the recommendations of the Committee as detailed below be adopted as a resolution of the Council.

(ITEM LTC24/23) GREEK ORTHODOX PARISH ANNUAL GREEK STREET FAIR - 11 NOVEMBER 2023

Recommendation

That Council approve the proposed road closure in of the follow road sections from 10.00pm on Saturday 11 November 2023 to 7.00pm on Sunday 12 November 2023

- Burleigh Street between Elizabeth Street and Railway Parade
- Railway Parade between Burleigh Street and Burwood Road
- A section of Council car park at the corner of Elizabeth Street and Burleigh Street

(ITEM LTC25/23) BURWOOD ROAD, ENFIELD - WORK ZONE APPLICATION

Recommendation

That Council approve the installation of a 'Work Zone, 7:00 am – 5:00 pm Monday to Saturday directly fronting No. 101 Burwood Road, Enfield, for a length of 13m and for a period of 28 weeks.

(ITEM LTC26/23) LILY STREET, CROYDON PARK - WORK ZONE APPLICATION

Recommendation

That Council approve the installation of a 'Work Zone, 7:00 am – 5:00 pm Monday to Saturday directly fronting No. 33 Lily Street, Croydon Park, for a length of 15m and for a period of 26 weeks.

Attachments

1 [↓](#) Burwood Local Traffic Committee Agenda - 05.10.2023

2 [↓](#) Burwood Local Traffic Committee Minutes - 05.10.2023



Notice of Burwood Local Traffic Committee Meeting

The October 2023 meeting of the Burwood Local Traffic Committee will be held electronically with the Agenda emailed to Members for review.

The minutes from the September meeting has also been emailed to members for confirmation.

All comments are requested to be returned to Council by 9.30am Friday 6th October 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 September 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 LTC24/23)	GREEK ORTHODOX PARISH ANNUAL GREEK STREET FAIR - 11 NOVEMBER 2023	4
(ITEM LTC25/23)	BURWOOD ROAD, ENFIELD - WORK ZONE APPLICATION.....	36
(ITEM LTC26/23)	LILY STREET, CROYDON PARK - WORK ZONE APPLICATION.....	38

(ITEM LTC24/23) GREEK ORTHODOX PARISH ANNUAL GREEK STREET FAIR - 11 NOVEMBER 2023

File No: 23/32189

REPORT BY TRAFFIC ENGINEER, ASSETS & INFRASTRUCTURE

Summary

The Greek Orthodox Archdiocese of Australia is seeking Council's approval for the temporary road closure of Burleigh Street and Railway Parade, as well as part of the Elizabeth Street car park to facilitate the annual Greek Street Fair to be held on Sunday 12 November 2023 between 9am – 5pm.

Background

Each year the Greek Orthodox Parish, 'Saint Nectarios', host an annual Greek Street Fair in Burleigh Street between Railway Parade and Elizabeth Street, as well as a section of Council's Elizabeth Street car park. This year it is proposed that the event be grown include a section of Railway Parade.

In order to assist with the large crowds attending the annual event, it is proposed to temporarily close the following roads on 11 November 2023.

- Burleigh Street between Elizabeth Street and Railway Parade
- Railway Parade between Burleigh Street and Burwood Road

Council has previously given approval for this temporary road closure since its inception in 2012, excluding the years which have been cancelled due to Covid-19.

Proposal

Due to the expansion of the road closure into Railway Parade, Council has increased the classification of the event from Class 3 in previous years to Class 2 under the NSW Government's Guide to Traffic & Transport Management of Special Events guidelines.

A Class 2 event requires the following documentation:

- Police Approval via Notice of Intention to Hold a Public Assembly application.
 - Consultation has been sought with Sgt Gerry Moriarty, Snr Cst Germaine Grant and Snr Cst Sam Tohme of the Burwood Area Command. Police approval has been granted and evidence submitted to Council.
- Confirmation of consultation with the bus service provider.
 - Consultation has been sought with Adrian Prichard of Transit Systems. Approval has been granted, and evidence submitted to Council.
- Public Liability Insurances.
 - 20 million public liability insurance for Greek Orthodox Parish has been received by Council and approved.
- The checklist and forms on page 91-94 of the Guide to Traffic and Transport Management for Special Events.
 - Document has been submitted to Council and approved. It is included in the attachments of this report.
- Traffic Control Plans, with the licence information on it.
 - Traffic control plan and traffic management plan has been submitted and approved by Council. They are included in the attachments of this report.

Bump in will commence from 10pm Saturday 11 November, with barricades installed to prevent cars from being parked in the Burleigh Street and Railway Parade. Bump out will be completed by 7pm Sunday 12 November.

The event organisers will ensure that access through the closed-off area will be available for emergency vehicles with the guidance of traffic controllers.

Consultation

Saint Nectarios Church is required to notify all affected stakeholders, residents and businesses. The Greek Street Fair will also be advertised in local papers.

Financial Implications

Burwood Council is an official event sponsor and will cover fees for the event including road and car park closure and traffic control.

Recommendation

That Council approve the proposed road closure in of the follow road sections from 10.00pm on Saturday 11 November 2023 to 7.00pm on Sunday 12 November 2023

- Burleigh Street between Elizabeth Street and Railway Parade
- Railway Parade between Burleigh Street and Burwood Road
- A section of Council car park at the corner of Elizabeth Street and Burleigh Street

Attachments

- 1 Greek Street Fair - TMP
- 2 Greek Street Fair - Traffic Checklist

TRAFFIC MANAGEMENT PLAN

Version 1.0 of 1.0 September 2023

Prepared By: **Joshua James**
Traffic Manager

Safework NSW:TCT0037685

Guardian Venue Management International

Unit A5, 101-115 Rookwood Road, Yagoona NSW 2199

Form 1.TMP.15.9-2023.GVM

Summer Greek Festival 2023

11TH November 2023

Railway Parade, Burwood, NSW, 2134



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TRAFFIC MANAGEMENT PLAN

Summer Greek Festival 2023
Guardian Venue Management International
Page 2 of 21

1 TABLE OF CONTENTS

2 DOCUMENT AUTHOR 3

3 DOCUMENT HISTORY 3

4 DISTRIBUTION..... 3

5 DISCLAIMER..... 3

6 CONFIDENTIALITY STATEMENT 4

7 TERMS AND DEFINITIONS..... 4

8 EXECUTIVE SUMMARY..... 4

9 SCOPE 5

10 OBJECTIVES 5

11 MANAGEMENT OF THE TMP 6

12 IMPLEMENTATION..... 6

13 PLANNING STRATEGIES..... 6

14 EVENT DETAILS..... 6

15 LOCATION MAP 7

16 TRAFFIC MANAGEMENT 8

 16.1 TRAFFIC CONTROL PLANS..... 8

 16.2 ROAD CLOSURES 8

 16.3 DROP OFF ZONE 8

 16.4 VEHICLE ENTRY AND EGRESS..... 9

 16.5 VEHICLE EMERGENCY ACCESS 9

 16.6 PUBLIC NOTIFICATIONS..... 9

17 RISK MANAGEMENT..... 10

 17.1 RISK MANAGEMENT PROCESS..... 10

 17.2 RISK TOLERANCE 10

 17.3 RISK ASSESSMENT TOOL..... 10

 17.4 RISK SCORE EVALUATION 11

18CONSULTATION & CONTACT LIST 16

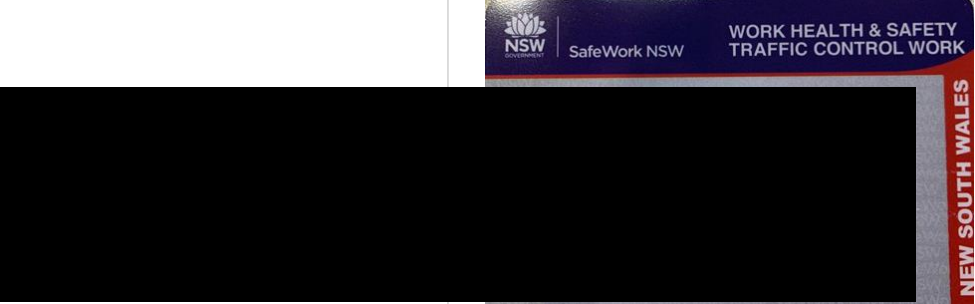
19APPENDIX..... 16



TRAFFIC MANAGEMENT PLAN

Summer Greek Festival 2023
 Guardian Venue Management International
 Page 3 of 21

2 DOCUMENT AUTHOR

Prepared By	Joshua James, Lead Traffic Planner
Signature	
Date	15 th September 2023

3 DOCUMENT HISTORY

Reviewed By	Version	Date	Comments
Michael Lakkis	1.0		
Carlos Andrade	1.0		

4 DISTRIBUTION

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5 DISCLAIMER

This document has been prepared based on the information supplied by the client and research undertaken by Guardian Venue Management International and/or other consultants.

Recommendations are based on Guardian Venue Management Internationals' judgement and whilst every effort has been taken to provide accurate advice, Council and any other regulatory authorities may not concur with the recommendations expressed within this document.

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TRAFFIC MANAGEMENT PLAN

Summer Greek Festival 2023
 Guardian Venue Management International
 Page 4 of 21

6 CONFIDENTIALITY STATEMENT

All information, concepts, ideas, strategies, commercial data and all other information whatsoever contained within this document as well as any and all ideas and concepts described during the presentation are provided on a commercial in confidence basis and remain the intellectual property and copyright (©) of Guardian Venue Management International and affiliated entities.

7 TERMS AND DEFINITIONS

Terms	Definitions
RMS	Roads & Maritime Services
PAX	Persons Amount X
ADT	Average Daily Traffic
AS/NZS	Australian Standards/New Zealand Standards
LAC	Local Area Command
LGA	Local Government Area
PWZ/TMP	Prepare a Work Zone/Traffic Management Plan
TCP	Traffic Control Plan
TMP	Traffic Management Plan
HVM	Hostile Vehicle Mitigation

8 EXECUTIVE SUMMARY

This TMP has been designed to provide for effective traffic management during the operation of the respective event of the Summer Greek Festival 2023 at Railway Parade, Burwood, NSW, 2134 and has been updated from the previous year's TGS, the various Traffic control measures within have been designed through consultation with stakeholders and feedback received.

Within the document the Traffic control measures are unique for the scope of the event and should not be directly applied to any other event within the precinct whether they appear rationally suitable or not.



TRAFFIC MANAGEMENT PLAN

Summer Greek Festival 2023
 Guardian Venue Management International
 Page 5 of 21

9 SCOPE

This plan addresses traffic management for the proposed works only and the document has been prepared following consultation and assessments from the respective stakeholders listed in this document.

The document includes the provision for the safe movement of vehicular and pedestrian traffic, the protection of workers from passing traffic, the design, installation and removal of any necessary temporary detours, the provision of traffic controllers, the installation of temporary advance warning signs and safety barriers.

Where possible road closures have been minimised to maintain regular traffic flow.

Various traffic control devices/measures have been used whilst creating the relevant Traffic Control Plan.

This document should be read in conjunction with the following:

#	Document	Version
1	RMS Guide to Transport & Management for Special Events	3.5
2	RMS Traffic Control at Worksites Manual	5.0
3	AS/NZS	2890.6-2009.
4	Local Government Act 1993	No 30
5	Roads Act 1993	No 33
6	Australian Standard	1742
7	The Use of Variable Message Sign (VMS) RMS Policy	10.408

10 OBJECTIVES

The core objectives with respect to the Traffic Management Plan are to:

1. Ensure the safety of its employees, contractors, the public, RMS personnel, pedestrians, cyclists and traffic,
2. Keep traffic delays to a minimum,
3. Maintain satisfactory property access,
4. Minimise disruption to businesses,
5. For works near speed cameras, traffic lights & traffic counters etc.
 - a) Inform the RMS Representative and
 - b) Not damage the equipment,
 - c) Make suitable arrangements where required.
 - d) When required, obtain approvals and licenses such as Road Occupancy, Direction to Restrict (DTR for Speed Limit Sign Authorisation) and Traffic Signals,
6. Minimise disturbance to the environment,
7. Design temporary roadways and detours in accordance with RMS Road Design Guide and
8. Meet the requirements RMS Traffic Control at Worksites Manual.



TRAFFIC MANAGEMENT PLAN

Summer Greek Festival 2023
 Guardian Venue Management International
 Page 6 of 21

11 MANAGEMENT OF THE TMP

Guardian Venue Management International has undertaken that it will provide the Traffic Control Plans for this event.

It is required by Council/RMS and/or consenting authorities that all traffic control works to be carried out by RMS certified and accredited personnel.

12 IMPLEMENTATION

Traffic Management for work and/or events sites will be in accordance with the RMS Traffic Control at Work Sites Manual as modified to site conditions.

The implementation of these plans is the responsibility of the event organiser and shall be carried out by RMS certified and accredited personnel.

13 PLANNING STRATEGIES

Following preparation of the final draft plans, assessment and approvals is required by the following:

Agency	Area
NSW Police	Burwood PAC
Council	Burwood Council

14 EVENT DETAILS

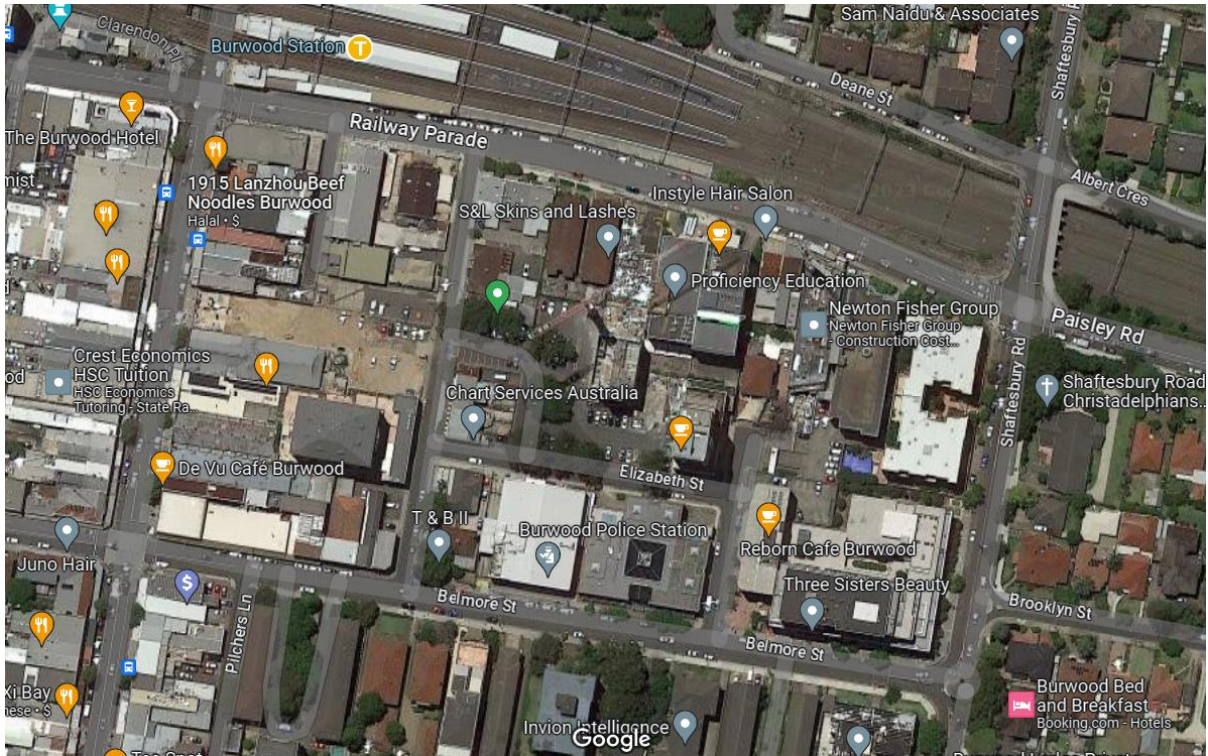
Event Name	Summer Greek Festival 2023
Event Date & Times	Event Date: Sunday 12 th November 2023 Event Commences: 9:00 am Event Concludes: 17:00pm
Bump In	Saturday 11 th of November Time: 22:00 PM
Bump Out	Sunday 12 th of November Time: 19:00 PM
Venue(s)	Railway Parade, Burwood Burleigh Street, Burwood
Demographic	All Ages – families, elderly, youth and children
PAX	< 5,000



TRAFFIC MANAGEMENT PLAN

Summer Greek Festival 2023
Guardian Venue Management International
Page 7 of 21

15 LOCATION MAP



TRAFFIC MANAGEMENT PLAN

Summer Greek Festival 2023
Guardian Venue Management International
Page 8 of 21

16 TRAFFIC MANAGEMENT

During the event traffic safety will be managed by the implementation of specifically tailored TCPs that have been designed to meet with event specific operations. This plan has been prepared to safely manage traffic with minimal impact on non-event stakeholders as recommended in the RMS Guide to Traffic and Transport Management for Special Events.

In the risk management context, the RMS Guide to Traffic and Transport Management for Special Events reads that a TCP be a Risk Management Plan for traffic, however a TCP shall not be an acceptable form of risk management and the event organiser should seek a separate risk review.

At its core the prepared TCPs implement various short-term road closures to safety manage vehicular and pedestrian flow within the precinct.

16.1 TRAFFIC CONTROL PLANS

The attached traffic control plans indicate the intended setup for traffic management to ensure continual flow around the immediate area while Railway Parade is closed with a Hostile Vehicle Mitigation (HVM) plan in place. **(Appendix 1 & 2)**

16.2 ROAD CLOSURES

There will be two segments of road closures will be implemented at this event.

- Railway Parade will be closed from Burwood Road up to Shaftsbury Road. However resident's access will be provided from Shaftsbury Road to all residents outside of the Event zone. The final residential building outside the Event Zone is approximately 18 Railway Parade.
- Burleigh Street will have two closure points to assist with Traffic Management. A HVM point will be implemented at the Elizabeth Street Car Park Exit (as per Appendix 1). The second Closure Implement will be at the corner of Burleigh Street and Elizabeth Street, This is to assist with the flow of traffic on Elizabeth Street and allow resident access up to the HVM Closure.

16.3 HOSTILE VEHICLE MITIGATION (HVM)

There will be a HVM Plan in place for this event to add additional protection measures to pedestrians in a crowded public place.

Recourses Include:

- 2x 6 Tonne Trucks will be implemented on Railway Parade and the Start and Finish of the Event Zone.
- 2x Traffic Control Utes to be Implemented to deter regular traffic from attempting to travel down Railway Parade off Shaftsbury Road, These vehicles will only be moved to allow residents or emergency services to enter or exit Railway Parade up to approximately 18 Railway Parade.
- 1x Traffic Control Ute on Burleigh Street at the beginning of the Event Zone outside the Elizabeth Street Car Park Exit.
- 1x Traffic Control Vehicle to be implemented where required in the Elizabeth Street car park.



TRAFFIC MANAGEMENT PLAN

Summer Greek Festival 2023
Guardian Venue Management International
Page 9 of 21

16.4 VEHICLE ENTRY AND EGRESS

The primary entry and exit are as follows:

- 1) Entry: Elizabeth Street Carpark
- 2) Exit: Elizabeth Street Carpark

- 1) Entry: Railway Parade off Shaftsbury Road
- 2) Exit: Railway Parade onto Shaftsbury Road

16.5 VEHICLE EMERGENCY ACCESS

In the case of an emergency, vehicle access entry/exit points will be from either Railway Parade off Shaftsbury Road or Elizabeth Street Carpark. These are for event related issues only, not for general travel routes.

16.6 PUBLIC NOTIFICATIONS

Public notifications shall be undertaken by the event organiser and/or a third party provider to the impacted residents/business affected by the closures via a letter box drop 7 days prior to the event.

16.7 PUBLIC TRANSPORT

Public Transport is recommended for this event as there is limited parking around the Event Zone. Burwood Train Station is located directly across from the Event. Bus Stops are also nearby with numerous stops located on Burwood Road outside of the Event Zone.

No Public Transport Travel Routes have been affected by this Event.



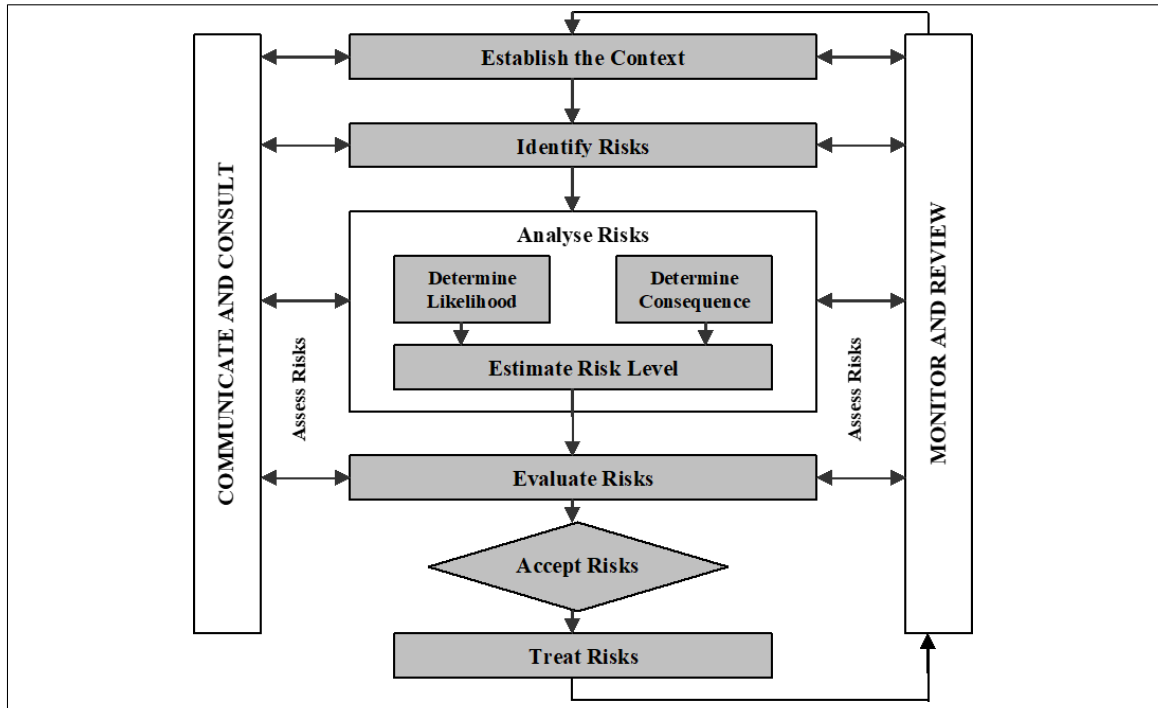
TRAFFIC MANAGEMENT PLAN

Summer Greek Festival 2023
 Guardian Venue Management International
 Page 10 of 21

17 RISK MANAGEMENT

17.1 RISK MANAGEMENT PROCESS

Throughout the Risk Management process, we will link activities to the Australian Standards AS ISO 31000:2018. These standards provide a systematic approach to the Risk Management.



17.2 RISK TOLERANCE

A risk rating determined to be higher than a “low” or a “moderate” level (see: “Risk Assessment Tool” below for descriptions of these terms) should result in senior management assessing the viability of implementing the suggested additional control measures.

Even where a residual risk of a “low” or moderate” level exists, senior management should evaluate, where it is viable, to further reduce the likelihood or consequences of that stated risk.

17.3 RISK ASSESSMENT TOOL

The risk assessment tool acts as a guide to determine an appropriate rating for each risk. It is important to note that risk is subjective and therefore any ratings applied should be considered in this context.



TRAFFIC MANAGEMENT PLAN

Summer Greek Festival 2023
Guardian Venue Management International
Page 11 of 21

Likelihood	Consequences				
	Insignificant (1) <i>(Minor problem easily handled by normal day to day processes)</i>	Minor (2) <i>(Some disruption possible, e.g. damage equal to \$500k)</i>	Moderate (3) <i>(Significant time/resources required, e.g. damage equal to \$1 million)</i>	Major (4) <i>(Operations severely damaged, e.g. damage equal to \$10 million)</i>	Catastrophic (5) <i>(Business survival is at risk damage equal to \$25 million)</i>
Rare (1) <i>(e.g. <3% chance)</i>	2	3	4	5	6
Unlikely (2) <i>(e.g. between 3% and 10% chance)</i>	3	4	5	6	7
Moderate (3) <i>(e.g. between 10% and 50% chance)</i>	4	5	6	7	8
Likely (4) <i>(e.g. between 50% and 90% chance)</i>	5	6	7	8	9
Almost certain (5) <i>(e.g. >90% chance)</i>	6	7	8	9	10

17.4 RISK SCORE EVALUATION

Risk Score	Risk Level	Response
2-4	Low	Manage through routine procedures
5-6	Moderate	Specific procedures and monitoring required, specify management responsibility
7-8	High	Action plan required, specific senior management attention and specify responsibility
9-10	Extreme	Immediate action required, senior management required with detailed plan and Senior Management responsibility noted



TRAFFIC MANAGEMENT PLAN

Summer Greek Festival 2023
 Guardian Venue Management International
 Page 12 of 21

17.5 RISK TREATMENTS

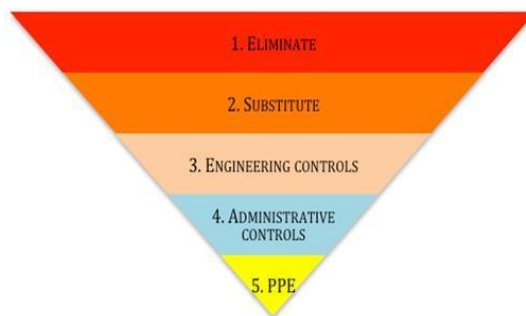
Treatment of the risks associated with hazards identified will involve appropriately selecting a treatment option as indicated below.

The Hierarchy of Hazard Controls is recommended as the best-practice approach to addressing the source of real/safety risks and thus eliminating or minimising such risks. When a hazard is identified it shall be:

1. Eliminated (designed out, eliminated),
2. Substituted (i.e. if a hazardous work practice exists it should be replaced with non-hazardous or less hazardous work practice),
3. Isolated (if nothing could be done in short term the hazard should be isolated, so it does not impose a risk to a person),
4. Controlled through engineering methods (guarded away using covers etc.),
5. Controlled through Administrative means (procedures/practices, inductions, instructions, workplace training etc.),
6. Persons protected by PPE (Personal Protective Equipment).

The controls should be used in order as indicated - starting from Eliminate as the best approach and then working down the options. A combination of hazard controls from the list above could be used to address any one hazard at one time - a hazard control on its own is not exhaustive and can be used in a combination with one or more other controls.

The primary aim of risk control is to eliminate the risk; the best way of achieving this is to eliminate the hazard. If this is not possible the risk must be minimised by utilising the ALARP principle;



Nomination	Multiplier	Outcome
A	=	As
L	=	Low
A	=	As
R	=	Reasonably
P	=	Practicable

SA/SNZ HB 205:2017 states that the most effective form of risk control is to eliminate the hazard, however if this is not reasonably practicable to eliminate the hazard, the risk must be minimised to the lowest reasonably practicable level by taking the following measures in the order and as determined by the risk assessment (Hierarchy of Controls).

If no single control is appropriate, a combination of the above controls will be taken to minimise the risk to the lowest reasonably practicable level.



TRAFFIC MANAGEMENT PLAN

Summer Greek Festival 2023
Guardian Venue Management International
Page 13 of 21

17.6 RISK ASSESSMENT PLAN (RISK REGISTER)

A list of potential causes, consequences and control measures are provided. This should not be considered an exhaustive list.

#	HAZARD	RISK	CURRENT			CONTROL MEASURES	RESIDUAL			RESPONSIBILITY
			LIKELIHOOD	CONSEQUENCE	RISK RATING		LIKELIHOOD	CONSEQUENCE	RISK RATING	
TRAFFIC RISKS										
1	Cyclist and/or Pedestrian interaction	Short Term Injury Long Term Injury	2	3	M	Road Closure during event to allow safe area for all. First aid trained person onsite. Traffic controllers to be mindful of same when working on network.	2	2	L	Contractors Vendors Event Organiser Traffic Control
2	Illegal Parking	Short Term Injury Financial Delay	3	1	L	Stall holders/Vendors advised as to their responsibility to parking in compliant/allocated location. Rangers responsible for non-compliant parking & regulatory enforcement.	2	1	L	All staff Contractors Event Organiser Traffic Control
3	Overcrowding on roads	Death Short Term Injury Long Term Injury Delay	2	3	M	Large public space within area to ensure patrons within closure. Traffic controller at each entry/exit point to ensure no persons queuing onto road network	1	2	L	First Aid Event Organiser Police Traffic Controller
4	Road Subsidence	Death Short Term Injury Long Term Injury Delay	5	3	M	Council to check venue prior to event. All staff along the internal roads to be vigilant and monitor surface and report any damage to event organiser.	3	3	M	Council Event Organiser All staff
5	Traffic Jam in surrounding area	Short Term Injury Long Term Injury Delay	2	2	L	Custom TCP's for event. Consultation will relevant stakeholders as part of planning. Detour setup to assist with vehicle flows. Road closed is not a main arterial road.	2	2	L	Police Site Manager LGA



TRAFFIC MANAGEMENT PLAN

Summer Greek Festival 2023

Guardian Venue Management International

Page 14 of 21

6	Vehicle/Pedestrian interaction	Death Short Term Injury Long Term Injury Delay	3	4	H	Road closures to reduce potential of interaction & to minimize possibility. No Vehicle movement during live phase of Festival. Existing street with lighting. First aid onsite during festival. All staff should be in hi-vis vest when working around traffic.	2	3	M	First aid Event Organiser Traffic Controller All staff
7	Vehicle Breakdown	Financial Delay	2	2	L	Alternate routes to be utilised. RMS/Police to be advised of same for assistance.	2	1	L	Event Organiser Traffic Controller Police/RMS
WEATHER RISKS										
8	Exposure to Cold	Short Term Injury Financial Reputation	2	3	M	Thermal first aid sheets in all first aid kits, first aid onsite. Staff to be provided with relevant PPE. Call Emergency Services 000 Ambulance.	1	2	L	Event Organiser First aid Traffic Control
9	Exposure to Sun	Short Term Injury Financial Reputation	4	2	M	All staff to wear Sun rated caps/hats where possible. Sunscreen available to staff from supervisor. Water available from supervisor & staff reminded to bring spare supply. All TC's reminded to use sunscreen and protective clothing.	2	2	L	First aid Event Organiser Traffic Control
10	Heavy Rain	Death Short Term Injury Long Term Injury Delay	2	4	M	Supply wet weather gear for crew if required. First aiders onsite during event, security at other times during bump in & out. Unsafe areas to be barricaded off.	2	2	L	First aid Event Organiser LGA Traffic Control
11	Lightning	Death Short Term Injury Long Term Injury	1	6	M	Refer AS1768 Monitor BOM for any change in weather. Do not hold stop/slow bat during lightning. Where possible seek shelter if safe to do so.	1	4	L	Event Organiser Traffic Control
12	Strong Wind	Death	4	4	H	BOM to be monitored throughout event-by-Event Organiser.	6	5	M	First Aid



TRAFFIC MANAGEMENT PLAN

Summer Greek Festival 2023
Guardian Venue Management International
Page 15 of 21

		Short Term Injury Financial				All signs to be weighted in high wind areas. Traffic Controllers not to stand under trees in storms.				Event Organiser Traffic Control
HEALTH RISKS										
13	COVID	Death Short Term Injury Long Term Injury Financial	3	5	H	Event organiser to develop COVID plan. TC's to conduct social distancing of 1.5m from other persons. PPE to be utilised when required. Wash hand regularly and follow current health guidelines. If you have any symptoms do not attend work.	2	4	M	All staff Traffic Control Event Organiser NSW Health
14	Staff Fatigue	Short Term Injury Delay	4	2	M	GVM Fatigue Management Plan implemented. Team Leader to monitor staff and ensure fatigued staff replaced. Rostering manager to ensure rosters compliant with FMP.	2	2	L	Roster Manager Team leader Traffic Control
SITE RISKS										
15	Slip/Trip/Falls	Short Term Injury Long Term Injury	3	2	M	Site inspection to identify hazards & remove/treat same. Good housekeeping. Cleaners to monitor/patrol & clean up where necessary. Production to be advised of any spills/potential slip hazards that may exist.	2	2	L	Cleaners Event Organiser First Aid Traffic Control
16	Terrorism	Death Short Term Injury Long Term Injury Financial Delay Reputation	3	5	H	Event organiser to assess re Target Hardening control measures. TC's at key entry points controlling access. Shipping containers on road network re reduce risk of injury,	3	2	M	Event Organiser Police Traffic Control
MISCELLANEOUS										
17	Communication Failure	Death Short Term Injury Financial	3	2	M	Consultation with all stakeholders to ensure that everyone is aware of correct procedures in case of loss of communications. Monitor/report any issues with radios.	3	1	L	Telecommunications Provider Two Way Radio Provider



TRAFFIC MANAGEMENT PLAN

Summer Greek Festival 2023
 Guardian Venue Management International
 Page 16 of 21

		Reputation			Radio check on commencement of shift. Contract only reliable radio supplier with proven record. Backup radios to replace any faulty radios. Use of Instant messenger apps as backup (i.e. WhatsApp), use encryption where possible.			Event Organiser Emergency Services
--	--	------------	--	--	--	--	--	---

18 CONSULTATION & CONTACT LIST

The below list are the practitioners consulted as documents owners, stakeholders and/or approval authorities for this document.

NAME	ORGANISATION
Joshua James	Guardian Venue Management International
Michael Lakkis	Guardian Venue Management International
Carlos Andrade	Guardian Venue Management International

19 APPENDIX

The below appendices form part of the TMP and should be read in part or/and in whole when reviewing the above information.

#	Document Name
1	Summer Greek Festival - TGS
2	Summer Greek Festival - HVM
3	



TRAFFIC MANAGEMENT PLAN

Summer Greek Festival 2023
Guardian Venue Management International
Page 17 of 21

APPENDIX 1



ITEM NUMBER RC18/23 - ATTACHMENT 1

Burwood Local Traffic Committee Agenda - 05.10.2023

www.invarion.com



Date: 25/09/2023 **Author:** Carlos Andrade PWZ: TCT 1043264 **Project:** Burwood Greek Street Fair

Comments:

Plan not to scale.

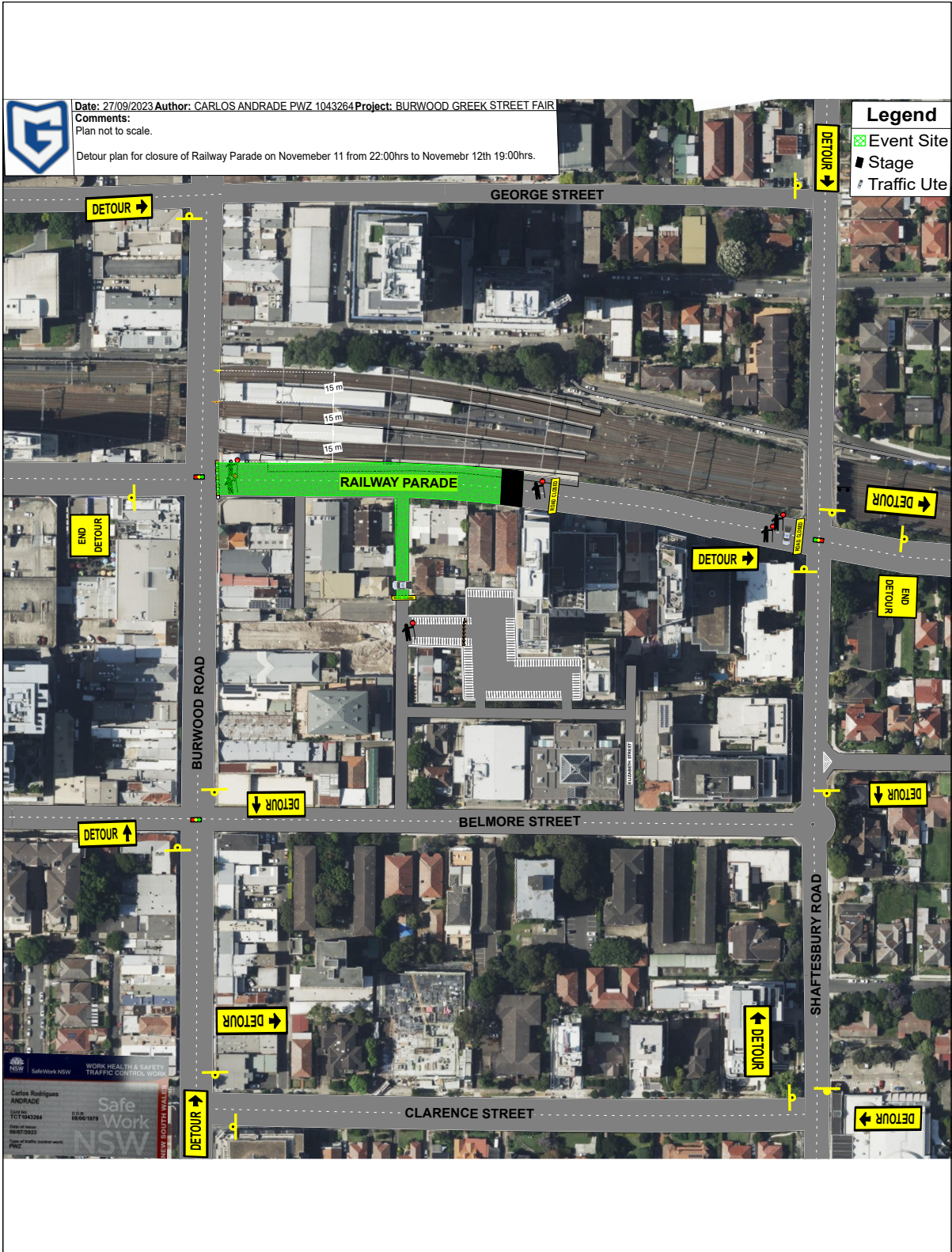
Road closures to be implemented and managed by licensed traffic controllers from 22:00hrs on November 2023 and remain in place until 19:00hrs on November 12th, 2023.

Water fill barrier will be used at the intersection of Burwood Rd & Railway Parade and managed by TC 1.

Traffic ute will be used for the Burleigh St closure and manned by TC 2.

Traffic ute will be used to manage residential and authorised vehicle traffic to the event site from the intersection of Shaftsbury Rd and Railway Parade





TRAFFIC MANAGEMENT PLAN

Summer Greek Festival 2023
Guardian Venue Management International
Page 19 of 21

APPENDIX 2



TRAFFIC MANAGEMENT PLAN

Summer Greek Festival 2023
 Guardian Venue Management International
 Page 20 of 21



Date: 13/09/2023 **Author:** Joshua James TCT0037685 **Project:** Railway Parade, Burwood, NSW, 2134
TCP Effective: Start: 11/11/2023 22:00PM Finish: 12/11/2023 19:00PM

Comments:
 Consulted/Reviewed by: M Lakkis, C Andrade
 This document remains the Intellectual Property (IP) of Guardian

Legend	
	6T HVM
	Cone
	Event Space
	Restaurant Laneway Closure
	Traffic Controller
	Traffic Ute

NEW SOUTH WALES

NEW SOUTH WALES
 STATEWORK NSW
 WORK HEALTH & SAFETY
 TRAFFIC CONTROL WORK

Joshua JAMES
 Chief Traffic Controller
 TCT0037685
 02 9319 1971
 PWSZ TOR NSW

G.O.B.
 040771897



TRAFFIC MANAGEMENT PLAN

Summer Greek Festival 2023
Guardian Venue Management International
Page 21 of 21

END DOCUMENT



SPECIAL EVENT GUIDE

[Return to Table of Content](#)

Special Event Resources

Special Event Transport Management Plan

Refer to **Chapter 7** of the Guide for a complete description of the Transport Management Plan

1. EVENT DETAIL

1.1. Event Summary

Event Name: Greek Street Fair
 Event Location: Railway Pde (Between Burwood Rd and Shattesbury Road). Also includes Burleigh Street.
 Event Date: 12/11/23 Event Start Time: 11am Event Finish Time: 6pm
 Event Setup Time: 6am Event Pack down Finish Time: 8pm
 Event is off-street on-street moving on-street non-moving
 Event is held regularly throughout the year (calendar attached) HELD ONCE A YEAR

1.2. Event Summary

Event Organiser*: Greek Orthodox Church Burwood
 Phone: - Fax: - Mobile: [REDACTED]
 Email: greekstreetfair@stnectoriosburwood.com.au
 Event Management Company (if applicable): Burwood Council (secondary organiser)
 Phone: (02) 9911 9936 Fax: - Mobile: -
 Email: events@burwood.nsw.gov.au
 Police: Sgt Gerrard Moriarty
 Phone: (02) 9745 8411 Fax: - Mobile: -
 Email: -
 Council: AS ABOVE - EVENTS Burwood Council
 Phone: - Fax: - Mobile: -
 Email: -
 Transport Management Centre
 (if Class 1 – Sydney Metropolitan Area): -
 Phone: - Fax: - Mobile: -
 Email: -
 Roads & Maritime Service
 (if Class 1 – regional NSW and Class 2 event): -
 Phone: - Fax: - Mobile: -
 Email: -

*Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.

1.3. Brief description of the event (one paragraph)

Greek Street Fair celebrating Greek Culture, Food, Dance and music.

2. RISK MANAGEMENT TRAFFIC

Class 2

2.1. Occupational Health & Safety – Traffic Control

Risk assessment plan (or plans) attached (REFER TMP)

2.2. Public Liability Insurance

Public liability insurance arranged. Certificate of currency attached.

2.3. Police

Police written approval obtained (INFO SENT-AWAITING APPROVAL)

2.4. Fire Brigades and Ambulance

Fire brigades notified

Ambulance notified

3. TRAFFIC & TRANSPORT MANAGEMENT

Class 2

3.1. The route or location

Map attached (REFER TCS)

3.2. Parking

Parking organised – details attached

Parking not required

3.3. Construction, traffic calming and traffic generating developments

Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached

There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes

3.4. Trusts, authorities or Government enterprises

This event uses a facility managed by a trust, authority or enterprise; written approval attached

This event does not use a facility managed by a trust, authority or enterprise

3.5. Impact on/or Public Transport

Public transport plans created - details attached

Public transport not impacted or will not impact event

3.6. Reopening roads after moving events

This is a moving event - details attached.

This is a non-moving event.

3.7. Traffic management requirements unique to this event

Description of unique traffic management requirements attached

There are no unique traffic requirements for this event

3.8. Contingency plans

Contingency plans attached

SPECIAL EVENT GUIDE

[Return to Table of Content](#)

Class 2

3.9. Heavy vehicle impacts

- Impacts heavy vehicles – RMS/TMC to manage
- Does not impact heavy vehicles

3.10. Special event clearways

- Special event clearways required - RMSTMC to arrange
- Special event clearways not required

4. MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

Class 2

4.1. Access for local residents, businesses, hospitals and emergency vehicles

- Plans to minimise impact on non-event community attached
- This event does not impact the non-event community either on the main route (or location) or detour routes

4.2. Advertise traffic management arrangement

- Road closures or restrictions - advertising medium and copy of proposed advertisements attached
- No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached
- No road closures, restrictions or special event clearways - advertising not required

4.3. Special event warning signs

- Special event information signs are described in the Traffic Control Plan/s
- This event does not require special event warning signs

4.4. Permanent Variable Message Signs

- Messages, locations and times attached
- This event does not use permanent Variable Message Signs

4.5. Portable Variable Message Signs

- The proposed messages and locations for portable VMS are attached
- This event does not use portable VMS

5. PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads & Maritime Services (RMS), Transport Management Centre (TMC) or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RMS/TMC or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.
-

6. APPROVAL

TMP Approved by: _____ Event Organiser _____ Date _____

7. AUTHORISATION TO *REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: _____ Council _____ Date _____

The RMS/TMC's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: _____ RMS/TMC _____ Date _____

** "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RMS/TMC require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.*

(ITEM LTC25/23) BURWOOD ROAD, ENFIELD - WORK ZONE APPLICATION

File No: 23/39033

REPORT BY TRAFFIC ENGINEER & DESIGN

Summary

Council has received an application to install a 'Work Zone' along the frontage of No. 101 Burwood Road, Enfield, to facilitate a new double-storey residential dwelling.

Background

A Complying Development Certificate (CDC) was provided to construct a double-storey residential dwelling at No. 101 Burwood Rd, Enfield, in March 2023. During the construction of the new development, a 'Work Zone' has been requested along the western side of Burwood Road, Enfield, for a length of 13m, directly in front of the site. This area will be used to deliver materials, parking and other construction works and is expected to be required for 28 weeks. Works on site are scheduled to commence on 1st November 2023.



The parking along the site's frontage is currently unrestricted.

Proposal

It is proposed to install a 'Work Zone' directly fronting the site per the diagram below to facilitate the construction and ensure access to the site is not impeded. The 'Work Zone' will be restricted in hours to 7:00 am – 5:00pm Monday to Saturday, matching the hours stipulated on the Complying Development Certificate (CDC). The 'Work Zone' has been requested for a period of 28 weeks, which will then be reviewed to determine if it is still required.



The proposed arrangement will result in a loss of one on-street parking space during the restricted times. Outside of the restricted parking times, these areas will be available to the public.

Consultation

A review of parking occupancy within the street has been undertaken, which has shown that the street is not highly occupied. The street is used primarily by resident and their visitors only. As such, 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" fees will be charged to the developer as per Council's Fees and Charges.

Recommendation

That Council approve the installation of a 'Work Zone, 7:00 am – 5:00 pm Monday to Saturday directly fronting No. 101 Burwood Road, Enfield, for a length of 13m and for a period of 28 weeks.

Attachments

There are no attachments for this report.

(ITEM LTC26/23) LILY STREET, CROYDON PARK - WORK ZONE APPLICATION

File No: 23/39607

REPORT BY TRAFFIC ENGINEER & DESIGN

Summary

Council has received an application to install a 'Work Zone' along the frontage of No. 33 Lily Street, Croydon Park, to facilitate a new double-storey residential dwelling.

Background

A Complying Development Certificate (CDC) was provided to construct a double-storey residential dwelling at No. 33 Lily Street, Croydon Park, in July 2023. During the construction of the new development, a 'Work Zone' has been requested along the southern side of Lily Street, Croydon Park, for a length of 15m, directly in front of the site. This area will be used to deliver materials, parking and other construction works and is expected to be required for 26 weeks. Works on site are scheduled to commence on 15th November 2023.



The parking along the site's frontage is currently unrestricted.

Proposal

It is proposed to install a 'Work Zone' directly fronting the site per the diagram below to facilitate the construction and ensure access to the site is not impeded. The 'Work Zone' will be restricted in hours to 7:00 am – 5:00pm Monday to Saturday, matching the hours stipulated on the Complying Development Certificate (CDC). The 'Work Zone' has been requested for a period of 26 weeks, which will then be reviewed to determine if it is still required.



The proposed arrangement will result in a loss of one on-street parking space during the restricted times. Outside of the restricted parking times, these areas will be available to the public.

Consultation

A review of parking occupancy within the street has been undertaken, which has shown that the street is not highly occupied. The street is used primarily by residents and their visitors only. As such, 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" fees will be charged to the developer as per Council's Fees and Charges.

Recommendation

That Council approve the installation of a 'Work Zone, 7:00 am – 5:00 pm Monday to Saturday directly fronting No. 33 Lily Street, Croydon Park, for a length of 15m and for a period of 26 weeks.

Attachments

There are no attachments for this report.



MINUTES OF A MEETING OF THE BURWOOD LOCAL TRAFFIC COMMITTEE held electronically with all responses submitted by 5.00pm Thursday 5 October 2023.

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 Tinsley, 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 7 September 2023, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.

GENERAL BUSINESS

(ITEM LTC24/23) GREEK ORTHODOX PARISH ANNUAL GREEK STREET FAIR - 11 NOVEMBER 2023

File No: 23/32189

Summary

The Greek Orthodox Archdiocese of Australia is seeking Council's approval for the temporary road closure of Burleigh Street and Railway Parade, as well as part of the Elizabeth Street car park to facilitate the annual Greek Street Fair to be held on Sunday 12 November 2023 between 9am – 5pm.

Comments

TfNSW - Please formally submit all requirements to TfNSW for concurrence.
Council response – All requirements will be submitted to TfNSW

Recommendation

That Council approve the proposed road closure in of the follow road sections from 10.00pm on Saturday 11 November 2023 to 7.00pm on Sunday 12 November 2023

- Burleigh Street between Elizabeth Street and Railway Parade
- Railway Parade between Burleigh Street and Burwood Road
- A section of Council car park at the corner of Elizabeth Street and Burleigh Street

This is page 1 of the Minutes of the Burwood Local Traffic Committee held on 5 October 2023

(ITEM LTC25/23) BURWOOD ROAD, ENFIELD - WORK ZONE APPLICATION

File No: 23/39033

Summary

Council has received an application to install a 'Work Zone' along the frontage of No. 101 Burwood Road, Enfield, to facilitate a new double-storey residential dwelling.

Recommendation

That Council approve the installation of a 'Work Zone, 7:00 am – 5:00 pm Monday to Saturday directly fronting No. 101 Burwood Road, Enfield, for a length of 13m and for a period of 28 weeks.

(ITEM LTC26/23) LILY STREET, CROYDON PARK - WORK ZONE APPLICATION

File No: 23/39607

Summary

Council has received an application to install a 'Work Zone' along the frontage of No. 33 Lily Street, Croydon Park, to facilitate a new double-storey residential dwelling.

Recommendation

That Council approve the installation of a 'Work Zone, 7:00 am – 5:00 pm Monday to Saturday directly fronting No. 33 Lily Street, Croydon Park, for a length of 15m and for a period of 26 weeks.

This concluded the business of the meeting.

(Item RC19/23) Burwood 150 Years Anniversary Steering Committee Meeting Minutes - 10 October 2023

File No: 23/42657

Report by Director Community Life

Summary

This report presents the draft minutes of the Burwood 150 Years Anniversary Steering Committee meeting held on Tuesday 10 October 2023.

Operational Plan Objectives

- A.16 Deliver initiatives that promote and improve access to local heritage.
- A.99 Facilitate interagency networks and advisory committees to provide opportunities for collaboration and participation.

The draft minutes of the Burwood 150 Years Anniversary Steering Committee held on 10 October 2023 are attached for Council's information.

Recommendation

That Council receives and notes the draft minutes of the Burwood 150 Years Anniversary Steering Committee held on 10 October 2023.

Attachments

- 1 [Meeting Minutes Burwood 150 Years Anniversary Steering Committee - 10 October 2023](#)



**BURWOOD 150 YEARS ANNIVERSARY
STEERING COMMITTEE
10 October 2023, 4.00pm - 5.00pm**

MINUTES

ATTENDEES

Committee Members:

Cr Heather Crichton	Burwood Council - <i>Alternate Chair and Delegate</i>
Justine Ann Channing	Community Representative
Susan Borel	Community Representative
Claire Boskett	Community Representative
Cecily Gray	Burwood Historical Society Representative

Guests and Council Officers:

Brooke Endycott	Director Community Life
Jenny Hoff	Manager Community & Culture
Luke Stigter	Events Producer
Miriam Wassef	Executive Manager Place Management & Communication
Katarzyna Malicka	Local Heritage Librarian
Danielle McQuoid	Manager Library & Community Hub
Dan Pocaterra	Executive Assistant - <i>Minutes</i>

APOLOGIES

Committee Members:

Cr John Faker	Mayor of Burwood - <i>Chair</i>
Dennis Quinlan	Community Representative
Spencer White	Community Representative

1. WELCOME & ACKNOWLEDGEMENT OF COUNTRY

Cr Heather Crichton opened the meeting with an Acknowledgement of Country, noting that Burwood Council acknowledges the Wangal Clan of the Eora Nation as the traditional custodians of the area and pays respects to their elders past, present and emerging.

2. DECLARATION OF INTEREST

Nil declarations of interest were submitted

3. CONFIRMATION OF MINUTES OF THE MEETING HELD ON 8 AUGUST 2023

The Burwood 150 Year Anniversary Steering Committee minutes were confirmed as an accurate record of the proceedings of the previous meeting held on 8 August 2023 (Moved by Cecily Gray/ Seconded by Susan Borel).

Cecily Gray requested that it be noted she offered to seek a quotation for the display of period costumes at the Burwood Library at the previous meeting.

It was also noted that community representative, Andrew Anderson of Club Burwood, had resigned from the Committee and had decided not to pursue the dinner event previously discussed with the Committee.

The Committee agreed that seeking a new community representative at this late stage of planning was not necessarily productive or required.

4. BUSINESS ARISING

Council officers provided an update on each of the key elements of the 150 Years Program, including:

4.1 UPDATE ON EVENTS PLAN

4.1.1 Grand Opening of the New Nature Play, Sensory Garden, Pond and Burwood Nest

It was noted the original proposed event date of Thursday 25 January 2024 had been moved to Saturday 3 February 2024 to align with the revised completion date for the project.

This would now enable the grand opening event to coincide with the release of 150 lanterns on the pond by the community to mark the beginning of anniversary celebrations. It was noted that lanterns had been sourced with testing and logistics planning underway.

Actions or recommendations arising:

- The Committee suggested to invite groups such as schools, sporting groups, Woodstock Runners and others. Council officers agreed to compile a list of local contacts and groups to circulate to the Committee for feedback.

4.1.2 Chinese Evacuation Home, Burwood 1942 Exhibition

Exhibition background information, graphic design elements and captions for photos are currently being produced.

4.1.3 Launch of Burwood Pictorial History

Council officers proposed to open the Library from 6.15pm with welcome drinks, canapés and an exhibition of key photos from the book and entertainment. The book will be officially launched by the Mayor with a short speech, followed by a Q&A session with the author on Wednesday 27 March 2023 on the ground floor of the Library (after the general closure of the Library). The event is expected to conclude by 8pm. Attendees will be limited to 150-200 people due to space limitations.

The book will be for sale on the night along with special 150 years merchandise to be produced by Council. The book is expected to be priced at \$29.95 per book.

Actions or recommendations arising:

- The Committee suggested engaging local high schools to provide music at each event wherever possible and the importance of prioritising local groups rather than bringing in performers.

- It was suggested that Committee member Spencer White may wish to provide some contacts for different performers. Council officers noted they would follow up with him directly.
- Cllr Crichton raised the importance of obtaining a photo of the Committee to include in the book. Committee members agreed to tentatively set aside Tuesday 24 October 2023 at 4.30pm for the photoshoot (to be confirmed).

4.1.4 Burwood Long Lunch/Burwood Road Street Event

Council has engaged a traffic management company to provide Council with three options for the Burwood Road closure on Saturday 6 April 2024, including: Railway Parade to Belmore Street (approximately 150 metres of road closure); Railway Parade to Livingstone Street (approximately 300 metres of road closure); and Railway Parade to Church Street (approximately 350 meters of road closure).

Council will consult with the local Police for their feedback prior to determining the final footprint, which will also be subject to approval by the Traffic Committee.

The event will include performance zones, food, music, stalls and entertainment subject to further engagement with local businesses and groups. Council is also looking to include a vintage car display within the event footprint.

Dennis Quinlan has advised Council the Burwood Pipes and Drums can be scheduled at 1pm to perform through Burwood Road, and potentially down to Burwood Park.

Actions or recommendations arising:

- Susan Borel to send Council officers a contact for the Vintage Car Club.
- Council to explore inviting the Historical Bus Museum and vintage police and emergency vehicles to be on display.
- The Committee noted a preference for the closure to extend to Livingstone Street.
- Council to explore providing a small pack to local businesses within the event area to dress up their shopfronts for the day, including the provision of decorative bunting.

4.1.5 Burwood Art Prize

The Burwood Art Prize call for entries will be released in November 2023 with a link to the 150-year anniversary theme. Council has confirmed Crowne Plaza Burwood as a sponsor for the People's Choice Award and special Art Bar Event to be held at the Skybar Restaurant and Lounge as part of the program.

Work remains in progress regarding all other event elements.

Actions or recommendations arising:

- Susan Borel suggested that Council contact the Principal at Enfield Public School as they were looking to potentially host a Spring Fair for History Week in 2024. History Week goes for 9 days and covers the first and second week of September and will be included in the event program.

4.2 UPDATE ON COMMUNICATIONS PLAN

Council officers provided an update on the Communications Plan and key merchandise, including:

- Arrangements have been made for Council uniforms to be updated for frontline staff to wear throughout 2024 using the 150-year logo wherever possible.
- Council is having a designer amend Council's collateral; such as letterheads, social media tiles, email signatures etc. for use throughout 2024.
- Merchandise will be produced for Councillors, Council staff, Committee members and community members (to be used as giveaways). Some items will also be available for sale. Some of the merchandise will include lanyards, custom notebooks and water bottles with branding. Postcards and tote bags are also currently being designed. Council will arrange for distribution from February 2024.
- Council has engaged artist Barocky Chocky to produce a postcard commemorative pack of illustrations of heritage buildings in Burwood LGA. Some designs will also be replicated onto tote bags.
- Council has engaged Sydney Collage Society to produce artwork for street banners to be flown throughout the LGA in 2024.

Actions or recommendations arising:

- The Committee suggested promotion of the 150 Year Anniversary should be included in the last Council newsletter of 2023.
- The Committee agreed letterheads and revised uniforms can start being utilised from 1 January 2024, with the remainder of merchandise to be made available with the book from 27 March 2024.
- The Committee suggested other areas for promotion such as on community notice boards and screens at the library along with banners in public places.

5. GENERAL BUSINESS

Cecily Grey provided an update to the Committee regarding the quote obtained for period costumes to be potentially displayed at the Burwood Library or as part of the book launch.

Council proposed to the Committee to invite local churches in the area to hold a series of open days, concerts or tours as part of the 150 Years Program. The Committee supported this initiative and it was further suggested that the MLC and PLC Chapels could also be approached.

Council provided an update that the two grants applied for had unfortunately been unsuccessful. Council officers noted that they would continue to pursue sponsorship for some elements of the Program.

Actions or recommendations arising:

- Period costume quotation to be circulated to Committee members with the Minutes.

- Council to reach out to local churches on behalf of the Committee to seek their interest in being part of a coordinated Churches Open Day Program.
- Council to continue to pursue sponsorship for some elements of the Program.

NEXT MEETING

The next meeting was brought forward to Tuesday 5 December 2023 to enable a final meeting to occur prior to the implementation of the 150 Years Program in 2024.

6. CLOSE OF THE MEETING

Cr Heather Crichton thanked the Committee for their attendance and participation. The meeting was closed at 5:13pm.