



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 18 April 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

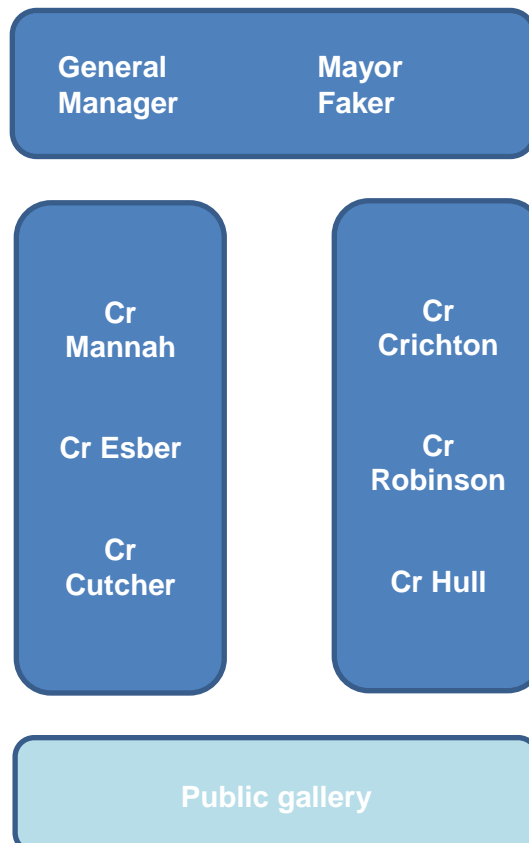


Cr David Hull
0428 369 269
david.hull@burwood.nsw.gov.au



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

Council meeting room



Agenda

For an Ordinary Meeting of Burwood Council to be held in the Conference Room, Level 1, 2 Conder Street, Burwood on Tuesday 18 April 2023 immediately after the Public Forum commencing at 6.00pm.

1. Prayer
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

Mayoral Minutes

General Business

(Item 22/23)	Amendments To The Burwood Development Control Plan - Boarding House And Co-Living Housing Development - Adoption	4
(Item 23/23)	Draft Section 7.12 Local Infrastructure Contributions Plan For The Burwood Local Government Area - Adoption	52
(Item 24/23)	Hoarding Policy - Adoption.....	89
(Item 25/23)	Draft Library Collection Development Policy - Endorsement For Public Exhibition.....	108
(Item 26/23)	Investment Report as At 31 March 2023	120

Reports of Committees

(Item RC5/23)	150 Year Steering Committee Minutes.....	125
(Item RC6/23)	Minutes of Multicultural Advisory Committee	132

(Item 22/23) Amendments to the Burwood Development Control Plan - Boarding House and Co-Living Housing Development - Adoption

File No: 23/9578

Report by Director City Strategy

Summary

This report provides an overview of the public exhibition of the amendments to the Burwood DCP with regards to the controls for boarding house and co-living housing developments. During the exhibition, three (3) submission were received. Changes have been made to the draft DCP to respond to issues raised in the submissions.

It is proposed that the amended controls for boarding house and co-living housing developments, with the changes included in the body of the report and associated annexures be adopted.

Operational Plan Objective

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

2.1.3 Ensure transparency and accountability in decision making.

Background

Council, at its meeting on 14 February 2023 considered a report on amendments to Burwood DCP relating to planning controls for boarding houses and co-living housing developments where it resolved to exhibit the amendment to Section 5.4 – Boarding house and co-living housing developments. This also included the exhibition of the draft Plan of Management Template, which is included as an annexure to the Section 5.4 of the DCP.

The amendments to the DCP also included ancillary amendments to the car parking rates for boarding houses in Section 3.9 and 4.6 of the Burwood DCP, and the recycling waste generation rates for boarding houses in Section 8.1.6 of the Burwood DCP. A summary of these changes is included at Attachment 1.

Public Exhibition & Consultation

The amendments to the Burwood DCP were exhibited for 42 days between 20 February to 31 March 2023.

The public exhibition included:

- Exhibition of the draft DCP amendments to Sections 5.4, 3.9, 4.6 and 8.1.6 and relevant associated documentation on Council's website and the Participate Burwood website.
- An internal workshop was held with Council's City Development team to ensure that the proposed objectives and controls are clear and understandable in the context of development assessment and deliver quality development outcomes. As a result of the workshop and the feedback received, minor amendments have been made to the draft DCP. A summary of the issues raised and City Planning officer's response is included at Attachment 2.
- The draft DCP was also referred across the organisation to relevant internal stakeholders. There was generally support for the proposed changes and no specific amendments were suggested to the draft DCP.

- A Planning Information Session was held on 21 March 2023 to provide an overview of the proposed amendments. The session was attended by approximately 20 people, including industry professionals, architects, planning consultants, local real estate agents and residents. A summary of the feedback received at the Planning Information Session and council officer's response is provided at Attachment 3.

During the formal exhibition, three (3) written submissions were received. Key issues raised in the submission included:

- clarification on the application of setbacks to heritage items,
- achievement of the 2.7m floor to ceiling height within 3.1m floor to floor height
- suggestion to incorporate numerical controls to guide the calculation of the area for kitchen and laundry spaces
- clarification with respect to the requirements relating to the provision of private open space.

A detailed summary of the submissions and the council officer's response is provided at Attachment 4.

A number of the objectives and controls have been amended to respond to the issues raised during the exhibition. It is considered that as the amendments made respond to submissions received and are minor in nature (ie they generally provide clarification with respect to an objective and/or control) there is no need to re-exhibit the proposed amendments.

A copy of the amended DCP with the changes responding to the issues raised during the exhibition is included at Attachment 5. The changes proposed post exhibition have been highlighted in yellow.

Planning or Policy Implications

The amendments to Burwood DCP were publicly exhibited for 42 days in accordance with the *Environmental Planning and Assessment (EP&A) Regulation 2021* and Council's Community Participation Plan.

Financial Implications

No financial implications.

Conclusion

The amendment to Section 5.4 and ancillary controls in other sections of the DCP relating to boarding house and co-living housing developments provide robust objectives and controls to deliver quality design and built form outcomes and ensure that the on-going operation of boarding house and co-living housing developments is consistent with the approved Plan of Management.

A review of the submissions and issues raised at information sessions has necessitated minor changes to some of the proposed objectives and controls, however as these respond directly to the issues raised, re-exhibition of the draft DCP is not required.

The proposed controls complement requirements of the Housing SEPP for these housing typologies, by providing additional controls for areas on which the SEPP is silent. This provides clarity and ensures that controls are consistently applied for these types of developments across the Burwood LGA.

It is recommended that the amendments to the DCP in relation to boarding house and co-living developments, as amended, be adopted.

Recommendation(s)

1. That Council, pursuant to Section 3.43 of the Environmental Planning & Assessment Act and in accordance with clause 14 of the Environmental Planning & Assessment Regulation 2021, adopt the amendments to:
 - Section 5.4 of the Burwood DCP, as included at Attachment 5
 - the car parking rates for boarding houses in Section 3.9 and 4.6 and the recycling waste generation rates for boarding houses in Section 8.1.6 of the Burwood DCP as exhibited and 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

- 1** Attachment 1 - Amendments to parking and waste provisions - Boarding Houses and Co-Living Housing
[↓](#)
- 2** Attachment 2 - Summary of Comments - Workshop with City Development Team
[↓](#)
- 3** Attachment 3 - Summary of Comments - Planning Information Session
[↓](#)
- 4** Attachment 4 - Summary of Submission
[↓](#)
- 5** Attachment 5 - Amended BDCP - 5.4 Boarding House and Co-Living Housing
[↓](#)

Attachment 1 – Table of amendments to parking and waste provisions

Amendment to Burwood Development Control Plan – Boarding Houses and Co-Living Housing

1. Proposed amendments to Section 3.9 Transport and Parking in Centres and Corridors

Existing Provisions	Proposed Amendments	Comments
<p>3.9 Transport and Parking in Centres and Corridors</p> <p>Table 2. Car Parking Rates in Centres and Corridors</p>		
<p>Hostels, boarding houses</p> <p>Parking for residents</p> <ul style="list-style-type: none"> ▪ 0.5 spaces per boarding room, or, ▪ in the case of development carried out by or on behalf of a social housing provider in an accessible area—at least 0.2 parking spaces are provided for each boarding room, or ▪ in the case of development carried out by or on behalf of a social housing provider not in an accessible area—at least 0.4 parking spaces are provided for each boarding room. <p>Parking for employees or caretakers</p> <ul style="list-style-type: none"> ▪ 1 space per 2 employees or caretakers. 	<p>Boarding houses, Co-living housing</p> <ul style="list-style-type: none"> ▪ Car Parking for residents – refer to the Housing SEPP ▪ Bicycle parking – one space per five rooms or part thereof ▪ Motorcycle parking – one space per five rooms or part thereof 	<p>Ensure consistency with the SEPP and close the gaps of the silent requirement on bicycle and motorcycle parking</p>

2. Proposed amendments to Section 4.6 Transport and Parking in Residential Developments

Existing provisions	Proposed Amendments	Comments
<p>4.6 Transport and Parking in Residential Developments</p>		
<p>Table 4 - Car Parking Rates in Residential Zones</p>		
<p>Hostels, boarding houses</p> <p>Parking for residents</p> <ul style="list-style-type: none"> ▪ 0.5 spaces per boarding room ▪ in the case of development carried out by or on behalf of a social housing provider in an accessible area—at least 0.2 parking spaces are provided for each boarding room, or ▪ in the case of development carried out by or on behalf of a social housing provider not in an accessible area—at least 0.4 parking spaces are provided for each boarding room. <p>Parking for employees or caretakers</p> <ul style="list-style-type: none"> ▪ One space per two employees or caretakers 	<p>Hostels, Boarding houses, Co-living housing</p> <ul style="list-style-type: none"> ▪ Car Parking for residents – refer to the Housing SEPP ▪ Bicycle parking – one space per five rooms or part thereof ▪ Motorcycle parking – one space per five rooms or part thereof 	<p>Ensure consistency with the SEPP and close the gaps of the silent requirement on bicycle and motorcycle parking</p>

3. Proposed amendments to Section 8.1.6 Waste/ Recycling Generation Rates

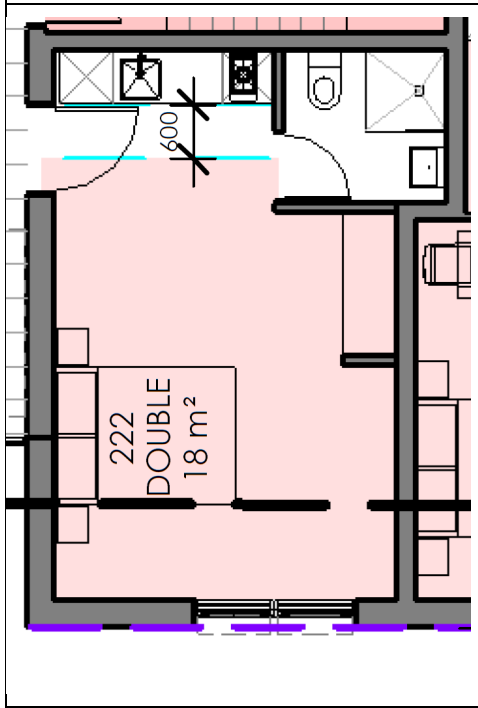
Existing Provisions			Comments
Type of premises	Waste Generation	Recycling Generation	Update recycling waste generation rate to align with operation feedback from Manager Waste and Cleansing.
Boarding house	60L/occupant space/week	20L/occupant space/week	
Guest house			
Proposed Amendments			
Type of premises	Waste Generation	Recycling Generation	
Boarding house	60L/occupant space/week	60L/occupant space/week	
Co-Living Housing			

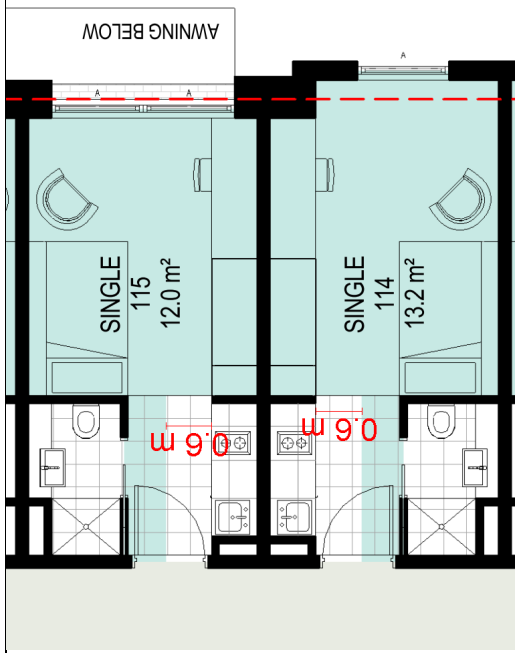
Attachment 2 – Summary of Comments – Workshop with City Development Team, 22 March 2023
Draft Amendment to Section 5.4 Boarding Houses in Burwood Development Control Plan

No.	Summary of Issues	Council Officer's Comments	New Provision/ Objective
O8	Discussed that the wording of "adjacent to a heritage item" may limit the application of this provision to developments directly adjoin heritage item only to be considered.	The wording is reviewed so as to expand the application of this provision.	Refer to O8. (see amended DCP)
P9	Discussed that re "Sunken building footprints below the relative level of the front footpath will not be supported" may not be realistically achievable due to the natural land slope.	The intent of this provision is to avoid subterranean habitable rooms which would compromise amenity for future residents. It is acknowledged that it may not be possible to have no building footprints below the front footpath level at all subject to natural land topography. However, council will not support these rooms to be habitable rooms.	Refer to P9. (see amended DCP)
P11	Queried the reason why this provision relates to the front setback requirement in R1 zone only and not any other zones.	The Housing SEPP has provided requirements of front, side and rear setbacks in R2, R3 and R4 zones for boarding houses (section 25(2)(b)) and co-living housing (section 69(2)(a)). Because the SEPP prevails, it would be redundant to repeat controls that are already existing in the SEPP or to propose different setback requirements in those respective zones.	Refer to P11 and P12. (see amended DCP)

		<p>However, the Housing SEPP does not contain setback requirements for boarding houses and co-living housing developments in R1 General Residential Zone. A need is therefore established for the BDCP to provide front, side and rear setbacks requirements for these developments in R1 zone.</p> <p>P11 sets out requirement for the front setback for boarding houses and co-living housing in R1 zone, whereas P12 sets out requirements for the side and rear setbacks for the same but limited to one-storey and two-storey developments only. This is because a boarding house or co-living housing of at least 3 storeys will be subject to the minimum separation distances under the Apartment Design Guide, as specified under the Housing SEPP section 25(2)(c) and section 69(2)(b).</p> <p>An explanatory note is added under P12 to distinguish side and rear setback controls for BH and CL developments of less than 3 storeys and at least 3 storeys.</p>	
P15	<p>Raised that this provision is not clear enough to distinguish different</p>	<p>To improve clarity and better articulate the intended outcome, it is proposed to divide P15 into two separate provisions.</p>	<p>Refer to P15 and P16. (see amended DCP)</p>

	<p>requirements for front setback and side & rear setback.</p> <p>Also raised that a control based on percentage is hard to assess and enforce as well as could be more easily varied by applicants.</p>	<p>To make the provision easy to use and assess, “20% of the front setback area” is replaced with “1.5m into the front setback area” as an acceptable zone to allow balconies and pergola.</p>	
<p>P23</p>	<p>Kitchenette – Discussed that additional details are needed to clarify the calculation of the area used for the kitchenette.</p>	<p>An analysis over the recent boarding house developments within Burwood LGA approved by the Land and Environment Court has found that there is a “rule of thumb” applied to calculate a circulation area with a width of 600mm immediately in front of the kitchen bench as area used for kitchen, and therefore to be excluded from the calculation of the floor area of a boarding room.</p> <p>Example 1 – 2, 2A and 4 Cooper Street, Strathfield – DA.2021.1 – Tier Architects Pty Ltd v Burwood Council [2022] NSWLEC 1036</p> <p>Extract of approved Architectural Plans – 21/56697</p>	<p>Refer to P26. (see amended DCP)</p>

		
	<p>Example 2 – 40-46 Stanley Street, Burwood – BD.2018.87 – TFR Pty Ltd trading as Design Workshop Australia v Burwood Council [2019] NSWLEC 1447</p> <p>Extract and measurement of approved Architectural Plans – 19/38865</p>	

		<p>This approach has been adopted in LEC decision O'Neill C's finding in Anglican Community Services v Blacktown City Council [2020] NSWLEC 1031 (Anglican Community Services) at [43] being:</p> <p><i>"I prefer Mr Smith's reasoning that an area in front of the kitchen joinery of at least 600mm deep be excluded from the calculation of the area of a boarding room because the provision excludes any area used for the purposes of private kitchen or bathroom facilities. The area immediately in front of the kitchen joinery must be devoted to the kitchen for its proper use and cannot, for</i></p>

		<p><i>example, be occupied by furniture. For this reason, the area immediately adjacent to the kitchen joinery is to be excluded from the calculation of floor area of a boarding room. This approach is consistent with the interpretation of cl 30(1)(b) of SEPP ARH in numerous Class 1 matters over many years (see, for example, Loneragan v Ashfield Municipal Council [2011] NSWLEC 1378 at [32])."</i></p>	
P23	<p>Laundry – Discussed that the minimum 1.5sqm laundry facilities could be an unnecessary and onerous requirement as private laundry facilities are often integrated within the kitchenette. Also suggested to change the wording "wash tub" to "wash sink".</p>	<p>The provision has been amended to remove the detailed area requirement for laundry facilities, however retained the note that laundry can be integrated into the kitchenette.</p>	Refer to P26. (see amended DCP)
P28/29	<p>Discussed that more clarity is needed to distinguish the requirements for co-living housing and boarding houses.</p>	<p>Suggestion adopted. Clarity could be achieved with improved wording.</p>	Refer to P28 and P29. (see amended DCP)
P39	<p>Generally supporting the requirement of deep soil should be commensurate with the site area and</p>	<p>The minimum lot size requirement for boarding house development under Section 25(1)(g) and co-living housing under Section 69(1)(b) of the SEPP is 800sqm in</p>	Refer to P39. (see amended DCP)

	context, however minimum 7% is not sufficient.	Burwood LGA. Therefore, having a deep soil requirement for site area less than 650sqm is not consistent with the lot size requirements and could unintentionally encourage less deep soil to be provided on a site with an area less than the minimum requirement. The percentage of deep soil is proposed to be increased from 7% to 10%, consistent with the requirements of Part 3E-1 of the Apartment Design Guide.	
P67	Suggested that waste presentation to be screened and not visible from the street	Suggestion adopted.	Refer to P69. (see amended DCP)
General	Need a control to regulate roof top AC units to be screened	This shall form part of the merit-based assessment in the Development Application.	No change in the DCP.
General	Objected to the percentage control to provide communal open space as different sites need different solutions and the control may work for one type, but not another.	Clarification was provided that communal open space requirement is specified under the Housing SEPP, not the BDCP.	No change in the DCP.

Attachment 3 – Summary of Comments – Planning Information Session, 21 March 2023
Draft Amendment to Section 5.4 Boarding Houses in Burwood Development Control Plan

No.	Summary of Issues	Council Officer's Comments	New Provision/ Objective
P13	<p>Raised that setback requirements to heritage items, in particular the setback to underground excavation, could be onerous and limit development potential for land adjoining heritage item.</p>	<p>This is an existing provision in the BDCP have been applied in the past. The minimum setbacks to heritage item are to ensure minimal impact to the significance of the heritage item. Any variation to this DCP provision sought by applicant should be assessed by Council's Heritage Advisor based on the merits of the application. However, the provision is refined to be applied to development in residential zones only and not to business zones, which is consistent with the existing explanatory note contained within Section 5.4 of the BDCP.</p>	<p>Refer to P13. (see amended DCP)</p>
P23	<p>Strongly supported laundry facilities to be provided in all rooms.</p> <p>Discussed that wash tub is unnecessary and could take up too much space especially given laundry</p>	<p>It is required that individual laundry facilities to be provided within rooms in a co-living housing development. However, it is flexible to provide private, communal or a combination of both in a boarding house.</p> <p>The provision has been amended to remove the too detailed requirement for laundry facilities, however</p>	<p>Refer to P26 and P28. (see amended DCP)</p>

	<p>facilities are often integrated within the kitchenette.</p> <p>Clarification was sought with respect to the application of this provision.</p> <p>One speaker raised that it may not be practical possible to achieve 20% on any side or rear elevation due to the siting and context, whereas another speaker raised there are encouragement to provide private open space to all rooms.</p>	<p>retained the note that laundry can be integrated into the kitchenette.</p> <p>The objective of this provision is to provide appropriate residential amenity, encourage articulation while minimise adverse impacts to the neighbouring residential properties. The provision has been amended to reflect this intended outcome without being restrictive in numerical requirements. The quantity and quality of the private open space shall be determined in a merit-based assessment of development application.</p>	<p>Refer P49. (see amended DCP)</p>
<p>P9</p>	<p>Discussed that practice the 3.1m floor to floor height is no longer aligned with the industry practice to comply with the latest amendments to National Construction Code (Building Code of Australia).</p> <p>Called for flexibility to apply the 2.7 floor to ceiling height requirement, which is suggested to be a guide and</p>	<p>It is acknowledged that there have been a number of amendments to the NCC/ BCA in recent years which as a consequence require higher floor to floor heights over the years. This is also reflected from recent section 4.55 Modification Applications received by Council in regards to increasing floor to floor height to comply with NCC requirement. This provision is streamlined to focus on the floor to ceiling height only, without be tie to a fixed floor to floor height that is subject to potential further amendments to the NCC.</p>	<p>Refer to P9. (see amended DCP)</p>

	<p>not an enforceable measurement as it could lead to unnecessary modification application required by certifier.</p> <p>Commented that the floor to ceiling height for dwelling house in the BDCP should be reviewed because house should have better amenity and higher ceiling heights.</p>	<p>The objective of this provision is to ensure appropriate residential amenity with natural air and ventilation by requiring minimum floor to ceiling height. The floor to ceiling height requirement for boarding houses and co-living housing is consistent with Apartment Design Guide.</p>	<p>Refer to O13. (see amended DCP)</p>
<p>General</p>	<p>Called for flexibility on car parking requirements so as to reduce excavation and basement levels which would improve viability.</p> <p>Commented there are some councils do not require parking spaces. Owners are looking for solutions to reduce basement levels which impact viability.</p>	<p>Clarification was provided that car parking requirements are specified under the Housing SEPP, not the BDCP.</p>	<p>No change in the DCP.</p>

General	<p>Objected to the percentage control to provide communal open space as different sites need different solutions and the control may work for one type, but not another.</p>	<p>Clarification was provided that communal open space requirement is specified under the Housing SEPP, not the BDCP.</p>	<p>No change in the DCP.</p>
---------	--	---	------------------------------

Attachment 4 – Summary of Submission – Amendment to Section 5.4 Boarding Houses in Burwood Development Control Plan

P No.	CM Ref.	Summary of Issues	Council Officer's Comments	New Provision/ Objective
P2	E23/ 14031	<p>Objected to the minimum frontage width of 17m and submitted that less upfront capital investment would mean less pressure for the developer to increase rent to recover cost.</p>	<p>This 17m-minimum frontage requirement is an existing BDCP requirement for boarding houses. The purpose and intent of the minimum frontage is expressed clearly in the objectives of site planning, which are to ensure site is of sufficient width and area to accommodate practical vehicular access and car manoeuvring, provide open space with satisfactory amenity and provide reasonable separation from the adjoining properties, so as to accommodate high quality development.</p>	No change in the DCP.
		<p>Also submitted that development on small lot would:</p> <ul style="list-style-type: none"> - Reduce personal safety risk - Reduce smoking issues - Create a sense of belonging - Enhance liveability and comfort 	<p>The nominated advantages of smaller development can be provided in large scale development as well with quality design and on-going operational management of the premises. For example, safety risk can be minimised by incorporating Crime Prevention Through Environmental Design (CPTED) into the design, detailing in the Plan of Management, monitoring by the managing agent</p>	

		<p>Raised a concern with respect to potential use conflict on wash sink for laundry purpose and kitchen sink.</p>	<p>and enforced by Council's community safety officers.</p> <p>The provision is amended to mandate a sink to be provided within the kitchenette.</p>	<p>Refer to P26. (see amended DCP)</p>
O12	E23/ 13937	<p>Suggested that another objective to be added regarding the increase of minimum floor to floor height.</p>	<p>Suggestion incorporated. The objective of the provision is to provide appropriate amenity by natural ventilation and daylight access, whereas the minimum ceiling height is a means to achieve this intended outcome.</p>	<p>Refer to O13. (see amended DCP)</p>
P9	E23/ 13937	<p>Submitted that a minimum 2.7 floor to ceiling height cannot always be guaranteed in a 3.1m floor to floor height due to recent NCC changes and transfers in slabs and beams. Suggested flexibility to be provided regarding applying the 2.7 floor to ceiling height requirement or remove the 2.7m floor to ceiling height requirement.</p>	<p>This provision can be streamlined to focus on the floor to ceiling height only, without be tie to a fixed floor to floor height that is subject to potential further amendments to the NCC/ BCA.</p>	<p>Refer to P9. (see amended DCP)</p>

P13	E23/ 13937	Submitted that this control to be applied for development contiguous with a heritage item in the R1 zone only, as not practical and unfeasible in a Business zone.	The application of the provision is amended to residential zones only, which is consistent with the Advisory Note in the existing Section 5.4 of BDCP.	Refer to P13. (see amended DCP)
P13	E23/ 13878	<p>Despite acknowledging this is an existing provision, objected to the minimum 4m underground setback to a heritage item for the following reasons:</p> <ul style="list-style-type: none"> - The provision is overly restrictive and feasibility without sufficient benefit - Appropriate geotechnical engineering and shoring could resolve the impact to heritage items - Limited basement footprint will result in excavation of more basement levels 	<p>This is an existing provision in the BDCP have been applied in the past. The minimum setbacks to heritage item are to ensure minimal impact to the significance of the heritage item. Any variation to this DCP provision sought by applicant should be assessed by Council's Heritage Advisor based on the merits of the application.</p> <p>However, the application of the provision is amended to residential zones only, which is consistent with the Advisory Note in the existing Section 5.4 of BDCP.</p>	Refer to P13. (see amended DCP)
P23	E23/ 13937	Suggested that numerical control to be specified to guide the calculation of the area for kitchen and laundry spaces.	A numerical control has been inserted, adopting the widely used approach established through Land and Environment Court decisions. An	Refer to P26. (see amended DCP)

P23	E23/ 13937	<p>Submitted that the provision should clarify whether the working area is included or not included in the minimum area calculation.</p> <p>Kitchenette - 2m² is too small if includes the working area. Example to show 3m² include a dishwasher.</p> <p>Also submitted that the provision does not mention anything about a sink.</p> <p>Laundry – 1.5sqm is too small if including working area, too large if not including working area.</p>	<p>diagram has also been added to assist the explanation of the provision.</p> <p>The provision is amended to remove details that are too specific to be included as a control. However, a strong provision to clarify the width requirement for the kitchen area, supported with a diagram, is added into the provision.</p> <p>The amended provision requires a sink to be provided.</p>	<p>Refer to P26. (see amended DCP)</p>
P23	E23/ 13878	<p>Commented to include laundry facilities in the internal design of co-living room.</p> <p>Suggested to remove the requirement for a separate wash tub to alleviate space for the kitchenette.</p> <p>Suggested to require rangehood where cooktop is provided.</p>	<p>Acknowledge that private laundry facilities are often integrated within the kitchenette. The objective is to provide laundry facilities without onerous detailed requirements</p> <p>Noted, detail is too specific to be included as a control.</p>	<p>Refer to P26. (see amended DCP)</p> <p>No change in the DCP.</p>

P27	E23/ 13937	Suggested that "Communal kitchen areas" to be amended to "communal kitchen rooms" clarify whether kitchen facilities provided in communal rooms is subject to this provision as well.	Suggestion incorporated. To avoid confusion between communal kitchen and kitchen facilities provided in communal living rooms, the provision has been reworded accordingly.	Refer to P27. (see amended DCP)
P28, P29	E23/ 13937	Draft provisions P28 and P29 are contradictory. Suggested wording change from "must" to "are preferred" or "should"	P28 and P29 have been reworded to improve clarity and to distinguish different requirement and intended outcomes with regards to laundry facilities provision in boarding houses v.s co-living housing.	Refer to P28 & P29. (see amended DCP)
P39	E23/ 13937	Recommended that some adjustments be made to reflect the minimum lot sizes under the Housing SEPP.	P39 has been amended to reflect the realistic circumstances of the size the lot where boarding houses and co-living will be developed upon.	Refer to P39. (see amended DCP)
P48	E23/ 13937	Recommended that the provision should encourage all rooms to have balconies, as observed from Design Review Panels from other councils. Having a minimum percentage may encourage applicants to only aim at the minimum requirement.	The objective of this provision is to provide appropriate residential amenity, encourage articulation while minimise adverse impacts to the neighbouring residential properties. The provision has been amended to reflect this intended outcome without being restrictive in numerical requirements. The quantity and quality of the private open space shall be determined in a merit-based assessment of development application.	Refer P49. (see amended DCP)
P12, P48	E23/ 13878	Commended the importance of private open space and acknowledged the	The minimum side setback of 2m (ground floor) and 3.5m (first floor) is only applicable to boarding	Refer to P12 and P49. (see amended DCP)

P58, P59	E23/ 13937	<p>market demand for balconies. Raised concerns to provide side-facing balconies with side setback of 2m and 3.5m required under P12.</p> <p>Suggested the wording of "rooms must be provided with private open spaces where possible."</p>	<p>houses and co-living housing development that is less than 3 storeys in R1 zone. Clarity is improved with wording of P12 reviewed.</p> <p>Refer to comments above.</p>	<p>No change in the DCP.</p>
P60	E23/ 13937	<p>Suggested that more flexibility to be applied in assessment for development that area located within an accessible area, especially with the provision of more bicycles.</p> <p>Suggested that the motorcycle parking rate is to be reduced from 1 space per every 5 rooms to 1 space per every 10 rooms.</p>	<p>The car parking provisions are provided as a non-discretionary standard in Section 24(2)(i) and Section 68(2)(e) for boarding houses and co-living housing respectively under the Housing SEPP. Hence it is unnecessary to repeat the non-discretionary standards in the DCP.</p> <p>There is no sufficient evidence to support the suggested motorcycle parking rate of 1 space per every 10 rooms.</p> <p>The amended DCP was referred to Council's Manager Traffic and Transport who has raised no</p>	<p>No change in the DCP.</p>

		Motorcycles are not common and take a lot of space in the car park. Not enough demand for this provision.	objection and agreed to align the parking rates with the SEPP.	

5.4 Boarding Houses and Co-Living Housing

State Environmental Planning Policy (Housing) 2021 (Housing SEPP) includes requirements for boarding houses and co-living housing.

In addition to the Housing SEPP, applicants should be aware of their obligations under the Boarding Houses Act 2012 and the requirements of the Boarding Houses Regulation 2013.

This section of the DCP aims to encourage the provision of high quality boarding houses and co-living housing developments by providing objectives and controls in addition to those provisions in the Housing SEPP.

This section applies to

- development of new boarding houses and/ or co-living housing,
- change of use of existing buildings to boarding house or co-living housing, and
- alterations and additions to existing boarding house developments.

Reference should also be made to Area-based controls and Heritage provisions under other sections of this DCP where applicable.

General Objectives

- O1. Ensure that boarding house and co-living housing developments are well located, close to public transport and services.
- O2. Ensure that the overall design of boarding house and co-living housing developments do not detract from the existing character of the neighbourhood.
- O3. Ensure that the design of new boarding house and co-living housing development results in an acceptable level of amenity for future occupants through consideration of solar access, open space provisions, privacy, safety and security.
- O4. Ensure that boarding house and co-living housing developments deliver an acceptable level of amenity and minimise the impacts on neighbouring properties.

Site Planning

Objectives

- O5. Ensure the site is of sufficient width and area so is capable to
 - accommodate practical vehicular access and car manoeuvring,
 - provide open space with satisfactory level of amenity, and
 - provide reasonable separation from the adjoining properties.
- O6. Ensure the site is of a sufficient dimension to accommodate high quality development.

Provisions

- P1. The minimum lot size for a boarding house and co-living housing developments is to be consistent with the requirements of the Housing SEPP.
- P2. The minimum site frontage for boarding house or co-living housing developments is 17m.

- P3. Development must not result in the isolation of adjoining land. Where a development may result in the creation of an isolated site or sites, the application must address the site isolation requirements under relevant sections of this DCP.

Local Streetscape Character

Objectives

- O7. Ensure that new development is compatible with the scale and compliment the character of the surrounding development and streetscape.
- O8. Ensure that new development proposed on land that is within the vicinity of a heritage item or within a Heritage Conservation Area is designed so that it is sympathetic to the heritage significance of the heritage item or the HCA and sensitively integrate the new development into its surrounding area.

Provisions

- P4. The development application is to be supported by a statement and detailed site analysis which demonstrates to Council's satisfaction the compatibility of the design of the development with the character of the local area.

The statement must include the following:

- a description of the existing character in terms of elements that contribute to the overall character of the local area (comprising streetscape and visual catchment area),
 - any design responses for the following characteristic elements, as a minimum:
 - i. predominant building type,
 - ii. predominant height of buildings,
 - iii. predominant front setback and landscape treatment,
 - iv. predominant side setbacks,
 - v. predominant rear alignment of buildings and rear landscaping,
 - vi. the architectural form (built form, massing and proportions and roof form and pitch), materials and finishes of existing buildings that contribute to the character of the local area,
 - vii. predominant parking arrangements on sites within the area (location, structures), including the location of vehicular crossings and driveway entry.
 - an explanation of how the design of the proposed development has regard to the site analysis provisions in accordance with Section 2.2 of the BDCP.
 - an explanation of how the design of the proposed development has regard to the design excellence provisions in P6 and P7,
- P5. Boarding house and co-living housing developments located in the vicinity of a heritage item or within a Heritage Conservation Area must be designed to sympathetically address the significance of the heritage item or the Heritage Conservation Area. The development application is to be supported by a statement

that demonstrates compatibility of the design of the development with the character of the local area. The statement must address at least the following:

- i. elements identified in P4 above
- ii. the significance of the heritage item or Heritage Conservation Area
- iii. the age and style of existing buildings
- iv. the curtilage of the Heritage Item
- v. predominant design features such as verandas, eaves and parapets

Design Excellence

Objective

- O9. Provide quality design that delivers the highest standard of architectural, landscape and urban design
- O10. Provide design excellence that inspires and encourages the neighbourhood to follow
- O11. Enhance the qualities of the area and design to uplift the future character of the neighbourhood

Provisions

- P6. Where Clause 6.5 of the BLEP 2012 applies, the Development Application must identify, through a design statement, how design excellence will be achieved in the proposed development. The design statement must include drawings and examples of the building features, textures, materials, finishes and colours and how they are suitable to the subject site and its context.
- P7. If Clause 6.5 of the BLEP 2012 does not apply, the new development must exhibit design excellence and the Development Application must identify, through a design statement, how design excellence will be achieved. The design statement must respond to the following:
- (a) whether a high standard of architectural, landscape and urban design has been achieved (including in the materials used and in detailing appropriate to the location, building type and surrounding buildings),
 - (b) whether the form and external appearance of the proposed building, and ground level detailing, will significantly improve the quality and amenity of the public domain,
 - (c) how any streetscape and heritage issues have been addressed,
 - (d) whether the amenity of the surrounding area, including any view corridors, vistas or landmark locations, will be adversely affected,
 - (e) how traffic circulation and vehicular access will be addressed and whether the proposed development supports the provision of high quality pedestrian, cycle and service access,
 - (f) whether any adverse effect on pedestrian movement and experience will be avoided (and whether the public transport interchange as the focal point for

pedestrian movement in the surrounding area will be reinforced and the ease of pedestrian access to and from that interchange will be facilitated),

(g) diversity of public open spaces at the ground level, as well as the roof and other levels of buildings,

(h) how the bulk, mass, modulation, separation, setback and height of buildings have been addressed and whether they are appropriate in the context of existing and proposed buildings,

(i) whether a high standard of ecologically sustainable design (including low-energy or passive design) will be achieved and overshadowing, wind effects and reflectivity will be minimised.

Built Form Design

Objective

O12. Establish the appropriate separation of the built form to the public domain and adjoining development.

O13. Ensure ceiling heights allow for sufficient daylight access and natural ventilation.

Provisions

P8. The main entrance of the boarding house or co-living housing development is to be provided within the street elevation to address the street. Side entrances will only be permitted on sites with a secondary frontage and only where they result in a cohesive resolution of the streetscape and do not adversely impact upon neighbouring properties.

P9. Boarding house and co-living housing developments must have a minimum floor to ceiling height of 2.7m for habitable rooms. Subterranean habitable rooms will not be supported.

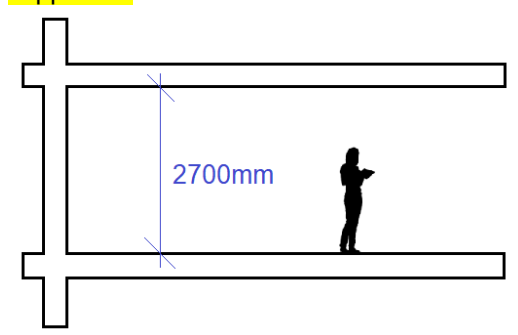


Figure 48: Minimum floor to ceiling heights for boarding houses and co-living housing

P10. In the case of existing dwellings being converted into boarding houses or co-living housing, existing floor to ceiling heights are to be maintained or be no less than 2.7m, whichever is greater. Contributory facade elements and the integrity of the dwelling's structural framework are to be maintained.

P11. Any new boarding house and co-living housing developments in an R1 General Residential Zone shall provide a front setback that is equivalent to the predominant street setback or 6m, whichever is greater.

P12. For new boarding house or co-living housing development that has less than 3 storeys in an R1 General Residential Zone, the minimum side and rear setbacks shall comply with the following minimum requirements:

	Side Setback	Rear Setback
Ground Floor	2.0m	6m
First floor	3.5m	6m

Note: Any new boarding house or co-living housing development that has at least 3 storeys, the building will comply with the minimum building separation distances specified in the Apartment Design Guide as required by Section 25 and Section 69 of the State Environmental Planning Policy (Housing) 2021.

P13. In a residential zone, where a side or rear boundary of the development is contiguous with a heritage item, the required minimum setback is:

- 5m for any part of the building at or above ground level, and
- 4m for any underground excavation, irrespective of the setback of the heritage building from its boundary or landscaping of that setback.

P14. The fire stairs, pump rooms or similar structures must not detract from the overall visual amenity of, and should not be located within the setback area.

P15. Balconies or pergolas are not to encroach into the minimum side and rear setback areas.

P16. Development must locate the private open spaces and communal open space behind the front building line, with the exception of balconies or pergolas which may be located within the front setback area, however these must be designed so as to not encroach more than 1.5m into the front building setbacks.

Visual Appearance and Articulation

Objective

O14. Ensure well-proportioned built forms, façade treatments and varied architectural character that minimises the appearance of building bulk from the public domain, including along the street.

O15. Ensure that the scale, modulation and façade articulation of development responds to its context.

O16. Manage the floorplates with pragmatic internal planning that sensibly informs the façade and external articulation

O17. Ensure services including fire booster valves, substations and other infrastructure do not detract from the streetscape presentation of a building.

Provisions

P17. Building facades must be clearly articulated and employ high quality materials and finishes that enhance and complement the streetscape character. Design solutions may include:

- a composition of varied building elements
- a defined base, middle and top of buildings
- revealing and concealing certain elements
- changes in texture, material, detail and colour to modify the prominence of elements
- varied roof forms that add visual interest

P18. Building facades should be well resolved with an appropriate scale and proportion to the streetscape and human scale. Design solutions may include

- well composed horizontal and vertical elements
- variation in floor heights to enhance the human scale
- elements that are proportional and arranged in patterns
- public artwork or treatments to exterior blank walls
- grouping of floors or elements such as balconies and windows on taller buildings

P19. Large areas of blank, minimally or poorly articulated walls are not acceptable.

P20. Development must not rely solely on the use of two-dimensional colour and materials to create visual interest. Modulation and articulation in the building form must be considered in the design of the building. Large span or proportion of rendered cement on elevations is not permitted.

P21. Important corners should be given visual prominence through a change in articulation materials or colour, roof expression or change in height.

Internal Design

Room Design

P22. The internal area of private rooms within co-living housing developments and boarding rooms must comply with the requirements of the Housing SEPP 2021.

Communal Living Area

P23. Communal living areas in boarding houses and co-living housing developments must comply with the requirements of the Housing SEPP 2021. The calculation of the area can include any dining area and area that is intended to be used for recreation, but cannot include bedrooms, bathrooms, laundries, reception area, storage, kitchens, car parking, loading docks, driveways, clothes drying areas, corridors and the like.

P24. Where communal living areas are situated:

- on ground level of a development, these must be located adjacent to the outdoor communal open space.
- above ground level of a development, these must be located as close to any outdoor communal open space **where possible**

P25. For boarding houses and co-living housing developments 4 storeys or more, a communal living area is to be provided for every 4 storeys or part thereof.

Kitchen Facilities

P26. A private kitchenette should include at minimum a sink, cupboards and cooktop. Laundry facilities can be integrated into the kitchenette. An area with a minimum width of 600mm immediately in front of the kitchen joinery must be provided for the purpose of kitchen. Details are to be included on the Architectural Plans submitted with the Development Application.

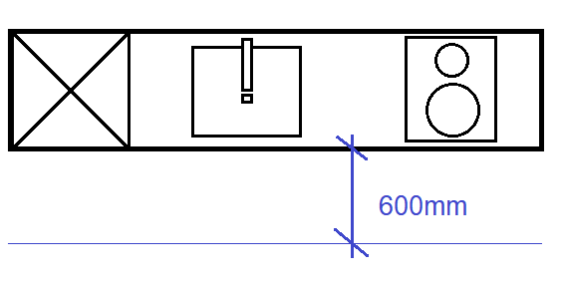


Figure 49. Kitchen area calculation

P27. Where communal kitchen rooms are provided within a development, these must be situated adjacent to the communal living area and must comply with the following requirements. Details are to be included on the plans submitted with Development Applications.

Class 1b Kitchen	A communal commercial grade kitchen area with kitchen sink and facilities for food preparation, tables and chairs in a central location, accessible to all residents with a minimum area of 6.5m ² for one to six residents or 11m ² for 7-12 residents
Class 3 Kitchen	A commercial grade communal kitchen and dining area with a minimum area of 15m ² plus 1m ² per additional person above the minimum 12 persons.
Kitchen Requirements	The following must be provided in any kitchen as a minimum: <ul style="list-style-type: none"> ▪ One sink for every six people with running hot and cold water. ▪ One stove top cooker for every six people. ▪ Exhaust ventilation. ▪ A lockable drawer or cupboard for food storage for each guest in the kitchen area.

Laundry Facilities

P28. For co-living housing developments, private laundry facilities must be provided within each individual room.

P29. For boarding house developments, adequate laundry facilities will be available within the premises and could be provided as private, communal or a combination of both.

P30. Where a communal laundry is provided, it is to provide:

- 1 washing machine/dryer (or combo) for every 8 rooms or part thereof,
- 1 large laundry tub with running hot and cold water for every 8 rooms or part thereof.

P31. A least one outdoor clothes drying area shall be provided and located to maximise solar access. The outdoor clothes drying area must be well integrated within the landscape design and must not be located where visible from the street or public domain.

P32. All appliances achieve an energy star rating of 3.5 or higher, unless otherwise legislated.

Visual Privacy and Acoustic Amenity

Objectives

O18. Ensure an acceptable level of visual privacy and acoustic amenity is provided for the development and adjoining residential uses

Provisions

P33. The siting of windows and other openings and communal or gathering spaces above ground level should avoid direct overlooking to adjoining residential uses. Where overlooking cannot be avoided, redirection of views to the front or rear should be incorporated into the design of the development.

P34. Bedrooms within boarding house and co-living housing developments must be designed to locate bedrooms away from significant internal and external noise sources.

P35. Consideration of the design of the development should aim to minimise the impact of noise internally and to the adjoining development. The design of the development should consider:

- the location of openings relevant to adjoining uses and neighbouring properties,
- locating similar building uses (such as bathrooms) back to back

P36. Noise mitigation treatments and design considerations for developments adjoining busy roads or rail corridors, that satisfy the requirements for habitable rooms in accordance with Department of Planning, Industry and Environment's 'Development Near Rail Corridors and Busy Roads – Interim Guideline' and the requirements of Clause 2.120 of SEPP (Transport and Infrastructure) 2021 must be addressed, where appropriate. Details are to be included with the documentation submitted with the development application.

Landscaping and Open Space

Objectives

- O19. Ensure sufficient and well located private and communal open space to meet the recreational needs of residents
- O20. Provide areas for deep soil planting to achieve increased urban tree canopy cover and deliver green grid connections.
- O21. Maximise the landscape curtilage around the site for quality planting, establishment of tree canopies and creation of useful outdoor spaces in addition to boundary screen planting.
- O22. Incorporate landscape design early in the design process to provide optimal outcomes for the residential amenity. Landscaping needs to be coordinated with other disciplines to ensure building design and service locations complement landscape and public domain.

Provisions

Landscaping and Deep Soil

- P37. A detailed landscape plan must be submitted with any development application for boarding house and co-living housing developments.
- P38. Existing significant trees and vegetation, where achievable, must be incorporated into the proposed landscape treatment.

P39. Deep soil zones are to be provided to meet the following minimum requirements.

Site area	Minimum dimensions	Deep soil zone (% of site area)
800m ² – 1,500m ²	3m	10%
Greater than 1,500m ²	6m	

- P40. Deep soil zones should be located to retain existing significant trees and to allow for the development of healthy root systems, providing anchorage and stability for mature trees. Design solutions may include:
- basement and sub-basement car park design that is consolidated beneath building footprints,
 - use of increased front and side setbacks,
 - adequate clearance around trees to ensure long term health,
 - co-location with other deep soil areas on adjacent sites to create larger contiguous areas of deep soil.
- P41. Alternative forms of planting should be provided, such as planting on structures while ensuring appropriate stormwater management is achieved where:
- the location and building typology have limited or no space for deep soil at ground level (e.g. central business district, constrained sites, high density areas, or in centres), or

- there is 100% site coverage or non-residential uses at ground floor level.

P42. Planting in deep soil areas is to include trees that achieve a minimum mature height of 6m.

P43. Structures in a landscaped area need to be reinforced for additional saturated soil weight, as appropriate.

P44. Where development is proposed in an established residential zone, the front setback area must be landscaped to be compatible with the existing streetscape.

P45. Landscaped areas should take advantage of existing site conditions when responding to features such as:

- Changes of level;
- Views; and
- Significant landscape features including trees and rock outcrops

Private Open Space

P46. Private open space provided to individual rooms of boarding houses or co-living housing development must have a minimum dimension of 1m and minimum area of 2m².

P47. For rooms with access to the ground level or a podium, private open space must be provided to individual rooms, with access from the room.

P48. For each room above ground level facing street along the front elevation, a private open space in the form of balcony must be provided to increase the visual interest and enhance the passive surveillance to the public domain.

P49. Where possible private open space shall be provided to individual rooms. The private open space is to be designed so as to not to impact the amenity of neighbouring residential properties.

P50. Private open spaces above ground level can be designed in the form of recessed balconies to mitigate privacy impacts to the adjoining residential properties.

P51. Clear glazing to balustrades must be avoided. The balustrade design should be visually recessive.

Communal Open Space

P52. Communal open space is to be provided in accordance with the requirements of the Housing SEPP 2021 and must be consolidated into a well-designed, easily-identifiable and useable area.

P53. Communal open space may be provided above ground level where:

- i. the proposed elevated communal open space will provide a high level of amenity as a communal open space at ground level of the site; and

- ii. there will be no significant impact on surrounding properties in respect to the loss of visual and acoustic privacy.

P54. At least 50% of the required communal open space area is to receive 2 hours of direct sunlight between 9am and 3pm on 21 June.

P55. Roof top communal open space areas, amenities and common rooms should include equitable access for all residents, and must be designed to ensure that noise and overlooking of residential neighbours will be avoided, by way of screening and setbacks from boundaries.

P56. Where roof top communal open space is proposed on a site adjoining land that permits lower maximum building height, the communal open space is to be setback to minimise the extent of overlooking onto the adjoining properties.

P57. Ancillary structures on the roof such as lift overruns and staircases should be located where their impact is minimised to reduce their visual dominance. Balustrades should be visually recessive or be incorporated into a roof feature.

P58. Communal facilities such as barbeques, seating and pergolas shall be provided within the communal open space. Details are to be included on the landscape plan submitted with the development application.

P59. Planting should be used to screen communal open space from adjoining properties or the public way, with trellis, screens with climbing vines or the like, used to complement deciduous tree planting.

Parking

Objectives

O23. Minimise the adverse impact of vehicles on the amenity of the development, streetscape and neighbourhood.

O24. Ensure adequate provision of secure bicycle parking.

O25. Ensure that basement car parking is appropriately designed for user safety and environmental sensitivity.

Provisions

P60. The number of car parking spaces will be provided at the rate as prescribed under the SEPP (Housing) 2021.

P61. At least one parking space will be provided for a bicycle for every 5 rooms in co-living housing and boarding house development.

P62. At least one parking space will be provided for a motorcycle for every 5 rooms in co-living housing and boarding house development.

P63. The design and consideration of the car park or parking facilities shall refer to the relevant Transport and Parking section in the BDCP.

Operational Management

Objectives

- O26. Ensure management and operational practices secure the safety and wellbeing of occupants.
- O27. Ensure that development is operated and maintained in a manner that minimises impacts on adjoining owners and residents.
- O28. Ensure that clear and suitable operational measures and practices are in place for the on-going management of boarding house and co-living housing developments.

Provisions

- P64. Co-living housing developments are to be managed by a manager who has overall responsibility including the operation, administration, cleanliness, maintenance and fire safety of the premises. Management arrangements are to be set out in a Plan of Management.
- P65. A development application for boarding house or co-living housing must be accompanied by a Plan of Management which provides all details relevant to the operation of the premise. The Plan of Management, as a minimum, must address the ongoing management and operational aspects of the development. A template Plan of Management is included at the Appendices.

Note: The approved Plan of Management will form part of any development consent and any changes to the Plan of Management will require an application under the provisions of s4.55.

Fire safety

Objectives

- O29. Ensure the appropriate level of fire safety within all boarding house developments and that acceptable levels of service provision are maintained.

Provisions

- P66. The relevant fire safety requirements under the Building Code of Australia/ National Construction Code shall be considered at early state of the design of boarding house and co-living housing development.
- P67. An Emergency Evacuation Plan must be prepared as part of the Plan of Management detailing the evacuation procedures in the event of the emergency, provision of resident log book, identifying the assembly point and detailing how residents will be made aware of the procedures contained within the plan. The Emergency Evacuation Plan must be clearly displayed within each room and in the communal living areas of the development. A condition of consent will be included in this regard.

Service Facilities

- P68. Consideration shall be given to waste collection and removal at the early stage of the overall design of the building. The waste management and services shall comply with the relevant requirements under Section 6.2 of the BDCP and shall be designed to minimise adverse impacts to the amenity of the residents and the neighbouring properties.

- P69. Garbage bin areas and external storage facilities shall be sited and designed for attractive visual appearance (e.g. with appropriate screening) and function and complement the architecture and environs. The size, capacity and location of garbage bin areas shall be in accordance with the Waste Management provisions of this DCP.
- P70. Mail box and postal facilities to be included and to comply with provisions P8, P9 and P10 under Section 3.2.4 Street-Front Activities and Building Access. Refer to Figures 1(a) and 1(b).
- P71. Fire safety and power supply utilities are to comply with provision P12 under Section 3.2.4 Street-Front Activities and Building Access. Refer to Figure 1(c).
- P72. Mechanical and ventilation equipment are to comply with the provisions under Section 3.2.4 Street-Front Activities and Building Access.
- P73. Building services elements such as electrical substation, OSD tanks, gas meters, fire hydrant boosters and the like should be thoughtfully integrated either with building or landscape design, to improve the entry experience and maximise pedestrian amenity within the public domain interface along the street. These details must be indicated on the plans submitted with the development application.

Signage

Provisions

- P74. A maximum of one external sign will be permitted with a maximum area of 0.3m². The sign shall indicate the address of the property.
- P75. Details of the signs location (if proposed) are to be shown on the development application plans.

End of this Section

Annexure – Plan of Management – Template

This Appendix contains a template for use in the preparation of a Plan of Management for a Boarding House or Co-Living Housing development.

The Plan of Management sets out the various requirements and responsibilities of management and lodgers and includes:

- Management Arrangement and Staff contact details
- Lease Agreements
- Council consent compliance details
- Furniture/ Equipment
- Fire Safety
- Cleaning/ Maintenance/ Gardening/ Pest Control
- Inspection and recording records
- Waste and Recycling
- Maximum Occupation
- Safety, Security and Amenity
- Neighbour Interaction/ Complaints Handling
- Maintenance of an Incidents Register
- Use of Kitchen/ Meals provision
- House Rules
- Parking Arrangement
- Emergency Evacuation Plan
- Requirements for keeping Council informed of any change in management

Note: Requirements may change from time to time, and consultation should be made with Council to ensure currency of requirements.

PLAN OF MANAGEMENT
Boarding House/ Co-Living Housing
[INSERT ADDRESS]

1. Introduction

- 1.1 This Plan of Management provides directions and controls on the use and management of the premise as a Boarding House or Co-Living Housing. The directions and controls are to be strictly adhered to in the operation of the Boarding House or Co-Living Housing, to ensure compliance with the conditions of Development Consent and health and amenity requirements for both the occupants and surrounding residents.
- 1.2 The Plan of Management refers to the plans prepared by [Insert Name] dated [Insert Date of Plans] and Development Application No. [Insert Number].
- 1.3 The Plan of Management has been prepared for a Boarding House or Co-Living Housing at premises: [Insert Address, Suburb]. The Boarding House or Co-Living Housing was approved on [Insert Date of DA Consent] and is subject to compliance with the Conditions of Consent [Insert DA Consent Number]. The Conditions of Consent and a copy of the approved plans are provided as Annexure A [Provide Copy of Relevant Consent As Annexure A].
- 1.4 The Boarding House or Co-Living Housing is to be managed by [Insert Whether an Off-Site Manager, Or On-Site Manager] who will be familiar with the content of the Plan of Management.
[Insert Manager Contact Details]
- 1.5 The location of the premises is shown on Figure 1 – Location Plan.
[Insert Location Plan]

2. Definitions

In this Plan of Management

- a. **Building:** means the building known as [Insert Address].
- b. **Business:** means the operation of the building as a Boarding House or Co-Living Housing.
- c. **Communal Room:** means the room(s) identified as the communal room(s) on the approved plans.
- d. **Common Areas:** means the common room(s), kitchen, laundry/bathroom, hallways and the stairs as identified on the approved plans.
- e. **Common Open Space:** means the external communal area including the front yard, side yard, rear yard, ground floor patios and porches as identified on the approved plans.
- f. **Council:** means Burwood Council.

- g. **Boarder, Lodger, Occupant:** means a person having the benefit of the use a nominated room and the common rooms /areas within the building.
- h. **Manager:** means
 - For Boarding House – the Land and Housing Corporation or a registered community housing provider;
 - For Co-Living Housing – the Manager engaged by the business proprietor.
- i. **Owner:** means the registered proprietor/s of the building.
- j. **Room:** means that part of the building occupied and used by a lodger/ occupant.

3. The Development

The subject Boarding House or Co-Living Housing development comprises the following:

- Total No. of rooms comprising
 - o No. of single rooms
 - o No. of double rooms
 - o No. of Manager's room (if any)
- No. of vehicle parking spaces
- No. of bicycle parking spaces
- No. of motorcycle parking spaces
- No. of indoor communal living area
- No. of outdoor communal open space

Refer to the approved plans prepared by [Insert Name] dated [Insert Date of Plans] and Development Application No. [Insert Number].

4. Objectives of the Plan of Management

This plan seeks to minimise the impacts associated with the ongoing use of the Boarding House or Co-Living Housing located on the Site, particularly the potential impacts on the surrounding residential properties.

The specific objectives of the plan are to:

- a. Demonstrate the responsibilities of the Manager
- b. Ensure that an acceptable level of amenity is maintained to surrounding residential properties
- c. Ensure that appropriate measures are implemented to maximise the safety and security of residents
- d. Detail the process for reporting, recording and management of complaints and incidents associated with the operation and management of the premises

5. Access to Plan of Management

A copy of the approved Plan of Management is to be provided to each occupant/ resident and will be made available to all persons involved in the operation and management of the premises. All staff and occupants are to be made aware of the contents and their obligations under approved Plan of Management.

A full copy of the approved Plan of Management is to be permanently displayed in each room and each common area.

6. Responsibilities of The Manager

The proprietor shall engage a Manager whose responsibilities are, but not limited to, the following:

No.	Responsibility	Description
1	Availability	The Manager is contactable 24 hours/ day, 7 days/ week
2	Accommodation Registration	Maintain an up-to-date Accommodation Register providing the following details: <ul style="list-style-type: none"> - Name of the occupant - ID (typically driver's license or passport) of each occupant - Allocated room of occupant - Length of stay - Payment details - Occupation Provide a copy of the Accommodation Register to Council or the NSW Police upon request
3	Border/ Lodger/ Tenant Selection	Ensure that all tenants submit a tenancy application, together with appropriate identification and verification checks prior to entering into a Lease Agreement. All tenants will be screened through the National Tenancy Database, criminal record, employment and reference checks.
4	Incident Registration	Maintain an <i>Incident Register</i> which includes the following information and is available to neighbouring residents, police, and/ or Council upon request: <ul style="list-style-type: none"> - Incident date and time - Name, address and contact details of person reporting the incident - Details of the incident - Action undertaken by the Manager - Follow up and outcome and/or further action required
5	Complaints Registration	Maintain a <i>Complaints Register</i> which includes the following information and is available to neighbouring residents, police, and/ or Council upon request: <ul style="list-style-type: none"> - Registration No. of complaint (as provided to the person at the time of lodging the complaint)

Item Number 22/23 - Attachment 5
Attachment 5 - Amended BDCP - 5.4 Boarding House and Co-Living Housing

		<ul style="list-style-type: none"> - Complaint date and time - Name, address and contact details of person making the complaint - Nature of complaint - Action undertaken to resolve the complaint - Follow up and outcome and/or further action required
6	House Rules	Enforce the House Rules listed in of this Plan of Management.
7	Information Provision	Provide occupants with appropriate information prior to the commencement of occupation, as required under this POM. The Manager must ensure occupants are aware of the contents of this POM. A hard copy of this plan is to be provided to each new occupancy upon arrival.
8	Occupancy Duration	Enforce the minimum occupancy period of not less than 3 months and house rules listed in this POM. At no time is any room to be advertised or made available for short term stay accommodation such as that associated with backpacker hostels, motels, hotels or the like.
9	Cleanliness of the Premises	Ensure that a cleaner attends the Boarding House or Co-Living Housing twice weekly to make sure that the common areas, private open space, car parking and general outside areas of the Boarding House or Co-Living Housing area kept clean, tidy and disinfected to a professional standard. Ensure each room will be provided with a waste disposal container.
10	Inspection and Records	Carry out inspections on a regular basis at a minimum of once every 3 months to ensure that the building is maintained in a clean and tidy condition and that all facilities and fittings are appropriately maintained. Record all inspections in a log book which must be made available to Council upon request.
11	Waste Minimisation and Recycling	Organise the waste collection and facility needs for the site, and the ongoing storage and collection of waste on-site including transfer of waste to and from collection points for the waste collection service as required, and regular cleaning of bins/waste storage areas/ rooms.

Item Number 22/23 - Attachment 5
Attachment 5 - Amended BDCP - 5.4 Boarding House and Co-Living Housing

		<p>The manager is to be responsible for the collection arrangements, including making sure that the waste containers are placed adjacent to the kerb on the day of collection and removed back onto the property promptly after collection, and including the servicing of special waste such as “sharps” and/or sanitary napkin receptacles. Where receptacles are provided for the disposal of sanitary napkins, these are to be serviced and readily cleaned on a regular basis.</p> <p>Collection responsibilities of the manager include all regular garbage, recycling and green waste collection services, as well as household clean-up collection, ensuring goods for collection are managed in accordance with Council’s collection requirements (information available on Council’s website at: www.burwood.nsw.gov .au or via Council’s Customer Service 02 9911 9911).</p>
12	Occupancy Rate	The maximum number occupants of each room will be documented in the Lease Agreement between the landowner and the tenant. Quarterly inspection of each room will be carried out to ensure compliance with the Lease Agreement and this POM.
13	Impact on Adjoining Properties	Ensure minimum impact on adjoining properties by applying the House Rules.
14	Safety and Security	<ul style="list-style-type: none"> ▪ Internal signage will be prominently displayed to provide the Manager’s contact details, as well as emergency contact numbers for essential services such as fire, ambulance, police and utilities such as gas, electricity, plumbing, locksmith, security and cleaning services. ▪ Provide occupants with a key to their room and the common areas once they have entered into a Lease Agreement ▪ Frequently check equipment, fittings and furnishings and maintain them in safe working order. If equipment is identified as unusable, these items will be tagged appropriately and a replacement or repair organised within a reasonable period. ▪ Maintain the electrical circuits to a safe standard ▪ Ensure laundry facilities are maintained in safe working order within each room.

15	Change in the Management	<ul style="list-style-type: none"> ▪ Notify the Council in writing within 1 month of any change in the management and provide contact details for the new management.
----	--------------------------	--

7. Access to the Premises

The Boarding House or Co-Living Housing shall be accessible to all registered occupants 24 hours/ day, 7 days/ week. Occupants shall enter the premises by using a security card/ key.

8. Maximum Occupation

The total maximum number of occupants in the building is [Insert Number in Text and In Numerals].

The maximum number of persons per bedroom is as follows:

Room No.	Max. No. of persons
Room one (1)	[Insert number in text and in numeral]
Room two (2)	[Insert number in text and in numeral]
Room three (3)	[Insert number in text and in numeral]
Room four (4)	[Insert number in text and in numeral]
Room five (5)	[Insert number in text and in numeral]
Room six (6)	[Insert number in text and in numeral]
Room (etc.)	[etc.]

Occupants will be provided with the following:

- A copy of this Plan of Management
- A copy of their Lease Agreement
- A copy of the Emergency Evacuation Plan
- One (1) key is to be provided to each occupant to access their individual bedroom, communal living room and communal open space
- Access to vehicle parking is to be provided when specified as part of the occupant's Lease Agreement
- Working door locks to individual bedrooms
- A container for waste disposal equipped within each room
- Fitting, equipment and furnishings are to be maintained in a safe working conditions

9. Furniture & Facilities

[This section is to be used to list the furniture and facilities provided within each room of the boarding house or co-living housing. An example list is provided]

[Example List]

1. *Each room shall be provided with:*
 - a. One (1) single bed, mattress and bedding
 - b. One student desk & chair
 - c. One desk lamp
 - d. Clothes storage facility of 1.0m³
 - e. Window furnishing/blind
2. *The communal kitchen is to be provided with a sink, one stove (or an oven and cook top) and two large refrigerators/freezer.*

3. The common room is to be provided with a dining table and [insert number] of chairs

Note: Additional inclusions should also be listed here, such as television, sofas, etc, and identification of access and facilities for people with disabilities.]

[End of example list]

10. Minimising Impacts On Residents

So as to minimise impacts upon the residents of adjoining premises as well as residents of the building the following rules are to apply:

- a. No loud music or television noise is permitted after 10.00pm.
- b. No parties or gatherings are permitted upon the premises after 10.00pm.
- c. No visitors other than residents of the property are permitted after 10.00pm.
- d. No use of the outdoor areas is permitted after 10.00pm.
- e. No smoking in areas which may affect the amenity of other residents on site or of residents of neighbouring properties.

Note: More specific references may be required to define the terms such as “loud” and “noise”, maximum number of persons after 10pm, etc depending on the scale of development proposed.

11. House Rules

House Rules must be prepared as part of the Plan of Management, and addressing the following headings. The approved House Rules must be clearly displayed within each bedroom and within each communal living area of the development

The house rules are to be clearly displayed throughout the premises and are to detail the following:

Rule	Description
Resident and guest behaviour	Residents and their guests must not interfere with the reasonable peace, comfort and privacy of other residents and neighbouring properties.
Maintenance of rooms	Residents must maintain their rooms: <ul style="list-style-type: none"> - In a clean manner - In a way that does not interfere with the reasonable comfort of other residents - In a way that does not create a fire or health hazard Residents must not intentionally or recklessly damage or destroy any part of their rooms or a facility of the Boarding House or Co-Living Housing
Guests	Residents must make sure their guests are aware of and follow the House Rules. No guests are allowed into the Boarding House or Co-Living Housing before [xx] am and after [xx] pm.

Item Number 22/23 - Attachment 5
Attachment 5 - Amended BDCP - 5.4 Boarding House and Co-Living Housing

Keeping of pets	Pets must not be kept on the premises without the written permission of the Manager.
Waste disposal	General waste is to be enclosed in appropriate receptacles and all waste (general, recycling and green) shall be disposed responsibly in the common waste collection area. No domestic rubbish, food scraps, food wrappers, goods or materials are to be left in the hallways, common areas or outside the Boarding House or Co-Living Housing
Fire safety	Occupants are to familiarise themselves with the location of the fire blankets, fire extinguishers, fire safety and evacuation procedures located in the hallway and within each room.
Noise control	Noise is to be kept to a minimum at all times in both private rooms and common areas. Please enter and leave the premises quietly.
Security	The front door of the premises is to be locked at all times. Please do not let anyone in the premises who has no legitimate reason to be there. Any loss of keys should be reported to the Manager for further actions.
Outdoor communal areas	The outdoor communal areas will be available for all occupants to use, between [xx] am and [xx] pm, [xx] days a week. The shared facilities within outdoor communal areas are to be kept clean and tidy after the quiet enjoyment.
Indoor communal areas	The indoor communal areas will be available for all occupants to use, between [xx] am and [xx] pm, [xx] days a week. The shared facilities within indoor communal areas are to be kept clean and tidy after the quiet enjoyment.
Communal kitchen	The communal kitchen will be available for all occupants to use, between [xx] am and [xx] pm, [xx] days a week. The communal kitchen facilities are to be kept clean and tidy after the use.
Smoking/ Alcohol/ Drugs	No smoking is permitted in private rooms. Alcohol shall be consumed responsibly. Drugs are strictly prohibited from being consumed in the Boarding House or Co-Living Housing.

Access to rooms for inspection	Access to private rooms must be made available for quarterly inspection by the Manager to ensure that the room is maintained in a clean and tidy condition and that all facilities and fittings are appropriately maintained.
Renew any lease	Incident register will be referred to prior to renewing any lease

12. Fire Safety

Emergency Evacuation Plans are to form part of this Plan of Management.

All fire safety features within the building are to be regularly maintained in accordance with any statutory requirements.

A copy of the annual fire safety statement and current fire safety schedule for the premises must be prominently displayed in the reception area.

A floor plan must be permanently fixed to the inside of the door of each sleeping room to indicate the available emergency egress routes from the respective sleeping room.

All residents are to be made aware of the fire safety features of the building and what to do in the event of an emergency.

All staff shall be trained in relation to the operation of the approved Emergency Management & Evacuation Plan.

13. Cleaning & Maintenance

The subject premises are at all times to be maintained in a safe and healthy condition. In this regard all common areas are to be cleaned to a professional standard at least once a week. The cleaning and maintenance is to occur to both the area and fixtures and fittings in the area.

In addition, all boarders are to be made aware, upon their entering into an agreement to occupy, of their responsibilities in relation to the maintenance and cleaning of the facility.

Further, the common open space areas are to be maintained in a neat and orderly manner. This will require twice/month mowing and garden maintenance during spring and summer and once/ month mowing and garden maintenance during autumn and winter.

14. Waste Management & Recycling

Residents of the facility are to be encouraged where possible to take advantage of Council's waste and recycling facilities. It is the responsibility of the boarder to sort garbage and place it in the appropriate receptacles.

The manager is to be responsible for the collection arrangements, including making sure that the waste containers are placed adjacent to the kerb on the day of collection and removed back onto the property promptly after collection, and including the servicing of special waste such as "sharps" and/or sanitary napkin receptacles. Where receptacles are provided for the disposal of sanitary napkins, these are to be serviced and readily cleaned on a regular basis.

Collection responsibilities of the manager include all regular garbage, recycling and green waste collection services, as well as household clean-up collection, ensuring goods for collection are managed in accordance with Council's collection requirements (information available on Council's website at: www.burwood.nsw.gov.au or via Council's Customer Service Centre ph: 9911 9911).

15. Safety & Security

At least the following matters are to be provided within the property:

- Internal signage indicating the property caretaker or manager and contact numbers;

- Emergency contact numbers for essential services including fire, ambulance, police and utilities such as gas, electricity, plumbing and the like;
- Perimeter lighting;
- Individual room keys (a master key is to be maintained by the manager and made available to the fire brigade);
- Landline telephone within a common area available for use by residents in the event of an emergency.

Note: Other safety and security measures for reference in the POM might also include:

- surveillance or security camera systems;
- fencing and secure gates;
- Identification of access and facilities for people with disabilities;
- Information about maximum loading of electrical circuits.

[END OF PLAN OF MANAGEMENT]

(Item 23/23) Draft Section 7.12 Local Infrastructure Contributions Plan for the Burwood Local Government Area - Adoption

File No: 23/13698

Report by Director City Strategy

Summary

This report provides an overview of the public exhibition of the consolidated draft Section 7.12 Local Infrastructure Contributions Plan for the Burwood Local Government Area (LGA).

During the exhibition period no submissions were received. It is now recommended that the consolidated Section 7.12 Local Infrastructure Contributions Plan for the Burwood Local Government Area be formally adopted by Council.

Operational Plan Objective

- A.34 Review and update the Burwood Contributions Plan to facilitate appropriate delivery of infrastructure
- C.10 A well informed community active in civic life, local planning and decision making
- C.11.1 Conduct Council business with transparency, accountability, compliance and probity that ensures community confidence in decision making

Background

Council, at its meeting on 14 February 2023, considered a report on the consolidated draft Section 7.12 Local Infrastructure Contributions Plan for the Burwood LGA, including the reviewed and updated works schedule and resolved to endorse the draft plan and works schedule for public exhibition in accordance with the relevant legislation.

The draft Section 7.12 Plan replaces the two (2) existing plans that currently apply to the Burwood LGA, being the Section 7.12 Local Infrastructure Contributions Plan - Burwood Town Centre and Section 7.12 Local Infrastructure Contributions Plan - Land outside the Burwood Town Centre with an updated consolidated Section 7.12 Plan, applying to the whole of the LGA. The existing works schedules within each of the plans were also reviewed and updated into one consolidated works schedule.

The draft consolidated Section 7.12 Local Infrastructure Contributions Plan includes the following:

Contribution Levies

The draft plan specifies flat percentage levies of the proposed cost of development. The rates listed in the tables below are the same as those identified in the existing Contributions Plans.

Table 1: Burwood Town Centre

Development that has a proposed cost of carrying out the development	Levy rate
Up to and including \$250,000	Nil
More than \$250,000	4 per cent

Table 2: All other parts of the LGA

Development that has a proposed cost of carrying out the development	Levy rate

Type of development	
<ul style="list-style-type: none"> ▪ Development of a dwelling house, and alterations and additions to a dwelling house (excluding development that results in the creation of additional lots (subdivision) or development of a secondary dwelling (granny flat)) ▪ Any ancillary structures associated with a dwellings house 	<ul style="list-style-type: none"> ▪ Nil for cost of development up to and including \$100,000; ▪ 0.5% of the cost of development of more than \$100,000 and up to and including \$300,000; ▪ 0.25% of the cost of development of more than \$300,000.
<ul style="list-style-type: none"> ▪ All other development ▪ Note: Secondary dwellings and subdivision or development that results in the creation of an additional lot or dwellings is included in this category 	<ul style="list-style-type: none"> ▪ Nil for cost of development up to and including \$100,000; ▪ 0.5% of the cost of development of more than \$100,000 and up to and including \$200,000; ▪ 1% of the cost of development of more than \$200,000.

Works Schedule Changes

The works schedule in the draft plan has been compiled based on those in the existing plans, and has been consolidated and updated as follows:

- Deletion of works that have been completed or no longer required.
- Identification of new infrastructure works to be funded wholly or in part by contributions.
- Preparation of mapping to identify location of the site specific works
- Adjustment of priorities and the timing for the delivery of works.
- Revision of cost estimates (where known).

The proposed work schedule identifies the works, generally, based on the following categories:

- Open space – includes land acquisition for new open space, embellishment of new open space and embellishment of existing open space
- Community facilities – for example this now includes the Burwood Urban Park Arts and Cultural Centre and Enfield Aquatic Centre upgrades
- Public domain improvements
- Roads and traffic – includes intersection works, street openings, road widening, street resurfacing and kerb and gutter upgrades
- Stormwater pipe upgrades

Council's operational plan will provide the details as to what the works specifically entail and which financial year the works are proposed to be undertaken.

Legislation Changes

The draft Plan reflects the up to date provisions and clause numbers of the Environmental Planning and Assessment Regulation 2021, and is consistent with the advice of the Section 7.12 Fixed Development Consent Levies Practice Note issued by the Department of Planning and Environment in February 2021.

Other Changes

Compared to the existing Section 7.12 Plans, the new draft Plan includes other changes as follows:

- Insertion of an executive summary (Part 1)
- New provisions that clarify that the use of funds from the existing plans will be used for the purposes for which they were collected, including the works listed in the works schedule of the new plan (Section 2.8).
- A provision that clarifies where Council may consider a request for exemption from the payment of the section 7.12 levies, based on certain types of development (Section 3.2). The draft Plan proposes to allow the provision to apply across the LGA and includes the following exemptions:
 - Developments (and modification applications) to be carried out by, or on behalf of Burwood Council, for the provision of public infrastructure including infrastructure
 - Developments undertaken by, or on behalf of a charity or not-for-profit organisation (as defined by the Australian Taxation Office), but only in cases where the development is of a small scale, and where Council considers that there will not be an increase in the demand for public works or infrastructure
 - development exempted from section 7.12 levies by a Ministerial Direction under section 7.17 of the Act
- New savings provisions to reflect that the new plan will apply to development applications (DA) and applications for a complying development certificate (CDC) that have been submitted but not determined when the new plan takes effect (Section 2.9). This will ensure that any development that is currently applicable under the existing plans will continue to be so upon Council's approval of the new plan.
- Change of the provisions on timing of a contribution payment for development that is subject to a CDC, from payment within two days of the issue of the CDC, to payment prior to the development commencing (Section 3.7). This is consistent with the requirements of the 2021 Regulation.
- A new provisions requiring that contributions for development, where no subdivision or building approval is required, must be paid prior to the issue of development consent (deferred commencement) or release of the occupation certificate (section 3.7). This is to ensure that the contribution is paid prior to the consent being activated and/or the development is occupied.
- New provisions on deferred or period payment (Section 3.9). The current plans are currently silent on deferred payments. However, Council does not accept the deferral of contributions, unless required to by legislation (for example, COVID requirements issued by the Minister). This provision provides clarity.
- Update to the condition of consent relating to the payment of section 7.12 contributions (Appendix 4). The condition has been updated to reflect the mandated standard condition, as prescribed by the Department of Planning and Environment.
- Editorial changes have also been made in the interests of clarity and consistency. Further minor revisions may be required should any inaccuracies or miscalculations be identified.

A copy of the draft Section 7.12 Plan as exhibited is provided at Attachment 1.

Public Exhibition

In accordance with Council's resolution and the relevant provisions of the legislation, the draft Section 7.12 Plan was exhibited for 28 days between 21 February and 21 March 2023. An

exhibition notice and the draft plan, including the updated works schedule were displayed on Council's website as well as Participate Burwood for the period of the exhibition.

No submissions were received during the exhibition period.

Planning or Policy Implications

When the draft Section 7.12 Plan is approved by Council and becomes effective, the two existing plans will be repealed.

In accordance with the proposed savings provisions, the new plan will apply to a development application and application for a Complying Development Certificate that have been submitted but not determined when the new plan takes effect.

Financial Implications

The total cost of the proposed works identified in the works schedule to the draft contribution plan is approximately \$245,000,000. These works would be delivered progressively, in accordance with the capital works plan and long term financial plan, as endorsed by Council.

A contributions plan provides a means to fund local public infrastructure. Funding of works may also be supplemented by funds received through grants (eg WestInvest Fund), voluntary planning agreements and other charges.

Conclusion

The draft Section 7.12 Plan has been publicly exhibited in accordance with Council's resolution and the legislation requirements. No submissions were received during the exhibition period. No changes have been made to the draft plan and works schedule, post exhibition and it is recommended that Council endorse the Section 7.12 Plan, as exhibited.

Recommendation(s)

1. That Council approve the draft Section 7.12 Local Infrastructure Contributions Plan for the Burwood Local Government Area.
2. That Council authorise the General Manager to allow further editorial or minor changes, including incorporation of relevant mapping and formatting to the draft Section 7.12 Local Infrastructure Contributions Plan.
3. That the Section 7.12 Local Infrastructure Contributions Plan for the Burwood LGA become effective on the day on which notice of the Council's decision to approve the plan is published on Council's website.

Attachments

- 1 [↓](#) Draft Section 7.12 Local Infrastructure Contributions Plan as exhibited



BURWOOD SECTION 7.12 LOCAL INFRASTRUCTURE CONTRIBUTIONS PLAN

PO Box 240, BURWOOD NSW 1805
2 Conder St BURWOOD NSW 2134
www.burwood.nsw.gov.au
council@burwood.nsw.gov.au

Draft for Public Exhibition
February 2023

Table of Contents

1.	Executive Summary	1
1.1	Introduction	1
1.2	Population and Employment Growth	1
1.3	Indexation of Contributions	1
1.4	Section 7.12 Contribution Levies	2
1.5	Works Schedule	3
2.	Administration	3
2.1	Name of this Plan	3
2.2	Purpose of this Plan	3
2.3	Area to which this Plan applies	4
2.4	Commencement of this Plan.....	6
2.5	Life of this Plan.....	6
2.6	Review of this Plan.....	6
2.7	Relationship with other plans and policies	6
2.8	Use of funds from repealed contributions plans.....	6
2.9	Savings and transitional arrangements.....	7
3.	Application and Operation of this Plan	7
3.1	Development for which this Plan applies.....	7
3.2	Development that is exempted under this Plan.....	7
3.3	Relationship between expected development and a need for a section 7.12 levy	8
3.4	Application of a section 7.12 levy to development types	8
3.4.1	Imposing a section 7.12 levy – consent authority.....	8
3.4.2	Imposing a section 7.12 levy – principal certifier.....	8
3.5	Section 7.12 levy amount.....	8
3.6	How is the proposed cost of a development determined?.....	9
3.7	Timing of payment.....	10
3.8	Contribution at the time of payment.....	11
3.9	Deferred or Periodic Payments.....	11
4.	General Provisions	11
4.1	Will Council accept alternatives to a levy?.....	11
4.2	Pooling of contributions funds.....	12
4.3	Obligations of accredited certifiers.....	12
4.3.1	Complying development certificates	12
4.3.2	Construction certificates.....	12
4.3.3	Occupation certificates	13

4.4	Use of contributions towards plan preparation and administration.....	13
	Appendix 1 - Section 7.12 Plan Works Schedule	14
	Appendix 2 – Mapping of Site Specific Works.....	23
	Appendix 3 – Determination of Proposed Cost of Development.....	24
	Appendix 4 – Condition of Consent.....	26

DRAFT

1. Executive Summary

1.1 Introduction

The Burwood Section 7.12 Local Infrastructure Contributions Plan (Plan) has been prepared in accordance with the provisions of the *Environmental Planning and Assessment Act 1979* and *Environmental Planning and Assessment Regulation 2021* and applies to the Burwood Local Government Area (LGA).

This Plan authorises consent authorities and accredited certifiers to impose conditions of consent on development applications (DAs) and complying development certificates (CDCs) for development contributions under section 7.12 of the *Environmental Planning and Assessment Act 1979*.

This Plan is intended to cater for a planning period of 2021 to 2036, which is the period for which the population forecasts have been prepared and will help to ensure adequate local public infrastructure is in place and that the existing community is not burdened by the costs of local public infrastructure required as a result of future development.

1.2 Population and Employment Growth

This Plan is based on the provision of public amenities and services to support the growth and development of the Burwood LGA including the Burwood Town Centre. As a Strategic Centre in the Eastern City District of Greater Sydney, there is expected to be substantial growth in employment, services and housing.

The Burwood Local Housing Strategy sets housing targets as 7,000 new dwellings to be built between 2016 and 2036. The population in the Burwood LGA is forecast to grow by approximately 19,500 additional residents. The employment is forecast to grow by appropriately 5,500 new jobs.

Seventy percent (70%) to 80% of new dwellings and jobs are expected to be built and created within the Burwood Town Centre. Housing targets and population and employment growth forecast will be reviewed and are expected to increase further with the completion of the Burwood North Metro Station.

The growth in residential population, employment and use of services in the Burwood LGA will require and generate demand for new, extended and augmented public amenities, services and infrastructure. New residents, workers and visitors to Burwood will have inadequate levels of service if Council does not take action to provide new public amenities and infrastructure, or extend and augment existing facilities. The levels of service for the existing population will also decline if there is inadequate public investment.

This Plan seeks to impose a levy on development to ensure the delivery of new, upgraded or augmented local infrastructure is delivered to meet the additional demand generated from the population and employment growth.

1.3 Indexation of Contributions

If the contribution is not paid within the same financial quarter as the date of the development consent, the contributions payable is to be adjusted to reflect inflation in the Consumer Price Index (All Groups Index) for Sydney.

1.4 Section 7.12 Contribution Levies

This Plan applies to all development in the Burwood LGA where the proposed cost of development is more than \$100,000.

Some exemptions apply, as identified in Section 3.2 below.

The total levy amount that is to be imposed on a single development is calculated by multiplying the applicable levy rate shown in the table below by the total proposed cost of the development.

The section 7.12 levies that apply under this Plan are shown in Table 1 (Burwood Town Centre) and Table 2 (All other parts of the LGA) below:

Table 1: Burwood Town Centre (refer to Map in Figure 2)

Development that has a proposed cost of carrying out the development	Levy rate
Up to and including \$250,000	Nil
More than \$250,000	4 per cent

Table 2: All other parts of the LGA (refer to Map in Figure 1)

Development that has a proposed cost of carrying out the development	Levy rate
Type of development	
<ul style="list-style-type: none"> • Development of a dwelling house, and alterations and additions to a dwelling house (excluding development that results in the creation of additional lots (subdivision) or development of a secondary dwelling (granny flat)) • Any ancillary structures associated with a dwellings house • All other development 	<ul style="list-style-type: none"> • Nil for cost of development up to and including \$100,000; • 0.5% of the cost of development of more than \$100,000 and up to and including \$300,000; • 0.25% of the cost of development of more than \$300,000.
<p>Note: Secondary dwellings and subdivision or development that results in the creation of an additional lot or dwellings is included in this category</p>	<ul style="list-style-type: none"> • Nil for cost of development up to and including \$100,000; • 0.5% of the cost of development of more than \$100,000 and up to and including \$200,000; • 1% of the cost of development of more than \$200,000.

1.5 Works Schedule

Contributions collected under this Plan will be used to fund, in part or in full, the local public infrastructure works set out in the Schedule of Works in Appendix 1.

2. Administration

2.1 Name of this Plan

This Plan is called the ***Burwood Section 7.12 Local Infrastructure Contributions Plan*** ('Plan') This Plan has been prepared for the purposes of section 7.12 of the *Environmental Planning and Assessment Act 1979* (NSW) ('EP&A Act') in accordance with Division 7.1 of the EP&A Act and Part 9 of the *Environmental Planning and Assessment Regulation 2021* ('EP&A Regulation').

2.2 Purpose of this Plan

The primary purpose of this Plan is to authorise:

- the consent authority, when granting consent to an application to carry out development to which this Plan applies, or
- the principal certifier (could be Council or a private certifier), when issuing a complying development certificate (CDC) for development to which this Plan applies,

to impose a condition requiring contributions under a fixed rate levy under section 7.12 of the Act to be made towards the provision, extension or augmentation of local infrastructure as required as a consequence of development in the Burwood LGA, or which were provided in anticipation of, or to facilitate, such development.

The plan's other, secondary purposes are to:

- provide the framework for the efficient and equitable determination, collection and management of contributions towards the provision of local infrastructure in the Burwood LGA; and
- ensure Council's management of local infrastructure contributions complies with relevant legislation and practice notes; and
- establish the relationship between expected development and proposed local infrastructure; and
- ensure that developers make a reasonable contribution to the provision of local infrastructure required for development anticipated to occur up to 2036; and
- ensure that the existing community is not burdened by the cost of providing new infrastructure, either partly or fully, as a result of development in the area.

2.3 Area to which this Plan applies

This Plan applies to all land within the Burwood LGA as shown on the map in Figure 1.

Figure 1 – The Burwood LGA and the Burwood Town Centre



2.4 Commencement of this Plan

This Plan commences on the date on which public notice was given under clause 214(2) of the EP&A Regulation or on the date specified in that notice if it is a later date, this being <insert date>

2.5 Life of this Plan

This Plan is based on forecast growth in population and employment from 2021 until 2036 as a result of development in the Burwood LGA. Council intends to operate this Plan until either 2036, or Council has collected all contributions required for all items in the works schedule in Appendix 1, or Council repeals this Plan.

2.6 Review of this Plan

Council intends to review this Plan every five years, or as it sees fit, in order to ensure it reflects and addresses community needs, Council's priorities and relevant legislation.

2.7 Relationship with other plans and policies

As of this Plan's commencement date, this Plan repeals the following contributions plans:

- Section 7.12 Plan for the Burwood Town Centre
- Section 7.12 Plan for the Burwood Local Government Area excluding Burwood Town Centre

This Plan does not affect development consents containing conditions requiring contributions or levies under the above plans.

2.8 Use of funds from repealed contributions plans

Upon the commencement of this Plan, the Council holds monetary section 7.12 levies in its funds paid to pursuant to conditions of development consents granted in accordance with contributions plans repealed by this Plan. There are also monetary section 7.12 levies yet to be paid to the Council pursuant to conditions of development consents granted in accordance with contributions plans repealed by this Plan.

Section 7.3 of the EP&A Act requires the Council to hold any monetary contribution or levy paid to the Council in accordance with the conditions of a development consent for the purpose for which the payment was required, and apply the money towards that purpose within a reasonable time.

The Council will apply monetary contributions and levies held by it upon the commencement of this Plan and monetary contributions and levies paid to it after the commencement of this

Plan pursuant to conditions of development consents granted in accordance with contributions plans repealed by this Plan as follows:

- if the work or works for which a contribution or levy was required to be paid under a repealed plan is a work or works listed in the works schedule in Appendix 1, the contribution or levy will be applied towards the cost of that work or those works,
- if the work or works for which a contribution or levy was required to be paid under a repealed plan is not a work or works listed in the works schedule in Appendix 1, the contribution or levy will be applied towards the cost of a work or works listed in the works schedule in Appendix 1 this Plan that, in the Council's opinion, addresses the same or a similar demand for public facilities arising from development as the work or works in the repealed plan,
- if the work or works for which a contribution or levy was required to be paid under a repealed plan is not a work or works listed in the works schedule in Appendix 1 of this Plan, and there is no work or works listed in the works schedule in Appendix 1 of this Plan that addresses the same or a similar demand for public facilities arising from development as the work or works in the repealed plan, the contribution or levy will be applied at the Council's discretion towards the cost of a work or works listed in the works schedule in Appendix 1 of this Plan that the Council considers best meets the public interest.

2.9 Savings and transitional arrangements

This Plan applies to a development application (DA) and application for a complying development certificate (CDC) that had been submitted but not determined on the date on which this Plan took effect.

3. Application and Operation of this Plan

3.1 Development for which this Plan applies

This Plan applies to all development in the Burwood LGA where the proposed cost of development is more than \$100,000, unless specified as exempt in Section 3.2 below.

3.2 Development that is exempted under this Plan

At Council's absolute discretion exemptions to the payment of levies under this Plan may apply to the following types of development:

- Developments (and modification applications) to be carried out by, or on behalf of Burwood Council, for the provision of public infrastructure including infrastructure funded by section 7.12 contributions;
- Developments undertaken by, or on behalf of a charity or not-for-profit organisation (as defined by the Australian Taxation Office), but only in cases where the development is of

a small scale, and where Council considers that there will not be an increase in the demand for public works or infrastructure as a result of the development which would warrant the payment of a section 7.12 levy.

- development exempted from section 7.12 levies by a Ministerial Direction under section 7.17 of the Act.

Applicants should describe how their development is consistent with the relevant exclusion in their development application. If Council is satisfied the development is consistent with the relevant exclusion, it will exclude the development from the need to pay a contribution.

Where the proposal includes a range of works or a mix of land uses, only the works or uses excluded under this Plan will be excluded from the need to pay a contribution. All other works and uses are to be levied with development contributions in accordance with this Plan. A development application seeking a partial exclusion must identify the spaces, works and costs relevant to the land use said to be the subject of the exclusion.

3.3 Relationship between expected development and a need for a section 7.12 levy

The works identified for infrastructure and facilities arising from population and employment growth of the LGA have been based on Council's long-term planning for capital works. The works to be funded through the collection of the section 7.12 levy are shown in Appendix 1 and identify the works, estimated costs, and priority for delivery subject to available funding.

3.4 Application of a section 7.12 levy to development types

3.4.1 Imposing a section 7.12 levy – consent authority

Where a consent authority determines a development application, a section 7.12 levy may be imposed as a condition of consent. The condition must be prepared in accordance with this Plan. Appendix 6 contains the current condition of consent.

3.4.2 Imposing a section 7.12 levy – principal certifier

A principal certifier (could be Council or a private certifier) must, if a complying development certificate is issued, impose a section 7.12 levy that is calculated in accordance with this Plan.

3.5 Section 7.12 levy amount

The total levy amount that is to be imposed on a single development is calculated by multiplying the applicable levy rate shown in Table 1 and Table 2 below by the total proposed cost of the development.

The section 7.12 levies that apply under this Plan are shown in Table 1: Burwood Town Centre and Table 2: All other parts of the LGA, below:

Table 1: Burwood Town Centre (refer to Figure 2 above)

Development that has a proposed cost of carrying out the development	Levy rate
Up to and including \$250,000	Nil
More than \$250,000	4 per cent

Table 2: All other parts of the LGA

Development that has a proposed cost of carrying out the development	Levy rate
Type of development	
<ul style="list-style-type: none"> • Development of a dwelling house, and alterations and additions to a dwelling house (excluding development that results in the creation of additional lots (subdivision) or development of a secondary dwelling (granny flat)) • Any ancillary structures associated with a dwellings house 	<ul style="list-style-type: none"> • Nil for cost of development up to and including \$100,000; • 0.5% of the cost of development of more than \$100,000 and up to and including \$300,000; • 0.25% of the cost of development of more than \$300,000.
<ul style="list-style-type: none"> • All other development <p>Note: Secondary dwellings and subdivision or development that results in the creation of an additional lot or dwellings is included in this category</p>	<ul style="list-style-type: none"> • Nil for cost of development up to and including \$100,000; • 0.5% of the cost of development of more than \$100,000 and up to and including \$200,000; • 1% of the cost of development of more than \$200,000.

3.6 How is the proposed cost of a development determined?

Where a section 7.12 levy is required under this Plan in relation to a condition of development consent or application for a CDC, the application is to be accompanied by a Cost Summary Report prepared at the applicant's cost, setting out an estimate of the proposed cost of carrying out the development.

The Cost Summary Report template is available on Council's website.

The following persons are approved by the Council to provide an estimate of the proposed cost of carrying out development:

- where the applicant's estimate of the proposed cost of carrying out the development is between \$100,001 and \$750,000 – any building industry professional suitably qualified; or

- where the proposed cost of carrying out the development is in excess of \$750,000 – a quantity surveyor who is a registered member of the Australian Institute of Quantity Surveyors.

The following must be included in the proposed cost of carrying out development:

- for development involving the erection of a building, or the carrying out of engineering or construction work - the costs of or incidental to erecting the building, or carrying out the work, including the costs (if any) of and incidental to demolition, excavation and site preparation, decontamination or remediation,
- for development involving a change of use of land - the costs of or incidental to doing anything necessary to enable the use of the land to be changed,
- for development involving the subdivision of land - the costs of or incidental to preparing, executing and registering the plan of subdivision and any related covenants, easements or other rights.

Note: Clause 208(4) of the EPA Regulation 2021 provides for costs that are excluded from any estimate or determination of the proposed cost of carrying out development.

Without limitation to the above, if an applicant fails to submit a Cost Summary Report or submits a deficient report, Council may have regard to an estimate of the proposed cost of carrying out the development prepared by an approved person engaged by Council pursuant to clause 208(3) of the EP&A Regulation 2021. In such a case, all costs associated with obtaining this advice will be at the expense of the applicant, and consent is not to be issued until such time as these costs have been paid.

3.7 Timing of payment

Council's policy in relation to the timing of payments of monetary contributions required under this Plan is outlined below.

- Development applications involving subdivision but not building work - prior to the release of the subdivision certificate.
- Development applications involving building work but not subdivision - prior to the release of a construction certificate as specified in the development consent.
- Development applications involving subdivision and building work – prior to the release of construction certificate.
- Development applications where no subdivision or building approval is required – prior to the issue of development consent (deferred commencement) or release of the occupation certificate.

- Complying development works – prior to any work authorised by the certificate commences, as required by clause 156(2) of the EP&A Regulation.

The contributions and levies are to be updated at the time of payment to the most recent indexed values, in accordance with the indexation formulas set out in Section 3.9 below.

3.8 Contribution at the time of payment

Indexation of the contribution between the date of the granted development consent or issuing of a CDC and the date of payment will be undertaken by Council.

The indexation of the contribution will be conducted according to the below formula:

$$C_2 = \frac{C_1 \times CPI_2}{CPI_1}$$

Where:

C_1	Monetary contribution imposed on the development consent
C_2	Monetary contribution at the time that the contribution is paid
CPI_1	Latest “Consumer Price Index: All Groups Index Number 6401.0” for Sydney available from the Australian Bureau of Statistics at the time of granting the relevant development consent
CPI_2	Latest “Consumer Price Index: All Groups Index Number 6401.0” for Sydney available from the Australian Bureau of Statistics at the time the contribution is to be paid

The contribution payable will not be less than the contribution that would have been payable for the previous quarter, notwithstanding any indexation calculation.

3.9 Deferred or Periodic Payments

Council will not accept the deferred or periodic payment of any monetary contribution required under this Plan.

4. General Provisions

4.1 Will Council accept alternatives to a levy?

The Council may at its absolute discretion accept the dedication of land or provision of a material public benefit or works-in-kind in part or full satisfaction of a section 7.12 levy under this Plan.

As a general rule, only land or works directly associated with the roads and traffic improvements, public domain improvements and community facilities as indicated in Appendix

1 may be considered as a material public benefit or work-in-kind in satisfaction of the contributions levy. Applicants must provide full details, costs and valuations of the land or works.

If Council agrees to an alternative to the levy, it will either require the alternative as a condition of consent, or accept it under the terms of a Voluntary Planning Agreement.

4.2 Pooling of contributions funds

To improve Council's ability to deliver infrastructure in a timely and orderly fashion, this Plan authorises monetary contributions paid for different purposes in accordance with this Plan and any other contributions plan approved by Council, to be pooled and applied progressively for those purposes.

The priorities for the expenditure of pooled monetary contributions under this Plan are the priorities for works as set out in the Section 7.12 Works Schedule in Appendix 1.

Council may reprioritise the order of projects to align with the actual new development that occurs in a sequence different to that anticipated by this Plan. Council is satisfied that the pooling and progressive application of the money paid will not unreasonably prejudice the carrying into effect, within a reasonable time, of the purposes for which the money was originally paid.

4.3 Obligations of accredited certifiers

4.3.1 Complying development certificates

This Plan requires that in relation to an application made to an accredited certifier for a complying development certificate (CDC):

- the accredited certifier must, if a complying development certificate is issued, impose a condition under s7.12 of the EP&A, and
- the amount of a levy required by a condition imposed under s7.12 must be determined in accordance with this Plan.

It is the responsibility of the principal certifying authority to accurately calculate and apply the development contribution conditions to complying development certificates. Deferred payments of contributions required by a condition of a complying development certificate will not be accepted.

4.3.2 Construction certificates

It is the responsibility of a principal certifier (could be Council or a private certifier) issuing a construction certificate to certify that any development contributions required as a condition of

development consent or complying development certificate have been paid to the Council prior to the issue of the notice of commencement.

The principal certifier must ensure that the applicant provides a receipt (or receipts) confirming that contributions have been fully paid and copies of such receipts must be included with copies of the certified plans provided to the Council. The levy must be paid in accordance with the requirements of Clause 156 in Division 5 of the EP&A Regulation 2021.

Failure to follow this procedure may render such a certificate invalid and expose the certifier to legal action. The only exceptions to the requirement are where a work in kind, material public benefit and/or dedication of land arrangement has been agreed by the consent authority. In such cases Council will issue a letter confirming that an alternative payment method has been agreed with the applicant.

4.3.3 Occupation certificates

Section 46 of the *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021* require certifiers to confirm that there are no outstanding infrastructure contributions or levies prior to issuing an occupation certificate for development with a proposed cost of \$10million or more, as specified in the cost of works as specified in the development application.

An application for an occupation certificate must include a document from Council certifying that a contribution or levy under section 7.12 or 7.24 of the Environmental Planning and Assessment Act 1979 (EP&A Act):

- is not required at any time before the issue of an occupation certificate, or
- is required before the issue of an occupation certificate and the requirement has been met.

4.4 Use of contributions towards plan preparation and administration

The preparation and ongoing administration of this Plan will incur costs. Council considers that the costs involved are necessary to ensure the efficient provision of amenities and services to meet the demands generated by future developments. As such, Council will recoup the cost of creating this Plan as well as ongoing costs in managing, monitoring and implementing the plan from the contributions received under this Plan.

Appendix 1 - Section 7.12 Plan Works Schedule

DESCRIPTION OF WORKS	LOCATION	COST ESTIMATE (\$)	STAGING (YEAR/ONGOING)
OPEN SPACE			
Land acquisition for new open space			
168 Burwood Road, Burwood	Burwood Town Centre	16,501,500	2032
14 Burleigh Street, Burwood to consolidate with Elizabeth carpark	Burwood Town Centre	1,500,500	2032
37A Brighton Street, Croydon to enlarge Keith Smith Park	Croydon	1,500,500	2032
39 Brighton Street, Croydon to enlarge Keith Smith Park	Croydon	1,500,500	2032
Embellishment of new open space			
Pedestrian link Deane Street (Burwood Road to Mary Street), Burwood	Burwood Town Centre	1,155,915	2026
Embellishment of existing open space			
Blair Park	Croydon	100,000	2032
Brown Reserve	Croydon Park	35,000	2032
Burwood Park	Burwood Town Centre	1,945,000	2026-2029
Wangal Park	Croydon	265,000	2026-2029
Cooinoo Reserve	Enfield	80,000	2029-2032
Coronation Parade	Enfield	145,000	2026-2032
Flockhart Park	Croydon Park	905,000	2026-2032
Froggart Crescent Reserve	Croydon	50,000	2032
Henley Park	Enfield	1,680,000	2026-2029
Wyatt Avenue landscaped median (Horton Reserve)	Burwood	21,500	2032
Jackett Reserve	Burwood	36,500	2026-2029
Jackson Park	Croydon Park	50,000	2026
Keith Smith Park	Croydon	90,000	2026
King Edward Street Landscape traffic control area	Croydon	7,000	2029
Luke Avenue Landscaped traffic control area	Burwood	1,500	2026
Martin Reserve	Croydon Park	321,500	2026-2029

DESCRIPTION OF WORKS	LOCATION	COST ESTIMATE (\$)	STAGING (YEAR/ ONGOING)
Willee Street landscaped median	Enfield	15,000	2029
Prowse Reserve	Croydon	46,500	2029
Rochester Reserve	Croydon	20,000	2032
Russell Street Reserve	Strathfield	3,000	2026
Sanders Reserve	Burwood	40,000	2026-2032
St. Pauls Close	Burwood	3,000	2026
Stanley Street Reserve	Croydon Park	2,000	2026
The Parade	Enfield	1,500	2026
Trelawney Street Landscaped verge	Croydon Park	1,500	2026
Fitzroy Street traffic control area (Reed Reserve)	Croydon	2,000	2026
Walsh Avenue Reserve	Croydon Park	295,000	2026
Whiddon Reserve	Croydon Park	68,000	2026
Willee Street Landscaped verge	Strathfield	2,000	2026
Woodstock Park	Burwood	330,000	2026
Wyatt Avenue Park	Burwood	6,500	2026
Barbara Holborow Reserve	Croydon Park	28,000	2026
COMMUNITY FACILITIES		37,500,000	
Library and Community Hub	Burwood Town Centre	2,000,000	2026
Woodstock Community Centre	Burwood	500,000	2026
Burwood Urban Park Arts and Cultural Centre	Burwood Town Centre	20,000,000	2026
Enfield Aquatic Centre upgrades	Enfield	15,000,000	2026
PUBLIC DOMAIN IMPROVEMENTS			
Streetscape upgrades – Town Centre beautification		36,710,005	
Burwood Road - East side (Meryla Street - Church Street)	Burwood Town Centre	2,542,601	Ongoing
Burwood Road - West side (Burwood Park - Woodside Street)	Burwood Town Centre	2,606,523	Ongoing
Wilga Street - South side	Burwood Town Centre	609,635	Ongoing
Victoria Street East - North side	Burwood Town Centre	703,345	Ongoing

Item Number 23/23 - Attachment 1
Draft Section 7.12 Local Infrastructure Contributions Plan as exhibited

DESCRIPTION OF WORKS	LOCATION	COST ESTIMATE (\$)	STAGING (YEAR/ONGOING)
Victoria Street East - South side	Burwood Town Centre	644,418	Ongoing
George Street - North side (Shaftesbury Road - Burwood Road)	Burwood Town Centre	559,533	Ongoing
George Street - South side (Shaftesbury Road - Burwood Road)	Burwood Town Centre	876,549	Ongoing
Marmaduke Street between Deane Street and George Street – both sides	Burwood Town Centre	436,109	Ongoing
Deane Street between Shaftesbury Road and Youth Lane – both sides	Burwood Town Centre	436,109	Ongoing
Belmore Street - North side (Conder Street - Shaftesbury Road)	Burwood Town Centre	2,100,464	Ongoing
Belmore Street - South side (Conder Street - Shaftesbury Road)	Burwood Town Centre	1,054,562	Ongoing
Conder Street - West side (Livingstone Street to Railway Parade)	Burwood Town Centre	565,689	Ongoing
Conder Street - East side (Norwood Street to Railway Parade)	Burwood Town Centre	509,667	Ongoing
Wynne Avenue - both sides	Burwood Town Centre	916,178	Ongoing
George Street - North side (Park Road - Burwood Road)	Burwood Town Centre	553,326	Ongoing
George Street - South side (Park Road - Burwood Road)	Burwood Town Centre	669,515	Ongoing
Victoria Street West - South side (Dunns Lane – Park Road)	Burwood Town Centre	387,878	Ongoing
Park Avenue - South side	Burwood Town Centre	882,763	Ongoing
Park Avenue - North side	Burwood Town Centre	1,345,574	Ongoing
Mary Street - both sides	Burwood Town Centre	1,267,400	Ongoing
Comer Street - South side (Park Road - Burwood Road)	Burwood Town Centre	1,022,411	Ongoing
Railway Crescent from Park Road to John Street north side and John Street from Railway Crescent to George Street – both sides	Burwood Town Centre	105,780	Ongoing
John Street - George Street to Victoria Street – both sides	Burwood Town Centre	85,656	Ongoing
Place Underground Low Voltage Aerial Supply Line	Burwood Town Centre	10,653,984	Ongoing
Place Underground Low Voltage Customer Service Line	Burwood Town Centre	2,812,813	Ongoing
Bus Stops, Shelters, Seats and Bins	Burwood Town Centre	839,889	Ongoing
Shaftesbury Road - East side (Victoria Street East to Deane Street)	Burwood Town Centre	771,634	Ongoing
Town Centre Upgrades - various locations (not mentioned above)	Burwood Town Centre	750,000	Ongoing
Street Closures and Shared Ways		1,250,000	
Conder Street - pedestrianised zone outside Burwood Public School	Burwood Town Centre	250,000	Ongoing
Clarendon Place – pedestrianised zone	Burwood Town Centre	250,000	Ongoing

Item Number 23/23 - Attachment 1
Draft Section 7.12 Local Infrastructure Contributions Plan as exhibited

DESCRIPTION OF WORKS	LOCATION	COST ESTIMATE (\$)	STAGING (YEAR/ ONGOING)
Deane Street (Mary Street to Burwood Road) - Shared Zone	Burwood Town Centre	250,000	Ongoing
Wynne Avenue pedestrianised zone	Burwood Town Centre	250,000	Ongoing
Railway Crescent (John Street to Burwood Road) - closure for pedestrian use	Burwood Town Centre	250,000	Ongoing
Footpath upgrades		3,723,210	
Albert Crescent (Cheltenham Road - Lucas Road), North / West	Burwood/Croydon	40,000	2032
Albert Crescent (Cheltenham Road - Brand Street), North / West	Croydon	20,000	2032
Alfred Street (Grogan Street - No 3 & No 2), both sides	Croydon	50,000	2032
Angelo Street, both sides	Burwood	120,000	2029
Bay Street (Acton Street - Dawson Street), North / West	Croydon	25,000	2032
Bay Street (Dawson Street - Lang Street), North / West	Croydon	25,000	2032
Boronia Avenue, Croydon – both sides	Croydon	60,000	2032
Boronia Avenue, Burwood - South / East	Burwood	30,000	2032
Britannia Avenue (No 29 – Corner Street), North / West	Burwood	100,000	2032
Burwood Road (Lily Street to Bligh Street), North / West	Enfield	40,000	2026
Clifton Avenue (Shaftesbury Road – Wallace Street), South / East	Burwood	40,000	2032
Conder Street (Hornsey Street – Livingston Street), North / West	Burwood	100,000	2032
Esher Street (New Street - Meryla Street), South / East	Burwood	30,000	2029
Ethel Street, both sides	Burwood	100,000	2029
Georges River Road (Burwood Road - Beaufort Street), North / West	Croydon Park	100,000	2032
George Street (Burwood Road - Shaftesbury Road), both sides	Burwood Town Centre	160,000	2026
Gloucester Avenue, East side	Burwood	30,000	2032
Henry Street, both sides	Strathfield	20,000	2029
Hornsey Street (Conder Street – Wentworth Road), both sides	Burwood	85,000	2032
Ilfracombe Avenue (Park Road to end), North side	Burwood	45,000	2032
Liverpool Road (Greenhills Street - Coronation Parade), both sides	Various suburbs	1,000,000	2032
Lucas Road – various between Parramatta Road and Albert Crescent	Burwood	400,000	2032
Marmaduke Street, East side	Burwood Town Centre	15,000	2032
Paisley Road (Shaftesbury Road - The Strand), both sides	Burwood/Croydon	150,000	2029

DESCRIPTION OF WORKS	LOCATION	COST ESTIMATE (\$)	STAGING (YEAR/ ONGOING)
Parramatta Road (Luke Avenue - Shaftesbury Road), South / East	Burwood	70,000	2032
Parramatta Road (No 314 - Esher Street - Burwood Road), South / East	Burwood	50,000	2032
Parramatta Road (Burwood Road - Neich Parade), South / East	Burwood	50,000	2032
Richmond Street, both sides	Croydon	45,000	2032
Royce Avenue (Cheltenham Road – Parramatta Road, both sides)	Croydon	60,000	2032
Seale Street (Burwood Road - Quandong Avenue, both sides; Quandong Avenue - Angelo Street, South/East)	Burwood	51,000	2032
Shaftesbury Road (various between Milton Street and Meryla Street)	Burwood	45,000	2032
Shaftesbury Road (various between Meryla Street and Wyalong Street)	Burwood	200,000	2029
Simpson Avenue, both sides	Burwood	30,000	2032
Tahlee Street, South / East	Burwood	72,210	2032
Victoria Street (No 1 - Shaftesbury Road), both sides	Burwood	120,000	2032
Waimea Street (Cheltenham Road - No 1B - Lucas Road), South / East	Burwood	20,000	2032
Webb Street (Irrara Street - Orchard Street), East side	Croydon	35,000	2032
Wentworth Road (Russell Street - Hornsey St), South / East	Burwood	25,000	2032
Wentworth Road (Arrowfield Avenue - Liverpool Road), North / West	Strathfield	20,000	2032
Willie Street (Liverpool Road - Henry Street), North / West	Strathfield	30,000	2032
Young Street (Queen Street - Orchard Street), North / West	Croydon	15,000	2032
ROADS AND TRAFFIC			
<i>Intersection works</i>			
Burwood Road and Livingstone Street/Clairence Street - New Traffic Signals Multi-Purpose Poles (MPP)	Burwood Town Centre Burwood Town Centre	11,380,055 500,000	Ongoing Ongoing
Burwood Road and Belmore Street - Traffic Signals Upgrade (MPP)	Burwood Town Centre	500,000	Ongoing
Burwood Road and George Street - New Traffic Signals (MPP)	Burwood Town Centre	500,000	Ongoing
Burwood Road and Victoria Street East – New Traffic Signals (MPP)	Burwood Town Centre	1,400,000	Ongoing
Railway Parade and Conder Street - New Traffic Signals (MPP)	Burwood Town Centre	600,000	Ongoing
Burwood Road and Deane Street Traffic Signal Upgrade (MPP)	Burwood Town Centre	500,000	Ongoing
Shaftesbury Road and Clarence Street – New Traffic Signals (MPP)	Burwood Town Centre	500,000	Ongoing

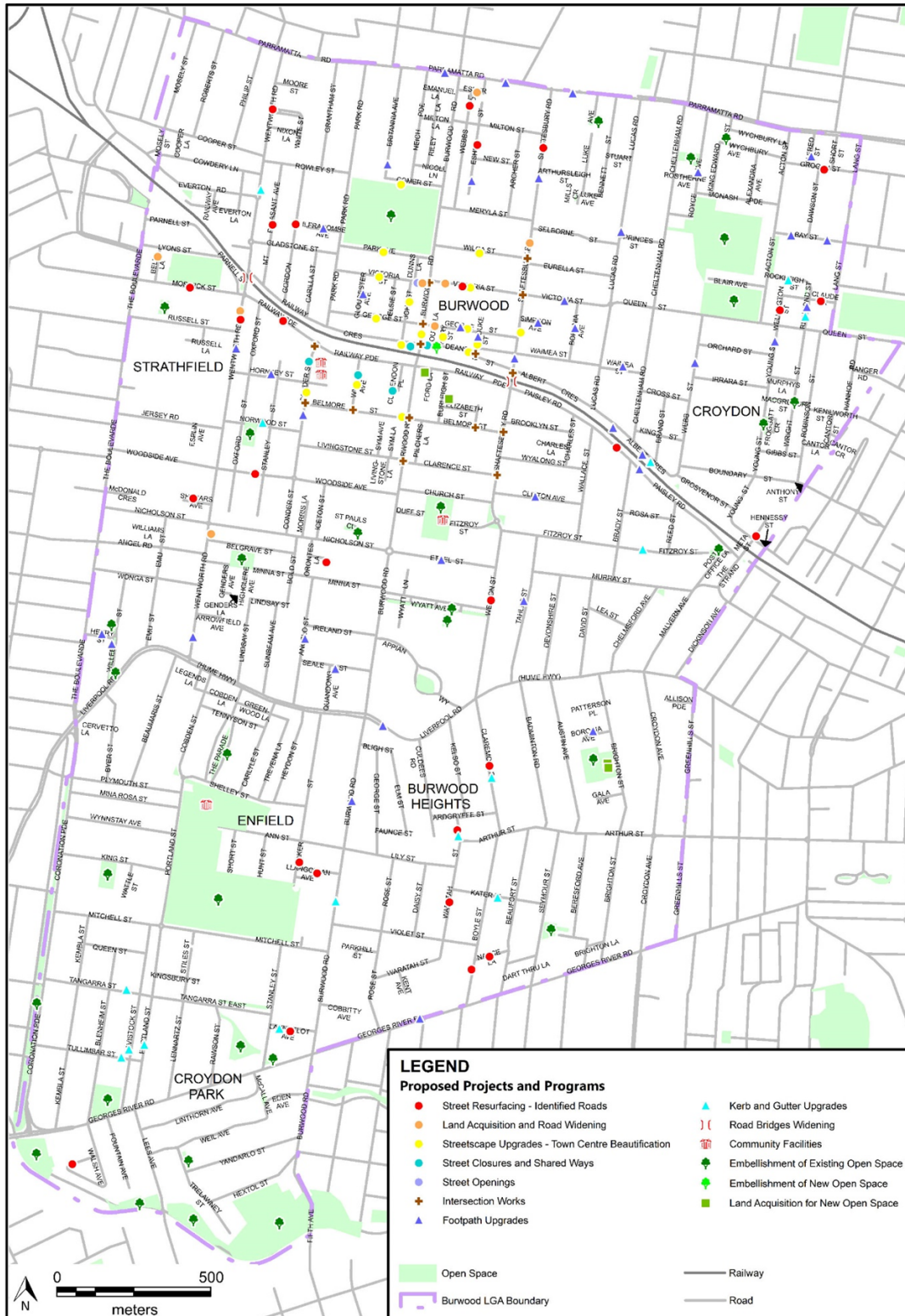
DESCRIPTION OF WORKS	LOCATION	COST ESTIMATE (\$)	STAGING (YEAR/ ONGOING)
Belmore Street and Elizabeth Street – Footpath/Road Widening	Burwood Town Centre	50,000	Ongoing
Shaftesbury Road and Victoria Street East – Road Widening	Burwood Town Centre	1,400,000	Ongoing
Shaftesbury Road and Wilga Street – Road Widening	Burwood Town Centre	1,500,000	Ongoing
Shaftesbury Road and Belmore Street – New Traffic Signals (MPP)	Burwood Town Centre	500,000	Ongoing
Shaftesbury Road and Deane Street – New Traffic Signals (MPP) and Road Widening	Burwood Town Centre	2,330,055	Ongoing
Marmaduke and Deane Street – Road Widening	Burwood Town Centre	100,000	Ongoing
Belmore Street and Wynne Avenue – New Traffic Signals (MPP)	Burwood Town Centre	500,000	Ongoing
Belmore Street and Conder Street – New Signals (MPP)	Burwood Town Centre	500,000	Ongoing
Street Openings		300,000	
Victoria Street West – future opening of the eastern end at Burwood Road – civil works	Burwood Town Centre	300,000	Ongoing
Road widening		22,369,172	
Shaftesbury Road (east side) - land acquisition	Burwood Town Centre	2,745,000	Ongoing
As above (various – east and west sides) – construction of road widening	Burwood Town Centre	550,000	Ongoing
Victoria Street West – land acquisition	Burwood Town Centre	4,800,000	
As above – construction of road way	Burwood Town Centre	400,000	
Victoria Street East - land acquisition	Burwood Town Centre	6,058,000	Ongoing
As above – construction of road widening	Burwood Town Centre	200,000	Ongoing
George Street East between Burwood Road and Shaftesbury Road - southern side - land acquisition	Burwood Town Centre	1,407,000	Ongoing
As above – construction of road widening	Burwood Town Centre	400,000	Ongoing
Esher Lane, Burwood, north side between Webbs Lane & Esher Street – land acquisition	Burwood	162,500	Ongoing
As above – construction of road widening	Burwood	49,750	Ongoing
16 Lyons Street – land acquisition for Bells Lane widening	Strathfield	4,200,000	Ongoing
As Above - construction of road widening	Strathfield	200,000	Ongoing

DESCRIPTION OF WORKS	LOCATION	COST ESTIMATE (\$)	STAGING (YEAR/ ONGOING)
Wentworth Road, Strathfield, west side between Russell Street and Morwick Street – acquisition of land	Strathfield	263,061	Ongoing
As above - construction of additional approach lane	Strathfield	514,500	Ongoing
As above - construction of kiss and ride lane	Strathfield	211,365	Ongoing
Wentworth Road, Burwood, east side to Liverpool Road – land acquisition	Burwood	148,591	Ongoing
As above - construction of additional approach lane	Burwood	59,405	Ongoing
Bridges widening		50,000,000	
Shaftesbury Road Bridge	Burwood Town Centre	25,000,000	Ongoing
Wentworth Road Bridge	Burwood/Strathfield	25,000,000	Ongoing
Street resurfacing – various roads	Burwood Town Centre	40,000,000	
Street resurfacing – identified roads		7,500,000	
Baker Street (Ann Street - end)	Enfield	90,000	2026
Boyle Street (Georges River Road – Violet Street)	Croydon Park	120,000	2026
Claude Lane	Croydon	40,000	2032
Esher Street	Burwood	200,000	2026
Gordon Street	Burwood	250,000	2026
Grogan Street	Croydon	140,000	2026
Launcelot Avenue	Croydon Park	100,000	2029
Llangollan Avenue	Enfield	55,000	2026
Meta Street (Young Street - end)	Croydon	50,000	2032
Mt Pleasant Avenue	Burwood	150,000	2032
Nance Lane	Croydon Park	40,000	2032
Orontes Lane	Burwood	60,000	2032
Sherars Avenue	Strathfield	50,000	2026
Victoria Street (Burwood Road - Shaftesbury Road)	Burwood Town Centre	600,000	2026
Walsh Avenue (No 72 - No 9)	Croydon Park	100,000	2029

DESCRIPTION OF WORKS	LOCATION	COST ESTIMATE (\$)	STAGING (YEAR/ ONGOING)
Waratah Street (Violet Street - Lily Street)	Croydon Park	180,000	2029
Waratah Street (Arthur Street - Ardgriffe Street)	Burwood Heights	120,000	2032
Webbs Lane (Milton Street - Esher Lane)	Burwood	75,000	2032
Wellington Street	Croydon	50,000	2026
Wentworth Road (Railway Parade - Russell Street)	Strathfield / Burwood	350,000	2032
Woodside Avenue (Conder Street - Wentworth Road)	Burwood	240,000	2032
Paisley Road – Shaftesbury Road to The Strand	Burwood / Croydon	3,200,000	2032
Shaftesbury Road – Meryla Street to Parramatta Road	Burwood	210,000	2026
Weidon Street – Liverpool Road to Fitzroy Street	Burwood	300,000	2026
Claremont Road – Arthur Street to Liverpool Road	Burwood Heights	230,000	2026
Wentworth Road – Parramatta Road to Cooper Street	Strathfield	170,000	2026
Railway Parade – Oxford Street to Conder Street	Burwood	150,000	2032
Morwick Street – Railway Parade – The Boulevard	Strathfield	180,000	2032
Kerb and Gutter upgrades		945,000	
Albert Crescent (Cheltenham Road - Webb Street), North / West	Croydon	70,000	2032
Burwood Road (Violet Street - Llangollan Avenue), both sides	Enfield / Croydon Park	70,000	2032
Claremont Road (Liverpool Road – Arthur Street), South / East	Burwood Heights	70,000	2032
Fitzroy Street (Brady Street - Reed Street), North side	Croydon	40,000	2032
Kater Place (Boyle Street - Beaufort Street), North / West	Croydon Park	30,000	2032
Launcelot Avenue, both sides	Croydon Park	50,000	2032
Norwood Street (Conder Street - Oxford Street), both sides	Burwood	70,000	2032
Portland Street (Georges River Road - Tangarra Street), North / West - both sides	Enfield	110,000	2032
Richmond Street, both sides	Croydon	30,000	2032
Rockleigh Street, both sides	Croydon	60,000	2032
Tangarra Street (Blenheim Street - Portland Street), both sides	Croydon Park	40,000	2032
Tavistock Street (Georges River Road - Tullimbar Street & Tullimbar Street - Tangarra Street), both sides	Croydon Park	110,000	2032
Tullimbar Street (Blenheim Street to Portland Street both sides)	Croydon Park	100,000	2032

DESCRIPTION OF WORKS		LOCATION	COST ESTIMATE (\$)	STAGING (YEAR/ ONGOING)
Waratah Street (Arthur Street - Ardgriffe Street), South / East		Burwood Heights	20,000	2032
Wentworth Road (Rowley Street - Gladstone Street), both sides		Strathfield / Burwood	75,000	2032
UPGRADES OF STORMWATER PIPES				
<i>Diameter of pipes (mm)</i>	<i>Length (m)</i>		9,233,250	
150	113	No specific location – subject to more detailed investigation	56,500	2026
225	1557		778,500	2026
300	3352		1,676,250	2026
375	4,906		2,453,125	2026
450	2,400		1,200,375	2026
525	502		250,875	2026
600	1337		668,625	2026
675	293		146,500	2026
750	543		271,625	2026
900	998		498,750	2026
1050	225		112,250	2026
1200	507		253,500	2026
1350	211		105,500	2026
1500	213		106,625	2026
1650	151		75,625	2026
Open Chanel – 1	391		195,625	2026
Open Chanel – 2	766	383,000	2026	
TOTAL COST			245,165,107	

Appendix 2 – Mapping of Site Specific Works



Appendix 3 – Determination of Proposed Cost of Development

(Clause 208 of the Environmental Planning and Assessment Regulation 2021)

208 Determination of proposed cost of development

- (1) *The proposed cost of carrying out development must be determined by the consent authority by adding up all the costs and expenses that have been or will be incurred by the applicant in carrying out the development.*
- (2) *The costs of carrying out development include the costs of, and costs incidental to, the following—*
 - (a) *if the development involves the erection of a building or the carrying out of engineering or construction work—*
 - (i) *erecting the building or carrying out the work, and*
 - (ii) *demolition, excavation and site preparation, decontamination or remediation,*
 - (b) *if the development involves a change of use of land—doing anything necessary to enable the use of the land to be changed,*
 - (c) *if the development involves the subdivision of land—preparing, executing and registering—*
 - (i) *the plan of subdivision, and*
 - (ii) *the related covenants, easements or other rights.*
- (3) *In determining the proposed cost, a consent authority may consider an estimate of the proposed cost that is prepared by a person, or a person of a class, approved by the consent authority to provide the estimate.*
- (4) *The following costs and expenses must not be included in an estimate or determination of the proposed cost—*
 - (a) *the cost of the land on which the development will be carried out,*
 - (b) *the costs of repairs to a building or works on the land that will be kept in connection with the development,*
 - (c) *the costs associated with marketing or financing the development, including interest on loans,*
 - (d) *the costs associated with legal work carried out, or to be carried out, in connection with the development,*
 - (e) *project management costs associated with the development,*
 - (f) *the cost of building insurance for the development,*
 - (g) *the costs of fittings and furnishings, including refitting or refurbishing, associated with the development, except if the development involves an enlargement, expansion or intensification of a current use of land,*
 - (h) *the costs of commercial stock inventory,*
 - (i) *the taxes, levies or charges, excluding GST, paid or payable in connection with the development by or under a law,*
 - (j) *the costs of enabling access by people with disability to the development,*
 - (k) *the costs of energy and water efficiency measures associated with the development,*

- (l) the costs of development that is provided as affordable housing,*
- (m) the costs of development that is the adaptive reuse of a heritage item.*
- (5) The proposed cost may be adjusted before payment of a development levy, as specified in a contributions plan, to reflect quarterly or annual variations to readily accessible index figures adopted by the plan between the day on which the proposed cost was determined by the consent authority and the day by which the development levy must be paid.*

Example—

A contributions plan may adopt the Consumer Price Index.

- (6) To avoid doubt, this section does not affect the determination of the fee payable for a development application.*

DRAFT

Appendix 4 – Condition of Consent

Condition	Reason
<p>Payment of section 7.12 contributions</p> <p>Before the issue of a construction certificate or <INSERT ALTERNATIVE TIMING>, the applicant must pay a total contribution of <INSERT \$XX> as calculated at the date of this consent to Council under section 7.12 of the EP&A Act, in accordance with the Burwood Section 7.12 Local Infrastructure Contributions Plan. The total amount payable may be adjusted at the time the payment is made, in accordance with the provisions of the Burwood Section 7.12 Local Infrastructure Contributions Plan.</p> <p>A copy of the development contributions plan is available for inspection on the Burwood Council website <insert link to plan>.</p>	<p>To address the increased demand for local infrastructure resulting from the approved development</p>

DRAFT

Map 1



Map 2



Map 3



Map 4



(Item 24/23) Hoarding Policy - Adoption

File No: 23/15709

Report by Director City Strategy

Summary

This report provides an overview of the exhibition of the amendments to Council's Hoarding Policy.

It is recommended that the Hoarding Policy be adopted, with the additional amendments to Section 6.16 Site Fencing, as proposed in the body of the report.

Operational Plan Objective

2.1.3 Ensure transparency and accountability in decision making.

Background

The Hoarding Policy was endorsed by Council on 19 May 2020 and regulates the placement of temporary structures on or above a public road or footpath by property owners, developers, builders and contractors when undertaking construction or maintenance activity.

Council, at its meeting on 13 December 2022 considered a report on amendments to the Hoarding Policy. Specifically, the Policy was proposed to be amended to provide clarity with respect to the requirements for public art on hoarding and to ensure that the delivery of public art on hoardings/site fences is stated upfront and is clear.

Minor amendments were also proposed to Section 6.14 of the Hoarding Policy to ensure that the information is clear and easy to understand.

As a result, Council resolved (in part) the following:

5. *That the amendments to the Hoarding Policy, as outlined in Attachment 3 be placed on public exhibition for a minimum period of 28 days and that a further report be brought back to Council following the exhibition period.*

Public Exhibition

The amendments to the Hoarding Policy, a copy of which is included at Attachment 1, were placed on public exhibition from 22 December 2022 – 10 February 2023. During the exhibition no submissions were received.

During the exhibition of the amendments to the Hoarding Policy, consultation was undertaken internally with Council's Community Life team to ensure that any concerns had been adequately addressed through the proposed changes. A concern was raised that the requirements relating to site fencing (6.16) and requirements for public art was not clear.

In order to address this issue, it is recommended that minor changes be made to the wording to provide clarity (amendments provided in red), as follows:

6.16 Site Fencing

Construction sites are required to be fenced for safety reasons to prevent unauthorised access to the site. Site fencing is located on or within the property boundary and does not encroach upon public land. Site fencing is normally not regulated except to provide a safe and secure barrier to the site. As a policy requirement, Council will require the following in respect of any type of on-site construction fencing to any property frontage:

- In all zones, except for single dwellings & ancillary structures, Council will require solid fencing (in lieu of open wire mesh fencing) to a site where an excavation to the site is proposed, or where a frontage to a street is 20m or greater. The fencing will be subject to clause 6.14 – ‘Artwork, Graphics, Images and Innovative Hoarding Finishes’ of Council’s Hoarding Policy. **Where site fencing is proposed on private land, Council will also require the provision of artwork and/or graphics and an appropriate condition of consent will be included as part of any development approval for the site. It is recommended that early contact is made with Council’s Cultural Projects and Public Art Producer prior to the erection of any site fencing where artwork may be required.**
- For all sites in Residential zones (except works relating to dwelling houses), where a site has more than one street frontage (e.g. corner allotments or prominent site location), solid fencing maybe required to the site, and if required, will be subject to clause 6.14 - ‘Artwork, Graphics, Images and Innovative Hoarding Finishes’ of Council’s Hoarding Policy. In the above circumstances Council will impose conditions of consent on the relevant development applications. For complying development certificates issued by private certifying authorities, where applicable, Council will **also require the provision of artwork and/or graphics on site fencing. With respect to the provision of artwork and/or graphics it is recommended that early contact is made with Council’s Cultural Projects and Public Art Producer prior to the erection of any site fencing where artwork may be required.**

It is considered that as these proposed changes are minor and only provide clarification rather than a change to requirements for artwork and/or graphics on site fencing, re-exhibition of the proposed changes is not required and can be adopted by Council.

Planning or Policy Implications

The proposed amendments to the Hoarding Policy have been exhibited in accordance with the requirements of Council’s Community Engagement Strategy 2023-2026. The period of exhibition was extended for 28 days to take into account the December/January holidays.

Additional changes are proposed to Section 6.16 Site Fencing to provide additional clarity with respect to the provision of public artwork and/or graphics on site fences. The changes do not change the intent of the provision and as such it is considered that the Hoarding Policy is not required to be re-exhibited.

In relation to site fences, as this is a new policy, there is a prospect that construction sites will come forward which are not obligated via a condition of consent to install a site fence with public art. This would relate to historical development approvals which have been granted consent without condition to install closed boarded site fences with public art.

In these circumstances, Council officers will work with individual construction sites to encourage the installation a site fence with public art by negotiation.

Financial Implications

No financial implications, other than staff time.

Conclusion

The amendments to the Hoarding Policy that were exhibited and that are proposed in the body of the report aim to strengthen the requirements for public art on hoardings and site fences and provide clarity with respect to the provision of artwork and/or graphics.

It is recommended that the Hoarding Policy be adopted, with the changes proposed in the body of the report.

Recommendation(s)

1. That the Hoarding Policy be adopted with the changes to Section 6.16 Site Fencing, as outlined in the body of the report.
2. That Council's website be updated to provide access to the updated Hoarding Policy, as adopted by Council.

Attachments

- 1 [↓](#) Hoarding Policy - December 2022 - Exhibition Version



Burwood
Inc.1874

HOARDING POLICY

PO Box 240, BURWOOD NSW 1805
2 Conder Street, BURWOOD NSW 2134
Phone: 9911 9911
Email: council@burwood.nsw.gov.au
Website: www.burwood.nsw.gov.au

Public Document
Adopted by Council: 29 June 2021
Ref. No.: 21/15643
Version No.: 2

Draft for Consideration by Council – 13 December 2022
Ownership: City Strategy

Contents

1. Purpose	3
2. Scope	3
3. Policy Application.....	3
4. Policy Status and Legislation References	4
5. Definitions.....	4
6. General Requirements.....	6
7. Operating Procedures	11
8. Enforcement	12
9. Review.....	12
10. Contact	12
11. Appendix 1 – Hoarding Application Submission Matrix	13
12. Appendix 2 – Example of Hoarding Types	14

1. Purpose

The Hoarding Policy (HP) prescribes the policy to control the placement of temporary structures on or above a public road.

The HP is considered in the assessment of applications lodged by applicants seeking approval to erect a temporary structure on or above Council's infrastructure such as footways and roadways to enable construction or maintenance activity to occur on or around buildings.

Council is also seeking to increase public art and provide opportunities for artists and designers to create works for display in the public domain by requiring artwork on construction site hoardings and where appropriate, site fences.

The aims of the HP are to:

- maintain safe passage and high amenity including safe surfaces past worksites
- maintain visual openness of footways
- ~~minimise adverse visual impacts by providing across the LGA a standard colour palette, high quality public art and graphics, and innovative designs~~
- contribute to the visual amenity of the public domain and streetscape during construction by requiring artwork on hoardings and construction site fences
- enrich and vitalise Burwood's public places during construction with added creativity, interest and meaning including culture, vibrancy and history
- screen and secure work areas from the public space
- provide fascia to conceal site sheds on hoarding decks
- minimise pedestrian, cycleway and vehicular obstructions and inconvenience resulting from the placement of temporary structures in a public place
- control truck and worker access points in hoardings to enhance public safety
- minimise adverse impacts on street trees.

2. Scope

The HP applies to the whole of the Burwood Local Government Area (LGA) and is administered by Council's Building and Development Team.

3. Policy Application

3.1 Exemptions

There are no exemptions from the requirement to place on hoarding on or around a site. For exemptions for the provision of artwork or graphics on a hoarding see Clause 6.14 of this policy.

Note: Site perimeter chain-wire fencing located wholly within a property allotment is not regulated through this policy and does not require approval if associated with approved development or building activity that is classed as exempt or complying development. In these cases fencing must comply with the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*.

3.2 Determination criteria

The provisions prescribed in this HP will apply when seeking approval to erect a temporary structure on or above a public road. For a complete list of the documents and information to be provided to Council in the application for a hoarding approval, refer to **Appendix 1**.

3.3 Other matters for consideration

The provisions of the *Roads Act 1993* (Roads Act) and *Roads Regulation 2008* will be considered in the assessment and determination of applications seeking approval to erect temporary structures.

Note: The use of equipment (cranes and hoists) to swing or lift material across or over any part of a public road requires separate approvals under s68 and s94 of the *Local Government Act 1993* (The Act) and s139 of the Roads Act.

Parts of the Burwood (LGA) have very high pedestrian and traffic volumes. Footway obstructions resulting from hoardings and scaffolding are often a necessary part of construction and building maintenance activity. In allowing the installation of these structures in a public place it is essential that they have the least possible impact on residents, workers, visitors and the business community.

There are also significant visual impacts that result from development activity therefore hoardings must have quality design features to minimise these impacts. The Council therefore requires hoardings to meet prescribed minimum design standards including the display of public art and graphics. The use of public art, graphics, colour and images on hoardings and scaffolding is a means of minimising visual impacts and adding visual interest and the presence of creativity in the streetscape.

The installation of artwork on temporary structures will align with the Council's Public Art Policy which discourages graffiti and bill posting.

4. Policy Status and Legislation References

The HP is a local approvals policy under s158 of the Act. The HP is aimed at the development and construction sectors where approval is sought to erect temporary structures on, or over, a public road (an activity under s68 of the Act) in association with development sites or buildings undergoing maintenance.

The following acts, regulations and policies are the guiding legislation for hoarding matters:

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Protection of the Environment Operations Act 1997*
- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*
- *Environmental Planning and Assessment Act 1979*
- ~~*Environmental Planning and Assessment Regulation 2000*~~
- *Environmental Planning and Assessment Regulation 2021*
- *Roads Act 1993*
- *Roads Regulation 2008*
- *The Building Code of Australia*
- *Burwood Hoarding Procedures and Specifications*
- *Burwood Local Environmental Plan 2012*
- *Burwood Development Control Plan*
- *Burwood Public Art Policy*
- *Burwood Compliance and Enforcement Policy*

5. Definitions

For the purpose of this policy and unless contradicted in an above listed policy or legislative references, the following definitions apply:

Authorised person: an employee of Council generally or specially authorised in respect of or whose duty it is to deal with, or to act in regard to, any Acts, matters or things in relation to which the expression is used (*Local Government Act 1993*).

Classified road: (Roads Act 1993) includes:

- a. a main road
- b. a highway
- c. a controlled access road
- d. a secondary road

Note: A full list of classified roads is available on the Department of Transport's website.

Crossing: the portion of a driveway or vehicular accessway between the carriageway of a road (street gutter) and property boundary (frontage).

Footway: the part of a road that is set aside or formed as a path or way for pedestrian traffic (whether or not it may also be used by bicycle traffic). (*Roads Act 1993*)

Hoarding: a temporary structure placed on the Council's land (footway/roadway) that separates a workplace from the public place and may also provide an overhead protective barrier to protect the public place from objects that may fall from a work area.

HPS: Council's Hoarding Procedures and Specifications.

Permit: an approval in force under the *Local Government Act 1993* and *Roads Act 1993*.

Person conducting a business or undertaking: (Section 5 of the *Work Health and Safety Act 2011*), for the purposes of these Guidelines, is the holder of a determination (Permit) for a temporary structure such as a builder; a contractor; or other person involved in placing a temporary structure in a public place.

Public liability insurance: insurance where the insurer agrees to indemnify the insured for legal liability owed to another person who suffers loss, damage, injury or death by reason of the insured's activities.

Public place: a road.

Road: (Local Government Act 1993) includes:

- a. highway, street, laneway, pathway, footpath, cycleway, thoroughfare, bridge, culvert, causeway, road-ferry, ford, crossing, by-pass and trackway, whether temporary or permanent, and
- b. any part of a road and any part of any thing referred to in point (a), and
- c. anything forming part of a road or anything forming part of any thing referred to in point (a).

Roadway: a road that may also include a laneway.

Scaffolder: a person engaged in erecting, altering or dismantling scaffolding. (*AS/NZS 4576:1995 'Guidelines for Scaffolding'*)

Scaffold / scaffolding: a temporary structure specifically erected to allow and support access or work platforms. Where the word 'scaffolding' appears in the HP it refers to 'perimeter scaffolding' erected on or above the Council's property (a road). It does not apply to scaffolding erected on private property associated with construction, demolition or maintenance activity on a building or other structure.

Temporary structures: hoardings, scaffolding and cantilevered work platforms as defined in this policy.

6. General Requirements

Hoardings must be erected where it is proposed to construct, demolish and carry out façade remedial works or maintenance to a building adjoining a public way. Hoarding fees are charged in accordance with Council's Schedule of Fees and Charges.

Hoardings shall be designed in accordance with adopted designs and specifications stipulated in Council's Hoardings Procedures and Specifications (HPS) which will result in either a Type A or Type B hoarding. The type of hoarding required to be erected will vary depending on the locality and the nature of proposed construction work. **Appendix 2** contains visual examples of each type of hoarding.

Council seeks to increase public art and provide opportunities for artists and designers to create works for display in the public domain by requiring artwork on construction site hoardings and where appropriate, site fences. Council will require artwork on hoardings and site fences in certain circumstances when applications are made to erect a hoarding on public land. Refer to Section 6.14 below for specific requirements for public art on hoardings and site fences.

A Type A hoarding is a fence that separates the worksite from the road. Due to higher pedestrian activity and the need to ensure public safety, all Type A hoardings in the B2, B4 and B6 (commercial) zones shall be of a solid closed construction. Type A (Open) hoardings will only be permitted in areas of lower pedestrian activity such as residential areas.

Type B hoardings are typically a prefabricated modular steel gantry hoarding installed and assembled in segments to form an integrated overhead protective structure allowing pedestrians to pass beneath. It may also incorporate a site fence and overhead office sheds. The structural frame of Type B hoardings must be of steel.

All materials must be solid in construction, be securely fixed and provide a smooth finish to a minimum height of 2100 mm to prevent injury to pedestrians, with the exception of Type A (Open) hoardings, where it is a minimum height of 1800 mm.

6.1 Shared pathways

When a hoarding is proposed along a shared pathway, i.e. pedestrian/cycleway, Council will evaluate hoardings and propose a solution in consultation with Council's Traffic Engineers to ensure functionality of both the shared pathway and proposed hoarding.

6.2 Prohibited hoarding materials

The following are not permitted to form part of the hoarding structure situated on Council's road reserve:

- Scaffolding
- Modified shipping containers to act as protective structures
- Reinforcing mesh
- Star pickets and Cyclone mesh
- Timber-framed Type B hoardings
- Similar structures as mentioned above that are not permanently fixed.

6.3 Lighting

Hoarding lighting, connected to mains power supply, must be provided to ensure the pedestrian pathway or footpath is well lit for pedestrians. Lighting is to be equal to the level and distribution pattern of the existing street lighting in the area. Where pedestrian hazards associated with the hoarding are present, Council will require the establishment of significantly higher lighting levels. All lighting associated with hoardings must not impact on surrounding traffic.

6.4 Office sheds

All site office and work sheds are to be located on private property. Where this is not possible, a Type B hoarding must be erected to facilitate this requirement in accordance with the HPS.

6.5 Use of cranes and hoists

A crane or similar (i.e. mobile crane, hoist, concrete pump etc.) must not be used to convey material over a public way unless an appropriate approval has been obtained from Council. Cranes, hoists, and concrete pumps shall not be used or placed on public property unless prior approval has been obtained from Council.

6.6 Protective footpath crossings

Vehicles must not cross the footpath to gain access to the site. If a vehicle crossing is required, a temporary vehicular crossing shall be constructed to the satisfaction of Council. The temporary vehicular crossing shall protect the existing footpath, be maintained and must not cause a tripping hazard or pose any danger to the public.

6.7 Utility services

Applicants must consult with the appropriate utility authority to ensure that there is no adverse impact on infrastructure from the proposed work. Hydrants, utility services and sewer manholes are not to obstruct the services and infrastructure to ensure ongoing access. If the structure is within two metres of overhead electricity wires, applicants must consult the relevant electrical authority. All electrical distribution boards required for site works are to be located within the site and not attached externally to the structure.

6.8 Footpaths and provision for people with disabilities

When required, pedestrian detours or alternative pathways must be designed to accommodate people with disabilities. These routes must provide appropriate widths, levels, gradients, tactile indicators and colour schemes to assist people with disabilities.

Pathways must be repaired immediately, if damaged to ensure pedestrian safety. Footpaths must be reinstated to their original condition to the satisfaction of Council, when a hoarding is removed. Any obstruction to the footpath from a proposed concrete pour, laying of cables, conduits, drainage pipes, service lines and the like requires Council's prior approval.

6.9 Maintenance of hoardings

Graffiti must be removed from all hoarding structures within 48 hours of detection or Council notification. Hoardings must consist of appropriate coverings to assist in graffiti removal or measures to reduce the occurrence of graffiti. In the event of non-compliance with these requirements, Council reserves the right to remove or paint over the graffiti and charge the owner in accordance with Council's Fees and Charges. It is the responsibility of the applicant/ building owner/ developer to maintain the hoarding in a good state of repair at all times. This includes any mesh covering on the hoarding.

6.10 Protection of Council street trees

The design of a hoarding, including the type and location of posts, counter weights, crossings and overhead decking, must be designed to minimise impact on the street trees and vegetation. Tree preservation measures may be required if there is an impact on the street trees. No tree cutting, lopping or removal is permitted without the prior consent from Council.

6.11 Council assets

Council's infrastructure and assets must not be interfered with or damaged during the construction or operation of the hoarding. This includes the drainage system, kerb and gutters and footpaths. Prior approval from Council is required for any modification to Council's infrastructure.

The use of the roadway for storage of materials, loading and unloading is not permitted at any time, unless prior approval has been obtained from Council.

Council's footpaths, roadways and ancillary infrastructure assets (i.e. street furniture, signage and the like) must be reinstated to their original condition when a hoarding is removed. An initial dilapidation report must be prepared and submitted to Council prior to the commencement of works and a second dilapidation report within one week of the completion of work.

6.12 Traffic management plan

A Traffic Management Plan (TMP) must be prepared by an accredited traffic engineer if the hoarding is likely to affect pedestrian or traffic movements during the construction, operation or removal phase. The TMP must identify traffic and pedestrian issues, recommend appropriate means for dealing with such issues and must be submitted with the hoarding application for Council approval. Council's traffic engineers may provide relevant advice regarding the contents within the TMP and/or request additional permits be obtained in addition to the hoarding approval.

6.13 Obstruction to traffic lights, DoT cameras and CCTV Cameras

All hoardings must be constructed so that they will not obstruct the sight lines of either motorists or pedestrians to traffic lights and cameras. In addition, visibility from driveways, pedestrian crossings and intersections must not be obstructed.

The hoarding application site plan must set out the location of all traffic lights, DoT monitoring cameras and closed circuit television cameras. The application must ensure there is no interference in the operation of these facilities.

6.14 Artwork, graphics, images and innovative hoarding finishes

~~The display of artwork, graphics and images on temporary structures is strongly encouraged. In certain circumstances this is mandatory. The display of artwork and graphics minimises adverse impacts, adds visual interest and increases the presence of creativity in the streetscape. Artwork and graphics also discourage graffiti and bill poster attachment by eliminating blank surfaces.~~

~~As temporary structures are placed on land owned by the Council, the Council reserves the right to require an applicant to display specific artwork, graphics or community information about Council initiatives. This includes major projects, special events, festivals and other initiatives undertaken by the Council from time to time.~~

~~Graphics are required on hoardings as follows:~~

- ~~a. Within B2, B4 and B6 zone sites and any other zone requiring a hoarding, or as a condition of development consent, hoardings must, with the exception of temporary structures associated with heritage items incorporate one of the following:~~

- ~~i. a digital artwork or historical image to be supplied by Council in consultation with the applicant; Historic images for hoardings are able to be viewed at: <https://www.burwood.nsw.gov.au/Planning-Building/Development-Codes-and-Policies> or~~
 - ~~ii. an approved site specific high quality artwork commissioned by the applicant that adds visual interest in the streetscape and which is appropriate for the locality. Any artworks commissioned by an applicant must align with Council's Public Art Policy. Applicants must discuss their proposal with the Council prior to commissioning an artwork.~~
- ~~b. At least 75 per cent of the surface area of a hoarding including return end panels, major or large access gates and doors (wider than 2 metres) and fascia must be covered by a graphic display with the remaining surface finished and painted black and in accordance with the colour scheme in the HPS.~~

~~The artwork and/or graphics on all Type B hoardings must be displayed on both the hoarding fascia and site fence (where applicable). In approving any graphics, other than Council supplied artwork and graphics, the Council accepts no copyright responsibilities that the applicant may need to meet. Graphics or artwork are not required for a hoarding on a narrow site (less than 12m in width), minor works such as a new shop front and shop fitouts and hoardings that are proposed to be in place for less than four weeks.~~

~~Any site requiring any form of graphics on their hoardings will need to obtain written approval from Council officers prior to installation of graphics. Applicants using Council supplied artworks will also need to agree to terms and conditions of use for the artworks.~~

Artwork, graphics and images on hoardings will be required if the proposal meets criteria based on the location of the proposed hoarding and the period which the hoarding will be erected. A condition of consent will be included for developments that trigger the requirements for public art on hoardings.

The criteria for public art on hoardings is set out as follows:

An application for a Type A (Closed) or Type B hoarding proposed to be erected on public land which meets the following criteria will require artwork, graphics or images to be placed on the hoarding:

- A. Hoardings proposed on land zoned B2 Local Centre, B4 Mixed Use or B6 Enterprise Corridor under Burwood Local Environmental Plan 2012 that is greater than 12m wide at the frontage **AND** erected for 4 weeks or more**

OR

- B. Hoardings proposed on land where there is a heritage item and/or is within a Heritage Conservation Area that is greater than 12m wide at the frontage **AND** erected for 4 weeks or more**

When a hoarding application triggers a requirement for public art or graphics on the hoarding, the applicant can choose from the following options for selecting artwork:

A. Licensed artwork

Artwork that has been commissioned and licensed by Council. This artwork is made available to developers to use on hoardings free of any copyright charge. Images of the artworks currently available can be viewed on Council's website:

<https://www.burwood.nsw.gov.au/For-Residents/Our-Community/Arts-and-Cultural-Development/Public-Art>

For more information on the program, contact Burwood Council on 9911 9911

B. Historic images

Local historic photographic images that have been pre-approved and sourced from Council archives. These images are made available to developers to use on hoardings free of any copyright charge. Images of the artwork are available on Council's website:

<https://www.burwood.nsw.gov.au/Planning-Building/Heritage-in-Burwood>

C. Bespoke artwork

The developer may commission or create their own high quality, site-specific artwork for approval. Applicants must discuss their proposal with Council's Cultural Projects and Public Art Producer prior to commencing detailed artwork design and commissioning. The suitability of the bespoke artwork will be assessed having regard to the following criteria:

- suitability of the design or image to be re-created in large format
- relationship of the design or image to the area
- ability of the design or image to engage with the public and transform development sites
- artistic excellence
- stakeholder consultation - artwork designs placed on hoardings located on state roads in close proximity to signalised intersections or signalised pedestrian crossings will require input from relevant stakeholders including Transport for NSW.

At least 75% of the surface area of a hoarding including return end panels, major or large access gates and doors (wider than 2 metres) and fascia must be covered with a hoarding with artwork with the remaining surface finished and painted an approved colour according to the HPS.

The artwork and/or graphics on all Type B hoardings located in the B2, B4 and B6 zones must be displayed on both the hoarding fascia and site fence (where applicable).

In approving any graphics, other than Council supplied artwork and graphics, the Council accepts no copyright responsibilities that the applicant may need to meet.

6.15 Public indemnity insurance

Council must be indemnified during the erection and dismantling of temporary structures and also throughout the period that structures are in place. The indemnification is against any claims for injury to persons, damage to adjoining properties and/or public places, and any excess on the insurance policy arising out of any claim. Such indemnity must be expressed in the form of a public liability insurance policy with a minimum amount of \$20,000,000 for any individual claim that may be made. The insurance policy must be held in the name of the applicant holding the temporary structures approval.

The applicant holding an approval for a temporary structure must, in the case of the transfer of the project to another person or company, advise the proposed new entity to lodge a fresh application together with providing a new public liability insurance policy, to seek approval to allow the temporary structure to remain in place and for the approval to be held in the name of the new entity.

6.16 Site Fencing

Construction sites are required to be fenced for safety reasons to prevent unauthorized access to the site. Site fencing is located on or within the property boundary and does not encroach upon public land. Site fencing is normally not regulated except to provide a safe and secure barrier to the site. As a policy requirement, Council will require the following in respect of any type of on-site construction fencing to any property frontage:

- In all zones, except for single dwellings & ancillary structures, Council will require solid fencing (in lieu of open wire mesh fencing) to a site where an excavation to the site is proposed, or where a frontage to a street is 20m or greater. The fencing will be subject to clause 6.14 – ‘Artwork, Graphics, Images and Innovative Hoarding Finishes’ of Council’s Hoarding Policy.
- For all sites in Residential zones (except works relating to dwelling houses), where a site has more than one street frontage (e.g. corner allotments or prominent site location), solid fencing maybe required to the site, and if required, will be subject to clause 6.14 - ‘Artwork, Graphics, Images and Innovative Hoarding Finishes’ of Council’s Hoarding Policy.

In the above circumstances Council will impose conditions of consent on the relevant development applications. For complying development certificates issued by private certifying authorities, where applicable, Council will pursue the provision of site fencing with the applicant through this Policy.

7. Operating Procedures

7.1 Granting an approval

An approval (permit) for the placement of a temporary structure on or over a public road (footway and/or roadway) is granted under s94 of the *Local Government Act* (the Act) and s139 of the *Roads Act*. Where required, an approval under s115 of the *Roads Act* may also be granted. An approval is issued subject to conditions imposed through s94 of the Act and s139 (1) (d) of the *Roads Act*. An approval is granted to allow a temporary structure to be installed and used in a specified way as prescribed in this policy and the HPS and as set out in the conditions forming part of an approval.

Conditions contained in hoarding approvals must be read in conjunction with any conditions of development consent pertaining to the development of the particular site. Specific conditions in a development consent relating to the protection of Council’s assets, street trees, site management and construction layout, may impact on the hoarding design, and this must be satisfied.

7.2 Amending an approval

A person to whom an approval is granted may apply to amend an approval under s87 of the Act if the amendments are minor only. The assessment for an amendment to an approval will include the following matters:

- whether the proposed amendment is substantially the same as that originally approved
- whether any prejudice will be caused to any person who made a submission concerning the original proposal
- whether consultation with another authority such as RMS is required
- an amended determination replaces the original approval from the date endorsed on the notice of determination.

7.3 Extending an approval

The Council may determine to extend an approval under s107 of the Act.

An approval may not be extended where a temporary structure:

- is structurally unsound
- is not being satisfactorily maintained in accordance with the regulations of the HP
- is non-compliant with an approval
- a public liability insurance policy for a structure/approval is not current or has been withdrawn by the insurer
- any other circumstance as determined by Council.

An approval to extend an approval must be obtained before the lapsing date (as specified in an approval).

7.4 Revoking an approval

Council may revoke an approval under s108 of the Act for any circumstance set out in s109 of the Act. An approval may also be revoked, for any reason, under s140 of the Roads Act. Council may exercise its powers under these acts where any of the following apply:

- the person holding an approval fails to act on directions to rectify a temporary structure - particularly matters relating to inadequate structural adequacy or other public safety risk
- an approval has lapsed and an application has not been lodged to extend an approval
- a public liability insurance policy for a structure/approval is not current or has been withdrawn by the insurer
- any other circumstance as determined by Council.

In circumstances where an approval has been revoked, Council reserves the right to take action to have the unauthorised structure/s removed and recover all associated costs.

8. Enforcement

Unless specifically varied by a condition of approval or a direction of an authorised person, the relevant provisions set out in this policy or the HPS must be satisfied when placing a temporary structure on or above a public road.

If Council becomes aware of non-compliance with the conditions relating to a hoarding approval, Council may:

- a. Issue Penalty Infringement Notices for failing to comply with the approval
- b. Issue a Court Attendance Notice at Local Court. The Local Court can impose penalties for a corporation or for an individual
- c. Issue Orders requiring compliance with the conditions of approval
- d. In circumstances where Council has issued an order requiring compliance with the approval and the terms of the Order have not been complied with, Council may commence legal action with the Land and Environment Court or Local Court to enforce the Orders and recover all associated costs.

Council, at all times, reserves the right to issue an immediate infringement notice depending on the seriousness of the circumstance and at the discretion of the authorised person and consideration of Council's Compliance and Enforcement Policy.

9. Review

This policy will be reviewed at least every four years.

10. Contact

~~Group Manager Building and Development~~ **Manager City Development** on 9911 9911.

11. Appendix 1 – Hoarding Application Submission Matrix

This table identifies the minimum information required for hoarding applications.

HOARDING APPLICATION SUBMISSION MATRIX		Type A (Open) Hoarding	Type A (Closed) Hoarding	Type B Hoarding
MANDATORY = <input type="checkbox"/> MAY BE REQUIRED = 0				
ARCHITECTURAL -TYPE DRAWINGS	Two sets, fully dimensioned, 1:100 scale (min)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Site fence and scaffolding (where proposed) fully dimensioned including an elevation drawing		<input type="checkbox"/>	<input type="checkbox"/>
	Site sheds including their accurate position on Type B hoardings			0
	Proposed or approved works zone on the roadway	0	0	0
	Existing building entrances, emergency egress exits and existing sprinkler/hydrant booster connections		0	0
	Street trees (trunk diameter, canopy volume and dimensions of tree pits)		<input type="checkbox"/>	<input type="checkbox"/>
	Street furniture accurately plotted on drawings with clearances to site fences		<input type="checkbox"/>	<input type="checkbox"/>
SECTIONS & ELEVATIONS	Hoarding heights to the underside of the deck and bracing for Type B hoardings			<input type="checkbox"/>
	Clear footway width dimensions and the location of the site fence including showing the proposed encroachment onto the footway.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Detailed written justification for any site fence encroachment on the footway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUBLIC LIABILITY	Copy of public liability insurance policy held in the name of the Applicant (\$20 million minimum value)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ARTWORK/ GRAPHICS	Location of artwork or graphics proposed or required to be installed on the temporary structure (mandatory for Type A closed and Type B in commercial Zones, refer to <i>Hoardings Policy and Procedures</i>)		0	0
LIGHTING	Lighting system for Type B hoardings			<input type="checkbox"/>
DURATION	Details setting out the length of time that the hoarding will be installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Appendix 2 – Example of Hoarding Types

Type A (Open) Hoarding



Example 1: **Acceptable** in Residential Zones only



Example 2: **Not Acceptable** in Commercial Zones



Example 3: **Not Acceptable** in Commercial Zones



Example 4: **Not Acceptable** in Commercial Zones

Type A (Closed) Hoarding



Example 5: Painted - **Acceptable** in Commercial Zones



Example 6: Painted - **Acceptable** in Commercial Zones



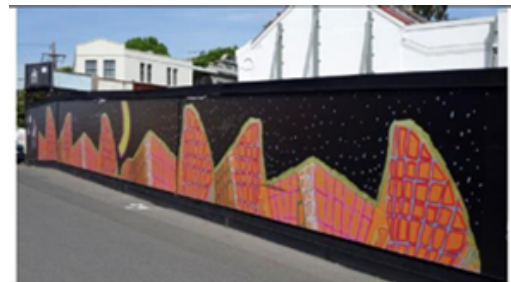
Example 7: Graphic display – **Acceptable** in all zones; **Mandatory** in Commercial Zones



Example 8: Graphic display – **Acceptable** in all zones; **Mandatory** in Commercial Zones



Example 9: Graphic Display – **Acceptable** in all zones; **Mandatory** in Commercial Zones



Example 10: Graphic Display – **Acceptable** in all zones; **Mandatory** in Commercial Zones

Type B Hoarding



Example 11: Gantry Style – **Acceptable**
in all zones



Example 12: Extended fascia to screen
overhead sheds – **Acceptable**



Example 13: Gantry Style – **Acceptable**
in all zones



Example 14: Underside of hoarding must
be painted white



Example 15: Scaffolding Style – **Not**
Acceptable in any zones



Example 16: Scaffolding Style – **Not**
Acceptable in any zones

(Item 25/23) Draft Library Collection Development Policy - Endorsement for Public Exhibition

File No: 23/15740

Report by Director Community Life

Summary

This report presents the Draft Burwood Library Collection Development Policy 2023 – 2027 that outlines how Council will choose what collection items to purchase and outlines who is responsible for making decisions about the collection. It also seeks Council's endorsement to place the Draft Policy on public exhibition for a period of 28 days for feedback from the community. Once the public exhibition period has concluded, necessary amendments will be made and the finalised Policy will be reported to Council for adoption in June 2023.

Operational Plan Objective

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

Background

Burwood Council has had a library since 1948 when the Children's Library first opened in the Burwood Council Chambers at 2 Conder Street. Following a move to Deane Street, the Library moved back to Conder Street in 2014 and underwent a significant upgrade and expansion to include the Community Hub in 2020. Undoubtedly, the COVID-19 pandemic has presented major challenges to Library service delivery over the past 3 years, impacting Council's progress in delivering reimagined services to the community from the Burwood Library and Community Hub.

Despite these challenges, today the Burwood Library and Community Hub provides a central branch in the heart of Burwood with a total of 25,670 active members and 228,091 visits recorded in 2022. It is a welcoming, safe and vibrant place that enables community members of all ages and backgrounds with opportunities to thrive and grow by supporting literacy, digital connection, creativity and lifelong education. Library services also extend into a range of community settings, for example, via the Home Library Service. Following a strategic review of the service in 2020 and a staffing restructure, Council developed the Library Strategic Plan 2022-2027 based on comprehensive research, community engagement, staff engagement and the examination of innovative trends in public libraries. One of the main actions from the Library Strategic Plan 2022 – 2027 is to develop the Draft Collection Development Policy. Burwood Library's collection comprises both physical and digital resources that reflect and fulfills the needs of the diverse community and supports lifelong learning, in a flexible and expedient way.

A library's collection development policy provides information to the library's stakeholders about how the collection is chosen and it explains who is responsible for making decisions about the collection. According to the International Federation of Library Associations and Institutions, there are four primary reasons for a written collection development policy: selection, planning, public relations, and the wider context. A written selection guidelines provide staff with the tools to access and evaluate potential additional collection materials as well as basis for denying the acceptance of materials. Beyond the addition of new materials this section can also define the parameters for weeding material. The current Collection Development Policy for the Library's collection was adopted in 2012 and has been due to be reviewed for some time.

Proposal

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

The Library and Community Hub and its services help deliver across multiple strategies and principal activities in Burwood2036 and Council's Delivery Program 2022-2026 by providing access to formal and informal lifelong learning opportunities, facilities and services, celebrating our diverse community, history and culture and providing opportunities for social connection in an accessible, people friendly space.

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

The Draft Policy will:

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

If endorsed by Council, the Draft Policy will undergo public exhibition for 28 days for the community's review and feedback. Once the public exhibition period has concluded, necessary amendments will be made and the final documents will be reported to Council for adoption in June 2023.

Consultation

Staff Engagement Undertaken

The Draft Policy has been developed using guides from the NSW State Library and alongside policies that are considered best practice. Additional service reviews, user statistics and customer feedback regarding the collection was also examined along with extensive staff engagement and input. External factors that have an impact on library services and local communities were also researched and considered as part of the development of the policy.

Public Exhibition Process

This report recommends that the Draft Collection Development Policy be placed on public exhibition for a period of 28 days to enable further input from the community. During the public

exhibition period (from 24 April to 21 May 2023) the Draft Policy will be made available on the Council Website at www.burwood.nsw.gov.au and feedback will be sought via Council's online engagement platform, Participate Burwood. Council will also utilise its social media and e-news channels to promote the public exhibition period, including existing communications channels with library members and visitors. The Draft Policy will also be provided to the State Library of NSW for feedback. Feedback and public comments arising from the public exhibition period will be reported back to Council in June 2023 along with any recommended amendments. These amendments will be incorporated into the final document prior to adoption by Council.

Planning or Policy Implications

The Burwood2036, Delivery Program 2022 - 2026 and the Library Strategic Plan 2022 -2027 were used as sources for guiding themes for this Policy. Burwood2036's strategic directions of 'inclusive community and culture,' 'places for people,' 'vibrant city and villages,' and 'open and collaborative leadership' hold direct relevance for the Draft Collection Development Policy.

Financial Implications

A collection development policy document provides a sound foundation for future planning, thereby assisting with determining priorities in terms of spending. This provides a basis for the allocation of resources and helps explain the rationale behind acquisitions. In this it serves as a communication channel within council and between the library and our community, so rationale behind spending the collection budget is clear.

There is sufficient budget allocated in the Draft Operational Library budget 2023 - 2024 to continue to provide a quality collection to the community. Council also receives substantial annual recurrent funding from the State Library of NSW to support service delivery, namely the Annual Library Subsidy and the Local Priority Grant allocation for projects that provide a direct benefit to the community. Council is required to submit annual applications and complete reporting and acquittal requirements to retain these funding sources. Council has a proven track record in securing additional grants from the State Library of NSW and other funding bodies to support the purchase of new resources and equipment.

Conclusion

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

This report seeks Council's endorsement to place the Draft Collection Development Policy on public exhibition for a period of 28 days for feedback from the community. Council will actively seek the community's input during the public exhibition period. Upon conclusion of the public exhibition period, the final Policy will be reported to Council for adoption in June 2023.

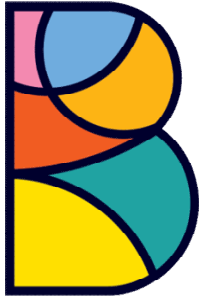
Recommendation(s)

That Council:

1. Endorse the Draft Library Collection Development Policy 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 June 2023, outlining all submissions received and detailing any changes to the final document recommended for adoption by Council.

Attachments

1 [↓](#) Draft Collection Development Policy



Burwood ^{Inc.1874}

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

BURWOOD LIBRARY
COLLECTION DEVELOPMENT POLICY 2023-2027

PO Box 240, BURWOOD NSW 1805
8 Conder Street, BURWOOD NSW 2134
Phone: 9911-9911 Fax: 9911-9900
Email: council@burwood.nsw.gov.au
Website: www.burwood.nsw.gov.au

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

23/16208

BURWOOD LIBRARY COLLECTION DEVELOPMENT POLICY

Purpose

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

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

This plan will:

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

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

Context

Location

Burwood Council is located between Sydney and Parramatta is a culturally and diverse LGA spanning across 7.15 km². The area has a population of more than 40,397 residents (ABS ERP 2021) living across Burwood, Burwood Heights, Croydon, Croydon Park, Enfield and Strathfield. It's population density is 5,651 persons per square metre.

Community Profile

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

BURWOOD LIBRARY COLLECTION DEVELOPMENT POLICY

Library structure

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

Collections

Physical Collections

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

Digital collections

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

It is a challenge to determine the ideal ratio of digital to physical items for Burwood Library but staff are able to use borrowing trends to assist in this area. Based on the annual statistical returns provided to the State Library of NSW for the year 2021-22, physical items made up 81.4% of total loans. Other Libraries have noticed an increase in digital loans during the COVID-19 lockdowns. However, Burwood Library did not experience the same level of increase. This may change in the future and will be reviewed on a regular basis.

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

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

Cooperative Arrangements

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

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

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

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

BURWOOD LIBRARY COLLECTION DEVELOPMENT POLICY

- an extensive range of e-resources and online databases. These resources are accessible to Burwood Library members by creating an account using their Burwood Library membership number.
- LOTE (Languages Other Than English) collections via the multicultural bulk loan services. Collections in 42 different languages and ESL materials are available for extended loans to public libraries

The Library also participates in co-operative resource sharing schemes with other libraries within Australia (including interlibrary loans). A request for an item not held in the library collection can be made. Applicable charges are outlined in Council's Schedule of Fees and Charges.

Restricted material

Council has a duty to provide unbiased information covering a range of opinions including those on controversial subjects. It does not seek to promote or discourage particular viewpoints and does not censor material. Only materials prohibited by law will not be included in the collections.

No materials will be excluded from the adult and young adult collections on the basis that it is not suitable for children under 13 years of age. Parents and guardians are responsible for their children's selection and use of the collections. Items classified by the Classification Board as MA15+ and Restricted DVDs will be labelled and shelved appropriately.

The Library may choose to control the use of any resources in order to protect items deemed susceptible to theft or damage including limiting an item(s) loan period to ensure efficient use of resources by customers.

Library donations

Donated items must be in excellent condition and/or suitable for inclusion in the collection based on the relevant selection criteria. Donations will only be accepted if the donor has discussed the donation with relevant library staff and received approval prior to delivery of the item(s).

Replacements

Fiction titles that are considered to be standard works will be replaced as they wear out. Most non-fiction titles are replaced by updated editions or new titles on the same subject.

Damaged, lost or stolen items

Library items that are damaged, lost or stolen will be subject to charges as outlined in Council's Schedule of Fees and Charges. Membership privileges may be suspended until items are returned or charges are paid in full.

Financial Sustainability

The Library develops and maintains its collection in the following financially sustainable ways:

- Selecting appropriate content and content format
- Ensuring best use of available funds
- Ensuring core areas of spending are identified
- Ensuring that new collections are sustainable in the long term
- Avoiding the purchase of multiple copies of items, no longer in demand due to changing trends
- Considering the impact on physical space
- Assessing the durability of format for public library use

BURWOOD LIBRARY COLLECTION DEVELOPMENT POLICY

General Criteria and Principles for the Selection of New Materials

Selection of items for both physical and online is primarily carried out using selection profiles, developed following extensive analysis of community profiles/trends, and collection usage, and implemented by external library suppliers. Selection profiles are reviewed on a yearly basis.

Selection Criteria

Materials will be selected according to the following recognised criteria:

1. Popularity
2. Demand and need for the material
3. Relationship to existing collections
4. Relative importance in comparison with other materials on the subject
5. Authority and competency of the author/creator
6. Appropriateness to interest and skills of intended users
7. Comprehensiveness in breadth and scope
8. Importance as a record for present and future use
9. Currency of Publication
10. Price
11. Relationship to Burwood community

Criteria specially used for selecting digital collections will include

1. Uniqueness of content, availability and coverage (Australian)
2. Technical considerations such as authentication options and the application programming interface (API)
3. Ease of use
4. Download capability
5. Cost
6. Contract provisions
7. Vendor support

Additional Criteria for LOTE Collections will include:

1. Availability of materials to build a viable collection
2. Expectation of a population increase in a particular population in the LGA
3. Literacy needs and demands of a particular population
4. Could demand be met by the use of the multicultural bulk loan service

BURWOOD LIBRARY COLLECTION DEVELOPMENT POLICY

Specific criteria for Toys, STREAM and Makerspace Kits will include:

1. Age appropriateness
2. Customer and staff safety
3. Ease of use
4. Durability and ease of replacement
5. Number of parts
6. Expertise required for repairs and maintenance
7. Adequate space and storage

The Collections

Fiction:

This collection will include popular, bestselling and enduring works that encourage recreational reading, the development of literacy and foster a love of reading. The collection covers materials for adults, young adults and children including pre-schoolers. Australian authors will be represented as well as a cross-section of popular titles published overseas.

Nonfiction:

The Library aims to provide current, popular and balanced collection in all subject areas likely to be of interest to adults, young adults and children in the local community and that which promote lifelong learning. There is a strong emphasis on Australian content wherever appropriate.

Large Print:

A carefully selected collection of books to assist customers who have difficulty reading standard print. In response to demand, the collection will comprise predominantly of popular adult fiction of all genres.

Graphic Novels:

This collection is aimed at providing access to a medium that combines text and sequential art to tell a story. It includes core and popular titles for young adults and children. The collection could be expanded in the future to include adult titles.

Magazines and Newspapers:

The Library will provide a selected range of magazines, particularly with an Australian focus covering both popular and special interest topics. Daily newspapers in hard copy are for use within the Library. They will be retained for a limited period. Online access to newspapers and magazines is also available.

Local Heritage:

Burwood Library aims to provide an accessible and comprehensive local heritage research collection. This is achieved by acquiring, accumulating, preserving and conserving a range of locally significant information that document, illustrate and record the history and the natural, cultural, environmental, industrial and social heritage of Burwood LGA.

BURWOOD LIBRARY COLLECTION DEVELOPMENT POLICY

The collection also includes materials and access to databases to trace family history. Local heritage materials are collected in all formats and currently include (but are not limited to), Council records, books, photographs, local newspapers and newspaper cuttings, maps, ephemera, videos, audio content, newsletters and journals.

The collection is only available for use within the library due to the condition, age, rarity and inability to replace considerations.

Due to the research focus of this collection, materials will generally not be discarded, but may be transferred to other collections or institutions.

There will be a separate document for the management of the Local Heritage Collections including a digitisation strategy to preserve materials.

Languages other than English (LOTE):

The Library currently holds collections in Chinese, Korean and Hindi. Books in other languages will be borrowed from The State Library of NSW.

The changes in the LGA's demographic over the recent years and the emergence of new language speaking communities will entail regular evaluation of existing collections and assessment of the viability of new language collections.

Children's Collection:

A wide range of age appropriate informational and recreational resources make up part of this collection. It is aimed at a broad age group from birth to 12 years in response to the varied social and cognitive development needs as well as supporting the primary school curriculum.

Young Adult Collection:

This collection is aimed at the specific recreational interests of youth from the ages of 13 to 17 years. Curriculum support materials for school years 9 to 12 are catered for in the separate school resources collection.

Toys, STREAM Kits and Makerspace Kits:

The aim of these collections is to provide opportunities for children to be creative, and develop in areas of problem-solving, spatial reasoning, motor skills and engineering concepts. The Library is considering expanding the collection to include kits for adults.

While toys and the STREAM kits are available for loan, the Makerspace kits are currently used to support the Library's innovation programmes.

Audio-Visual:

This collection consists of audio-books and DVDs in both physical and digital formats including video streaming.

Digital Resources:

eBooks, eAudiobooks, eComics, databases, magazines, newspapers, genealogy, reference, language and literacy resources are available for recreational reading, watching and listening and life-long learning for adults, young adults and children.

BURWOOD LIBRARY COLLECTION DEVELOPMENT POLICY

Non-traditional Collections:

The Library is developing collections that remove barriers for the community and promote the sharing economy. The Library currently has Chromebooks for use within its premises and will be acquiring iPads, tablets, eReaders as well as home energy efficiency kits. The collections could be further expanded to include items deemed useful to the community.

Processing

Items selected arrive from the suppliers already processed. Processing includes: cataloguing, item details, covering, spine and genre labels and Radio Frequency Identification (RFID) tags.

De-selection, Withdrawal and Disposal

Deselection and Withdrawal of Stock

Deselection is an essential activity that ensures the removal of damaged, outdated and no longer popular materials. It also releases space to add new content. The focus will be to use performance measurement tools and reports to assist collection management agility to ensure currency and popularity of the collections.

The success of the collection will be measured by analysing the following:

- Turnover statistics for all collection genres
- Circulation (loans)
- Online/digital usage
- Age of collection
- Currency of information
- Condition of physical materials
- Diminishing appeal of subject and/or format.

Disposal

Deselected and withdrawn items will be disposed of in accordance with the Council's Corporate Practice and Procedure for the Disposal of Council Assets. Books will either be put out for sale, provided free to customers or recycled.

The Library will continue to investigate sustainable practices for the disposal of deselected materials including seeking partnerships with charitable organisations to redistribute appropriate items within the LGA and to other communities.

Related Documents

Australian Library and Information Association (ALIA)
Statement on free access to information
<https://read.alia.org.au/alia-free-access-information-statement>

Burwood Council
Corporate Practice and Procedure for the Disposal of council assets
[Corporate Practice and Procedure for The Disposal of Council Assets](#)

BURWOOD LIBRARY COLLECTION DEVELOPMENT POLICY

Australian Library and Information Association
APLA-ALIA Standards and Guidelines for Australian public libraries.
<https://read.alia.org.au/apla-alia-standards-and-guidelines-australian-public-libraries-may-2021>

Library Council of New South Wales
Living learning libraries: standards and guidelines for NSW public libraries.
https://www.sl.nsw.gov.au/sites/default/files/pol_living_learning_libraries_v_7.3_2020.pdf

Classification of Films and Computer games
<https://www.classification.gov.au/>

Review

This policy will be reviewed at least every four years.

Contact

Enquiries on this policy should be submitted in writing to the Director Community Life.

(Item 26/23) Investment Report as at 31 March 2023

File No: 23/10122

Report by Director Corporate Services

Summary

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

Operational Plan Objective

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

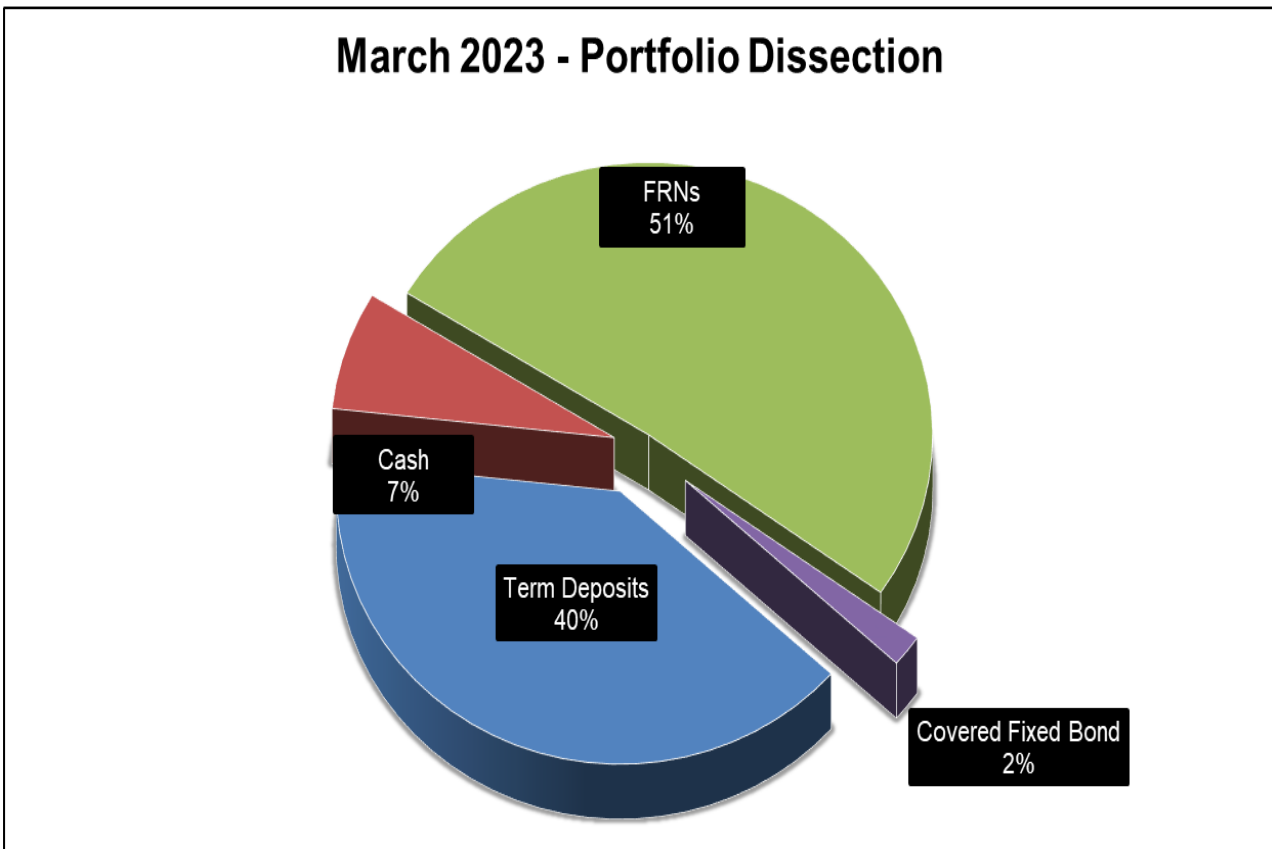
Background

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

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

Investment Portfolio

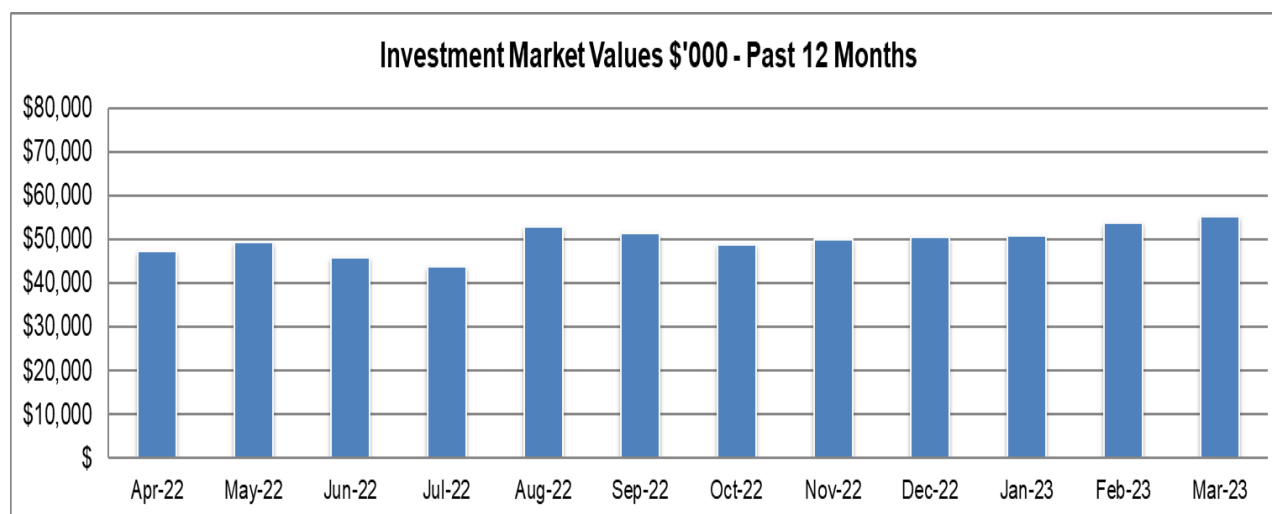
Council has a diversified investment portfolio and has a number of direct investments in term deposits. Its investment portfolio as at 31 March 2023 is:



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

Purchase Date	Financial Institution	Principal Amount	Interest Rate	Investment Days	Maturity Date
31 Aug 21	National Australia Bank	3,000,000	0.80%	1,095	30 Aug 24
31 Aug 21	Westpac	3,000,000	0.75%	1,095	30 Aug 24
10 Jan 23	Commonwealth Bank	4,000,000	4.08%	91	11 Apr 23
14 Feb 23	Commonwealth Bank	4,000,000	4.19%	90	15 May 23
16 Feb 23	Commonwealth Bank	4,000,000	4.17%	90	17 May 23
08 Mar 23	National Australia Bank	4,000,000	4.25%	90	06 Jun 23
Total		22,000,000			

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



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

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

Investment Performance and Market Commentary

At the Reserve Bank of Australia (RBA) meeting on the 4 April 2023, the Board decided to leave the official rate at 3.60 per cent. According to the RBA Governor "... The Board's decision follows a cumulative increase in interest rates of 3½ percentage points since May last year. The Board recognises that monetary policy operates with a lag and that the full effect of this substantial increase in interest rates is yet to be felt. The Board took the decision to hold interest rates steady this month to provide additional time to assess the impact of the increase in interest rates to date and the economic outlook.

Global inflation remains very high. In headline terms it is moderating, although services price inflation remains high in many economies. The outlook for the global economy remains subdued, with below-average growth expected this year and next. The recent banking system problems in the United States and Switzerland have resulted in volatility in financial markets and a reassessment of the outlook for global interest rates. These problems are also expected to lead to tighter financial conditions, which would be an additional headwind for the global economy.

The Australian banking system is strong, well capitalised and highly liquid. It is well placed to provide the credit that the economy needs.

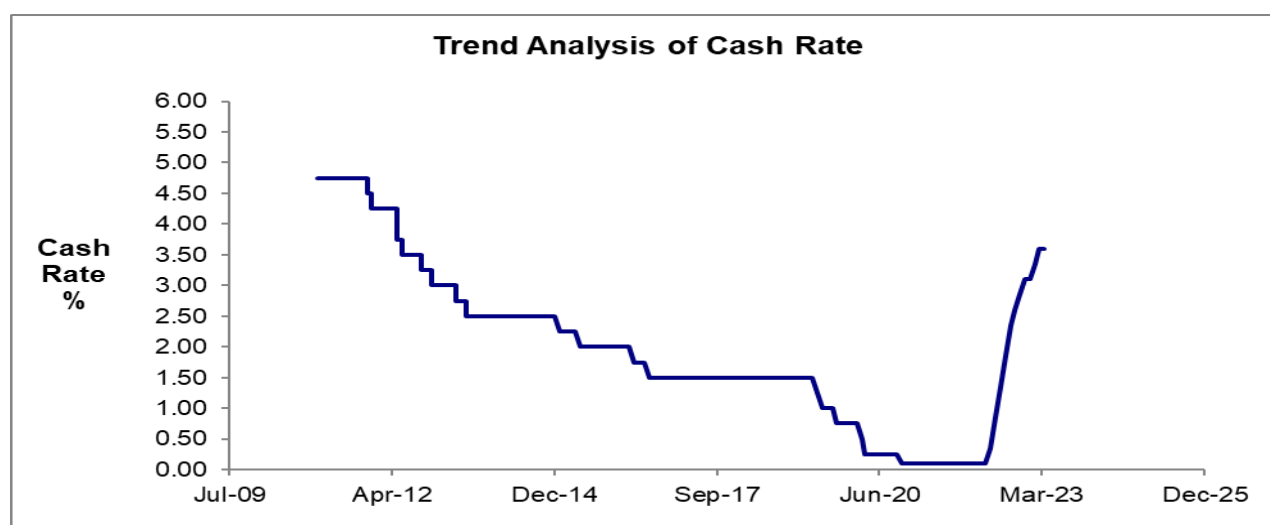
Growth in the Australian economy has slowed, with growth over the next couple of years expected to be below trend. There is further evidence that the combination of higher interest rates, cost-of-living pressures and a decline in housing prices is leading to a substantial slowing in household spending. While some households have substantial savings buffers, others are experiencing a painful squeeze on their finances.

The labour market remains very tight. The unemployment rate is at a near 50-year low and underemployment is also low. Many firms continue to experience difficulty hiring workers, although some report an easing in labour shortages and the number of vacancies has declined a little. As economic growth slows, unemployment is expected to increase.

Wages growth is continuing to increase in response to the tight labour market and higher inflation. At the aggregate level, wages growth is still consistent with the inflation target, provided that productivity growth picks up. The Board remains alert to the risk of a prices-wages spiral, given the limited spare capacity in the economy and the historically low rate of unemployment. Accordingly, it will continue to pay close attention to both the evolution of labour costs and the price-setting behaviour of firms.

The Board expects that further tightening of monetary policy may well be needed to ensure that inflation returns to target. The decision to hold interest rates steady this month provides the Board with more time to assess the state of the economy and the outlook, in an environment of considerable uncertainty. In assessing when and how much further interest rates need to increase, the Board will be paying close attention to developments in the global economy, trends in household spending and the outlook for inflation and the labour market. The Board remains resolute in its determination to return inflation to target and will do what is necessary to achieve that. Statement by Philip Lowe, Governor: Monetary Policy Decision – 4 April 2023”.

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



Recommendation(s)

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

Attachments

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

**Item Number 26/23 - Attachment 1
Investment Register as at 31 March 2023**

**INVESTMENT PORTFOLIO
as at 31 March 2023**

Investment Register as at 31 March 2023	Investment Register as at 28/02/2023	Investment Register as at 31/01/2023	Market Value as at Reporting Date	% of Total Invested
AAA	Extremely strong capacity to meet financial commitments, Highest Rating	7.03		
AA	Very strong capacity to meet financial commitments	0.40		
A	Strong capacity to meet financial commitments but somewhat susceptible to adverse economic conditions and changes in circumstances.	0.00		
BBB	Adequate capacity to meet financial commitments, but more subject to adverse economic conditions.	40.04		
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 2009 and Council's Investment Policies at the time of their placement.

W. Armitage

Wayne Armitage

Chief Finance Officer

Investment Register as at 31 March 2023	Investment Register as at 28/02/2023	Investment Register as at 31/01/2023	Market Value as at Reporting Date	% of Total Invested
sh				
uncil	Commonwealth Bank	218,385	218,385	7.03
uncil	Commonwealth Bank	3,655,797	3,655,797	0.40
uncil	Macquarie Bank	0	0	0.00
uncil	AMP Bank Limited	1,258	1,258	0.00
uncil	AMP Bank Limited	3,527	3,527	0.01
rm Deposits				
uncil	Westpac	3,000,000	3,000,000	5.44
uncil	National Australia Bank	4,030,983	4,030,983	0.00
uncil	National Australia Bank	4,022,665	4,022,665	0.00
uncil	National Australia Bank	4,000,000	4,000,000	7.27
uncil	Commonwealth Bank	4,000,000	4,000,000	7.31
uncil	Commonwealth Bank	4,000,000	4,000,000	7.28
uncil	Commonwealth Bank	4,000,000	4,000,000	7.28
uncil	AMP Bank Limited	4,068,526	4,068,526	0.00
uncil	National Australia Bank	3,010,060	3,010,060	5.46
rm Deposits - Covered Fixed Bond				
uncil	Suncorp-Metway Limited	1,025,250	1,025,250	1.88
Rating Rate Notes				
uncil	MySlate Bank Ltd	1,505,670	1,518,345	2.75
uncil	Suncorp-Metway Limited	803,312	809,680	1.47
uncil	Rabobank U.A Australia Branch	1,507,380	1,525,680	2.76
uncil	Commonwealth Bank of Australia	3,025,020	3,052,290	5.53
uncil	Newcastle Permanent Building Society	1,283,125	-	0.00
uncil	The Hongkong and Shanghai Banking Corporation Limited Sydney Branch	-	2,002,520	3.63
uncil	United Overseas Bank Ltd Sydney Branch	2,000,000	1,997,880	3.62
uncil	Newcastle Permanent Building Society	1,000,000	981,790	1.78
uncil	Sunlomo Mitsui Banking Corporation Sydney	2,029,180	2,023,420	3.67
uncil	National Australia Bank	1,487,580	1,485,450	2.69
uncil	MySlate Bank Ltd	2,481,850	2,478,600	4.49
uncil	Westpac Banking Corporation Ltd	1,818,648	1,809,702	3.29
uncil	Commonwealth Bank of Australia	2,423,496	2,412,528	4.38
uncil	Commonwealth Bank of Australia	2,022,140	2,007,980	3.65
uncil	Commonwealth Bank of Australia	4,035,040	4,048,680	7.36
and Total		54,878,966	55,202,296	100.00

Types of Investments

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

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

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

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

- 2. Floating Rate Notes (FRN)** - FRNs are a contractual obligation whereby the issuer has an obligation to pay the investor an interest coupon payment which is based on a margin above bank bill. The risk to the investor is the ability of the issuer to meet the obligation.

FRNs are either sub-debt or senior-debt which means that they are guaranteed by the bank that issues them with sub-debt notes rated a notch lower than the bank itself. The reason for this is that the hierarchy for payments of debt in event of default is:

1. Term Deposits
2. Global Fixed Income Deposits
3. Senior Debt
4. Subordinated Debt
5. Hybrids
6. Preference shares
7. Equity holders

In the case of default, the purchaser of subordinated debt is not paid until the senior debt holders are paid in full. Subordinated debt is therefore more risky than senior debt.

(Item RC5/23) 150 Year Steering Committee Minutes

File No: 23/16126

Report by Director Community Life

Summary

Burwood Council's 150 Year Advisory Committee meets on a quarterly basis. Attached are the minutes from the Committee meeting on 21 February 2023. The minutes are hereby submitted to the Ordinary Council Meeting in accordance with the Terms of Reference of the Committee.

Operational Plan Objective

A.99 Facilitate interagency networks and advisory committees to provide opportunities for collaboration and participation

Recommendation(s)

That Council receives and notes the minutes of Burwood Council's 150 Year Advisory Committee of 21 February 2023.

Attachments

1 [↓](#) Burwood 150 Years Anniversary Steering Committee Minutes - 21 February 2023



**BURWOOD 150 YEARS ANNIVERSARY
STEERING COMMITTEE
Tuesday 21 February 2023
4.00pm - 5.00pm**

MINUTES

ATTENDEES

Committee Members:

Cr Heather Crichton
Susan Borel
Claire Boskett
Cecily Gray
Dennis Quinlan
Justine Ann Channing

Burwood Council - *Alternate Chair and Delegate*
Community Representative
Community Representative
Burwood Historical Society Representative
Community Representative
Community Representative

Guests and Council Officers:

Jenny Hoff
Danielle McQuoid
Dominque Roberts
Katarzyna Malicka
Dan Pocaterra (*Minutes*)

Acting Director Community Life
Manager Library and Community Hub
Cultural Projects & Public Art Producer
Multicultural & Local Studies Librarian
Executive Assistant Community Life

APOLOGIES

Committee Members:

Cr John Faker
Andrew Anderson

Burwood Council – Chari
Community Representative

1. WELCOME & ACKNOWLEDGEMENT OF COUNTRY

Council Officer, Jenny Hoff opened the meeting with the Acknowledgement of Country, noting that Burwood Council acknowledges the Wangal Clan of the Eora Nation as the traditional custodians of the area and paid respect to their elders past, present and emerging.

2. DECLARATION OF INTEREST

Nil to declarations of interest were submitted.

3. COMMITTEE MEMBERSHIP

Council Officers provided an update on the expression of interest for a committee vacancy which has been promoted on the Participate Burwood platform. It was noted there had been one submission which will be referred to the General Manager for review.

4. CONFIRMATION OF MINUTES OF THE MEETING HELD ON 8 NOVEMBER 2022

The Burwood 150 Year Anniversary Steering Committee minutes were confirmed as an accurate record of the proceedings of the previous meeting held on 8 November 2022. (Moved by Claire Boskett / Seconded by Justine Ann Channing).

5. UPDATE ON ACTIONS ARISING FROM MEETING HELD ON 8 NOVEMBER 2022

5.1. Burwood Stories

Actions or Recommendations arising:

5.1.1. The Committee noted it would be a great opportunity to promote with further reach for the call out for Burwood stories on channels such as;

- Post Cards
- QR code signs around the LGA
- On Facebook pages such as 'Memories of Homebush, Strathfield, Burwood and Concord' and 'Old Westfield Shoppingtown Memories'.

5.2. Merchandise:

Council Officer, Danielle McQuoid provided an update to the committee regarding merchandise preparation that includes a redesign library card, along with bookmarks, lanyards and library bags following the same theme to celebrate the 150 Year Anniversary.

Actions or Recommendations arising:

5.2.2. The Committee suggests that if there are any 'common items' from 1874 they could be used to produce merchandise, such as tea-towels or teaspoons.

5.2.3. Council will explore additional merchandise ideas and costings to bring to the next meeting for the Committee's discussion.

6. EVENTS AND ACTIVITIES PRIORITISATION

Council Officer, Jenny Hoff provided an overview of events and activities previously considered by the Committee to date including:

- Light Up Burwood (July 2024)
A projection and lighting project (Vivid style) illuminating key buildings and public spaces via light installations across the CBD in the month of July
- Picnic in the Park (September 2024)
To be delivered across multiple sites including Burwood Park, Wangal Park, Henley Park and Flockhart Park
- Burwood Festival & Street Parade (October 2024)
A re-creation of the traditional street parade as part of Burwood Festival
- 150 Years Anniversary Official Dinner and Awards (November 2024) to be delivered in partnership with Club Burwood
- Grand Procession - from Clarence Street, proceeding along Burwood Road to Parramatta Rd
- Vintage train journey from Sydney Terminal to Burwood
- Civic combined Church Service at Burwood Park A range of Easter and Anzac - Day celebrations combined with the centenary celebrations
- Special Sesquicentenary Meeting of Council
- Burwood Story Roadshow - All year
- Picnic in the Park - Spring
- Light Up Burwood - July
- Projection show reflecting the Burwood Story each night in new urban park
- Burwood Festival Street Parade - October

Actions or Recommendations arising:

The Committee highlighted the following as key focus items:

1. Light up Burwood (July 2024) is a big ticket item
2. Burwood Festival & Street Parade (October 2024)
3. 150 Year Anniversary Official Dinner and Awards (November 2024)
4. Explore the options to deliver a Burwood 'long lunch'
5. Remove Picnic in the Park (September 2024).

Council will explore options and costings for the delivery of these events and report back to the next meeting for consideration.

Council to prepare a Communications Plan to support the 150 year events and activities and report back to the next meeting for discussion.

6. 2023 PUBLIC ART PROGRAM

Council Officer, Dominique Roberts provided a presentation to the Committee covering the scheduled 2023 Public Art Program including:

6.1. Previous Burwood Art Prize Winners:

- 2022 Winner Tom Butler-Lowe, 'Platform 6, Half-Past 9 Painting'
- 2020 Winner Fan Dongwang, 'Pandemic Body'
- 2019 Winner Lachlan Warner, 'Portrait of a Meditator (Self)'

6.2. 2023 Judging Panel includes Owen Leong, Reina Brigette Takeuchi and Donita Hulme.

6.3. 2023 Burwood Art Prize details:

- Entries now accepted from all of metro Sydney (30 LGA's)
- Established ongoing theme for the prize: *Visibility, Ritual and Legacy*
- Entries now accepted for 6 different art forms: Painting, Printmaking, Drawing, Photography, still digital artworks, Moving digital artworks (with a maximum duration of 10mins)
- Finalists only exhibition.

2024 Updated Proposed Arts Program

1. **Location:** Burwood Nest (open air gallery & Sculpture in Burwood Park)

Typology: Digital & printed display

Theme could give consideration to the 150-year celebration of Burwood. This site could potentially be focused on First Nations recognition.

Action

Artist will be asked to respond to the 150-year celebration of Burwood.

2. **Location:** Railway Parade and Ford Lane Installation

Typology: Contemporary Street Art Mural

Theme: Burwood's musical history

3. A range of street activation projects celebrating Burwood's history throughout time. Some options include:

- Inclusion of 150 Year banner artworks into Council's Street Banner Program
- Wrapping of RMS units with historical images or celebratory artworks.
- Installation of floor decals with images and stories sourced from Burwood's local studies collection and developed in consultation with Burwood Historical Society and community groups
- Inclusion of a 150-year themed artwork into Council's creative hoarding program.

4. Explore theming for public programs for 2024 Art Prize to align with 150 year celebrations.

7. COMMEMORATIVE PINS

Council Officer, Jenny Hoff provided an update and distributed the Commutative Pins to the Committee. Additional pins will be provided to the Councillors and the General Manager.

8. HERITAGE GRANT APPLICATION

Successful applicants will be notified between April to May 2023. The grant delivery deadline is June 2025. Council's application includes:

Musical laneway festival in October 2024 to coincide with Australian Music Week incorporating:

- Performance art and music, staged in front of artwork
- Oral histories coordinated by library of Burwood about Burwood's migrant communities; sharing past and present stories.

9. GENERAL BUSINESS

Council Officer Jenny Hoff provided an update to the Committee highlighting;

9.1. Council has successfully secured over \$75 million WestInvest funding:

The Enfield Aquatic Centre Redevelopment Stage 4 Project will increase the community's access to quality recreation and leisure opportunities

- A brand new health and fitness centre and programming spaces
- Café with outdoor seating
- State-of-the-art upgrade to the 50m outdoor pool
- Innovative energy co-generation system to heat and power the centre assisting us in managing our energy consumption and to reduce our carbon footprint.

The Urban Park, Arts and Cultural Centre Project

- A new arts and cultural centre, including dedicated performance and rehearsal spaces, studio space, community lounge, flexible multipurpose spaces and café.

- A new urban park including a public plaza, sloping green lawn area, trees, landscaping, interactive water play features and public art.

- An underground public car park.

The Paisley Road Beautification Project

Will transform the connecting area between Burwood and Croydon Station into a safe, accessible and walkable space

Actions or Recommendations arising:

Request for feedback on how the Harvest of The Years has been updated on Council's website.

Between Two Highways, will be proceeding in preparation.

Councillor Crichton suggested that when the book is available, the launch would need to be considered. It would be good to collaborate with some of the events scheduled. Logically to have something to tie in.

The Committee discussed ideas for merchandise. Council to provide an outline of

Packet of seeds - Yates seeds. Flower Power sponsorship to explore.

Action

Council will cost out this and other merchandise options, budget considerations and potential sponsorship will be explored.

NEXT MEETING

The next meeting is scheduled for 18 April 2023 at 4pm.

Future scheduled meetings include 11 July 2023 and 10 October 2023.

Council to provide further date options leading up to 2024 to allow opportunity for the Committee to discuss and contribute to initiatives.

10. CLOSE OF THE MEETING

Council Officer, Jenny Hoff thanked the Committee for their attendance and participation.
The meeting was closed at 5:20 pm.

(Item RC6/23) Minutes of Multicultural Advisory Committee

File No: 23/16141

Report by Director Community Life

Summary

Burwood Council's Multicultural Advisory Committee meets bi-monthly. Attached are the minutes of the Committee meetings held on 30 November 2022 and 22 February 2023. The Minutes are hereby submitted to the Ordinary Council Meeting for review and approval by Council in accordance with the Terms of Reference of the Committee.

Operational Plan Objective

C.1.1 Support and deliver initiatives that encourage social inclusion and community connections.
A.99 Facilitate interagency networks and advisory committees to provide opportunities for collaboration and participation.

Recommendation(s)

That Council review and approve the minutes of the Multicultural Advisory Committee of 30 November 2022 and 22 February 2023.

Attachments

- 1 [↓](#) Minutes - Multicultural Advisory Committee - 30 November 2022
- 2 [↓](#) Minutes - Multicultural Advisory Committee - 22 February 2023



MULTICULTURAL ADVISORY COMMITTEE MEETING
2 Conder Street, Burwood
Conference Room
Wednesday 30 November 2022
6.00 pm to 7.30 pm

MINUTES

ATTENDEES:

Committee Members:

Cr Pascale Esber - <i>Chair</i>	Burwood Council Councillor
Aditi Kamath	Community Representative
Henry (Cheng-Li) Chen	Community Representative
Alex Yang	Community Representative

Guests and Council Officers:

Jenny Hoff	A/ Director Community Life
Natasha Williams	A/ Manager Community and Culture
Rebekah Jefferey	Community Projects Officer
Daniel Pocaterra - <i>Minutes</i>	Executive Assistant – Community Life

APOLOGIES:

Shameen Gaffoor	Community Representative
-----------------	--------------------------

1. WELCOME & ACKNOWLEDGEMENT OF COUNTRY

Cr Pascale Esber opened the meeting at 6:18pm with an Acknowledgement of Country.

2. CONFIRMATION OF MINUTES

The Multicultural Advisory Committee minutes were confirmed as an accurate record of the proceedings of the previous meeting held on 19 October 2021 - moved by Bob Bo/ Seconded by Aditi Kamath).

3. BUSINESS ARISING FROM MINUTES

Nil business arising from previous minutes were mentioned.

4. CORRESPONDENCE

3.1. INCOMING

Nil correspondence mentioned.

3.2. OUTGOING

Nil correspondence mentioned.

5. UPDATE ON THE RESEARCH PAPER INTO CULTURALLY DIVERSE COMMUNITIES OF BURWOOD

Council Officer, Natasha Williams gave a presentation to the Committee providing an update on the draft research paper covering the culturally diverse communities of Burwood nearing completion for public display.

Council officers opened the floor to the Committee for any questions, comments or feedback.

Actions or Recommendations arising:

- The Committee highlights the importance of providing physical forms to provide for the senior demographic where technology would not be their strong suit.
- 5.1. Council Officer, Rebekah Jeffery to recirculate demographic breakdown in research community engagement to Alex Yang.

6. UPDATE ON THE RACISM NOT WELCOME CAMPAIGN

Following from the previous Committee meeting, Council Officer, Rebekah Jeffery requested the Committee to provide a draft submission for the Participate Burwood page. Rebekah had updated the Committee, advising she had received very little submissions. Due to this the Participate Burwood webpage will not be ready to go out as scheduled. It was requested to the Committee to sign up to Participate Burwood and submit engagement.

7. KEY COUNCIL PROJECTS

Council Officer, Natasha Williams provided an update on key upcoming Council projects and initiatives including:

- Deane Street Activations, launching Wednesday 14 December 2022. The on-going dates will be provided on Council's website and social channels.
- Carols in the park, Saturday 17 December 2022.
- Seniors Christmas Lunch, Monday 19 December.
- Community Programs and activities survey.
- Community Safety Survey.
- Burwood North Social Map and survey
- Citizen of the year.

Actions or Recommendations arising:

- 7.1. Council Officer, Rebekah Jeffery to circulate Citizen of the year nomination form to the Committee.

8. GENERAL BUSINESS

8.1. RELOCATION OF CONFUCIUS STATUE IN BURWOOD PARK

Council Officer, Natasha Williams provided an update on the proposed temporary relocation of the Confucius Statue in the Burwood Park Nature Play and Sensory Garden.

8.2. MULTICULTURAL NSW STRONGER TOGETHER GRANT

Council Officer, Rebekah Jeffery provided an update on the Multicultural NSW Stronger Together Grant for Council Harmony Day. Council has applied for the grant which covers up to \$10,000.

The grant application covered the 'stamp passport' idea realised by the Committee. The application proposed utilising the grant funding for Harmony Day performances, games, sports, crafts, arts and storytelling hoping to promote the diverse cultures of the community.

Actions or Recommendations arising:

- 8.2.1. Considerations for an extraordinary committee meeting to cover Harmony Day activations as the next scheduled Committee meeting will occur following Harmony Day.
- 8.2.2. The grant application outcome date is still to be determined. Council officers will notify the committee when an outcome date is provided.
- 8.2.3. The Committee had suggested to explore a way to incorporate a combined-culture ending to the 'stamp passport'.

8.3. MAYOR'S CHRISTMAS PARTY

Council has forwarded an invite to the Committee members to the Mayor's Christmas Party scheduled for Thursday 8 December. Committee members were asked to RSVP as soon as possible.

8.4. MULTICULTURAL SUPPORT NETWORK

The Committee highlighted a gap in services to assist with the diverse community, where English may not be their first language, to assist with translating forms and correspondence from government services such as Centerlink and Services. The Committee suggested Council seek ways to engage a translating service to assist with language barriers either through staff recruitment or volunteers.

Actions or Recommendations arising:

- 8.4.1. Council to view parameters and feasibility of such initiative. Council officers will forward the email from Alex Yang outlining suggestion to Julie Stralow, Volunteering and Programs Officer. Options could include having certain time frames where services are provided at certain locations or exploring an existing hotline service that Council could assist with promoting.

8.5. HEALTHY EATING SUGGESTION

The Committee had raised the importance of healthy eating and a way to promote this is by creating a promotion video where Committee members record what is their favourite 'healthy option' from local businesses.

9. NEXT MEETING – 1 February 2023

Cr Pascale Esber thanked the Committee for their attendance and participation. The meeting was closed at 7:20pm.



MULTICULTURAL ADVISORY COMMITTEE MEETING
2 Conder Street, Burwood
Conference Room
Wednesday 22 February 2022
6.00 pm to 7.30 pm

MINUTES

ATTENDEES

Committee Members:

Cr Pascale ESBER (PE)	Burwood Council – Chair and Delegate
Aditi Kamath (AK)	Community Representative
Henry (Cheng-Li) Chen (HC)	Community Representative
Trilochan Pokharel (TP)	Community Representative
Shameen Gaffoor (SG)	Community Representative (online)
Alex Yang (AY)	Community Representative (partial- online)

Council Officers Attendees:

Natasha Williams (NW)	Acting Manager Community and Culture
Rebekah Jeffery (RJ)	Community Projects Officer
Daniel Pocaterra (DP) – Minute Taker	Executive Assistant Community Life

APOLOGIES

Hwa-Sur Hahn (HH)	Community Representative
Robin (Yinxia) Hu (RH)	Community Representative
Bob (Dong) Bo (BB)	Community Representative
Suna Er	Metro Assist
Jenny Hoff (JH)	Acting Director Community Life

1. ACKNOWLEDGEMENT OF COUNTRY

The Chair, Cr Pascale Esber opened the meeting at 6:36pm with the Acknowledgement of Country.

2. CONFIRMATION OF MINUTES

2.1. The Committee had noted the attendees listed on the minutes relating to the previous meeting held on 30 November 2022 required amending.

2.2. Other than the amendments noted in 2.1. The minutes of the Multicultural Advisory Committee Meeting were confirmed as an accurate record of the proceedings of the previous meeting held on 30 November 2022. Moved by XX, Seconded by XX.

Actions or recommendations arising:

2.3. Council Officers to update the attendees listed on the minutes relating to the previous meeting held on 30 November 2022.



3. BUSINESS ARISING FROM MINUTES

Actions from previous meeting;

- 5.1 Demographic breakdown in research community engagement recirculated to Alex Yang.
- 7.1 Citizen of the year nominations closed on Wednesday 21 December 2022.
- 8.4.1. Multicultural support network – Communications continuing with Julie Stralow (Volunteering and Programs Officer)

4. CORRESPONDENCE

4.1. Incoming

Nil correspondence mentioned.

4.2. Outgoing

Nil correspondence mentioned.

5. WORKSHOPPING HARMONY DAY ADJACENT EVENT/ MULTICULTURAL STREET MEET

5.1. Update

Council Officers provided an update to the Committee regarding the Multicultural Street Meet scheduled for Saturday 18 March 2023 and highlighted the following;

- Council is proposing to hold the event along Unity Place and Library to allow sufficient space for different cultures.
- Stamps will be provided as an incentive to explore all stores and cultures as a 'round-the-world' concept. Participants will go in the running to win a prize when all stamps have been collected.
- Council has opened applications for an expression of interest for community groups and cultural organisations keen to be a part of the event.
- Grant funding for the event has been approved. Council Officers have confirmed the Multicultural NSW funding cannot pay for any commercial businesses partaking in the event.

The Committee discussed and agreed the following;

5.2. Layout

The layout of the event should aim to include four cultures and activities inside along with six outside, totalling nine. The times of operation for the event – 11am – 4pm with consideration of programming based on the types of submissions received from the expression of interest.

5.3. Inclusion of Deane Street

Deane Street should not be included due to its location and distance from the primary activation/site.

5.4. Passport design

The draft design should include the following;

- Front page – Event name and Burwood Logo
- Inside - Welcome message, map and location for stamps to be collected.
- Noting A-Frame displays should be placed around the event to display a map.

5.5. Stamp design



Five stamps to be eligible to go into the draw for the prize – The stamp itself will be the Burwood B logo design. Each culture has a unique colour of the Burwood logo.

5.6. Food

Food making workshops should be incorporated in the event.

5.7. Hamper prize

Hamper budget is \$500.00 – the committee has suggested to divide the budget to include a \$300 grand hamper and \$200 for both second and third draw prize.

5.7.1. Committee to nominate suggestions to contribute to the hamper noting they must be non-alcoholic and non-perishables.

5.7.2. Rebekah to send out an email to the committee.

5.8. Roving performances

The event will include entertainment including music and roving performances that will not be included as 'stamps'.

5.8.1. The Committee suggested Burwood Girls as they have an Islander and K-pop dance group.

5.9. EOI worst case scenario

Should there be little submissions in the expression of interest, it was decided that as a mitigation the trading hours of the event can be reduced.

5.9.1. Council Officers to confirm funding policy to see if external performers could be engaged.

5.10. Promotion

5.10.1. The Committee had suggested exploring engaging the Federal and State Member to promote the event.

6. KEY COUNCIL PROJECTS

6.1. Council Officers provided a brief update and highlighted the key upcoming Council project schedule including;

- Engagement Strategy
- Youth Week 20th April expand on what has been done in the area
- ANZAC Day 25 April March
- Art Prize Submissions - Currently open

6.1.1. RJ to send out link for Art Prize submissions.

- Community Safety Strategy
- Multicultural Strategy

6.1.2. Multicultural Strategy on the agenda for next meeting. Council officers currently workshopping four-year action plan.

7. GENERAL BUSINESS

Nil General Business mentioned

8. NEXT MEETING - 29 March 2023

The chair, Cr Pascale Esber thanked the Committee for their attendance and participation. The meeting was closed at 8:00pm