



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 26 March 2024 at 6:00 PM to consider the matters contained in the attached Agenda.

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

Public Forum

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

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

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

Tommaso Briscese
General Manager

Councillors



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Council meeting room

General
Manager

Mayor
Faker

Cr
Mannah

Cr Esber

Cr
Cutcher

Cr
Crichton

Cr
Robinson

Cr Hull

Public gallery

Agenda

For an Ordinary Meeting of Burwood Council to be held in the Conference Room, Level 1, 2 Conder Street, Burwood on Tuesday 26 March 2024 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

- (Item MMX/24) Heritage and Governance – Transport Orientated Development Program (TOD) – Croydon Precinct *[To be circulated as a Late Paper]*
- (Item MM1/24) Proposed LGA Boundary Adjustment – Croydon – Burwood/Inner West Boundary 5

General Business

- (Item 14/24) Draft Youth Action Plan 2024-2027 - For Adoption..... 7
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Notices of Motion

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(Item NM2/24) Transport Oriented Development Program (TOD) – Croydon Precinct..... 138

Confidential Items

(Item 19/24) Cleaning Services - Council Park Amenities

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (c) (d) of the Local Government Act, 1993, as the matter involves information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret.

Mayoral Minute

(Item MM1/24) Proposed LGA Boundary Adjustment – Croydon – Burwood/Inner West Boundary

File No: 24/8490

Mayoral Minute by Cr John Faker (Mayor)

Summary

Since 2007, the Presbyterian Ladies College (PLC), has consistently advocated to both Burwood Council and Inner West Council (including the former Ashfield Council), for a realignment of the Local Government Area (LGA) boundaries bordering the eastern portion of the Croydon Campus to allow the majority of school facilities to fall into the Burwood LGA.

The rationale behind PLC's push for the boundary realignment is primarily due to the complex ownership of land by the school, which straddles two distinct LGAs. This variation in jurisdictional boundaries presents logistical challenges and administrative complexities for the school. By consolidating the school's land under one Council, PLC anticipates several operational benefits, including streamlined dealings for matters such as rates, site planning, development applications, waste management, and advocacy initiatives. A visual representation of the school's land ownership pattern along with the current and proposed LGA boundary is shown in Attachment A.

The proposed boundary change would affect 4 parcels of land not in the ownership of the school. The process for such alterations is governed by the Local Government Act 1993, which outlines specific steps to be followed before any LGA alteration can be considered. These steps include obtaining agreement from the affected Councils and possibly the electors, providing detailed property descriptions and maps of the affected areas, and submitting resolutions supporting the alteration. The Office of Local Government (OLG) oversees the review process and facilitates the necessary approvals, ultimately culminating in the publication of a proclamation in the NSW Government Gazette to effect the boundary alteration.

Operational Plan Objective

C.3 – Creating an urban environment that maintains and enhances our sense of identify and place.

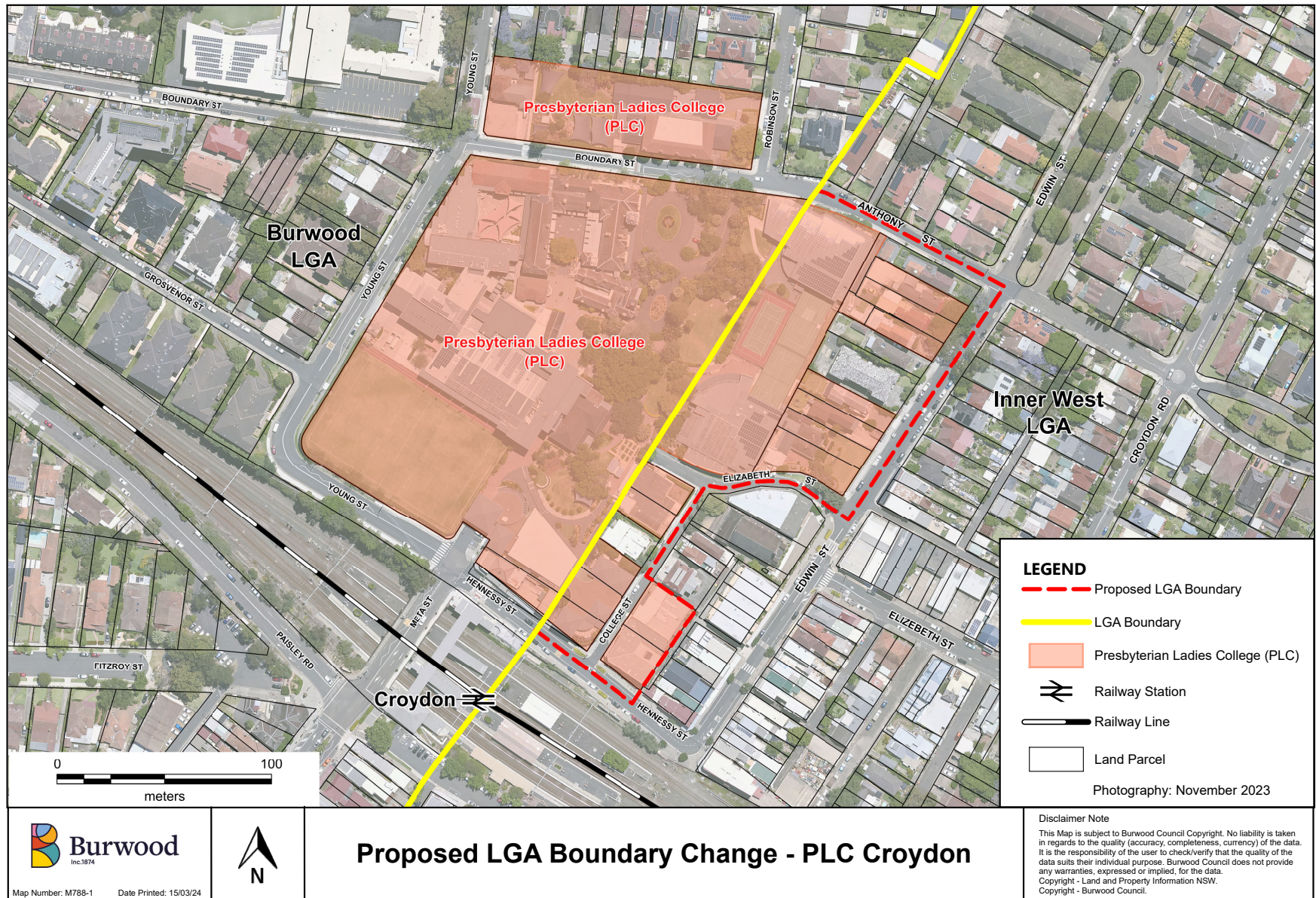
I therefore move that:

1. Council confirms it has no in-principle objections to the proposed adjustment to the Local Government Area boundary between Burwood and Inner West as shown in Attachment A of this report
2. The Mayor of Burwood write to the Mayor of Inner West seeking cooperation on this matter
3. The General Manger formally consult and seek feedback from Inner West Council and the impacted property owners on the proposed adjustment to the Local Government Area boundary as shown in Attachment A of this report
4. Following consultation with Inner West Council and the impacted property owners a report be brought back to Council outlining options and details of next steps in the legal process under the NSW Local Government Act 1993 to progress proposed adjustment to the Local Government Area boundary as shown in Attachment A of this report with the NSW Office of Local Government.

Attachments

- 1 [↓](#) Proposed LGA Boundary Change - Croydon

Proposed LGA Boundary Change - Croydon



(Item 14/24) Draft Youth Action Plan 2024-2027 - For Adoption

File No: 24/6844

Report by Director Community Life

Summary

The *Draft Youth Action Plan 2024 - 2027* focuses on young people aged 12 to 24 years who live, visit, learn and work in the Burwood Local Government Area (LGA). The Draft Plan has been co-created by young people working with Council. It defines their key priorities and outlines actions for Council to take, working together with young people, families, schools, services and other partners, to deliver on these priorities over the next four years.

Following endorsement for public exhibition by Council at its meeting held on 28 November 2023, the *Draft Youth Action Plan 2024 - 2027* was placed on public exhibition for on an extended 86-day period to accommodate the school holiday period and maximise the opportunity for feedback from young people in the community. This report now seeks Council's adoption of the final Plan.

Operational Plan Objectives

A.7: Develop and implement the Youth Action Plan.

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

Background

Young people are an important part of the Burwood community and play a vital role in its development. Young people aspire for a community that supports them in their transition through youth to adulthood, where they can become full and active members of future Burwood as employees, business owners, residents, and raise their families in a vibrant, diverse and inclusive place and community.

The *Draft Youth Action Plan 2024 - 2027* has been developed through youth led community engagement, desktop research and data analysis. Council employed four young people as Youth Engagement Officers to undertake research, community engagement with local young people and contribute to the development of the Draft Plan. This involved supporting the Youth Engagement Officers to complete International Association of Public Participation (IAP2) accredited training along with mentoring and coaching from Council's Community and Culture Team.

These positions and the development of the *Draft Youth Action Plan 2024 - 2027* were funded by the NSW Government through the COVID-19 Community Connection and Wellbeing Program.

Proposal

The *Draft Youth Action Plan 2024 - 2027* highlights that young people in Burwood "want to feel supported, seen and heard." It focuses on supporting young people in their learning and during the transition from school to work, building better connections and supports, encouraging healthy and safe relationships as well as providing opportunities for young people to contribute and participate in community life in a way that matters to them.

Consultation

The *Draft Youth Action Plan 2024-2027* was placed on public exhibition for an extended period of 86 days (from 29 November 2023 to 25 February 2024) to accommodate the Christmas closure period, school holidays and maximise feedback from young people in the community.

Feedback was sought via Council's online engagement platform – Participate Burwood. During the public exhibition period 136 people interacted with the Participate Burwood page. The Draft Plan was downloaded 70 times, with an additional 7 downloads of the 'Youth Plan on a page' summary document.

The public exhibition phase was also promoted via Council's social media platforms on 2 occasions and Council's e-news channels throughout the exhibition period with a collective reach of 4,489 people. In addition, the Draft Plan was distributed to all local high schools, 40 youth specific organisations and through youth services listed as members in the Child and Family Interagency, which is resourced by Council's Youth Projects Officer. Council's Multicultural Advisory Committee and Disability Inclusion Advisory Panel members were also notified and invited to provide feedback.

Nil submissions were received during the public exhibition period. As a result, no changes have been made to the *Draft Youth Action Plan 2024- 2027*.

Planning or Policy Implications

The Plan has been developed to address action 'A.7: Develop and implement the Youth Action Plan', which is outlined in the adopted *Operational Plan 2023 – 2024*. An implementation plan will be developed for each year of the four-year life of the Plan and key actions will be incorporated annually into Council's Operational Plan to ensure their delivery. Council will monitor implementation, regularly review and measure the outcomes of activities through Council's Integrated Planning and Reporting framework.

Financial Implications

All actions planned for the current financial year will be delivered within the adopted operational budget. The *Youth Action Plan 2024 - 2027* will be used to inform decision making and develop future budgets aligned with Council's annual operational plans. Council will also continue to seek external funding and collaboration opportunities to support the implementation of key projects.

Conclusion

This report recommends that Council adopts the *Draft Youth Action Plan 2024 – 2027*. A copy of the Plan is included under Attachment 1 of this report.

The *Draft Youth Action Plan 2024 – 2027* is the first co-created strategic plan developed by Council working with young people. It aims to support better outcomes for young people and make Burwood a place where all young people are supported, seen and heard.

Recommendation(s)

1. That Council adopts the *Draft Youth Action Plan 2024 – 2027* included under Attachment 1.

Attachments

- 1 [↓](#) Burwood Youth Action Plan 2024 - 2027 - Final Version Proposed for Adoption



Acknowledgment of Country

We acknowledge the Wangal Clan of the Eora Nation, the traditional custodians of the lands on which the Burwood Local Government Area is located.

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





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A message from our young people

Written by Council's Youth Engagement Assistants

As members of Burwood Council's Youth Engagement team, we have worked collaboratively with the Burwood Youth Advisory Group (BYAG) and Council to co-create this Plan.

Why this Plan is important to us

As a group of youth engagement researchers with diverse ages, genders, interests and experiences, we each brought our own expertise and expectations to this project. Something we shared, however, was the understanding that this was a plan for young people, and led by young people.

Our role involved meeting regularly and engaging with our peers and the youth sector in a range of ways to really understand the issues impacting young people. At every opportunity, we went out and met young people where they were. We listened to their concerns, their ideas and their hopes for the future.

The passion with which they spoke, inspired us also to look introspectively. We benefited and learned things about ourselves we would not otherwise have discovered.

We hope that the actions we have developed have a positive impact on the lives of many who live in our community and help secure a strong future for local young people.

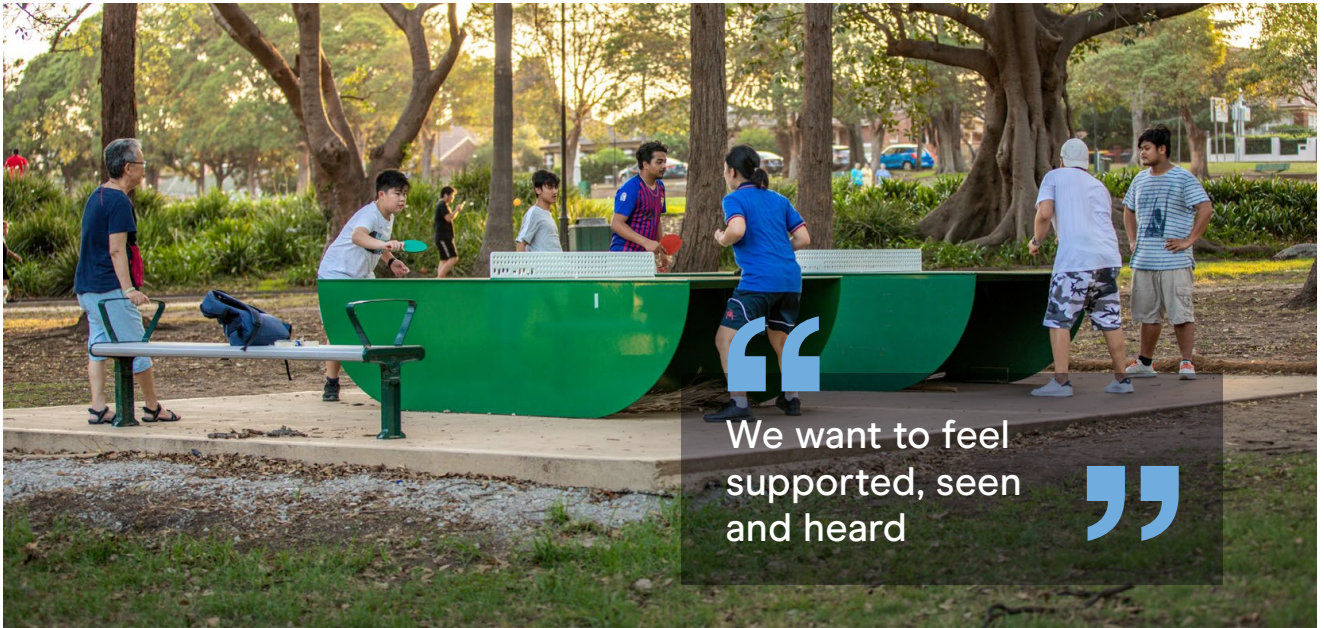
A sincere thanks to our partners, the Burwood Youth Advisory Group and every young person who contributed to the preparation of the Burwood Youth Action Plan.

It has been our honour to listen and speak on behalf of the young people in Burwood, and we hope that their voices remain at the centre of all actions undertaken.



" Whilst working on this project, I underwent a personal shift in my understanding of Community and Youth Development. I began to see young people as not just leaders of tomorrow but also of today. It is a shift I have seen reflected within Council also, and that is heartening to see."

Rob, Youth Engagement Assistant



About this Plan

This Plan focuses on young people aged 12 to 24 years who live, visit, learn and work in the Burwood Local Government Area (LGA).

The Plan has been co created for young people. It defines their key priorities and outlines actions that Burwood Council will take, working together with families, schools, services, young people and other partners, to deliver on these priorities.

The Plan will be implemented over a four-year period, from February 2024 to December 2027. It aims to support better outcomes for young people and make Burwood a place where all young people are supported, seen and heard.

The Plan focuses on: supporting young people in their learning and during the transition from school to work; building better connections and supports; encouraging healthy and safe relationships as well as opportunities to contribute and participate in community life in a way that matters to them.

Funding Acknowledgment

We acknowledge the funding received by Resilience NSW through the COVID19 Community Connection and Wellbeing Program to support the development of this Plan.

We recognise that young people in Burwood have a diverse range of backgrounds, experiences, priorities and needs. These also change over time as young people develop through the life stages of adolescence and into young adulthood and independence.

Recognising and responding to these changing needs and interests, as well as allowing young people to drive and shape what we do in response, is key to ensuring we deliver meaningful programs, services and facilities.

Our priorities

Young people have identified the following four areas for focus over the next four years:

1. Health and wellbeing
2. Informed, connected and supported
3. Places and spaces
4. Pathways to employment





Strategic context

The Youth Action Plan aligns with various Council plans and policies and other government legislation and frameworks.

National Plans and Legislation

- Australia's Youth Policy Framework 2021
- National Action Plan for the Health of Children and Young People 2020–2030
- *Advocate for Children and Young People Act 2014*

State (NSW) Plans and Legislation

- NSW Strategic Plan for Children and Young People 2022–2024
- *NSW Children's Guardian Child Safe Scheme 2021*

Burwood Council Plans and Policies

- Burwood2036 (Community Strategic Plan)
- Delivery Program 2022–2026
- Community Engagement Strategy 2023–2026
- Disability Inclusion Action Plan 2022–2026
- Community Facilities and Open Space Strategy 2019
- Library Strategic Plan 2022–2027
- Burwood After Dark Strategy
- Child Safety and Wellbeing Policy 2022

The Burwood Youth Action Plan also interacts with a range of other policies and plans including:

- Customer Experience Strategy
- Plans of Management for Parks
- Local Employment and Investment Strategy

As well as future plans:

- Place Management Framework
- Multicultural Strategy
- Cultural Plan
- Affordable Housing Contributions Plan and Policy



Young people in Burwood

Young people are a significant and valuable part of our community and contribute in a range of ways as students, workers, volunteers and future leaders.

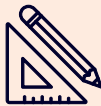
Youth snapshot



1 in 5
people living in Burwood
are aged 12–24 years



7,864
young people living
in Burwood



2,044
12–17 year olds
(Secondary schoolers)

Less 12–17 year olds
5%
compared to 7% in Greater Sydney

Croydon Park
has highest proportion
(9% of all young people 12–17 years)

17%
were born
overseas
Top 5 countries
of birth:
1. China
2. Vietnam
3. Hong Kong
4. South Korea
5. India and
Philippines

47%
speak a language
other than English
Top 5 languages:
1. English (53%)
2. Mandarin (16%)
3. Cantonese (6%)
4. Arabic (5%)
5. Vietnamese and
Korean (3%)



5,820
18–24 year olds
(Tertiary education and independence)

More 18–24 year olds
14%
compared to 9% in Greater Sydney

Strathfield and Burwood
Burwood has highest proportion (52%)
of total population aged 18–24 years.


1 in 4 people in Strathfield are
aged 18–24 years.

63%
were born
overseas
Top 5 countries
of birth:
1. Nepal
2. China
3. Vietnam
4. Malaysia
5. India

75%
speak a language
other than English
Top 5 languages:
1. Nepalese (28%)
2. English (25%)
3. Mandarin (19%)
4. Cantonese (6%)
5. Vietnamese (3%)

Diverse experience

CULTURAL DIVERSITY




74% of young people 15–24 years are from a culturally and linguistically diverse (CALD) background

53 languages spoken

3 out of 4 young people were born overseas or had at least 1 parent born overseas


51 countries of birth

FIRST NATIONS



39 (<1%) young people identify as Aboriginal


LGBTIQ+



Around 10% of young Australians experience same-sex attraction¹


That means there are likely **786*** young people who identify as LGBTIQ+.

LIVING WITH DISABILITY




84 (1%) young people need assistance with daily activities

LIVING WITH A MENTAL HEALTH CONDITION



337 (4%) young people have a mental health condition (including depression or anxiety)

RELIGIOUS AFFILIATION



Top 5
 No religion (38%)
 Christianity (31%)
 Hindu (22%)
 Buddhist (7%)
 Islam (2%)

YOUTH HOMELESSNESS



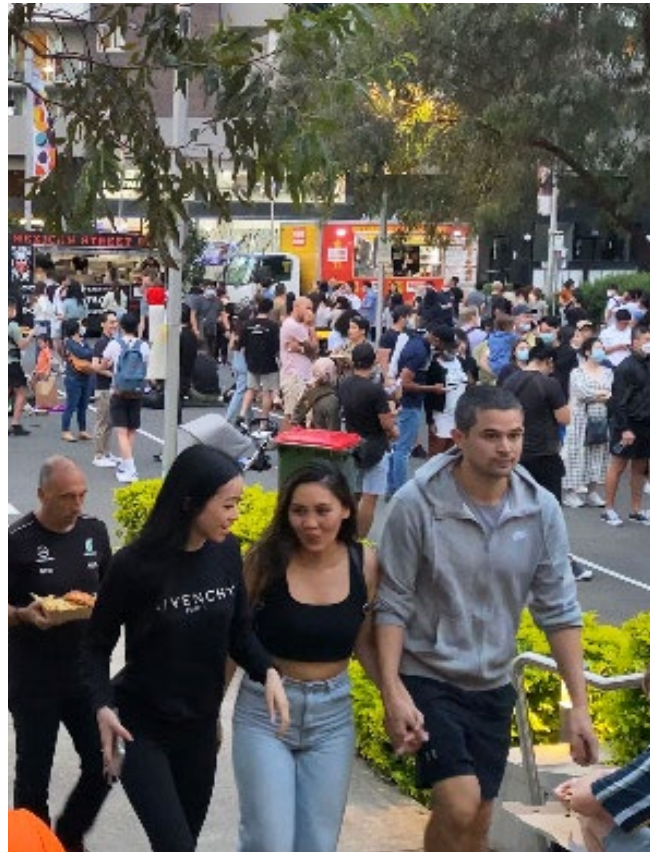
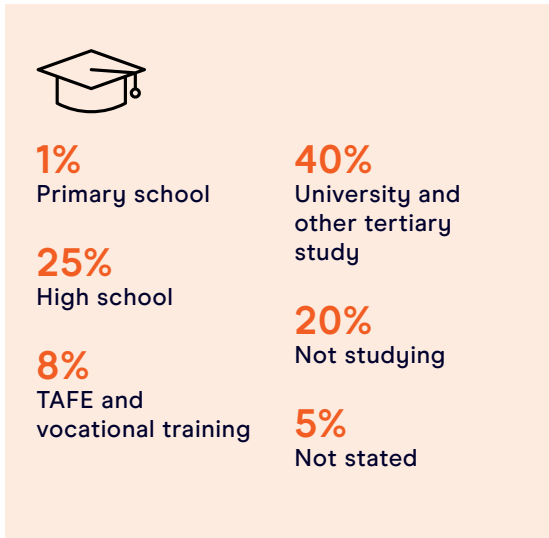
316² young people 12–24 years were classified as homeless in Burwood LGA

Local schools and services report an increase in the number of young people couch surfing, especially in their senior years of schooling.³

“ Over a period of 18 months I was couch surfing and then living in transitional housing. I eventually got a subsidised private rental and am now paying the rent on my own. ”

¹ *Beyond Blue, Evidence Summary: Working with same sex attracted young people* *calculated using 2021 ABS data
² *ABS, Census of Population and Housing – Estimating Homelessness, 2021, TableBuilder (Homelessness Operational Groups)*
³ *Burwood Vulnerable Communities workshop, 2023*

Students



Young workers



3 largest industries⁶ employing young people in Burwood are:

1. Retail Trade
2. Accommodation and Food Service
3. Information Media and Telecommunications



⁴ Department of Social Services – JobSeeker and Youth Allowance recipients – monthly profile via data.gov.au, accessed via profile.id.com.au/burwood/job-seeker as at September 2023

⁵ ABS, Census of Population and Housing 2021, accessed via economy.id.com.au/burwood/workers-age-structure

⁶ Ibid

Places and programs to support young people

EDUCATION INSTITUTIONS



5
High Schools
(+7 high schools located in nearby surrounding areas)



8
Primary Schools



6
International Educational Schools

TRANSPORT AND RETAIL



3
Train stations servicing LGA (Burwood, Croydon, Strathfield)



3
major shopping centres (Burwood Plaza, Westfield, Emerald Square)

COMMUNITY FACILITIES



1
Library and Community Hub with meeting rooms, Creative Studios and Learning Labs



29
Parks with sports fields, multi-sports courts and tennis courts



1
Aquatic Centre



23
Playgrounds



6
Community facilities/venues for hire

YOUTH PROGRAMS AND ACTIVITIES



1
Youth Drop-in (outreach program at Burwood, 1 afternoon/week)



Youth programs at Burwood Library and Community Hub



Sport and Recreation Programs at Enfield Aquatic Centre



Council's support for young people

Council recognises that supporting, empowering and delivering better outcomes for young people in Burwood is a collective responsibility. It takes a whole community to nurture and support a young person in their journey from childhood to adulthood. This includes parents, carers and families, friends, educators, employers, community, faith and cultural groups, youth-focused organisations and support from all levels of government.

Council has many roles in supporting and empowering young people to thrive in our community, such as:

- Planning and delivering recreation and learning facilities such as the Library and Community Hub, the Enfield Aquatic Centre, sports facilities, outdoor gyms, bike paths and parks
- Delivering youth-led events for Youth Week and other events inclusive of young people
- Delivering programs specifically for young people, such as quiet times in our library and Community Hub, the Midnight Hours program and study support during HSC periods
- Leadership development and youth engagement through the BYAG
- Providing work placements, internships, casual jobs and graduate programs within Council
- Promoting information to the community about relevant services, programs and events
- Providing community grants to respond to identified needs in our community
- Working in partnership with other organisations to deliver facilities, programs or services such as schools, community organisations and businesses
- Advocating to government and other organisations to address emerging needs or service gaps.

Burwood Youth Advisory Group (BYAG)

Our Youth Advisory Group is made up of 10 young people living, working or studying in the local community.

BYAG provides an important opportunity for young people to have input into Council planning and decisions on matters that affect them. It offers young people a chance to develop their leadership skills and knowledge, teamwork, public speaking and event management skills.

Members are involved in planning, running and evaluating community events and projects for young people such as Youth Week, or seeking input from young people across the Burwood area.

The BYAG acts as a voice for local young people in their community, providing advice to Council, advocating for emerging needs and helping respond to issues that young people face.



Services and programs

We work closely with a range of stakeholders such as youth services, education and training providers, business and community sector, sports clubs and community groups to address the emerging needs of young people.

In the absence of any funded youth services located in the Burwood LGA, Council partners to deliver a weekly youth drop-in program.



Reaching out (youth drop-in)

Burwood Youth Outreach Program was established in response to an identified need from young people to fill a gap in youth service delivery and youth engagement in the Burwood LGA.

The Program operates from Burwood Park Community Centre one afternoon per week during school terms and provides a safe environment for young people to access youth workers, recreation activities, snacks and active games. Health and wellbeing workshops and targeted sports programs are scheduled from time to time.

The program is run by Fusion Youth Services in partnership with Council

Enfield Aquatic Centre programs

The Enfield Aquatic Centre offers Pre-Teenage/Teenage Learn to Swim Classes and Young Adult/Adult Learn to Swim Classes. Young people who have completed the Learn to Swim Program levels can progress to the Centre's Transitional Squad Program and follow on to the Junior and Senior Squad Program. Currently 147 young people aged 12 to 24 years attend Centre based programs from the local community.

The Enfield Aquatic Centre is home to the Enfield Swim Club, which offers Friday evening swimming races to promote fitness and build self-confidence for young people. The Enfield Lifesaving Club also operates from the Centre and provides opportunities for young people to learn about water safety and develop lifesaving skills in a safe and family friendly environment.

The Centre is also a significant employer of young people with approximately 55% of Learn to Swim Teachers and 50% of Lifeguards aged under 24 years, many opting to work casually at the Centre while undertaking further study (additional training).





2023 Burwood Youth Prize Winner

Open to all Sydney entrants aged 16–20 years

Aryan Sethi

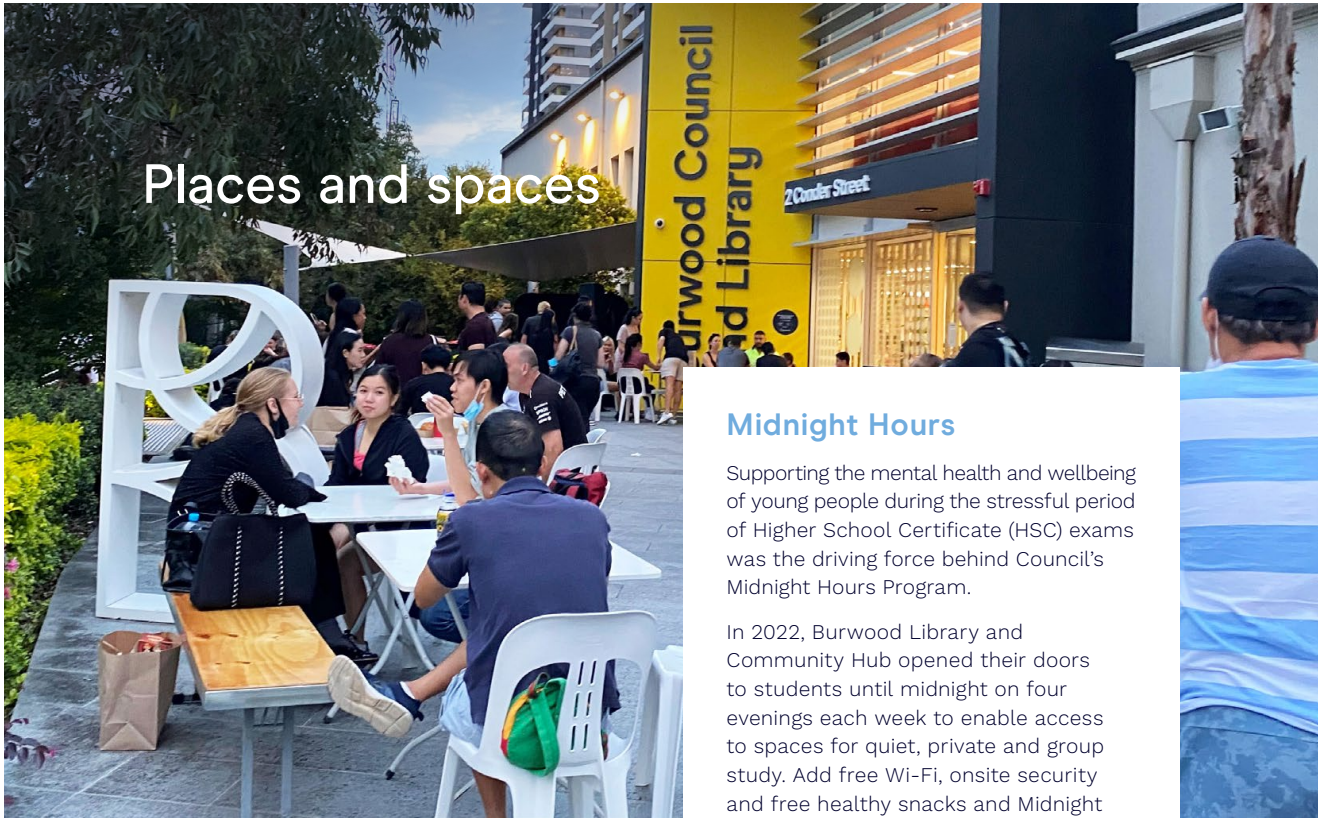
Witnessing time
Printed photograph

"We see through a lens of past occurrences, rituals and the upheld legacies of our ancestors, ultimately shaping our identity today. 'Witnessing Time' was captured in Old Delhi's historic fort Red Fort, which served as the primary residence of the Mughal empire during the 16th and 17th centuries. After much bloodshed and British influence, traditional Mughal architectural styles fused with British styles. The figure in the photograph is looking out into the azure, witnessing a sort of freedom that may have not existed in previous times. Whether that freedom is flourishing is unknown, but is, nevertheless, grounded with ancestral legacy."

Burwood Youth Art Prize

Young people have been a key focus of the Burwood Art Prize since it began in 2017, with entries open for artist aged 16 and older.

Throughout the Prize's five-year history, emerging young artists – from school age students to those in their early 20s – have represented a significant portion of entrants. In recognition of this and to encourage younger artists to enter, the New and Emerging Artist Award was established in 2019. This prize was won in 2019 and 2020 by a local high school student for artworks created as a part of their studies. In 2023, to further foster the development of younger artists, Council redeveloped the prize pool to change the New and Emerging Artist Award to the Burwood Youth Prize for entrants aged 16 to 20 years, receiving a \$1,500 prize.



Places and spaces

Burwood Library and Community Hub

- Active registered Young Adult Library Members (aged 15–17 years old): 1,921
- Active registered Members (aged 18–24 years old): 3,474
- Items in the Young Adult Collection (catering to 13–18 year olds): 4,624 books (includes HSC and life skills collections).

Council has recently completed a diversity audit of the young adult collection, which has found that the collection offers a diverse range of authors, themes/content and characters to promote belonging and connection for young people and ensures the collection is reflective of our diverse youth population.

Council employs two part time Children and Youth Librarians that develop and deliver programming for young people. Council delivers a regular Homework Club program in partnership with Dymocks Tutoring and one off programming such as poetry slam, mindfulness and mental health programs, and drug and alcohol education. In 2022/23, the Burwood Library and Community Hub delivered 65 events targeting young people with 2,454 attendances recorded.

Midnight Hours

Supporting the mental health and wellbeing of young people during the stressful period of Higher School Certificate (HSC) exams was the driving force behind Council's Midnight Hours Program.

In 2022, Burwood Library and Community Hub opened their doors to students until midnight on four evenings each week to enable access to spaces for quiet, private and group study. Add free Wi-Fi, onsite security and free healthy snacks and Midnight Hours proved a very popular study program, especially for those with limited space and privacy at home.

Midnight Hours also focussed on supporting the mental health and wellbeing of students, providing opportunities for them to participate in relaxation exercises, guided meditation and mindfulness sessions, healthy eating habits, sleep advice, art therapy and information and guidance to help young people fulfil their goals without being overwhelmed by the social isolation and pressure of the HSC.

Following the successful pilot of the Program, Council continues to provide the Midnight Hours program, by opening up the Library and Community Hub for three nights a week over four months – between August and November – to enable young students to safely gather, study together and feel supported through their exam periods.

Midnight Hours was initially funded through the NSW Resilience COVID 19 Community Connection and Wellbeing program and Club Burwood through the ClubGRANTS program. It is now funded via Council's Operational budget.



Challenger Obstacle Course

The Challenger Obstacle Course is a free facility for young people located in Henley Park, Enfield. The Course was designed following consultation with local young people to determine the type of facilities and equipment needed.

The Obstacle Course incorporates a variety of physical challenges. The equipment is designed for climbing, balance and upper body strength. It also has a timer so people can put themselves through their paces and have time trials with their friends.

The project was funded by a \$330,000 grant from Sport Australia to increase youth participation in constructive, recreational-based fitness activities.

The equipment course complements the wide range of other free recreation facilities available at Henley Park including a fitness circuit, outdoor chess set, flying fox, futsal field, sports fields, cricket nets and walking track.



Improving access to recreation facilities for young people

Increasing access for young people to recreation and sporting facilities is an ongoing priority for Council identified in the Community Facilities and Open Space Strategy. The Strategy highlighted the need for up to four additional multipurpose courts back in 2019, which Council has since delivered on through project delivery and alternate means. This has directly benefited local young people who are the most significant users of these new or unlocked community assets.

In December 2021, Council completed two new multipurpose courts at Grant Park, Enfield thanks to funding from the NSW Government's Greater Sydney Sport Facility Fund. The two new multipurpose courts accommodate a range of sports including netball, basketball and volleyball. They are open to the community for free access 7 days per week from 6am–9pm, with high use by local young people.

In December 2022, Council negotiated joint use arrangements with Schools Infrastructure NSW and Burwood Public School to enable community access to the school's multipurpose courts on weekends. The initial trial arrangement has been a success in supporting young people to access these community assets with the trial set to continue.





“
The lights are very colourful in Chinatown and Burwood Park. It has a sense of freedom and fresh air. It feels like a good atmosphere to be in.
”

“
I love the shopping, it's fun to play pool and it's easy to meet up with friends.
”

“
Lots of variety of food options, shops and services.
”

How we developed this Plan

Young people have been at the centre of developing this Plan.

This Plan has been co-created by young people, working collaboratively with Council's Community Development Team over a six-month period.

Four casual Youth Engagement Assistants were employed by Council to undertake research, service mapping and engagement with young people to identify their key priorities and challenges and to develop key actions to respond.

Their role in capturing the diverse perspectives and aspirations impacting young people in Burwood, through different ways and settings, has ensured a wide range of voices, ideas, experiences and interests have been reflected in this Plan.



A youth-led approach to engagement

96 young people applied for four available positions as casual Youth Engagement Assistants to lead research and engagement with young people to inform the Burwood Youth Action Plan.

Each of the Youth Engagement Assistants participated in accredited IAP2⁷ engagement training to build their knowledge and skills in planning and delivering community engagement activities.

They used these skills to develop an online youth survey and promotion to encourage local youth participation. A survey was also distributed to service providers.

The youth survey was promoted through social media and other platforms to schools, youth services, sporting and recreation groups and other community networks. The Youth Engagement Assistants also coordinated seven in-person 'Pop-Ups' across the Burwood area to engage

young people in Burwood Library and Community Hub, local parks and public spaces, Burwood Railway Station, Westfield Shopping Centre as well as attending the Burwood Youth Week event.

The group also conducted focus group sessions with schools and members of the BYAG.

The Youth Engagement team also conducted desktop research, undertook service mapping and analysed the engagement data to identify common issues and priorities. Four key focus areas were identified. They workshopped a series of actions, together with the BYAG, to respond to those focus areas and identified needs. The engagement findings, focus areas and actions they developed underpin this Action Plan.

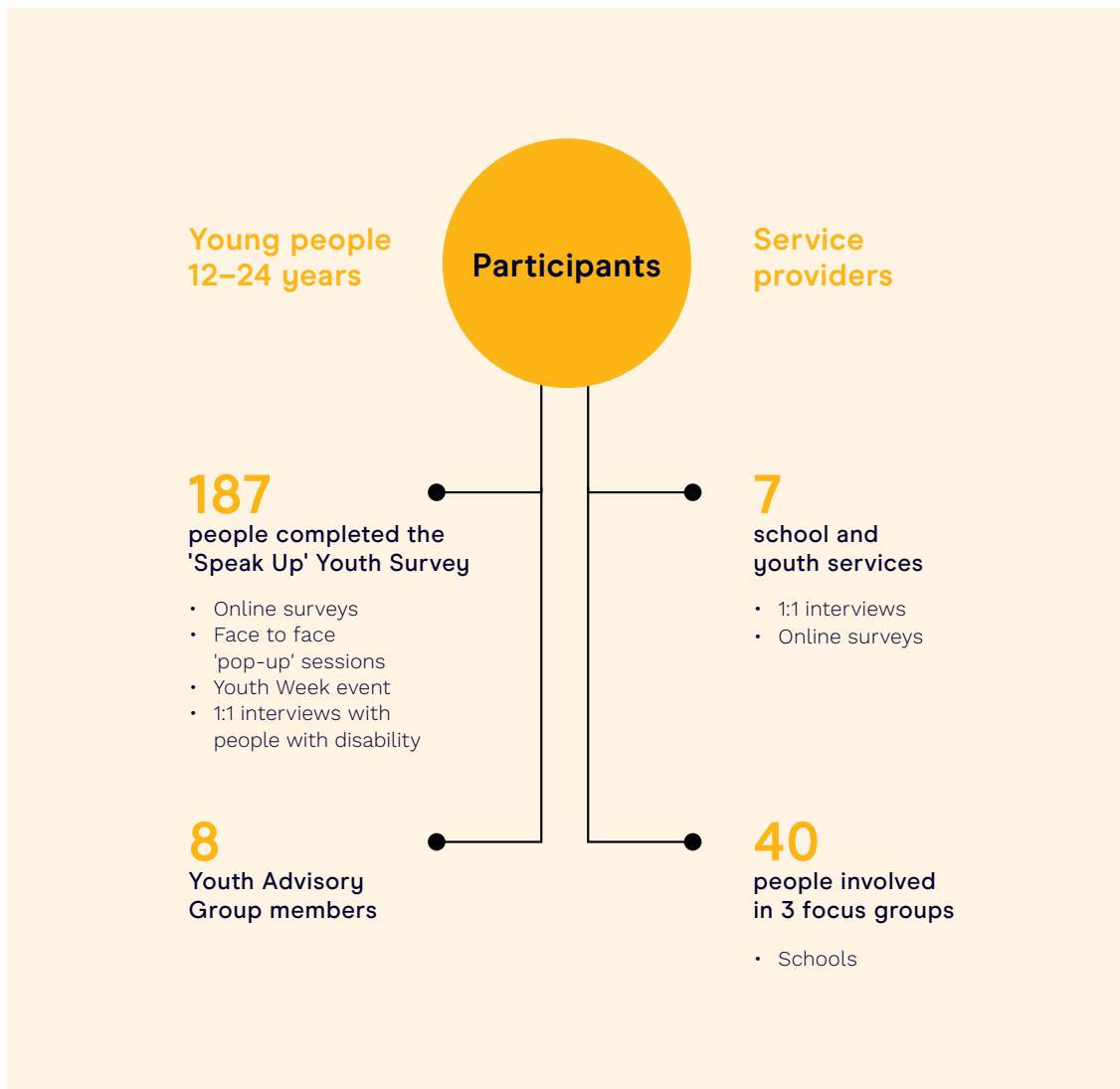
The project was supported by funding from NSW Resilience through the COVID-19 Community Connection and Wellbeing Project. A key focus of the funding was to develop the capacity and skills of young people who had experienced disruptions to study and employment pathways through COVID, or had a keen interest in the community sector.

⁷ The International Association for Public Participation's (IAP2) Public Participation Spectrum is an industry-recognised tool designed to assist in selecting the level of community participation in a community engagement program (iap2.org.au)

Who we heard from

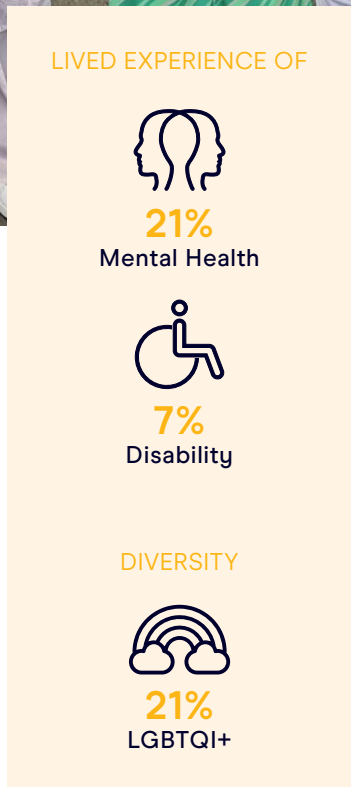
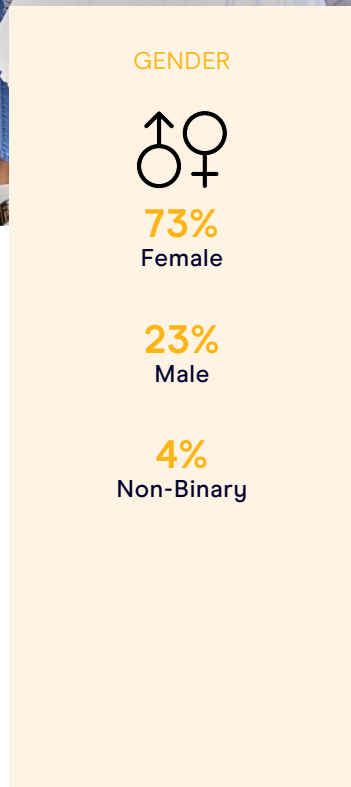
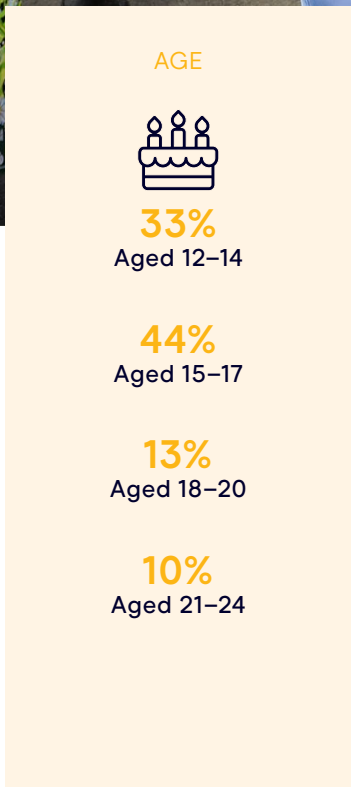
Young people of all abilities and from a range of diverse backgrounds, as well as service providers and schools were consulted through a range of engagement activities including online survey, focus groups and interviews.

Young people were asked what they liked about Burwood, which services and facilities they used, and what they felt were their biggest challenges over the past 12 months and in the coming years.





Bourdo Photography



'Speak Up' Youth Survey Participants

What we heard

What young people love about Burwood

Young people told us they enjoyed growing up and spending time in and around Burwood.

RELATIONSHIPS



"Cultural diversity"

"Hanging out with friends"

"A big issue for me is the lack of face to face socialisation so that's why I like meeting friends in person at Burwood Library"

PLACES AND SPACES



Activities and facilities most used/ attended:

1. Community events (23%)
 2. Enfield Aquatic Centre (20%)
 3. Midnight Hours space (12%)
 4. Challenger Obstacle Course (11%)
 5. Community Hub (9%)
- + Retail centres (Westfield, Chinatown, Emerald Square)
 - + Local Parks
 - + Burwood Library
 - + Deane Street

"The lights are very colourful in Chinatown and Burwood Park. It has a sense of freedom and fresh air. It feels like a good atmosphere to be in"

"Feels clean and safe"

"Lots of variety of food options, shops and services"

"Train station is close to shopping centre"

"Places where there is shade and places to enjoy the sun"

"It's really close to school and to a lot of convenient places like. Westfield, schools, parks, libraries"

ACTIVITIES



"I love the shopping, it's fun to play pool and it's easy to meet up with friends"

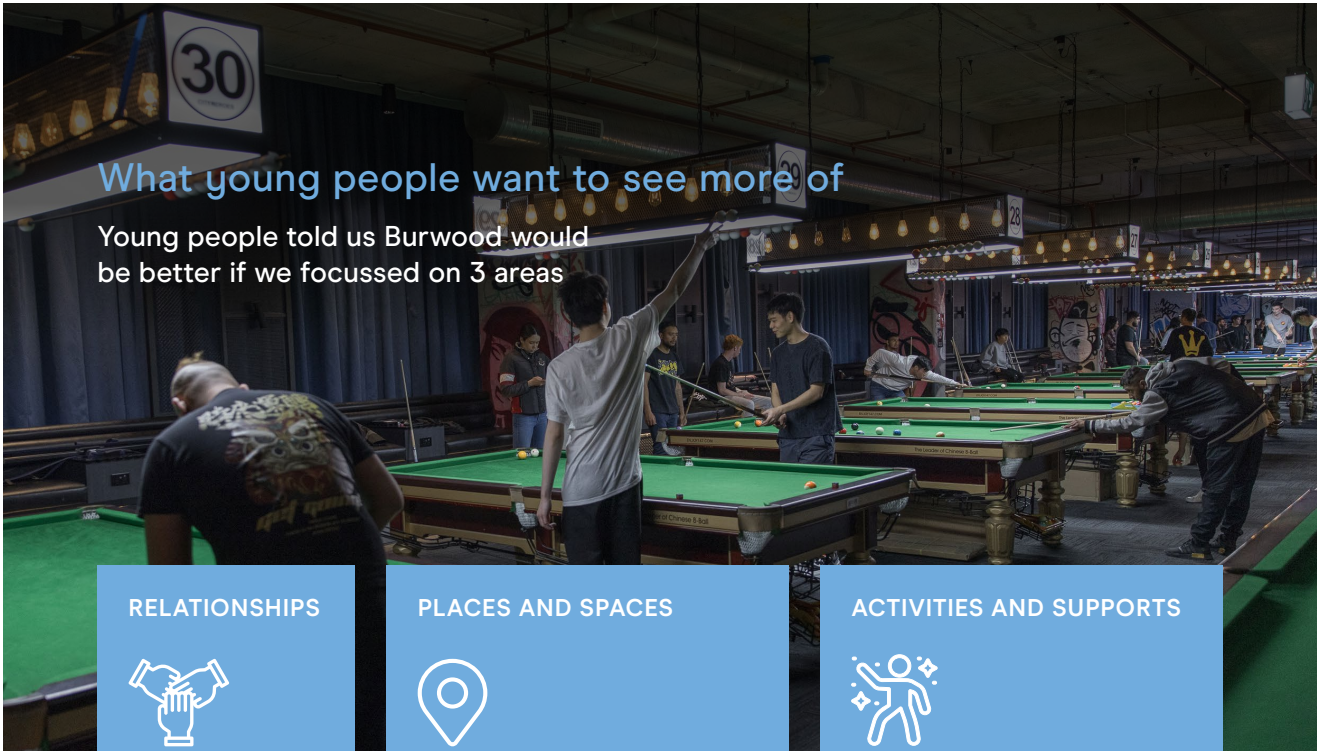
"It is bursting with life"

"I like the space, safety and accessibility but the pedestrian traffic is a lot"

"Outdoor activities"

"Going for a walk in the park"

"The things that attract me to these places are all of the things to do – tennis courts, cricket pitches, playing fields, and of course the playgrounds"



What young people want to see more of

Young people told us Burwood would be better if we focussed on 3 areas

RELATIONSHIPS



- Opportunities to make strong social connections
- Understanding of real and positive relationships
- Strong social connections
- Real and positive relationships

"Increase the visibility of people with disability in our community"

"It's both a blessing and a curse"
(Healthier social media use)

PLACES AND SPACES



Top 5 priorities:

1. Free Wi-Fi (67%)
 2. Public places to hang out (54%)
 3. Sports fields and courts (38%)
 4. Library and Tech (36%)
 5. Youth Centre/Services (33%)
- Spaces that can be activated for music or performance and provide access to free Wi-Fi.

"Make Burwood a destination for young people"

"More spaces to gather"

"Free parking at times that are not busy"

"Use Council facilities better. Open them up so we can use them too."

"More open spaces to sit and eat"

"More green trees on pavements"

ACTIVITIES AND SUPPORTS



- Events spread around the local area as an opportunity to showcase suburbs other than Burwood
- Young people's interests to be considered in the planning stages of events
- A locally-based youth service in Burwood, or expansion of existing services to Burwood
- Help with cost of living pressures and housing affordability

"More outdoor fitness in parks"

"Outdoor activities"

"I would love to attend Burwood Festival and other events but I always work weekends"

"More late night activities"

Challenges

Young people and service providers identified a number of emerging issues as well as unique challenges for particular groups of young people.

We heard a number of common themes:

- Young people are concerned about their health, especially their mental health and coping with the pressures of study, work and life
- Young people want to be engaged and connected to others
- Young people want to know where and how to get support when they need it
- Young people need places, spaces and activities that are safe, inclusive and respond to their diverse interests
- Young people are seeking employment and help navigating the transition from school.

Young people also told us they felt the 'COVID world' had affected their ability to connect with the broader community and develop real and positive relationships.

Top 5 challenges and concerns for young people

Over the past 12 months:

- #1 Education (pressures) (47%)
- #2 Mental health (24%)
- #3 Employment + finances (14%)
- #4 Life Balance (8%)
- #5 Relationships (5%)

For the future:

- #1 Mental health (24%)
- #2 Education (20%)
- #3 Employment + finances (13%)
- #4 Social Media (11%)
- #5 Environment/climate change (6%)





12–14 years

There are limited support services available for young people aged 12–14 years, as eligibility for most youth services begins at 14 years and there are long waiting lists for services. Service mapping and advocacy is needed to address the gap and enable early access to supports for this age group.

15–17 years

The impacts of family relationship breakdown on students is emerging with anecdotal reports of increased ‘couch surfing’ and disengagement of students.

18–24 years

Young people expressed concerns about managing cost of living pressures, housing security in an escalating rental market and trying to accumulate savings. The need to prioritise spending on housing and food has an impact on life balance and mental wellbeing, often leading to isolation. There is also a high level of newly arrived young adult migrants.

Young people with disability

Key concerns included affordability of programs, accessibility of pathways and thoroughfares, availability of parking, interesting things to do, post-school employment opportunities and consideration of their needs and interests when planning events.

Young people want activities, events and programs to be inclusive and available to all abilities, to increase visibility and participation of people with disability.

They wanted:

- Places to socialise
- Accessible places to gather
- Inclusion in events and programs
- Low sensory considerations to promote inclusion (lights, seating, provision of headphones, quiet zones, etc)
- Quiet times in public spaces like the Community Hub and Aquatic Centre
- Information about all youth services, activities and events to increase inclusion
- Low cost activities
- Job support and pathways information
- Accessible thoroughfares and pathways to enable full and independent participation.

International students and temporary visa holders

Burwood has a high number of overseas students on temporary visas living, studying and working in the area.

Burwood Girls High School also has one of the highest intakes of International High school students in NSW while MLC Burwood and PLC Croydon also accept young students from overseas. Secondary students generally live with extended family, family friends or in homestay accommodation.

In many cases, students have no family support in Australia. They are ineligible for access to health and community supports due to visa conditions.

Other challenges including work restrictions, financial pressures, overcrowding or unsafe living conditions, vulnerability to exploitation and social isolation.

Considerations when engaging young people

Young people cover a large age range with very diverse interests, experiences and backgrounds.

Ensuring information is visible, up to date, relatable and available on platforms that young people use and in locations that they visit, is critical to building their capacity to make informed decisions to access support and resources to help increase participation in all areas of community life.

Young people told us:

<p>TRANSLATIONS ARE NEEDED</p>  <p>Translate information especially when targeting parents</p>	<p>EASY TO FIND AND ACCESS INFORMATION</p>  <p>Tailor and target information, depending on the audience for parents or young people</p>	<p>USE PLATFORMS AND PLACES TO REACH YOUNG PEOPLE DIRECTLY</p> 
<p>“Despite the high language diversity in Burwood, information is usually provided in English resulting in parents from culturally diverse backgrounds being either unable to understand the language or the context”</p>	<p>“Give a quick summary of information”</p> <p>“Council website – relevant information is hard to find”</p> <p>“Consider our diverse interests”</p>	<p>“More social media”</p> <p>“Use platforms and networks that young people already use” – Friends, QR codes, Instagram, Tik Tok, website</p> <p>“More info at Burwood Westfield”</p> <p>“Continue sending emails”</p>
<p>GO OUT TO WHERE YOUNG PEOPLE ARE</p> 	<p>SEND INFORMATION DIRECTLY TO YOUNG PEOPLE</p> 	
<p>“Conduct pop up engagement sessions in schools or outside of schools and public spaces”</p> <p>“Go out and speak to people”</p>	<p>“Information is often targeted to young people through schools or directly to parents and carers and, as a result, it often doesn't reach young people or is not passed on”</p>	



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Our guiding principles

The following principles will guide the way we work with, plan and deliver programs, services and facilities for young people.

1. Respectful

We will treat young people with dignity, equality and respect.

2. Youth-led

We will listen and respond to the needs, priorities and solutions young people identify and ensure ongoing involvement of young people in designing, implementing and evaluating programs, facilities and services for young people.

3. Affordable

We will support and deliver initiatives, services and programs for young people and their families which are free or low cost.

4. Accessible

Programs, services and events will be delivered to be accessible to young people with disability and consider cultural, linguistic and other inclusion needs of young people.

5. Responsive

We will develop tailored or targeted programs, where appropriate, and develop communication, participation and evaluation mechanisms to improve our responsiveness to the needs of young people.

6. Collaborative

We will work in collaboration with families, schools, community groups, service providers, businesses and other levels of government to ensure sustainable and effective outcomes for young people.

7. Safe

Our staff will be qualified and skilled to work with young people; volunteers will be trained and closely supervised; and we will provide youth-friendly and safe spaces for young people.



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Our Action Plan

This Plan outlines how we will work with young people, the community and other stakeholders to improve the engagement, connection, wellbeing and participation of young people in Burwood over the next four years.

Focus areas

FOCUS AREA 1.

Health and Wellbeing



FOCUS AREA 2.

Information connection and support



FOCUS AREA 3.

Places and spaces



FOCUS AREA 4.

Pathways to employment





FOCUS AREA 1.

Health and wellbeing

Health and wellbeing was the most important issue identified by young people in Burwood. More than 55% of young people surveyed identified mental health as a significant issue facing young people. High levels of stress and anxiety caused by educational or life pressures were also common experiences.

“Mental health issues, and the lack of support for those who suffer.”

“Dealing with my workload and stress”

“Social media and having healthy relationships with everyone around you. Feeling pressured to fit in and find a place where you fit in the world.”

“The school system is putting too much pressure on young people. They say school is a safe place but it’s really the cause/contributor to the mental health issues teens face today.”

Outcomes

Young peoples’ physical, social and mental wellbeing are recognised through initiatives that make them feel seen, supported and understood. Young people are empowered and able to access education, resources and information that supports their personal care and builds resilience and confidence.

What we heard from young people

Mental health was the number one issue facing young people. Key issues included stress and anxiety related to:

- Education pressures, workloads and academic expectations
- Anxiety, depression and other mental illnesses
- Stress at work or finding a job
- The future/career direction.

Other health and wellbeing issues include:

- Body image issues
- Gender identity
- Managing emotions
- Study, recreational and social life balance
- Loneliness or isolation
- Bullying
- Vaping.

#	Action	Council's role	Timeframe
1.1	Work with young people, schools and community partners to design and deliver targeted programs for parents and carers on the mental health and wellbeing challenges experienced by young people	Partner	Year 1
1.2	Work in partnership with service providers and stakeholders to deliver community education programs promoting positive health, life skills and wellbeing for young people	Partner	Ongoing
1.3	Deliver wellbeing activities within homework and study support programs at the Library and/or through community programs	Lead	Ongoing
1.4	Promote and facilitate access to mental health first aid programs for young people to build their capacity to support their peers	Partner	Year 2
1.5	Consult with young males to inform the delivery of targeted programs that support their health and wellbeing	Lead	Year 3
1.6	Work with young people and community stakeholders to plan and deliver targeted programs that raise awareness about safe, healthy and respectful behaviour and relationships	Partner	Year 2
1.7	Partner with key stakeholders to establish a 'Domestic Violence Hub' in Burwood and involve young people in the consultation and promotion of programs to ensure the hub is accessible to young people	Partner	Year 4
1.8	Collaborate with schools, young people and families to develop initiatives which foster positive social media use and bullying prevention	Partner	Year 3

We will also continue to:

- Provide health and wellbeing programs at Enfield Aquatic Centre, Burwood Library and Community Hub and other Community Programs
- Update Council's Youth webpage with links to health and wellbeing resources and support services
- Consider the needs of young people in the implementation of the *Safer Burwood Plan*.

“ I feel that my biggest personal challenge over the past 12 months has been pushing myself and opening myself up to new and different things such as talking to new people.”





FOCUS AREA 2.

Information, connection and support

Young people want opportunities to develop meaningful relationships outside of school and work through engaging and participating in sport, work, community programs, social activities and other areas of interest.

Many young people reported difficulty finding information about relevant services or resources or navigating access. Despite the central location and accessibility of Burwood, there are no youth-specific funded services located within Burwood. Being able to access youth services located in the LGA would provide young people with an identified space to access resources and information, and to talk to someone without being turned away.

Targeted information for young people may not necessarily filter down to them via parents and schools. When information is provided only in English many parents are unable to understand the language and context and therefore do not forward this information on to their child. Ensuring information is relevant, relatable and distributed where young people go and on platforms that they use will help young people to make informed decisions, access services and increase participation.



Outcomes

Young people feel connected, included and confident. Young people are engaged and participate in programs and activities that meet their diverse interests. Young people are able to find information and access local support services and resources that address their needs.

What we heard from young people

Young people told us they want:

- To know what services are available and how to access them
- To know where to go for information and support
- Information to be distributed on youth friendly platforms and in community languages when targeted to parents
- Inclusive events and activated spaces featuring young people
- Activities catering for the broad interests of young people
- More youth activities, drop-in and services based in Burwood.

#	Action	Council's role	Timeframe
2.1	Promote and maintain up-to-date information about youth services, resources and programs through Council's website, communication channels, in key locations and other relevant channels	Lead	Year 1
2.2	Work with young people to develop a youth-led social media or peer education campaign to promote and raise awareness of support services and programs available to local young people	Lead	Year 3
2.3	Work with local schools and partners to improve the referral and connection of young people and families to appropriate services and support and respond to emerging needs/gaps in services	Partner	Year 2
2.4	Establish networks and consult with international students living in Burwood to better understand their needs and identify opportunities to respond to priority issues	Lead	Year 2
2.5	Partner with schools and community partners to conduct orientation to Burwood programs with international students and promote available resources, programs and support	Partner	Year 4
2.6	Undertake targeted engagement with young people 18 to 24 years to identify and respond to key priorities and strengthen communication	Lead	Year 3
2.7	Collaborate with young people to plan and deliver inclusive Youth Week activities which respond to the diverse interests, cultures and abilities of local young people	Lead	Ongoing
2.8	Map current support services and programs available to 12 to 14 year olds and identify gaps in support	Lead	Year 2
2.9	Provide a range of methods and opportunities for young people to engage with and influence decision-making on matters and projects affecting them, including through the BYAG, other Council Committees and co-research opportunities	Lead	Ongoing
2.10	Raise the profile of young people through the Burwood Young Citizen and Young Volunteer of the Year Awards	Lead	Ongoing
2.11	Partner with service providers to outreach or establish youth services located in Burwood and undertake advocacy to increase the provision and accessibility of supports and activities for young people in the Burwood LGA	Partner	Ongoing
2.12	Seek partnerships to deliver targeted programs that respond to the emerging needs of local young people including marginalised, vulnerable, disengaged or special interest groups	Partner	Year 4
2.13	Develop a framework for capturing feedback and monitoring outcomes for young people 12 to 24 years	Lead	Year 4

We will also continue to:

- Actively participate in the Inner West Youth Alliance Interagency to advocate, partner with service providers and monitor issues impacting young people
- Facilitate the Child and Family Interagency with local service providers and stakeholders to advocate for better outcomes for young people and families
- Deliver a diverse range of Community Programs and activities in Council facilities and parks
- Deliver Library Services and programs that are accessible to young people
- Develop and implement the *Multicultural Burwood Strategy*.

“ Young people are unaware of services available and sensing a lack of support networks”

“ Communicating the right pathway to young people [about] which services are available such as life skills” (school worker)

It can be hard for “young people... to be in a social place without feeling disconnected and wanting to be on their devices (phone/laptop) instead...”

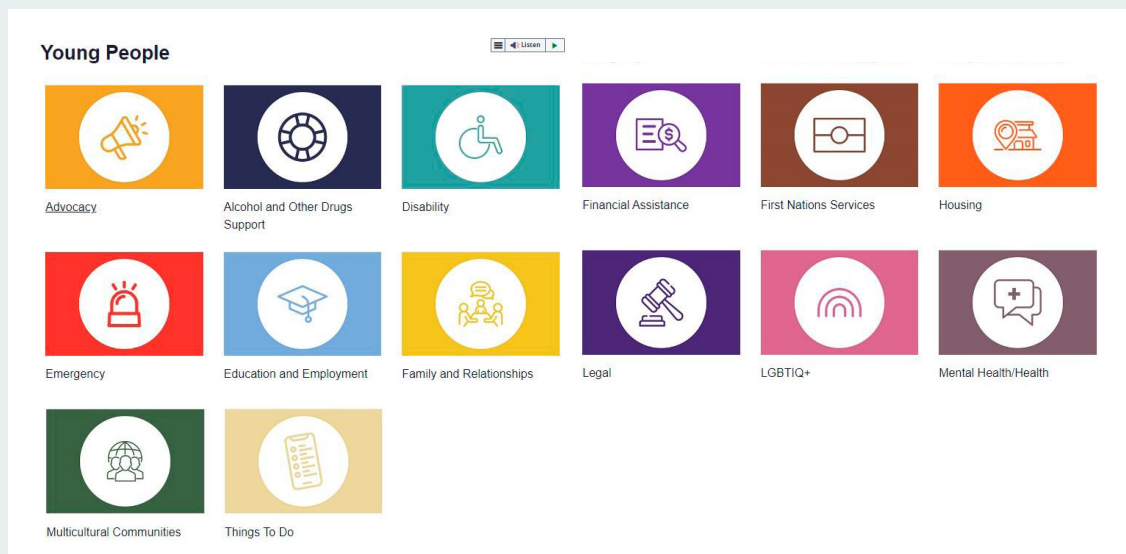
Get Connected

Youth Engagement Assistants worked together to identify and collate a range of services and resources available for young people.

A centralised web page resource was developed with information on 12 key topics relatable to young people.

These include, mental health, drug and alcohol, LGBTQI+, overseas students, local programs and events, and several others.

The Youth Engagement Team worked with the BYAG to identify the best methods to share the information. A QR coded resource was produced to be promoted online, on social media platforms and on posters for distribution in spaces where young people gather. The page can be easily updated by Council staff to promote local activities, events, new services and programs to ensure relevance.







FOCUS AREA 3.

Places and spaces

Burwood is a very transient place with many young people travelling into the area for school, study and shopping. Young people enjoy spending time in, and around, Burwood. They love the multicultural community, its busy-ness, proximity to transport, variety of food choices and shopping options.

Young people want Burwood to become a destination where they come to enjoy events and can access locally-based community services and activities. Places and spaces that are safe places for young people and can accommodate the diverse interests and needs of young people are a key priority.

Outcomes

Young people feel welcome and seen in their community and access facilities, spaces and events that are accessible, inclusive, engaging and activated. They are able to meet with friends and participate in a diverse range of activities, programs and events that consider their needs and interests.

What we heard from young people

Young people want to see:

- More free public Wi-Fi
- More youth-drop in programs and spaces to gather and hangout
- Quiet times in the Library and Community Hub
- More outdoor fitness facilities in parks
- Inclusive and activated spaces featuring young people
- Creative, music and performance spaces
- Activities catering for the broad interests of young people
- Safe, stable and affordable housing.



#	Action	Council's role	Timeframe
3.1	Explore opportunities to increase the provision of free Wi-Fi in Council facilities and public spaces	Lead	Ongoing
3.2	Identify opportunities to expand the seating and activate the public spaces outside Burwood Library and Community Hub to enable young people to gather and meet	Lead	Year 3
3.3	Engage with young people to co-create inclusive spaces and events that cater for the diverse needs of young people with disabilities and promote greater inclusion	Lead	Ongoing
3.4	Expand and promote the availability of free quiet study times and spaces in the Library and Community Hub for students of all abilities, particularly during exam times	Lead	Year 1
3.5	Introduce quiet times in Enfield Aquatic Centre to improve access and inclusion for people with disability	Lead	Year 2
3.6	Identify and promote opportunities to provide safe and welcoming indoor and outdoor places and spaces that are designed for, and by, young people and address diverse interests	Lead	Ongoing
3.7	Identify opportunities to involve young people in the Licence to Play Policy trial	Partner	Year 4
3.8	Involve young people in the consultative process for major developments and refurbishments for the public domain to ensure they consider how young people use space	Lead	Year 1
3.9	Engage with young people in the planning and review of Plans of Management, improvements and upgrades of parks and sporting fields to increase access and usage	Lead	Ongoing
3.10	Increase the provision of free outdoor fitness and recreation facilities in parks and open spaces	Lead	Year 2

We will also continue to:

- Implement actions in the Safer Burwood Plan and Burwood After Dark Strategy to improve the design, usage and activation of public spaces and promote inclusiveness, welcoming and belonging
- Consult with young people on the design and experience of public spaces and community facilities through our youth, disability and multicultural advisory committees
- Consider the needs of young people in the implementation of the Burwood Disability Inclusion Action Plan, including developing accessible events guidelines
- Continue to maintain and upgrade sporting fields to provide opportunities for sport and recreation.



We want Burwood to be a destination for young people.





FOCUS AREA 4.

Pathways to employment

Young people feel uncertain about their futures and want support navigating further study pathways and career options. They feel pressure from family or community expectations in terms of educational attainment or traditional career pathways. They want to explore opportunities that align with their interests, to develop skills and experience to gain employment, or support with the transition from school or study to work.

Outcomes

Young people are prepared for the future and have the tools to make choices about training, further study, career and employment pathways that best suit their interests, skills and abilities. They actively participate in initiatives that develop their capacity to make decisions about their future and develop skills that help them to achieve their goals. They have access to employment opportunities within their areas of interest.

" Feeling of isolation, especially those in uni or just starting work"

" Graduating uni and working my first real job, daunting to be an adult"

" The expectation of young people to know what they want to work as or do in the future... Pressure!"

" Identifying a career direction"

" Stress and anxiety over future plans for [our] lives"

" Identifying their direction for career and to restrain themselves from believing all the messages bombarded in social media"

" Inability to save despite working as much as I can whilst completing a degree"

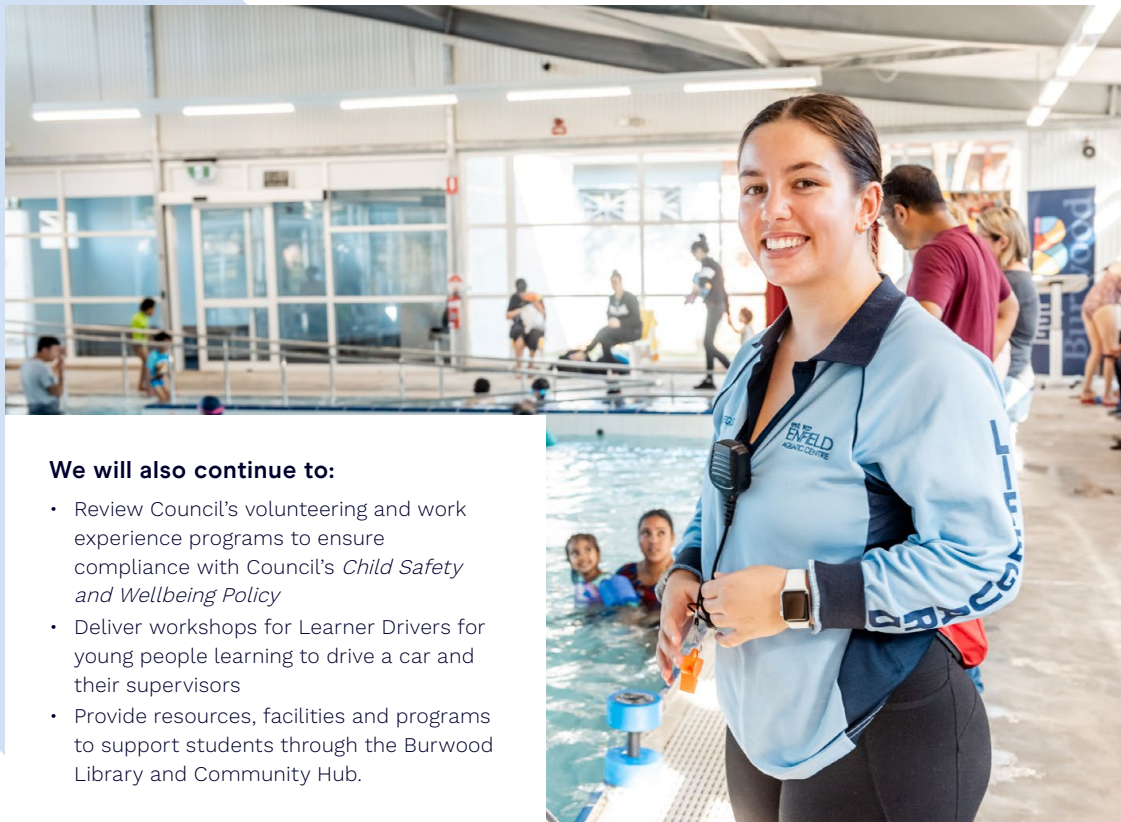
" I feel that the most important issue is the difficulty of spending money wisely and finding a good job"

What we heard from young people

Young people told us they want:

- Support identifying career options aligned to their interests and abilities
- Support in exploring non-traditional or academic career and study paths
- Opportunities to build skills and experience
- Support to find and gain employment
- Support during the transition into study or work
- Support with managing finances and saving money.

#	Action	Council's role	Timeframe
4.1	Undertake research and consultation with schools and young people to identify priority industries of interest to young people and related training and employment support needs	Lead	Year 2
4.2	Investigate opportunities to support the delivery of information about post school options for young people of all abilities, including pathways into non-traditional careers	Partner	Year 3
4.3	Develop an education program presented by young students, interns and employees about real life experiences on education and career pathways	Lead	Year 3
4.4	Deliver a subsidised program of short skills courses in partnership with local training providers and the business sector	Partner	Year 4
4.5	Identify and promote volunteer, work experience, internships and other paid employment pathway opportunities within Council for local young people	Lead	Year 1
4.6	Collaborate with the business, education providers and the community sector to develop and promote opportunities for work experience, internships and volunteering for young people to develop vocational or professional industry skills and increase employability	Partner	Year 4
4.7	Promote job readiness programs to build confidence in young people to secure casual, part time and permanent employment	Lead	Year 2
4.8	Promote and deliver capacity building workshops for young people that focus on saving and spending habits and positive future focused behaviours to foster financial security	Partner	Year 3



We will also continue to:

- Review Council's volunteering and work experience programs to ensure compliance with Council's *Child Safety and Wellbeing Policy*
- Deliver workshops for Learner Drivers for young people learning to drive a car and their supervisors
- Provide resources, facilities and programs to support students through the Burwood Library and Community Hub.

Monitoring our progress

Council will work together with local young people, schools, youth service providers and our community to implement, monitor and evaluate this Plan.

An implementation plan will be developed for each year of the four years of this Plan (February 2024 to December 2027). Key actions will be incorporated into Council’s operational plans.

We will regularly review and measure the outcomes of our activities through our corporate reporting and regular review by our BYAG.

To ensure that this Plan remains responsive to changing needs, we will undertake targeted and ongoing consultation with young people across the community to ensure that new and emerging trends are identified that are impacting on young people.

We will continue to monitor and review:

- Changes in youth wellbeing and the impact of programs, services and facilities delivered as part of the Plan through:
 - Community priority and satisfaction survey results
 - Customer experience survey results for Burwood Library and Enfield Aquatic Centre
 - Feedback from program participants on changes in health and wellbeing, community connectedness, inclusion, and employment outcomes.

- Levels of youth engagement in Council’s planning and decision-making
- Levels of participation and satisfaction in youth activities, events and programs
- Levels of access to youth services and programs and local provision in the Burwood LGA
- Levels of collaboration with project partners
- Indicators of youth development aligned to the Australian Youth Development Index (AYDI)⁸
- We will also develop a framework for capturing feedback and monitoring outcomes for young people 12 to 24 years and incorporate in engagement and data collection processes.



⁸ The AYDI analyses the state of youth development using a range of indicators and data sources across six domains: Health and Wellbeing, Education and Skills, Employment and Opportunity, Civic and Political Participation, Safety and Security, and Community and Culture (<https://www.ayac.org.au/australian-youth-development-index>)





Scan to learn more



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(Item 20/24) Investment Report as at 31 January 2024 and 29 February 2024

File No: 24/7662

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

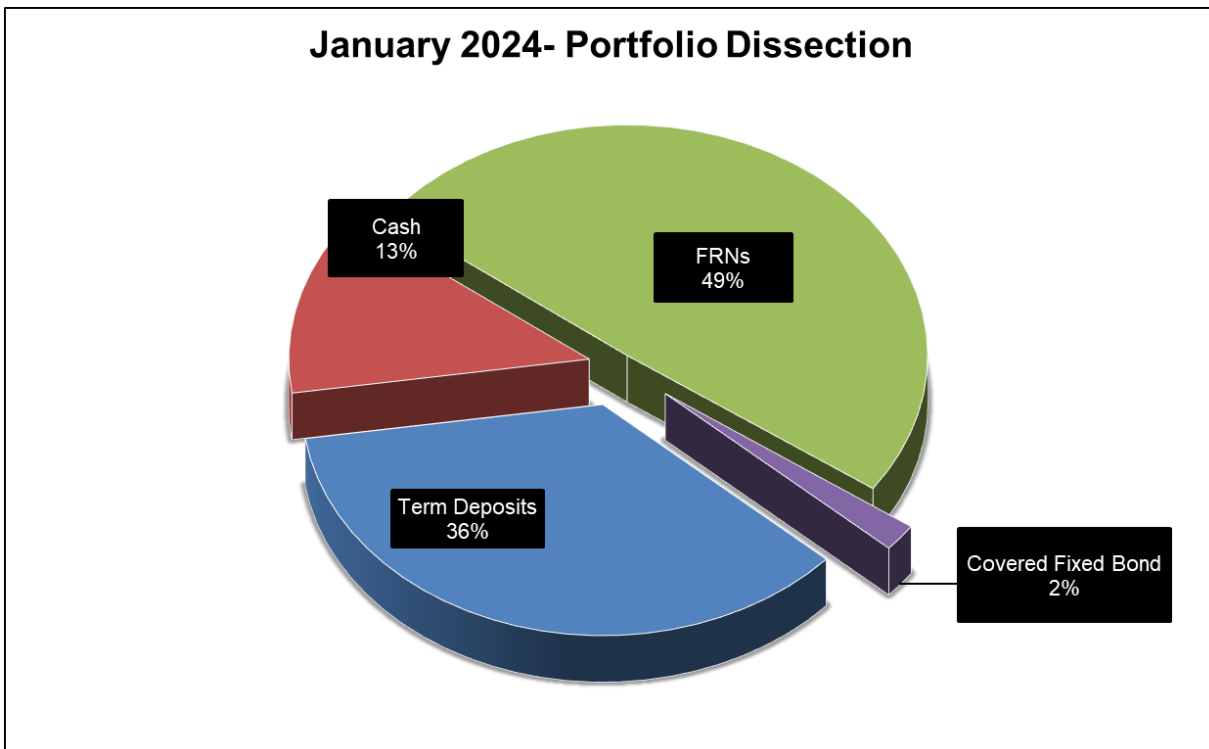
Background

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 January 2024 is:



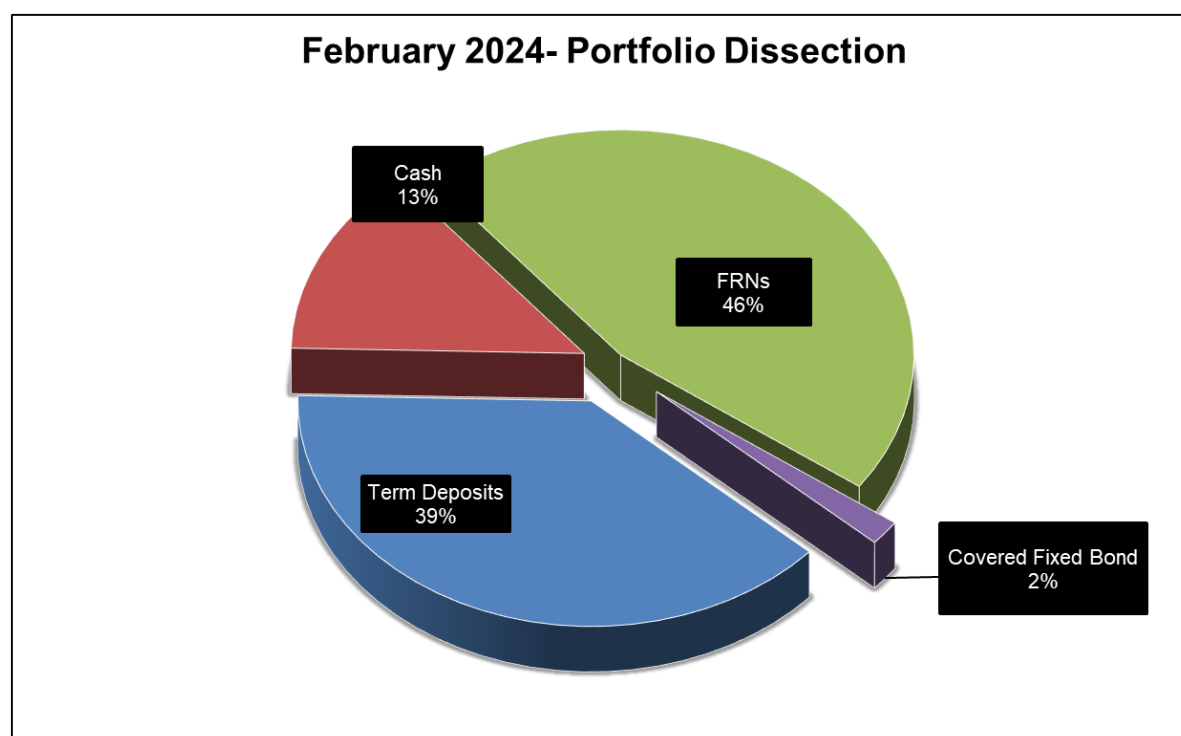
As at 31 January 2024 Council held the following term deposits:

Purchase Date	Financial Institution	Principal Amount	Interest Rate	Investment Days	Maturity Date
14 Aug 23	CBA	4,000,000	5.50%	270	10 May 24
09 Oct 23	SunCorp	4,000,000	5.15%	274	09 Jul 24
10 Oct 23	NAB	4,000,000	5.17%	365	09 Oct 24
02 Nov 23	CBA	3,000,000	5.40%	364	31 Oct 24
05 Dec 23	CBA	4,000,000	5.21%	182	03 Jun 24
	Total	19,000,000			

As at 31 January 2024 Council held the following Floating Rate Notes:

Purchase Date	Financial Institution	Principal Amount	Current Coupon Rate	Investment Days	Maturity Date
16 Jun 21	MyState Bank Ltd	2,500,000	5.0125%	1,461	16 Jun 25
24 Aug 21	National Australia Bank	1,500,000	4.7886%	1,826	24 Aug 26
11 Aug 22	Westpac	1,800,000	5.2186%	1,096	11 Aug 25
18 Aug 22	Commonwealth Bank of Australia	2,400,000	5.4028%	1,826	18 Aug 27
13 Oct 22	MyState Bank Ltd	1,500,000	5.6502%	1,096	13 Oct 25
17 Oct 22	Suncorp-Metway Limited	800,000	5.2302%	1,096	17 Oct 25
07 Nov 22	Sumitomo Mitsui Banking Sydney	2,000,000	5.5142%	1,096	07 Nov 25
13 Jan 23	Commonwealth Bank of Australia	3,000,000	5.5002%	1,826	13 Jan 28
19 Jan 23	Rabobank U.A Australia Branch	1,500,000	5.5189%	1,826	19 Jan 28
10 Feb 23	Newcastle Permanent Building Society	1,000,000	5.4142%	1,461	10 Feb 27
03 Mar 23	HSBC Sydney Branch	2,000,000	5.4168%	1,827	03 Mar 28
16 Mar 23	United Overseas Bank Sydney	2,000,000	5.0925%	1,096	16 Mar 26
18 May 23	Suncorp-Metway Limited	1,500,000	5.4328%	1,096	18 May 26
16 Jun 23	QPCU Limited T/A QBANK	2,750,000	6.0625%	1,096	16 Jun 26
	Total	26,250,000			

Its investment portfolio as at 29 February 2024 is:



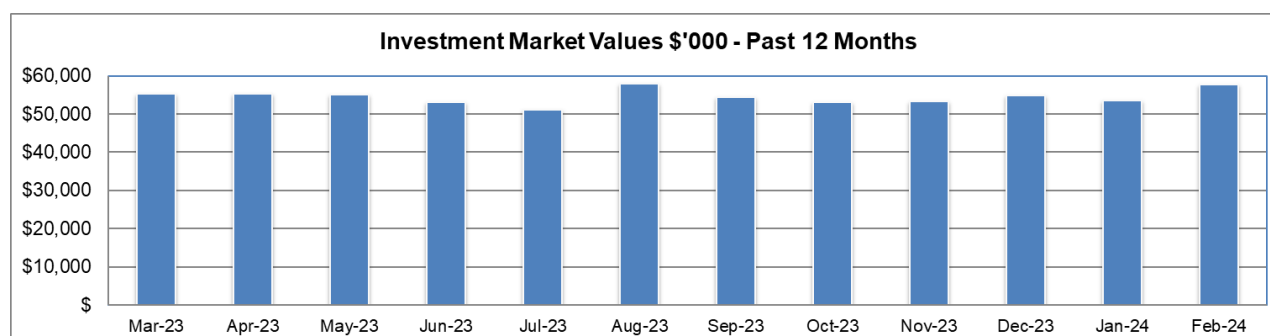
As at 29 February 2024 Council held the following term deposits:

Purchase Date	Financial Institution	Principal Amount	Interest Rate	Investment Days	Maturity Date
14 Aug 23	CBA	4,000,000	5.50%	270	10 May 24
09 Oct 23	SunCorp	4,000,000	5.15%	274	09 Jul 24
10 Oct 23	NAB	4,000,000	5.17%	365	09 Oct 24
02 Nov 23	CBA	3,000,000	5.40%	364	31 Oct 24
05 Dec 23	CBA	4,000,000	5.21%	182	03 Jun 24
22 Feb 24	NAB	3,000,000	5.08%	365	21 Feb 25
	Total	22,000,000			

As at 29 February 2024 Council held the following Floating Rate Notes:

Purchase Date	Financial Institution	Principal Amount	Current Coupon Rate	Investment Days	Maturity Date
16 Jun 21	MyState Bank Ltd	2,500,000	5.0125%	1,461	16 Jun 25
24 Aug 21	National Australia Bank	1,500,000	4.7456%	1,826	24 Aug 26
11 Aug 22	Westpac	1,800,000	5.1472%	1,096	11 Aug 25
18 Aug 22	Commonwealth Bank of Australia	2,400,000	5.3600%	1,826	18 Aug 27
13 Oct 22	MyState Bank Ltd	1,500,000	5.6502%	1,096	13 Oct 25
17 Oct 22	Suncorp-Metway Limited	800,000	5.2302%	1,096	17 Oct 25
07 Nov 22	Sumitomo Mitsui Banking Sydney	2,000,000	5.4490%	1,096	07 Nov 25
13 Jan 23	Commonwealth Bank of Australia	3,000,000	5.5002%	1,826	13 Jan 28
19 Jan 23	Rabobank U.A Australia Branch	1,500,000	5.5189%	1,826	19 Jan 28
10 Feb 23	Newcastle Permanent Building Society	1,000,000	5.3472%	1,461	10 Feb 27
03 Mar 23	HSBC Sydney Branch	2,000,000	5.4168%	1,827	03 Mar 28
16 Mar 23	United Overseas Bank Sydney	2,000,000	5.0925%	1,096	16 Mar 26
18 May 23	Suncorp-Metway Limited	1,500,000	5.3900%	1,096	18 May 26
16 Jun 23	QPCU Limited T/A QBANK	2,750,000	6.0625%	1,096	16 Jun 26
	Total	26,250,000			

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



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

Council's investment balances as at reporting date and for the previous two months are detailed in Attachment 1 and Attachment 2. Definitions on the types of investments are detailed in Attachment 3.

Investment Performance and Market Commentary

At the Reserve Bank of Australia (RBA) meeting on the 6 February 2024, the Board decided to leave the official cash rate at 4.25 per cent. According to the Statement by the Reserve Bank board "...Inflation continued to ease in the December quarter. Despite this progress, inflation remains

high at 4.1 per cent. Goods price inflation was lower than the RBA's November forecasts. It has continued to ease, reflecting the resolution of earlier global supply chain disruptions and a moderation in domestic demand for goods. Services price inflation, however, declined at a more gradual pace in line with the RBA's earlier forecasts and remains high. This is consistent with continuing excess demand in the economy and strong domestic cost pressures, both for labour and non-labour inputs.

Higher interest rates are working to establish a more sustainable balance between aggregate demand and supply in the economy. Accordingly, conditions in the labour market continue to ease gradually, although they remain tighter than is consistent with sustained full employment and inflation at target. Wages growth has picked up but is not expected to increase much further and remains consistent with the inflation target, on the assumption that productivity growth increases to around its long-run average. Inflation is still weighing on people's real incomes and household consumption growth is weak, as is dwelling investment.

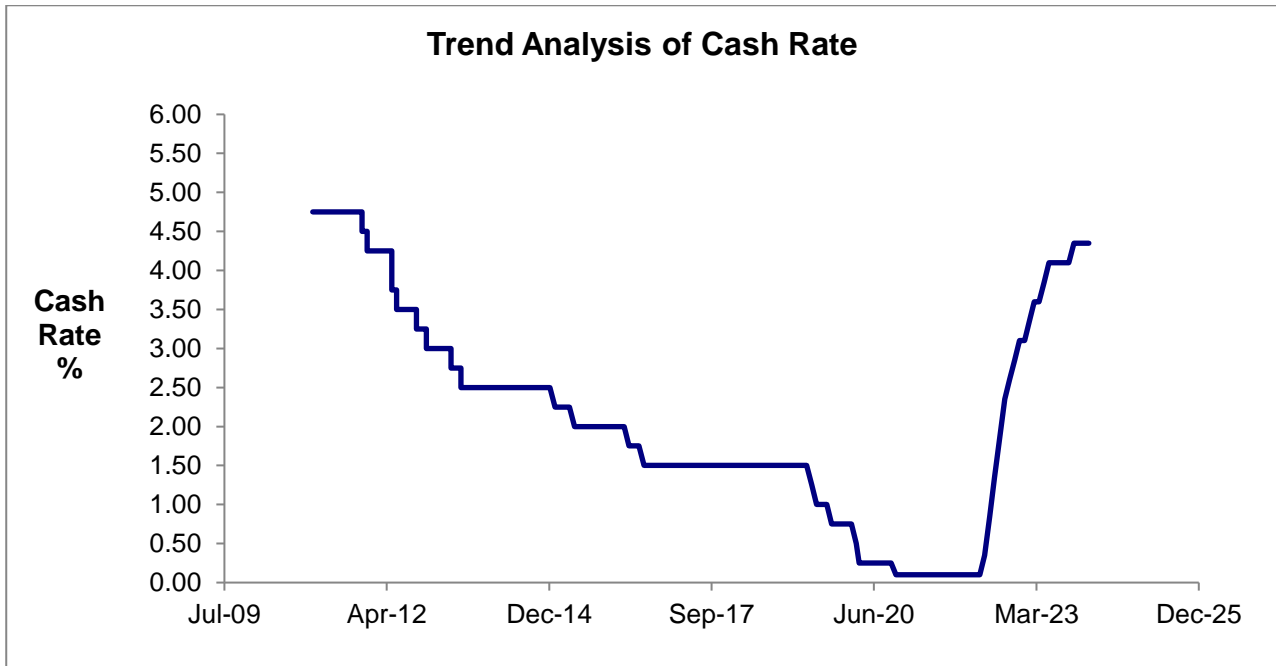
While there are encouraging signs, the economic outlook is uncertain and the Board remains highly attentive to inflation risks. The central forecasts are for inflation to return to the target range of 2–3 per cent in 2025, and to the midpoint in 2026. Services price inflation is expected to decline gradually as demand moderates and growth in labour and non-labour costs eases. Employment is expected to continue to grow moderately and the unemployment rate and the broader underutilisation rate are expected to increase a bit further.

While there have been favourable signs on goods price inflation abroad, services price inflation has remained persistent and the same could occur in Australia. There also remains a high level of uncertainty around the outlook for the Chinese economy and the implications of the conflicts in Ukraine and the Middle East. Domestically, there are uncertainties regarding the lags in the effect of monetary policy and how firms' pricing decisions and wages will respond to the slower growth in the economy at a time of excess demand, and while the labour market remains tight. The outlook for household consumption also remains uncertain.

Returning inflation to target within a reasonable timeframe remains the Board's highest priority. This is consistent with the RBA's mandate for price stability and full employment. The Board needs to be confident that inflation is moving sustainably towards the target range. To date, medium-term inflation expectations have been consistent with the inflation target and it is important that this remains the case.

While recent data indicate that inflation is easing, it remains high. The Board expects that it will be some time yet before inflation is sustainably in the target range. The path of interest rates that will best ensure that inflation returns to target in a reasonable timeframe will depend upon the data and the evolving assessment of risks, and a further increase in interest rates cannot be ruled out. The Board will continue to pay close attention to developments in the global economy, trends in domestic demand, and the outlook for inflation and the labour market. The Board remains resolute in its determination to return inflation to target and will do what is necessary to achieve that outcome."

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



Recommendation(s)

1. That the investment report for 31 January 2024 and 29 February 2024 be received and endorsed.
2. That the Certificate of the Responsible Accounting Officer be received and noted.

Attachments

- 1 [↓](#) Investment Register - 31 January 2024
- 2 [↓](#) Investment Register - 29 February 2024
- 3 [↓](#) Investment Types

ITEM NUMBER 20/24 - ATTACHMENT 1

Investment Register - 31 January 2024

BURWOOD COUNCIL
INVESTMENT PORTFOLIO
as at 31 January 2024

Investment Adviser	Issuer	ADI or N-ADI	Investment Name	Type	Rating S&P	Invested Amount	Market Value as at 30/11/2023	Market Value as at 31/12/2023	Market Value as at Reporting Date	% of Total Invested
Cash										12.70
Council	Commonwealth Bank	ADI	Operating Account	Cash	AA-	950,303	3,303,269	763,965	950,303	1.77
Council	Commonwealth Bank	ADI	Cash Deposit Account	At Call	AA-	0	-	-	-	0.00
Council	Commonwealth Bank	ADI	Online Saver	At Call	AA-	5,858,946	348,565	3,349,906	5,858,946	10.92
Council	AMP Bank Limited	ADI	AMP Business Saver	At Call	BBB-	1,258	1,251	1,255	1,258	0.00
Council	AMP Bank Limited	ADI	AMP Notice Account	Notice 30 days	BBB-	3,669	3,638	3,653	3,669	0.01
Term Deposits										35.98
Council	AMP Bank Limited	ADI	AMP Business Saver	Term Deposit	BBB-	-	3,071,803	-	-	0.00
Council	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	4,000,000	4,965,096	4,983,781	4,102,466	7.65
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	4,000,000	4,028,895	4,046,459	4,064,023	7.58
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Term Deposit	AA-	4,000,000	4,029,348	4,046,844	4,064,340	7.58
Council	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	3,000,000	3,012,427	3,026,186	3,039,945	5.67
Council	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	4,000,000	-	4,014,845	4,032,545	7.52
Term Deposits - Covered Fixed Bond										1.90
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Fixed Bond (4.83% Semi Annual)	AA-	1,000,000	1,003,220	1,015,010	1,018,170	1.90
Floating Rate Notes										49.42
Council	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +130 bps)	BBB	1,500,000	1,515,315	1,523,055	1,508,970	2.81
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Floating Bond (90 day BBSW +88 bps)	AA-	800,000	806,368	810,520	803,968	1.50
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Floating Bond (90 day BBSW +105 bps)	AA-	1,500,000	1,505,760	1,513,920	1,520,955	2.84
Council	Rabobank U.A Australia Branch	ADI	Rabobank U.A Australia Branch	Floating Rate Notes (90 day BBSW mid + 118 bps)	A	1,500,000	1,519,560	1,525,920	1,516,140	2.83
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +112 bps)	AA-	3,000,000	3,050,070	3,067,050	3,038,430	5.66
Council	The Hongkong and Shanghai Banking Corporation Limited Sydney Branch	ADI	The Hongkong and Shanghai Banking Corporation Limited Sydney Branch	Floating Rate Notes (90 day BBSW +105 bps)	AA-	2,000,000	2,023,100	2,008,040	2,020,190	3.77
Council	United Overseas Bank Ltd Sydney Branch	ADI	United Overseas Bank Ltd Sydney Branch	Floating Rate Notes (90 day BBSW +73 bps)	AA-	2,000,000	2,018,720	2,004,060	2,013,540	3.75
Council	Newcastle Permanent Building Society	ADI	Newcastle Permanent Building Society	Floating Rate Notes (90 day BBSW +138 bps)	BBB	1,000,000	985,090	990,800	997,130	1.86
Council	Sumitomo Mitsui Banking Corporation Sydney	ADI	Sumitomo Mitsui Banking Corporation Sydney	Floating Rate Notes (90 day BBSW +110 bps)	A	2,000,000	2,018,620	2,029,200	2,037,880	3.80
Council	National Australia Bank	ADI	National Australia Bank	Floating Rate Notes (90 day BBSW +41 bps)	AA-	1,500,000	1,488,615	1,496,520	1,502,190	2.80
Council	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +65 bps)	BBB	2,500,000	2,508,600	2,491,175	2,502,925	4.67
Council	QPCU Limited T/A QBANK	ADI	QPCU Limited T/A QBANK	Floating Rate Notes (90 day BBSW +170 bps)	BBB-	2,750,000	2,788,775	2,764,768	2,780,498	5.18
Council	Westpac Banking Corporation Ltd	ADI	Westpac Banking Corporation Ltd	Floating Rate Notes (90 day BBSW +80 bps)	AA-	1,800,000	1,810,440	1,818,918	1,826,712	3.41
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +102 bps)	AA-	2,400,000	2,419,008	2,432,208	2,441,208	4.54
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +113 bps)	AA-	-	4,031,720	4,047,520	-	0.00
Grand Total						53,064,176	53,357,273	54,875,577	53,646,390	100.00

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

Certificate of Responsible Accounting Officer

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



Sarah Seaman

Finance Manager

ITEM NUMBER 20/24 - ATTACHMENT 2

Investment Register - 29 February 2024

BURWOOD COUNCIL
INVESTMENT PORTFOLIO
as at 29 February 2024

Investment Adviser	Issuer	ADI or N-ADI	Investment Name	Type	Rating S&P	Invested Amount	Market Value as at 31/12/2023	Market Value as at 31/01/2024	Market Value as at Reporting Date	% of Total Invested
Cash										13.65
Council	Commonwealth Bank	ADI	Operating Account	Cash	AA-	1,811,379	763,965	950,303	1,811,379	3.13
Council	Commonwealth Bank	ADI	Cash Deposit Account	At Call	AA-	0	-	-	-	0.00
Council	Commonwealth Bank	ADI	Online Saver	At Call	AA-	6,076,754	3,349,906	5,858,946	6,076,754	10.51
Council	AMP Bank Limited	ADI	AMP Business Saver	At Call	BBB-	1,262	1,255	1,258	1,262	0.00
Council	AMP Bank Limited	ADI	AMP Notice Account	Notice 30 days	BBB-	3,686	3,653	3,669	3,686	0.01
Term Deposits										38.71
Council	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	4,000,000	4,083,781	4,102,466	4,119,945	7.12
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	4,000,000	4,046,459	4,064,023	4,080,454	7.06
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	3,000,000	-	-	3,002,923	5.19
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Term Deposit	AA-	4,000,000	4,046,844	4,064,340	4,080,707	7.06
Council	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	3,000,000	3,026,186	3,039,945	3,052,816	5.28
Council	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	4,000,000	4,014,845	4,032,545	4,049,102	7.00
Term Deposits - Covered Fixed Bond										1.77
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Fixed Bond (4.85%) Semi Annual	AA-	1,000,000	1,015,010	1,018,170	1,021,300	1.77
Floating Rate Notes										45.88
Council	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +130 bps)	BBB	1,500,000	1,523,055	1,508,970	1,517,205	2.62
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Floating Bond (90 day BBSW +88 bps)	AA-	800,000	810,520	803,968	808,816	1.40
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Floating Bond (90 day BBSW +105 bps)	AA-	1,500,000	1,513,920	1,520,955	1,512,285	2.62
Council	Rabobank U.A. Australia Branch	ADI	Rabobank U.A. Australia Branch	Floating Rate Notes (90 day BBSW mid + 118 bps)	A	1,500,000	1,525,920	1,516,140	1,522,455	2.63
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +112 bps)	AA-	3,000,000	3,067,050	3,038,430	3,055,140	5.28
Council	The Hongkong and Shanghai Banking Corporation Limited Sydney Branch	ADI	The Hongkong and Shanghai Banking Corporation Limited Sydney Branch	Floating Rate Notes (90 day BBSW +105 bps)	AA-	2,000,000	2,008,040	2,020,180	2,032,320	3.51
Council	United Overseas Bank Ltd Sydney Branch	ADI	United Overseas Bank Ltd Sydney Branch	Floating Rate Notes (90 day BBSW +73 bps)	AA-	2,000,000	2,004,060	2,013,540	2,023,860	3.50
Council	Newcastle Permanent Building Society	ADI	Newcastle Permanent Building Society	Floating Rate Notes (90 day BBSW +138 bps)	BBB	1,000,000	990,800	997,130	991,410	1.71
Council	Sumitomo Mitsui Banking Corporation Sydney	ADI	Sumitomo Mitsui Banking Corporation Sydney	Floating Rate Notes (90 day BBSW +110 bps)	A	2,000,000	2,029,200	2,037,880	2,021,420	3.50
Council	National Australia Bank	ADI	National Australia Bank	Floating Rate Notes (90 day BBSW +41 bps)	AA-	1,500,000	1,496,520	1,502,190	1,491,855	2.58
Council	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +65 bps)	BBB	2,500,000	2,491,175	2,502,925	2,516,000	4.35
Council	QPCU Limited T/A QBANK	ADI	QPCU Limited T/A QBANK	Floating Rate Notes (90 day BBSW +170 bps)	BBB-	2,750,000	2,764,768	2,780,498	2,801,618	4.84
Council	Westpac Banking Corporation Ltd	ADI	Westpac Banking Corporation Ltd	Floating Rate Notes (90 day BBSW +80 bps)	AA-	1,800,000	1,818,918	1,826,712	1,812,402	
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +102 bps)	AA-	2,400,000	2,432,208	2,441,208	2,422,632	
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +113 bps)	AA-	-	4,047,520	-	-	0.00
Grand Total						57,143,080	54,875,577	53,646,390	57,829,745	100.00

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

Certificate of Responsible Accounting Officer

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

Sarah Seaman

Finance Manager

Types of Investments

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

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

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

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

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

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

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

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

(Item 15/24) National General Assembly of Local Government and the Australian Placemaking Summit 2024 - Conference Attendance

File No: 24/8035

Report by General Manager

Summary

This report is to inform Council of the upcoming 2024 National General Assembly of Local Government and the Australian Placemaking Summit.

Operational Plan Objective

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

Background

The 2024 National General Assembly of Local Government (NGA24) will be held at the National Convention Centre in Canberra from 2 to 4 July 2024. Council may nominate one Voting Delegate, and Council is requested to consider the delegate and nominated observers to attend the NGA24.

The theme for the annual NGA is “Building Community Trust”, which acknowledges the critical importance of trust in our democracy’s different levels of government, its institutions, and amongst its citizens.

The Australian Placemaking Summit will be held at the Melbourne Convention and Exhibition Centre, Melbourne Victoria, from 1 to 2 May 2024. The Summit is a high-level forum for discussion and debate around the crucial role of placemaking in creating better places and shaping the future of cities and towns across Australia. The 2-day summit will provide a leading platform for people from both the government and private sectors to network and discuss opportunities as well as solutions for challenges encountered in the process of placemaking. Council may nominate delegates to attend to gain a deeper understanding of the role of placemaking within our community.

Financial Implications

NGA24

The table below indicates approximate costs per person to attend the 2024 National General Assembly of Local Government in Canberra:

- | | |
|--|-------------------|
| • Early Bird Registration Fee
(Payment due by Friday 7 June 2024) | \$945.00 |
| • Conference Dinners <ul style="list-style-type: none"> ○ GA Dinner – 3 July 2024 | \$175.00 |
| • Return Air Fare to Canberra
Or Travel by Car | \$450.00 - 500.00 |
| • Hotel Accommodation per Night | \$570.00 |

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

Australian Placemaking Summit

The below are approximate costs per person to attend the summit in Melbourne:

- Early Bird Registration Fee \$1,314.50

- Return Air Fare to Melbourne \$300.00 - 350.00

- Hotel Accommodation per Night \$300.00 - 350.00

The above expenses will be met by Council in accordance with the Councillors' Expenses and Facilities Policy. If spouses/partners wish to accompany Councillors to the NGA24 or the Australian Placemaking Summit, all costs, including any additional air fare/accommodation costs, must be met by the Councillor or spouse/partner.

Recommendation(s)

1. That Council nominate the Mayor, or his alternate, as the Voting Delegate for the 2024 National General Assembly of Local Government (NGA24) to be held from 2 to 4 July 2024 in Canberra.

2. That Council determines the attendance of Councillors and the General Manager as observers at the 2024 National General Assembly of Local Government (NGA24) from 2 to 4 July 2024 in Canberra.

3. That Council determines the attendance of the Mayor, Councillors and the General Manager as attendees at the 2024 Australian Placemaking Summit from 1 to 2 May 2024 in Melbourne.

Attachments

There are no attachments for this report.

(Item 17/24) Amendment of Council Meeting Schedule

File No: 24/8653

Report by Director Corporate Services

Summary

This report proposes two amendments to the previously adopted schedule of Council meeting dates for 2024.

Operational Plan Objective

A.110 Deliver a progressive and accountable framework to support Councillors and Burwood Local Planning Panel

Background

The schedule of Council meeting and briefing dates for 2024 was adopted by Council on 28 November 2023.

Proposal

The following changes to the schedule are proposed:

1. It is proposed that the meeting and pre-meeting briefing currently scheduled for Tuesday 28 May 2024 be brought forward by one week to Tuesday 21 May 2024.

It is intended to present the draft budget to the May meeting of Council. That draft budget must be publicly exhibited for 28 days prior to being brought back to the 25 June 2024 meeting of Council for formal adoption. It is critical that the budget is adopted before 30 June 2024 to ensure that Council can continue to operate from 1 July onwards. Holding the May meeting a week earlier will ensure there is sufficient time for public exhibition and consideration of any comments before the 25 June meeting.

2. It is proposed that the meeting and pre-meeting briefing scheduled for Tuesday 24 September 2024 be cancelled.

The Local Government Elections will take place on Saturday 14 September 2024. The NSW Electoral Commission has now confirmed that it will not be declaring the outcome of those elections until 1 October 2024 at the earliest. As Council cannot meet until after the declaration of the polls, the 24 September 2024 meeting cannot proceed.

Planning or Policy Implications

No Planning or Policy implications.

Financial Implications

While the proposal itself does not have financial implications, should the budget not be adopted prior to 30 June 2024, Council will not be able to operate from 1 July 2024 until a budget is formally adopted.

Conclusion

It is recommended the proposed changes be adopted to ensure appropriate time for public consultation on the budget and to reflect the requirements around Council elections.

Recommendation(s)

That the Council meeting and briefing schedule be amended as follows:

1. The meeting of Council and related pre-meeting briefing scheduled for 28 May 2024 be rescheduled to 21 May 2024.
2. The Council and related pre-meeting briefing currently scheduled for 24 September 2024 be cancelled.

Attachments

There are no attachments for this report.

(Item 18/24) Expansion of Burwood's Pop-Up Market Offerings

File No: 24/8257

Report by General Manager

Summary

This report proposes the expansion of Burwood's pop-up market offerings through the trial of two new market events in Burwood Park.

These markets are intended to activate our public spaces, stimulate increased economic activity in the Town Centre and create dynamic, inclusive environments for people of all ages to enjoy.

Delivered in partnership with Cambridge Markets, who specialise in market events, the activations are scheduled to coincide with the June 2024 long weekend and Council's Christmas Carols event in December 2024.

Expanding on the success of the existing Woodstock Artisan Markets, the pop-up markets at Burwood Park will offer up to 150 stalls, significantly enhancing the scale and variety of goods available to our community and visitors.

Operational Plan Objective

P22. Deliver projects that activate streets, public and open spaces and enhance amenity, accessibility and safety

P 36. Activate key public places to foster productivity, economic recovery, community connection and local identity

Background

Following the successful delivery of the Woodstock Artisan Markets, Council has identified an opportunity to further leverage our public spaces to enhance community engagement and promote economic development.

The delivery of large scale pop-up market events in Burwood Park aims to build upon this foundation, with Cambridge Markets offering a more extensive array of artisan, food, and cultural stalls.

With a proven track record of organising successful markets in various locations, including Wentworth Point, Cronulla, Meadowbank, Rosebury, Zetland, and Maroubra, this partnership aims to draw on Cambridge Markets' expertise to ensure events are high-quality and reflect the dynamic, inclusive spirit of our community.

Proposal

This report seeks to endorse the trial of two large-scale market events in Burwood Park.

Given the social and economic benefits that would result from the delivery of these events, it is recommended that Council subsidise the cost by waiving the \$2,000 park hire fee for the two trial events. All other associated fees and charges would still apply.

Key Benefits:

Activate Burwood's Public Spaces: utilising Burwood Park to host dynamic events that attract residents and visitors, enhancing the vibrancy of our community.

Support Local Economy: the markets are expected to draw significant crowds resulting in increasing foot traffic and consumer spending in the town centre, benefiting local businesses.

Enhance Community Engagement: offering a diverse range of activities and stalls that cater to the interests of a wide demographic, while also coinciding with the delivery of major Council events like Carols in the Park.

Market Details:

Timing: the two activations are proposed to take place from 7am to – 9pm, inclusive of bump in and bump out on:

- 8 June 2024 coinciding with the long weekend
- 14 December 2024 coinciding with Council’s Carols in the Park event

Scale: each market will feature up to 150 stalls.

Management: Cambridge Markets, known for their expertise in organising large-scale market events, will oversee the planning, setup and management of these markets. Council will support the promotion of the events and oversee bump-in and bump-out.

Consultation

Consultation will be undertaken with local businesses, residents, and key stakeholders to gather feedback and ensure the markets align with community interests and needs.

Cambridge Markets will also consult with local businesses to identify any operators who may wish to participate in the pop-up market events, and will help facilitate their integration into each event.

Anecdotally, Council has received positive feedback from the community about the Woodstock Artisan Markets and a strong desire to see this offering expand.

Financial Implications

The fees and charges associated with booking Burwood Park for an event of this scale are as follows:

Name	Fee including GST
Event park hire for 8 hours	\$2,000
Bump in and bump out	\$20 per hour
Administration	\$80
Garbage bins	\$55 per 100 people
Event staff	\$50 per hour
Commercial stalls	\$35 each
Community stalls	\$20 each
Commercial food stall	\$129 each
Community food stall	\$82 each
Power connection fee	\$45 per connection
Electrical tagging	\$25 per item
Optional: Burwood Park Community Centre Hire	\$125 per hour
Optional: cleaning	\$150
Bond	\$3,000

Given the social and economic benefits that would result from the delivery of these events, it is recommended that Council subsidise the cost by waiving the \$2,000 park hire fee for the two trial events. All other associated fees and charges would still apply.

Conclusion

The proposed expansion of Burwood's pop-up market offerings represents an exciting opportunity to further activate our public spaces and engage our community in new and dynamic ways.

In partnering with Cambridge Markets for these events, Council aims to not only enhance the vibrancy and economic vitality of Burwood but also to foster a stronger sense of community and belonging among residents and visitors alike.

By approving the proposed subsidy, Council will incentivise a seasoned market operator to pilot their offerings in Burwood Park, demonstrating the viability of hosting ongoing events of this nature into the future.

Recommendation(s)

1. That Council waive the \$2,000 park hire fee associated with the delivery of Cambridge Market's two pilot pop-up events in Burwood Park.
2. That a report be presented to Council in February 2025 following the completion of the market trials, outlining outcomes, community feedback, and recommendations for future events.

Attachments

There are no attachments for this report.

(Item 16/24) Answers to Questions on Notice

File No: 24/7969

Report by Director City Assets

Summary

The following Questions on Notice were submitted by Councillor Ned Cutcher relating to matters considered at Council meetings in March and April 2022 as items 16/22 and 29/22:

- Item 16/22 - Loan Borrowing Programme for 2021-22 Financial Year
- Item 29/22 - Status of Tree Canopy in The Burwood LGA

Operational Plan Objective

P.49 Ensure transparency and accountability in decision making

The answers are provided below:

Question 1:

What specific efforts have been made by Burwood Council officers to:

- Continue to be proactive with its tree planting efforts
- Continue greening efforts in our LGA
- Look into better ways to assist in managing trees and canopy in the LGA
- Adhere to the 25% tree canopy target as per the Sustainable Burwood Plan
- Enforce tree replacement requirements per Council's DCP
- Encourage the community to plant trees and shrubs in their backyard

Answer by Director City Assets

- Since 2022, Council officers have been proactive in seeking grant funding for street and open space tree planting in the Burwood LGA such as:
 - a. The Greening Our City 2022 grants program, which provided funds for the planting of 131 trees in various open space locations in 2023. Further tree planting works are being planned for 2024 to utilise the remaining grant funding.
 - b. The Queen's Jubilee tree planting grant program, which provided funds for planting of 7 mature trees in Burwood Park in late 2022
 - c. The Greening Our City 2021 grants program, which contributed to the Council's annual street tree planting program. A total of 512 trees were planted in late 2022 as part of this program.
- A new batch of annual street tree planting commenced on 4 March 2023, involving the planting of 103 street trees. This includes creating tree pits in existing concrete footpaths. Future street tree planting efforts will continue to include conversion of concreted nature strips for street tree planting.
- Budget has been proposed to be allocated for next financial year to continue with the street tree planting program.
- The *Phoenix canariensis* in the Burwood CBD area that have died have been replaced by native palms.

- Mature trees in pots have been installed as part of the Coronation Parade streetscape works. This type of street tree planting will be considered in future streetscape works where nature strip planting is not possible.
- Street trees that have been removed for risk management or development purposes have been replaced where possible.
- Council has continued to share its tree planting efforts with the residents via Council's Social Media platforms and promoted other tree planting programs such as the Department of Planning's "Everyone Plant One" program.
- Council has commenced the setup of an internal online portal to easily manage reporting and scheduling of maintenance for street and park trees. This also allows data collection for continuous improvement.
- Council has donated 20 mature trees to the Burwood Girl's High School that have now been planted in the school grounds and would serve as future shade and habitat trees. This was funded under the Mayor's donation budget.
- Tree planting is included in landscape design for parks and streetscapes whenever possible.
- To work towards achieving the 25% canopy by 2030 (25% includes canopy in public and private land)
 - a. Council will continue to seek funding from tree planting grant programs on an annual basis.
 - b. Council will continue to allocate funding for the street tree planting program and find other opportunities where tree planting can be achieved in Burwood streetscapes.
 - c. Council will use the street tree inventory data and the state canopy data to proactively track Council's progress in the improvement of canopy cover

Question 2:

What progress has been made to ensure a care and management plan is incorporated into the tree replacement requirements in the DCP?

Answer by Director City Assets

- Council's Tree Management Officer follows an internal procedure whereby Tree Permit Applications are checked for any historic failures to comply with conditions of consent. If, for example, a replacement tree required in a previous Tree Permit Application has not been planted, has died or has not been maintained, the processing of the new application is deferred until such time as the previous conditions have been complied with.
- In relation to Development Applications - Landscaping or tree planting that is a condition of consent for Development Applications is enforceable. Failure to plant new or replacement trees is an offence under Section 4.2(1)(b) of the Environmental Planning and Assessment Act. The Revenue NSW – Local Government Fixed Penalty Handbook lists this offence as 'Development not accord consent – any other case' which carries fines of \$3,000 for individuals and \$6,000 for corporations. These fines can be issued by Council or the offence dealt with through the court system. Landscaping for a Development Application is certified by a Principle Certifying Authority (PCA). The applicant may elect a private certifier or Council as the PCA.
- In Section 6.1.5 of the current Burwood DCP the Conditions of Approval require for tree replacement plants to be protected and cared for until maturity so they remain in good condition and attain their natural size and form.

Question 3:

What progress has been made to establish a Street Tree Inventory for Burwood Council?

Answer by Director City Assets

- Data for all of Council's street and open space trees has been collected and is available for viewing internally via Council's SSA GIS viewer. This project was partly funded by the Greening Our Neighbourhoods Grant Program. Data is currently not available for the public. Over 10,000 trees were surveyed in the Burwood LGA, including 7,482 street trees and 3,196 trees in reserves and parks. The data will assist Council in the assessment of canopy gaps and identifying future tree planting opportunities.
- Council has also been able to acquire the 2022 canopy data from the Department of Planning, Infrastructure and Housing. This can also be viewed in Council's SSA GIS Program.

Recommendation(s)

That Council receives and notes this report.

Attachments

There are no attachments for this report.

(Item Rc2/24) Burwood Local Traffic Committee - March 2024

File No: 24/7615

Report by Director City Assets

Summary

Attached are the Minutes of the Burwood Local Traffic Committee from meeting of March 2024. The Minutes are hereby submitted to the Ordinary Council Meeting for consideration and adoption by Council.

Operational Plan Objective

C.4.1 Plan and manage transport infrastructure to meet current and future community needs
A.40 Investigate traffic hot spots and implement solutions such as pedestrian refuges, roundabouts or traffic calming devices.

Recommendation(s)

That the minutes of the Burwood Local Traffic Committee of March 2024 be noted and the recommendations of the Committee as detailed below be adopted as a resolution of the Council.

(ITEM LTC4/24) BOYLE STREET, CROYDON PARK - REQUEST FOR MOBILITY PARKING SPACE

Recommendation

That Council approves the installation of one 6.7m long mobility parking space on-street along the Violet Street boundary of 49A Boyle Street, Croydon Park.

(ITEM LTC5/24) ANZAC COMMEMORATIVE DAWN SERVICE 2024 - ROAD CLOSURE

Recommendations

1. That Council approve the temporary road closure on the northern side of Church Street on Thursday 25 April 2024 commencing at 5.00am for the purpose of organising participants.
2. That Council approve the rolling road closure from Church Street onto Burwood Road to Burwood Park on Thursday 25 April 2024 commencing at 6.00am.
3. That organisers/marshals be requested to ensure that all participants remain within the confines of the west bound lane of Church Street and northbound lane on Burwood Road.
4. That Council and TfNSW note that this is a Category 3 event.

(ITEM LTC6/24) BURWOOD 150TH CELEBRATION ROAD CLOSURE AND TRAFFIC MANAGEMENT

Recommendations

1. That Council approve the full road closure of Burwood Road between Railway Parade and Belmore Street, from midday to midnight on Saturday 6th April 2024.
 2. That Council approves the partial closure of 40 spaces in the Elizabeth Street carpark, with spaces blocked off with road barriers.
 3. That Council approves the attached TCP clearly showing all proposed advance warning signage, detours and temporary bus shelters.
 4. That all proposed temporary VMS boards are approved for installation at the locations specified for a period of one week prior to the event date.
 5. That Council approves the temporary 'No Stopping' restrictions for both sides of Burwood Road between Railway Parade and Belmore Street from 10:00am to midnight on Saturday 6th April 2024.
-

(ITEM LTC7/24) PARK ROAD, BURWOOD - PROPOSED TRAFFIC ISLANDS AND GIVE WAY RESTRICTIONS

Recommendations

1. That Council approve the installation of 'Give Way' restrictions on Park Road, Burwood at its intersection with Parramatta Road, including all signs and linemarkings.
2. That Council approve the installation of the new traffic islands on Park Road, Burwood at its intersection with Parramatta Road.
3. That Council approve the installation of a left turn arrow in Park Road at its intersection with Parramatta Road to help ensure motorists are clear that they are to enter Park Road from Parramatta Road.

(ITEM LTC8/24) WOODSIDE AVENUE, BURWOOD - WORK ZONE APPLICATION

Recommendation

The Council approve the installation of a 10 metre long "Work Zone - 7:00 am – 5:30pm Monday to Friday, and from 7:00am to 4:00pm Saturday directly fronting on Woodside Avenue which is the southern frontage of No. 47 Conder Street, Burwood, for a length of 10m and for a period of 44 weeks.

(ITEM LTC9/24) 12 BYER STREET, ENFIELD - REMOVAL OF MOBILITY PARKING RESTRICTIONS

Recommendation

That Council approve the removal of the 'Mobility Parking' space located outside 12 Byer Street, Enfield and convert the area to "4P 8:00am to 6:00pm (Monday – Friday) & 8:00am to 01:00pm (Saturday) – Permit Holders Excepted Area 18" parking restrictions.

Attachments

- 1 [↓](#) Burwood Local Traffic Committee Agenda - 07.03.2024
- 2 [↓](#) Burwood Local Traffic Committee Minutes - 07.03.2024



Notice of Burwood Local Traffic Committee Meeting

The March 2024 meeting of the Burwood Local Traffic Committee will be held electronically with the Agenda emailed to Members for review.

The minutes from the February 2024 meeting has also been emailed to members for confirmation.

All comments are requested to be returned to Council by 9:00 AM Thursday 7th March 2024.

Tommaso Briscese
General Manager

Agenda

Acknowledgement of Country

Council acknowledges the Wangal people of the Eora Nation who are the traditional custodians of this land. Council also pays respect to their elders, both past and present, and extends that respect to other First Nations People who may be present.

Apologies/Leave of Absences

Confirmation of Minutes

Recommendation

That the Minutes of the February 2024 Meeting of Burwood Local Traffic Committee as typed and circulated, be confirmed and signed as a true record of the proceedings of that meeting.

GENERAL BUSINESS

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(ITEM LTC4/24) BOYLE STREET, CROYDON PARK - REQUEST FOR MOBILITY PARKING SPACE

File No: 24/2778

REPORT BY TRAFFIC ENGINEER

Summary

Burwood Council has received a request from the West Sydney Chinese Christian Church, located at 49A Boyle Street Croydon Park, to install a disabled parking space along the Violet Street boundary of their property.

Background

Violet Street currently has unrestricted parking on both sides of the street. The church has applied for the disabled parking space following requests from members of their congregation that have mobility parking permits to have a dedicated space.

Proposal

It is proposed to install a 6.7m mobility parking space with associated signage along the Violet Street boundary of 49A Boyle Street, Croydon Park with a review of the mobility parking space use in 12 months' time. The parking space will be located next to the property's entrance, near the internal mobility access ramp.



Consultation

Consultation was undertaken with 6 residential properties in the vicinity of the proposed mobility space, with frontage along Boyle Street. The consultation asked residents to express their view on the proposal as either strongly in favour, in favour, neutral, against, or strongly against.

A total of 1 responses were received following community consultation, representing a 17% response rate. The results are tallied below:

Strongly in favour	-
In favour	1
Neutral	-
Against	-
Strongly against	-

Financial Implications

The installation of new 'Mobility parking' signage is estimated to cost \$400. The cost will be funded from the 2022/23 Traffic Facilities Budget.

Recommendation

That Council approves the installation of one 6.7m long mobility parking space on-street along the Violet Street boundary of 49A Boyle Street, Croydon Park.

Attachments

There are no attachments for this report.

(ITEM LTC5/24) ANZAC COMMEMORATIVE DAWN SERVICE 2024 - ROAD CLOSURE

File No: 24/3333

REPORT BY TRAFFIC ENGINEER

Summary

Council is organising a parade for the annual ANZAC Commemorative March on Thursday 25 April 2024. To facilitate the parade Council proposes a temporary road closure of the northern side of Church Street Burwood from 5.00am followed by a rolling road closure from Church Street onto Burwood Road from 6.00am, continuing northbound along the western side of Burwood Road before ending in Burwood Park.

Background

On Thursday 25 April 2024 Burwood Council will be marking the 108th year since the Returned Services League (RSL) was established to support serving and ex-serving personnel and their families during and after the First World War. Council would like to express its gratitude to the RSL for their care, compassion and commitment to the Australian Defence Force and to pay tribute to the brave servicemen and women who fought in the WWI campaign with a Commemorative March down Burwood Road and Dawn Service in Burwood Park.

Recognising that ANZAC Day is an important day to the Burwood Community, Council has organised a Commemorative March that will begin at Church Street Burwood before continuing down Burwood Road to the Memorial Arch in Burwood Park.

Proposal

Council proposes a temporary road closure of the northern side of Church Street Burwood on Thursday 25 April 2024 from 5.00am to 6.00am before allowing a rolling road closure to commence at 6.00am from Church Street. The rolling road closure will continue onto the western side of Burwood Road before ending at Burwood Park. The rolling road closure is expected to take approximately 30 minutes.

As per previous years' events, Burwood Police and SES will organise the traffic management relating to the rolling road closure. All participants are to remain within the confines of the northbound lane to comply with Traffic Control at Worksites Manual.

Consultation

Council will conduct a letterbox drop to residents along Church Street and Burwood Road providing a minimum of one weeks' notice. Two VMS boards will be on display prior to the commencement of the event, one in Burwood Park facing Westfield, and one at the round-a-bout on Burwood Road and Nicholson Street, advising of the road closures and possible delays to traffic.

Financial Implications

The event will be funded from the 2023/2024 Events Budget.

Recommendations

1. That Council approve the temporary road closure on the northern side of Church Street on Thursday 25 April 2024 commencing at 5.00am for the purpose of organising participants.
2. That Council approve the rolling road closure from Church Street onto Burwood Road to Burwood Park on Thursday 25 April 2024 commencing at 6.00am.
3. That organisers/marshals be requested to ensure that all participants remain within the confines of the west bound lane of Church Street and northbound lane on Burwood Road.

ITEM NUMBER RC2/24 - ATTACHMENT 1

Burwood Local Traffic Committee Agenda - 07.03.2024

BURWOOD LOCAL TRAFFIC COMMITTEE

7 MARCH 2024

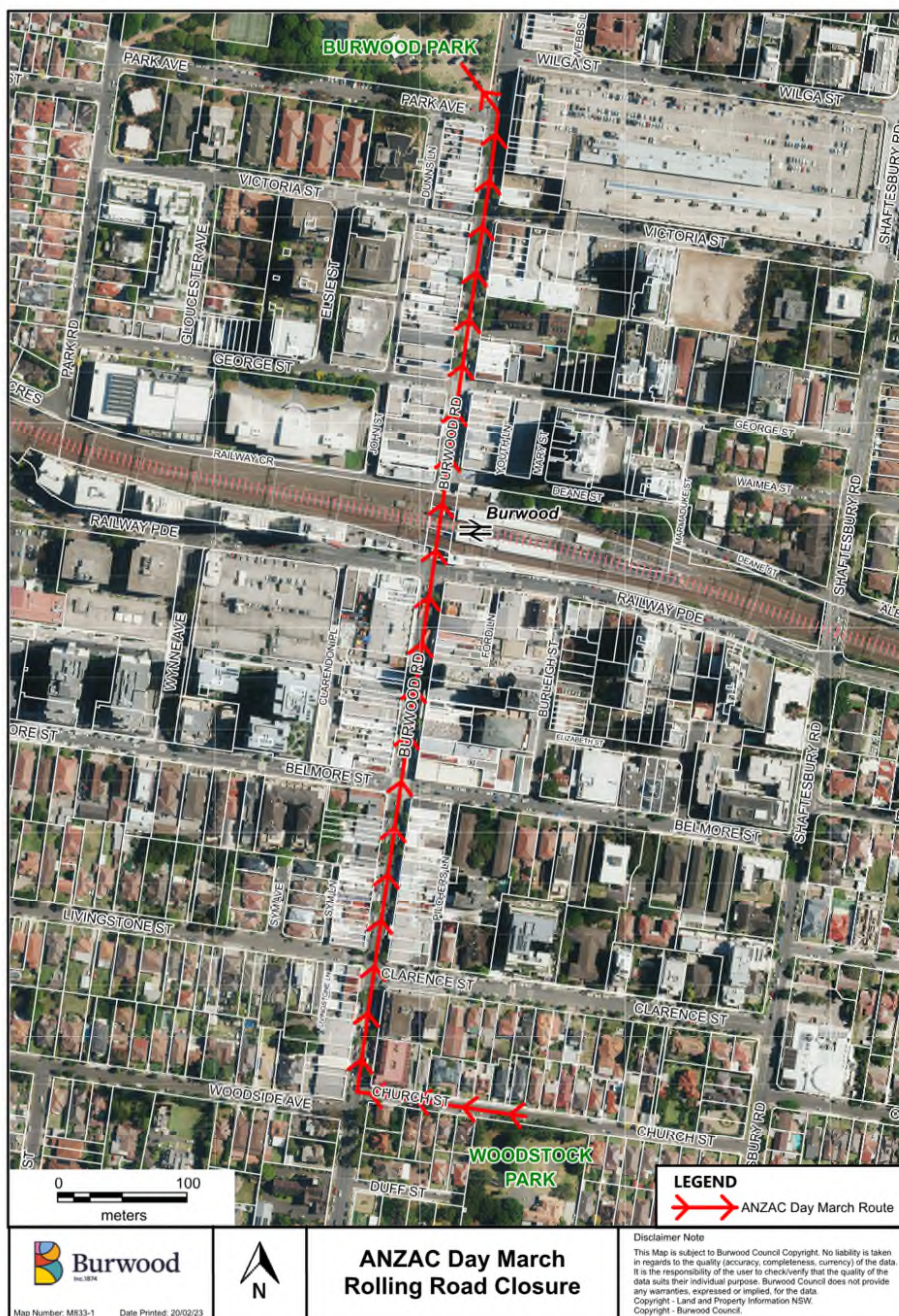
4. That Council and TfNSW note that this is a Category 3 event.

Attachments

- 1 Anzac Day March - Rolling Road Closure 2024

ITEM NUMBER LTC5/24 - ATTACHMENT 1

Anzac Day March - Rolling Road Closure 2024



(ITEM LTC6/24) BURWOOD 150TH CELEBRATION ROAD CLOSURE AND TRAFFIC MANAGEMENT

File No: 24/4493

REPORT BY TRAFFIC ENGINEER

Summary

Burwood Council is organising a street party to celebrate its 150th anniversary. In order to facilitate the festivities, Council is proposing a full road closure along Burwood Road from Railway Parade to Belmore Street between midday to midnight on Saturday 6th April 2024.

Background

Burwood Council is celebrating the milestone of 150 years, first nations, heritage and cultural diversity by bringing the local neighbourhood and community together with a street party. For local businesses, it's an opportunity to showcase the local menus, help attract new customers and patrons to their venues, and potentially extend trading to outdoors subject to availability and approval.

Road Closures will be implemented to allow for comfort seating, increased dining opportunities, guests to gather, local street performers, and roving entertainment.

Proposal

Council proposes a full road closure to vehicles along Burwood Road from Railway Parade to Belmore Street. The road closure is proposed to extend from midday to midnight, Saturday 6th April 2024. It is also proposed that the Elizabeth Street car park would be partially closed, with 40 spaces cordoned off with road barriers and manned by an event casual staff.



Burwood 150th Celebration Street Party event location (in Blue) noting the surrounding roads affected (in Black)

Bump in will commence from midday, with the event officially to commence from 5.00pm and conclude at 10.00pm, at which point bump out will commence with all activities on the road to be completed by midnight.

A special event clearway was sought from Transport for NSW for both sides of Burwood Road between Railway Parade and Belmore Street from 10:00am to midnight on Saturday 6th April 2024. Despite support from NSW Police for the clearway TfNSW Major Events team did not support the special event clearway. As such despite mention of Special Event Clearways with the Traffic Management Plan attached, this will not form part of traffic management for the event.

As a result of the refusal of a Special Events Clearway, Council will seek to introduce temporary 'No Stopping' restrictions for both sides of Burwood Road between Railway Parade and Belmore Street from 10:00am to midnight on Saturday 6th April 2024. Signs and parking restrictions will be reverted to normal following the event.

Appropriate advance warning signage (including VMS), detours and temporary bus shelters will be provided as indicated in the attached Traffic Management Plan.

This closure is categorised as a Class 2 event and therefore requires the below documentation:

Police Approval via Notice of Intention to Hold a Public Assembly application	Attached
Public Liability Insurances	Included as part of attached Traffic Management Plan
Confirmation of consultation with the bus service provider.	Attached
The checklist and forms on page 91-94 of the Guide to Traffic and Transport Management for Special Events.	Attached
Traffic Control Plans, with the licence information on it.	Included as part of attached traffic management plan

The event organisers will ensure that access through the closed-off area will be available for emergency vehicles with the guidance of traffic controllers. Furthermore, Police will be providing assistance with crowd control and pedestrian flow throughout the event site.

Consultation

Consultation in relation to traffic management for the event has already commenced with NSW Police and emergency services, Transport for NSW and bus operators. Detours have been established which will minimise the impacts on buses and emergency services, particularly avoiding traffic diversion through Belmore Street east and Livingstone Street.

The Anniversary Celebration will have a comprehensive marketing campaign. The event will be published through Council's social media pages, community newsletters, website, digital screens, street banners, fence banners and quarterly resident newsletter.

Two (2) VMS will be installed around the event site to inform road users of the changed traffic conditions one (1) week before the event, and also on the event date.

In addition to this there will be a letterbox drop across the Burwood town centre and residents along Burwood Road and associated detour will receive a letter from Council.

Financial Implications

The event will be funded Council's Events Budget 2023/24.

Recommendations

1. That Council approve the full road closure of Burwood Road between Railway Parade and Belmore Street, from midday to midnight on Saturday 6th April 2024.
2. That Council approves the partial closure of 40 spaces in the Elizabeth Street carpark, with spaces blocked off with road barriers.
3. That Council approves the attached TCP clearly showing all proposed advance warning signage, detours and temporary bus shelters.
4. That all proposed temporary VMS boards are approved for installation at the locations specified for a period of one week prior to the event date.
5. That Council approves the temporary 'No Stopping' restrictions for both sides of Burwood Road between Railway Parade and Belmore Street from 10:00am to midnight on Saturday 6th April 2024. Signs and parking restrictions will be reverted to normal following the event.

Attachments

- 1 TMP- Burwood 150th Celebration - 6 April 2024 - V4
- 2 Burwood Anniversary - Police Approval
- 3 Burwood Anniversary - Bus Operator Consultation
- 4 Burwood Anniversary - Special Events Checklist



TRAFFIC MANAGEMENT PLAN
BURWOOD COUNCIL 150th CELEBRATION
STREET PARTY
Burwood Rd, Burwood



Saturday 6th April 2024

PREPARED FOR



by CATO Location Services

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TMP- Burwood 150th Celebration - 6 April 2024 - V4

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DOCUMENT CONTROL

This document is uncontrolled once printed – the final version with specifications and site diagrams will be locked for printing and restricted by password.

A copy of the final version will be supplied to the event organiser prior to the event.

Version	Prepared by	Date	Comments	Reviewed by
1.0	Michael Parker	24/01/2024	First Draft	Nicola Iliadis
2.0	Michael Parker	13/02/2024	Amendment: -Detour amended to be via Clarence and Livingstone St, as per Police feedback (See TGS BUR-3A REV1)	Nicola Iliadis
3.0	Michael Parker	15/02/2024	Amendment: -Detour amended to be via Wilga St, and Contingency Plan removed. (TfNSW Feedback regarding inability to change traffic lights)	Nicola Iliadis
4.0	Michael Parker	15/02/2024	Amendment: -Detour amended to (Southbound) to be via Belmore St as per Fire and Rescue Feedback (See TGS BUR-3A REV3). -Taper also installed on Burwood Road to prevent right hand turns up to police station.	Nicola Iliadis



DEFINITIONS

Term	Definition
TMP	Transport Management Plan
TGS	Traffic Guidance Scheme
VMS	Variable Message Sign
HVM	Hostile Vehicle Mitigation
CoS	City of Sydney
TMC	Transport Management Centre
SMP	Security Management Plan
TfNSW	Transport for NSW

REFERENCE DOCUMENTS

Title	Version
Guide to Traffic and Transport Management for Special Events	v3.5, July 2018
Traffic Control at Worksites Technical Manual	v6.1, February 2022
Workplace Health and Safety ACT NSW	2011
Workplace Health and Safety Regulation NSW	2017
Safe Work NSW website - www.safeworkaustralia.nsw.gov.au	Current website.
Working near Sydney Light Rail - www.transdev.com.au/solutions/work-access-permits/	Current website.
Safe Work Code of Practice - First Aid in the workplace	July 2019
Safe Work Code of Practice - Hazardous Manual Tasks	October 2018
Safe Work Code of Practice - Managing the risks of plant in the workplace	October 2021
Safe Work Code of Practice - How to manage work health and safety risks	May 2018



1. GENERAL EVENT INFORMATION

1.1. EVENT SUMMARY

Burwood Council is holding an event within the local council area called "Burwood Council 150th Celebration Street Party" at the following location:

- + Burwood Road Burwood

Burwood Council is celebrating the milestone of 150 years, first nations, heritage and cultural diversity by bringing the local neighbourhood and community together with a street party. For local businesses, it's an opportunity to showcase the local menus, help attract new customers and patrons to their venues, and potentially extend trading to outdoors subject to availability and approval. Road Closures will be implemented to allow for comfort seating, increased dining opportunities, guests to gather, local street performers, and roving entertainment.

The event is non-ticketed, free to all guests, and is suited to all age ranges. The event will be finish at 2200 and the road cleared and ready to open by 2400.

For this particular location, Burwood Council, in conjunction with CATO Location Services will close Burwood Road - extending from Railway Parade to Belmore Street to allow the event to proceed on the closed section of the road.

Burwood Council, Event Managers and CATO Location Services wish to acknowledge the Wangal Clan of the Eora nation as the Traditional Custodians of the local area.



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TMP- Burwood 150th Celebration - 6 April 2024 - V4

1.2. TRAFFIC IMPACT SUMMARY

Burwood Council 150th Celebration Street Party involves the full road closure to vehicles along Burwood Road, between Railway Parade, and Belmore Street. To support the event area the following location is to be closed with formal road closures, also known as a "hard road closure":

- + Burwood Road, between Railway Parade, and Belmore Street

To further support the event area and surrounding traffic movements, a detour around the road closure will be implemented.

Pedestrian access will be maintained along all existing footpaths and crossing points along streets surrounding the event area. Pedestrians will have full access within the event area. To further manage any pedestrian impacts due to the event please refer to the Security Management Plan by contacting the Event Organiser as listed in Section 1.4 of this document.

1.3. EVENT DETAILS

Event Date:	Saturday 6 April 2024
Event Times:	1700 to 2200
Event Venue:	Burwood Road, Burwood
Expected Attendance:	Approximately 2,000 – 4,000 people
Target Market:	All demographics
Traffic Closure Start:	Saturday 6 April at 1200
Bump-in Starts:	Saturday 6 April at 1200
Bump-out Finishes:	Saturday 6 April at 1630
Traffic Closure End:	Saturday 6 April at 2400



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1.4. KEY EVENT CONTACTS

Event Organiser: Burwood Council
Event Manager: Luke Stigter
Event Manager Phone: 02 9911 9936 / 0418 844 550
Event Manager Email: Luke.Stigter@burwood.nsw.gov.au

Venue Owner: Burwood Council
Venue Manager: Burwood Council
Venue Owner Phone: 02 9911 9911
Venue Owner Email: TrafficTeam@burwood.nsw.gov.au

Police Area Command: Burwood Police PAC
Police Contact: Snr Cst Germaine Grant
Police Phone: 02 8753 3599
Police Email: gran1ger@police.nsw.gov.au

TfNSW Contact: Angelica Joie Abragan
TfNSW Phone: 0473 656 032
TfNSW Email: angelicajoie.abragan@transport.nsw.gov.au

Traffic Control Provider: CATO Location Services
Traffic Control Contact: Nicola Illiadis
Traffic Control Phone: 0403 611 783
Traffic Control Email: nicola@catolocationervices.com.au



2. EVENT LOCATION

Burwood Council 150th Celebration Street Party will be held on Burwood Road, between Railway Parade, and Belmore Street.



Burwood 150th Celebration Street Party event location (in Blue) noting the surrounding roads affected (in Black)

2.1. EVENT SITE MAP

A detailed event site plan is being prepared and will be updated closer to the event within the Event Management Plan. Refer to the Event Organiser in section 1.4 of this document for the latest site plan.



3. WORKPLACE HEALTH & SAFETY

3.1 RISK ASSESSMENT PLANS

A Risk Management approach is a fundamental part of the planning for any event. The safety risk identification, assessment and control processes are legal obligations (as per the WHS Act and Regulation 2011) and should be aligned with AS/NZS ISO 31000 Risk Management – Principles and Guidelines. Broader event risk management is best practice and a fundamental part of due diligence.

Burwood Council has compiled Risk Assessments and site-specific safety plans for the events that are not included in this Transport Management Plan.

This section of the Transport Management Plan describes the possible issues/risks that may interfere with the event and the action to be taken to minimise the disturbance of the event.

Issues / Risks	Applicable	Action Taken
All one-way streets are as described	YES	Road closures, barricade and signage installed. Point duty by NSW Police and or authorised Traffic Controllers.
Block access to local businesses	YES	Confirm list of letters to residents, businesses, and car parks. Advertisement of event to general public.
Block Police vehicle access	YES	Confirm access and consultation of routes to and within areas affected by closures with Emergency Services.
Block Ambulance access	YES	Confirm access and consultation of routes to and within areas affected by closures with Emergency Services.
Block fire station access	YES	Normal access to fire station facilities are maintained. Confirm access and consultation of routes to and within areas affected by closures with Emergency Services.
Block heavy vehicle access	YES	All heavy vehicles are diverted before the closure.
Restricted movements banned turns, heavy/high vehicles	YES	All vehicles are diverted before the closure.
Block Public facility (football oval, car park etc.)	NO	Confirm list of letters to residents, businesses, and car parks. Advertisement of event to general public.
Block public transport access	YES	Buses diverted around closure.
Can route use alternatives such as bicycle tracks, paths, parks, bush tracks etc.?	NO	None required
Construction – existing, proposed that may conflict	NO	None required
Numbers of lanes and their width are as described	YES	None required



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Road signage existing/temporary	YES	None required Temporary signage Installed and removed by CATO. Special Event Clearway signage will be installed by the CATO.
Route impeded by traffic calming devices?	NO	None required
Signalised intersections (flashing yellow? Point duty?)	NO	As required by NSW Police
Tidal flows	NO	None required
Traffic generators shopping centres, schools, churches, industrial area, hospitals	YES	Advertisement of event to general public.
Traffic movement contrary to any Notice	YES	Under the direction of traffic controllers
Traffic signals are as described	NO	Controlled by TMC if required
Turning lanes are as described	YES	None required
Letter Drop Zone Maps to indicate precincts mailed	YES	Notification to be arranged by Burwood Council
Heavy Weather	YES	Heavy weather may cause crowds to depart early or organiser consider delaying/cancelling the event
Flood hazard in event area	YES	Event organiser, TMC/TfNSW and Police provide diversions around flooded area.
Flood hazard at the parking area	NO	None required
Parking during Wet weather	YES	Local Car parks only.
Bush fire hazard	NO	For major local/regional bushfire hazard affecting general public health or transport to greater Sydney, take direction from NSW Police
Accident on surrounding roads	YES	If CCTV, monitored by TMC. Facilitate emergency response to area.
Breakdown on surrounding roads	YES	If CCTV, monitored by TMC. Facilitate emergency response to area.
Absence of marshals and volunteers	YES	Re-deploy existing staff as required.
Block public transport access	YES	Divert general public to next available transport, considering safety and circumstances. Relevant transport agency to employ appropriate steps to accommodate.
Delayed Event	YES	At the discretion of the event organiser
Cancellation of Event	YES	Cancellation of any aspect of the event will be communicated by the event organiser.
Security of participants/general public	NO	Provided by event organiser.



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Security of very important persons (VIP's)	NO	Provided by event organiser.
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3.2 PUBLIC LIABILITY INSURANCE

Burwood Council has Public Liability Insurance to the value of \$20,000,000. This policy covers all activities taking place as part of Burwood Council 150th Celebration Street Party. A copy of the current policy is contained in this document.

3.3 NSW POLICE FORCE

Burwood Police Area Command (PAC) will be involved in the planning of Burwood Council 150th Celebration Street Party via Council's Traffic Committee including aspects relating to use of the roadway, closure of selected roads and hostile vehicle mitigation if applicable. They will be formally notified at least two weeks prior to the event taking place. User Pays Police may be engaged by the event organisers based on guidance from PAC.

3.4 NSW FIRE & RESCUE AND NSW AMBULANCE

NSW Fire & Rescue and NSW Ambulance will be notified at least two weeks prior to the event taking place. This will also include direct notification to Concord Repatriation General Hospital.

3.5 EVENT DELAYS, POSTPONEMENT OR CANCELLATION

Any decision to delay, postpone or cancel the event due to weather impacts or any other reason will be made by the Event Organiser and follow their protocols for emergency management. Once any decision is made in this regard it will be communicated to all relevant stakeholders as per the event's Emergency Management Plan.



4. TRAFFIC AND TRANSPORT MANAGEMENT

4.1 EVENT IMPACT ON ROAD NETWORK

Every effort has been made to minimise the disruption to road users, residents and businesses by implementing a local traffic detour. Access is maintained outside of the event area throughout the event.

4.2 DETOURS

Access around the Burwood Road closure will be via appropriate detours. The two (2) detours in place will be as follows:

- + North-west detour – Burwood Rd > Belmore St > Conder St > Railway Pde > Burwood Rd.
- + North-east detour – Burwood Rd > Clarence St > Shaftesbury Rd > Wilga St > Burwood Rd.
- + South-west Detour – Burwood Rd > Railway Pde > Conder St > Belmore St > Burwood Rd.
- + South-east Detour – Burwood Rd > Railway Pde > Shaftesbury Rd > Clarence St > Burwood Rd.

Due to a three (3) tonne load limit on Shaftesbury Road, a heavy vehicle detour will be via Conder St, and advance warning via VMS Boards will be implemented on the event day.

The advance detour implemented on Burwood Road is designed to alleviate congestion on Belmore Road, which has the Burwood Police PAC Station.

The north-west detour implemented via Belmore Street is designed to alleviate congestion on Livingstone St, which has NSW Fire and Rescue Station.

Traffic Guidance Systems (TGSs) will be implemented for the closures and detours noted above. Refer to the attachments to this TMP for copies.

4.3 SPECIAL EVENT CLEARWAYS

The following Special Event Clearways will be implemented for the event:

Name	Cross Streets	Side
Burwood Rd	Between Railway Pde and Belmore St	Both Sides



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These Special Event Clearways will operate from 1000 through to 2400 on Saturday 6th April 2024. CATO Location Services will install the Clearway signage prior to the event date to notify vehicles of changes to parking conditions during the event.

Any vehicles that remain parked contrary to Special Event Clearway Signage will be removed from the event location by a third-party tow truck provider.

There is limited street parking available for participants of the event, the event organiser will promote public transport as the best way of getting to the event due to its close proximity to regular bus and train services.

For more information: <https://transportnsw.info/trip#/trip>

4.4 VEHICLE ACCESS TO THE EVENT SITE

To ensure public safety, all vehicle access will be at the discretion of the Event Manager and will be strictly limited to walking pace only during bump in and bump out times. Limited access to the event site and road closure will be permitted outside of event hours only.

Once any HVM Measures are installed and the event begins, no vehicle access is permitted, apart from emergency vehicles under the guidance of Event Management and/or traffic controllers.

4.5 CHANGES TO CYCLE ROUTES

The closure of Burwood Road will not significantly affect designated cycling routes through Burwood. Cyclists will still be able to dismount and walk their bikes through the event site. All existing cycle routes will remain in place and operational around the event site.



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4.6 IMPACTS ON PUBLIC TRANSPORT

Burwood Council 150th Celebration Street Party will be held in Burwood on Saturday 6th April 2024. Local buses will operate on a weekend timetable and will therefore be reduced on the event day in comparison to a weekday. The impact on public transport will be as follows:

4.6.1. BUSES

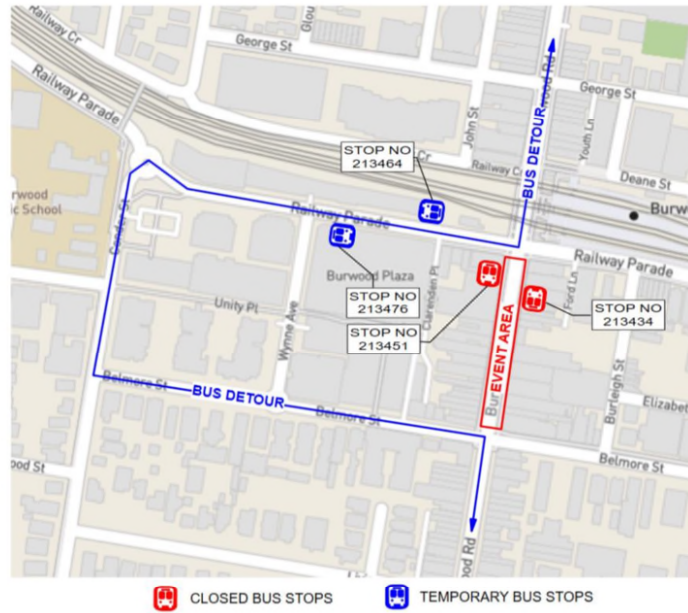
Routes Affected	Northern Diversion	Southern Diversion
410, 418, 420, 464, 490, 492	Burwood Rd, Belmore St, Conder St, Railway Pde, Burwood Rd	Burwood Rd, Railway Pde, Conder St, Belmore St, Burwood Rd
	1 bus stop missed	1 bus stop missed

Bus Stop Closure	Temporary Bus Stop
213434 BURWOOD STATION, BURWOOD RD, STAND F	213476 BURWOOD STATION, RAILWAY PDE, STAND B
213451 BURWOOD STATION, BURWOOD RD, STAND E	213464 BURWOOD STATION, RAILWAY PDE, STAND A



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All other services around Burwood will remain unaffected. The bus service provider, will advise public transport users via their websites and apps. Advice will also be provided on the event page on Council's website and social media platforms.

4.6.2. TRAIN SERVICES

It is anticipated that there will be minimal impact on Sydney Trains services and Burwood Station. The existing network provides sufficient existing services for any increased load on the event day.

4.6.3. TAXIS AND RIDE-SHARE PROVIDERS

Taxis and ride-share providers will continue to have access to the road network around the closures as per other road users.

4.7 HOSTILE VEHICLE MITIGATION

The closure of Burwood Road is designed to provide a pedestrian-friendly area for the event to operate in and for pedestrians to participate.



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The Event Organiser will, in conjunction with the nominated Security Advisor, produce a Hostile Vehicle Mitigation, and Target Hardening Plan if required for the event.

When the closure is installed, applicable hostile vehicle mitigation (HVM) vehicles or barriers may be placed at each entry point as noted on the HVM Risk Assessment. This strategy is designed to prevent access to the site by unauthorised or errant vehicles. Should heavy vehicles be used at the applicable closure points, a driver for each vehicle will always be present in case the vehicle needs to be moved to allow access for emergency vehicles.

Once the applicable HVM strategy is installed, the nominated Security Advisor will be on site if required to authorise the implementation, the positioning and suitability of all devices.

Authorisation is to be granted from the Event Manager for any HVM heavy vehicles to be moved once in position for access when required.

4.8 RE-OPENING ROADS AFTER THE EVENT

The road closure on Burwood Road is planned to re-open at 2400, however this may occur earlier if the road is clear and it is safe to do so.

4.9 TRAFFIC CONTROL

The implementation of the traffic guidance schemes, including road closures, will be supervised by the accredited traffic manager.

Temporary traffic control equipment, barricades, and signage must be placed in accordance with the Traffic Guidance Schemes by qualified traffic controllers who possess a TfNSW execute traffic guidance schemes certification.

Other qualifications that are required by the authorised traffic controllers include (but not limited to);

- + General Construction Inductions (also known as "White Card")
- + Traffic Controller Licence (also known as "Blue Card")
- + Implement Traffic Control Licence (also known as "Yellow Card")
- + Prepare Work Zone TMP Licence (also known as "Orange Card")



5. MINIMISING IMPACT ON THE NON-EVENT COMMUNITY

5.1 ACCESS FOR LOCAL RESIDENTS AND BUSINESSES

The road closure area for Burwood Council 150th Celebration Street Party includes a number of businesses and residential buildings fronting Burwood Road. Pedestrian access to these businesses and residences will be maintained, however businesses and resident vehicle access will not be permitted within or out of the event site once the event is in progress

All non-local traffic will be redirected around the area via the detour along Shaftsbury Road or Conder Street as per the implemented detour plan.

The Event Organiser will notify all residents and businesses impacted by the event including confirmation of the restricted vehicle movements during the event operating times. This will include reviewing any requirements for changes to commercial waste collection times and/or locations.

5.2 ACCESS FOR EMERGENCY VEHICLES

A minimum four metre emergency lane will be maintained along the entire closure. There will be no event infrastructure in the emergency lane. Traffic controllers will be onsite to assist emergency vehicle through the closure points. Whilst any HVM measures are in place, a driver for all vehicles will always be present in case the vehicle needs to be moved to allow access for emergency vehicles.

5.3 ADVERTISING TRAFFIC MANAGEMENT ARRANGEMENTS

The Event Organiser will advertise the road closures via social media and on Council's website. A letterbox drop will be conducted to all resident and businesses in the immediately vicinity of the event sites and road closures as well as the surrounding streets in Burwood.

5.4 EVENT PROMOTION

The Event Organiser will promote Burwood Council 150th Celebration Street Party and the road closures taking place using a variety of methods in the weeks preceding the event including:

- + Council's social media platforms,
- + Council's website,
- + Local signage where available,
- + Flyers, and
- + VMS Boards.





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5.5 VARIABLE MESSAGE SIGNS

Two (2) VMS will be installed around the event site to inform road users of the changed traffic conditions one (1) week before the event, and also on the event date. The locations and messages are as follows:

Location 1	Messages	
	FRI 29/03/24 til 1200 - SAT 06/04/24	1200 - SAT 06/04/24 til 2400 - SAT 06/04/24
BURWOOD RD, south east cnr of Burwood Rd (facing southbound traffic)	BURWOOD RD CLOSED SAT 6 APR <hr/> BURWOOD RD CLOSED 12 PM - 12 AM	BURWOOD RD CLOSED TIL 12 AM <hr/> HEAVY VEHICLES USE CONDER ST 

Location 2	Messages	
	FRI 29/03/24 til 0900 - SAT 06/04/24	0900 - SAT 06/04/24 til 2330 - SAT 06/04/24
BURWOOD RD, North west cnr of Burwood Rd (facing northbound traffic)	BURWOOD RD CLOSED SAT 6 APR <hr/> BURWOOD RD CLOSED 12 PM - 12 AM	BURWOOD RD CLOSED TIL 12 AM <hr/> HEAVY VEHICLES USE CONDER ST 



6. APPROVALS

6.1 EVENT ORGANISER APPROVAL

TMP Approved by:

(Name)

.....

(Signature) (Date)

6.2 AUTHORISATION TO REGULATE TRAFFIC

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

Regulation of Traffic Authorised by:

.....

(Council)

.....

(Name)

.....

(Signature) (Date)

The Transport for New South Wales (TfNSW) traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans and this TMP.



Regulation of Traffic Authorised by:

.....
(TfNSW)

.....
(Name)

.....
(Signature) (Date)



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TMP- Burwood 150th Celebration - 6 April 2024 - V4

6.3 PUBLIC LIABILITY INSURANCE



Telephone: +61 2 5285 4000
 Website: www.wtw.com.au
 Direct Line: 0437 438 886
 Email: www.wtw.com.au

Issue Date: 30 October 2023

To Whom It May Concern

Certificate of Currency/Placement – Public & Products Liability / Professional Indemnity Insurance

In our capacity as Insurance Broker to the Named Insured Councils shown below, we confirm having arranged the following insurance, the details of which are correct as at the Issue Date:

Named Insured:

Bayside Council	Blacktown City Council
Blue Mountains City Council	Burwood Council
Camden Council	Cumberland Council
Dubbo Regional Council	Gunsberg Shire Council
Hawkesbury City Council	Hunter's Hill Council
Kiama Municipal Council	Lane Cove Council
Liverpool City Council	Mid-Western Regional Council
Orange City Council	Parkes Shire Council
City of Parramatta Council	Penrith City Council
Richmond Valley Council	Shellharbour City Council
Snowy-Monaro Regional Council	Wollongong City Council
Wollondilly Shire Council	Wollongong City Council
Port Macquarie Hastings Council	Moira Shire Council

Insurer(s): Swiss Re International SE (Australia Branch), Sampo International Holdings Ltd., Liberty Mutual Insurance Company, XL Insurance Company SE, International Underwriters & various Lloyd's of London Underwriters

Policy Number: P27844.02-03 & Others

Covering: All sums for which the Insured shall become legally liable to pay by way of compensation (excluding fines & penalties, punitive, exemplary, aggravated and liquidated damages) in respect of:

- (a) Public Liability
 - (i) Personal Injury
 - (ii) Damage to Property
 - (other than Personal Injury and Damage to Property arising out of Products Liability)
- (b) Products Liability
- (c) Advertising Injury

happening during the Period of Insurance caused by an Occurrence in connection with the Business of the Insured

- d) Professional Indemnity

A Claim or Claims first made against the Insured during the Period of Insurance in respect of any civil liability in connection with or arising out of the Business of the Insured.

Disclaimer:
 This document has been prepared at the request of our client and does not represent an insurance policy, guarantee or warranty and cannot be relied upon as such. All coverage described is subject to the terms, conditions and limitations of the insurance policy and is issued as a matter of record only. This document does not alter or extend the coverage provided or assume continuity beyond the Expiry Date. It does not confer any rights under the insurance policy to any party. WTW is under no obligation to inform any party if the insurance policy is cancelled, assigned or changed after the Issue Date.

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ITEM NUMBER LTC6/24 - ATTACHMENT 1
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Limit of Liability: AS20,000,000 any one Occurrence or series of Occurrences arising out of the one originating cause and in the annual aggregate separately in respect of Products Liability
AS20,000,000 any one Claim or series of Claims arising out of one originating cause and in the annual aggregate in respect of Professional Liability.

Location: Worldwide.

Period of Insurance: 4.00pm, 31 October 2023 to 4.00pm, 31 October 2024


Signed for and on behalf of
Willis Australia Ltd ("WTW")

Disclaimer:
This document has been prepared at the request of our client and does not represent an insurance policy, guarantee or warranty and cannot be relied upon as such. All coverage described is subject to the terms, conditions and limitations of the insurance policy and is issued as a matter of record only. This document does not alter or extend the coverage provided or assume continuity beyond the Expiry Date. It does not confer any rights under the insurance policy to any party. WTW is under no obligation to inform any party if the insurance policy is cancelled, assigned or changed after the Issue Date.

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ABN 90 000 321 237
AFSL No 240850
Version 2018.1.12.18 Apr 2018



7. ATTACHMENTS

7.1 TRAFFIC GUIDANCE SYSTEMS

Six (6) TGSs are provided on the following pages showing:

- + The overall location and TGS plan
- + The traffic management measures in place to facilitate the road closures
- + The detours in place around the road closures during the event
- + The VMS Board Locations for the event.

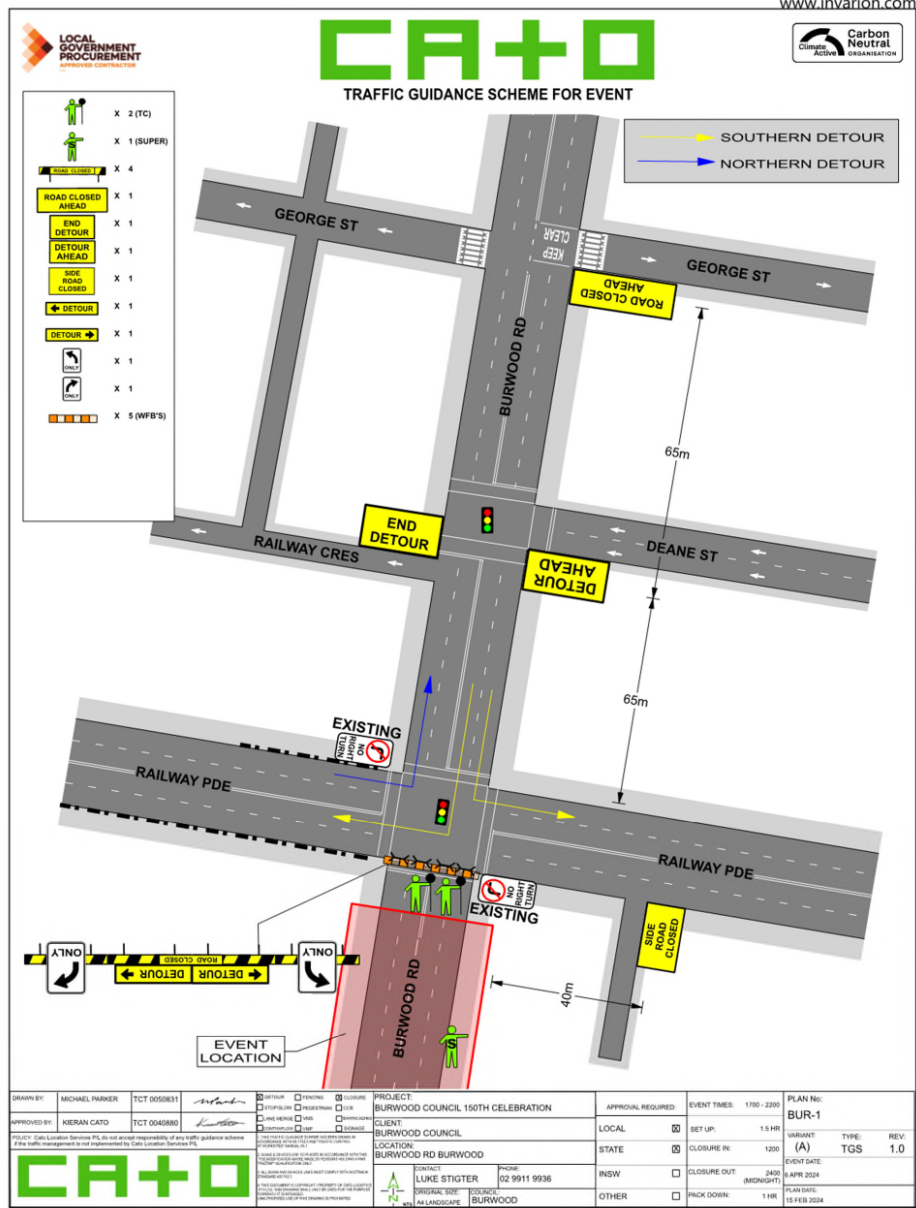


ITEM NUMBER RC2/24 - ATTACHMENT 1

Burwood Local Traffic Committee Agenda - 07.03.2024

ITEM NUMBER LTC6/24 - ATTACHMENT 1

TMP- Burwood 150th Celebration - 6 April 2024 - V4

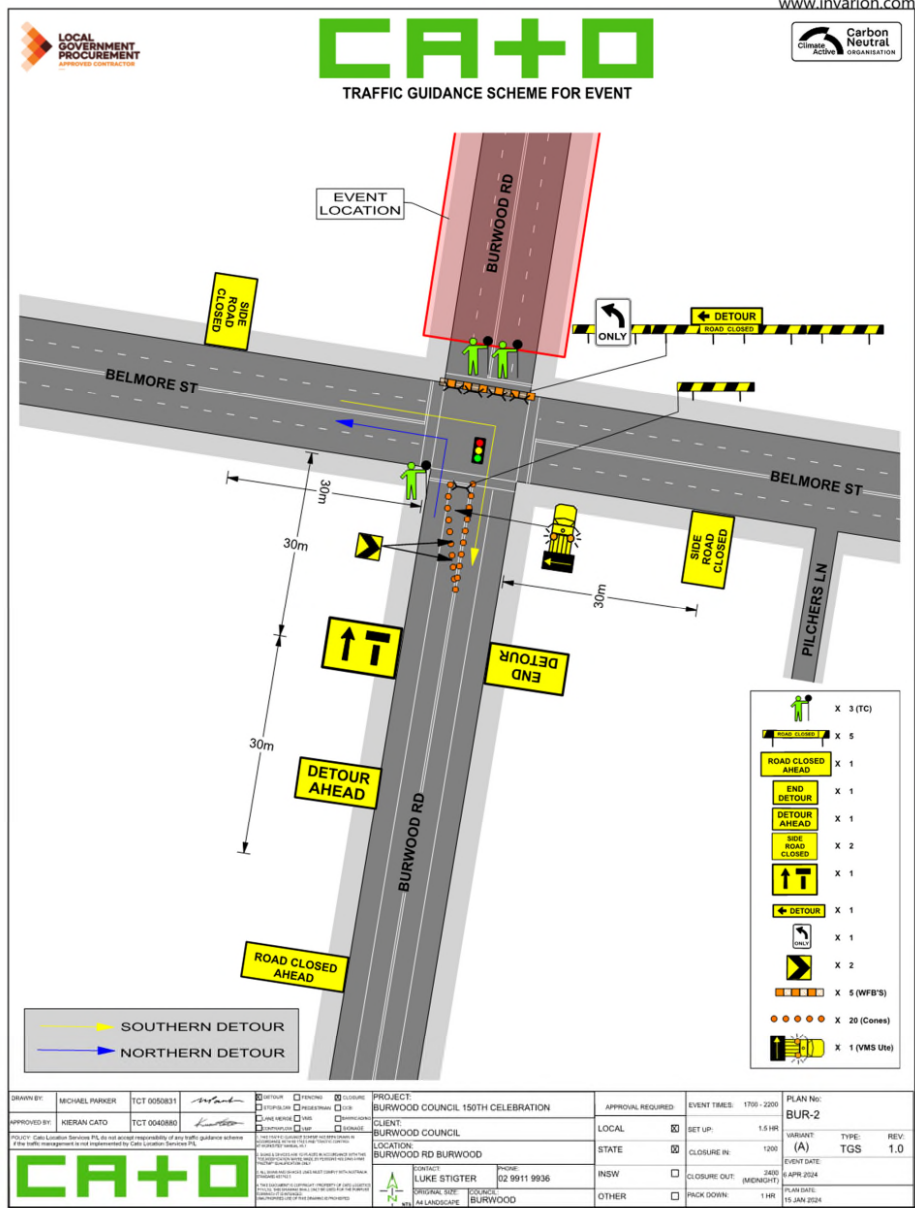


ITEM NUMBER RC2/24 - ATTACHMENT 1

Burwood Local Traffic Committee Agenda - 07.03.2024

ITEM NUMBER LTC6/24 - ATTACHMENT 1

TMP- Burwood 150th Celebration - 6 April 2024 - V4




ITEM NUMBER RC2/24 - ATTACHMENT 1


Burwood Local Traffic Committee Agenda - 07.03.2024

ITEM NUMBER LTC6/24 - ATTACHMENT 1


TMP- Burwood 150th Celebration - 6 April 2024 - V4

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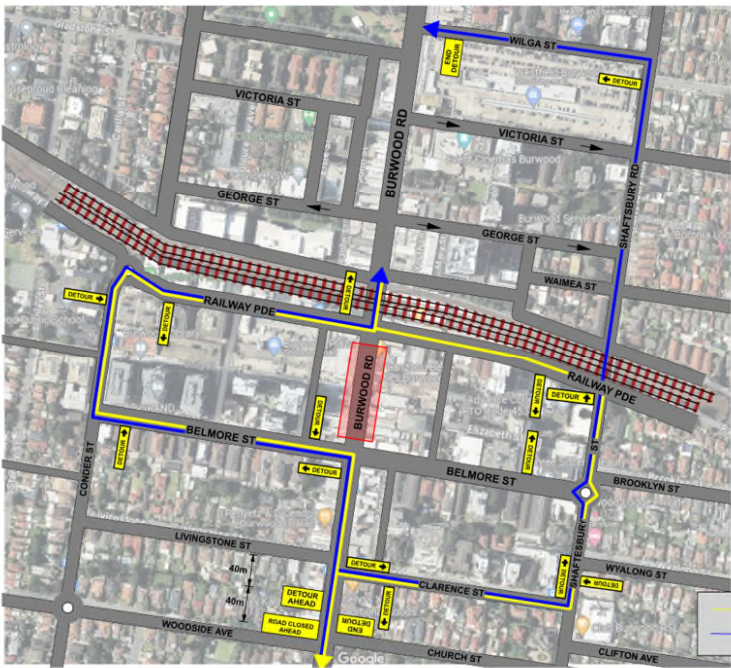




CA+O
TRAFFIC GUIDANCE SCHEME FOR EVENT





ROAD CLOSED AHEAD	X	1
DETOUR AHEAD	X	1
END DETOUR	X	1
DETOUR ↗	X	1
DETOUR →	X	7
DETOUR ↖	X	9



— SOUTHERN DETOUR

— NORTHERN DETOUR

DRAWN BY:	MICHAEL PARKER	TCT 0050831		<input type="checkbox"/> DETOUR	<input type="checkbox"/> NO	<input type="checkbox"/> HILLS BLOCK	<input type="checkbox"/> ONE WAY	PROJECT:	BURWOOD COUNCIL 150TH CELEBRATION	APPROVAL REQUIRED:	EVENT TIME:	1705 - 2200	PLAN No:	BUR-3	
APPROVED BY:	KIERAN CATO	TCT 0040880		<input type="checkbox"/> ONE WAY	<input type="checkbox"/> ONE WAY	<input type="checkbox"/> ONE WAY	<input type="checkbox"/> ONE WAY	CLIENT:	BURWOOD COUNCIL	LOCAL:	<input checked="" type="checkbox"/>	SET UP:	1.5 HR	VARIANTE:	(A)
POLICY: Calo Location Services P/L do not accept responsibility of any traffic guidance scheme if the traffic management is not implemented by Calo Location Services P/L.				<input type="checkbox"/> ONE WAY	<input type="checkbox"/> ONE WAY	<input type="checkbox"/> ONE WAY	<input type="checkbox"/> ONE WAY	LOCATION:	BURWOOD RD BURWOOD	STATE:	<input checked="" type="checkbox"/>	CLOSURE IN:	1200	TYPE:	TGS
				<input type="checkbox"/> ONE WAY	<input type="checkbox"/> ONE WAY	<input type="checkbox"/> ONE WAY	<input type="checkbox"/> ONE WAY	CONTACT:	LUKE STIGTER	INSW:	<input type="checkbox"/>	CLOSURE OUT:	2400 (MIDNIGHT)	REV:	3.0
				<input type="checkbox"/> ONE WAY	<input type="checkbox"/> ONE WAY	<input type="checkbox"/> ONE WAY	<input type="checkbox"/> ONE WAY	PHONE:	02 9911 9936	OTHER:	<input type="checkbox"/>	PACK DOWN:	1 HR	DATE:	15 FEB 2024


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TMP- Burwood 150th Celebration - 6 April 2024 - V4


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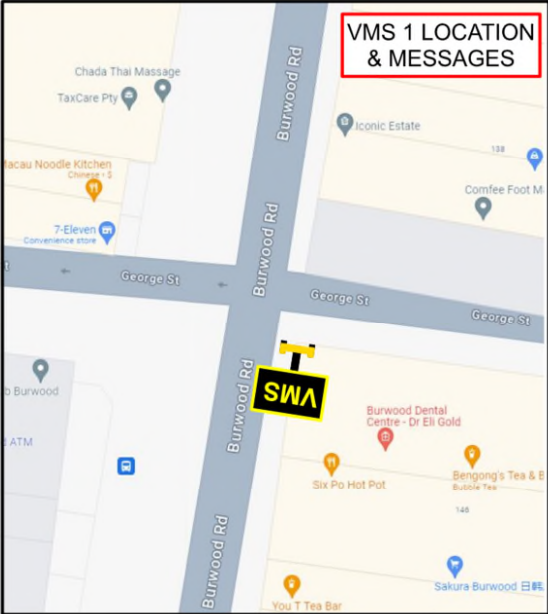
LOCAL GOVERNMENT PROCUREMENT
APPROVED CONTRACTOR




TRAFFIC GUIDANCE SCHEME FOR VMS



Carbon Neutral
Climate Active ORGANISATION



VMS 1 LOCATION & MESSAGES



GEORGE ST **BURWOOD RD**

PRIOR TO EVENT

From Fri 29th March 2024 till
1200 on Sat 6th April 2024

**BURWOOD RD
CLOSED
SAT 6 APR**

**BURWOOD RD
CLOSED
12 PM – 12 AM**



EVENT DAYS

From 1200 on Sat 6th April 2024 till
2400 on Sat 6th April 2024

**BURWOOD RD
CLOSED
TIL 12 AM**

**HEAVY VEHICLES
USE CONDER ST**

➔

DRAWN BY:	MICHAEL PARKER	TCT 0050831		<input type="checkbox"/> CURB	<input type="checkbox"/> END	<input type="checkbox"/> CHALKING	<input type="checkbox"/> ONE WAY	PROJECT: BURWOOD COUNCIL 150TH CELEBRATION CLIENT: BURWOOD COUNCIL LOCATION: BURWOOD RD BURWOOD CONTACT: LUKE STIGTER ORIGINAL SIZE: COUNCIL BURWOOD	APPROVAL REQUIRED: LOCAL <input checked="" type="checkbox"/>	INSTALL: 29 MAR 2024 DE INSTALL: 08 APR 2024	PLAN No: BUR-5
APPROVED BY:	KIERAN CATO	TCT 0040880		<input type="checkbox"/> CHALK	<input type="checkbox"/> CHALK	<input type="checkbox"/> CHALK	<input type="checkbox"/> CHALK		STATE <input checked="" type="checkbox"/> NSW <input type="checkbox"/> OTHER <input type="checkbox"/>	ROAD OCCUPANCY LICENCE: TMC requires minimum 10 business days to assess and approve ROLA, this may change due to other business requirements.	NOTE: The event schedule will affect the park-close schedule. Please to ensure that there should be no change due to similar delays or an alteration of event dates.


Burwood Local Traffic Committee Agenda - 07.03.2024

ITEM NUMBER RC2/24 - ATTACHMENT 1


ITEM NUMBER LTC6/24 - ATTACHMENT 1

TMP- Burwood 150th Celebration - 6 April 2024 - V4


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LOCAL GOVERNMENT
PROCUREMENT
APPROVED CONTRACTOR

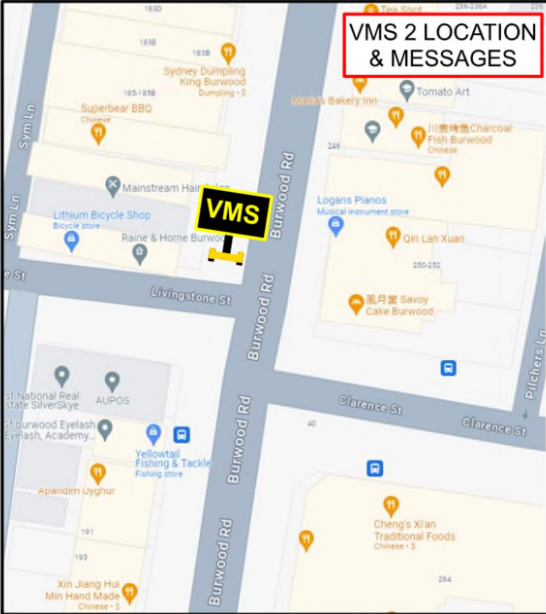



CA+O
TRAFFIC GUIDANCE SCHEME FOR VMS



Carbon
Neutral
Active
ORGANISATION

VMS 2 LOCATION & MESSAGES





LIVINGSTONE ST

BURWOOD RD

PRIOR TO EVENT
From Fri 29th March 2024 till
1200 on Sat 6th April 2024

BURWOOD RD
CLOSED
SAT 6 APR




BURWOOD RD
CLOSED
12 PM – 12 AM

EVENT DAYS
From 1200 on Sat 6th April 2024 till
2400 on Sat 6th April 2024

BURWOOD RD
CLOSED
TIL 12 AM

HEAVY VEHICLES
USE CONDER ST

←

DRAWN BY: MICHAEL PARKER	TCT 0050831		<input type="checkbox"/> CLADDING	<input type="checkbox"/> CHIMNEY	<input type="checkbox"/> CHIMNEY BLOCK	<input type="checkbox"/> ONE WAY
APPROVED BY: KIERAN CATO	TCT 0040880		<input type="checkbox"/> CHIMNEY BLOCK	<input type="checkbox"/> CHIMNEY BLOCK	<input type="checkbox"/> CHIMNEY BLOCK	<input type="checkbox"/> CHIMNEY BLOCK
POLICY: Calo Location Services P/L do not accept responsibility of any traffic guidance scheme if the traffic management is not implemented by Calo Location Services P/L.			1. THIS TRAFFIC GUIDANCE SCHEME HAS BEEN DRAWN IN ACCORDANCE WITH THE ROAD TRAFFIC CONTROL REGULATIONS 1974 (RTCR).			
			2. SIGNS AND DEVICES ARE TO BE PLACED IN ACCORDANCE WITH THIS TMS. MODIFICATION MADE BY PERSONS HOLDING A VMS 'TACTIC' PERMIT IS PROHIBITED.			
			3. ALL SIGNS AND DEVICES USED MUST COMPLY WITH AUSTRALIAN STANDARDS AS TO SIZE.			
			4. THIS DOCUMENT IS COPYRIGHT PROPERTY OF CALO LOGISTICS. ORIGINAL SIZE SHALL ONLY BE USED FOR THE PURPOSE OF REPRODUCTION. ANY UNAUTHORIZED USE OF THIS DRAWING IS PROHIBITED.			
			PROJECT: BURWOOD COUNCIL 150TH CELEBRATION			
			CLIENT: BURWOOD COUNCIL			
			LOCATION: BURWOOD RD BURWOOD			
			CONTACT: LUKE STIGTER			
			PHONE: 02 9911 9936			
			ORIGINAL SIZE: COUNCIL, BURWOOD			
			APPROVAL REQUIRED: LOCAL <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> INSW <input type="checkbox"/> OTHER <input type="checkbox"/>			
			INSTALL: 29 MAR 2024			
			DE INSTALL: 08 APR 2024			
			PLAN No: BUR-6			
			VARIANTE: (A) VMS			
			TYPE: 0.0			
			REV: 0.0			
			EVENT DATE: 06 APR 2024			
			DATE: 22 JAN 2024			

ITEM NUMBER LTC6/24 - ATTACHMENT 2
Burwood Anniversary - Police Approval


Jeremy Tinslay

From: Luke Stigter
Sent: Thursday, 15 February 2024 1:10 PM
To: Roberto Di Federico
Cc: Jeremy Tinslay
Subject: FW: Traffic Management Plan - Burwood 150th Celebration [SEC=OFFICIAL]

Special event clearway approval from Police

Luke Stigter
Events Producer
T: 02 9911 9936
E: Luke.Stigter@burwood.nsw.gov.au
2 Conder ST, Burwood, NSW, 2134



 Burwood Council acknowledges the Wangal Clan of the Eora Nation who are the traditional custodians of the area. We pay our respects to their elders past, present and emerging.

From: Germaine Grant <gran1ger@police.nsw.gov.au>
Sent: Thursday, 15 February 2024 12:51 PM
To: Luke Stigter <Luke.Stigter@burwood.nsw.gov.au>
Subject: RE: Traffic Management Plan - Burwood 150th Celebration [SEC=OFFICIAL]

Good afternoon Luke

Happy for council to organise special event clearway.

Regards



Germaine Grant
Senior Constable
Traffic Section - Burwood Police Area Command
14 Garfield Street FIVE DOCK NSW 2046
E: gran1ger@police.nsw.gov.au P: 8753 3599 E: 50599

From: Luke Stigter <Luke.Stigter@burwood.nsw.gov.au>
Sent: Wednesday, 14 February 2024 1:16 PM
To: Germaine Grant <gran1ger@police.nsw.gov.au>
Subject: RE: Traffic Management Plan - Burwood 150th Celebration [SEC=OFFICIAL]

Thanks Germaine,

And just checking Police were okay to approve the special event clearway?

ITEM NUMBER LTC6/24 - ATTACHMENT 2

Burwood Anniversary - Police Approval

Kind regards

Luke Stigter
Events Producer
T: 02 9911 9936
E: Luke.Stigter@burwood.nsw.gov.au
2 Conder ST, Burwood, NSW, 2134



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From: Germaine Grant <gran1ger@police.nsw.gov.au>
Sent: Tuesday, 13 February 2024 1:51 PM
To: Luke Stigter <Luke.Stigter@burwood.nsw.gov.au>
Cc: Stephen Parry <parr1ste@police.nsw.gov.au>; Gerrard Moriarty <mori1ger@police.nsw.gov.au>; Michael Tory <tory1mic@police.nsw.gov.au>; Bassam Tohme <tohm1bas@police.nsw.gov.au>
Subject: RE: Traffic Management Plan - Burwood 150th Celebration [SEC=OFFICIAL]

Hello Luke

Police do not have any objections regarding this Traffic Management Plan.

Regards



Germaine Grant
Senior Constable
Traffic Section - Burwood Police Area Command
14 Garfield Street FIVE DOCK NSW 2046
E: gran1ger@police.nsw.gov.au P: 8753 3599 E: 50599

From: Luke Stigter <Luke.Stigter@burwood.nsw.gov.au>
Sent: Tuesday, 13 February 2024 10:41 AM
To: Germaine Grant <gran1ger@police.nsw.gov.au>
Cc: Stephen Parry <parr1ste@police.nsw.gov.au>; Gerrard Moriarty <mori1ger@police.nsw.gov.au>; Bassam Tohme <tohm1bas@police.nsw.gov.au>; Roberto Di Federico <Roberto.DiFederico@burwood.nsw.gov.au>; Michael Tory <tory1mic@police.nsw.gov.au>
Subject: RE: Traffic Management Plan - Burwood 150th Celebration [SEC=OFFICIAL]

Hi Germaine,

Please see Version 2 of the traffic plan which incorporates the feedback of the detour plan.

If you're able to look through and provide approval by the end of the week if that's okay?

ITEM NUMBER LTC6/24 - ATTACHMENT 2

Burwood Anniversary - Police Approval

Let me know if you have any other questions.

Thanks for passing through Michael's details. I'll get the user pays form completed in the next couple of days to get that process started.

Kind regards

Luke Stigter
Events Producer
T: 02 9911 9936
E: Luke.Stigter@burwood.nsw.gov.au
2 Conder ST, Burwood, NSW, 2134



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From: Germaine Grant <gran1ger@police.nsw.gov.au>
Sent: Wednesday, 7 February 2024 12:19 PM
To: Luke Stigter <Luke.Stigter@burwood.nsw.gov.au>
Cc: Stephen Parry <parr1ste@police.nsw.gov.au>; Gerrard Moriarty <mori1ger@police.nsw.gov.au>; Michael Tory <tory1mic@police.nsw.gov.au>; Bassam Tohme <tohm1bas@police.nsw.gov.au>
Subject: RE: Traffic Management Plan - Burwood 150th Celebration [SEC=OFFICIAL]

Luke

Thank you for your time today, we await the updated Traffic Management Plan. In the meantime, should you require any assistance with user pays, please email or contact Sergeant Michael Tory.

Regards



Germaine Grant
Senior Constable
Traffic Section - Burwood Police Area Command
14 Garfield Street FIVE DOCK NSW 2046
E: gran1ger@police.nsw.gov.au P: 8753 3599 E: 50599

From: Luke Stigter <Luke.Stigter@burwood.nsw.gov.au>
Sent: Wednesday, 7 February 2024 12:16 PM
To: Gerrard Moriarty <mori1ger@police.nsw.gov.au>; Germaine Grant <gran1ger@police.nsw.gov.au>; Bassam Tohme <tohm1bas@police.nsw.gov.au>
Cc: Roberto Di Federico <Roberto.DiFederico@burwood.nsw.gov.au>; Jenny Hoff

ITEM NUMBER RC2/24 - ATTACHMENT 1
Burwood Local Traffic Committee Agenda - 07.03.2024

ITEM NUMBER LTC6/24 - ATTACHMENT 2
Burwood Anniversary - Police Approval

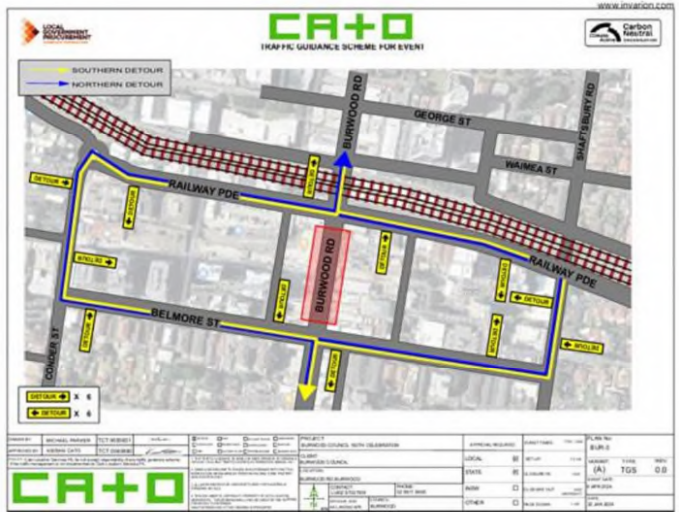
<Jenny.Hoff@burwood.nsw.gov.au>
Subject: RE: Traffic Management Plan - Burwood 150th Celebration

Thanks for the call just now.

Confirming we will go back to CATO and request the Southern and Northern detours are redirected to Clarence Street and not Belmore Street.

I'll send you the updated plan & maps asap.

Kind regards



Luke Stigter
 Events Producer
 T: 02 9911 9936
 E: Luke.Stigter@burwood.nsw.gov.au
 2 Conder ST, Burwood, NSW, 2134



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ITEM NUMBER LTC6/24 - ATTACHMENT 2

Burwood Anniversary - Police Approval

From: Luke Stigter <Luke.Stigter@burwood.nsw.gov.au>
Sent: Tuesday, 6 February 2024 7:34 PM
To: Gerrard Moriarty <mori1ger@police.nsw.gov.au>; Germaine Grant <gran1ger@police.nsw.gov.au>; Bassam Tohme <tohm1bas@police.nsw.gov.au>
Cc: Roberto Di Federico <Roberto.DiFederico@burwood.nsw.gov.au>; Jenny Hoff <Jenny.Hoff@burwood.nsw.gov.au>
Subject: Traffic Management Plan - Burwood 150th Celebration

Hi Gerrard, Germaine and Tom,

I hope you're well.

CATO have sent through the Traffic Management Plan including TGS maps for the Burwood 150 Year Street Party to be held on Burwood Road between Railway Pde and Belmore Rd.

Are you able to review and let me know if any feedback prior to next Friday 16 February? I'm happy to come meet with you also if required.

We're collating all the info for the next LTC meeting in March.

Thanks from your assistance!

Below from CATO...

Please find your TMP attached, along with some notes from our Traffic Planner below:

- *Due to some NO RIGHT TURN signs at the intersection of Burwood Rd and Railway Parade Michael has made a contingency TGS to ensure that traffic flows around the intersection as it is contrary to current flow paths - see TGS 4. Note that on TGS 1, he has made some instructions / notes to cover the existing NO RIGHT TURN Signs.*
- *VMS Boards - Michael has added two VMS boards to provide advanced notice of the road closure in each direction, and has noted that the heavy vehicle detour uses CONDER ST, rather than the load limited SHAFTSBURY RD. VMS Boards also conveniently provide advertising for your event as they are installed before the event.*

Luke Stigter
Events Producer
T: 02 9911 9936
E: Luke.Stigter@burwood.nsw.gov.au
2 Conder ST, Burwood, NSW, 2134



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ITEM NUMBER RC2/24 - ATTACHMENT 1

Burwood Local Traffic Committee Agenda - 07.03.2024

ITEM NUMBER LTC6/24 - ATTACHMENT 2

Burwood Anniversary - Police Approval

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ITEM NUMBER LTC6/24 - ATTACHMENT 3
Burwood Anniversary - Bus Operator Consultation

Jeremy Tinslay

From: Michael Takla <michael.takla@transitsystems.com.au>
Sent: Tuesday, 13 February 2024 10:24 AM
To: Luke Stigter; busapproval@transport.nsw.au; Adrian Prichard
Cc: Roberto Di Federico; Jenny Hoff
Subject: RE: Traffic Management Plan - Burwood 150th Celebration
Attachments: OPERATIONAL PLAN 2024.pdf

Hi Luke,

As promised, please find operational plan for above mentioned event. Please advise.

Best Regards,

Michael Takla

A/Network & Special Events Planner – SBSC006

T: 02 8778 5889

M: 0490 401 688

E: michael.takla@transitsystems.com.au

A: Lot 2 Airfield Drive, LEN WATERS ESTATE NSW 2171



www.transitsystems.com.au

From: Luke Stigter <Luke.Stigter@burwood.nsw.gov.au>
Sent: Tuesday, February 6, 2024 7:41 PM
To: busapproval@transport.nsw.au; Adrian Prichard <APrichard@transitsystems.com.au>; Michael Takla <michael.takla@transitsystems.com.au>
Cc: Roberto Di Federico <Roberto.DiFederico@burwood.nsw.gov.au>; Jenny Hoff <Jenny.Hoff@burwood.nsw.gov.au>
Subject: Traffic Management Plan - Burwood 150th Celebration

Dear all,

I hope you're well.

CATO have sent through the Traffic Management Plan including TGS maps for the Burwood 150 Year Street Party to be held on Burwood Road between Railway Pde and Belmore Rd on Saturday 6 April, 2024.

Please refer to section 4.6 specifically 'Impacts on Public Transport'.

Please let me know if you have any feedback as we're collating all the info for the next LTC meeting in March.

Thanks from your assistance!

Below from CATO...

ITEM NUMBER LTC6/24 - ATTACHMENT 3

Burwood Anniversary - Bus Operator Consultation

Please find your TMP attached, along with some notes from our Traffic Planner below:

- Due to some NO RIGHT TURN signs at the intersection of Burwood Rd and Railway Parade Michael has made a contingency TGS to ensure that traffic flows around the intersection as it is contrary to current flow paths - see TGS 4. Note that on TGS 1, he has made some instructions / notes to cover the existing NO RIGHT TURN Signs.
- VMS Boards - Michael has added two VMS boards to provide advanced notice of the road closure in each direction, and has noted that the heavy vehicle detour uses CONDER ST, rather than the load limited SHAFTSBURY RD. VMS Boards also conveniently provide advertising for your event as they are installed before the event.

Luke Stigter
Events Producer
T: 02 9911 9936
E: Luke.Stigter@burwood.nsw.gov.au
2 Conder ST, Burwood, NSW, 2134



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ITEM NUMBER LTC6/24 - ATTACHMENT 4

Burwood Anniversary - Special Events Checklist

SPECIAL EVENT GUIDE

[Return to Table of Content](#)

Special Event Resources

Special Event Transport Management Plan

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

1. EVENT DETAIL

1.1. Event Summary

Event Name: Burwood 150th Street Party
 Event Location: Burwood Road (Between Railway Pde and Belmore Street)
 Event Date: Sat 6 April Event Start Time: 5pm Event Finish Time: 10pm
 Event Setup Time: 12pm (midday) Event Pack down Finish Time: 12pm (midnight)
 Event is off-street on-street moving on-street non-moving
 Event is held regularly throughout the year (calendar attached)

1.2. Event Summary

Event Organiser*: Burwood Council - Luke Stigter
 Phone: (02) 9911 9936 Fax: - Mobile: 0418 844 550
 Email: luke.stigter@burwood.nsw.gov.au
 Event Management Company (if applicable): Burwood Council
 Phone: (02) 9911 9911 Fax: - Mobile: -
 Email: _____
 Police: Snr Cst Germaine Grant
 Phone: 8753 3519 Fax: _____ Mobile: _____
 Email: grantgera@police.nsw.gov.au
 Council: As Above
 Phone: _____ Fax: _____ Mobile: _____
 Email: _____
 Transport Management Centre
 (if Class 1 – Sydney Metropolitan Area): _____
 Phone: _____ Fax: _____ Mobile: _____
 Email: _____
 Roads & Maritime Service
 (if Class 1 – regional NSW and Class 2 event): _____
 Phone: _____ Fax: _____ Mobile: _____
 Email: _____

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

ITEM NUMBER LTC6/24 - ATTACHMENT 4

Burwood Anniversary - Special Events Checklist

SPECIAL EVENT GUIDE

[Return to Table of Content](#)

1.3. Brief description of the event (one paragraph)

Celebrating Burwood 150 years as an LGA. Recognising first nations, heritage and current diversity

2. RISK MANAGEMENT TRAFFIC

Class 2

2.1. Occupational Health & Safety – Traffic Control

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

2.2. Public Liability Insurance

Public liability insurance arranged. Certificate of currency attached.

2.3. Police

Police written approval obtained

2.4. Fire Brigades and Ambulance

Fire brigades notified

Ambulance notified

3. TRAFFIC & TRANSPORT MANAGEMENT

Class 2

3.1. The route or location

Map attached (REFER TAG)

3.2. Parking

Parking organised – details attached

Parking not required

3.3. Construction, traffic calming and traffic generating developments

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

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

3.4. Trusts, authorities or Government enterprises

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

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

3.5. Impact on/or Public Transport

Public transport plans created - details attached

Public transport not impacted or will not impact event

3.6. Reopening roads after moving events

This is a moving event - details attached.

This is a non-moving event.

3.7. Traffic management requirements unique to this event

Description of unique traffic management requirements attached

There are no unique traffic requirements for this event

3.8. Contingency plans

Contingency plans attached

ITEM NUMBER LTC6/24 - ATTACHMENT 4

Burwood Anniversary - Special Events Checklist

SPECIAL EVENT GUIDE		Return to Table of Content
Class 2	<p>3.9. Heavy vehicle impacts</p> <p><input type="checkbox"/> Impacts heavy vehicles – RMS/TMC to manage</p> <p><input checked="" type="checkbox"/> Does not impact heavy vehicles</p> <p>3.10. Special event clearways</p> <p><input checked="" type="checkbox"/> Special event clearways required - RMSTMC to arrange</p> <p><input type="checkbox"/> Special event clearways not required</p>	
	<p>4. MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES</p>	
Class 2	<p>4.1. Access for local residents, businesses, hospitals and emergency vehicles</p> <p><input checked="" type="checkbox"/> Plans to minimise impact on non-event community attached</p> <p><input type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes</p> <p>4.2. Advertise traffic management arrangement</p> <p><input type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached</p> <p><input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached</p> <p><input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required</p> <p>4.3. Special event warning signs</p> <p><input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s</p> <p><input type="checkbox"/> This event does not require special event warning signs</p> <p>4.4. Permanent Variable Message Signs</p> <p><input checked="" type="checkbox"/> Messages, locations and times attached (TBC)</p> <p><input type="checkbox"/> This event does not use permanent Variable Message Signs</p> <p>4.5. Portable Variable Message Signs</p> <p><input checked="" type="checkbox"/> The proposed messages and locations for portable VMS are attached (TBC)</p> <p><input type="checkbox"/> This event does not use portable VMS</p>	
	<p>Traffic & Transport Management of Special Events Version 3.5 July 1, 2018</p>	
	<p>Page 9 of 93</p>	

ITEM NUMBER LTC6/24 - ATTACHMENT 4

Burwood Anniversary - Special Events Checklist

SPECIAL EVENT GUIDE

[Return to Table of Content](#)

5. PRIVACY NOTICE

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

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

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

6. APPROVAL

TMP Approved by: Luke Stigter Event Organiser Burwood Council Date 14/02/24

7. AUTHORISATION TO *REGULATE TRAFFIC

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

Regulation of traffic authorised by: _____ Council _____ Date

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

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

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

(ITEM LTC7/24) PARK ROAD, BURWOOD - PROPOSED TRAFFIC ISLANDS AND GIVE WAY RESTRICTIONS

File No: 24/5644

REPORT BY TRAFFIC ENGINEER & DESIGN

Summary

It is proposed to install a traffic island in Park Road at the intersection with Parramatta Road to prevent entry from Parramatta Road into Park Road. It is also proposed to install new 'Give Way' restrictions at the intersection along with pavement marking including a traffic lane arrow to further help ensure motorists are clear that they are not to enter Park Road.

Background

Council has previously received a request to review traffic flow within Park Road between Parramatta Road and Rowley Street, particularly in school peak times when congestion had been observed to be high due to high volume two-way traffic within the street which has a narrow carriageway.

In 2020, in order to improve safety and traffic flow within the street, Council installed 'No Left Turn' restrictions into Park Road from Parramatta Road. This change was implemented to reduce conflict resulting from north and southbound traffic competing for a single travel lane and ease the overall volume of traffic within the street. Motorists exiting Park Road properties would not be impacted by the changes and are still permitted to head south towards Rowley Street and not forced to exit the street via Parramatta Road.

Proposal

Staff continued to investigate the area of concern which found that some motorists continue to turn left into Park Road from Parramatta Road, causing safety concerns and adding to congestion within the street. Therefore, to address this illegal behaviour, it is now proposed to install traffic islands at this intersection to reduce the lane width and physically prevent left turns from Parramatta Road.

Additionally, it is also proposed to install 'Give Way' restrictions at the intersection along with pavement marking including a traffic lane arrow to further help ensure motorists are clear that they are not to enter Park Road from Parramatta Road.

A plan of the proposed changes is attached.

Consultation

Consultation for the project was conducted through a letter and survey distributed to properties situated between Park Road and Rowley Street, Burwood. A total of 40 surveys were distributed to all directly impacted properties with access or frontage along Park Road and Council has received the following responses:

- Two residents expressed strong support for the proposed changes.
- Thirty-eight residents did not respond and therefore it is considered that the residents are in agreement to the proposal.

Financial Implications

The total cost of the project including new traffic islands, line markings and signage is estimated at being \$10,000 which is to be funded from the 2023/24 Traffic Facilities Capital Works budget.

Recommendations

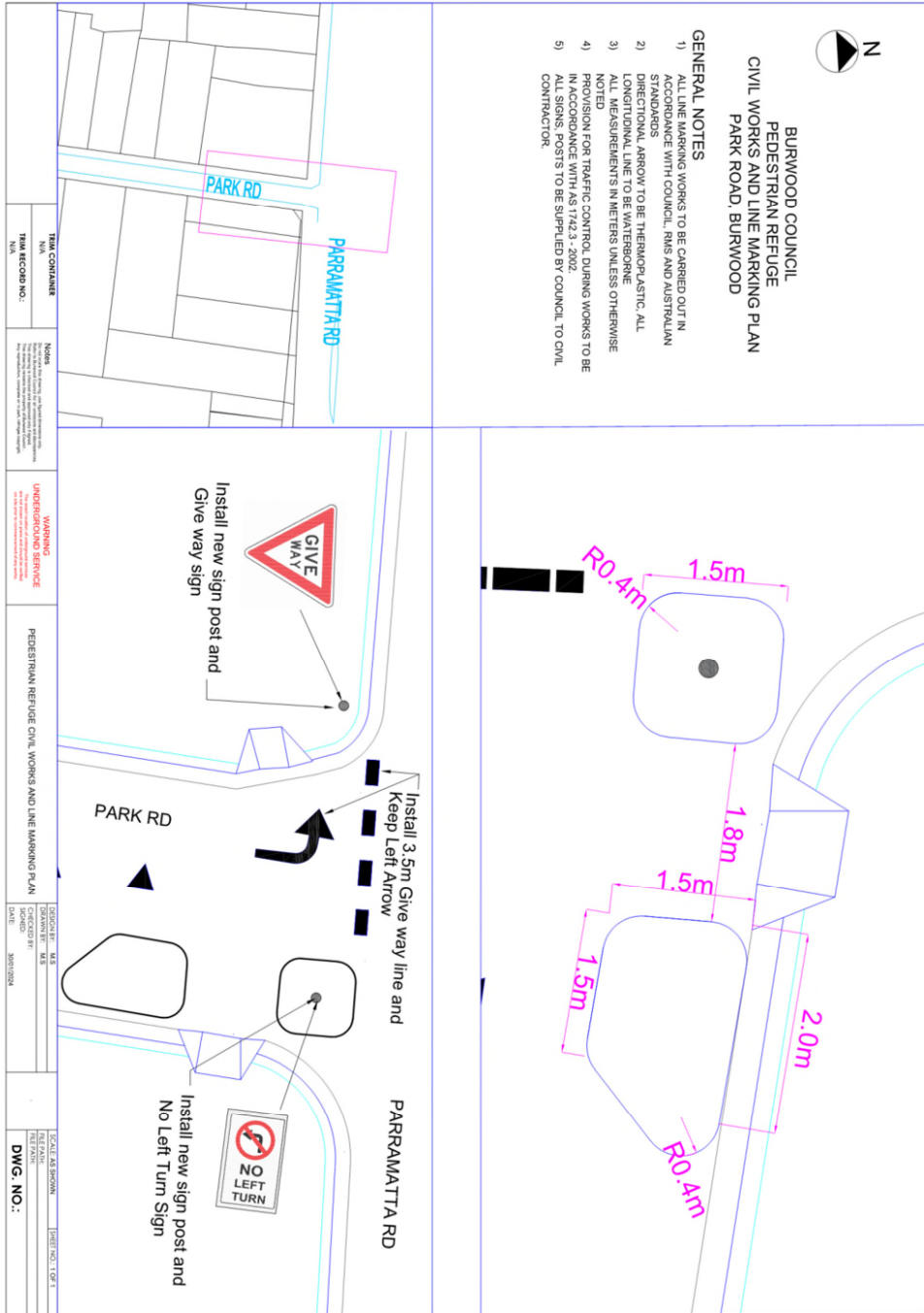
1. That Council approve the installation of 'Give Way' restrictions on Park Road, Burwood at its intersection with Parramatta Road, including all signs and linemarkings.
2. That Council approve the installation of the new traffic islands on Park Road, Burwood at its intersection with Parramatta Road.
3. That Council approve the installation of a left turn arrow in Park Road at its intersection with Parramatta Road to help ensure motorists are clear that they are to enter Park Road from Parramatta Road.

Attachments

- 1 Park Road Plan

ITEM NUMBER LTC7/24 - ATTACHMENT 1

Park Road Plan



(ITEM LTC8/24) WOODSIDE AVENUE, BURWOOD - WORK ZONE APPLICATION

File No: 24/5645

REPORT BY TRAFFIC ENGINEER & DESIGN

Summary

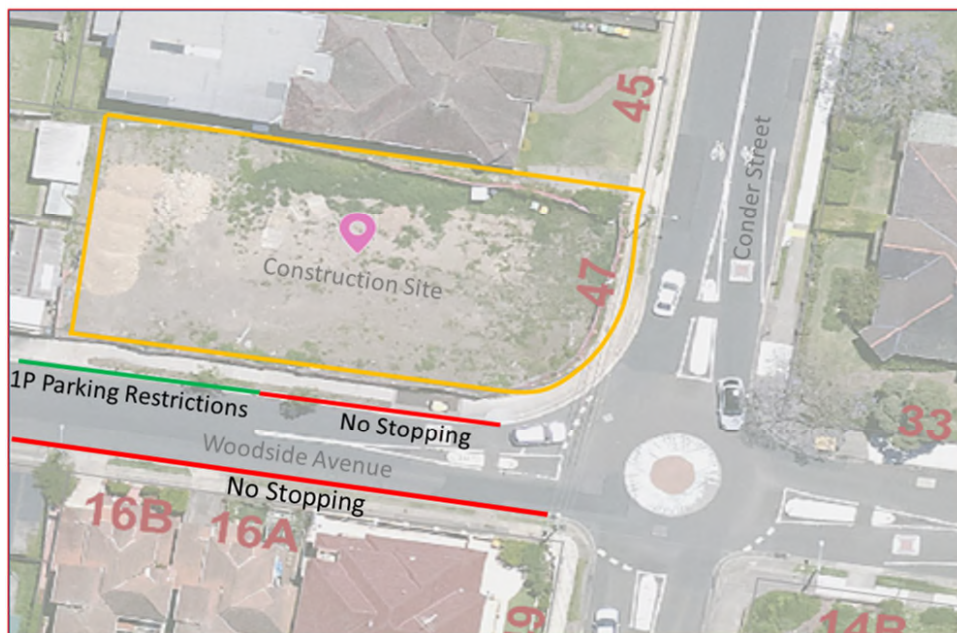
Council has received an application to install a 'Work Zone' along Woodside Avenue which is the southern frontage of 47 Conder Street, Burwood to facilitate the construction of a five-storey residential flat building containing 17 apartments and basement car parking.

Background

Development consent was provided to construct a five-storey residential flat building at No. 47 Conder Street, Burwood, in September 2017. Given the proximity of the site to the intersection there is no opportunity to have a 'Work Zone' installed along the Conder Street frontage. As such a 'Work Zone' has been requested along the northern side of Woodside Avenue, Burwood, for a length of 10m, directly in front of the site. This area will be used to deliver materials, parking and other construction works and is expected to be required for 44 weeks. Works on site are scheduled to commence on 20th March 2024.

This section of Woodside Avenue forms part of bus route 407 Burwood to Strathfield operated by Transit Systems. There are no bus stops along the frontages of the subject site.

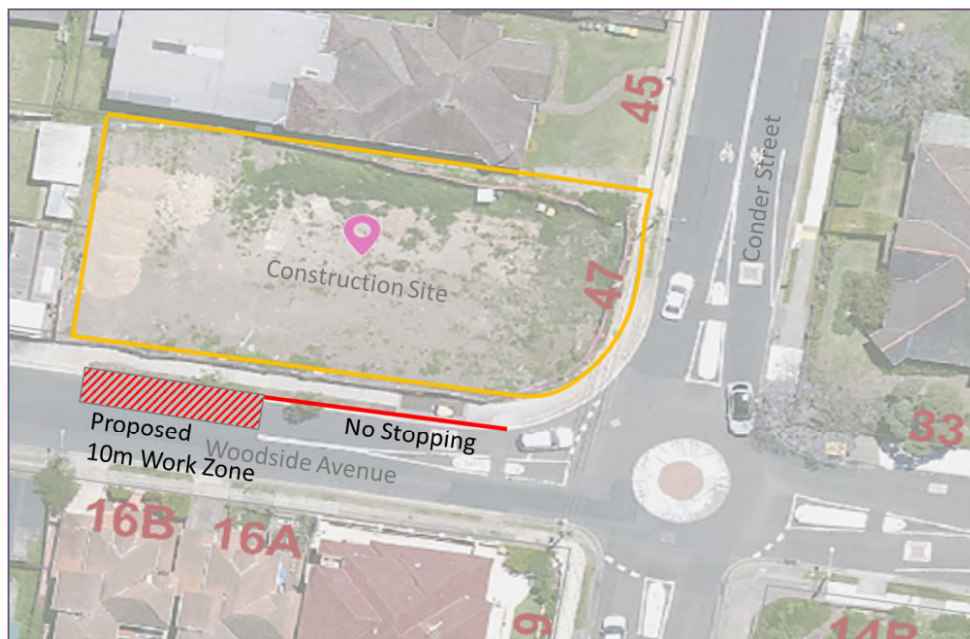
The parking along the site frontage on Woodside Avenue is the combination of '1P Parking' and 'No Stopping' restrictions, with 'No Stopping' restrictions along the southern side of the street opposite the site as shown below.



Proposal

It is proposed to install a 10 metre long 'Work Zone' directly fronting the site per the diagram below to facilitate the construction and ensure access to the site is not impeded. The 'Work Zone' will be restricted in hours to 7:00 am – 5:30pm Monday to Friday, and from 7:00am to 4:00pm Saturdays.

Demolition, excavation and/or construction works that involve heavy machinery, noisy trades or the like are not permitted to be carried out from 1:00pm to 4:00pm Saturdays. No works to be carried out on Sundays or Public Holidays. The 'Work Zone' has been requested for a period of 44 weeks, which will then be reviewed to determine if it is still required.



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

Consultation

A review of parking occupancy within the street has been undertaken, which has shown that the street is not highly occupied. The street is used primarily by residents and their visitors only. As such, no resident consultation was considered necessary as the proposed 'Works Zone' restrictions will be directly outside the development site and will be restricted to development consent hours only.

Financial Implications

The "Work Zone" fees will be charged to the developer as per Council's Fees and Charges.

Recommendation

The Council approve the installation of a 10 metre long "Work Zone - 7:00 am – 5:30pm Monday to Friday, and from 7:00am to 4:00pm Saturday directly fronting on Woodside Avenue which is the southern frontage of No. 47 Conder Street, Burwood, for a length of 10m and for a period of 44 weeks.

(ITEM) 12 BYER STREET, ENFIELD - REMOVAL OF MOBILITY PARKING RESTRICTIONS

File No: 24/5643

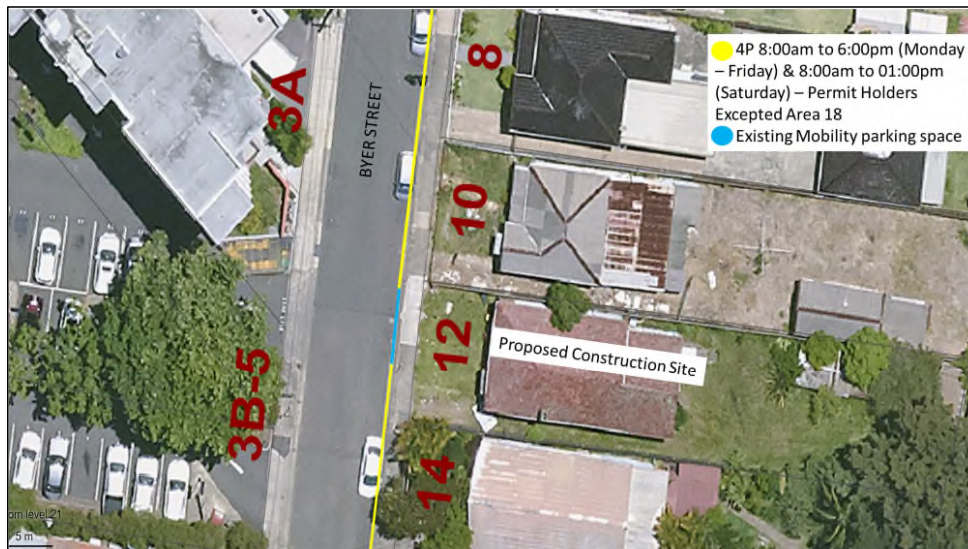
REPORT BY TRAFFIC ENGINEER & DESIGN

Summary

Council has received a request to remove the mobility parking space along the frontage of 12 Byer Street, Enfield and return it to time restricted parking.

Background

The on-street mobility parking bay at 12 Byer Street, Enfield was provided to assist the resident mobility parking permit holder with finding parking within close proximity of their house. The resident has since relocated, and the site is now proposed for a new development. Council has been informed by the new owner that the mobility parking is no longer necessary, and they have formally requested the removal of the associated signage.



Proposal

In response to the request, it is proposed to remove the signposted mobility parking space and reinstate “4P 8:00am to 6:00pm (Monday – Friday) & 8:00am to 01:00pm (Saturday) – Permit Holders Excepted Area 18” parking restrictions, in line with the adjacent parking restrictions.

Consultation

Given that the on-street mobility parking bay was no longer required by the resident and is directly outside the property frontage; no resident consultation was considered necessary for its removal.

Financial Implications

The cost of removing signs is estimated to be \$300.00 and will be funded from the 2023/24 Traffic Facilities budget.

Recommendation

That Council approve the removal of the 'Mobility Parking' space located outside 12 Byer Street, Enfield and convert the area to "4P 8:00am to 6:00pm (Monday – Friday) & 8:00am to 01:00pm (Saturday) – Permit Holders Excepted Area 18" parking restrictions.

Attachments

There are no attachments for this report.



MINUTES OF THE MEETING OF THE BURWOOD LOCAL TRAFFIC COMMITTEE held at Burwood Council, 2 Conder Street, Burwood on Thursday 7 March 2024.

Attendance

Cr John Faker (Mayor) Chairperson
Ms Angelica Joie Abragan, Transport for NSW
Ms Maryann Duggan, Representative for State Member for Strathfield
Mr Adrian Pritchard, Transit Systems
Snr Constable Germaine Grant, NSW Police Service

Mr George El Kazzi, Director City Assets
Mr Roberto Di Federico, Manager Traffic and Transport
Mr Jeremy Tinslay, Traffic Engineer
Mrs Manasa Simhalapathi, Traffic & Design Engineer

Apologies

That there were no apologies.

Confirmation of Minutes

That the minutes of the Burwood Local Traffic Committee of Burwood held on Thursday 1 February 2024, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.

GENERAL BUSINESS

(ITEM LTC4/24) BOYLE STREET, CROYDON PARK - REQUEST FOR MOBILITY PARKING SPACE

File No: 24/2778

Summary

Burwood Council has received a request from the West Sydney Chinese Christian Church, located at 49A Boyle Street Croydon Park, to install a disabled parking space along the Violet Street boundary of their property.

Recommendation

That Council approves the installation of one 6.7m long mobility parking space on-street along the Violet Street boundary of 49A Boyle Street, Croydon Park.

MINUTES OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING

7 MARCH 2024

(ITEM LTC5/24) ANZAC COMMEMORATIVE DAWN SERVICE 2024 - ROAD CLOSURE

File No: 24/3333

Summary

Council is organising a parade for the annual ANZAC Commemorative March on Thursday 25 April 2024. To facilitate the parade Council proposes a temporary road closure of the northern side of Church Street Burwood from 5.00am followed by a rolling road closure from Church Street onto Burwood Road from 6.00am, continuing northbound along the western side of Burwood Road before ending in Burwood Park.

Recommendations

1. That Council approve the temporary road closure on the northern side of Church Street on Thursday 25 April 2024 commencing at 5.00am for the purpose of organising participants.
2. That Council approve the rolling road closure from Church Street onto Burwood Road to Burwood Park on Thursday 25 April 2024 commencing at 6.00am.
3. That organisers/marshals be requested to ensure that all participants remain within the confines of the west bound lane of Church Street and northbound lane on Burwood Road.
4. That Council and TfNSW note that this is a Category 3 event.

(ITEM LTC6/24) BURWOOD 150TH CELEBRATION ROAD CLOSURE AND TRAFFIC MANAGEMENT

File No: 24/4493

Summary

Burwood Council is organising a street party to celebrate its 150th anniversary. In order to facilitate the festivities, Council is proposing a full road closure along Burwood Road from Railway Parade to Belmore Street between midday to midnight on Saturday 6th April 2024.

TfNSW Comment

No objections.

Please formally submit Class 2 event requirements for TfNSW concurrence.

Council response

Documents emailed to Angelica Joie Abragan

Recommendations

1. That Council approve the full road closure of Burwood Road between Railway Parade and Belmore Street, from midday to midnight on Saturday 6th April 2024.
2. That Council approves the partial closure of 40 spaces in the Elizabeth Street carpark, with spaces blocked off with road barriers.
3. That Council approves the attached TCP clearly showing all proposed advance warning signage, detours and temporary bus shelters.
4. That all proposed temporary VMS boards are approved for installation at the locations specified for a period of one week prior to the event date.
5. That Council approves the temporary 'No Stopping' restrictions for both sides of Burwood Road between Railway Parade and Belmore Street from 10:00am to midnight on Saturday 6th April 2024.

MINUTES OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING

7 MARCH 2024

(ITEM) 12 BYER STREET, ENFIELD - REMOVAL OF MOBILITY PARKING RESTRICTIONS

File No: 24/5643

Summary

Council has received a request to remove the mobility parking space along the frontage of 12 Byer Street, Enfield and return it to time restricted parking.

Recommendation

That Council approve the removal of the 'Mobility Parking' space located outside 12 Byer Street, Enfield and convert the area to "4P 8:00am to 6:00pm (Monday – Friday) & 8:00am to 01:00pm (Saturday) – Permit Holders Excepted Area 18" parking restrictions.

(ITEM LTC7/24) PARK ROAD, BURWOOD - PROPOSED TRAFFIC ISLANDS AND GIVE WAY RESTRICTIONS

File No: 24/5644

Summary

It is proposed to install a traffic island in Park Road at the intersection with Parramatta Road to prevent entry from Parramatta Road into Park Road. It is also proposed to install new 'Give Way' restrictions at the intersection along with pavement marking including a traffic lane arrow to further help ensure motorists are clear that they are not to enter Park Road.

TfNSW Comment

No objections.

Aside from installing traffic islands to reduce road width, existing signage can be improved.

There are (3) No Left Turn signs currently installed at the intersection:

- (1) Along Parramatta Rd, just before Park Rd - Will this be retained or relocated to the proposed traffic island?
- (2) Located ~10m south of Parramatta Rd for traffic coming out of Autohome - Not needed as there are existing bollards preventing vehicles to use this driveway.
- (3) Located ~30m south of Parramatta Rd for traffic coming out of Autohome - This should be a Right Turn Only sign instead.

No Entry signage can also be installed facing southbound traffic at Park Rd.

Council response

- (1) Relocated to the traffic island.
- (2) The bollards are removable. It is proposed to retain this restriction as it relates to other issues identified within the street resulting from vehicles exiting this site. These were approved by the LTC in February 2019.
- (3) Same as point 2 above.

MINUTES OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING

7 MARCH 2024

Recommendations

1. That Council approve the installation of 'Give Way' restrictions on Park Road, Burwood at its intersection with Parramatta Road, including all signs and linemarkings.
2. That Council approve the installation of the new traffic islands on Park Road, Burwood at its intersection with Parramatta Road.
3. That Council approve the installation of a left turn arrow in Park Road at its intersection with Parramatta Road to help ensure motorists are clear that they are to enter Park Road from Parramatta Road.

(ITEM LTC8/24) WOODSIDE AVENUE, BURWOOD - WORK ZONE APPLICATION

File No: 24/5645

Summary

Council has received an application to install a 'Work Zone' along Woodside Avenue which is the southern frontage of 47 Conder Street, Burwood to facilitate the construction of a five-storey residential flat building containing 17 apartments and basement car parking.

Recommendation

The Council approve the installation of a 10 metre long "Work Zone - 7:00 am – 5:30pm Monday to Friday, and from 7:00am to 4:00pm Saturday directly fronting on Woodside Avenue which is the southern frontage of No. 47 Conder Street, Burwood, for a length of 10m and for a period of 44 weeks.

This concluded the business of the meeting.

Notice of Motion

(Item NM1/24) Sharing our Streets with Students Who Walk, Ride and Scoot to School

File No: 24/7931

Notice of motion by Cr Ned Cutcher

Summary

Currently only 25% of school children walk or ride to and from school, down from 75% 40 years ago. This has had an impact on the mental wellbeing and physical health of children, increased the number of cars taking short trips in our local community, and had a detrimental impact on the environment.

The NSW Government has increased funding for an Active Transport to School program, to be delivered through councils in consultation with local schools, to make it easier for children to walk, ride and scoot to and from school.

As our local population grows and our urban environment becomes more built up, opportunities to encourage shared use of our streets need to be prioritised.

I understand Burwood Council has been working on an Active Transport Plan for public exhibition and it is imperative that we take this opportunity to deliver new walking and cycling infrastructure as quickly as possible.

Operational Plan Objective

- C.2 A healthy and active lifestyle where people experience a sense of connection and wellbeing
- C.4 Sustainable, integrated transport, infrastructure and networks that support population growth and improve liveability and productivity
- C.7 People and infrastructure contribute positively to the environment and respond to climate change
- C.9 Safe, clean and activated streets, centres and public places are enjoyed by people day and night

Councillor Ned Cutcher to move:

That Council:

1. Acknowledges the mental, physical, social and environmental benefits of having more students walk, ride and scoot to school
2. Notes the NSW Government's Active Transport to School program offering an additional \$10million to councils to fund Active Travel to School Projects
3. Requires the General Manager to:
 - a) complete the draft Active Transport Plan, including recommendations to seek and apply for funding under the Active Transport to School Program, to be presented to Council for public exhibition in May 2024, and
 - b) bring the plan and recommendations back to Council for endorsement as soon as practicable after exhibition.

Officer comments

Council is currently in the process of developing its Active Transport Plan, a plan that incorporates both a Pedestrian Access and Mobility Plan (PAMP) and Cycling Plan to deliver better connectivity throughout the Burwood Council Area.

A notice was placed on the Participate Burwood webpage from 17 February to 17 March 2024 that allowed responses to be received via an online survey as well as an online mapping tool where

users could directly pinpoint areas of concern for investigation. Consultation is taking place with relevant stakeholders, including State Government, adjoining councils and schools, to help ensure that existing links and desired lines are identified to allow for a comprehensive walking and cycling network.

A draft Plan is scheduled to be presented to Council in May 2024 for endorsement for public exhibition, with the final plan to be reported to Council thereafter for adoption. Once adopted, the Active Transport Plan will provide a strategic framework for missing links or required upgrades and allow Council to apply for grant funding, including the next round of the NSW Government's Active Transport to School program, to help deliver these important assets and facilities.

Recommendation(s)

That Council:

1. Acknowledges the mental, physical, social and environmental benefits of having more students walk, ride and scoot to school
2. Notes the NSW Government's Active Transport to School program offering an additional \$10million to councils to fund Active Travel to School Projects
3. Requires the General Manager to:
 - a) complete the draft Active Transport Plan, including recommendations to seek and apply for funding under the Active Transport to School Program, to be presented to Council for public exhibition in May 2024, and
 - b) bring the plan and recommendations back to Council for endorsement as soon as practicable after exhibition.

Attachments

There are no attachments for this report.

Notice of Motion

(Item NM2/24) Transport Oriented Development Program (TOD) – Croydon Precinct

File No: 24/7926

Notice of Motion by Cr David Hull

Summary

To seek Council's approval for obtaining Council legal advice, considering the recommendations of a Heritage Assessment, and disclosing all deliberations of any meetings/briefings held between the NSW Minister for Planning (or Ministerial delegate) and Council, as well as invite all Burwood Councillors to all future meetings/briefings to be held with the Minister or his delegate.

Operational Plan Objective

C.3 An urban environment that maintains and enhances our sense of identity and place

C.3.1 Facilitate well designed, high quality and sustainable land use and development that is appropriately scaled to complement its surroundings

C3.2 Protect our unique built heritage and maintain or enhance local character

C.4 Sustainable, integrated transport, infrastructure and networks support population growth and improve liveability and productivity

C.4.2 Plan for a city that is safe, accessible and easy to get to and move around in

Councillor David Hull to move that:

The General Manager:

1. Urgently obtain written legal advice from a suitably qualified Senior Counsel on behalf of Council in relation to potential legal action by Council arising from the proposed use and application of planning powers in respect of the TOD SEPP – Croydon Precinct, pursuant to relevant legislation, including the Environmental Planning and Assessment Act 1979 (NSW), by the NSW Minister for Planning, including but not limited to whether the NSW Minister for Planning would thereby be:
 - acting ultra vires or beyond power,
 - acting unfairly and
 - acting unreasonably,

having regard to the following matters, including but not limited to:

- whether the SEPP can override existing heritage controls, including LEP and DCP controls;
- the failure to disclose the details of the TOD SEPP to Council and the local residents within a reasonable timeframe;
 - the failure to allow a reasonable timeframe to consult with Council and the local residents
 - the failure to allow Council sufficient time and resources to consult the local residents;
 - the expedited process being against general planning practice;
- the snap rezoning proposal being inconsistent with the planning proposal process the State Government requires Councils to undertake, including feasibility testing, traffic assessments, detailed design controls and the provision of community facilities;

- the absence of any information detailing the planned delivery of new community infrastructure to support the dramatic increase in population the proposal would bring with some 48,000 new dwellings
 - the catastrophic impact of the TODS SEPP on the heritage character of Croydon and the village atmosphere of Croydon;
 - adverse impacts on heritage, streetscape and privacy arising from the SEPP's proposal to redevelop sites with narrow 6 + storey developments on blocks with no minimum lot size or frontage requirements and limited if any setbacks;
 - the fact that proposed FSR and height controls are subject to change and may be increased above 6 stories;
 - adverse impacts on existing traffic congestion and pedestrian safety;
 - adverse impacts on open space and community facilities;
 - the absence of an endorsed affordable housing contributions scheme and
 - the complete disregard of an online Council petition in which all 769 respondents objected to the TOD SEPP proposal in its entirety.
2. Report to Council on any written legal advice received by Council, in relation to the TOD SEPP – Croydon Precinct, with recommendations, and distribute to all Burwood Councillors a copy of that legal advice at the next Council Meeting following receipt of that legal advice.
 3. Report to Council on the minutes or deliberations of meetings/briefings held between the NSW Minister for Planning (or his Ministerial delegate) and the Council, including with the Mayor and/or any other elected Burwood Councillors, at the next Council meeting following any meetings/briefings with the Minister or his delegate.
 4. Issue an invitation to all Burwood Councillors to attend any future meetings with the NSW Minister for Planning (or his Ministerial delegate) in relation to the TOD SEPP.
 5. Commission a comprehensive heritage report of the Croydon Precinct, including but not limited to the following:
 - a. Commentary on the status of heritage trees in the Croydon Precinct
 - b. Feasibility of creating new green parks within the Croydon Precinct
 - c. Provide recommendations in relation to proceeding with the local or State heritage listing of properties identified in the Heritage Assessment, including in The Strand, Murray Street, Malvern Avenue, Dickinson Avenue and Fitzroy Street.

Officer Comments

Legal Advice

The identified request for legal advice from Senior or King's Counsel can be obtained through one of Council's panel legal solicitors. Preliminary cost estimates for obtaining initial advice exceed \$25,000.

Report to Council meetings/briefing outcomes

A report on discussions held with DPHI or the Minister for Planning with regard to the TOD program can be arranged, subject to Council approval.

Invitations for all Councillors to attend future meetings with the Minister or delegate

Common practice is to limit the number of attendees to meetings with the Minister or delegate with Council representatives, generally being the Mayor and / or key Senior Council Officers such as the General Manager and Director City Strategy. Attendance is often based on time and resource efficiency in addition to the level of confidentiality needed based on agenda items.

Heritage Report

There is currently no Council resolution to complete a comprehensive heritage review of the Croydon Precinct. As part of Council's submission to the TOD program, a preliminary heritage review was undertaken by Council's Heritage Officer, with the purpose of highlighting to DPHI the

impact the proposed TOD program could have on the character of the Malvern Hill HCA - a copy this report was provided to Council at the 13 February 2024 meeting. The listing of Heritage Items requires an amendment of the Burwood LEP 2012 through the Planning Proposal process under the Environmental Planning and Assessment Act 1979 for Locally Listed items or recommendations to the NSW Government for items to listed as State Heritage under the Heritage Act 1977, both processes take an extended period of time, and would require approval of the NSW Government to implement.

Recommendation(s)

That Council:

1. Urgently obtain written legal advice from a suitably qualified Senior Counsel on behalf of Council in relation to potential legal action by Council arising from the proposed use and application of planning powers in respect of the TOD SEPP – Croydon Precinct, pursuant to relevant legislation, including the Environmental Planning and Assessment Act 1979 (NSW), by the NSW Minister for Planning.
2. Report to Council on any written legal advice received by Council, in relation to the TOD SEPP – Croydon Precinct, with recommendations, and distribute to all Burwood Councillors a copy of that legal advice at the next Council Meeting following receipt of that legal advice.
3. Report to Council on the minutes or deliberations of meetings/briefings held between the NSW Minister for Planning (or his Ministerial delegate) and the Council, including with the Mayor and/or any other elected Burwood Councillors, at the next Council meeting following any meetings/briefings with the Minister or his delegate.
4. Issue an invitation to all Burwood Councillors to attend any future meetings/briefings with the NSW Minister for Planning (or his Ministerial delegate) in relation to the TOD SEPP.
5. Commission a comprehensive heritage report of the Croydon Precinct, including but not limited to the following:
 - a. Commentary on the status of heritage trees in the Croydon Precinct
 - b. Feasibility of creating new green parks within the Croydon Precinct
 - c. Provide recommendations in relation to proceeding with the local or State heritage listing of properties identified in the Heritage Assessment, including in The Strand, Murray Street, Malvern Avenue, Dickinson Avenue and Fitzroy Street.

Attachments

There are no attachments for this report.