



# Burwood Council

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## BURWOOD COUNCIL MEETINGS

MINUTES OF THE MEETING OF THE COUNCIL OF BURWOOD held at the Council Chamber, Suite 1, Level 2, 1-17 Elsie Street, Burwood on Tuesday 24 July 2018 commencing at 6.00pm.

**ATTENDANCE** Councillor Lesley Furneaux-Cook (Deputy Mayor)  
Councillor Heather Crichton  
Councillor Joseph Del Duca  
Councillor Raj Dixit  
Councillor George Mannah

Mr B Macdonnell, General Manager  
Mr T Briscese, Deputy General Manager Corporate, Governance & Community  
Mr J Inglese, Acting Director Engineering & Operational Services  
Mr P Sarin, Acting Director Planning & Environmental Services  
Mr B Mortimer, Executive Manager Organisation Development  
Mr W Armitage, Chief Finance Officer  
Ms V Karpowicz, Executive Assistant

### OPENING OF MEETING BY THE DEPUTY MAYOR

The Deputy Mayor opened the meeting with a prayer and Acknowledgement of Country.

### OPEN FORUM

Name	Item
Mr Stan Malicki 12 Brady Street Croydon NSW 2132	Pensioner Rebate – Additional Information

### APOLOGIES

**75/18 RESOLVED** (*Carried Unanimously*)

Councillor John Faker, Mayor, and Councillor Ernest Chan were apologies.

(Moved Councillor George Mannah/Seconded Councillor Joseph Del Duca)

### DECLARATIONS OF INTEREST

There were no declarations of interests by Councillors.

### DECLARATIONS OF POLITICAL DONATIONS

There were no declarations of political interests by Councillors.

**CONFIRMATION OF MINUTES**

**76/18** That the minutes of the meeting of the Council of Burwood held on Tuesday 26 June 2018, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.

**ADDRESS BY THE PUBLIC ON AGENDA ITEMS**

There was no business for this item.

**GENERAL BUSINESS****(ITEM 68/18) GREEN WASTE - IMPROVED DISPOSAL SERVICES**

File No: 18/24514

**Summary**

Council currently offers all residential properties a fortnightly bin collection for organic garden (green waste) material. The material is collected and delivered to a processing facility where it is converted into high value garden products.

The Mayor, by Mayoral Minute (MM7/17) dated 26 September 2017 requested that Council investigate the feasibility of introducing two free green waste drop-off per year at the Council Depot.


An investigation has been conducted into the possibility of improving the service by way of increasing the number of bins available for a fortnightly collection service from one bin to two bins, and to provide drop-off events to improve green waste recovery rates in the community.

**Operational Plan Objective**

3.2.3 Establish clear targets for recycling and reducing waste to landfill.

**77/18 RESOLVED** (*Carried Unanimously*)

That Council offer the following improved green waste services:

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- a. That residents be offered additional green waste bins on application. The resident will need to pay a one-off fee of approximately \$80.00 for a new bin as supplied by Council's collection contractor and an additional fortnightly collection service will be provided at no cost.
  - b. The Council organise a supervised green waste drop-off event at Council's depot in Kingsbury Street Enfield on two occasions per year.
  - c. That the availability of the new and improved service be communicated via Council's Website and social media platforms and in a Mayoral column.

(Moved Councillor George Mannah/Seconded Councillor Joseph Del Duca)



**MATTER ARISING**

- 78/18** Councillor Lesley Furneaux-Cook raised the following recommendation to be added that Council investigates the inclusion of information on Council's green waste and recycling initiatives on either Yearly or Quarterly rate notices.

(Moved Councillor Lesley Furneaux-Cook/Seconded Councillor Joseph Del Duca)

**(ITEM 69/18) ADOPTION - REVISED INVOLVEMENT OF COUNCIL IN JOINT PROJECTS WITH GOVERNMENT DEPARTMENTS POLICY**

File No: 18/24392

**Summary**

To seek Council's endorsement of the revised Involvement of Council in Joint Projects with Government Departments Policy.

**Operational Plan Objectives**

- 2.1.3 Ensure transparency and accountability in decision making.
- 2.2.2 Develop strategic partnerships that will benefit the area and the community.

- 79/18** **RESOLVED** (*Carried Unanimously*)

That Council adopt the revised Involvement of Council in Joint Projects with Government Departments Policy.

(Moved Councillor George Mannah/Seconded Councillor Heather Crichton)

**(ITEM 70/18) ADOPTION - REVISED RECEIPT OF GIFTS AND BENEFITS POLICY**

File No: 18/24394

**Summary**

To seek Council's adoption of the revised Receipt of Gifts and Benefits Policy. The Policy supplements the Code of Conduct by providing a common understanding of appropriate conduct expected in relation to the receipt of gifts, benefits and hospitality.

**Operational Plan Objective**

- 2.1.3 Ensure transparency and accountability in decision making.

- 80/18** **RESOLVED** (*Carried Unanimously*)

1. That Council adopt the revised Receipt of Gifts and Benefits Policy.
2. That the Receipt of Gifts and Benefits Policy is to be presented to the Audit, Risk & Improvement Committee for information and comment.

(Moved Councillor George Mannah/Seconded Councillor Raj Dixit)

### **(ITEM 71/18) ADOPTION - REVISED ADVISORY COMMITTEES MEETINGS GUIDELINES**

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File No: 18/24395

#### **Summary**

Council has various Community Advisory Committees and it is important that meetings are conducted following due process. These Guidelines have been prepared in accordance with the *Local Government Regulations 2005* and Council's Code of Conduct.

#### **Operational Plan Objective**

2.1.3 Ensure transparency and accountability in decision making.

#### **81/18 RESOLVED** (*Carried Unanimously*)

That Council adopt the revised Advisory Committee Meetings – Guidelines and that the Guidelines are distributed to all Committee Members.

(Moved Councillor Joseph Del Duca/Seconded Councillor Heather Crichton)

### **(ITEM 72/18) ADOPTION - REVISED LOBBYING POLICY**

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File No: 18/24398

#### **Summary**

Council's Lobbying Policy has been in place since 2013. The Policy has been reviewed in light of recent legislative amendments and changes in internal policies, and it is now submitted to Council for adoption.

#### **Link to Operational Plan**

2.1.3 Ensure transparency and accountability in decision making.

#### **82/18 RESOLVED** (*Carried Unanimously*)

1. That Council adopt the revised Lobbying Policy.
2. That the Lobby Policy is to be presented to the Audit, Risk & Improvement Committee for information and comment.

(Moved Councillor George Mannah/Seconded Councillor Heather Crichton)

### **(ITEM 73/18) ADOPTION - REVISED COMMUNITY ADVISORY COMMITTEES PROCEDURE FOR SELECTION OF COMMUNITY REPRESENTATIVES**

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File No: 18/24419

#### **Summary**

The Community Advisory Committees procedure for Selection of Community Representatives was introduced to ensure a consistent method and criteria are used for the selection of community representatives.

#### **Operational Plan Objective**

2.1.3 Ensure transparency and accountability in decision making.

**83/18 RESOLVED** (*Carried Unanimously*)

That Council adopt the revised Community Advisory Committees Procedures for the Selection of Community Representatives.

**AMENDMENT 1**

That on Page 44 of the revised Community Advisory Committees Procedures for the Selection of Community Representatives, under Selection Criteria, Item i., remove the wording "(please note – representatives of political parties are excluded)".

(Moved Councillor Joseph Del Duca/Seconded Councillor Raj Dixit)

Put to vote and voted **AGAINST**

(Moved Deputy Mayor Lesley Furneaux-Cook/Seconded Councillor George Mannah)

**AMENDMENT 2**

That on Page 44 of the revised Community Advisory Committees Procedure for Selection of Community Representatives, the wording under Selection Criteria, Item i. be changed from "(please note – representatives of political parties **are** excluded) to "(please note – representatives of political parties **may be** excluded)".

(Moved Councillor Joseph Del Duca/seconded Councillor Heather Crichton)

**(ITEM 74/18) INVESTMENT REPORT AS AT 30 JUNE 2018**

File No: 18/25066

**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*.

**84/18 RESOLVED** (*Carried Unanimously*)

1. That the investment report for 30 June 2018 be received and endorsed.
2. That the Certificate of the Responsible Accounting Officer be received and noted.

(Moved Councillor George Mannah/Seconded Councillor Joseph Del Duca)

**(ITEM 75/18) SYDNEY EASTERN CITY PLANNING PANEL - ALTERNATE MEMBER**

File No: 18/25843

**Summary**

To seek Council's approval for the appointment of Tommaso Briscese, Deputy General Manager Corporate, Governance and Community, as an alternate to the Sydney Eastern City Planning Panel.

**Operational Plan Objective**

2.2.2 Develop strategic partnerships that will benefit the area and the community.

**85/18 RESOLVED** (*Carried Unanimously*)

That Council approves the appointment to the Sydney Eastern City Planning Panel the Deputy General Manager Corporate Governance and Community as an alternate until the position of Deputy General Manager Land, Infrastructure and Environment is appointed.

(Moved Councillor George Mannah/Seconded Councillor Joseph Del Duca)

**(ITEM 76/18) DELIVERY PROGRAM 2013-2017 - QUARTERLY REPORT FOR THE PERIOD ENDING 30 JUNE 2018**

File No: 18/26078

**Summary**

Following the introduction of the Integrated Planning and Reporting framework in 2009, Section 404(5) of the *Local Government Act 1993* requires that the General Manager provide progress reports to the Council, at least every six months, as to its progress with respect to the principal activities detailed in its Delivery Program.

As per Burwood Council's Delivery Program 2013-2017 (Strategic Goal 2.1.2), a review of the Program is to be presented to Council on a Quarterly basis.

**86/18 RESOLVED** (*Carried Unanimously*)

1. That Council endorse the Delivery Program 2013-2017 Quarterly Report for the period ending 30 June 2018.
2. That the General Manager reports to the Councillors on completion of the review of the Squad Swimming Program.

(Moved Councillor Joseph Del Duca/Seconded Councillor George Mannah)

**REPORTS OF COMMITTEES****(ITEM RC6/18) BURWOOD LOCAL TRAFFIC COMMITTEE MEETING - JULY 2018**

File No: 18/26909

**Summary**

Attached are the Minutes of the Burwood Local Traffic Committee from its meeting of July 2018. The Minutes are hereby submitted to the Ordinary Council Meeting for consideration and adoption by Council.

**Operational Plan Objective**

4.1.3 - Work with key stakeholders to ensure an integrated transport plan.

**87/18 RESOLVED** (*Carried Unanimously*)

That the minutes of the Burwood Local Traffic Committee of July 2018 be noted and the recommendations of the Committee as detailed below be adopted as a resolution of the Council.

2018. Presented to Council on 12 December 2017, Item 136/17.

5. Voluntary Planning Agreement (VPA) for 6 Railway Parade Burwood between Nascon Asset Pty Ltd and Burwood Council on 20 April 2018. Presented to Council on 23 October 2016, Item 110/16.
6. Voluntary Planning Agreement (VPA) for 8-14 Lyons Street Strathfield between ARM Holdings Pty Ltd ATF The Albert Metledge Family Trust and Burwood Council on 29 May 2018. Presented to Council on 28 November 2017, Item 118/17.

### Operational Plan Objective

2.1.3 Ensure transparency and accountability in decision making.

### No Decision – Information Item Only

### (ITEM IN25/18) SAFE & CLEAN TEAM - QUARTER 4 AND ANNUAL 2017-2018 PERFORMANCE REPORT

File No: 18/25071

#### Summary

This report provides performance information on the Safe & Clean Team (the Team) for the Fourth Quarter of the 2017/2018 period.

The Team operates on a daily basis between the hours of 10.00am and 6.00pm and patrols all main business streets in the Burwood Local Government Area as defined in the contract, including Burwood Road, Liverpool Road, The Boulevarde, The Strand and Georges River Road.

The Team focuses on ensuring that the main business streets are always clean by removing light litter and cleaning infrastructure, as well as reporting all crime activity to Police and all local law breaches to Council. The Team provides a key visual presence for Council along the main commercial streets during the abovementioned hours. The table below highlights performance for the quarter as well as an annual summary.

Activity	April 2018	May 2018	June 2018	Quarter Total	Annual Total
Rubbish removed from roadway	1874 litres (16 120L bins)	2023 litres (17 120L bins)	2152 litres (18 120L bins)	<b>6049 litres (51 120L bins)</b>	<b>22467 litres (187 120L bins)</b>
Advertising posters removed	35	23	20	<b>78</b>	<b>491</b>
Shopping Trolleys reported and removed from main streets	151	148	121	<b>420</b>	<b>2228</b>
Report Graffiti on Council Property	8	4	5	<b>17</b>	<b>62</b>
Report Road	2	3	1	<b>6</b>	<b>22</b>

**(ITEM LTC13/18) COMER STREET, BURWOOD - CHANGES TO PARKING RESTRICTIONS****Recommendations**

1. That Council approve the installation of the following modifications to signposting along the Comer Street frontage of the Childs Care Centre at 2 Comer Street subject to the development application (BD.2017.176) being approved:
  - Convert 5 existing '1/2P 8:30am-6:00pm Mon-Fr, 8:30am-12:30pm Sat' to '1/4P 7:00am-9:00am, 4:00pm-6:00pm Mon-Fri, 2P 9:00am-4pm Mon-Fri, 8:30am-12:30pm Sat'
  - Convert 7 of the 10 existing '2P 8am-6pm Mon-Fr, 8am-1pm Sat & Public Holidays to '1/4P 7:00am-9:00am, 4:00pm-6:00pm Mon-Fri, 2P 9:00am- 4pm Mon-Fri, 8:30am-12:30pm Sat'
  - Convert 4 of the 10 existing '2P 8am-6pm Mon-Fr, 8am-1pm Sat & Public Holidays to '1/4P 7:00am-9:00am, 4:00pm-6:00pm Mon-Fri, 2P 9:00am- 4pm Mon-Fri, 8:30am-12:30pm Sat Permit Holders Excepted'

2. That the amendments to the parking restrictions be undertaken at the applicant's cost.

(Moved Councillor Joseph Del Duca/Seconded Councillor George Mannah)

**INFORMATION ITEMS****(ITEM IN24/18) POWER OF ATTORNEY REPORT FOR THE GENERAL MANAGER – 24 APRIL 2018 TO 24 JULY 2018**

File No: 18/24571

**Summary**

At the Council Meeting of 24 October 2017, Council resolved to delegate to Bruce Gordon Macdonnell, then Acting General Manager, a prescribed Power of Attorney. The prescribed Power of Attorney remains in place since Council appointed Bruce Gordon Macdonnell the General Manager at the Council Meeting of 27 March 2018.

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

Council notes that the following documents were signed under Power of Attorney between 24 April 2018 and 24 July 2018:

1. Voluntary Planning Agreement (VPA) for 2A-8 Burwood Road Burwood between BRD Apartments Pty Ltd and Burwood Council on 12 March 2018. Presented to Council on 12 December 2017, Item 136/17.
2. Voluntary Planning Agreement (VPA) for 2-14 Elsie Street Burwood between Atlas Property Holdings Pty Ltd and Burwood Council on 13 March 2018. Presented to Council on 24 October 2017, Item 98/17.
3. Voluntary Planning Agreement (VPA) for 29 George Street Burwood between Stewards Foundation of Christian Brethren and Burwood Council on 12 March 2018. Presented to Council on 25 October 2016, Item 61/16.
4. Addendum to Voluntary Planning Agreement (VPA) for 2A-8 Burwood Road Burwood between BRD Apartments Pty Ltd and Burwood Council on 19 April



Obstructions					
Report Crime	0	0	0	0	0
Small Spill clean ups	19	50	43	112	154
Distribute information leaflets	0	0	0	0	95
Report maintenance issues	0	0	0	0	4

Rubbish removal from roadways – Burwood Road continues to attract the most dumped light litter on the roadway due to the high level of pedestrian traffic.

Advertising posters – this relates to small personal ads on poles left by residents. These are removed straight away by the Safe & Clean Team.

Shopping trolleys – this relates to the abandoned shopping trolleys reported for collection and removed from the main streets. All trolleys were removed by the trolley owners prior to Council impounding process time frames. Council Officers have impounded many trolleys and fined the trolley owners during the year a total of nearly \$20,000 (roughly half in fines and half in impounding collection fees). However, trolleys are still being left on roadways and Council is exploring legislative changes to resolve this issue as well as meeting with shopping centre owners seeking assistance.

Graffiti – these matters are reported to the appropriate team via the app.

Road obstructions – these matters are reported to the Compliance Team and enforced through formal action. Most matters related to items left on the roadway outside a shop, including the placement of a fruit stall and shop signage.

Small spills – the Fourth Quarter highlighted a spike in small spills on the roadway especially on Burwood Road. The small spills were cleaned up by the Safe & Clean Team.

Overall, the above data clearly highlights the improvements the Safe & Clean Team have made to the Burwood Local Government Area in terms of beautification and safety.

### **Operational Plan Objective**

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

### **No Decision – Information Item Only**

#### **(ITEM IN26/18) MEDIA, EVENTS AND COMMUNICATION REPORT 2017-2018**

File No: 18/25317

#### **Summary**

The Media, Communications and Events Report 2017-2018 outlines key achievements, milestones and highlights of Council's media, events and engagement activities over the last twelve months.

Throughout the Financial Year, Council conducted media relations, marketing and

publicity, community and business engagement, civic and memorial events, website, social media and digital media management.

These functions are delivered in line with the goals of Council’s Community Strategic Plan (Strategic Objective 1.3.2) in order to promote a sense of community, provide leadership through innovation, accessible services and facilities and a vibrant economic community.

**No Decision – Information Item Only**

**(ITEM IN27/18) ANSWERS TO QUESTIONS WITHOUT NOTICE - COUNCIL MEETING OF 26 JUNE 2018**

File No: 18/24505

**Summary**

At the Council Meeting of 26 June 2018 the following Questions without Notice (QWN) were submitted by Councillors. Council Officers responded to the QWN and Councillors were notified on 3 June 2018 of the outcome of the QWN.

**Operational Plan Objective**

2.1.3 Ensure transparency and accountability in decision making.

These are now submitted as part of the Council Agenda for Public Notification:

<b>QUESTIONS WITHOUT NOTICE – COUNCIL MEETING OF 26 June 2018</b>	
<b>Question</b>	<b>Response</b>
<p><b><u>Cr Heather Crichton</u></b></p> <p><b>Question 1</b></p> <p>Has Council adopted a policy or guidelines for the use of “flying drones/remotely piloted aircraft” in our LGA?</p>	<p><b><u>Senior Manager Compliance</u></b></p> <p>Guidelines and enforcement for the use of drones is provided by Civil Aviation Safety Authority (CASA). All inquiries relating to the use should be directed to CASA.</p>
<p><b><u>Cr Heather Crichton</u></b></p> <p><b>Question 2</b></p> <p>Within our DCP (Page 42) under “Roof Gardens”, is there any requirement for the engagement of a landscape architect to undertake garden design for roof top gardens?</p>	<p><b><u>Acting Manager Strategic Planning</u></b></p> <p>While not specific to roof gardens, Council’s DCP does state that any Landscape Plan for Multi Dwelling Housing, Residential Flat Buildings (in R1 zone), and Child Care Centres must be undertaken by a suitably qualified landscape professional.</p> <p>Council’s Landscaping Code requires that a Landscape Plan must be prepared by a qualified Landscape Professional or Landscape Designer. This Code would apply to major developments in the Town Centre where roof gardens are most likely to occur.</p>

<p><b><u>Cr Lesley Furneaux-Cook</u></b></p> <p><b>Question 2</b></p> <p>Do we have a copy of a video called "This is Burwood", created by Steven Loe from Precedent Productions in the 80s/90s?</p>	<p><b><u>Senior Manager Community and Library Services</u></b></p> <p>Library Services holds a copy of the VHS video "This is Burwood" as part of its Local Studies collection.</p>
<p><b><u>Cr Lesley Furneaux-Cook</u></b></p> <p><b>Question 3</b></p> <p>What are the initiatives that Burwood Council undertakes to promote the Inner West Business Awards (apart from funding)?</p>	<p><b><u>Acting Executive Manager</u></b></p> <p>The Inner West Business Awards are promoted primarily by the event production company. The main promotional drivers are voting forms made available at the participating businesses. Council typically receives promotional collateral which is displayed at Council facilities. If additional information, such as the names of finalists from the Burwood area, is received in time, social media posts / press releases are generated to highlight the achievements of local businesses in the lead-up to the Awards night.</p>
<p><b><u>Cr George Mannah</u></b></p> <p><b>Question 1</b></p> <p>Can Council investigate buses speeding in both directions in Devonshire Street at all hours (day and night)?</p>	<p><b><u>Manager Traffic and Transport</u></b></p> <p>Traffic counts have been organised to be placed within the street to monitor bus speeds. The counters will be in place for a period of 7 days and any evidence of speeding will be reported to Transport for NSW and the Police for action.</p>

**No Decision – Information Item Only**

**(ITEM IN28/18) PETITIONS**

File No: 18/24508

**Summary**

Petitions received are reported to Council on a monthly basis. Council has received three Petitions since the last Council Meeting.

**Operational Plan Objective**

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

**Background**

Date Received	Petition Subject	No. of Households and Businesses within the LGA	No. of Households outside the LGA	Responsible Council Division
18 June	Planning Proposal for	124	0	Land,

<p><b><u>Cr Heather Crichton</u></b></p> <p><b>Question 3</b></p> <p>The recent State Government's budget has reduced funding to public libraries. How will this affect/impact services offered at Burwood Library?</p>	<p><b><u>Senior Manager Community and Library Services</u></b></p> <p>The following information was recently released by the State Library of NSW:</p> <p><b><i>Public Library Funding 2018-19</i></b>  <i>The State Budget was announced on 19 June 2018. The 2018/19 allocation will total \$23.528M.</i></p> <p><i>The funding has reduced from the \$28.8M provided in 2017/18, due to the expiry of the 4-year Public Library Infrastructure Grants program, and the \$1.3M adjustments provided for 2016/17 and 2017/18 only.</i></p> <p><i>The distribution model for the 2018/19 public library funding will be discussed with the PLCC on 23 July.</i></p> <p>Until the distribution model is decided in conjunction with the Public Libraries Consultative Committee (PLCC), it is not possible to accurately predict how the change in budget allocation will directly affect our service levels. A further report can be provided once more information comes to hand.</p>
<p><b><u>Cr Lesley Furneaux-Cook</u></b></p> <p><b>Question 1</b></p> <p>How many times do residents receive information on recycling initiatives and use of our green/yellow bins to minimise co-mixing?</p>	<p><b><u>Manager Environment and Health</u></b></p> <p>When recycling and green waste bins are initially issued to a residence they include a sticker attached to the bin which explains what material goes in each of the bins. The sticker is a permanent reminder of what is allowed and what is not allowed in each of the bins.</p> <p>Council's website does contains specific information as to the type of material that can be placed in each of the bins and there is also printed information available at the Customer Services Centre which can also be posted out on request or as required.</p> <p>There is no set education / publicity distribution schedule. Information is more targeted at problem area or premises and, from time to time, there will be an insert which is included in annual rate notices.</p> <p>Council also provides large signs which are mainly pictorial which can be placed in bin rooms and bays in multi-unit dwellings. The signs show what particular material should be placed in each of the bins.</p>

2018	Flower Power Site – 27 Mitchell Street Enfield			Infrastructure and Environment
21 & 25 June 2018	Residents against installation of mobile phone base station on verge adjacent to 14 Ivanhoe Road Croydon	18	0	Land, Infrastructure and Environment

**Comments**

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

**No Decision – Information Item Only****QUESTIONS WITHOUT NOTICE**

The following Questions Without Notice were submitted at the Meeting:

**Cr Lesley Furneaux-Cook****Question 1**

What is the progress of DAs being viewed on our website/on line during the public exhibition period?

**Cr Lesley Furneaux-Cook****Question 2**

Regarding notifications for DAs, how does Council ensure compliance (due to Australia Post delivery process changes) with our public notification policy?

**Cr Lesley Furneaux-Cook****Question 3**

33 Russell Street Strathfield. This was originally purchased by Council for open space – it is now derelict. What is the update?

This concluded the business of the meeting and Council rose at 6.50pm.

Confirmed this date 21 August 2018.




**DEPUTY MAYOR**

