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ORDINARY MEETING

Notice is hereby given that a meeting of the Council of Burwood will be held in the Conference Room, Level 1, 2 Conder Street, Burwood on Tuesday 25 June 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.

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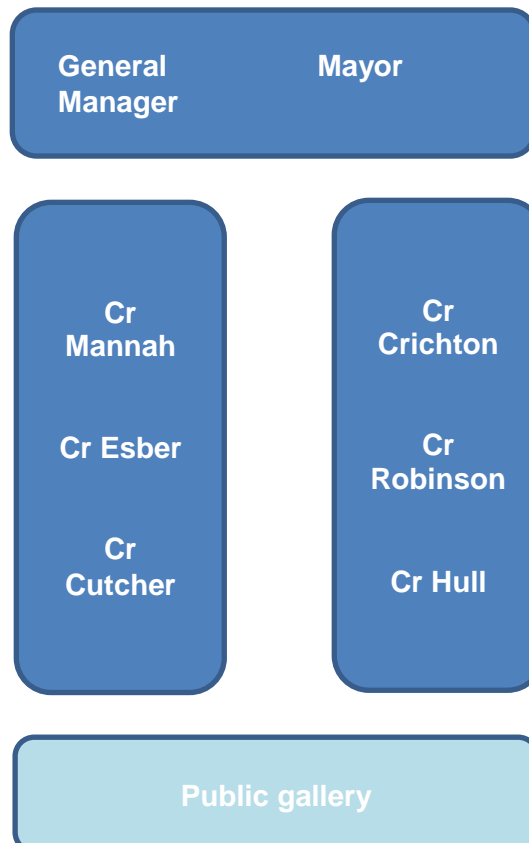


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Council meeting room



Agenda

For an Ordinary Meeting of Burwood Council to be held in the Conference Room, Level 1, 2 Conder Street, Burwood on Tuesday 25 June 2024 immediately after the Public Forum commencing at 6.00pm.

1. Prayer

Lord, we humbly beseech thee to vouchsafe thy blessing on this Council, direct and prosper its deliberations for the advancement of this area and the true welfare of its people. Amen.

2. Acknowledgement of Country

3. Statement of Ethical Obligations

4. Recording of Meeting

5. Apologies

6. Declarations of Interest

7. Declaration of Political Donations

8. Confirmation of Minutes

Minutes of the Council Meeting held on Tuesday, 21 May 2024 and the Extraordinary Council Meeting held on Thursday, 30 May 2024, copies of which were previously circulated to all councillors be hereby confirmed as a true and correct record.

9. Mayoral Minutes

10. Reports to Council

(Item 40/24)	Draft Integrated Planning and Reporting Documents – Adoption [Report to be circulated as a Late Paper]	
(Item 31/24)	TOD Program - Proposed Croydon Housing Investigation Study Area	5
(Item 32/24)	Draft License to Play Policy.....	24
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11. Reports of Committees

(Item RC4/24) Burwood Local Traffic Committee - June 2024..... 147

(Item RC5/24) Burwood 150 Years Anniversary Steering Committee Minutes - 11
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12. Confidential Items

(Item 39/24) Appointments to the Burwood Local Planning Panel

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (a) of the Local Government Act, 1993, as the matter involves personnel matters concerning particular individuals.

13. Conclusion of the Meeting

Reports to Council

(Item 31/24) TOD Program - Proposed Croydon Housing Investigation Study Area

File No: 24/17369

Report by Director City Strategy

Summary

This report provides a summary of the outcome of early consultation in Croydon in response to the State Government's Transit Oriented Development (TOD) Program and seeks endorsement of the next steps in the preparation of the detailed planning work which is proposed to be undertaken.

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

Background

On 7 December 2023, the NSW Minister for Planning announced the Transport Oriented Development (TOD) program. The program included the introduction of a State Environmental Planning Policy (SEPP) that will apply to 31 locations identified to support additional growth, including the area around Croydon station.

The information provided identified that a SEPP would be prepared to override Council's controls and would allow:

- Residential apartment buildings in all residential zones (R1, R2, R3, and R4) within 400m of identified stations
- Residential apartment buildings and shop-top housing in local and commercial centres (E1 and E2) within 400m of identified station

The Croydon Precinct (Figure 1 below), as identified in the TOD SEPP program straddles the LGA boundary shared with Inner West Council.

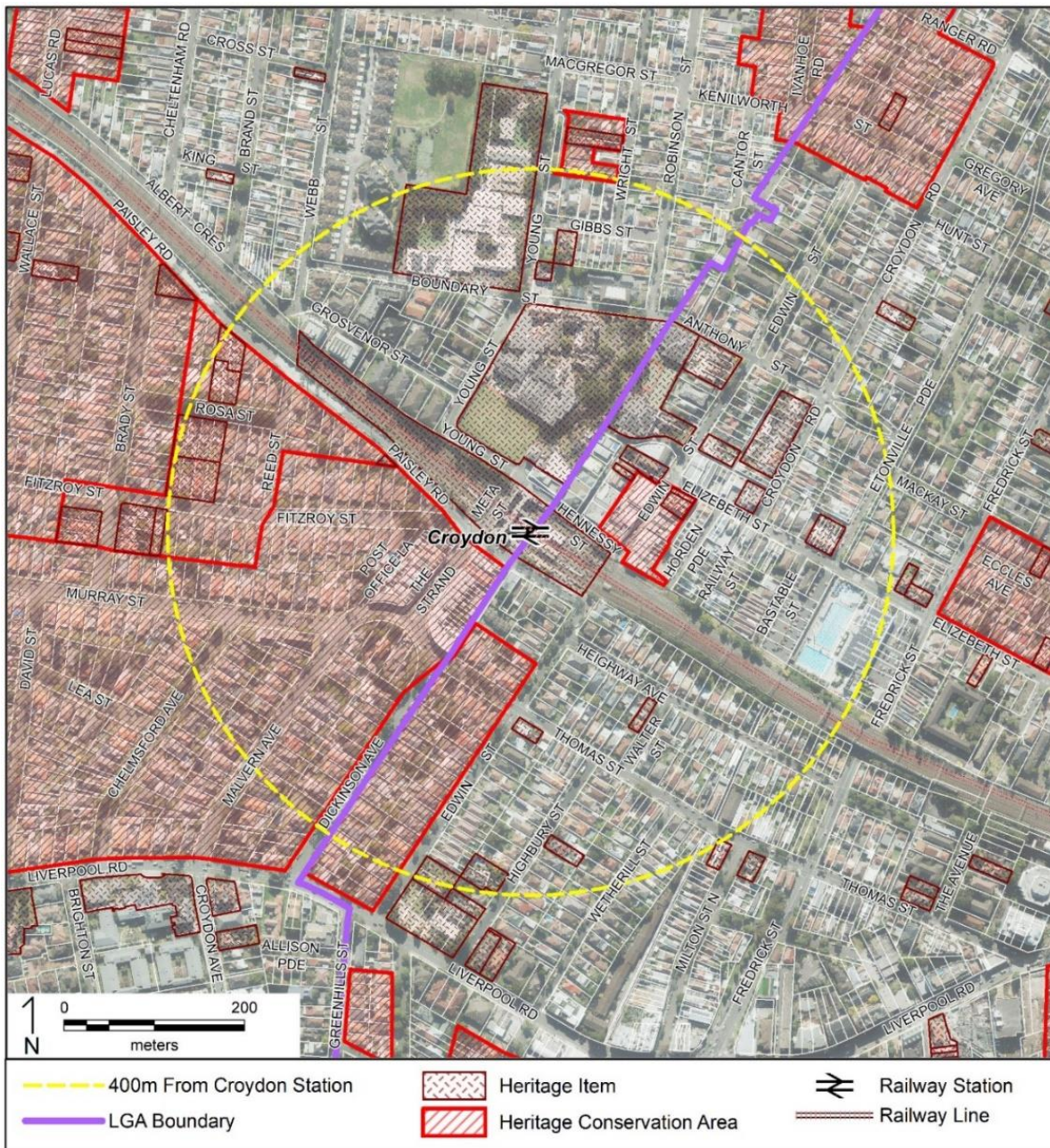


Figure 1: Proposed TOD SEPP – Croydon Precinct - 400m radius with heritage overlay

Much of the Precinct within the Burwood LGA is within the Malvern Hill Estate Heritage Conservation Area, subdivided in 1909, and which still remains highly intact with substantial Federation and Californian Bungalows on substantial blocks, dominated by wide and tree lined streets.

The remaining portion of the Precinct, to the north of the railway line, provides limited opportunities for the delivery of new housing: this part of the Precinct contains two significant educational establishments (PLC & Croydon Public School) and the remainder of the area is almost fully developed with residential flat buildings (currently zoned R1 General Residential).

For these reasons, and in order to ensure that Burwood Council supports the delivery of a pipeline of appropriately located and designed new housing close to transport, in March 2024 Burwood Council wrote to the Department of Planning, Housing and Infrastructure (the Department) seeking the exclusion of land within the Malvern Hill Estate and Cintra Estate HCA and a deferral of the TOD SEPP applicability to Burwood LGA.

Following a community campaign and representation to the Minister and the Department, on 11 April 2024 Council received a letter from the Minister for Planning and Public Spaces advising that

the Croydon Precinct would be deferred from the TOD Program until January 2025, to allow Council to undertake its own planning process with involvement with the community. A copy of the letter from the Minister is included at Attachment 1.

A condition of the deferral is that Council will work to identify and plan for an area close to Croydon Station (within the Burwood LGA) that can support the delivery of housing consistent with State Environmental Planning Policy (Housing)- Chapter 5 Transport Oriented Development and the Guidance to Transport Oriented Development.

The Ministers letter notes that *“if the master planning work above is not completed by its relevant date, nor provide equal or greater housing outcomes, the TOD SEPP will come into immediate effect in those locations, and remain in place until local planning controls that meet or exceed the planning parameters in the TOD SEPP are developed and implemented”*.

The TOD Program provision were incorporated into Chapter 5 Transport Oriented Development of the SEPP (Housing) and were gazetted on 29 April 2024.

The provisions came into effect on 13 May 2024, and are as follows:

- **Permissibility** – Allowing residential flat buildings in residential zones and local centre zones, along with shop top housing in local centre and commercial zones.
- **Building height** – A 22 m height for residential flat buildings to maintain design standards, and a maximum building of 24 m for buildings containing shop top housing to accommodate commercial ceiling height.
- **Floor Space Ratio** – A maximum Floor Space Ratio of 2.5:1 has been set. This allows for buildings of up to 6 storeys while providing for good design outcomes in relation to landscaping, building setbacks, privacy and open space.
- **Lot size and width** – Introduction of a minimum lot width of 21 m and no minimum lot size.
- **Street frontages** – The inclusion of a clause encouraging active street frontages of buildings at the ground floor.
- **Heritage** – No change to heritage clauses in local environmental plans. Applications involving heritage considerations will continue to be lodged with and assessed by councils. Any new development needs to improve and enhance the heritage values of those locations.
- **Affordable housing** – A 2% mandatory affordable housing contribution, delivered onsite and in perpetuity for developments with a minimum Gross Floor Area of 2000 m². Affordable housing must be managed by a registered community housing provider. The percentage of the affordable housing contribution will be increased over time.
- **Apartment Design Guide** – The guide will continue to be the principal guiding document for apartment development, including Transport Oriented Developments.

It should be noted that the TOD Program is a NSW Government initiative, and Council officers were not involved in the selection of the Croydon Precinct.

Initial High Level Dwelling Yields - TOD SEPP Requirements – Baseline

The provisions of the SEPP related to the TOD are intended to introduce planning provisions that support higher density housing within 400m of stations, including Croydon Station, as indicated in Figure 2 below.

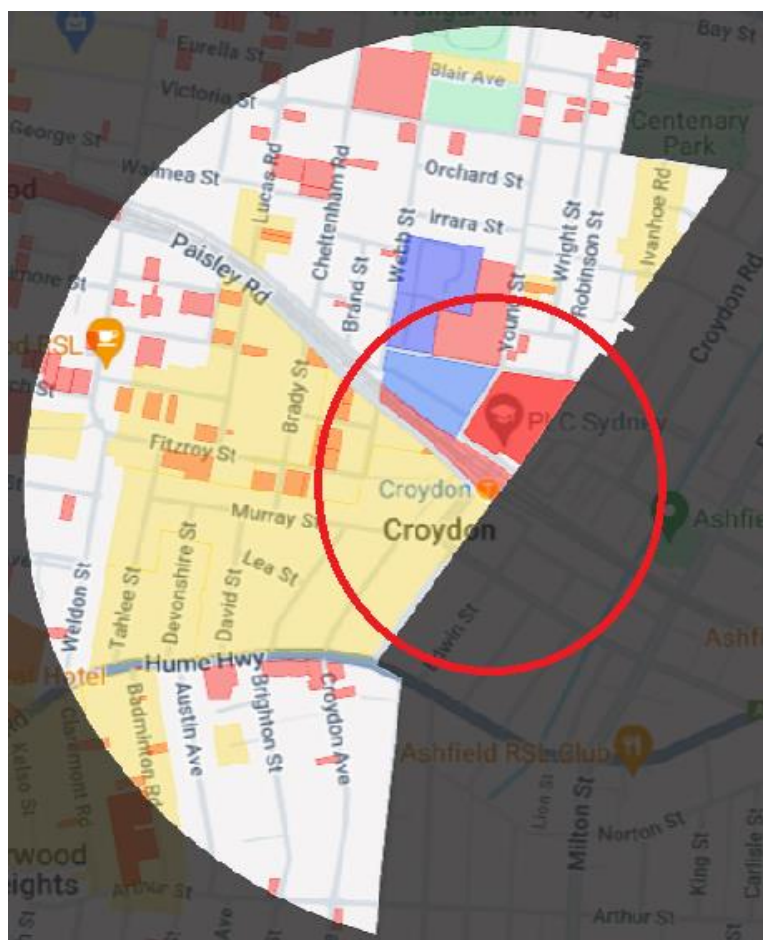


Figure 2: Proposed TOD SEPP – Croydon Precinct - 400m radius (Burwood LGA)

An initial high level dwelling yield estimate analysis was undertaken by Council staff to understand an approximate baseline dwelling yield based on redevelopment of the approximate 200 lots within the Croydon Precinct, as identified in the State Government's TOD announcement (December 2023) and the assumptions identified in Attachment 2. The initial analysis shows a high level potential capacity to deliver in excess of 1500 dwellings (for the Burwood LGA area of the Croydon Precinct) under the TOD SEPP provisions. It is expected the yield will be variable depending on constraints such as heritage.

Initial Community Engagement

In response to the deferral, Council undertook early engagement with the community between 11 April - 17 May 2024. In total 2,248 letters were sent to owners/occupiers within the Croydon suburb and a dedicated section was set up on the Participate Burwood website platform: <https://participate.burwood.nsw.gov.au/croydon-housing-investigation-area>

Figure 3 below provides a summary of visits to the Croydon Housing Investigation page between 11 April and 17 May 2024.

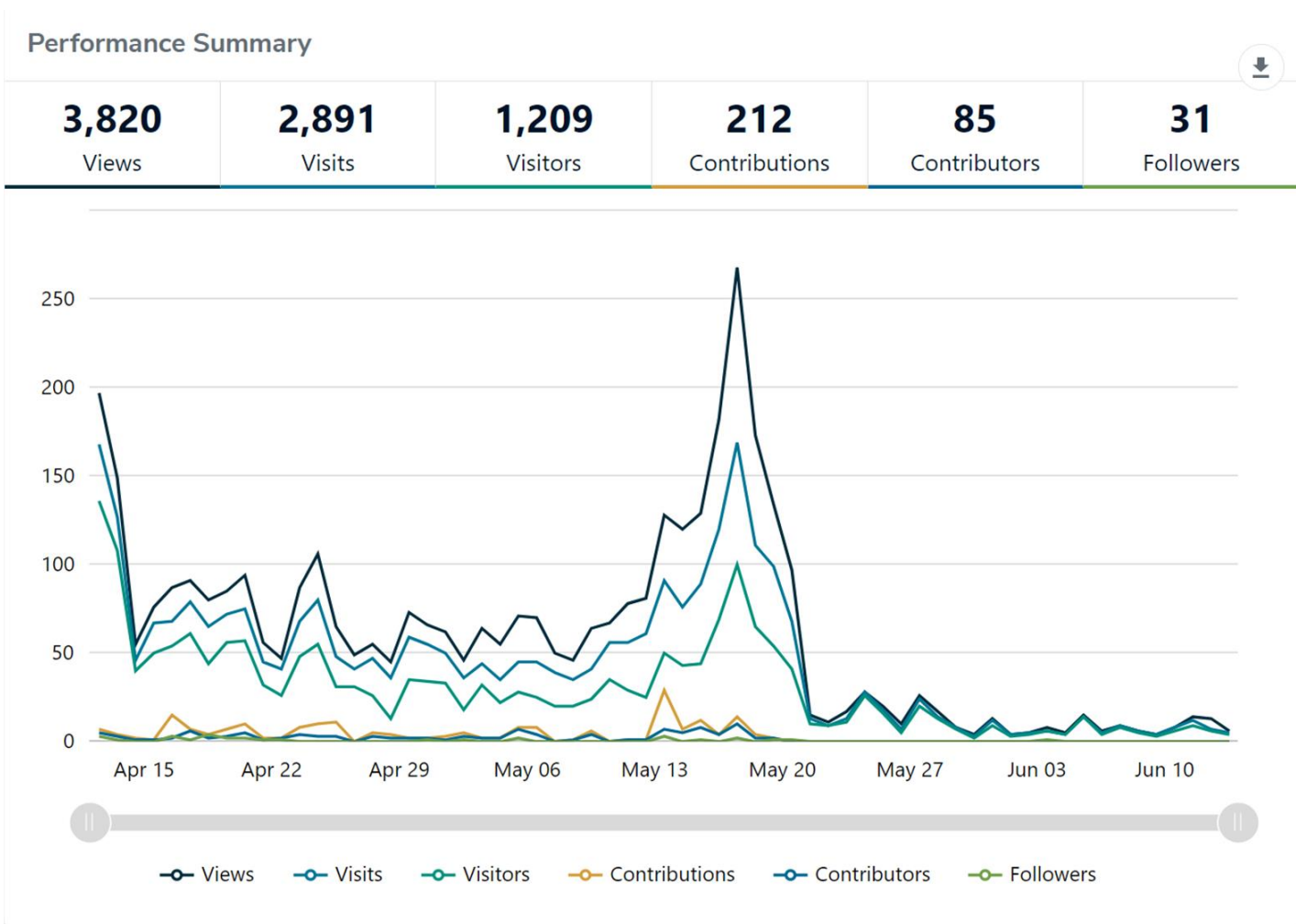


Figure 3: Summary of visits to the Croydon Housing Investigation – Participate Burwood (11 April - 17 May 2024)

Initial engagement was high level and sought to understand key issues and concerns, as well as opportunities for future development within Croydon, including where new housing should be located. Feedback was by way of a pin-drop map on the Participate Burwood website.

Figure 4 below indicates the extent of the area (1000m radius from Croydon Station) where feedback was sought. The pin drop method allows contributors to drop pins on points of interest and provide a comment. There was no limit to the number of pin drops that contributors were able to make.

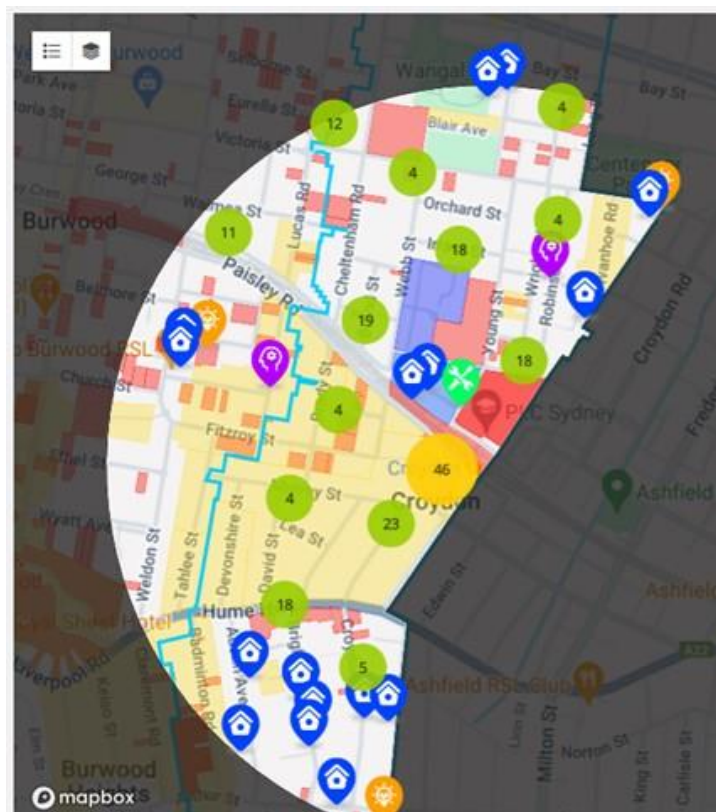


Figure 4: Extent of Croydon where feedback was sought – 1,000m radius from Croydon Station

When thinking about the future of Croydon, we asked the community to consider the following points:

- We need to plan for future medium-high density housing within Croydon, close to the station.
- What community infrastructure do you think should be provided to support additional housing in Croydon
- Provide your top 3 key issues associated with new housing in the area
- Council-led master planning will help preserve our heritage conservation areas in Croydon.

Feedback was sought in relation to the following:

- Housing – Areas you think have opportunities for housing
- Ideas – Big ideas or opportunities for improvement
- Improve – Issues or challenges facing the centre
- Research – Places or buildings important to the community for further investigation

The community feedback is summarised below:

- A total of 223 pins were dropped on the map, from 82 unique contributors. Some contributors dropped multiple pins on the map and some dropped only one pin.
- Of the 82 unique contributors, 64 (78%) expressed a view on housing, with the remainder limiting comments to traffic or other topics.

To assist with understanding the levels of support or opposition to additional housing, the Precinct was divided into the following sub-precincts, as indicated in Figure 5 below:

- Croydon Town Centre;
- Malvern Hill;
- South of Railway;
- South of Liverpool Road;
- North of Railway; and
- North of Queen Street

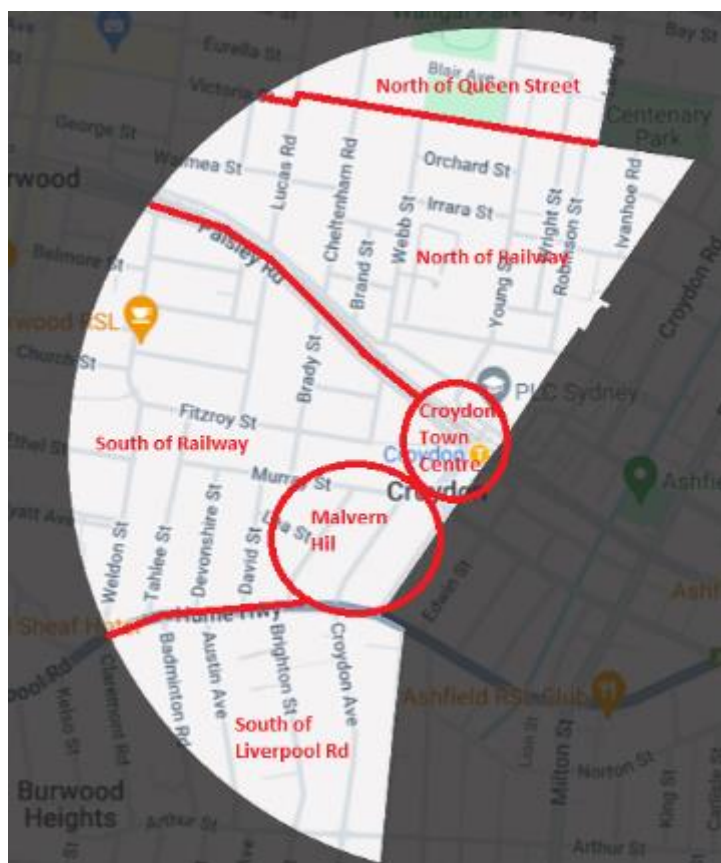


Figure 5: Sub-precincts for the purposes of the analysis (Croydon)

- Of those that commented on housing, 50 (78%) contributors generally supported the concept of additional housing within the precinct, with 14 generally opposed. Of those that opposed, this was generally due to a view that further housing growth in Burwood was not necessary and that other areas across Sydney should accommodate additional growth, or that the level of residential growth proposed would impact upon the character of the area. Areas where opposition was most prominent included the Heritage Conservation Areas and areas close to the schools north of the Croydon Town Centre. It does appear some contributors expressed a positive view of housing when dropping a pin to indicate support in that area, while opposing additional housing in another area.
- Of the 50 people who expressed support for development, this support was scattered within the area identified, with the greatest support for development north of the railway (up to Queen Street). Support was also identified south of the railway line (10 pin drops), along or south of Liverpool Road (10 pin drops), The Strand – Croydon Town Centre (9 pin drops), Malvern Hill Estate HCA (3 pin drops) and in the area close to Parramatta Road (3 pin drops). Two (2) contributors identified locations just outside the study area within the Burwood Town Centre.
- Twenty (20) contributors expressed views opposing additional housing; six (6) were opposed to further development of housing anywhere in the study area; eight (8) opposed housing north of the railway line, three (3) south of the railway and three (3) in Malvern Hill Estate HCA. No particular opposition (aside from general opposition) was indicated for The

Strand in Croydon Village, up towards or along Parramatta Road, or along and south of Liverpool Road.

- There was some opposition to increased housing north of the railway line around the railway centre and around PLC and Croydon Public School due to the existing levels of traffic congestion during peak periods in and around the schools. It should also be noted that this area is already zoned R1 – General Residential and there are existing residential flat buildings in this section of the Precinct.

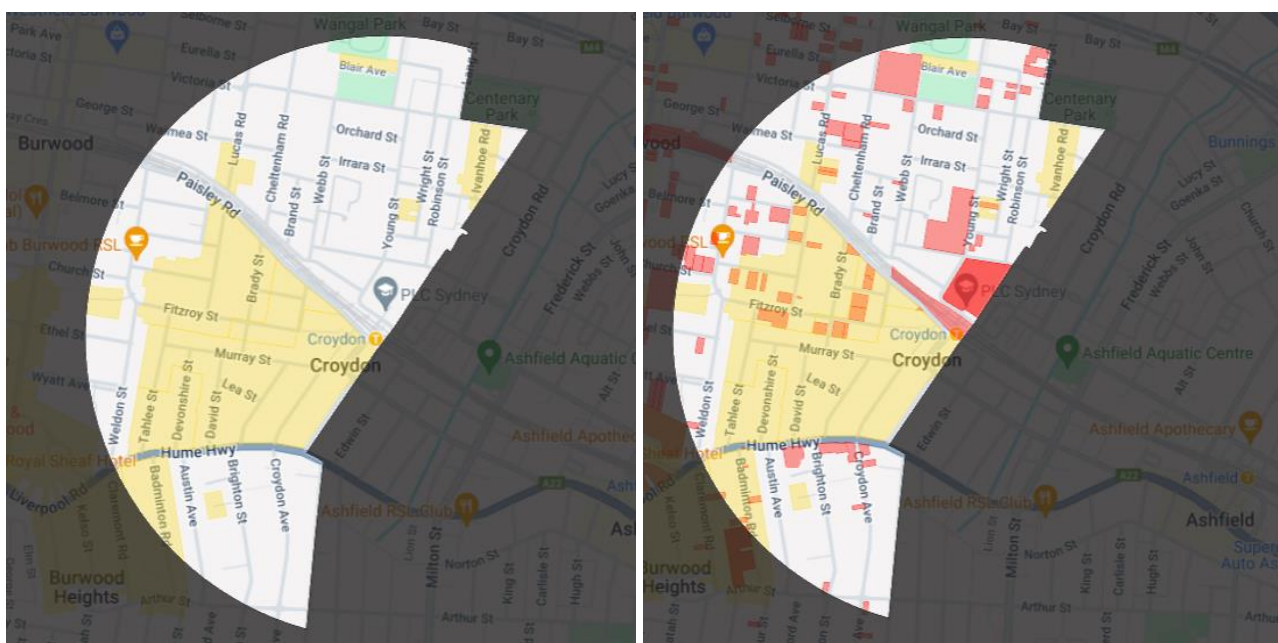
Identifying the Croydon Housing Investigation Study Area

The aim of the initial community engagement was to get a high level understanding of the community sentiment for future growth in Croydon and to get a high level understanding of the existing issues and constraints.

The following provides a summary of the general technical considerations that have been considered in the identification of the Croydon Housing Investigation Study Area.

Heritage

One of the key considerations is the prevalence of intact and significant Heritage Conservation Areas (HCA's) and heritage items within the Croydon Precinct. Figures 6 and 7 below show the extent of Heritage Conservation Areas (left, in yellow) and Heritage Items (right, in red) within the Croydon Precinct.



Figures 6 & 7: Heritage Conservation Areas (L – identified in yellow) and heritage items (R – identified in red) – Burwood LEP 2012

A key concern for the community and Council was the initial identification of the Croydon Precinct. Council's submission in response to the exhibition of the TOD Program provided the following in relation to the impact of development on the HCA's to the south of the railway line:

The Malvern Hill Estate (circa 1909) and Cintra Estate (circa 1911- 1920) HCAs within Croydon are considered to be highly intact examples of the garden suburb movement of the early 20th Century. There has been little change to the subdivision pattern and housing since the 1930s.

If the TOD SEPP proposal were to permit the demolition of contributory items for redevelopment as apartments within these HCAs, it would have a catastrophic adverse impact on the heritage

character of Croydon and the Burwood LGA.

Council's vision and the protection of its heritage is well documented in our strategies and policies, including the Burwood Community Strategic Plan 2036.

The TOD SEPP is proposing to allow redevelopment of sites with no minimum lot size or frontage requirements, potentially creating very narrow 6 storey developments built on blocks with limited (if any) setbacks, located within a Federation single and two storey streetscape. The visual impacts of having such dominant 'Obelisks' would have a substantial adverse impact on the heritage and streetscape character as they would be visible from every point and protrude into all views to and from heritage items and contributory buildings.

This would result in a poor heritage outcome with significant overshadowing issues, privacy issues and visual impacts on nearby contributory buildings and heritage items resulting in a poor built form and urban design outcome.

The provisions relating to the TOD around heritage generally relate to heritage items and not dwellings within HCAs. In this regard, the provisions of the SEPP do not make change to heritage clauses in local environmental plans (LEPs). Applications involving heritage considerations will need to be assessed on their merits. The SEPP does state that any new development needs to improve and enhance the heritage values of those locations.

Heritage listing does not necessarily prevent redevelopment of an item or a dwelling within a HCA, and the provisions of the Burwood LEP allow for this, however in single residential areas (dwelling houses) the opportunities for adaptive reuse are limited and scope for providing additional housing is difficult without having a significant effect on the existing development and adjoining development. If redevelopment of the type envisaged in the SEPP was to occur (residential flat buildings with a FSR of 2.5:1 and heights over 20m), it would have a significant adverse impact on the heritage aspects and the character of the HCA, particularly the Malvern Hill Estate and Cintra Estate HCA.

Accordingly, it is recommended that these area, although within 400m of Croydon Station, be excluded from the Croydon Housing Investigation Study Area. This aligns with Council's Community Strategic Plan which aims to "*protect our unique built heritage and maintain or enhance local character*".

Existing Mid-Rise Housing

Existing mid-rise housing is a constraint to new development as the cost of redeveloping to increase the number of dwellings is generally prohibitive. The area to the west of Croydon Station (identified in blue on Figure 8 below) is already zoned and developed for residential flat buildings. This area is also bounded by existing schools.

As part of the development of any Masterplan, and to inform key development standards such as yield, we need to understand the tipping point for feasible development. The yield proposed by the TOD is 2.5:1 and the planning controls relating to TOD required a minimum site width of 21m, which in most cases will require the amalgamation of at least two (2) sites. It also requires a 2% mandatory affordable housing contribution, delivered onsite and in perpetuity for developments with a minimum Gross Floor Area (GFA) of 2000m²

The analysis undertaken as part of the development of the draft Masterplan will take into account these requirements and whether they will result in not only feasible redevelopment of sites, but also excellent design outcomes.

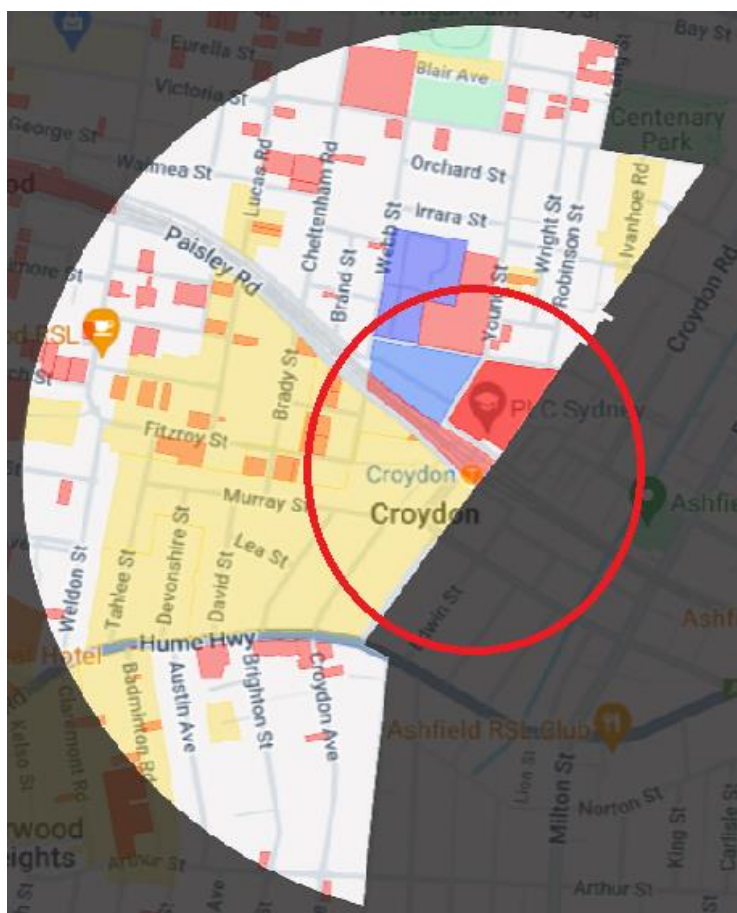


Figure 8: Existing mid-rise development – residential flat buildings (Croydon)

Traffic

A number of submissions identified traffic congestion within the Croydon Precinct, particularly around the schools at drop-off and pick-up times. Concern was raised that further intensification of development in these locations will further exacerbate the issues of parking and traffic congestion in this location.

The capacity of the road network and existing issues will be a key consideration of future planning for development uplift in and around this part of the Precinct. Consideration will also need to be given to the flow-on effects in terms of traffic and parking to areas in and around the Precinct.

Low and Mid Rise Housing

As part of the December 2023 announcement of housing reforms, the State Government also proposed a “Diverse and Well-Located Homes” reform that would support the growth of low and mid-rise housing. The proposed reforms seek to:

- Allow dual occupancies in all R2 low density residential zones across all of NSW;
- Allow terraces, townhouses and 2 storey apartment blocks near train stations and key town centres in R2 low density residential zones;
- Allow mid-rise apartment blocks near train stations and key town centres in R3 medium density zones; and
- Introduce new planning controls, such as floor space and height allowances, that encourage low- and mid-rise housing in well-located areas.

The reforms apply across the Burwood LGA.

Council has sought a deferral of the Low & Mid Rise housing reforms and it is our intention to review these reforms as part of the preparation of the draft Masterplan to ensure the delivery of housing diversity.

Proposed Croydon Housing Investigation Study Area

This project aims to deliver a better outcome than possible under recent state government reforms through careful uplift of zoned density within the precinct, and concurrently maximising the public benefit through appropriate consideration of the public domain in terms of setbacks, street trees and parking, active transport facilities and identified community facilities.

A key focus for the City Strategy team is the achievement of City Excellence. This spans across a number of themes but includes achievement of a high standard of architectural and urban design outcomes, supporting the delivery of housing diversity, the creation of vibrant and safe neighbourhoods and supporting a resilient economy.

In the context of the Croydon HIA, internal discussions and early consultation have sought to explore three themes including:

1. **Housing delivery and diversity:** The Croydon HIA is strategically positioned being almost all within an 800m arc of a railway station, with a relatively consistent built form and lot layout throughout. Both stations are surrounded by local facilities and local parks are located to the north of the Investigation area. These factors are conducive to careful and thoughtful uplift of zoned density to facilitate a diverse range of medium density housing product.
2. **Delivering a great public domain:** Croydon has developed over the past 100 years with subdivision patterns created to support lower density development. As the Croydon HIA transitions to a medium to high density precinct, increased reliance on the public domain for local facilities will be important. The precinct should focus on appropriate public and community facilities within road reserves and existing open spaces.
3. **Unique place creation:** Burwood has a strong and long standing identity and has become nationally recognised as a vibrant dining and retail destination. The future growth of the Croydon HIA should be recognisable as being uniquely Burwood.

It is proposed that the scope of this work to develop a Masterplan will also include consideration and potential impacts of the proposed Low & Mid Rise Housing SEPP, in addition to the provisions of Chapter 5 of the Housing SEPP (TOD provisions).

The proposed Croydon Housing Investigation Study Area (Figure 9 below) has been identified based on the outcomes of the initial community consultation, and is within 800m to both Croydon and Burwood railway stations. The extent of the study area is broad enough to ensure that consideration can be given to transitioning development to both the Burwood Town Centre and to the low density areas. It also provides an opportunity to undertake appropriate analysis of the constraints and opportunities, including (but not limited to):

1. Tipping point feasibility analysis to inform key planning controls
2. Relationship to Burwood Town Centre
3. Connectivity to Burwood and Croydon Railway Stations
4. Housing diversity and affordability
5. Height, Floor Space Ratio and Density
6. Built Form and transition to existing development
7. Desire future character and local services
8. Connectivity and walkability, including active transport facilities
9. Public domain improvements including street trees, verges and opportunities for future open space (may be outside the Croydon HIA, adjacent to existing open space).

Attachment 3 provides further detail with respect to how the study area has been determined.

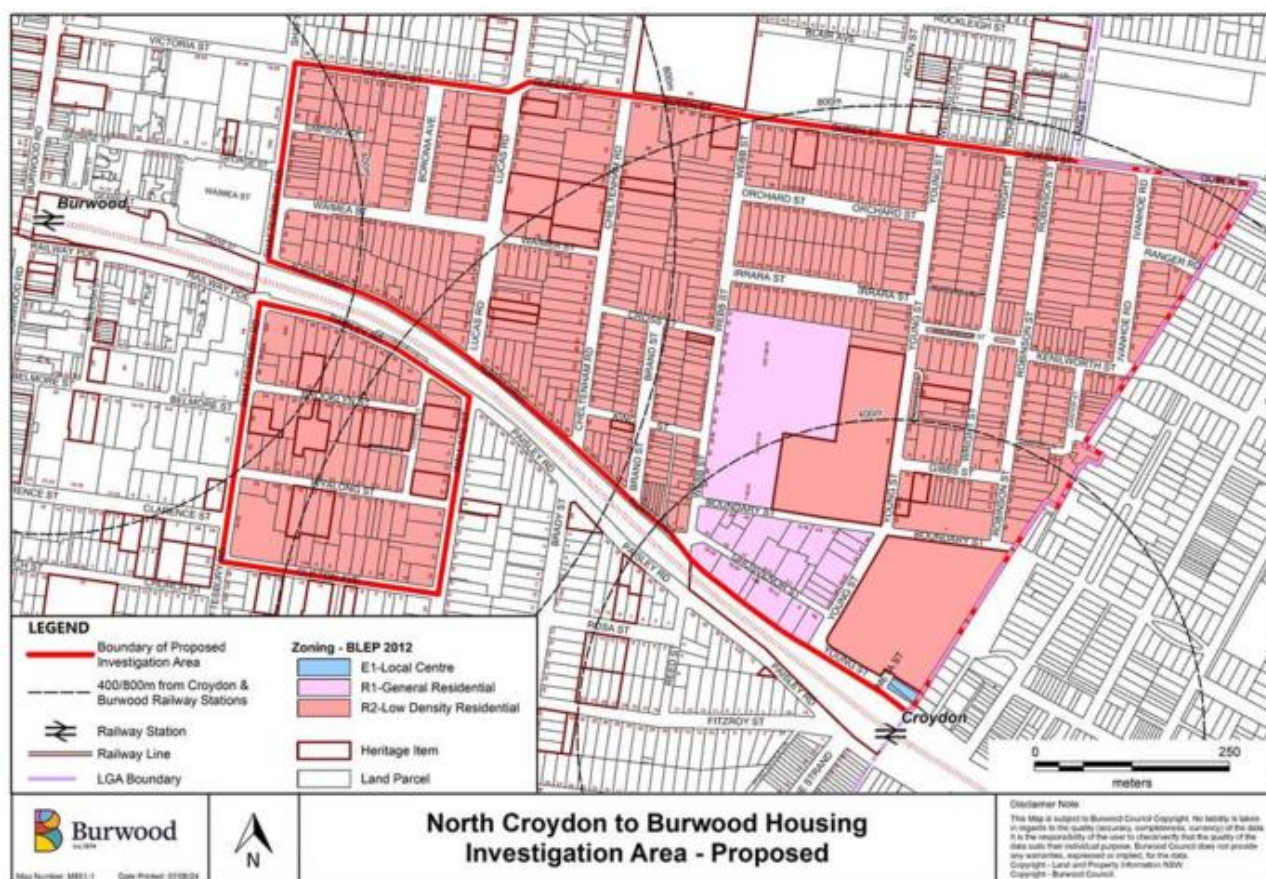


Figure 9: Proposed Croydon Housing Investigation Study Area

It is important to note that this is the proposed identified **study area for the purposes of the analysis** to support the development of the Masterplan.

This means that following the completion of detailed technical analysis, and as part of **the draft Masterplan preparation**, there **may not** be any proposed changes to land parcels or blocks within the study area.

Consultation

As outlined above, Council undertook early engagement with the community between April and May 2024.

Should Council resolve to proceed with the preparation of a draft Masterplan for the Croydon Housing Investigation Study Area, further consultation will be undertaken with the community at specific stages, as part of that process. In this regard, details of proposed community consultation will be included in future reports to Council.

Planning or Policy Implications

The State Government has implemented the TOD Program via an amendment to the Housing SEPP. Clause 153 of the SEPP provides for the SEPP to prevail over other Environmental Planning Instruments, including the Burwood LEP 2012.

Where the SEPP has come into effect, a Transit Oriented Development Sites Map has been prepared which identifies exactly which lots are affected by the SEPP provisions. These are generally all lots where residential development is permissible.

As part of the deferral of the Croydon Precinct from the Housing SEPP, Council will be preparing a draft Masterplan, which will include an Implementation Plan. The Implementation Plan will include proposed changes to zoning, heights and FSR, proposed road widening, amalgamations etc. similar to the Burwood north Precinct Masterplan.

The Implementation Plan will then be incorporated into the chapter 5 of the Housing SEPP or alternatively enacted through amendments to the Burwood LEP (this will need to be determined in consultation with the Department of Planning, Housing and Infrastructure).

There may also be site specific provisions which will be included in the Burwood DCP.

The NSW Government also recently released the housing targets for the Burwood LGA, which will replace any existing targets set by the Eastern City District Plan (2018) or the Parramatta Road Corridor Urban Transformation Strategy (PRCUTS). The updated housing target requires that capacity be provided for the delivery of 3,300 new homes across the Burwood LGA by 2029.

Financial Implications

Council has made a funding application for \$600,000 under Stream 1 of the Australian Government's Housing Support Program. The aim of this program is to provide funding to State, Territory and Local governments for projects which will improve planning capability. Council should be advised as to whether they have been successful in securing all/part of this funding by 31 July 2024.

There is a relatively small allocation in the City Planning budget for the appointment of a consultant to assist with the preparation of the draft Masterplan. Should Council receive funding from the Australian Government then this money may be reallocated for other projects in the City Planning work program.

Should Council not receive funding from the Australian Government then funding and resourcing from other projects such as Burwood North Implementation may need be reallocated which could delay progress of those plans.

Conclusion

Council has successfully secured a deferral of the inclusion of the Croydon Precinct from the TOD Program until January 2025, allowing Council to undertake its own detailed master planning process. The aim of the masterplan is to deliver a better outcome through careful uplift of zoned density within the precinct, and concurrently maximising the public benefit through appropriate consideration of the public domain in terms of setbacks, street trees and parking, active transport facilities and identified community facilities.

Early engagement with the community has identified that there is support for additional housing across the precinct, less so in the significant heritage conservation area but there are opportunities to the north of the railway line between Croydon station and the Burwood Town Centre. The consultation also identified a number of existing issues in the precinct, which will be considered and addressed as part of this process – these include capacity of the road network, design of buildings and delivery of community infrastructure to service a growing population.

The proposed Croydon Housing Investigation Study Area has been identified based on the outcomes of the initial community consultation, and is within 800m to both Croydon and Burwood railway stations. The extent of the study area is broad enough to ensure that consideration can be given to transitioning development to both the Burwood Town Centre and to the low density areas, as well as considering the proposed impacts of the Low & Mid Rise Housing reforms and addressing these. It also provides an opportunity to undertake appropriate analysis of the constraints and opportunities and provide recommendations for improvements and upgrades within the Precinct.

It is recommended that Council endorse the proposed Croydon Housing Investigation Area for the purposes of commencing the planning review, which is proposed to be undertaken with the assistance of a consultant. Once this process commences a further report will be brought back to Council and will include

Recommendation(s)

1. That the outcomes of the preliminary consultation on the Croydon Housing Investigation Study Area be noted.
2. Council endorse the Croydon Housing Investigation Study Area, as identified in Figure 9 in the body of the report and to proceed with the appointment of suitably qualified consultants to prepare the relevant studies that will inform the preparation of the draft Croydon Precinct Masterplan
3. That a progress report be presented to Council in August 2024 to provide an update on the status of the preparation of the draft Croydon Precinct Masterplan, including the timing and extent of future community consultation.

Attachments

- 1 [↓](#) Letter from Minister for Planning & Public Spaces
- 2 [↓](#) Croydon TOD – Assumptions for Dwelling Yield
- 3 [↓](#) Analysis of Sub-Precincts - Croydon HIA

The Hon Paul Scully MP
Minister for Planning and Public Spaces



Clr John Faker
Mayor
Burwood Council
PO Box 240
BURWOOD NSW 1805
mayor@burwood.nsw.gov.au

11 April 2024

Dear Clr Faker, 

I write regarding the Transport Oriented Development State Environment Planning Policy (TOD SEPP) and its implementation in the Burwood Council area.

Firstly, I thank you and Burwood Council for your support of the TOD SEPP to date and the ongoing constructive conversations between Council and Department of Planning, Housing and Infrastructure (DPHI) officials. Additionally, I recognise the work that Council has done, and continues to do, in local planning and assessment for housing.

I acknowledge that Burwood Council has been a leader in housing delivery for a number of years and has done considerable strategic planning work to achieve this outcome. This is work which will be enhanced by the opportunities of the TOD SEPP.

Importantly, Council has also planned for additional community and public space alongside this housing growth. I commend you for the work that has been done in this area and encourage Council to continue to deliver on important community amenities by utilising local contributions from development for the greatest benefit to the community.

I appreciate Council's submission on the TOD SEPP and the collaborative attitude with which Council have worked with the Department on this matter.

I am pleased to outline the TOD SEPP implementation within the Burwood Council area, and thank you for the proposal of additional stations for inclusion within the TOD program.

The details for each station, including those suggested by Council, are:

- Croydon Station to be included and to be finalised in January 2025, as suggested through your submission, to allow Council to complete the local planning, including considerations for areas of Malvern Hill Estate and Cintra Estate. I note that part of Croydon precinct is located in the Inner West Council area and the delayed commencement will apply to both council areas.
- Burwood North Station was suggested as a new Accelerated Precinct in your submission, however this requires further analysis of the transport and infrastructure services, and a decision to be made by NSW Government on the inclusion. The Department will be in contact with you as soon as the Government has determined any potential future Accelerated Precincts.

Letter from Minister for Planning & Public Spaces

All other matters raised in Council's submission regarding the specific control settings for the TOD SEPP will be considered in drafting the final instrument, and the Department may seek additional consultation on this.

The Department will provide logistical support to Council to complete the local planning work required for all of these stations, and will continue to work closely with Council to make sure that this strategic work is completed within the prescribed timeframes.

The Commonwealth Government has recently announced the Housing Support Program, which is grants of up to \$50 million to provide support to governments to deliver housing projects. The first stream will provide funding to improve planning capability, including resources for councils to complete master planning work to support increased housing in well-located areas.

I strongly encourage Council to apply for any funding required to assist in completing the local planning for the TOD site. The Department is able to provide a letter of reference for Council's funding application if desired.

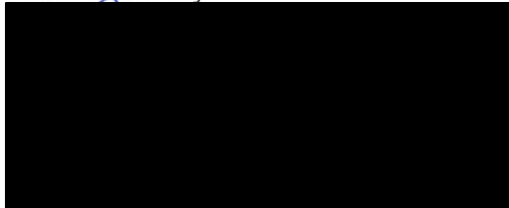
As you would be aware, the NSW Government has been clear – if the master planning work above is not completed by its relevant date, nor provide equal or greater housing outcomes, the TOD SEPP will come into immediate effect in those locations, and remain in place until local planning controls that meet or exceed the planning parameters in the TOD SEPP are developed and implemented.

If you would like to discuss the details of any of the outcomes above, please contact Tom Loomes, Executive Director, Strategic Planning and Policy, on 0413 877 490 or via email at tod.program@planning.nsw.gov.au.

Again, thank you for your support of the NSW Government's plans to address the housing crisis and your collaboration on the TOD SEPP.

I look forward to continuing to work with Burwood Council to enable the delivery of more homes for the people who would like the opportunity to live in our community.

Yours sincerely



Paul Scully MP
Minister for Planning and Public Spaces

Attachment 2 – Croydon TOD – Assumptions for Dwelling Yield

Potential development capacity has been calculated to understand the potential future land uses, total dwellings and population. Land use capacities have been calculated assuming only unconstrained sites are uplifted.

Permissibility

- Rezone R2 to R4 to permit RFBs

Proposed Development Standards

- FSR 3:1
- No minimum lot size or lot width

Constrained Sites

Sites identified with one (or more) of the following characteristics are assumed to be constrained and therefore may not present as redevelopment opportunities in the short term.

- Strata titled lots containing >10 units - either commercial or residential
- Recent development (less than 5 years old)
- Heritage items
- Sites where there are known development proposals within the study area but that do not have an approved DA are assumed to be unconstrained and are therefore an opportunity site for development uplift.

All other sites are assumed to be opportunity sites.

Assumptions

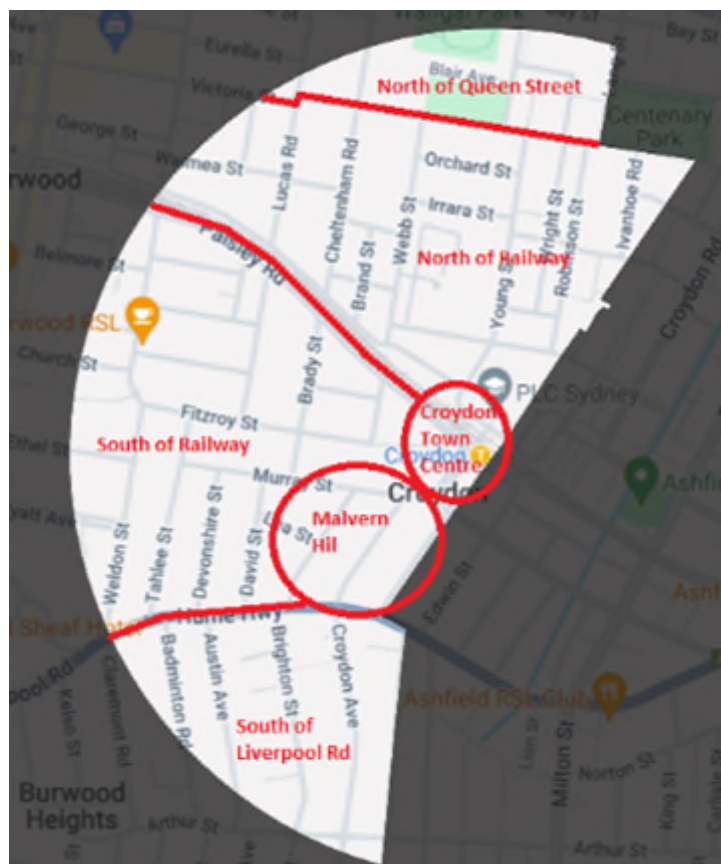
The following assumptions have been used:

GFA assumptions	
Average apartment size	90sqm GFA
People per dwelling	2.5
Efficiency rate	85% for RFB
Assume full uptake of opportunity sites @ 3.0	

Methodology

- Site area x 3.0 FSR = GFA₁
- GFA₁ x 0.85 (85% efficiency rate) = GFA₂
- GFA₂/90 = Dwellings net
- Dwellings net – existing dwellings = Additional new dwellings
- Additional new dwellings X 2.5 = Population

Attachment 3 – Analysis of Sub-Precincts Croydon Housing Investigation Study Area



Croydon Town Centre

The Croydon Town Centre comprises 37 narrow lots zoned E1 Local Centre on both sides of the Strand all with rear laneway access. It is part of the Malvern Hill HCA, however does not contain any heritage items. There was a degree of support for additional development in this area, and there is potential for the heritage facades to be retained with new development behind. A requirement to maintain the facades and set-back new development would constrain the development potential, however a more significant constraint would be the narrow and long lot structure which would make redevelopment challenging. In addition, this area would only provide a small number of additional dwellings given its relatively small size.

Recommendation: *The Croydon Town Centre be excluded from the study area to protect the existing heritage conservation areas*

Area to the South of the Railway Line

The majority of this area forms the remainder of the Malvern Hill HCA which contains a high degree of dwellings that contribute to the heritage fabric and is relatively well intact. The core of the HCA had a degree of opposition to further development, whereas the rest of the area had some support. It is noted that some of this support appears to be from residents that may live elsewhere indicating support in this location (as opposed to where they live).

The introduction of the TOD provisions in this area would compromise the ability of the HCA to conserve the heritage aspects of the area. The TOD SEPP indicates a built form of up to six storeys which is significantly different to the single dwellings on large lot built form that exists. The ability of this area to contribute to additional housing is constrained by the current built form and the HCA that exists.

Areas towards the west, closer to Shaftesbury Road, are outside the HCA however contain a number of heritage items. This area is close to the Burwood Town Centre, and is within 800m to both Croydon and Burwood railway stations. than Croydon Station, being 500-800m from Burwood Station. It is proposed to include this portion to ensure that consideration can be given to transitioning development to the Burwood Town Centre.

Recommendation: *That the area bounded by Shaftesbury Road, Clifton Avenue, Wallace Street and Paisley Road to the south of the railway line be included as part of the Croydon Housing Investigation Study Area*

South of Liverpool Road

Whilst a level of support for additional residential development south of Liverpool Road was evident, this area is remote from Croydon Station and the Croydon and Burwood Town Centres (outside of 1,000m radius).

Recommendation: *That the area south of Liverpool Road be excluded from the Croydon Housing Investigation Study Area.*

North of the Railway Line – between Croydon Station and edge of Burwood Town Centre

The area to the north of the railway is constrained by large school sites and existing mid-rise development close to Croydon Station. There are only a small number of residential lots within 400m of Croydon Station that are capable of redevelopment. There were objections to further development in this area, however they tended to be located closer to Croydon Station.

Land tends to be less constrained to the west and the north of this area with more capability to be redeveloped. There is one HCA to the north along Ivanhoe Street, a second HCA to the west along Lucas Road, and a small HCA on Froggatt Crescent.

It is noted that almost all of this precinct is within 800m of either Croydon or Burwood Stations.

Recommendation: *That the area bound by Albert Crescent, Shaftesbury Road, Victoria/Queen Street and Webb Street be included in the Croydon Housing Investigation Study Area.*

North of Queen Street

Whilst there was some support for additional residential development north of Queen Street, this area is beyond 800m from Croydon and Burwood Stations.

Recommendation: *That the area north of Queen Street be excluded from the Croydon Housing Investigation Study Area.*

(Item 32/24) Draft Licence to Play Policy

File No: 24/19592

Report by General Manager

Summary

To seek endorsement for the exhibition of the draft interim *Licence to Play Policy*, a comprehensive, interagency permitting policy that streamlines the delivery of trial and demonstration projects and public activations across the Burwood Local Government Area (LGA) for a period of 12 months.

This policy offers guidance on permissibility, requirements, and management responsibilities for third-party proposals to deliver vibrant public spaces on private and Council-owned land.

Operational Plan Objective

- C.3 An urban environment that maintains and enhances our sense of identity and place.
- P.13 Develop and implement planning policies to enhance and promote design excellence.
- P.23 Protect and enhance quality open spaces and recreational facilities that are diverse, accessible and responsive to changing needs.
- C.9 Safe, clean and activated streets, centres and public places are enjoyed by people day and night
- P.34 Facilitate the growth and prosperity of local businesses and target the growth of business sectors and growth industries
- A.80 Implement activities or initiatives that enhance Burwood's night time economy

Background

The draft *Licence to Play Policy* represents an innovative and enabling approach to placemaking in the Burwood LGA. The first policy of its kind in NSW, it signals a new era for city-making, fostering opportunities for dynamic partnerships between local government, businesses, property owners and the community. This policy synthesises national and international best practices, drawing inspiration from models in cities such as New York City, Los Angeles, and Hong Kong.

Policy Context

The placemaking movement is at a pivotal juncture, with grassroots activities now effectively integrated into government planning strategies. This integration has led to more responsive planning approaches, marked policy shifts, and improved governance models. The *Draft Licence to Play Policy* embodies this shift.

Key Objectives

1. Lowering Barriers to Participation:
 - Simplifying the regulatory framework to encourage greater involvement from local businesses and residents.
 - Providing clear guidelines and support to navigate the permitting process.
2. Streamlining Permitting and Agency Review Processes:
 - Creating a more efficient and coordinated review process across multiple agencies.
 - Reducing the time and complexity associated with obtaining necessary permits.
3. Creating Self-Financing Opportunities:
 - Developing mechanisms to support the long-term stewardship of public spaces.
 - Encouraging innovative funding models to sustain ongoing projects.
4. Defining Parameters for Operations and Permit Terms:
 - Establishing clear operational guidelines and permit conditions.

- Ensuring transparency and consistency in permit issuance and management.
5. Facilitating Greater Equity in Project Distribution:
 - Promoting equitable geographic distribution of projects across all neighbourhoods.
 - Ensuring that all communities benefit from public space activation.
 6. Enabling Frequent, Diverse, and Free Public Activation:
 - Supporting a wide range of activation events that are accessible to the public.
 - Encouraging diverse programming to cater to various community interests and needs.

Benefits

Economic Impact:

- Enhancing ease of doing business in Burwood, attracting investment, and stimulating economic growth.
- Encouraging entrepreneurship and facilitating the establishment of new businesses, fostering a vibrant and competitive business environment.

Community Engagement and Empowerment:

- Engaging and empowering local businesses and residents to take an active role in placemaking.
- Leveraging local knowledge, ideas, and potential to create vibrant public spaces.
- Encouraging innovation and creativity through a permissive regulatory framework.

Proposal

The draft *Licence to Play Policy* necessitates a shift towards a more flexible, adaptive, and responsive regulatory framework that supports the rapid implementation of public space activations for a trial period of 12 months.

The draft *Licence to Play Policy* will be implemented through a coordinated effort involving multiple Council departments and external agencies. The policy will cover various types of spaces, including on-parcel (pop-up events, vacant spaces, private lots, and public lots), footpaths, and roadways.

A dedicated team will oversee the application and review process, ensuring timely and efficient handling of proposals. Regular monitoring and evaluation will be conducted to assess the policy's impact and make necessary adjustments.

Following the 12-month trial, Council will return with a report outlining any opportunities for the formal ongoing adoption of this new policy framework.

Intention to Establish a Special Entertainment Precinct (SEP)

The Office of the 24-Hour Economy Commissioner is preparing new guidelines to support more councils looking to establish Special Entertainment Precincts (SEPs) across NSW. Councils can establish SEPs to support their night-time economies and embrace more creative activities. SEPs support live music and performance venues by allowing them to stay open longer. This not only benefits venues, but also supports nearby residents and businesses, by creating more vibrant districts. SEPs are complemented by other precinct-based initiatives being led by the Office of 24 Hour Economy Commissioner, including the Purple Flag Program, a night-time precinct management accreditation program, and the Uptown Program, a district development program for local business communities of which Council is actively supporting and pursuing.

During the exhibition of the draft *Licence to Play Policy*, Burwood Council intends to submit an application to the NSW Government to establish a SEP in the Burwood Town Centre bounded by Burwood Road, Railway Parade, Belmore Street and Conder Street, which includes:

- Burwood Chinatown: A vibrant hub known for its diverse culinary offerings, retail stores, and cultural activities.

- Emerald Square: A commercial hub boasting Sydney's best Japanese eateries and entertainment in the heart of Burwood.
- Activated Laneways that offer opportunities for creative programming and enhanced night-time experiences.

The Burwood Town Centre is a key commercial and entertainment precinct that attracts a diverse range of visitors throughout the day and night. The precinct is also adjacent to Burwood Railway Station, a major transportation hub providing significant foot traffic to the surrounding areas.

A SEP is a designated area or streetscape under the *Local Government Act 1993*, where later trading hours and favourable sound regulations support live music and performance venues. It's an opportunity to enhance local going out areas to address local community interests by setting conditions in a precinct management plan.

It can also provide businesses and venues with greater operational and investment certainty. SEPs can provide councils with the opportunity to diversify and strategically develop precincts and improve the experience and amenity of local areas for residents and visitors. The "Vibrancy Reforms" passed in November 2023 will strengthen the SEP framework in the *Local Government Act 1993* and will be fully implemented by July 2024.

Consultation

Internally, relevant departments across Council have been consulted to ensure that the policy aligns with current strategies and operational requirements. This internal consultation has ensured a comprehensive understanding of the policy's implications and facilitated the incorporation of valuable insights from various departmental perspectives.

Externally, the policy has been informed by extensive feedback from the community and local businesses through recent consultation programs. These programs include the Night Time Economy Strategy, consultation on a new Open Space Vision and Action Plan, and direct engagement with key stakeholders in Burwood. The feedback received from these engagements has been instrumental in shaping the policy, ensuring it addresses challenges and meets the needs and aspirations of our community.

To further refine the policy and gather additional input, the draft *Licence to Play Policy* is proposed to be placed on public exhibition for a period of 28 days. During this time, further engagement will be undertaken with the community and key stakeholders on the policy's intended effects. This consultation period will provide an opportunity for residents, businesses, and other interested parties to review and provide feedback, ensuring that the final policy reflects a broad consensus and addresses community concerns.

Additionally, this policy is consistent with the direction put forward by the State Government through programs like Open Streets and Permit Plug Play. By aligning with these State initiatives, the *Licence to Play Policy* reinforces Burwood Council's commitment to progressive urban planning and placemaking strategies that are supported at multiple levels of government.

Special Entertainment Precinct

In May 2024 Council was invited to submit an expression of interest to Investment NSW on the Establishment of a SEP in Burwood.

In June 2024 Council subsequently met with the Office of the 24-Hour Economy Commissioner to discuss the submission and next steps. At this time Council was encouraged by the State Government to pursue the establishment of a SEP in Burwood and reinforced the value of tabling this intention to Council for endorsement.

Planning or Policy Implications

The *Licence to Play Policy* will take effect for a trial period of 12 months, ensuring a streamlined and cohesive approach to placemaking.

Related legislation:

- *Roads Act 1993*
- *Food Act 2003*
- *Local Government Act 1993*
- *Law Enforcement Powers and Responsibilities Act 2002*
- *Protection of Environment Operations Act 1997*
- *Environmental Planning and Assessment Act 1979*

Related Council policies:

- *Footpath Activation Policy*
- *Temporary Road Closure (including Standing Plant) Policy*
- *Works on Council's Road Reserve Asset Policy*
- *Compliance and Enforcement Policy*
- *Busking Policy*
- *Shopfront Improvement Program Policy*
- *Public Art Policy*
- *Burwood Development Control Plan*

Furthermore, the draft *Licence to Play Policy* serves as a statement of intended effects and will act as an evidence base for formal enabling changes to the *Burwood Local Environment Plan (LEP)* through the planning proposal process. It requires ongoing collaboration between various Council departments and external agencies to ensure alignment with existing planning strategies and objectives.

Moreover, it will serve as a catalyst for further policy reforms, to enable consistency through the instruments and assessment processes now being addressed through this Policy via the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*, *Local Government Act 1993* and *Roads Act 1993*. Council through various internal teams will facilitate instrument changes to reduce time and red tape associated with the delivery of the Licence to Play provisions.

This will encourage a culture of innovation and experimentation within local governance. By embracing this forward-thinking approach, Burwood Council can set a precedent for other municipalities, positioning itself as a leader in contemporary placemaking practices.

SEP Framework

SEPs can only be made by councils and identified in a Local Environment Plan. To establish a SEP, Council must publish a precinct management plan (PMP). The plan will include requirements for noise attenuation for different development types, include trading hours and the process for managing complaints and notify residents or people moving into the area of the SEP on websites or planning certificates. The benefits of a SEP include that trading hour and noise requirements are defined in a PMP.

Under new rules starting mid-year, a precinct management plan will override development consent conditions. Offensive noise conditions won't apply, and Liquor & Gaming NSW will manage sound complaints from licensed premises as they do across the State. Sound requirements in a PMP are considered by the Secretary in Liquor & Gaming NSW disturbance complaints.

Live music and performance venues can also get an extra 2 hours of trading if 45 minutes of performance is hosted after 8PM and they get one hour on all other nights of the week. That is more than what venues that are located outside of SEPs will receive.

Financial Implications

As part of this 12-month interim policy, all current fees and charges associated with the following initiatives are proposed to be waived:

Activity	Proposed fee waiver	Rate
Burwood Unplugged: Busking Permit Fee	Busking Permit Fee	\$28.50
Extended Eats:	Waived license variation fee – request for change in approved areas fee for requests to extend existing outdoor dining areas into the neighbouring property	\$149.50
	Burwood Town Centre – per m ² per annum (footpath dining)	\$395
Vacant to Vibrant and Dress the Street Program	Burwood Town Centre – per m ² per annum (display of merchandise and other articles)	\$353

Further, the policy proposes that no fee is introduced for the delivery of the following new provisions:

Activity	Proposed fee-free service	Rate
Burwood Urban Street Art and Wall to Wall Festival	Booking fee for artists	N/A
Temporary Terrace Parklet Program	Outdoor dining fee	N/A
Streets Alive	Event permit fees	N/A
Art Front	Cost to commission vinyl wraps	N/A
Illuminate Burwood	Cost to submit Development Application	N/A

In line with Burwood Council's Fees and Charges 2024-25, the following fees apply to the Bookable Streets provision:

Activity	Fee
Bookable Streets	<ul style="list-style-type: none"> • Clarendon Place: \$1,500 per day for the use of the whole road space during a road closure • Burwood Road (between Railway Parade and Belmore Street): \$7,000 per day for the use of the road space during a road closure. • Other road spaces may be considered on a case-by-case basis, with fees and charges determined accordingly. • Applicants must also pay all related traffic-management fees and charges.

The policy also seeks to remove the maximum funding cap of \$3,000 for the Shopfront Improvement Program, now titled the 'Street Appeal: Shopfront Improvement program' in an effort to increase opportunities for applicants, while achieving greater street beautification outcomes as well as social and economic benefits for our community.

A financial allocation of \$50,000 has also been made towards Placemaking activities aligned with the License to Play program in the 2024-25 financial year.

Conclusion

The *Licence to Play Policy* is a bold and transformative initiative that aligns with Council's vision of creating vibrant, activated public spaces. Endorsement of this policy will mark a significant step forward in our commitment to responsive planning, community empowerment, and sustainable economic development.

Recommendation(s)

That Burwood Council endorses:

1. The draft interim *Licence to Play Policy* to be placed on public exhibition for a period of 28 days.
2. The submission of an application to the NSW Government to establish a Special Entertainment Precinct in the Burwood Town Centre bounded by Burwood Road, Railway Parade, Belmore Street and Conder Street.

Attachments

The draft *Licence to Play Policy* will be circulated as a Late Attachment.

(Item 33/24) Local Infrastructure Contributions Plan Update

File No: 24/12118

Report by Director City Strategy

Summary

Local infrastructure contributions, also known as developer contributions, are charged by Councils under the *Environmental Planning and Assessment Act 1979* to fund infrastructure reviews and the construction of parks, community facilities, local roads, footpaths, stormwater drainage, and traffic management when new development occurs. There are two forms of contributions: Section 7.11 contributions, which are calculated based on the link between the development and the infrastructure to be funded, and Section 7.12 levies, which are charged as a percentage of the estimated development cost.

The current s7.12 plan includes an infrastructure works schedule of \$245 million (proposed to increase to \$257 million under the draft plan in Attachment 1), covering a range of developments. These developments include large-scale projects such as the Enfield Aquatic Centre upgrade, Burwood Urban Park Arts and Cultural Centre, Community Centre upgrades, Road Widening, as well as routine activities like road resurfacing and footpath renewals.

Regular maintenance and updating of the Contributions Plan is good planning practice. This ensures that newly identified works to meet changing community needs are funded. It also aims to accommodate infrastructure funding demands resulting from land use changes and increases in the expected amount of development in Burwood during the life of the Contributions Plan (to 2036). Significant changes include the Burwood North Precinct Masterplan and recent state government planning policy changes, including the TOD program and Low and Mid Rise housing. The infrastructure funding demands are likely to significantly increase as new Masterplan areas, such as Burwood North and Croydon, come online.

At a high level, even without the additional growth under the new Masterplan areas, the continuation of the current approach is likely to result in Council receiving only half the funds required to complete the current scheduled infrastructure works program. With this in mind, a comprehensive review of the Council's Contributions Framework and VPA mechanisms is underway. This report is the first in a series of updates to Council, addressing necessary changes to ensure financial sustainability for delivering community infrastructure to meet future population growth and density.

The proposed updates at this point include the following:

- Introduction of an administration component to allow Council to collect and spend funds on administration activities associated with the management and updates of the plan.
- A provision to index the cost of the works program to reflect CPI increases.
- Introduction of an alternate s7.11 approach rather than the 1% levy under s7.12 for those developments which increase the development potential of the land (outside of the Burwood Town Centre).

No changes are proposed to the current framework under the current s7.12 plan in relation to:

- The Burwood Town Centre and the 4% levy.
- Alterations and additions to dwellings.
- The construction of new single dwellings or secondary dwellings.

This report provides an overview of the first stage review of the infrastructure contribution framework and seeks Council's endorsement to place the proposed amendments on public exhibition.

Operational Plan Objective

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

Background

Local infrastructure contributions are charged by Councils under s7.11 and s7.12 of the *Environmental Planning and Assessment Act 1979* to fund infrastructure reviews and works.

Council, at its meeting on 14 February 2023, considered a report on a consolidated draft Section 7.12 Local Infrastructure Contributions Plan for the Burwood LGA. This included consolidating the s7.12 Local Infrastructure Contributions Plan - Burwood Town Centre; and the s7.12 Local Infrastructure Contributions Plan - Land outside the Burwood Town Centre in addition to detailing an updated \$245 million infrastructure works schedule. Council resolved to endorse the draft plan and works schedule for public exhibition in accordance with legislative requirements.

Following the public exhibition period, Council, at its meeting on 18 April 2023 resolved the following:

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

As part of this review in 2023, no changes were made to the existing contribution rates, which are summarised as follows:

Table 1: Burwood Town Centre

Development that has a proposed cost of carrying out the development	Levy rate
Up to and including \$250,000	Nil
More than \$250,000	4% A 4% Contribution rate for the Burwood Town Centre was approved by the Minister in the version of the Contributions Plan adopted in 2012 (then known as a s94A Plan) for the Town Centre. This was based on Burwood being included as a Strategic Centre in the 2010 Metropolitan Plan for Sydney, which was in effect at the time.

Table 2: All other parts of the LGA

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

Proposed Updates to the Infrastructure Contributions Framework – Stage 1

Background

Good practice for local infrastructure planning is to regularly maintain and update the contributions plan, particularly where significant land use changes are proposed. With the recent adoption of the Burwood North Precinct Masterplan, and State Government Housing Policy changes, specifically the Transit Oriented Development State Environmental Planning Policy (TOD SEPP) and the Low and Mid-rise SEPP, additional medium density development, including increased dual occupancy, terrace, townhouse and residential flat building development, is expected outside of the Burwood Town Centre than was contemplated when the s7.12 Contributions Plan was initially adopted.

Table 3 – Population Projections and Housing Growth

Source	Population	Dwellings	Source
Population Counts			
2016 Census	37,674	13,531	Census
2021 Census	40,217	15,478	Census
Latest Estimate (30 June 2023)	42,498	~16,355	Profile.id
Population Projections for 2036			
Housing Strategy and LSPS	57,500	20,477	Strategy
Burwood North SP	76,572	28,206	Masterplan
TOD SEPP (Croydon)	77,375	28,486	Estimate*
TOTAL Inc. L&MR SEPP	81,139	29,872	Estimate*

*Assumes a 4% annual growth rate for 2024-2036 for areas affected by the TOD SEPP that are not heritage listed, and a 2% growth rate for areas affected by the L&MR SEPP.

An important consideration when preparing a revision to a contributions framework is an understanding of what the future population of the plan area will be. Table 3 above shows previous population counts and forecast population estimates for the Burwood LGA.

Introduction of s7.11 components ensuring contributions match expected development

The contributions framework must ensure the collection of adequate funds to deliver community infrastructure that meets the needs of the growing population.

To assist with this, it is proposed to introduce a new s7.11 component into the infrastructure contributions framework for the Burwood LGA.

The s7.11 approach apportions the value of the works program to new dwellings based on the demand for infrastructure generated by each new dwelling.

Based on Table 3 above, the growth to 2036 (life of the plan) across the Burwood LGA is projected to be:

- 38,641 in additional population; and
- 13,517 in additional dwellings, of which:
 - 4,122 are estimated to be within the town centre; and
 - 9,395 outside the town centre.

Based on these figures and assuming the cost of constructing an apartment averages \$500,000:

- The 4% levy in the town centre will raise \$82.5 million
- The 1% levy outside the town centre will raise \$47 million

This total amount of \$129.5 million is around half the value of the current 7.12 infrastructure works schedule valued at \$245 million.

In order to improve the funding levels from areas outside the town centre given the additional growth expected, it is proposed to adopt a s7.11 approach rather than the 1% levy under s7.12. No changes are proposed to the current framework within the Burwood Town Centre and the 4% levy under the existing s7.12 plan.

It is estimated this change could increase funding from outside the town centre from \$47 million to \$144 million. The basis for this calculation is outlined below using the s7.11 calculations for different sizes of dwellings is outlined in Table 4.

Table 4 – Calculation of s7.11 Rates for Dwellings, based on size

Estimated total additional population	38,641
Estimated total additional dwellings	13,517
% of new dwellings estimated to be studio or 1 bedroom	30%
% of new dwellings estimated to be 2 bedrooms	60%
% of new dwellings estimated to be studio or 3+	10%
Occupancy rate for studio or 1 bed	1.7
Occupancy rate for 2 Bed	2.5
Occupancy rate for 3+ bed	3.6
Total value of works schedule in Contributions Plan	\$257,119,547
Cost per person	\$6,654
Number of 1 bed dwellings expected in LGA	4055
Number of 2 bed dwellings	8110
Number of 3+ bed dwellings	1352
CONTRIBUTION FOR STUDIO OR 1 BEDROOM DWELLINGS	\$11,312
CONTRIBUTION FOR 2 BEDROOM DWELLINGS	\$16,635
CONTRIBUTION FOR 3 BEDROOM DWELLINGS	\$23,955
Number of 1 bed dwellings expected outside town centre	2818
Number of 2 bed dwellings	5637
Number of 3+ bed dwellings	939
Total value of contributions outside the town centre	\$144,434,412

The contributions rates as outlined in Table 4 above are calculated as follows:

1. Determine the cost of infrastructure per person by dividing the works schedule value by the number of additional people expected.
2. This cost per person is then apportioned out for each size of dwelling based on the proportion of that sized dwelling expected (i.e. 60% two-bedroom dwellings) and by the average occupancy rate of that type of dwelling (2.5 people for two-bedroom dwellings).

The same calculation is then performed for studio/single bedroom dwellings, and for three or more bedroom dwellings.

IPART has capped the maximum contribution payable to \$20,000 for any dwelling, therefore 3 bedroom dwellings would only contribute \$20,000 despite the calculation being \$23,941.

As outlined above, it is proposed to introduce the s7.11 components for residential development that leads to the creation of additional dwellings outside of the Burwood Town Centre, including:

- Dual-occupancy development
- Medium density development including townhouses and terraces etc.
- Multiple Dwelling apartments and residential flat buildings
- Secondary Dwellings; and
- Residential subdivision

Table 2 in the existing contributions plan is proposed to be updated to introduce a s7.11 contributions where development leads to the creation of additional dwellings, as indicated below:

Type of development		
<ul style="list-style-type: none"> • Residential Development that leads to the creation of additional dwellings, including: <ul style="list-style-type: none"> ○ Dual-occupancy development ○ Medium density development including townhouses and terraces etc. ○ Multiple Dwelling apartments and residential flat buildings ○ Secondary Dwellings; and ○ Residential subdivision 	s7.11 levy calculated as follows:	
	Dwellings	Contribution
	Per 1-bedroom dwelling, studio or bedsit	\$11,312
	Per 2-bedroom dwelling	\$16,635
	Per 3 or more bedroom dwelling	\$23,955
	Subdivision into single dwelling lot	\$23,955
<ul style="list-style-type: none"> • Residential Development that does not lead to the creation of additional dwellings including; <ul style="list-style-type: none"> ○ Development of a single dwelling house (e.g. knock-down rebuild), and alterations and additions to a dwelling house (excluding development that results in the creation of additional lots (subdivision) or development of a secondary dwelling (granny flat)) • Any ancillary structures associated with a dwelling house 	s7.12 levy calculated as follows: <ul style="list-style-type: none"> • Nil for cost of development up to and including \$100,000; • 0.5% of the cost of development of more than \$100,000 and up to and including \$300,000; • 0.25% of the cost of development of more than \$300,000. 	
<ul style="list-style-type: none"> • All other development 	s7.12 levy calculated as follows: <ul style="list-style-type: none"> • Nil for cost of development up to and including \$100,000; • 0.5% of the cost of development of more than \$100,000 and up to and including \$200,000; • 1% of the cost of development of more than \$200,000. 	

Including Administration of the Plan into the Plan

Contributions Plans require regular review to ensure the infrastructure they propose relates to the level of development expected to occur, this requires the Plan to be supported by a robust evidence base such as Transport Infrastructure Plans etc.

Contributions Plan also require close operational management to ensure they are being implemented correctly, that funds are being collected, and those funds are being expended correctly. These activities are collectively known as administration activities.

IPART has previously determined that 1.5% of the value of the works program can be reasonably attributed to administration. The current version of the Plan does not include this in the value of the works program and it is required to be included in the schedule in order to levy funds towards it.

Once included in the schedule, Council is able to collect funds towards, and spend those funds on administration activities, which may include:

- Undertaking evidence-base studies towards updating the plan;
- Staff costs for developing the studies described above;
- Staff costs for day-to-day management of the plan; and
- Costs of undertaking regular and/or comprehensive reviews of the Plan.

It is therefore recommended that in accordance with the IPART determination, the works schedule be updated to include Administration of the Plan at 1.5% of the total value of the works schedule.

Indexing the cost of the Works Program to reflect CPI increases

Regularly indexing the cost of the works schedule is important so that it reflects the current cost of providing infrastructure.

Councils City Assets team has reviewed the items in the works schedule to ensure the costs are accurate in terms of today's dollars, either revising the cost estimate, or by increasing the cost estimate by last year's Consumer Price Index (CPI) of 4.1%.

The attached draft update of the Contributions Plan includes an updated and indexed works schedule. It also includes 1.5% of the value of the works schedule as Administration.

The updated value of the works schedules in the attached draft Local Infrastructure Contributions Plan (2024 update) is \$256,969,547.

Comprehensive Review of the Contributions Plan

Whilst this review of the Contributions Plan will assist in ensuring an appropriate level of contributions are obtained from the expected increase in development outside the Burwood Town Centre, a comprehensive review of the contributions framework is necessary to ensure the works schedule reflects the increase in expected population.

The consultants engaged for the Burwood North Precinct are currently developing a contributions framework for Burwood North as part of the implementation of the endorsed Masterplan. As part of this work, the consultants are looking at whether extending the existing 4% Burwood Town Centre levy is the most appropriate outcome for the Burwood North Precinct. A similar approach will apply when moving through the Croydon TOD Masterplan process.

Over the next 24 months this will be supported by further evidence-base work including:

- Robust review of population and dwelling forecasts for the entire LGA;
- Updated Transport Infrastructure Requirements;
- Updated Social Infrastructure Requirements;
- Updated Open Space Requirements; and
- Thorough review of the Contributions Schedule of works based on the above

Consultation

The *Environmental Planning & Assessment Act 1979* sets out a minimum 28-day public exhibition requirement for draft contributions plans. Should Council resolve to endorse the draft plan, exhibition will be undertaken in accordance with the requirements of the relevant legislation and Councils Community Engagement Strategy.

Outcomes of the public exhibition will be reported to Council, prior to the final adoption of the plan.

Planning or Policy Implications

The *Environmental Planning & Assessment Act 1979* and *Environmental Planning & Assessment Regulation 2021* provide the strategic framework for contributions plans.

The framework sets out the requirements to make or amend contributions plans. The legislation enables Council to place a condition on development consents or complying development consents requiring the payment of monetary contributions.

In accordance with the savings provisions, the updated version of the plan will apply to a DA and application for a CDC that have been submitted but not determined when the revised plan takes effect.

Financial Implications

The total cost of the proposed works identified in the works schedule to the draft contribution plan is to increase from \$245 million to approximately \$257 million which takes into account the CPI indexation, administration component and some changes to works to be undertaken. These works would be delivered progressively, in accordance with the capital works plan and long term financial plan, as endorsed by Council.

The existing 4% levy for residential development in the town centre is expected to raise \$82.5 million towards those works.

The existing 1% levy outside the town centre is expected to raise \$47 million towards those works. Changing to a s7.11 approach is expected to increase this to \$144 million.

The revised plan is expected to generate \$226 million towards the \$257 million works schedule, with the remainder coming from commercial developments, grants, or planning agreements.

Adoption of this revised version of the Plan will also allow funds collected to be directed towards Administering the Plan, including staff costs and resource costs for further developing the evidence base for the comprehensive review.

This report is the first in a series of updates to Council, addressing necessary changes to ensure financial sustainability for delivering community infrastructure to meet future population growth and density.

Conclusion

The review of existing contributions plans ensures that the new draft plan and updated draft infrastructure works schedule is up to date, provides clarity and is generally aligned with the capital works program and Councils current infrastructure projects.

It is recommended that the draft plan and draft infrastructure works schedule be endorsed for public exhibition.

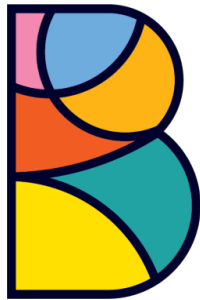
The outcomes of the public exhibition will be reported back to Council.

Recommendation(s)

1. That Council endorse the draft revised Local Infrastructure Contributions Plan and the Works Schedule as included at Attachment 1 for public exhibition in accordance with the *Environmental Planning & Assessment Act 1979* and Council's Community Engagement Strategy for a period of 28 days
2. That the General Manager be authorised to endorse any minor revisions deemed necessary to the draft plan prior to public exhibition
3. That a further report be provided to Council at its August 2024 meeting, detailing the results of the public exhibition.

Attachments

1. [Draft Burwood Local Infrastructure Contributions Plan - For Exhibition](#)



Burwood ^{Inc.1874}

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

**BURWOOD ~~SECTION 7.12~~ LOCAL
INFRASTRUCTURE CONTRIBUTIONS PLAN**

PO Box 240, BURWOOD NSW 1805
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Corporate Document
Approved by Council: 18 April 2023 (**updated xx/xx/2024**)
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1. Executive Summary

1.1 Introduction

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

This Plan authorises consent authorities and accredited certifiers to impose conditions of consent on development applications (DAs) and complying development certificates (CDCs) for development contributions under sections 7.11 and 7.12 of the *Environmental Planning and Assessment Act 1979*.

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

1.2 Population and Employment Growth

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

In 2020, the Burwood Local Housing Strategy sets housing targets as 7,000 new dwellings to be built between 2016 and 2036, for a total of 20,500 dwellings in the Council area. Subsequent to that the Burwood North Precinct Masterplan was adopted and increased the forecast dwellings to 25,800 by 2036. In late 2023 the government announced the Transit Oriented Development State Environmental Planning Policy, which are forecast to further increase this to 27,500 dwellings by 2036.

The population in the Burwood LGA is forecast to grow by approximately 35,500 additional residents living in approximately 11,154 additional dwellings. The employment is forecast to grow by appropriately 6,855 new jobs.

Approximately 85% of new dwellings and jobs are expected to be built and created within the Burwood Town Centre and Burwood North precinct.

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

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

1.3 Indexation of Contributions

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

1.4 ~~Section 7.12~~ Contribution Levies

This Plan applies to all development in the Burwood LGA where the proposed cost of development is:

- more than \$250,000 if the development is located in the Town Centre; or
- more than \$100,000 if the development is located outside of the Town Centre.

Some exemptions apply, as identified in Section 3.2 below.

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

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

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

Development that has a proposed cost of carrying out the development	s7.12 Levy
Up to and including \$250,000	Nil
More than \$250,000	4 per cent

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

Development that has a proposed cost of carrying out the development		
Type of development		
<ul style="list-style-type: none"> • Development that leads to the creation of an additional dwelling or dwellings, including subdivision that results in an additional lot(s) for a dwelling house 	s7.11 levy	
	Dwellings	Contribution
	Per 1-bedroom dwelling, studio or bedsit	\$11,312
	Per 2-bedroom dwelling	\$16,635
	Per 3 or more bedroom dwelling	\$23,955
Subdivision into single dwelling lot	\$23,955	

	* note that contributions are capped at \$20,000 unless cap is lifted by the Minister.
<ul style="list-style-type: none"> • All other development, including <ul style="list-style-type: none"> ○ knock-down rebuild of single dwelling(s) ○ alterations and additions to residential development that does not result in additional dwellings ○ Secondary dwellings (i.e Granny Flats) ○ Other residential development ○ Commercial and retail development, ○ All other development 	<p style="text-align: center;">s7.12 levy</p> <ul style="list-style-type: none"> • Nil for cost of development up to and including \$100,000; • 0.5% of the cost of development of more than \$100,000 and up to and including \$200,000; • 1% of the cost of development of more than \$200,000.

1.5 Works Schedule

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

2. Administration

2.1 Name of this Plan

This Plan is called the **Burwood ~~Section 7.12~~ Local Infrastructure Contributions Plan** ('Plan') This Plan has been prepared for the purposes of sections **7.11 and 7.12** of the *Environmental Planning and Assessment Act 1979* (NSW) ('EP&A Act') in accordance with Division 7.1 of the EP&A Act and Part 9 of the *Environmental Planning and Assessment Regulation 2021* ('EP&A Regulation').

2.2 Purpose of this Plan

The primary purpose of this Plan is to authorise:

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

to impose a condition requiring contributions under a **fixed-rate contributions** levy under section **7.11 or 7.12** of the Act to be made towards the provision, extension or augmentation of local infrastructure as required as a consequence of development in the Burwood LGA, or which were provided in anticipation of, or to facilitate, such development.

The plan's other, secondary purposes are to:

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

2.3 Area to which this Plan applies

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

Figure 1 – The Burwood LGA and the Burwood Town Centre



Figure 2 – Map of the Burwood Town Centre



2.4 Commencement of this Plan

This Plan commences on the date on which public notice was given under clause 214(2) of the EP&A Regulation or on the date specified in that notice if it is a later date, this being 9 May 2023.

Version two of this plan was adopted by Council on xxxx and commences on the date on which public notice was given under clause 214(2) of the EP&A Regulation or on the date specified in that notice if it is a later date, this being xxxxx.

2.5 Life of this Plan

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

2.6 Review of this Plan

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

2.7 Relationship with other plans and policies

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

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

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

2.8 Use of funds from repealed contributions plans

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

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

The Council will apply monetary contributions and levies held by it upon the commencement of this Plan and monetary contributions and levies paid to it after the commencement of this Plan pursuant to conditions of development consents granted in accordance with contributions plans repealed by this Plan as follows:

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

2.9 Savings and transitional arrangements

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

3. Application and Operation of this Plan

3.1 Development for which this Plan applies

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

3.2 Development that is exempted under this Plan

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

- Developments (and modification applications) to be carried out by, or on behalf of Burwood Council, for the provision of public infrastructure including infrastructure funded by section 7.11 or 7.12 contributions;
- Developments undertaken by, or on behalf of a charity or not-for-profit organisation (as defined by the Australian Taxation Office), but only in cases where the development is of a small scale, and where Council considers that there will not be an increase in the demand for public works or infrastructure as a result of the development which would warrant the payment of a ~~section 7.12~~ contributions levy.
- development exempted from section 7.11 or 7.12 levies by a Ministerial Direction under section 7.17 of the Act.

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

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

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

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

3.4 Application of a ~~contributions~~ levy to development types

3.4.1 Imposing a ~~contributions~~ levy – consent authority

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

3.4.2 Imposing a ~~contributions~~ levy – principal certifier

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

3.5 Contributions levy type (s7.11 or s7.12)

The Act provides for two types of contributions levies under either section 7.11 or section 7.12 of the Act.

3.5.1 Section 7.11 Contributions

A s7.11 contribution is based on the cost of local infrastructure required by new dwellings as a portion of the total cost of the works schedule for all new development. It is apportioned out on the basis of each new dwellings requirement for new infrastructure, based on the average number of people living in dwellings by dwelling size.

This Plan levies a s7.11 contribution on all development **outside of the Town Centre that leads to the creation of additional dwellings**, including secondary dwellings and subdivision that results in an additional lot(s) of a dwelling house, and alterations and additions to a dwelling house.

The contribution is calculated as per the table below.

Section 7.11 Contributions Calculation	
Estimated Total cost of works program	\$256,969,547
Estimated total additional population	35,500 people
Estimated cost of works program per person	\$7,239

Estimated total additional dwellings	11,154	
Calculation		
Dwelling Type	Occupation rate	Contribution
Single Bedroom, Studio or Bedsit	1.7	\$11,312
Two bedroom dwellings	2.5	\$16,635
Three or more bedroom dwellings, or subdivision per single residential lot	3.6	\$23,955

3.5.2 Section 7.12 Contributions

A s7.12 levy is a fixed fee levy based on a percentage of the cost of development. The levy percentage is calculated based on what percentage of the cost of development aligns with the cost of the works schedule generated by that development.

This Plan levies a **4% contribution** on all development with a construction value over \$250,000 **within the Town Centre**.

This Plan also levies a **1% Contribution** on all development with a construction value over \$100,000 **outside the town centre where a s7.11 contribution does not apply**. This includes residential development that does not lead to additional dwellings (knock-down and rebuild of single dwelling(s) or residential alterations/additions), commercial development and all other forms of development.

3.6 Contributions levy amount

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

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

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

Development that has a proposed cost of carrying out the development	s7.12 Levy
Up to and including \$250,000	Nil
More than \$250,000	4 per cent

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

Development that has a proposed cost of carrying out the development		
Type of development		
<ul style="list-style-type: none"> Development that leads to the creation of an additional dwelling or dwellings, including subdivision that results in an additional lot(s) for a dwelling house 	s7.11 levy	
	Dwellings	Contribution
	Per 1-bedroom dwelling, studio or bedsit	\$11,312

	Per 2-bedroom dwelling	\$16,635
	Per 3 or more bedroom dwelling	\$23,955
	Subdivision into single dwelling lot	\$23,955
	* note that contributions are capped at \$20,000 unless cap is lifted by the Minister.	
<ul style="list-style-type: none"> • All other development, including <ul style="list-style-type: none"> ○ knock-down rebuild of single dwelling(s) ○ alterations and additions to residential development that does not result in additional dwellings ○ Secondary dwellings (i.e Granny Flats) ○ Other residential development ○ Commercial and retail development, ○ All other development 	s7.12 levy	
	<ul style="list-style-type: none"> • Nil for cost of development up to and including \$100,000; • 0.5% of the cost of development of more than \$100,000 and up to and including \$200,000; • 1% of the cost of development of more than \$200,000. 	

3.6 How is the proposed cost of a development determined?

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

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

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

- where the applicant's estimate of the proposed cost of carrying out the development is between \$100,001 and \$750,000 – any building industry professional suitably qualified; or
- where the proposed cost of carrying out the development is in excess of \$750,000 – a quantity surveyor who is a registered member of the Australian Institute of Quantity Surveyors.

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

- for development involving the erection of a building, or the carrying out of engineering or construction work - the costs of or incidental to erecting the building, or carrying out the work, including the costs (if any) of and incidental to demolition, excavation and site preparation, decontamination or remediation,
- for development involving a change of use of land - the costs of or incidental to doing anything necessary to enable the use of the land to be changed,

- for development involving the subdivision of land - the costs of or incidental to preparing, executing and registering the plan of subdivision and any related covenants, easements or other rights.

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

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

3.7 Timing of payment

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

- Development applications involving subdivision but not building work - prior to the release of the subdivision certificate.
- Development applications involving building work but not subdivision - prior to the release of a construction certificate as specified in the development consent.
- Development applications involving subdivision and building work – prior to the release of construction certificate.
- Development applications where no subdivision or building approval is required – prior to the issue of development consent (deferred commencement) or release of the occupation certificate.
- Complying development works – prior to any work authorised by the certificate commences, as required by clause 156(2) of the EP&A Regulation.

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

3.8 Contribution at the time of payment

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

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

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

Where:

- C₁ Monetary contribution imposed on the development consent
- C₂ Monetary contribution at the time that the contribution is paid

CPI ₁	Latest "Consumer Price Index: All Groups Index Number 6401.0" for Sydney available from the Australian Bureau of Statistics at the time of granting the relevant development consent
CPI ₂	Latest "Consumer Price Index: All Groups Index Number 6401.0" for Sydney available from the Australian Bureau of Statistics at the time the contribution is to be paid

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

3.9 Deferred or Periodic Payments

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

4. General Provisions

4.1 Will Council accept alternatives to a levy?

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

As a general rule, only land or works directly associated with the roads and traffic improvements, public domain improvements and community facilities as indicated in Appendix 1 may be considered as a material public benefit or work-in-kind in satisfaction of the contributions levy. Applicants must provide full details, costs and valuations of the land or works.

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

4.2 Pooling of contributions funds

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

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

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

4.3 Obligations of accredited certifiers

4.3.1 Complying development certificates

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

- the accredited certifier must, if a complying development certificate is issued, impose a condition under s7.11 or s7.12 of the EP&A, and
- the amount of a levy required by a condition imposed under s7.11 or s7.12 must be determined in accordance with this Plan.

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

4.3.2 Construction certificates

It is the responsibility of a principal certifier (could be Council or a private certifier) issuing a construction certificate to certify that any development contributions required as a condition of development consent or complying development certificate have been paid to the Council prior to the issue of the notice of commencement.

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

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

4.3.3 Occupation certificates

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

An application for an occupation certificate must include a document from Council certifying that a contribution or levy under section 7.11, 7.12 or 7.24 of the Environmental Planning and Assessment Act 1979 (EP&A Act):

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

4.4 Use of contributions towards plan preparation and administration

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

Appendix 1 - [Section 7.12](#) Contributions Plan Works Schedule

DESCRIPTION OF WORKS	LOCATION	COST ESTIMATE (\$)	STAGING (YEAR/ ONGOING)
OPEN SPACE			
<i>Land acquisition for new open space</i>		17,178,062	
<i>Land acquisition in the town centre</i>	Burwood Town Centre	12,492,000.000	2032
14 Burleigh Street, Burwood to consolidate with Elizabeth carpark	Burwood Town Centre	1,562,020.500	Complete
37A Brighton Street, Croydon to enlarge Keith Smith Park	Croydon	1,562,020.500	2032
39 Brighton Street, Croydon to enlarge Keith Smith Park	Croydon	1,562,020.500	2032
<i>Embellishment of new open space</i>			
		1,203,308	
Pedestrian link Deane Street (Burwood Road to Mary Street), Burwood	Burwood Town Centre	1,203,308	2026
<i>Embellishment of existing open space</i>			
		6,743,241	
Blair Park	Croydon	104,100	2032
Brown Reserve	Croydon Park	36,435	2032
Burwood Park	Burwood Town Centre	2,024,745	2026-2029
Wangal Park	Croydon	250,000	2026-2029
Cooinoo Reserve	Enfield	83,280	2029-2032
Coronation Parade	Enfield	150,945	2026-2032
Flockhart Park	Croydon Park	942,105	2026-2032
Froggart Crescent Reserve	Croydon	52,050	2032
Henley Park	Enfield	1,748,880	2026-2029
Wyatt Avenue landscaped median (Horton Reserve)	Burwood	22,382	2032
Jackett Reserve	Burwood	37,997	2026-2029
Jackson Park	Croydon Park	52,050	2026
Keith Smith Park	Croydon	65,000	2026
King Edward Street Landscape traffic control area	Croydon	7,287	2029
Luke Avenue Landscaped traffic control area	Burwood	1,562	2026
Martin Reserve	Croydon Park	265,000	2026-2029

DESCRIPTION OF WORKS	LOCATION	COST ESTIMATE (\$)	STAGING (YEAR/ ONGOING)
Willee Street landscaped median	Enfield	15,615	2029
Prowse Reserve	Croydon	48,407	2029
Rochester Reserve	Croydon	20,820	2032
Russell Street Reserve	Strathfield	3,123	2026
Sanders Reserve	Burwood	41,640	2026-2032
St. Pauls Close	Burwood	3,123	2026
Stanley Street Reserve	Croydon Park	2,082	2026
The Parade	Enfield	1,562	2026
Trelawney Street Landscaped verge	Croydon Park	1,562	2026
Fitzroy Street traffic control area (Reed Reserve)	Croydon	2,082	2026
Walsh Avenue Reserve	Croydon Park	307,095	2026
Whiddon Reserve	Croydon Park	70,788	2026
Willee Street Landscaped verge	Strathfield	2,082	2026
Woodstock Park	Burwood	343,530	2026
Wyatt Avenue Park	Burwood	6,767	2026
Barbara Holborow Reserve	Croydon Park	29,148	2026
COMMUNITY FACILITIES		39,037,500	
Library and Community Hub	Burwood North	2,082,000	2026
Woodstock Community Centre	Burwood	520,500	2026
Burwood Urban Park Arts and Cultural Centre	Burwood Town Centre	20,820,000	2026
Enfield Aquatic Centre upgrades	Enfield	15,615,000	2026
PUBLIC DOMAIN IMPROVEMENTS			
<i>Streetscape upgrades – Town Centre beautification</i>		38,215,115	
Burwood Road - East side (Meryla Street - Church Street)	Burwood Town Centre	2,646,848	Ongoing
Burwood Road - West side (Burwood Park - Woodside Street)	Burwood Town Centre	2,713,390	Ongoing
Wilga Street - South side	Burwood Town Centre	634,630	Ongoing
Victoria Street East - North side	Burwood Town Centre	732,182	Ongoing

DESCRIPTION OF WORKS	LOCATION	COST ESTIMATE (\$)	STAGING (YEAR/ ONGOING)
Victoria Street East - South side	Burwood Town Centre	670,839	Ongoing
George Street - North side (Shaftesbury Road - Burwood Road)	Burwood Town Centre	582,474	Ongoing
George Street - South side (Shaftesbury Road - Burwood Road)	Burwood Town Centre	912,488	Ongoing
Marmaduke Street between Deane Street and George Street – both sides	Burwood Town Centre	453,989	Ongoing
Deane Street between Shaftesbury Road and Youth Lane – both sides	Burwood Town Centre	453,989	Ongoing
Belmore Street - North side (Conder Street - Shaftesbury Road)	Burwood Town Centre	2,186,583	Ongoing
Belmore Street - South side (Conder Street - Shaftesbury Road)	Burwood Town Centre	1,097,799	Ongoing
Conder Street - West side (Livingstone Street to Railway Parade)	Burwood Town Centre	588,882	Ongoing
Conder Street - East side (Norwood Street to Railway Parade)	Burwood Town Centre	530,563	Ongoing
Wynne Avenue - both sides	Burwood Town Centre	953,741	Ongoing
George Street - North side (Park Road - Burwood Road)	Burwood Town Centre	576,012	Ongoing
George Street - South side (Park Road - Burwood Road)	Burwood Town Centre	696,965	Ongoing
Victoria Street West - South side (Dunns Lane – Park Road)	Burwood Town Centre	403,781	Ongoing
Park Avenue - South side	Burwood Town Centre	918,956	Ongoing
Park Avenue - North side	Burwood Town Centre	1,400,743	Ongoing
Mary Street - both sides	Burwood Town Centre	1,319,363	Ongoing
Comer Street - South side (Park Road - Burwood Road)	Burwood Town Centre	1,064,330	Ongoing
Railway Crescent from Park Road to John Street north side and John Street from Railway Crescent to George Street – both sides	Burwood Town Centre	110,117	Ongoing
John Street - George Street to Victoria Street – both sides	Burwood Town Centre	89,168	Ongoing
Place Underground Low Voltage Aerial Supply Line	Burwood Town Centre	11,090,797	Ongoing
Place Underground Low Voltage Customer Service Line	Burwood Town Centre	2,928,138	Ongoing
Bus Stops, Shelters, Seats and Bins	Burwood Town Centre	874,324	Ongoing
Shaftesbury Road - East side (Victoria Street East to Deane Street)	Burwood Town Centre	803,271	Ongoing
Town Centre Upgrades - various locations (not mentioned above)	Burwood Town Centre	780,750	Ongoing
Street Closures and Shared Ways		1,301,250	
Conder Street - pedestrianised zone outside Burwood Public School	Burwood Town Centre	260,250	Ongoing
Clarendon Place – pedestrianised zone	Burwood Town Centre	260,250	Ongoing

DESCRIPTION OF WORKS	LOCATION	COST ESTIMATE (\$)	STAGING (YEAR/ ONGOING)
Deane Street (Mary Street to Burwood Road) - Shared Zone	Burwood Town Centre	260,250	Ongoing
Wynne Avenue pedestrianised zone	Burwood Town Centre	260,250	Ongoing
Railway Crescent (John Street to Burwood Road) - closure for pedestrian use	Burwood Town Centre	260,250	Ongoing
Investigations into upgrades of Car Park and Street closure land at Paisley Road and The Strand	Croydon	150,000	2026
Footpath upgrades		4,025,862	
Albert Crescent (Cheltenham Road - Lucas Road), North / West	Burwood/Croydon	41,640	2032
Albert Crescent (Cheltenham Road - Brand Street), North / West	Croydon	20,820	2032
Alfred Street (Grogan Street - No 3 & No 2), both sides	Croydon	52,050	2032
Angelo Street, both sides	Burwood	124,920	2029
Bay Street (Acton Street - Dawson Street), North / West	Croydon	26,025	2032
Bay Street (Dawson Street - Lang Street), North / West	Croydon	26,025	2032
Boronia Avenue, Croydon – both sides	Croydon	62,460	2032
Boronia Avenue, Burwood - South / East	Burwood	31,230	2032
Britannia Avenue (No 29 – Comer Street), North / West	Burwood	104,100	2032
Burwood Road (Lily Street to Bligh Street), North / West	Enfield	41,640	2026
Clifton Avenue (Shaftesbury Road – Wallace Street), South / East	Burwood	41,640	Complete
Conder Street (Hornsey Street – Livingston Street), North / West	Burwood	104,100	2032
Esher Street (New Street - Meryla Street), South / East	Burwood	31,230	Complete
Ethel Street, both sides	Burwood	104,100	2029
Georges River Road (Burwood Road - Beaufort Street), North / West	Croydon Park	104,100	2032
George Street (Burwood Road - Shaftesbury Road), both sides	Burwood Town Centre	166,560	2026
Gloucester Avenue, East side	Burwood	31,230	2032
Henry Street, both sides	Strathfield	20,820	2029
Hornsey Street (Conder Street – Wentworth Road), both sides	Burwood	88,485	2032
Ilfracombe Avenue (Park Road to end), North side	Burwood	46,845	Complete
Liverpool Road (Greenhills Street - Coronation Parade), both sides	Various suburbs	1,041,000	2032
Lucas Road – various between Parramatta Road and Albert Crescent	Burwood	416,400	2032

DESCRIPTION OF WORKS	LOCATION	COST ESTIMATE (\$)	STAGING (YEAR/ ONGOING)
Marmaduke Street, East side	Burwood Town Centre	15,615	2032
Paisley Road (Shaftesbury Road - The Strand), both sides	Burwood/Croydon	156,150	2029
Parramatta Road (Luke Avenue - Shaftesbury Road), South / East	Burwood	72,870	2032
Parramatta Road (No 314 - Esher Street - Burwood Road), South / East	Burwood	52,050	2032
Parramatta Road (Burwood Road - Neich Parade), South / East	Burwood	52,050	2032
Richmond Street, both sides	Croydon	46,845	2032
Royce Avenue (Cheltenham Road – Parramatta Road, both sides)	Croydon	62,460	2032
Seale Street (Burwood Road - Quandong Avenue, both sides; Quandong Avenue - Angelo Street, South/East)	Burwood	53,091	2032
Shaftesbury Road (various between Milton Street and Meryla Street)	Burwood	46,845	2032
Shaftesbury Road (various between Meryla Street and Wyalong Street)	Burwood	208,200	2029
Simpson Avenue, both sides	Burwood	31,230	2032
Tahlee Street, South / East	Burwood	75,171	2032
Victoria Street (No 1 - Shaftesbury Road), both sides	Burwood	124,920	2032
Waimea Street (Cheltenham Road - No 1B - Lucas Road), South / East	Burwood	20,820	2032
Webb Street (Irrara Street - Orchard Street), East side	Croydon	36,435	2032
Wentworth Road (Russell Street - Hornsey St), South / East	Burwood	26,025	2032
Wentworth Road (Arrowfield Avenue - Liverpool Road), North / West	Strathfield	20,820	2032
Willee Street (Liverpool Road - Henry Street), North / West	Strathfield	31,230	2032
Young Street (Queen Street - Orchard Street), North / West	Croydon	15,615	2032
ROADS AND TRAFFIC			
<i>Intersection works</i>	Burwood Town Centre	9,869,637	Ongoing
Burwood Road and Livingstone Street/Clarence Street - New Traffic Signals Multi-Purpose Poles (MPP)	Burwood Town Centre	520,500	Ongoing
Burwood Road and Belmore Street - Traffic Signals Upgrade (MPP)	Burwood Town Centre	520,500	Ongoing
Burwood Road and George Street - New Traffic Signals (MPP)	Burwood Town Centre	520,500	Ongoing
Burwood Road and Victoria Street East – New Traffic Signals (MPP)	Burwood Town Centre	1,457,400	Ongoing
Railway Parade and Conder Street - New Traffic Signals (MPP)	Burwood Town Centre	624,600	Ongoing

DESCRIPTION OF WORKS	LOCATION	COST ESTIMATE (\$)	STAGING (YEAR/ ONGOING)
Burwood Road and Deane Street Traffic Signal Upgrade (MPP)	Burwood Town Centre	520,500	Ongoing
Shaftesbury Road and Clarence Street – New Traffic Signals (MPP)	Burwood Town Centre	520,500	Ongoing
Belmore Street and Elizabeth Street – Footpath/Road Widening	Burwood Town Centre	52,050	Ongoing
Shaftesbury Road and Victoria Street East – Road Widening	Burwood Town Centre	1,457,400	Ongoing
Shaftesbury Road and Wilga Street – Road Widening	Burwood Town Centre	1,561,500	Ongoing
Shaftesbury Road and Belmore Street – New Traffic Signals (MPP)	Burwood Town Centre	520,500	Ongoing
Shaftesbury Road and Deane Street – New Traffic Signals (MPP) and Road Widening	Burwood Town Centre	500,000	Ongoing
Marmaduke and Deane Street – Road Widening	Burwood Town Centre	104,100	Ongoing
Belmore Street and Wynne Avenue – New Traffic Signals (MPP)	Burwood Town Centre	520,500	Ongoing
Belmore Street and Conder Street – New Signals (MPP)	Burwood Town Centre	520,500	Ongoing
Street Openings		312,300	
Victoria Street West – future opening of the eastern end at Burwood Road – civil works	Burwood Town Centre	312,300	Ongoing
Road widening		23,286,308	
Shaftesbury Road (east side) - land acquisition	Burwood Town Centre	2,857,545	Ongoing
As above (various – east and west sides) – construction of road widening	Burwood Town Centre	572,550	Ongoing
Victoria Street West – land acquisition	Burwood Town Centre	4,996,800	
As above – construction of road way	Burwood Town Centre	416,400	
Victoria Street East - land acquisition	Burwood Town Centre	6,306,378	Ongoing
As above – construction of road widening	Burwood Town Centre	208,200	Ongoing
George Street East between Burwood Road and Shaftesbury Road - southern side - land acquisition	Burwood Town Centre	1,464,687	Ongoing
As above – construction of road widening	Burwood Town Centre	416,400	Ongoing
Esher Lane, Burwood, north side between Webbs Lane & Esher Street – land acquisition	Burwood	169,163	Ongoing
As above – construction of road widening	Burwood	51,790	Ongoing
16 Lyons Street – land acquisition for Bells Lane widening	Strathfield	4,372,200	Ongoing

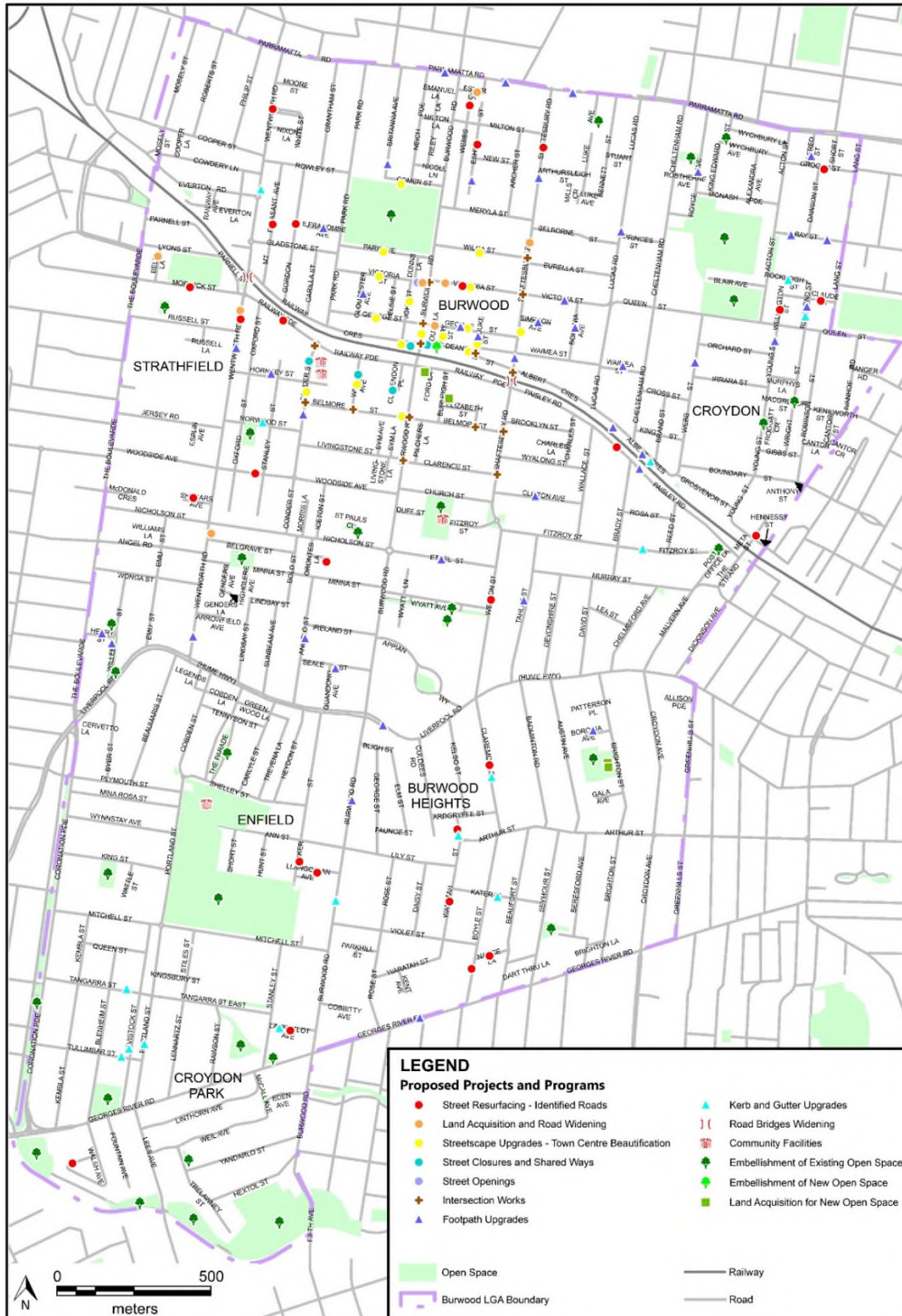
DESCRIPTION OF WORKS	LOCATION	COST ESTIMATE (\$)	STAGING (YEAR/ ONGOING)
As Above - construction of road widening	Strathfield	208,200	Ongoing
Wentworth Road, Strathfield, west side between Russell Street and Morwick Street – acquisition of land	Strathfield	273,847	Ongoing
As above - construction of additional approach lane	Strathfield	535,595	Ongoing
As above - construction of kiss and ride lane	Strathfield	220,031	Ongoing
Wentworth Road, Burwood, east side to Liverpool Road – land acquisition	Burwood	154,683	Ongoing
As above - construction of additional approach lane	Burwood	61,841	Ongoing
Bridges widening		52,050,000	
Shaftesbury Road Bridge	Burwood Town Centre	26,025,000	Ongoing
Wentworth Road Bridge	Burwood/Strathfield	26,025,000	Ongoing
Street resurfacing – various roads	Burwood Town Centre	41,640,000	
Street resurfacing – identified roads		7,807,500	
Baker Street (Ann Street - end)	Enfield	93,690	2026
Boyle Street (Georges River Road – Violet Street)	Croydon Park	124,920	2026
Claude Lane	Croydon	41,640	2032
Esher Street	Burwood	208,200	2026
Gordon Street	Burwood	260,250	2026
Grogan Street	Croydon	145,740	2026
Launcelot Avenue	Croydon Park	104,100	2029
Llangollan Avenue	Enfield	57,255	2026
Meta Street (Young Street - end)	Croydon	52,050	2032
Mt Pleasant Avenue	Burwood	156,150	2032
Nance Lane	Croydon Park	41,640	2032
Orontes Lane	Burwood	62,460	2032
Sherars Avenue	Strathfield	52,050	2026
Victoria Street (Burwood Road - Shaftesbury Road)	Burwood Town Centre	624,600	2026

DESCRIPTION OF WORKS	LOCATION	COST ESTIMATE (\$)	STAGING (YEAR/ ONGOING)
Walsh Avenue (No 72 - No 9)	Croydon Park	104,100	2029
Waratah Street (Violet Street - Lily Street)	Croydon Park	187,380	2029
Waratah Street (Arthur Street - Ardgyffe Street)	Burwood Heights	124,920	2032
Webbs Lane (Milton Street - Esher Lane)	Burwood	78,075	2032
Wellington Street	Croydon	52,050	2026
Wentworth Road (Railway Parade - Russell Street)	Strathfield / Burwood	364,350	2032
Woodside Avenue (Conder Street - Wentworth Road)	Burwood	249,840	2032
Paisley Road – Shaftesbury Road to The Strand	Burwood / Croydon	3,331,200	2032
Shaftesbury Road – Meryla Street to Parramatta Road	Burwood	218,610	2026
Weldon Street - Liverpool Road to Fitzroy Street	Burwood	312,300	2026
Claremont Road – Arthur Street to Liverpool Road	Burwood Heights	239,430	2026
Wentworth Road – Parramatta Road to Cooper Street	Strathfield	176,970	2026
Railway Parade – Oxford Street to Conder Street	Burwood	156,150	2032
Morwick Street – Railway Parade – The Boulevard	Strathfield	187,380	2032
<i>Kerb and Gutter upgrades</i>		983,745	
Albert Crescent (Cheltenham Road - Webb Street), North / West	Croydon	72,870	2032
Burwood Road (Violet Street - Llangollan Avenue), both sides	Enfield / Croydon Park	72,870	2032
Claremont Road (Liverpool Road – Arthur Street), South / East	Burwood Heights	72,870	2032
Fitzroy Street (Brady Street - Reed Street), North side	Croydon	41,640	2032
Kater Place (Boyle Street - Beaufort Street), North / West	Croydon Park	31,230	2032
Launcelot Avenue, both sides	Croydon Park	52,050	2032
Norwood Street (Conder Street - Oxford Street), both sides	Burwood	72,870	2032
Portland Street (Georges River Road - Tangarra Street), North / West - both sides	Enfield	114,510	2032
Richmond Street, both sides	Croydon	31,230	2032
Rockleigh Street, both sides	Croydon	62,460	2032
Tangarra Street (Blenheim Street - Portland Street), both sides	Croydon Park	41,640	2032
Tavistock Street (Georges River Road - Tullimbar Street & Tullimbar Street - Tangarra Street), both sides	Croydon Park	114,510	2032

DESCRIPTION OF WORKS	LOCATION	COST ESTIMATE (\$)	STAGING (YEAR/ ONGOING)
Tullimbar Street (Blenheim Street to Portland Street both sides)	Croydon Park	104,100	2032
Waratah Street (Arthur Street - Ardgyffe Street), South / East	Burwood Heights	20,820	2032
Wentworth Road (Rowley Street - Gladstone Street), both sides	Strathfield / Burwood	78,075	2032

UPGRADES OF STORMWATER PIPES				
Diameter of pipes (mm)	Length (m)		9,611,813	
150	113	No specific location – subject to more detailed investigation	58,817	2026
225	1557		810,419	2026
300	3352		1,744,976	2026
375	4,906		2,553,703	2026
450	2,400		1,249,590	2026
525	502		261,161	2026
600	1337		696,039	2026
675	293		152,507	2026
750	543		282,762	2026
900	998		519,199	2026
1050	225		116,852	2026
1200	507		263,894	2026
1350	211		109,826	2026
1500	213		110,997	2026
1650	151		78,726	2026
Open Chanel – 1	391		203,646	2026
Open Chanel – 2	766		398,703	2026
Total Cost Estimate (Exc Admin)				\$253,265,003
Administration of the Plan		1.5% of total cost of Plan (\$257,119,547 x 1.5%)	\$3,856,793	
GRAND TOTAL			\$257,119,547	

Appendix 2 – Mapping of Site Specific Works



Appendix 3 – Determination of Proposed Cost of Development

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

208 Determination of proposed cost of development

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

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

Example—

A contributions plan may adopt the Consumer Price Index.

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

Appendix 4 – Condition of Consent

Condition	Reason
<p>Payment of development contributions</p> <p>Before the issue of a construction certificate or <INSERT ALTERNATIVE TIMING>, the applicant must pay a total contribution of <INSERT \$XX> as calculated at the date of this consent to Council under sections 7.11 and 7.12 of the EP&A Act, in accordance with the Burwood Section 7.12 Local Infrastructure Contributions Plan. The total amount payable may be adjusted at the time the payment is made, in accordance with the provisions of the Burwood Section 7.12 Local Infrastructure Contributions Plan.</p> <p>A copy of the development contributions plan is available for inspection on the Burwood Council website <insert link to plan>.</p>	<p>To address the increased demand for local infrastructure resulting from the approved development</p>

Appendix 5: Cost Summary Report Form for Development Costing \$100,000 - \$500,000



Cost Summary Report

- To be completed for all development costing between \$100,000 and \$500,000.
- To be completed by the applicant or a nominated representative such as the Project Architect or Project Manager.
- Refer to Clause 208 of the EP&A Regulation 2021 (see Appendix 3).

DEVELOPMENT APPLICATION No.
and/or

Complying Development Certificate Application No.
and/or

CONSTRUCTION Certificate No. Date:

Applicant's Name:

Applicant's Address:

Development Description:

Development Address:

Parking/Garaging Area (m ²)	
Total Construction Area (exc. Parking/Garaging) (m ²)	

DESCRIPTION OF COST	APPLICANT'S GENUINE ESTIMATE
Erecting the building or carrying out the work	
Demolition	\$
Excavation	
Site preparation (e.g. clearing vegetation, decontamination or remediation)	\$
Preliminaries (e.g. scaffolding, hoarding, fencing, site sheds, waste management)	\$
Construction and Engineering Costs	\$
Change of Use (doing anything necessary to enable the change of use of the land)	\$
Subdivision (preparing, executing and registering the plan of subdivision, and the related covenants, easements or other rights.	\$
Services (e.g. plumbing, mechanical, fire lift)	\$

Burwood ~~Section 7.12~~ Local Infrastructure Contributions Plan

External works (e.g. landscaping, driveways, parking, pools)	\$
External services (e.g. gas, telephone, electricity connection to mains)	\$
Other (specify)	\$
Margin	\$
Goods and Services Tax	\$
TOTAL	\$

Note: If works do not form part of your application, inset "N/A".

I certify that I have:

- Provided the genuine costs of the development proposed by this application and these costs are based on industry recognised prices;
- Included GST in the calculation of development costs;
- Calculated the development costs in accordance with the definition of development costs in Clause 208 of the Environmental Planning and Assessment Regulation 2021, at current prices;
- **Acknowledged that Council may review the information provided and may seek further information or make its own fee determination.**

Signed: _____

Name: _____

Position: _____

Company: _____

Date: _____

Contact Number: _____

Contact Address: _____

Appendix 6: Detailed Cost Report Form for Development Costing More Than \$500,000



Detailed Cost Report by a Registered Quantity Surveyor

- To be completed for all development that costs more than \$500,000 (that is, not covered by Appendix 5).
- To be completed by a Quantity Surveyor registered with the Australian Institute of Quantity Surveyors or a person who can demonstrate an equivalent qualification.
- Refer to Clause 208 of the EP&A Regulation 2021 (see Appendix 3).

DEVELOPMENT APPLICATION No.

and/or

COMPLYING DEVELOPMENT CERTIFICATE APPLICATION No.

and/or

CONSTRUCTION CERTIFICATE No.

DATE:

Applicant's Name:

Applicant's Address:

Development Description:

Development Address:

DEVELOPMENT DETAILS:	
Gross Floor Area – Commercial	m ²
Gross Floor Area – Residential	m ²
Gross Floor Area – Retail	m ²
Gross Floor Area – Car Parking	m ²
Gross Floor Area – Other	m ²
Total Gross Floor Area	m ²
Total Site Area	m ²
Total Car Parking Spaces	
Total Development Cost	\$
Total Construction Cost	\$
Total GST	\$

ESTIMATE DETAILS:	
Excavation	\$
Cost per square metre of site area	\$/m ²
Demolition and Site Preparation	\$
Cost per square metre of site area	\$/m ²
Construction – Commercial	\$
Cost per square metre of commercial area	\$/m ²
Construction - Residential	\$
Cost per square metre of residential area	\$/m ²
Construction – Retail	\$
Cost per square metre of retail area	\$/m ²
Car Parking	\$
Cost per square metre of site area	\$/m ²
Cost per space	\$/space
Fit-out – Commercial	\$
Cost per m ² of commercial area	\$/m ²
Fit-out – Residential	\$
Cost per m ² of residential area	\$/m ²
Fit-out – Retail	\$
Cost per m ² of retail area	\$/m ²
Professional Fees	\$
% of Development Cost	%
% of Construction Cost	%

I certify that I have:

- Inspected the plans the subject of the application for development consent or construction certificate;
- Prepared and attached an elemental estimate generally prepared in accordance with the Australian Cost Management Manuals from the Australian Institute of Quality Surveyors (AIQS);
- Calculated the development costs in accordance with the definition of development costs in Clause 208 of the Environmental Planning and Assessment Regulation 2021, at current prices;
- Included GST in the calculations of development costs;
- Measured gross floor areas in accordance with the Method of Measurement of Building Area in the AIQS Cost Management Manual Volume 1 (Appendix A2);
- **Acknowledged that Council may review the information provided and may seek further information or make its own fee determination.**

Signed: _____ Name: _____

Position: _____ Company: _____

Registration as Member of the Australian Institute of Quality Surveyors: _____

Date: _____ Contact Number: _____

Contact Address: _____

(Item 34/24) NSW Local Government Remuneration Tribunal - 2024 Determination on Fees for Councillors

File No: 24/17684

Report by Director Corporate Services

Summary

This report provides advice on the determination made by the Local Government Remuneration Tribunal, under sections 239 and 241 of the *NSW Local Government Act*, on annual fees payable to Mayors and Councillors in 2024–25. Council needs to resolve its position on payment of fees in accordance with the parameters set under legislation and the Tribunal determination.

Operational Plan Objective

P.49 Ensure transparency and accountability in decision making

Background

Determination

1. Pursuant to sections 239 and 241 of the *NSW Local Government Act 1993*, the NSW Local Government Remuneration Tribunal makes an annual determination on maximum and minimum fees payable to councillors / members and mayors / chairpersons of general purpose councils and county councils. The details are promulgated via the *Local Government Remuneration Tribunal: Annual Report and Determination* a copy of which is attached to this report.
2. The Tribunal normally delivers its determinations by April of each year so as to provide sufficient time for councils to factor details into finalisation of budget planning for the coming financial year. This year's annual report and determination was made on 29 April 2024 and promulgated by the Office of Local Government via Council Circular 24-08 issued on 29 May 2024. The Determination appears as Attachment 1 to this report.
3. The Tribunal determined a 3.75% per annum increase in the minimum and maximum fees applicable to each category of council could take effect from 1 July 2024.
4. In line with Section 239 of the *NSW Local Government Act 1993*, the Tribunal is required to determine the remuneration categories of councils and mayoral offices at least once every 3 years. The Tribunal conducted such a review as part of its 2023 determination deliberations and is not expected to undertake such a review again until 206.
5. Allocations of most councils within current categories were confirmed following review of submissions received. Hilltops Council and Muswellbrook Shire Council were reclassified as Regional Rural Councils in light of changes to their combined resident and non-residential working populations. Burwood Council continues to be classified as falling within the 'Metropolitan Small' category.
6. Once again, various submissions were received by the Tribunal on the value of work performed by councillors and the reduction of remuneration in real terms over recent years given inflationary pressures. These submissions did not persuade the Tribunal to go beyond the 3.75% figure. Attention was also drawn by the Tribunal to the legislative constraints within which the Tribunal operates e.g. it does not have the power to establish a fixed mandatory fee.
7. The Tribunal noted that it considered economic data including the Consumer Price Index, Wage Price Index, full-time adult average weekly ordinary time earnings, NSW Public Sector

increases, and NSW Local Government State Award increases. It also considered the Base Cost Change model used by IPART in setting the rate peg for 2024-25.

Remuneration for Burwood Mayor and Councillors

8. In line with its categorisation as a General Purpose Council of a 'Metropolitan Small' area, the determination by the Tribunal on annual fees for this category effective from 1 July 2024 is as follows:

Category	Councillor / Member Annual Fee		Mayor / Chairperson Annual Fee	
	Minimum	Maximum	Minimum	Maximum
Metropolitan Small	\$10,220.00	\$22,540.00	\$21,770.00	\$49,170.00

9. Section 249 (2) of the *NSW Local Government Act 1993* stipulates that payment of a mayoral fee is in addition to the fee paid to the incumbent in their councillor capacity.
10. As in preceding years, Council resolved in 2023 to set mayoral and councillor fees at the maximum levels permitted.
11. If a councillor is absent (with or without the leave of Council) from its ordinary meetings for any period of more than 3 months, payment will not be made for the period in excess of the 3 months of absence. This is a requirement under section 254A of the *Local Government Act 1993*. That section of the Act also permits Council to make determinations to reduce or withhold payment of the annual fee for any period up to 3 months for which the councillor is absent from ordinary meetings of Council, with or without leave.
12. In accordance with section 404 of the *Local Government (General) Regulation 2021*, written requests by councillors may be made to the General Manager to have their remuneration payments reduced or stopped at any time, where the payment of the annual fee will adversely affect the councillor's entitlement to a pension, benefit or allowance under any legislation of the Commonwealth, a Territory or a State. It is each councillor's responsibility to reconcile their receipts with the Australian Taxation Office (ATO) and determine whether continuation of fee payments in part or full may adversely affect that entitlement.

Financial Implications

Sufficient allowance has already been made in the 2024–25 budget to accommodate the maximum permissible fees determined for that period by the Tribunal and consequent superannuation payments in accordance with provisions of the *NSW Local Government Act 1993*.

Conclusion

Council needs to resolve its position in relation to fees payable to the Mayor and Councillors for the 2024–25 year.

Recommendation(s)

That Council confirm the setting of mayoral and councillor annual fees for the period 1 July 2024 to 30 June 2025 at the maximum permissible levels, being \$49,170.00 and \$22,540.00 respectively.

Attachments

1. [NSW Local Government Remuneration Tribunal Determination 2024](#)

**Local Government
Remuneration Tribunal**

Annual Determination

Report and determination under sections
239 and 241 of the Local Government Act
1993

29 April 2024



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Executive Summary

The *Local Government Act 1993* (LG Act) requires the Local Government Remuneration Tribunal (the Tribunal) to report to the Minister for Local Government by 1 May each year on its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

Categories

Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. A review of categories was last carried out by the Tribunal in 2023.

The Tribunal will next consider the model, criteria for each group, and the allocation of councils in the 2026 review.

The criteria for each category is published in Appendix 1 of the Determination and remains unchanged from 2023.

Two (2) councils have been recategorised from Rural Large to Regional Rural as a result of meeting the criteria at Appendix 1.

Fees

The Tribunal has determined a 3.75 per cent per annum increase in the minimum and maximum fees applicable to each category from 1 July 2024.

Section 1 – Introduction

1. Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. The Tribunal last undertook a significant review of the categories and the allocation of councils into each of those categories in 2023.
2. Section 241 of the LG Act provides that the Tribunal determine the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils for each of the categories determined under section 239.
3. Section 242A(1) of the LG Act requires:

“In making a determination, the Remuneration Tribunal is to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under section 146C of the [Industrial Relations Act 1996](#) when making or varying awards or orders relating to the conditions of employment of public sector employees.”
4. The Industrial Relations Amendment Act 2023, assented on 5 December 2023, repealed section 146C of the *Industrial Relations Act 1996*, resulting in changes to wages policy and removal of the cap on remuneration increases.
5. The Tribunal can also determine that a council can be placed in another existing or new category with a higher range of fees.
6. The Tribunal’s determination takes effect from 1 July each year.

Section 2 – 2023 Determination

7. In 2023, the Tribunal received 18 written submissions.
8. An extensive review of the categories, criteria, and allocation of councils into each of the categories was undertaken by the Tribunal as required by Section 239 of the LG Act.
9. The review resulted in the Tribunal determining the creation of two new categories, being Metropolitan Major and Rural Large.
10. The categories of general purpose councils were determined as follows:

Metropolitan	Non-Metropolitan
Principal CBD	Major Regional City
Major CBD	Major Strategic Area
Metropolitan Major	Regional Strategic Area
Metropolitan Large	Regional Centre
Metropolitan Medium	Regional Rural
Metropolitan Small	Rural Large
	Rural

11. The Tribunal was of the view that improving consistency of criteria in categories was paramount. The Tribunal therefore determined to include the non-resident population criteria in Major Strategic, Regional Strategic, Regional Centre, and Regional Rural categories.
12. A total of 26 councils were recategorised as a result of changes in the 2023 Determination.
13. The Tribunal determined that fees would increase by 3 per cent in the minimum and maximum fees applicable to each category from 1 July 2023.


Section 3 – 2024 Review


2024 Process

14. The Tribunal's annual review commenced in October when it wrote to all councils inviting submissions regarding fees. The Tribunal outlined that it is only required to review the categories every three years and will next consider the model, the criteria applicable to each category and the allocation of councils in the 2026 review. The invitation noted that it is expected that submissions are endorsed by respective councils.
15. The Tribunal also wrote to the President of Local Government NSW (LGNSW) inviting a submission.
16. The Tribunal received 19 written submissions, of which 18 were from individual councils and 1 submission from LGNSW.
17. The Tribunal notes that 17 of the 18 council submissions were endorsed by their representative councils.
18. The Tribunal acknowledges and thanks all parties for their submissions.

Submissions Received – Request for recategorisation


19. Two council submissions received requested recategorisation, with Paramatta City Council and Lake Macquarie putting forward individual cases for the Tribunal's consideration.

- 
20. Paramatta City Council requested recategorisation from its current classification of Major CBD to Principal CBD. Paramatta City Council's case to be included in Principal CBD category is based on the following:
- Paramatta being critical to the success of the Greater Sydney Region Plan
 - The LGA expecting an estimated 186,000 new residents between 2022 and 2041
 - An increase in the number of government services, corporations, and private enterprises relocating into Paramatta CBD
 - A local economy that generates approximately \$32.88 billion in gross regional product and 33,000 businesses that generated over 202,000 jobs
 - The Council's Local Strategic Planning Statement covers seven priority growth areas and precincts identified by the NSW Government in order to give effect to their Housing strategy
 - Paramatta City Council has a 2023/24 capital works budget of \$613m and it provides a number of significant services within the local government area, including two aquatic centres, redevelopment to key community centres, and funding for local parks, roads, cycleways, and footpaths.
21. The Tribunal last considered the criteria for Principal CBD in the 2023 Annual Determination process. The Tribunal's view at the time was that



the criteria characteristics for Principal CBD category was appropriate, therefore no changes were required.

22. Paramatta City Council does not meet the criteria for Principal CBD. Accordingly, the Tribunal is not persuaded to include Paramatta Council in Principal CBD category.
23. Lake Macquarie City Council requested that it be recategorised from a Regional Strategic Area to a Major Strategic Area. Reasons include:
- The LGA having a resident population of 216,603, and a non-resident working population of 24,769 (for a total of 241,372)
 - Connection to Greater Sydney via the M1, rail and a regional airport that supports the community
 - 99 towns, villages and nine economic centres across an area of 757 square kilometres
 - An annual economic output of \$26.1 billion (which is approximately 20 per cent of the Hunter economy)
 - 1.3 million tourists per year
 - 14,081 active businesses, 73,233 jobs and a total workforce across the LGA of 102,029
 - Community facilities that include a Regional Gallery – Museum of Art and Culture, one University, two TAFE campuses and a regional centre for health care
 - Operating revenue exceeding \$290 million.


- 
24. As stated in Council's own submission, currently it does not meet the population threshold criteria for Major Strategic Area. Accordingly, the Tribunal is not persuaded to include Lake Macquarie Council in Major Strategic Area category.
 25. The council also advocated for the population threshold for Major Strategic Area to be reviewed from its current threshold of 300,000 to 200,000 to restore incremental balance between Major Strategic Area and Regional Strategic Area categories.
 26. Lake Macquarie Council provided late supplementary information to support their argument for the population threshold of Regional Strategic Area being adjusted. Council submitted that five precincts in the Lake Macquarie LGA have been identified for inclusion in the New South Wales Government Transport Oriented Development Program, which aims to encourage housing development near transport hubs.
 27. The Council argues this increase in housing will lead to population growth in the selected centres, especially those with a large number of identified precincts.
 28. Consistent with section 239 and 240 of the LG Act, the Tribunal carefully considered the population threshold for all categories, as part of the 2023 Annual Determination. It was determined at that time, on extensive evidence examined and considered by the Tribunal, that the population threshold for Major Strategic Area was appropriate.
 29. The Tribunal is not persuaded at this time to change the population threshold for Major Strategic Area. Should further evidence become available to support a change in the population threshold for this category,

it can be considered by the Tribunal as part of the three yearly review of categories in 2026.

30. The Tribunal will monitor, as data becomes available, the impact of the New South Wales Government Transport Oriented Development Program on population thresholds.
31. One submission received from Wollondilly Shire Council advised that Council resolved to write to the Premier and appropriate Ministers, requesting Wollondilly Shire Council be considered as a regional Council.
32. The Tribunal has previously determined that Wollondilly Shire Council, for the purpose of setting the minimum and maximum fees payable to Councillors and Mayors, be classified as Regional Centre.
33. The Tribunal notes Wollondilly's submission and proposed course of action.

Categories – movement of Councils within the framework

34. The Tribunal reviewed population and data relating to Council operations to determine if the categorisations of Councils was consistent with the current criteria.
35. Population data was sourced from the Australian Bureau of Statistics (ABS), released 26 March 2024 for the period 2022 – 2023 financial year, the most recent data available at the time of writing this determination.


- 
36. Data relating to Council operations was sourced from the Office of Local Government (OLG).
 37. These sources provide a consistent, and complete overview of all councils in NSW. These data sources are consistent with those used in previous LGRT determinations.
 38. Each Council was also assessed against the relevant criteria at Appendix 1.
 39. As a result, it was identified that two Rural Large councils, Hilltops Council and Muswellbrook Shire Council, each had a combined resident and non-residential working population above 20,000 each. This population figure exceeds the population threshold for a Regional Rural council classification.
 40. For this reason, the Tribunal has reclassified both Hilltops Council and Muswellbrook Shire Council as Regional Rural councils.

Submissions Received – Remuneration Structure

41. A significant number of submissions commented on the remuneration structure, advocating for major changes to be made, including the need for a full comprehensive review. These issues are addressed below.
42. One submission advocated for a new remuneration structure to be established that:
 - Is benchmarked in a more transparent way



- Recognises workload
 - Encourages participation by a cohort that is more representative of the community
 - Recognises skills and experience that is relevant to the roles.
43. Several submissions argued that the current remuneration structure does not adequately compensate elected Councillors and Mayors for the complex requirements of the role, significant workload, time requirements, responsibilities, and changes in the role over recent years.
44. A number of submissions provided comparison data that included remuneration paid to: Queensland and Victorian local government Councillors and Mayors, Federal, State, and Territory Parliamentary Members, Audit Risk and Improvement Committee members, and average remuneration for chairs/directors of not-for-profit organisations.
45. The basis of providing this data was to support arguments that NSW Councillors and Mayors are paid below these organisations and the work of Councillors and Mayors is being undervalued.
46. Some submissions outlined that low levels of remuneration can have a detrimental impact on the quality and diversity of candidates standing for election.
47. The LG Act is clear that Councillors and Mayors receive an annual fee, not a wage, with section 251 clearly stating that fees paid do not constitute a salary.

- 
48. Whilst the Tribunal acknowledges these issues, as previously explained in the 2023 Annual Determination at paragraph 97 they are not currently within the Tribunal's remit.
49. One submission advocated for fees of rural councils to be commensurate with those of regional and metropolitan councils, arguing that the skills and knowledge required for the role is the same regardless of the council location.
50. Others advocated for significant increases to rural and regional fees in order to address low candidate numbers while others asserted that the current remuneration fails to take into account significant stressors facing regional and rural councils.
51. The Act requires that the Tribunal must determine categories at least once every three years and places each council into a category. The determination of categories by the Tribunal is for the purpose of determining the minimum and maximum fees to be paid for councillors and Mayors in each category. When determining categories, the Tribunal is required to take into account matters prescribed in Section 240 of the LG Act:
- *the size of areas;*
 - *the physical terrain of areas;*
 - *the population of areas and the distribution of the population;*
 - *the nature and volume of business dealt with by each council;*
 - *the nature and extent of the development of areas;*

- *the diversity of communities served;*
- *the regional, national and international significance of the council;*
- *such matters as the Remuneration Tribunal considers relevant to the provision of efficient and effective local government; and*
- *such other matters as may be prescribed by the regulations.*

52. The Determination of minimum and maximum fees for 2024 is dealt with below at section 4.

53. Two submissions asserted that the current remuneration structure fails to recognise the role, responsibilities, and contribution of the Deputy Mayor position. It was suggested that a distinct independent fee be included for the position of Deputy Mayor.

54. Section 249 (5) of the LG act states:

“A council may pay the deputy mayor (if there is one) a fee determined by the council for such time as the deputy mayor acts in the office of the mayor. The amount of the fee so paid must be deducted from the mayor’s annual fee.”

55. Accordingly, the Tribunal lacks the power to implement changes to the fee structure that would include a distinct independent fee for the position of Deputy Mayor.

56. One argument put forward is that the impact of the current superannuation arrangements has a negative impact on female participation.




57. Section 254B of the Act sets out the circumstances with respect to the payment of superannuation for Mayors and Councillors. The payment of superannuation is not automatic or mandatory, pursuant to 254B (4)(a) of the Act a council must pass a resolution prior to making superannuation contribution payments.
58. Any changes to superannuation contribution payments for Councillors and Mayors to assist in eliminating barriers to participation would require changes to the legislation.

Section 4 – 2024 Fees

Submissions - 2024 Fees

59. The LGNSW submission requested the Tribunal increase fees by at least 10% in order to:
- Reverse the fee erosion which occurred under the NSW Public Sector Wages Policy
 - Mitigate economic pressures and the rising cost of living
 - Ensure that Councillors and Mayors receive fair and reasonable remuneration for the work they perform
 - Address the historic undervaluation of the work performed by elected representatives in local government in New South Wales.
60. LGNSW used economic and wage data to support their argument that included:
- Consumer Price Index
 - Wage Price Index
 - National and State Wage cases
 - Market comparability
61. LGNSW in its meeting with the Tribunal and Assessors asserted that fees paid to Councillors and Mayors have reduced in real terms over recent years, further advocating for an increase of 10% being fair and reasonable.

- 
62. In meeting with LGNSW, the question of Government policies (State and Federal) on housing reform was discussed. The Tribunal is mindful of the additional workload associated with policies such as the NSW Government's Transport Oriented Development Program place on affected Councils. Similar considerations arise from the infrastructure requirements related to Renewable Energy Zones.
63. The role of a Councillor as a member of the governing body of the council is outlined under s232 of the LG Act and the Tribunal has addressed this matter generally in the 2023 Determination at paragraph 97.
64. Four submissions received from individual councils addressed the issue of fees quantum increase. These submissions sought an increase ranging from 3% to 5.57%.
65. Other submissions advocated for remuneration to be set at a level to:
- Reflect the role, commitment required, complexity of the role, workload, and responsibilities required to perform the role successfully
 - Ensure no one is out of pocket for the work they do for council
 - Attract a diverse range of potential candidates.
66. Five submissions advocated for the Tribunal to change the determination in regard to the remuneration structure. Some submissions suggested setting a fixed mandatory fee for Councillors and Mayors, whilst others argued that individual councils should not determine their own

remuneration, due to potential conflict of interest, instead the decision should be left to State Government or an independent decision maker.

67. It has been suggested that such an approach could:
- Remove potential conflict of interest
 - Facilitate good governance
 - Create equity amongst councils in the same category
 - Assist in fostering good relationships with the community
 - Alleviate public perception that increases are unjust.
68. Currently the Tribunal, consistent with its obligations set out in the LG Act, section 248 and section 249, determines a minimum and maximum remuneration range for Councillors and Mayors. It is then up to individual councils, to fix the annual fee for councillors and Mayors.
69. Furthermore, the tribunal does not have the authority to determine a fixed mandatory fee, section 241 of the LG Act states:

“The Remuneration Tribunal must, not later than 1 May in each year, determine, in each of the categories determined under section 239, the maximum and minimum amounts of fees to be paid during the following year to councillors (other than mayors) and mayors.”

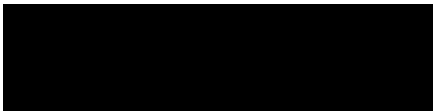
Fee Increase.

70. The Tribunal considered a range of factors in determining the amount to increase minimum and maximum fees payable to Councillors and Mayors. This included economic data, including the Consumer Price Index, Wage Price Index, full-time adult average weekly ordinary time earnings, NSW Public Sector increases, and Local Government State Award increases. It also considered the Base Cost Change model used by IPART in setting the rate peg for 2024-25.
71. On this occasion the Tribunal has determined that a 3.75% per cent increase will apply to the minimum and maximum fees applicable to existing categories.



Conclusion

72. The Tribunal's determination has been made with the assistance of the Assessors, Ms Kylie Yates, Mr Brett Whitworth and Mr Douglas Walther.
73. Determination 1 sets out the allocation of councils into each of the categories as per section 239 of the LG Act.
74. Determination 2 sets out the minimum and maximum fees paid to councillors and mayors and chairpersons of county concills as per section 241 of the LG Act.
75. The Tribunal acknowledges and thanks the secretariat for their excellent research and support in completing the 2024 determination.



Viv May PSM

Local Government Remuneration Tribunal

Dated 29 April 2024

Section 5 – Determinations

Determination No. 1 – Allocation of councils into each of the categories as per section 239 of the LG Act effective 1 July 2024

General Purpose Councils – Metropolitan

Principal CBD (1)

- Sydney

Major CBD (1)

- Parramatta

Metropolitan Major (2)

- Blacktown
- Canterbury-Bankstown

Metropolitan Large (10)

- Bayside
- Cumberland
- Fairfield
- Inner West
- Liverpool
- Northern Beaches
- Penrith
- Ryde
- Sutherland
- The Hills

Metropolitan Medium (8)

- Campbelltown
- Camden
- Georges River
- Hornsby
- Ku-ring-gai
- North Sydney
- Randwick
- Willoughby

Metropolitan Small (8)

- Burwood
- Canada Bay
- Hunters Hill
- Lane Cove
- Mosman
- Strathfield
- Waverley
- Woollahra



General Purpose Councils - Non-Metropolitan

Major Regional City (2)

- Newcastle
- Wollongong

Major Strategic Area (1)

- Central Coast

Regional Centre (23)

- Albury
- Armidale
- Ballina
- Bathurst
- Blue Mountains
- Byron
- Cessnock
- Clarence Valley
- Coffs Harbour
- Dubbo
- Eurobodella
- Hawkesbury

Regional Strategic Area(4)

- Lake Macquarie
- Maitland
- Shoalhaven
- Tweed

- Lismore
- Mid-Coast
- Orange
- Port Macquarie-Hastings
- Port Stephens
- Queanbeyan-Palerang
- Shellharbour
- Tamworth
- Wagga Wagga
- Wingecarribee
- Wollondilly

Regional Rural (14)

- Bega
- Broken Hill
- Goulburn Mulwaree
- Griffith
- Hilltops
- Kempsey
- Kiama
- Lithgow
- Mid-Western
- Muswellbrook
- Nambucca
- Richmond Valleys
- Singleton
- Snowy Monaro

Rural Large (16)

- Bellingen
- Cabonne
- Cootamundra-Gundagai
- Cowra
- Federation
- Greater Hume
- Gunnedah
- Inverell
- Leeton
- Moree Plains
- Murray River
- Narrabri
- Parkes
- Snowy Valleys
- Upper Hunter
- Yass

Rural (38)

- Balranald
- Berrigan
- Bland
- Blayney
- Bogan
- Bourke
- Brewarrina
- Carrathool
- Central Darling
- Cobar
- Coolamon
- Coonamble
- Dungog
- Edward River
- Forbes
- Gilgandra

- Glen Innes Severn
- Gwydir
- Hay
- Junee
- Kyogle
- Lachlan
- Liverpool Plains
- Lockhart
- Murrumbidgee
- Narrandera
- Narromine
- Oberon
- Temora
- Tenterfield
- Upper Lachlan
- Uralla
- Walcha
- Walgett
- Warren
- Warrumbungle
- Weddin
- Wentworth

County Councils

Water (4)

- Central Tablelands
- Goldenfields Water
- Riverina Water
- Rous

Other (6)

- Castlereagh-Macquarie
- Central Murray
- Hawkesbury River
- New England Tablelands
- Upper Hunter
- Upper Macquarie

Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2024

The annual fees to be paid in each of the categories to Councillors, Mayors, Members, and Chairpersons of County Councils effective on and from 1 July 2024 as per section 241 of the *Local Government Act 1993* are determined as follows:

Table 4: Fees for General Purpose and County Councils

General Purpose Councils – Metropolitan

Councillor/Member Annual Fee (\$) effective 1 July 2024

Category	Minimum	Maximum
Principal CBD	30,720	45,070
Major CBD	20,500	37,960
Metropolitan Major	20,500	35,890
Metropolitan Large	20,500	33,810
Metropolitan Medium	15,370	28,690
Metropolitan Small	10,220	22,540

Mayor/Chairperson Additional Fee* (\$) effective 1 July 2024

Category	Minimum	Maximum
Principal CBD	188,010	247,390
Major CBD	43,530	122,640
Metropolitan Major	43,530	110,970
Metropolitan Large	43,530	98,510
Metropolitan Medium	32,650	76,190
Metropolitan Small	21,770	49,170

General Purpose Councils - Non-Metropolitan

Councillor/Member Annual Fee (\$) effective 1 July 2024

Category	Minimum	Maximum
Major Regional City	20,500	35,620
Major Strategic Area	20,500	35,620
Regional Strategic Area	20,500	33,810
Regional Centre	15,370	27,050
Regional Rural	10,220	22,540
Rural Large	10,220	18,340
Rural	10,220	13,520

Mayor/Chairperson Additional Fee* (\$) effective 1 July 2024

Category	Minimum	Maximum
Major Regional City	43,530	110,970
Major Strategic Area	43,530	110,970
Regional Strategic Area	43,530	98,510
Regional Centre	31,980	66,800
Regional Rural	21,770	49,200
Rural Large	16,330	39,350
Rural	10,880	29,500



County Councils

Councillor/Member Annual Fee (\$) effective 1 July 2024

Category	Minimum	Maximum
Water	2,030	11,280
Other	2,030	6,730

Mayor/Chairperson Additional Fee* (\$) effective 1 July 2024

Category	Minimum	Maximum
Water	4,360	18,520
Other	4,360	12,300

*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

Viv May PSM

Local Government Remuneration Tribunal

Dated 29 April 2024

Appendices

Appendix 1 Criteria that apply to categories

Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

Metropolitan Major

Councils categorised Metropolitan Major will typically have a minimum residential population of 400,000.

Councils may also be categorised Metropolitan Major if their residential population combined with their non-resident working population exceeds 400,000. To satisfy this criteria the non-resident working population must exceed 50,000.


Other features may include:

- total operating revenue exceeding \$300M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Major will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

Metropolitan Large

Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.



Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000.



Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

Metropolitan Small

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other metropolitan councils include:

- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

Major Regional City

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These councils:

- are metropolitan in nature with major residential, commercial and industrial areas
- typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development
- provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region


- have significant transport and freight infrastructure servicing international markets, the capital city and regional areas
- have significant natural and man-made assets to support diverse economic activity, trade and future investment
- typically contain ventures which have a broader State and national focus which impact upon the operations of the council.

Major Strategic Area

Councils categorised as Major Strategic Area will have a minimum population of 300,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.




Currently, only Central Coast Council meets the criteria to be categorised as a Major Strategic Area. Its population, predicted population growth, and scale of the Council's operations warrant that it be differentiated from other non-metropolitan councils. Central Coast Council is also a significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region.

Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 100,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.




Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of council operations will be greater than Regional Centre councils.

Regional Centre

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- a large city or town providing a significant proportion of the region's housing and employment
- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$100M per annum
- the highest rates of population growth in regional NSW
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.



Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

Regional Rural

Councils categorised as Regional Rural will typically have a minimum residential population of 20,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- health services, tertiary education services and regional airports which service a regional community
- a broad range of industries including agricultural, educational, health, professional, government and retail services
- large visitor numbers to established tourism ventures and events.

Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.

Rural Large

Councils categorised as Rural Large will have a residential population greater than 10,000, and a councillor to resident ratio of at least 1 to 1200.

Other features may include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.



Rural

Councils categorised as Rural will typically have a residential population less than 10,000.

County Councils - Water

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

County Councils - Other

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the Biosecurity Act 2015.

(Item 35/24) Agency Information Guide - Government Information (Public Access) Act 2009

File No: 24/19898

Report by Director Corporate Services

Summary

Under Sections 20 and 22 of the *Government Information (Public Access) Act 2009* (GIPAA), Council is required to publish an Agency Information Guide at least once every 12 months. The purpose of the Guide is to provide the community with information concerning Council and how to access information held by Council. The purpose of this report is to seek endorsement of the new *Burwood Council Agency Information Guide*.

Operational Plan Objective

A.105 Ensure all public information is accessible and made available in a timely manner.

Background

All NSW Government agencies, including local government authorities, are required to adhere to the provisions of the GIPAA and the regulations made under that Act. This legislation serves as the foundation for the democratic framework governing the right to information created and collected by government entities in NSW, with a focus on promoting transparency and accountability.

An important element of the right to know is providing citizens with a means to understand key details about the relevant government agency and how it operates. The Information Agency Guide (the Guide) is a cornerstone of this. Mandatory elements of the Guide are that it:

- a) describes the structure and functions of the agency
- b) describes the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public
- c) specifies any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions
- d) identifies the various kinds of government information held by the agency
- e) identifies the kinds of government information held by the agency that the agency makes (or will make) publicly available
- f) describes the methods used to make government information publicly accessible
- g) identifies the type of information that will be made available free of charge and the type of information access for which a fee may be payable.

The Burwood Council Guide was last revised and adopted in July 2023.

Proposal

During the 2024 review of the Guide, Governance officers considered any recent changes to Burwood Council operations that should be reflected in the Guide, as well as the overall usefulness and accessibility of the Guide for readers and those seeking to access Council-held information.

The revised draft features the following changes:

- The arrangement of the Guide has been reviewed and pictures have been updated to reflect the commemoration of Burwood Council's 150th anniversary.
- References to council terms and the 2024 elections were updated.
- Minor editorial changes have been made to update language.

- Hyperlinks in the annexure have been updated to reflect the current location of frequently sought information on the current website.

Consultation

A copy of the revised guide has been provided to the Information and Privacy Commission (IPC), as required by section 22 of the GIPAA. The proposed changes to the Guide are not significant and are consistent with the positive feedback previously provided by the IPC.

Financial Implications

There are no new financial implications for the remaking of the Guide. Work to revise the Guide is part of the normal continuous improvement program on the 'right to know' program sponsored by the Governance & Risk business unit of Council.

Conclusion

Council is required to adopt and publish an Agency Information Guide that is to be remade at intervals of not more than 12 months.

Recommendation(s)

1. That Council adopts the revised *Agency Information Guide – Government Information (Public Access) Act 2009* for publication on its website.
2. That the General Manager be authorised to make any minor changes required by the Information and Privacy Commission, prior to publication of the Guide on the website.

Attachments

1 [↓](#) Agency Information Guide 2024



Agency Information Guide

Government Information (Public Access) Act 2009



About this Guide

The purpose of the document is to provide members of the community, Council officers, and the public with information concerning:

- the structure and functions of Burwood Council
- the way in which the functions of Burwood Council affect members of the community
- the avenues available to the public to participate in policy development and the exercise of Burwood Council's functions
- the type of information held and made public by Burwood Council
- how this information is made available

This Guide has been created by Burwood Council in accordance with section 20 of the *Government Information (Public Access) Act 2009* (the GIPA Act) and is revised annually.

The Guide is available:

- on Council's website burwood.nsw.gov.au
- at Council's Administration Office: 2 Conder Street, Burwood NSW 2134

This Guide was adopted by Council on July 2024 (Minute No. XX/24)

Ref No. 24/20299 Version No.: 12

Ownership: Governance & Risk





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Introduction to Burwood Council

Burwood Council was established in March 1874 to support a quiet village, with 1,200 residents and 300 buildings. Today, the Burwood local government area is a vibrant home to over 42,000 residents. It is set to grow significantly over the next 25 years as it takes advantage of the strong local economy and excellent transport infrastructure servicing it.

The Burwood local government area comprises six suburbs across 7.13 square kilometres and is the second smallest local government area in NSW. Its suburbs include Burwood, Burwood Heights, Enfield, Strathfield, Croydon and Croydon Park. Council's colourful logo reflects this vibrant community. The letter "B" signifies the six suburbs within the area - the colour scheme signifies harmony and friendship (pink), trust and stability (light blue), creativity and vibrancy (orange), heritage and heart (red), the natural environment (green) and energy and optimism (yellow).

The northern border of Burwood Council is Parramatta Road, which was also the original journey way for generations of First Nations Peoples. The southernmost point of Burwood Council is the Cooks River, which stretches inland to the Parramatta River, known as Burramattagal in Dharug, meaning "Place of the Eels".

Burwood Council acknowledges the Wangal Clan of the Eora Nation, the traditional custodians of the Burwood local area, and pays respect to their elders past, present and emerging. Council acknowledges and respects their cultural heritage, beliefs and ongoing relationship with the land.

More information about the history of Burwood can be found on the Burwood Council website.

Structure of Council

The elected body of Council comprises 7 councillors including a popularly elected mayor, all serving four year terms. The election scheduled for 2020 was delayed by more than a year due to the COVID-19 pandemic. This delay resulted in a shorter term of office for the current Council. The next general election is scheduled for 14 September 2024 and will mark the return to the regular 4-year term.



Role of Councillors

Councillors are collectively responsible for providing effective civic leadership that is focused on agreed strategic directions. These directions are expressed through Community Strategic Plans, as well as supporting plans and strategies developed by Council in response to community needs and priorities. Council also takes account of regional planning imperatives established by the NSW Government as well as relevant national priorities affecting local government.

Individually, each councillor is obliged to:

- be an active and contributing member of the governing body
- make considered and well informed decisions
- participate in the development of the integrated planning and reporting framework
- represent the collective interests of residents, ratepayers and the local community

- facilitate communication between the local community and the governing body
- uphold and represent accurately the policies and decisions of the governing body
- acquire and maintain the skills necessary to perform effectively as a councillor
- be accountable to the local community for the performance of the council.

Collectively, Councillors responsibilities extend to directing and controlling the affairs of Council as follows:

- operating in a financially sustainable manner
- acting in accordance with integrated planning and reporting principles
- keeping the overall performance of the Council under review
- making decisions necessary for proper exercise of regulatory functions

- consulting regularly with community organisations and other key stakeholders
- ensuring that Council acts honestly, efficiently and appropriately.

The Mayor

The Mayor is an elected Councillor with the same responsibilities as any other Councillor. In addition to their core councillor responsibilities, the Mayor also:

- Exercises urgent policy making decisions of the governing body of Council during Council Meeting
- Exercises other functions of the Council as determined by the Council
- Presides at the meetings of the Council
- Carries out civic and ceremonial functions of the Mayoral office

Burwood Council's current elected members



Cr John Faker
Mayor



Cr Heather Crichton



Cr George Mannah
Deputy Mayor



Cr Pascale Esber



Cr Ned Cutcher



Cr Hugo Robinson



Cr David Hull

The General Manager

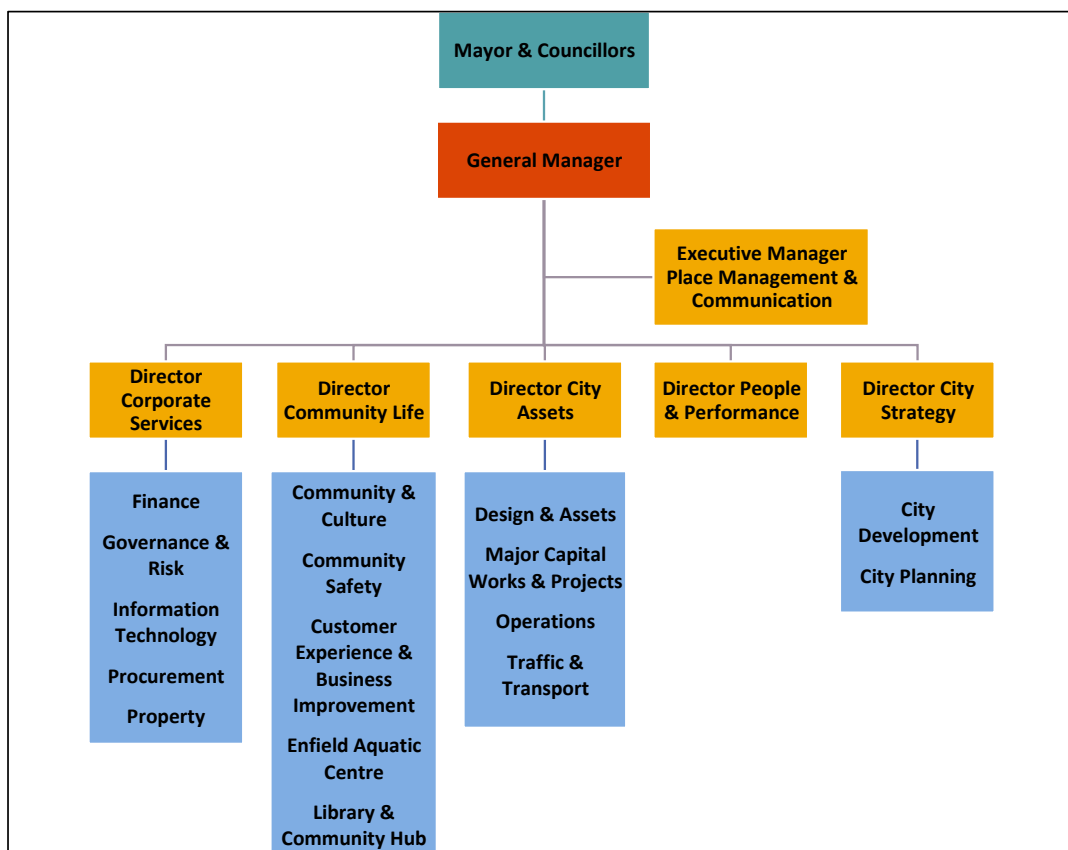
The General Manager is responsible for executing decisions of the elected Council and is the only member of Council officer appointed by the Council. The General Manager provides a nexus between the Mayor and Councillors and all other officers of Council.

In accordance with the *Local Government Act 1993*, the responsibilities of the General Manager extend to effective and efficient operation of the Council and its day to day functions.

The General Manager can appoint, direct and dismiss officers in accordance with the organisational structure, policies and budget determined by the elected body of Council.

Organisational Chart

The administrative structure of Burwood Council is divided into five directorates. The chart below outlines each directorate according to business unit portfolios.



Functions of Council

Burwood Council has a leading role in planning for, and sustaining, the local area environment within the Burwood local government area.

Significant policy, planning and strategic issues are considered and decisions are made by the elected members at meetings of the Council. Decisions regarding issues of an operational nature or less significance are made under delegated authority by the General Manager or other relevant council officers.

Functions under *Local Government Act 1993* and other legislation

The enabling legislation for Burwood Council is the *Local Government Act 1993*. While Council

has functions conferred or imposed on it by that Act, it also has functions and obligations under a range of other NSW and Commonwealth legislation.

Table 1 below summarises the key functions under the *Local Government Act 1993*, while Table 2 highlights other significant legislation that NSW local government authorities like Burwood Council need to comply with.

The role of Council also extends well beyond these statutory considerations. Council provides an important focus and rallying point for the community. It can be the vehicle for harnessing local concerns about specific issues, and for pursuing the community ideas and aspirations.

Table 1 – Functions under the Local Government Act 1993

<p>Service Functions</p> <ul style="list-style-type: none"> ▪ Provision of community, recreation, education and information services ▪ Environmental protection, waste removal and disposal ▪ Land and property planning and development ▪ Economic development ▪ Civil infrastructure planning, construction and maintenance 	<p>Enforcement Functions</p> <ul style="list-style-type: none"> ▪ Proceedings for breaches under various legislation that it administers including the <i>Local Government Act 1993</i> and the <i>Environmental Planning and Assessment Act 1979</i> ▪ Prosecution of offences ▪ Debt recovery of statutory rates and charges for provision of key services
<p>Regulatory Functions</p> <ul style="list-style-type: none"> ▪ Rates ▪ Charges ▪ Fees ▪ Borrowings ▪ Investments 	<p>Administrative Functions</p> <ul style="list-style-type: none"> ▪ Employment of council officers ▪ Strategic and management planning ▪ Financial reporting ▪ Annual reporting
<p>Revenue Functions</p> <ul style="list-style-type: none"> ▪ Approvals ▪ Orders ▪ Building Certificates 	<p>Ancillary Functions</p> <ul style="list-style-type: none"> ▪ Resumption of land ▪ Powers of entry and inspection

Table 2 – Other key legislation that confers functions and obligations on Council

Note: This list is not exhaustive

A-E	F-Q	R-Z
Biodiversity Conservation Act 2016	Food Act 2003	Recreation Vehicles Act 1983
Biosecurity Act 2015	Government Information (Public Access) Act 2009	Road Transport Act 2013
Boarding Houses Act 2012	Graffiti Control Act 2008	Roads Act 1993
Building Professionals Act 2005	Heritage Act 1977	Rural Fires Act 1997
Children’s Guardian Act 2019	Library Act 1939	State Emergency and Rescue Management Act 1989
Civil Liability Act 2002	Local Land Services Act 2013	State Emergency Services Act 1989
Community Land Development Act 1989	Major Events Act 2009	State Records Act 1998
Companion Animals Act 1998	Privacy and Personal Information Protection Act 1998	Swimming Pools Act 1992
Contaminated Land Management Act 1997	Protection of the Environment Operations Act 1997	Unclaimed Money Act 1995
Conveyancing Act 1919	Public Health Act 2010	Valuation of Land Act 1916
Crown Land Management Act 2016	Public Spaces (Unattended Property) Act 2022	Waste Avoidance and Resource Recovery Act 2001
Crown Lands Act 1989	Public Interest Disclosure Act 2022	Work Health and Safety Act 2011
Environmental Planning and Assessment Act 1979		Workplace Injury Management and Workers Compensation Act 1998

How Council functions affect members of the public

Primary responsibilities of Burwood Council feature a focus on planning and maintenance of the local area environment. Decisions made

by the Council and its subsequent activities directly impact on many stakeholders including residents, land owners, business operators, workers and visitors.

The table below outlines how the broad functions of Council affect the public.

Service Functions	These functions affect the public via direct provision of services and facilities. These include provision of transport infrastructure, waste services public open space facilities plus human services such as libraries, community centres, and recreation facilities.
Regulatory Functions	<p>These functions:</p> <ul style="list-style-type: none"> ▪ place restrictions on developments and buildings to ensure that they meet certain requirements ▪ may affect the amenity of the community ▪ ensure the lives and safety of people are not endangered. <p>Members of the public must be aware of and comply with such regulations.</p>
Community Planning and Development Functions	<p>These functions affect areas such as cultural development, social planning and the community profile. They include:</p> <ul style="list-style-type: none"> ▪ the preparation and implementation of the Community Strategic Plan ▪ advocating and planning for the needs of our community ▪ initiating partnerships ▪ participating on regional, State or Commonwealth working parties ▪ providing support to the community and sporting organisations through provision of grants, training and information ▪ facilitating opportunities for people to participate in the life of the community through the conduct of a range of community events.
Revenue Functions	These functions affect the public directly in that revenue from rates and other charges paid by the public is used to fund services and facilities provided to the community.
Enforcement Functions	These functions only affect those members of the public who are in breach of certain statutory requirements. They include matters such as the non-payment of rates and charges, unregistered dogs and parking offences.
Administrative Functions	These functions do not necessarily affect the public directly but have an indirect impact on the community through the efficiency and effectiveness of the service provided.
Ancillary Functions	These functions affect only some members of the public and include the resumption of land or the power for Council to enter onto a person’s land. In these circumstances, only the owner of the property would be affected.

Integrated Planning and Reporting Framework

Council plans do not exist in isolation. Burwood, like all other local councils in NSW, adhere to the legislated Integrated Planning and Report Framework (IP&R). This framework features the development of a long term plan for the social, environmental and economic health, sustainability and prosperity of the local area.

The Framework, as summarised in the diagram below, illustrates how Council integrates various plans and to strategize its works and services. These are based on community priorities that have been identified through

extensive community engagement and consultation processes.

Burwood2036 is the current 10-year Community Strategic Plan sponsored by Burwood Council for its community. It was developed as part of intensive and widespread community consultation. The Plan reflects the community vision, long-term goals, strategies for attainment of those goals and measures of progress towards the vision.

The central purposes of the plan are to turn community aspirations into reality, and to make sure that Council’s priorities are aligned to community needs.





Participation in Local Government

Council meetings

Members of the public are welcome to observe Council meetings. These are normally held every 4th Tuesday of the month at the Council premises at 2 Conder Street in Burwood from February to December each year. An option to observe these meetings online is also available. The business paper for each meeting is published on Council's website at least 3 business days prior to the meeting.

Public forums

Prior to each ordinary Council Meeting, there is an opportunity to convene a public forum where members of the public may briefly address councillors on items that to be dealt with at the meeting that follows. The forum commences at 6pm, with the Council meeting commencing immediately after all speakers are heard. Members of the public wishing to address the forum must register by 2pm on the day of the Council meeting.

Council sponsored committees

Residents are also able to participate directly in Council's affairs by joining one of the advisory committees that provide advice on various Council services and facilities. Advisory Committee membership typically includes councillors, representatives of community groups or specialist agencies and individuals. These forums contribute to policy formulation and valuable information sharing.

Burwood Council currently has the following advisory Committees:

- Burwood 150 Years Anniversary Steering Committee
- Burwood Anzac Commemorative Service Committee
- Burwood Local Traffic Committee
- Multicultural Advisory Committee
- National Servicemen's Association Committee
- Sandakan Community Educational Committee
- Sustainability & Environment Advisory Committee

Community engagement opportunities

Burwood Council is committed to being a better practice leader in community engagement. This emphasises skills in listening to, learning from and partnering with the community.

The *Participate Burwood* web based platform exists to facilitate community input on Council decisions about various projects, policies, development and building matters, service offerings and planning more broadly. *Participate Burwood* provides for two-way engagement between Council and the community and is designed to capture feedback that will help shape proposals, policies and other initiatives.

Every two years, Council conducts a community satisfaction survey. The survey is valuable tool for informing Council about community experiences and priorities, as well as views about current service delivery standards and how services may need to be shaped.

Public input into policy formulation

Significant strategies and policies of Burwood Council are placed on exhibition in draft form

so that members of the public may view and provide feedback. Exhibition documents are available at the Customer Service Centre and via the *Participate Burwood* on Council's web platform.

Burwood Local Planning Panel (BLPP)

The BLPP is a collective of independent experts and community members that determine certain development applications on behalf of Burwood Council. Directions from the NSW Minister for Planning outline requirements for when a development application must be referred to the BLPP. The Panel is also responsible for providing advice to Council on other planning matters, including planning proposals.

The BLPP is obliged to convene a public meeting when a development application has attracted 10 or more unique submissions of objection. This may also occur if there is other evidence that there is significant public interest. As this need arises, a public meeting is scheduled immediately before the relevant panel meeting at which the matter is to be considered. Members of the public wishing to address the Panel must register to speak by 2pm on the day of the meeting. After having



heard from all registered speakers, the Panel makes a determination on each matter without members of the public present.

Complaints and feedback

Council welcomes constructive feedback about the exercise of its functions and its delivery of services to the community.

Feedback and complaints can be provided verbally or in writing via any of the contact methods mentioned at the end of this Information Guide.

Information held by Burwood Council

Format of information held by Council

Electronic documents

Council's core business system software applications are used to log and monitor requests for Council services. Those systems contain information about properties - this includes rates levied on properties, records of various types of applications and requests for service. Digital records are also held in Council's finance and payroll system and other corporate business systems applications.

Physical files

While Council is gradually digitising physical records, a significant collection of legacy records still required for business use continue to be retained in hard copy. A large proportion of these are records that pre-date Council's digital content management systems. The physical records are retained in a secure and climate controlled off-site storage facility and retrieved as needed. The majority of them records contain development, building and construction information.

State Records

Access to records over 20 years old and any transferred archives are subject to NSW State

Records Access Directions (State Records website: www.records.nsw.gov.au).

There is a range of processes associated with implementing collection appraisal and management decisions. They include the retention, deletion or destruction of records in or from specified recordkeeping systems. They may also include the migration or transmission of records between recordkeeping systems, and the transfer of custody or ownership of records to other institutions – see Australian Standard AS 4390 Part 1 Clause 4.9.

Major business system classification groups for organising records feature:

- **Development and Building Controls** - the function of regulating and approving applications for the development, use or subdivision of land or premises and related building and construction works.
- **Parks and Reserves** - the function of acquiring, managing, designing and constructing parks, reserves and open spaces, either owned, controlled or managed by the organisation.
- **Traffic and Transport** - the function of planning for and managing transport infrastructure and the efficient movement and parking of traffic.

Ways of accessing Council information

Under the *Government Information (Public Access) Act 2009* (GIPA), members of the public have a right to access to certain information held by Council, unless there is an overriding public interest against its disclosure.

Ways to Access Council Information

Council Information can be accessed in the following ways:

1. Mandatory Proactive Release (also referred to as Open Access Information)
2. Proactive Release

- 3. Informal Release
- 4. Formal Access Application

Mandatory Proactive Release and Open Access Information

Section 18 of the GIPA Act provides that certain information is “Open Access Information”. This means that information will be released without the need for a Formal Access Application and are generally available on Council’s website, where practicable. This includes:

- this Agency Information Guide
- information about Council contained in any document tabled in Parliament by or on behalf of Council, other than any document tabled by order of either House of Parliament
- Council’s policy documents
- Council’s disclosure log of Formal Access Applications
- Council’s register of contracts
- Councils record of the open access information that it not does make publicly available on the basis of an overriding public interest against disclosure

- the information prescribed as Open Access Information by Schedule 1 of the GIPA Regulations. See the table in Appendix 1 commencing on page 18.

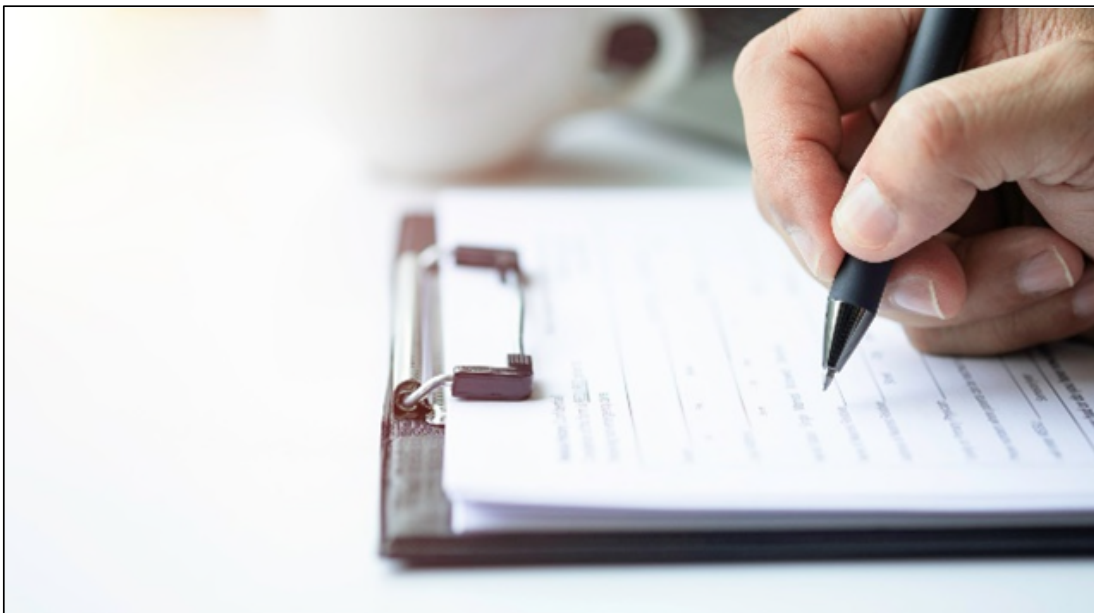
Proactive Release

In addition to the information that Council must disclose, Council will make as much other information as possible publicly available under its Proactive Release Program, unless there is an overriding public interest against disclosure. Council’s Proactive Release Program is formally reviewed annually.

Information released under this Program may include frequently requested information or information of public interest that has been released as a result of other requests. Council maintains a register of informal requests for information received to readily identify the type of information frequently requested with the view of making such information publicly available on its website.

Informal Release

Burwood Council endeavours, wherever possible and appropriate, to deal with requests for information informally. Information seekers are encouraged to seek information first by looking at the information already



available on Council's website, including Development Application related documents published on Council's DA (Development Application) Tracker.

If the information is not already available on the Council website, enquirers are encouraged to submit an informal request. Not all applications can be treated informally but a very large proportion can be.

Formal Access to Information

In accordance with the GIPA Act, Council only requires a Formal Access Application if it would not be possible or practical to manage a request informally. Examples of when a Formal Access Application may be required include where the information requested:

- is of a sensitive nature
- contains personal, confidential or commercially sensitive information about a third party
- requires Council to conduct third party consultations with other government agencies
- would involve a considerable amount of time and resources to assemble
- is of uncommon complexity
- relates to development applications made or decided **before 1 July 2010**.

A Formal Access Application is only valid if it:

- is in writing
- specifies it is made under the GIPA Act
- provides sufficient detail to enable Council to identify the information requested
- is accompanied by the \$30 application fee.

A Formal Access Application Form is available to help applicants ensure their application is valid. It can be lodged online from Council's website [here](#).

Formal Access Application decisions are reviewable in accordance with the GIPA Act.

Application and processing fees

Application Fee

An Application Fee of \$30 is payable for all Formal Access Applications. Council does not waive this fee which set according to legislation.

There is no Application Fee payable for an Informal Request. However, where the nature of the request requires it to be treated as a Formal application, the standard application and processing fees will then apply.

Processing Fee

Under section 64(4) of the GIPA Act, a processing fee may be charged for the time spent in searching, assessing and copying of records. The total fee is dependent on the size and complexity of the request.

Council will consider a 50% reduction in processing fees on the following grounds:

- the applicant can show financial hardship by producing evidence that they hold a concession card, are a full time student or are from a not for profit organisation
- the information applied for is of special benefit to the public.

The total processing costs will be confirmed after the request has been determined and must be paid by before the information will be released to the applicant.

Processing times for requests

Processing an access application can consume considerable time and effort. This includes time to search recordkeeping systems, retrieve archived files from off-site storage, conduct any necessary consultation, assess the identified information in accordance with the "public interest test", consider any privacy or copyright requirements, and collate the material for a response to the applicant.

Formal Access Applications

As required by the GIPA Act, Council is bound to notify applicants of the decision on a Formal Access Application within 20 working days. Council may request the applicant to agree to extend the time by up to 15 working days where consultation with a third party is required or if Council needs to retrieve records from archives.

Informal Requests

While there is no mandated timeframe for responding to an informal access to information request, Council aims to also process these requests within 20 working days. These requests are often completed well within that time frame.

Deemed refusal

If Council does not decide a formal access application within the legislated timeframes, it is deemed 'refused'. Council will refund the application fee and the applicant may seek an internal or external review (see Rights of Review and Appeal) of this refusal. This will not apply if an extension of time has been arranged or payment of an advance deposit is pending.

Decision that information is already available to applicant

Council can determine that information is already available to an applicant only if the information is:

- made publicly available by Council or some other agency in accordance with a legislative instrument other than the GIPA Act, whether or not availability of the information is by inspection only and whether or not availability is subject to a charge, or
- available to the application from, or for inspection at, Council free of charge in accordance with the GIPA Act or Council's policies and practices, or
- contained in a document that is usually available for purchase.

Council is not required to provide access to information that the Council has determined is already available to the applicant. In those instances, notice of the decision must indicate how the information can be accessed by the applicant.

Can Council refuse to deal with an access application?

Council may refuse to deal with an application, in whole or in part, for any of the following reasons only:

- Dealing with an application would require an unreasonable and substantial diversion of Council resources
- Council has already determined a previous application for the information concerned made by the applicant, and there are no reasonable grounds to indicate that Council would make a different decision on the application
- The applicant has failed to pay an advance deposit that is payable in connection with the application
- The information is or has been the subject of a subpoena or other order of a court for the production of documents and is available to the applicant as a result of having been produced in compliance with the subpoena or other order.

In deciding whether dealing with an application would require an unreasonable and substantial diversion of Council's resources, Council is not required to have regard to any extension by agreement between the applicant and the Council of the period within which the application is required to be decided.

In deciding whether dealing with an application would require an unreasonable and substantial diversion of Council's resources, Council is entitled to consider two or more applications (including any previous application) as the one application if Council determines that the applications are related and are made by the same applicant or by

persons who are acting in concert in connection with those applications.

Before refusing to deal with an access application, because dealing with it would require an unreasonable and substantial diversion of Council's resources, Council must give the applicant a reasonable opportunity to amend the application. The timing of the period within which the application is to be decided is suspended – 'stop the clock' - while the applicant is given an opportunity to amend their application.

Notice of Council's decision to refuse to deal with an access application must state Council's reasons for the refusal.

An applicant is not entitled to a refund of the application fee when Council refuses to deal with the application.

Copyright

Under the *Copyright Act 1968*, a copy of third party documents cannot be provided without the consent of the owner of the document. Copyright is the exclusive right to make copies, license and otherwise exploit a literary, musical, or artistic work, whether printed, audio, video, or some other format. Works automatically granted such right by law are protected for the lifetime of the author or creator and for a period of 70 years after his or her death.

The GIPA Act does not override copyright compliance requirements.

Copyright of Burwood Council holdings frequently applies to content such as building plans, technical documents and third-party reports. As a result, Council is frequently unable reproduce copies of these documents. Copyright owner details will be provided, if these can be reasonably ascertained, so that applicants can seek written permission for their reproduction. Council can make these documents available for viewing at Council's

offices in instances where copyright consent cannot be secured.

A decision to defer access

Council may defer an application for a short period if the information or document has yet to meet a legislative compliance obligation to be published – this may be under the GIPA Act or other statutory instrument – and is scheduled for release accordingly. If access is deferred by Council, then Council will notify the applicant and include the reason for deferral and the date on which the applicant will be given access.

A decision to defer access is reviewable (see Rights of Review and Appeal).

Rights of Review and Appeal

Where a member of the public is refused access under the GIPA Act, Council officers will provide details of the reasons for refusal to the applicant in writing.

An applicant who has been refused access by Council to information requested under a Formal Access Application has 3 options of review available:

1. **Internal Review:** Applicants can apply to Council for an internal review. The review is conducted by someone more senior than the original decision maker and a fee of \$40 is applicable. Applicants have 20 working days after receiving notice of a decision to ask for an internal review. The Internal Review Application form is available on Council's website [here](#).
2. **IPC review:** If an applicant is not satisfied with the internal review or does not want one to be conducted by Council, they can ask for a review by the Information and Privacy Commissioner (IPC). Applicants have eight weeks from being notified of a decision to ask for this review.

3. **NCAT review:** If an applicant is not satisfied with the decision of the information and Privacy Commission or the internal reviewer, or if they do not want to pursue either of those options, they can apply to the NSW Civil and Administrative Tribunal (NCAT) for a review of the decision.

There are no rights of review in respect of Informal Requests.

Open data

'Open data' is digital information that could be made freely available to anyone to use, rearrange and publish without copyright restrictions. The concept of open data is promoted within the objectives of the GIPA Act.

Members of the public are encouraged to contact Council with suggestions for information that can be considered for authorised proactive release as open data.

Open data approaches are another means of information access that promotes open, accountable, fair and transparent government decisions. Advocating for accessing government data may:

- improve relations between government and citizens
- empower citizens
- create opportunities through better engagements
- assist in solving problems.

For further information on Open Data, visit www.data.nsw.gov.au

Key points of contact

The types / classes of information listed as available in this document is not exhaustive. Many officers of Council routinely deal with advice on access to information as a normal part of their day-to-day service provision.

Specialist advice on accessing information can be made through Council's Customer Service Centre during office hours. In some cases, these will be directed to a specialist in information governance. For Access to Information on Council's website visit www.burwood.nsw.gov.au.

Public Officer

The Director Corporate Services has been appointed as the Public Officer for Burwood Council. Among other duties, the Public Officer may deal with requests from the public concerning the Council's affairs and has the responsibility of assisting people to gain access to public documents of the Council. The Public Officer is also responsible for determining Internal Reviews of Formal Access Applications and for the amendment of records.

Right to Know Officers

The Governance team handles access to information applications and enquiries. The principal contact for the team is the Governance Officer.

Council contacts

The Public Officer and the Right to Know officers can be contacted at:

2 Conder Street, Burwood NSW 2134
governance@burwood.nsw.gov.au
 Tel: 9911 9911

Information and Privacy Commission

The information and Privacy Commission (IPC) administers the GIPA Act. The IPC provides information about the right to access information and its contact details are:

Level 15, McKell Building
2–4 Rawson Place
Haymarket NSW 2000
Tel: 1800 472 679
ipcinfo@ipc.nsw.gov.au

Frequently asked questions

To assist those seeking to access information held by Council, a series of FAQs have been provided on Council’s website. These address common queries around the process for accessing information, as well as common

request types, as well as limitations around the release of certain information.

Related Information

- Burwood Council Proactive Release Program
- *Government Information (Public Access) Act 2009*
- *Government Information (Public Access) Regulation 2018*
- *Privacy and Personal Information Protection Act 1998*
- *Health Records and Information Privacy Act 2002*
- *Local Government Act 1993*
- *Environmental Planning & Assessment Act 1979*



Appendix: Open access information prescribed under Schedule 1 of the GIPA Regulation 2018 and where to access it

	Type of Open Access Information	How to access
Information About Council	<p><i>The current version and most recent previous version of the following records:</i></p> <ul style="list-style-type: none"> ○ The model code of Conduct prescribed under Section 440(1) of the Act and Council’s adopted Codes of Conduct under section 440(3) of the Act Website ○ Code of Meeting Practice Website ○ Annual Financial Report Website ○ Annual Report Website ○ Annual Reports of bodies exercising functions delegated by Council Website ○ Auditors Report Website ○ Agendas and Business Papers for any meeting of Council or any Committee of Council Website ○ Community Strategic Plan, Resourcing Strategy, Delivery Program and Operational Plan Website ○ Department representative reports presented at a meeting of Council Website ○ EEO Management Plan Website ○ Minutes of any meeting of Council or any Committee of Council Website ○ Policy concerning the payment of expenses incurred by, and the provision of facilities to, Councillors Website 	
	<p><i>Information contained in the following records (historical and current):</i></p> <ul style="list-style-type: none"> ○ Register of current Declarations of Disclosures of Political donations Website ○ Register of Delegations by the General Manager Website ○ Register of Delegations from Council to General Manager Website ○ Register of Graffiti removal works Open Access request ○ Register of Investments <i>Included in Council Meeting Agenda each month: Website</i> ○ Register of Voting on Planning Matters Website 	

	Type of Open Access Information	How to access
	<ul style="list-style-type: none"> ○ Returns of the interests of Councillors, designated persons and delegates 	Website
	<p>Information contained in <u>the current version</u> of the following records:</p>	
	<ul style="list-style-type: none"> ○ Land register 	Website
	<ul style="list-style-type: none"> ○ Register of investments 	<p>Included in Council Meeting Agenda each month: Website</p>
	<ul style="list-style-type: none"> ○ Register of Delegations by the General Manager 	Website
	<ul style="list-style-type: none"> ○ Register of Delegations from Council to General Manager 	Website
	<ul style="list-style-type: none"> ○ Register of graffiti removal work kept in accordance with section 13 of the Graffiti Control Act 2008 	Open Access request
	<ul style="list-style-type: none"> ○ Register of current declarations of disclosures of political donations kept in accordance with section 328A of the LGA 	Website
	<ul style="list-style-type: none"> ○ the register of voting on planning matters kept in accordance with section 375A of the LGA 	Website
<p>Plans and Policies</p>	<p>Information contained in the <u>current version and the most recent previous</u> version of the following:</p>	
	<ul style="list-style-type: none"> ○ Local Policies adopted by Council concerning approvals and orders 	Website
	<ul style="list-style-type: none"> ○ Plans of Management of Community Land 	Website
	<ul style="list-style-type: none"> ○ Environmental Planning Instruments, Development Control Plans and Contribution Plans 	Website
<p>Information about DA's</p>	<p>Information contained in the following records (<u>historical and current</u>)</p>	
	<p>Development Applications and any associated documents received in relation to a proposed development including:</p>	
	<ul style="list-style-type: none"> ○ Acoustic Consultant Reports 	DA Tracker or Open Access request
	<ul style="list-style-type: none"> ○ Construction Certificates 	DA Tracker or Open Access request
	<ul style="list-style-type: none"> ○ Heritage Consultant Reports 	DA Tracker or Open Access request
	<ul style="list-style-type: none"> ○ Home Warranty Insurance documents 	DA Tracker or Open Access request
	<ul style="list-style-type: none"> ○ Land Contamination Consultant Reports 	DA Tracker or Open Access request
	<ul style="list-style-type: none"> ○ Occupation Certificates 	DA Tracker or Open Access request
	<ul style="list-style-type: none"> ○ Records of decisions on Development Applications including decisions on appeals 	DA Tracker or Open Access request
	<ul style="list-style-type: none"> ○ Records describing general nature of documents that Council decides to exclude from public view including internal specifications and configurations, and commercially sensitive information 	DA Tracker or Open Access request
	<ul style="list-style-type: none"> ○ Structural certification documents 	DA Tracker or Open Access request
	<ul style="list-style-type: none"> ○ Submissions received on Development Applications 	DA Tracker or Open Access request

	Type of Open Access Information	How to access
	<ul style="list-style-type: none"> ○ Town Planner Reports ○ Tree Inspections Consultant Reports 	<p>DA Tracker or Open Access request DA Tracker or Open Access request</p>
	<p>The above does not apply to so much of the information referred to above as consists of:</p>	
	<ul style="list-style-type: none"> ○ The plans and specifications for any residential part of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected ○ Commercial information, if the information would likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret. ○ Development applications made before 1 July 2010 and any associated documents received (whether before, on or after that date) in relation to the application. 	<p>Formal Access request Formal Access request Formal Access request</p>
<p>Approvals, Orders and Other Documents</p>	<p><i>Information contained in the following records (historical and current)</i></p>	
	<ul style="list-style-type: none"> ○ Applications for approvals under Part 1 Chapter 7 of the Local Government Act 1993 	<p>Open Access request</p>
	<ul style="list-style-type: none"> ○ Applications for approvals under any other Act and any associated documents received 	<p>Open Access request</p>
	<ul style="list-style-type: none"> ○ Compulsory Acquisition Notices 	<p>Open Access request</p>
	<ul style="list-style-type: none"> ○ Leases and Licenses for use of Public Land classified as Community Land. Performance improvement orders issued to Council under Part 6 of Chapter 13 of the Local Government Act 1993 	<p>Open Access request</p>
	<ul style="list-style-type: none"> ○ Orders given under Part 2 of Chapter 7 of the Local Government Act 1993 and any reasons given under section 136 of the Local Government Act 1993 	<p>Open Access request</p>
	<ul style="list-style-type: none"> ○ Orders given under the Authority of any other Act 	<p>Open Access request</p>
	<ul style="list-style-type: none"> ○ Plans of land proposed to be compulsorily acquired by Council 	<p>Open Access request</p>
	<ul style="list-style-type: none"> ○ Records of approvals granted or refused, any variation from Council Policies with reasons for the variation, and decision made on appeals concerning approvals 	<p>Open Access request</p>
	<ul style="list-style-type: none"> ○ Records of Building Certificates under the Environmental Planning and Assessment Act 1979 	<p>Open Access request</p>



(Item 36/24) Investment Report as at 31 May 2024

File No: 24/20322

Report by Director Corporate Services

Summary

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

Operational Plan Objective

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

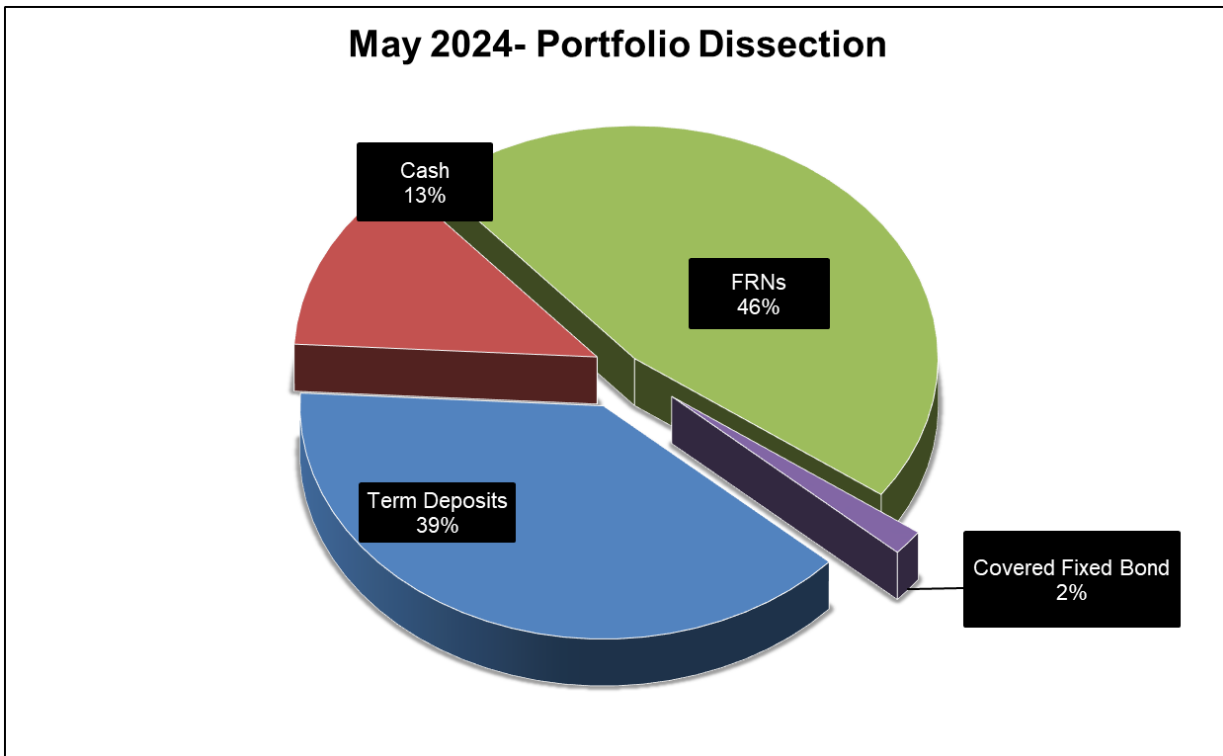
Background

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

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

Investment Portfolio

Council has a diversified investment portfolio and has a number of direct investments in term deposits. Its investment portfolio as at 31 May 2024 is:



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

Purchase Date	Financial Institution	Principal Amount	Interest Rate	Investment Days	Maturity Date
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
21 May 24	SunCorp	4,000,000	5.20%	300	17 Mar 25
	Total	22,000,000			

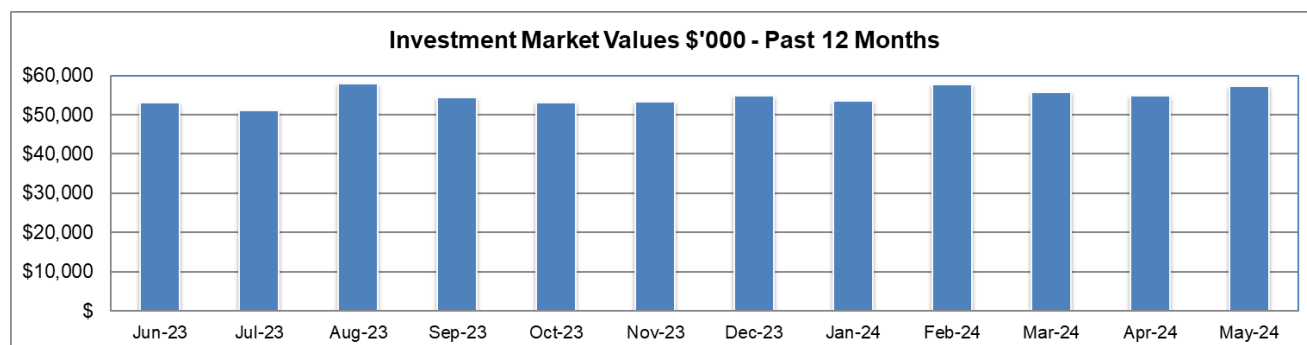
As at 31 May 2024 Council held the following covered fixed bonds:

Purchase Date	Financial Institution	Principal Amount	Interest Rate	Investment Days	Maturity Date
17 Oct 22	SunCorp	1,000,000	4.85%	1,096	17 Oct 25
	Total	1,000,000			

As at 31 May 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	5.0039%	1,461	16 Jun 25
24 Aug 21	National Australia Bank	1,500,000	4.7503%	1,826	24 Aug 26
11 Aug 22	Westpac	1,800,000	5.1704%	1,096	11 Aug 25
18 Aug 22	Commonwealth Bank of Australia	2,400,000	5.3625%	1,826	18 Aug 27
13 Oct 22	MyState Bank Ltd	1,500,000	5.6554%	1,096	13 Oct 25
17 Oct 22	Suncorp-Metway Limited	800,000	5.2391%	1,096	17 Oct 25
07 Nov 22	Sumitomo Mitsui Banking Sydney	2,000,000	5.5181%	1,096	07 Nov 25
13 Jan 23	Commonwealth Bank of Australia	3,000,000	5.5054%	1,826	13 Jan 28
19 Jan 23	Rabobank U.A Australia Branch	1,500,000	5.5425%	1,826	19 Jan 28
10 Feb 23	Newcastle Permanent Building Society	1,000,000	5.3818%	1,461	10 Feb 27
03 Mar 23	HSBC Sydney Branch	2,000,000	5.3887%	1,827	03 Mar 28
16 Mar 23	United Overseas Bank Sydney	2,000,000	5.0839%	1,096	16 Mar 26
18 May 23	Suncorp-Metway Limited	1,500,000	5.3925%	1,096	18 May 26
16 Jun 23	QPCU Limited T/A QBANK	2,750,000	6.0539%	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 are detailed in Attachment 1. Definitions on the types of investments are detailed in Attachment 2.

Investment Performance and Market Commentary

At the Reserve Bank of Australia (RBA) meeting on the 7 May 2024, the Board decided to leave the official cash rate at 4.35 per cent. According to the Statement by the Reserve Bank board "...Recent information indicates that inflation continues to moderate, but is declining more slowly than expected. The CPI grew by 3.6 per cent over the year to the March quarter, down from 4.1 per cent over the year to December. Underlying inflation was higher than headline inflation and declined by less. This was due in large part to services inflation, which remains high and is moderating only gradually.

Higher interest rates have been working to bring aggregate demand and supply somewhat closer towards balance. But the data indicate continuing excess demand in the economy, coupled with strong domestic cost pressures, both for labour and non-labour inputs. Conditions in the labour market have eased over the past year, but remain tighter than is consistent with sustained full employment and inflation at target. Wages growth appears to have peaked but is still above the level that can be sustained given trend productivity growth. Meanwhile, inflation is still weighing on people's real incomes and output growth has been subdued, reflecting weak household consumption growth.

The economic outlook remains uncertain and recent data have demonstrated that the process of returning inflation to target is unlikely to be smooth.

The central forecasts, based on the assumption that the cash rate follows market expectations, are for inflation to return to the target range of 2–3 per cent in the second half of 2025, and to the midpoint in 2026. In the near term, inflation is forecast to be higher because of the recent rise in domestic petrol prices, and higher than expected services price inflation, which is now forecast to decline more slowly over the rest of the year. Inflation is, however, expected to decline over 2025 and 2026.

The persistence of services inflation is a key uncertainty. It is expected to ease more slowly than previously forecast, reflecting stronger labour market conditions including a more gradual increase in the unemployment rate and the broader underutilisation rate. Growth in unit labour costs also remains very high. It has begun to moderate slightly as measured productivity growth picked up in the second half of last year. This trend needs to be sustained over time if inflation is to continue to decline.

At the same time, household consumption growth has been particularly weak as high inflation and the earlier rises in interest rates have affected real disposable income. In response, households have been curbing discretionary spending and maintaining their saving. Real incomes have now stabilised and are expected to grow later in the year, supporting growth in consumption. But there is a risk that household consumption picks up more slowly than expected, resulting in continued subdued output growth and a noticeable deterioration in the labour market.

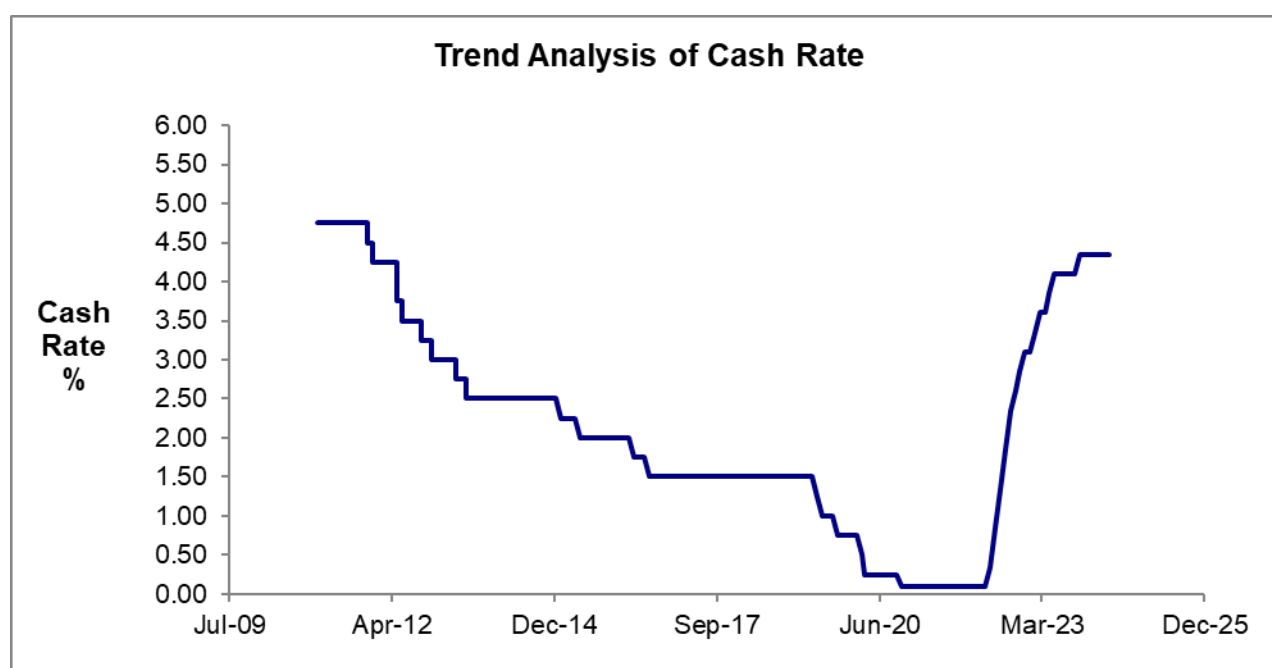
More broadly, there are uncertainties regarding the lags in the effect of monetary policy and how firms' pricing decisions and wages will respond to the slower growth in the economy at a time of excess demand, and while the labour market remains tight.

There also remains a high level of uncertainty about the overseas outlook. While there has been improvement in the outlook for the Chinese and US economies, and many global commodity prices have picked up, geopolitical uncertainties, including those related to the conflicts in the Middle East and Ukraine, remain elevated.

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.

Recent data indicate that, while inflation is easing, it is doing so more slowly than previously expected and it remains high. The Board expects that it will be some time yet before inflation is sustainably in the target range and will remain vigilant to upside risks. The path of interest rates that will best ensure that inflation returns to target in a reasonable timeframe remains uncertain and the Board is not ruling anything in or out. The Board will rely upon the data and the evolving assessment of risks. In doing so, it 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."

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



Recommendation(s)

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

Attachments

- 1 [↓](#) Investment Types
- 2 [↓](#) Investment Register May 2024

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 Number 36/24 - Attachment 2

Investment Register May 2024

BURWOOD COUNCIL
INVESTMENT PORTFOLIO
as at 31 May 2024

Investment Adviser	Issuer	ADI or N-ADI	Investment Name	Type	Rating S&P	Invested Amount	Market Value as at 31/03/2024	Market Value as at 30/04/2024	Market Value as at Reporting Date	% of Total Invested
Cash										12.73
Council	Commonwealth Bank	ADI	Operating Account	Cash	AA-	4,717,361	347,779	966,010	4,717,361	8.22
Council	Commonwealth Bank	ADI	Cash Deposit Account	At Call	AA-	0	-	-	-	0.00
Council	Commonwealth Bank	ADI	Online Saver	At Call	AA-	2,584,700	5,446,255	3,768,390	2,584,700	4.50
Council	AMP Bank Limited	ADI	AMP Business Saver	At Call	BBB-	1,272	1,265	1,268	1,272	0.00
Council	AMP Bank Limited	ADI	AMP Notice Account	Notice 30 days	BBB-	3,733	3,701	3,717	3,733	0.01
Term Deposits										39.21
Council	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	-	4,138,630	4,156,712	-	0.00
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	4,000,000	4,098,018	4,115,015	4,132,579	7.20
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	3,000,000	3,015,866	3,028,392	3,041,336	5.30
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Term Deposit	AA-	4,000,000	4,098,203	4,115,134	4,132,630	7.20
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Term Deposit	AA-	4,000,000	-	-	4,005,699	6.98
Council	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	3,000,000	3,066,575	3,079,890	3,093,649	5.39
Council	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	4,000,000	4,066,802	4,083,931	4,101,631	7.15
Term Deposits - Covered Fixed Bond										1.75
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Fixed Bond (4.85%) Semi Annual	AA-	1,000,000	1,025,880	1,000,030	1,005,490	1.75
Floating Rate Notes										46.31
Council	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +130 bps)	BBB	1,500,000	1,525,140	1,511,010	1,518,135	2.64
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Floating Bond (90 day BBSW +88 bps)	AA-	800,000	813,112	806,160	809,648	1.41
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Floating Bond (90 day BBSW +105 bps)	AA-	1,500,000	1,520,925	1,527,930	1,514,475	2.64
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	1,530,825	1,518,540	1,527,945	2.66
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +112 bps)	AA-	3,000,000	3,069,540	3,045,870	3,061,410	5.33
Council	The Hongkong and Shanghai Banking Corporation Limited Sydney Branch	ADI	The Hongkong and Shanghai Banking Corporation Limited Sydney Branch	Floating Rate Notes (90 day BBSW +105 bps)	AA-	2,000,000	2,017,920	2,027,860	2,039,560	3.55
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	2,009,260	2,018,040	2,027,440	3.53
Council	Newcastle Permanent Building Society	ADI	Newcastle Permanent Building Society	Floating Rate Notes (90 day BBSW +138 bps)	BBB	1,000,000	996,480	1,001,960	996,690	1.74
Council	Sumitomo Mitsui Banking Corporation Sydney	ADI	Sumitomo Mitsui Banking Corporation Sydney	Floating Rate Notes (90 day BBSW +110 bps)	A	2,000,000	2,031,500	2,040,180	2,023,020	3.52
Council	National Australia Bank	ADI	National Australia Bank	Floating Rate Notes (90 day BBSW +41 bps)	AA-	1,500,000	1,499,505	1,506,255	1,495,965	2.61
Council	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +65 bps)	BBB	2,500,000	2,497,350	2,508,575	2,520,025	4.39
Council	OPCU Limited T/A QBANK	ADI	OPCU Limited T/A QBANK	Floating Rate Notes (90 day BBSW +170 bps)	BBB-	2,750,000	2,777,088	2,790,948	2,806,980	4.89
Council	Westpac Banking Corporation Ltd	ADI	Westpac Banking Corporation Ltd	Floating Rate Notes (90 day BBSW +80 bps)	AA-	1,800,000	1,820,988	1,828,476	1,813,068	3.16
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +102 bps)	AA-	2,400,000	2,435,400	2,446,776	2,426,616	4.23
Grand Total						56,557,066	55,854,006	54,887,070	57,401,056	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

(Item 37/24) Petition

File No: 24/17844

Report by Director Corporate Services

Summary

Council has received a petition requesting line markings on Croydon Avenue, Croydon, between Liverpool Road and Arthur Street, to assist residents with entering and exiting their property.

Operational Plan Objective

C.11.2 Provide opportunity for engagement with the community to inform Council's decision-making

Background

Date Received	Petition Subject	No. of Households and Businesses within the LGA	No. of Households outside the LGA	Responsible Council Directorate
29/05/2024	Petition – Line markings on Croydon Avenue, Croydon, between Liverpool Road and Arthur Street.	14	0	City Assets

Comment

The Petition was referred to the Traffic & Transport team for attention.

A redacted version of the petition has been shared with Councillors on the secure Councillor Portal.

Recommendation(s)

That Council receive and note the Petition regarding line markings on Croydon Avenue, Croydon.

Attachments

There are no attachments for this report.

(Item 38/24) Answers to Questions on Notice - NSW Government Housing Targets

File No: 24/20103

Report by Director City Strategy

Summary

The following Questions on Notice were submitted by Councillor Ned Cutcher.

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

Background

The NSW Government has just released a housing target for the Burwood LGA, requiring 3,300 new homes to be completed in the LGA by 2029.

Question 1:

Is this additional to, or does it supersede earlier targets set under urban planning strategies such as the Eastern City District Plan and/or the Parramatta Road Corridor Urban Transformation Strategy (PRCUTS)?

Response by Director City Strategy

The new housing target for Burwood of 3,300 new dwellings by 2029 will replace any existing targets set by the Eastern City District Plan or PRCUTS.

Question 2:

What were the housing targets set for Burwood under the Eastern City District Plan and PRCUTS?

Response by Director City Strategy

In 2018, the Eastern City District Plan set a five-year housing target for Burwood LGA of 2,600 dwellings by 2021. The District Plans required Councils to develop a six to ten-year housing projection (2021-2026) via their Local Housing Strategy. The Burwood Local Housing Strategy was endorsed in 2020 and identified a housing target of 7,000 additional dwellings by 2036 in the following timeframes.

- 2016-2021: 2,600 dwellings (As required under the Eastern City District Plan)
- 2021-2026: 2,030 dwellings (in additional to any shortfall between 2016-2021)
- 2026-2036: 2,370 dwellings

Question 3:

Have any other housing targets previously been set for the Burwood LGA over this period and if so, what are/were they?

Response by Director City Strategy

No other targets have been set.

Question 4:

What steps have been taken by Burwood Council to achieve these earlier targets?

Response by Director City Strategy

The Burwood Local Housing Strategy identifies there is enough capacity under current planning controls to meet the housing targets set in 2020 for an additional 7,000 dwellings by 2036 with most of this capacity being in high density precincts in and around Burwood Town Centre.

Several actions in the Local Housing Strategy were embedded in the Burwood Local Strategic Planning Statement, including the implementation of PRCUTS and rezoning land around the Burwood North Metro Station via a Planning Proposal (Burwood North Precinct Masterplan). These actions are also included in Council's Operational Plan 2023-2023.

Question 5:

What progress has been made in the Burwood LGA towards meeting the earlier targets?

Response by Director City Strategy

The NSW Government's Greater Sydney Urban Development Program Dashboard indicates that Burwood LGA had 2,046 completions (dwellings built) within 2016-2021, resulting in a shortfall of 554 for the 2021 housing target. Therefore, the current housing target for Burwood is the 2,584 dwellings by 2026.

Question 6:

What further development capacity will be required in the Burwood LGA in order to meet the new 2029 target?

Response by Director City Strategy

The new target of 3,300 dwellings by 2029, would require Council to provide capacity for 716 additional dwellings above the existing housing target in the Burwood Housing Strategy.

A number of existing and future programs will look to address the new targets including:

- Continue to implement the current Burwood Local Housing Strategy which identifies there is enough capacity under current planning controls to meet the housing targets set in 2020 for an additional 7,000 dwellings by 2036 with most of this capacity being in high density precincts in and around Burwood Town Centre.
- The implementation of the recently endorsed the Burwood North Precinct Masterplan which would result in creating capacity for 7,729 new dwellings over the next 20 years (2044).
- The introduction of the proposed Low to Mid-Rise housing reforms by the NSW Government would provide additional capacity for dual occupancies, residential flat buildings and shop top housing within Burwood LGA. Based on the draft provisions proposed under the Low & Mid-Rise housing reforms, there would be potential capacity for approximately 6,700 dwellings
- The TOD SEPP and the proposed Croydon Housing Investigation Area would also create further development capacity, however until the detailed planning work is undertaken, the potential development capacity has not been determined.

Recommendation(s)

The responses to question on notice be received and noted.

Attachments

There are no attachments for this report.

Reports of Committees

(Item RC4/24) Burwood Local Traffic Committee - June 2024

File No: 24/19764

Report by Director City Assets

Summary

Attached are the Minutes of the Burwood Local Traffic Committee from meeting of June 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 June 2024 be noted and the recommendations of the Committee as detailed below be adopted as a resolution of the Council.

(Item LTC16/24) Acton Street, Croydon - Proposed No Parking restrictions

Recommendation

That Council approve formalisation of the short kerb length between the driveways of #18 and #20 Acton Street, Croydon as a 'No Parking' zone with designated signage.

(Item LTC17/24) Acton Street / Grogan Street / Wychbury Avenue, Croydon - Intersection Linemarking

Recommendation

That Council approve the upgrade of linemarking at the intersection of Acton Street / Grogan Street / Wychbury Avenue, Croydon to include painted chevron islands within each of the 'No Stopping' areas as well as give-way lines.

(Item LTC18/24) Deane Street Burwood - Proposed Mobility Parking

Recommendation

That Council approve the installation of a 6.0m long 'Mobility Parking' space with associated signage and new kerb ramp on the south side of Deane Street, east of the existing car share zone.

(Item LTC19/24) Accessible Mobility Parking Restrictions Review

Recommendation(s)

That Council approve the removal of on-street 'Mobility Parking' spaces located outside 1 Grosvenor Street Croydon and 18 Paisley Road Croydon, and to convert these areas back to unrestricted parking.

Attachments

- 1 [↓](#) Burwood Local Traffic Committee Minutes - 06.06.2024
- 2 [↓](#) Burwood Local Traffic Committee Agenda - 06.06.2024



Burwood Inc.1874

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

BURWOOD LOCAL TRAFFIC COMMITTEE

MINUTES OF THE MEETING OF THE BURWOOD LOCAL TRAFFIC COMMITTEE held at the ELECTRONICALLY on Thursday 6 June 2024 commencing at 9:00 AM.

Attendance

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

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

Apologies

There were no apologies.

Declarations of Interest

There were no declarations of interests by Panel Members.

Confirmation of Minutes

That the minutes of the ordinary meeting of the Burwood Local Traffic Committee held on Thursday 7 April 2024, as circulated, be confirmed and signed as a true record of the proceedings of the meeting.

General Business**(Item LTC16/24) Acton Street, Croydon - Proposed No Parking restrictions**

File No: 24/12720

Summary

It is proposed to formalise the short kerb length between the driveways of #18 and #20 Acton Street, Croydon as a 'No Parking' zone with designated signage.

Recommendation

That Council approve formalisation of the short kerb length between the driveways of #18 and #20 Acton Street, Croydon as a 'No Parking' zone with designated signage.

(Item LTC17/24) Acton Street / Grogan Street / Wychbury Avenue, Croydon - Intersection Linemarking

File No: 24/12709

Summary

It is proposed to improve the line marking at the intersection of Acton Street / Grogan Street / Wychbury Avenue, Croydon to include chevron islands and give-way lines.

TfNSW Comment

TfNSW raises safety concerns with the design as painted islands will not physically prevent vehicles from veering into vehicles waiting at the give way line. Kerb build outs are the preferred treatment as give way lines are normally placed in prolongation of the kerb line.

Council Response

Council will monitor the intersection and consider upgrading to kerb build outs if the problems persist.

Recommendation

That Council approve the upgrade of linemarking at the intersection of Acton Street / Grogan Street / Wychbury Avenue, Croydon to include painted chevron islands within each of the 'No Stopping' areas as well as give-way lines.

(Item LTC18/24) Deane Street Burwood - Proposed Mobility Parking

File No: 24/15867

Summary

Council has received correspondence regarding the lack of on-street mobility parking in the area north of Burwood Station. It has been requested that consideration be given to the provision of an on-street mobility parking space to assist with access to this part of the Burwood Town Centre.

Recommendation

That Council approve the installation of a 6.0m long 'Mobility Parking' space with associated signage and new kerb ramp on the south side of Deane Street, east of the existing car share zone.

(Item LTC19/24) Accessibility Mobility Parking Restrictions Review

File No: 24/16558

Summary

A review has been undertaken of on-street mobility parking spaces installed in residential streets to determine if they are still required by the residents who made the original application.

Recommendation(s)

That Council approve the removal of on-street 'Mobility Parking' spaces located outside 1 Grosvenor Street Croydon and 18 Paisley Road Croydon, and to convert these areas back to unrestricted parking.



NOTICE OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING

The 6 June 2024 meeting of the Burwood Local Traffic Committee will be held electronically with the agenda emailed to members for review.

The minutes from the April 2024 meeting have also been emailed to members for confirmation.

All comments are required to be returned to Council by 9:30 am Friday 7 June 2024

Tommaso Briscese
General Manager

2 Conder Street Burwood NSW 2134, PO Box 240 Burwood NSW 1805
phone: 9911 9911 facsimile: 9911 9900
email: council@burwood.nsw.gov.au
website: www.burwood.nsw.gov.au

Agenda

1. 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.

2. Apologies

3. Confirmation of Minutes

That the Minutes of the Burwood Local Traffic Committee held on March 2024, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.

4. General Business

(Item LTC16/24)	Acton Street, Croydon - Proposed No Parking restrictions	3
(Item LTC17/24)	Acton Street / Grogan Street / Wychbury Avenue, Croydon - Intersection Linemarking	5
(Item LTC18/24)	Deane Street Burwood - Proposed Mobility Parking	7
(Item LTC19/24)	Accessible Mobility Parking Restrictions Review	9

General Business

(Item LTC16/24) Acton Street, Croydon - Proposed No Parking restrictions

File No: 24/12720

Report by Traffic Engineer

Summary

It is proposed to formalise the short kerb length between the driveways of #18 and #20 Acton Street, Croydon as a 'No Parking' zone with designated signage.

Background

A resident has raised concerns over vehicles parked between the short length of kerb between the driveways of #18 and #20 Acton Street, which affects their ability to enter and exit their property.

The length of kerb is approximately 3 metres, which is too short to be considered a standard on-street car parking space.

Proposal

It is proposed that signage be installed to formalise this length of kerb as a 'No Parking' zone and disincentive motorists from parking there. Signage to be installed as per the below mark-up.



Consultation

As the kerb length is too short to be considered a standard off-street car space, the proposal will not result in a net loss of on-street parking. Therefore, no consultation has been undertaken.

Financial Implications

The approximate cost of the works is \$500 and will be funded from the Traffic Facilities Capital Works Budget 2024/2025.

Recommendation

That Council approve formalisation of the short kerb length between the driveways of #18 and #20 Acton Street, Croydon as a 'No Parking' zone with designated signage.

Attachments

There are no attachments for this report.

(Item LTC17/24) Acton Street / Grogan Street / Wychbury Avenue, Croydon - Intersection Linemarking

File No: 24/12709

Report by Traffic Engineer

Summary

It is proposed to improve the line marking at the intersection of Acton Street / Grogan Street / Wychbury Avenue, Croydon to include chevron islands and give-way lines.

Background

Acton Street is a local road, which connects Queen Street at its southern end to Parramatta Road to the north. The existing intersection at Acton Street / Grogan Street / Wychbury Avenue is a dog-leg priority intersection with Give Way signs installed at Wychbury Avenue and Grogan Street. No line markings are present at the existing intersection.

Council has received complaints from residents that the intersection is parked out during Church services, including vehicles parking in the 'No Stopping' zones within 10m of the intersection.

Proposal

It is proposed that line marking be installed at the Acton Street / Grogan Street / Wychbury Avenue intersection as per the following mark-up.



This will include painted chevron islands within all statutory 'No Stopping' areas at the intersection, as well as adjustment to the give way lines to help improve driver sightlines.

Consultation

The proposal will not result in the loss of any on-street parking and will help to formalise existing parking and traffic conditions. As such no consultation is required for this proposal.

Financial Implications

The approximate cost of the works is \$2,000 and will be funded from the Traffic Facilities Capital Works Budget 2024/2025.

Recommendation

That Council approve the upgrade of linemarking at the intersection of Acton Street / Grogan Street / Wychbury Avenue, Croydon to include painted chevron islands within each of the 'No Stopping' areas as well as give-way lines.

Attachments

There are no attachments for this report.

(Item LTC18/24) Deane Street Burwood - Proposed Mobility Parking

File No: 24/15867

Report by Traffic Engineer & Design

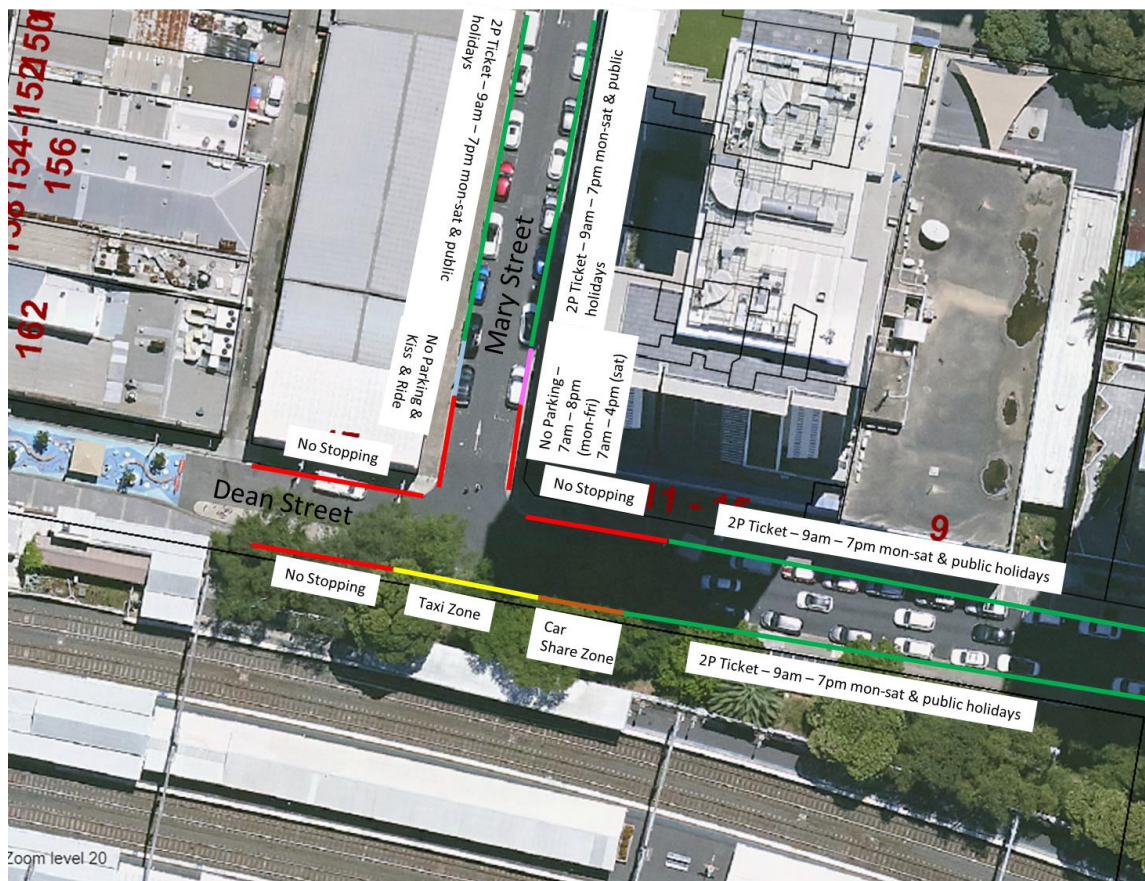
Summary

Council has received correspondence regarding the lack of on-street mobility parking in the area north of Burwood Station. It has been requested that consideration be given to the provision of an on-street mobility parking space to assist with access to this part of the Burwood Town Centre.

Background

Deane Street currently contains various parking restrictions including 'Taxi Zone', 'Car Share' parking, and '2P ticket' parking. Mary Street has a combination of 'No Parking' and '2P Ticket Parking' along both sides of the street. No on-street parking is available along Burwood Road within close proximity of Burwood Station north of Railway Parade

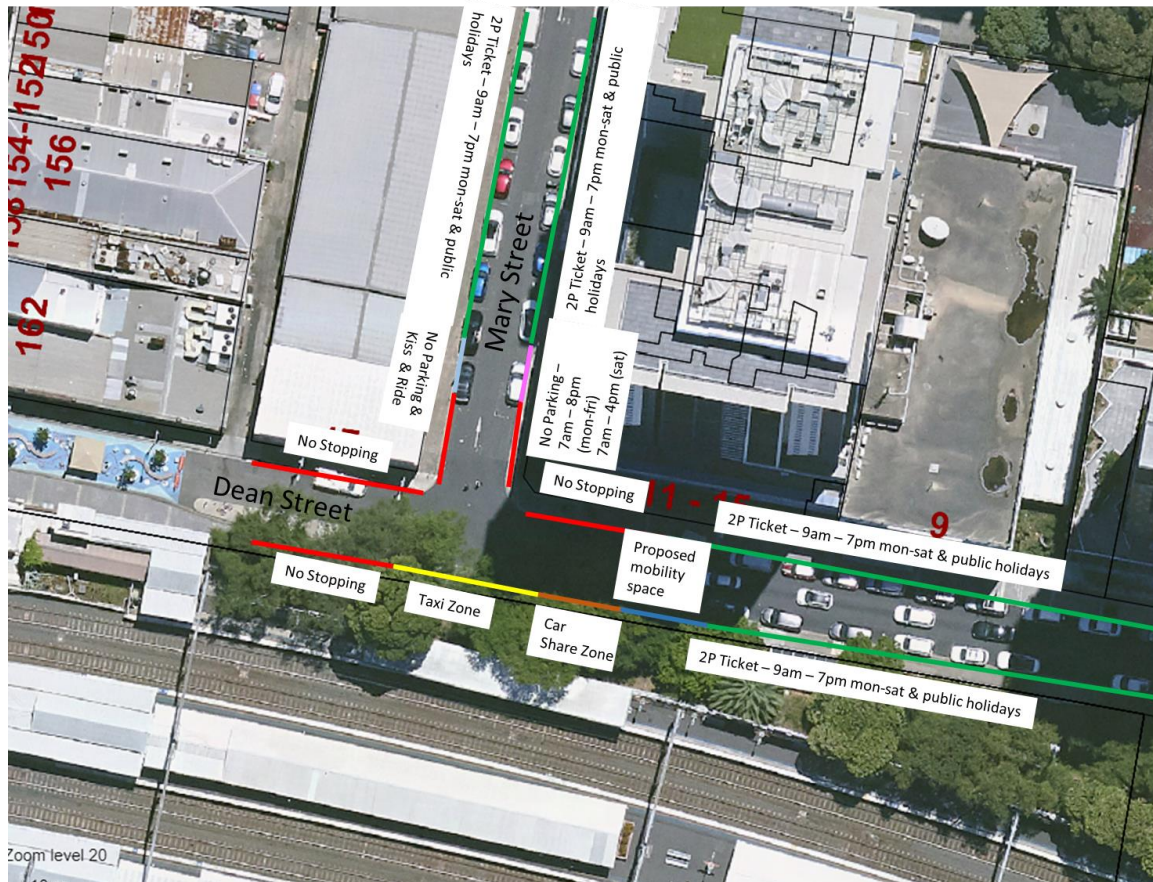
Site visits confirms a shortage of available parking spaces throughout the day and an absence of dedicated on-street mobility parking in the area.



Proposal

Following review of on-street parking in this location it is proposed to install a mobility parking space on the southern side of Deane Street as it will provide a continuous footpath connection to Burwood Road, removing the need for users to cross the street, enhancing safety.

The mobility parking space will comply with Australian Standard 2890.5 Parking Facilities Part 5: On-street parking. This standard provides the requirements for on-street mobility parking and outlines that for a parallel on-street mobility parking space, the provision of a kerb ramp is required.



Consultation

No formal consultation has been undertaken, as the introduction of a mobility parking space is not expected to adversely affect other local residents and businesses. This initiative aligns with the objectives of the Burwood Public Parking Strategy to meet the diverse needs of all users.

By implementing this proposal, Council aims to enhance the accessibility of parking facilities in Burwood, and promoting equitable access to local amenities.

Financial Implications

Cost of erecting new ‘Mobility Parking’ signage and kerb ramp is estimated to cost \$3,000 will be funded from the 2024/25 Traffic Facilities Capital budget.

Recommendation

That Council approve the installation of a 6.0m long ‘Mobility Parking’ space with associated signage and new kerb ramp on the south side of Deane Street, east of the existing car share zone.

Attachments

There are no attachments for this report.

(Item LTC19/24) Accessible Mobility Parking Restrictions Review

File No: 24/16558

Report by Traffic Engineer & Design

Summary

A review has been undertaken of on-street mobility parking spaces installed in residential streets to determine if they are still required by the residents who made the original application.

Background

Over the years Council has installed on-street mobility parking bays in local streets to assist residents with securing parking within close proximity to their property. These bays are provided where the resident is able to demonstrate that they hold a valid Mobility Permit, where parking demand is high and where on-site parking is not available or accessible.

Proposal

The details of the proposal.

Consultation was conducted with all the residents with mobility parking bays adjacent to their property. Of the 10 residents contacted Council has received the following responses:

- Eight responded that they want to retain the mobility parking space/still use the mobility parking bay and provided updated documentation.
- Two residents did not respond (located adjacent 1 Grosvenor Street Croydon, 18 Paisley Road)

Residents who did not respond were sent two letters requesting confirmation if the mobility parking spaces were still required and to provide updated supporting information, with no responses received to any request.

Consultation

Based on the responses received Council is proposing to remove a total of 2 existing accessible mobility parking spaces to be converted to the adjacent parking restrictions within the street per the list below.

- 1 Grosvenor Street Croydon - convert to unrestricted parking.
- 18 Paisley Road Croydon - convert to unrestricted parking restrictions.

Financial Implications

The cost of removing signs is estimated to be \$1,000.00 and will be funded from the 2023/24 Traffic Facilities budget.

Recommendation(s)

That Council approve the removal of on-street 'Mobility Parking' spaces located outside 1 Grosvenor Street Croydon and 18 Paisley Road Croydon, and to convert these areas back to unrestricted parking.

Attachments

There are no attachments for this report.

(Item RC5/24) Burwood 150 Years Anniversary Steering Committee Minutes - 11 June 2024

File No: 24/20398

Report by Director Community Life

Summary

This report presents the draft minutes of the Burwood 150 Years Anniversary Steering Committee meeting held on Tuesday 11 June 2024.

Operational Plan Objectives

A.16 Deliver initiatives that promote and improve access to local heritage.

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

The draft minutes of the Burwood 150 Years Anniversary Steering Committee held on 11 June 2024 are attached for Council's information.

Recommendation(s)

That Council receives and notes the draft minutes of the Burwood 150 Years Anniversary Steering Committee held on 11 June 2024.

Attachments

- 1 [↓](#) Burwood 150 Years Anniversary Steering Committee Meeting Minutes - 11 June 2024
- 2 [↓](#) Presentation - Mid-way Review of Burwood 150 Years Anniversary Program



**BURWOOD 150 YEARS ANNIVERSARY
STEERING COMMITTEE
Tuesday 11 June 2024
4.00pm - 5.00pm**

MINUTES

ATTENDEES

Committee Members:

Susan Borel	Community Representative
Cecily Gray	Burwood Historical Society Representative

Guests and Council Officers:

Brooke Endycott	Director Community Life
Danielle McQuoid	Manager Library and Community Hub
Jenny Hoff	Manager Community and Culture
Maria Mitar	Creative Events Producer
Katarzyna Malicka	Local Heritage Librarian
Dan Pocaterra (Minutes)	Executive Assistant, Community Life

Apologies:

Cr John Faker	Mayor of Burwood - <i>Chair</i>
Cr Heather Crichton	Burwood Council - <i>Alternate Chair and Delegate</i>
Spencer White	Community Representative
Dennis Quinlan	Community Representative
Claire Boskett	Community Representative
Justine Ann Channing	Community Representative

1. WELCOME & ACKNOWLEDGEMENT OF COUNTRY

Director Community Life, Brooke Endycott opened the meeting on behalf of the Mayor as Chair with an acknowledgement of Country, noting that Burwood Council acknowledges the Wangal Clan of the Eora Nation as the traditional custodians of the area and pays respects to their elders past, present and emerging.

The apologies of the Mayor of Burwood, Cr John Faker, Cr Heather Crichton and other Committee Members were noted.

2. DECLARATIONS OF INTEREST

Nil declarations of interest were submitted.

3. CONFIRMATION OF MINUTES OF THE MEETING HELD ON 5 DECEMBER 2023

The Burwood 150 Year Anniversary Steering Committee minutes were confirmed as an accurate record of the proceedings of the previous meeting held on 5 December 2023 (Moved by Susan Borel/ Seconded by Cecily Gray) with the following amendments noted:

Susan Borel noted that the Centenary of Enfield Public School event was minuted as scheduled for 21 September 2024, however, should be amended to 14 September 2024.

4. BUSINESS ARISING

Council Officers delivered a presentation to the Committee covering the key events, programs and projects delivered to date as part of the Burwood 150 Years Anniversary Program.

Key events discussed that have been delivered to date included:

- **Saturday 3 February 2024, 'Light a Lantern' to mark the beginning of Burwood's 150 Years Birthday Celebrations, Burwood Park** – The event involved the release of 150 handmade lanterns on the pond by the community with 7 performances engaging 92 performers ranging from local artists to diverse cultural groups. The event was attended by more than 1000 community members. See: <https://www.youtube.com/watch?v=oGB-kYJ5QBU>
- **Saturday 24 February 2024, Official Opening of the Burwood Park Pond, Nature Play, Sensory Garden and Burwood Nest** – The event celebrated the opening of new community infrastructure in Burwood Park and engaged over 300 attendees, mostly families with children. Council engaged 5 performance groups involving 11 artists alongside 6 community stalls with free children's activities.
- **Thursday 28 March 2024, Launch of Wilay Mulaa: Spirit of Light, Burwood Park** – Burwood Park lit up for the debut of 'Wilay Mulaa: Spirit of Light,' a new artwork commission of 10 hand crafted traditional Chinese Lanterns, reimagined as contemporary art by Wiradjuri artist Nathan Peckham and artist Nicholas Tory. The opening included a Welcome to Country and Smoking Ceremony, along with performances by the Stiff Gins, Nicholas Ng, members of the Sydney Conservatorium Chinese Music Ensemble, and the Burwood Chinese Fan Dance Group. The possums have remained installed at Burwood Park from March to June 2024. See: <https://www.youtube.com/watch?v=3buBVhTazYE>
- **Saturday 6 April 2024, Burwood Street Party: Celebrating 150 Years of Burwood, Burwood Road** –The large scale event commemorated the 150th anniversary of Burwood Municipality with a vibrant celebration of its rich history and lively present. Drawing 20,000 visitors, the event expanded the bustling Burwood Chinatown precinct with a dynamic 150-metre road closure of Burwood Road. With a captivating program including 17 performances involving 396 performers/artists, vintage cars, night markets, and an open-air dance party, the event culminated in a fireworks display from the Burwood Hotel Rooftop. A particular highlight was the 300-strong combined community and Adult Glee Club choirs performing a new AC/DC Medley commissioned by Council, honouring iconic former residents Angus and Malcolm Young. The event generated a local economic impact of \$942,823 and an overall social media reach of 1 Million+.

For event highlights see: <https://www.youtube.com/watch?v=pEWUBJApEy0>

For a behind the scenes glimpse into the Community Choirs Project see:

<https://www.youtube.com/watch?v=sBjo4Mxzp0A>

Other key projects and programs discussed that have been delivered to date included:

- The Strand, Croydon Bin Wraps (temporary public artwork) engaging 1 artist (completed in December 2023).
- Burwood Nest in Burwood Park (permanent and temporary public artwork) engaging 2 artists (completed in January 2024).
- 8 commemorative postcards commissioned engaging 1 local artist (completed in January 2024).
- 3 new banner artworks commissioned engaging 7 artists, including application to Council bags, library cards and digital assets to commemorate 150 years of Burwood (completed in January 2024). Merchandise sales to date have enabled Council to recover some costs and are currently at \$2,971.
- ANZAC Day crosses installation in Burwood Park (temporary public artwork) engaging 2 artists and local scouts (completed in April 2024).
- Back in Black: AC/DC Mural (permanent public artwork) in Burleigh Street engaging 1 artist (completed in April 2024) and reaching over 33 Million people online via AC/DCs official pages.
- An initiative called "Your Story is Our Story" was launched to encourage local studies donations from the community, with a procedure for future donations developed by library staff (May 2024).
- Who Sat Here Before Me (temporary public artwork) engaging 1 artist (June 2024) installed across various public benches in the Burwood Local Government Area, celebrating Burwood's cultural identities of the past.
- Council has undertaken significant updates to its local studies collection with Council's digitalised local heritage collection now accessible online via the Library catalogue.
- The completion of the Pictorial History Burwood with more than 180 carefully selected photographs and sharing the story of Burwood's development (to be officially launched on 24 July 2024). 500 hardbacks have now been supplied to Council with 2,500 softbacks to be available for sale for \$24.95.
- Council also delivered the local studies focussed exhibition, Resilience Captured, in the Community Hub from 27 March – 20 May 2024, with further exhibitions planned.
- A range of local studies talks and tours have also been delivered including: 2 x Enfield Walking Tours as part of St Thomas' Church Open Day (September 2023), and 2 x Heritage Festival Walking Tours focusing on Malvern Hill Estate (May and April 2024), with further talks and tours planned.

Further information on the Burwood 150 Years program is available and continuously updated on the Council's Website at: <https://www.burwood.nsw.gov.au/For-Residents/Events-and-Activities/150-Years-of-Burwood>

The Committee also discussed key events, programs and projects planned and set for delivery from July to December 2024.

Key upcoming initiatives discussed included:

- **The Special Council Meeting to be held on 24 July 2024**, which will include the launch of the 'Burwood Pictorial History', release of the 'Mayors of Burwood' Portraits, opening of the 'Grand Mansions of Burwood Exhibition' alongside performances and other celebratory activities.
- **The Youth Engagement Mural to be completed in October 2024**, which will involve a collaboration with Burwood Girls High Students in Blair Park, Croydon.

CM Ref. 24/20176

- **New initiatives funded under the Burwood Council Community Grants Program**, including the St Nectarios Open Day (date to be confirmed) and Miriam Hyde Concert at St Paul's Church (in September 2024).
- **The Launch of the Malvern Hill Estate Book** by John Johnson (date to be confirmed).
- **Additional talks and tours**, including the St Thomas Cemetery Tour (31 August 2024), History Week Walking Tour (14 September 2024, coinciding with celebrations for the Centenary of Enfield Public School), Writing Memoirs Workshop (September 2024) and 2 additional Malvern Hill Estate Walks (October 2024).

Comments, actions or recommendations arising from the Committee regarding remaining initiatives are summarised below:

- That in addition to the Mayors already selected for commemorative portraits (which include: R. Wynne, W. Paisley, G. S. Blair, W. E. Flockhart, D. W. Sutherland, W. Lutman, L. Furneaux Cook and J. Faker) that Council give consideration to also including William Archer who served on Council from 1874 to 1920 with one short break, had six terms as Mayor and was a Member of the Legislative Assembly representing Burwood (1898-1904). It was noted that Archer was fondly called the 'Father of Burwood.'
- Cecily Gray also noted that she was pursuing the loan and exhibition of period costumes for the 24 July 2024 Special Council Meeting and that the Burwood Historical Society would be happy to cover the cost as the Society's contribution to the event.

A copy of the full presentation delivered to the Committee is included under Attachment 2.

5. GENERAL BUSINESS

There were no items of general business raised.

6. NEXT MEETING

It was agreed that a final meeting of the Committee would be held in December 2024 to evaluate the success of the overall program upon its completion.

7. MEETING CLOSE

The Director Community Life acknowledged the contributions of the Committee and thanked all Committee members on behalf of Council for their ongoing support.

The meeting was closed at 5.14pm.

ATTACHMENT:

Presentation – Mid-Way Review of the Burwood 150 Years Anniversary Program (delivered to the Burwood 150 Years Steering Committee on 11 June 2024).



Burwood
Inc.1874

Burwood 150 Years Anniversary Steering Committee
Mid-Way Review of Program

—

11 June 2024

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



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Key Events, Program and Projects
Delivered to Date

—

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



13 June 2024



Burwood, Burwood Heights, Croydon, Croydon Park, Enfield, Strathfield

Light a Lantern to Celebrate 150 Years of Burwood

Burwood Park | Saturday 3 February 2024, 6 - 8.30pm

- Release of 150 lanterns on the pond | 150 registrations
- 1000 people in attendance
- 2 artists leading lantern designs
- 7 performances engaging 92 performers from local artists to diverse cultural groups
- 1 commercial vendor
- High level of community engagement

Highlights video:

<https://www.youtube.com/watch?v=oGB-kYJ5QBU>



13 June 2024



Burwood, Burwood Heights, Croydon, Croydon Park, Enfield, Strathfield

Official Opening of Burwood Park Pond, Nature Play, Sensory Garden & Burwood Nest

Burwood Park

Sat 24 February 2024, 10am – 11:30am

- 300 people in attendance
- 5 performance groups with 11 artists engaged
- 6 commercial vendors / community stalls
- High level of participation by local families with children



13 June 2024



Burwood Street Party

Saturday 6 April 2024, 5pm – 10pm
Burwood Road Closure

20,000 people in attendance
17 performance groups; 396 artists engaged
15 commercial vendors/community stalls
\$942,823 economic impact
1M+ social media reach

Highlights Video:

<https://www.youtube.com/watch?v=pEWUBJApEy0>

Community Choirs Project:

<https://www.youtube.com/watch?v=sBjo4Mxzp0A>

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13 June 2024



Public Art Projects Delivered for Burwood 150 Years Program

6 public art projects employing 10 artists:

- The Strand Bin Wraps engaging 1 artist (December 2023).
- Burwood Nest in Burwood Park (permanent and temporary) engaging 2 artists (January 2024).
- Wilay Mulaa in Burwood Park (temporary) engaging 2 artists (March 2024).
- ANZAC Day crosses installation in Burwood Park (temporary) engaging 2 artists (April 2024).
- Back in Black: AC/DC Mural (permanent) in Burleigh Street engaging 2 artists (April 2024).
- Who Sat Here Before Me (temporary) engaging 1 artist (June 2024).



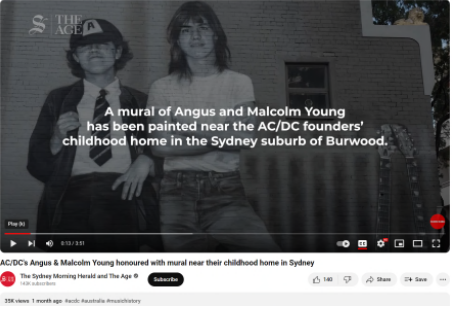

Wilay Mulaa Launch Video:

<https://www.youtube.com/watch?v=3buBVhTazYE>

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13 June 2024




The Back in Black: AC/DC Mural reached over 33 million people online via AC/DC's official pages in April 2024.

Coverage by SMH and The Age:
<https://www.youtube.com/watch?v=kc4aTR4XxFs>

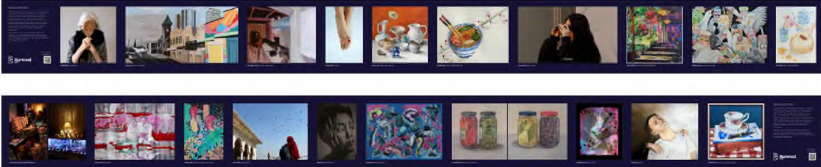
7 Burwood, Burwood Heights, Croydon, Croydon Park, Enfield, Strathfield

13 June 2024



'Who Sat Here Before Me Public Art Project' celebrating the cultural icons and identities of Burwood.


June 2024



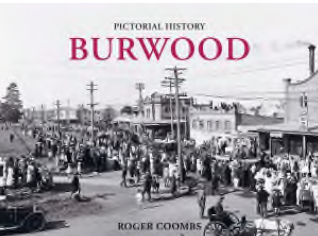
'Burwood Art Prize Compilation' featuring works over the history of the Art Prize.

June 2024

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13 June 2024

Local Studies Projects




Pictorial History Burwood

With more than 180 carefully selected photographs, the book chronicles 150 years of Burwood's development.

500 hardbacks supplied for Council and 2,500 softbacks available for sale \$24.95.


Research utilising Council's Local Studies Collection has also supported development of public art projects, production of memorabilia items for sale, events and communications collateral for the 150 Years of Burwood Program.



Local Studies Focused Exhibitions

Resilience Captured
27 March – 20 May 2024

Grand Mansions of Burwood
24 July – 20 September 2024




Local Studies Talks and Tours

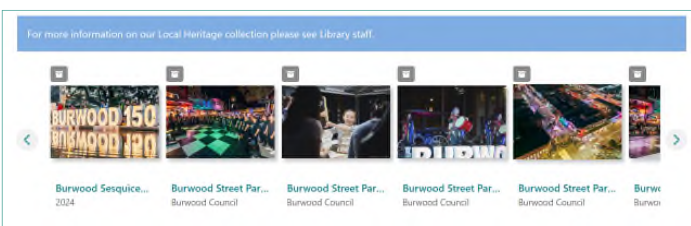
Delivered:

- 2 x **Enfield Walking Tours** as part of Church Open Day - September 2023
- 1 x **Special Burwood Historical Tour** on civic history of Burwood – 22 June 2024
- 2 x **Heritage Festival Walking Tours** focusing on Malvern Hill Estate - May and April 2024


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13 June 2024

Update of Local Studies Collection



For more information on our Local Heritage collection please see Library staff.



Your Story is our Story

We invite contributions to the Heritage Collection held at the Burwood Library

150 Year Celebration Collection

Images from 150 Celebrations added to collection and now available online for the community (image above shows some of these).

Collateral and merchandise collected and progressively added to collection at end of year.

Online Access

Digitalised Local Heritage Collection accessible online via library catalogue. 950 images are available to date. (image above shows catalogue accessible by public).

"Between two Highways" digitised (on early history of Croydon) and now made available online through library catalogue.

Research provided by Local Heritage Librarian has increased to 130 external requests and over 40 internal. At least 50 enquiries assisting with writing of "Burwood Pictorial History" (at 23/5/2024). Staff also assisted with research for the Malvern Hill Estate Book.

Expanding Collection

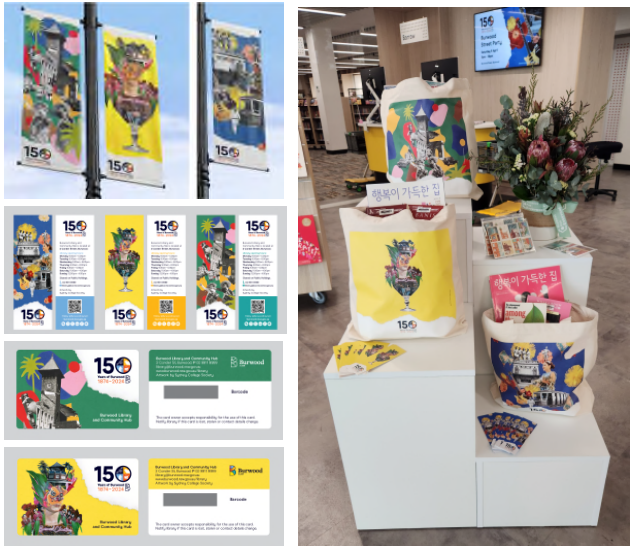
Donation drive "Your Story is our Story" launched.

120 heritage photos, 1909-1923 Building Applications and "Original Copy of Draft for Proposed History of Municipality 1924-1964" digitalised and awaiting addition to the website.

21 history books added to collection.


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13 June 2024



Promotional Material & Merchandise

- Burwood LGA Street Banners
- Digital assets (social media tiles, email signatures, screens, website)
- Burwood Library cards
- Bookmarks
- Tote bags and commemorative postcard pack (\$2,900 in sales to date).



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Burwood
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Key Events, Program and Projects Remaining



Burwood, Burwood Heights, Croydon, Croydon Park, Enfield, Strathfield



13 June 2024



Special Sesquicentenary Council Meeting

Burwood Library and Community Hub
Wednesday 24 July 2024, 6pm – 8pm

Event will include launch of:

- Burwood Pictorial History
- Mayors of Burwood Portraits
- Grand Mansions of Burwood Exhibition
- Performances and celebratory activities

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Burwood, Burwood Heights, Croydon, Croydon Park, Enfield, Strathfield



13 June 2024



Youth Engagement Mural Blair Park, Croydon

Mural on water tank and electrical box in collaboration with Burwood Girls High School.

Estimated completion date: October 2024.



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13 June 2024

Confirmed Community Run Initiatives

St Nectarios Open Day | from July to December 2024

\$3,100 confirmed funding from Council

Two tours led by Parish Priest plus self-guided tours throughout the day covering the history of the Church from its Methodist origins to its transformation into a Greek Orthodox Church in 1970. Tours will include an explanation of key features, such as iconography, artefacts, church layout and services, followed by refreshments and activities in the courtyard.



Miriam Hyde Concert | September 2024

\$5,000 confirmed funding from Council

Concert to perform a variety of Burwood composer Miriam Hyde's (AO OBE 15/01/1913-11/01/2005) music in September 2024 at St Pauls Church, Burwood. A new composition will be commissioned from Mark Isaacs to honour Miriam Hyde. The concert will involve a program of instrumental and vocal compositions for solo, duets and ensemble performances by Australian professional musicians alongside members of the local community.



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13 June 2024

Remaining Local History Tours and Talks

Launch of Malvern Hill Estate Book – July/August 2024

St Thomas Cemetery Tour - 31 August 2024

History Week Walking Tour - 14 September 2024 (coinciding with Centenary of Enfield Public School)

Writing Memoirs Workshop - September 2024

Malvern Hill Estate Walks (2) - October 2024



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