

Attachments Excluded from Agenda Burwood Council Meeting Tuesday 11 February 2025 6:00 PM

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Planning Proposal

February 2025

To reclassify certain Council-owned land from Community to Operational Land

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Part 1 - Objectives and intended outcomes

1.1 Introduction

Council is proposing to reclassify certain Council owned land from Community to Operational under the *Local Government Act* 1993 (LG Act).

Classification as "Community" reflects the importance of the land to the community because of its use or special features. Generally, land classified as community is intended for public access and use, or where other restrictions applying to the land creates some obligation to maintain public access (such as a trust deed, or dedication under former section 94 of the *Environmental Planning and Assessment Act 1979*). This gives rise to the restrictions in the Local Government Act, intended to preserve the qualities of the land. Community land ordinarily comprise land such as a public park, sportsground or bushland and cannot be sold (s45 LG Act); cannot be leased, licenced or any other estate granted over the land for more than 21 years (without Ministerial consent) (s47 LG Act); and must have a plan of management prepared for it (s35 LG Act).

In contrast, "Operational" land has no special restrictions other than those that may ordinarily apply to any parcel of land. Operational land is unfettered land and would ordinarily comprise land that facilitates the carrying out by a council of its functions or land which may not be open to the general public, such as council offices, a works depot, sewer or water pump station or a council quarry. It also includes land held by Council as a temporary asset or as an investment.

The purpose of the classification of land is to identify clearly land which should be kept for use by the general public (Community land) and that land which need not (Operational land). If land is classified Community and Council wishes to consider various dealings with the land such as a change in usage, development, sale or long-term leasing, this requires the process of a Local Environmental Plan with public exhibition including a public hearing to alter the classification.

Public land can be classified by way of the Local Environmental Plan, or by resolution of Council. Where land is not classified within three months of acquisition, the land is automatically classified as community land.

Upon Gazettal of the Burwood Local Environmental Plan in 2012, Schedule 4 of the LEP, which classifies land, was left blank with no land classified either operational nor community. Therefore, all public land owned by Council deferred to Community Land.

An amendment to the LEP in March 2016 classified 59B Park Road, Burwood (Lot 2, DEP 615429) as "Operational Land – no interests changed." This is currently the only land listed in Schedule 4 of the LEP. All other Council-owned land has therefore, by default, been classified as Operational Land.

This planning proposal proposes to amend the LEP in order to classify land that is used for operational purposes as operational land.

1.2 Applicable land

The Planning Proposal applies to the following land in the Burwood Local Government Area.

ITEM	PROPERTY NAME	ADDRESS	ZONING	TITLE	LEASED
	OPERATIONAL LAND			l .	l .
1	Angelo Street Car Park - 12 car spaces	133 Liverpool Rd, Enfield	Local Centre (E1)	Lot 1 DP 1135151	No
2	Land adjoining rear of 10 Luke Ave	Land adjoining eastern boundary of Lot 13 DP1215985	Road reserve	N/A	No
3	Beresford Carpark - 14 car spaces	50 Beresford Avenue, Croydon Park	Low Density Residential (R2)	Lot 1 DP 624841	No
4	Byer Street Carpark	3B-5 Byer St, Enfield	Local Centre (E1)	Lot 12 DP 11302, Lots 1-2 DP 305673	No
5	Cobden St part Road - Part vacant Land result of road widening Cobden/ Shelley Sts.	34 Cobden St Enfield (corner with Shelley Street)	Low Density Residential (R2)	Lot 5 DP 554097	No
6	Depot - Council Operations Centre	8 Kingsbury St, Croydon Park	General Residential (R1)	Lot 1 DP 228032	No
7	Burleigh St No. 12	12 Burleigh St, Burwood	Mixed Use (MU1)	Lot 1 DP 202437	No (Vacant)
	Burleigh St No. 18	18 Burleigh St, Burwood	Mixed Use (MU1)	Lot 4 DP 202437	Yes
	Burleigh St No. 20	20 Burleigh St, Burwood	Mixed Use (MU1)	Lot 5 DP 202437	Yes
	Burleigh St No. 22	22 Burleigh St, Burwood	Mixed Use (MU1)	Lot 6 DP 202437	No (Vacant)
	Burleigh St No. 6	6 Burleigh St, Burwood	Mixed Use (MU1)	Lot 1 DP 205162	Yes
	Burleigh St No.16	16 Burleigh St. Burwood	Mixed Use (MU1)	Lot 3 DP 202437	No (Vacant)
	Burleigh St No.14	14 Burleigh St. Burwood	Mixed Use (MU1)	Lot 2 DP 202437	Yes
8	Elizabeth Street Carpark	8 Burleigh St, Burwood	Mixed Use (MU1)	Lot 2 DP 205162	No
	Elizabeth Street Carpark	10 Burleigh St, Burwood	Mixed Use (MU1)	Lot 1 DP 574391	No
	Elizabeth Street Carpark	5-11 Elizabeth Street	Mixed Use (MU1)	Lot B DP420885	No
	Elizabeth Street Carpark	5-11 Elizabeth Street	Mixed Use (MU1)	Lot A DP420885	No
	Elizabeth Street Carpark	18B Railway Parade	Mixed Use (MU1)	Lot 3 DP 511953	No
	Elizabeth Street Carpark	5-11 Elizabeth Street	Mixed Use (MU1)	Lot B DP 321515	No
	Elizabeth Street Carpark	5-11 Elizabeth Street	Mixed Use (MU1)	Lot A DP321515	No
	Elizabeth Street Carpark	5-11 Elizabeth Street	Mixed Use (MU1)	Lot 1 DP 305065	No
9	Elsie Street Shop C1a Ground Floor	1-17 Elsie St, Burwood	Mixed Use (MU1)	Lot 11 DP 1142160	Yes
	Elsie Street Shop C1b Ground Floor	1-17 Elsie St, Burwood	Mixed Use (MU1)	Lot 11 DP 1142160	Yes
	Elsie Street Shops C2 & C3 -Gnd Floor	1-17 Elsie St, Burwood	Mixed Use (MU1)	Lot 11 DP 1142160	Yes

10	Elsie Street Suite1 Level 2, part Level B3, Shop C9 & loading dock 2 car spaces	1-17 Elsie St, Burwood	Mixed Use (MU1)	Lot 15 DP 1177555	Yes (part)
11	Elsie Street Carpark- Strata 205 Car Spaces (Public Car Park)	1-17 Elsie St, Burwood	Mixed Use (MU1)	Lot 13 DP 1142160	No
12	Elsie Street Ground Floor Loading Dock 4 car spaces (R of C 6.12.16)	1-17 Elsie St, Burwood	Mixed Use (MU1)	Lot 33 SP 93494	No
13	Fitzroy St Carpark - 28 spaces	1a Fitzroy St, Burwood (adjacent to Reed Reserve).	Low Density Residential (R2)	Cnr Lots 1 and 2 DP 8973	No
14	Georges River Rd - (Rear)	462A (Rear) Georges River Rd, Croydon Park	General Residential (R1)	Lot 2 in DP 1125122	No
15	Heydon St Enfield, corner Heydon, Shelley Street backing onto Trevena Lane	45 Heydon St, Enfield	Low Density Residential (R2)	Lot 121 DP 456968 and Lot 120 DP 456968	No
16	Burwood Council, Library & Community Hub & coffee cart	2-4 Conder St, Burwood	Mixed Use (MU1)	Lot 1 DP 1252835	Yes (part)
17	Unity Place (part)	Hornsey St, Burwood	Mixed Use (MU1)	Lot 11 DP 790324	No
18	Meryla Street Carpark (32 spaces)	33-35 Meryla St, Burwood	Low Density Residential (R2)	Cnr Lots 58 & 57 DP 7805	No
19	Murphys Lane (runs off Wright Street)	17a Wright St, Croydon	Low Density Residential (R2)	Lot 101 DP 873782	No
20	Parnell St Carpark - 33 spaces	1-7 Parnell St, Strathfield	Mixed Use (MU1)	Lot 1 DP 189327, Lot 26 DP83935 & Lot 2 DP 1099132	Yes (part)
21	Railway Square	1a Railway Pde Burwood	Mixed Use (MU1)	Lot 2309 DP 1134547	Yes
22	Seymour Street Car Park - 16 car spaces.	62 Seymour St, Croydon Park	Local Centre (E1)	Lot 10 DP 1901	No
23	Tangarra St Public Carpark - 8 car spaces.	12 Tangarra St, Croydon Park	Local Centre (E1)	Lot 1 DP 580519	No
24	Victoria St part Road & Part Vacant Land	65a Victoria St, Burwood	Mixed Use (MU1)	Lot B 370257	No
25	Wynne Ave Carpark (R of C 26.7.16)	27-31 Belmore St Burwood	Mixed Use (MU1)	Lot 6 SP 91971B	No
26	Brighton St 41 (dwelling)	41 Brighton St, Croydon	Public Recreation (RE1)	Lot 2 DP 304375 subj to Sydney Water easement	Yes
27	Brighton St 43 (dwelling)	43 Brighton St, Croydon	Public Recreation (RE1)	Lot 13 DP 18849, Lot 2 DP 629656 and Lot 3 DP 304375	Yes
28	Jackett Reserve & Minna St No. 39	39 Minna Street, Burwood (also known as 8 Belgrave Street) in Jackett Reserve	Public Recreation (RE1)	Lot 6 & 7 Sec 2 DP233 and Lot 2 DP 201156	Yes (part)
29	SES Building	32-34 Cheltenham Rd Croydon	Low Density Residential (R2)	Lot 3 DP 1198616	Yes
30	Woodstock Park Community Centre, Fitzroy Hall, Chidcare Centre	22 Church St Burwood (incorporating 92 Fitzroy Street Burwood)	Low Density Residential (R2)	Lot 2 DP 605138 (Council), Lot 1 DP 605138 (Ausgrid)	Yes (part)
31	Burwood Council - 8 Conder Street (incl, Council Administration, Community Hub, 49 Belmore Street and part Unity Place),	8 Conder Street Burwood	Mixed Use (B4)	Lot 105 in DP1258893	Yes (part)

The purpose of this Planning Proposal is to reclassify this land from community to operational, as the land is used for operational purposes.

The following land is proposed to reclassify to operational for the purposes of subdividing the land. Once subdivided, the community land part of the site will return to a classification of Community, and the Operational part of the site will continue to be classified as Operational:

- Item 17, Unity Place;
- Item 28, 39 Minna Street and Jackson Reserve; and
- Item 30, Woodstock Park.

1.3 Current planning controls

Burwood LEP 2012 applies to the subject land.

1.3.1 Land use zones

The Subject Land is zoned either:

- Local Centre E1;
- Low Density Residential R2;
- Mixed Use MU1;
- General Residential R1; or
- Public Recreation RE1.

Table 1 includes the zoning information for each parcel of land affected by this Planning Proposal.

Part 2 – Explanation of provisions

2.1 Amendments to Local Environmental Plan 2015

The Planning Proposal seeks to include the subject land under Schedule 4; Part 1 of Burwood LEP 2012 as Land classified, or reclassified, as operational land – no interests changed, thereby confirming reclassification of such land from community to operational.

The Planning Proposal also seeks to include the following land in Schedule 1, Additional Permitted Uses, of the Burwood LEP, as the use of the land for its current purpose is not permitted under the current zone of the land.

- Item 3, Beresford Car Park, 50 Beresford Avenue, Croydon Park;
- Item 7, Council Depot, 8 Kingsbury Street, Croydon Park;
- Item 13, Fitzroy Street Car Park, 1a Fitzroy Street, Burwood;
- Item 18, Meryla Street Car Park, 33-35 Meryla Street, Burwood; and
- Item 26, 41 Brighton Street, Croydon.

Item 1	Angelo Street Car Park	(
Address	133 Liverpool Road, Burwood	
Title	Lot 1 DP 1135151	The state of the s
Zoning	Local Centre E1	
Land Use	Car Park	
Description	133 Liverpool Road is a carpark to the side of Angelo Street with access to the bays directly off Angelo Street. As the carpark is an operational use it is appropriate to classify it as operational land.	139-139-139-139-139-139-139-139-139-139-

The land was acquired by Council in 1970 and has been used as a car park ever since. The car park has a 2-hour daytime parking restriction and no fee is charged for its use.

The land is not leased and is not a public reserve.

There are no development approval records available, however the use of land as a car park is permitted with consent in the E1 zone. It has been used as a car park since prior to the Burwood LEP commencing in 2012.

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Item 2	Land adjoining rear of	10 Luke Avenue
Address	Portion adjoining rear of 10	
	Luke Avenue	**ARRAMATTA ROAD
Title	N/A	
Zoning	Road reserve	
Land Use	Car Park	
Description	Part of road reserve on Bennett Street, adjoining rear of Lot 13 in DP 1215985	
	This end of Bennett Street appears as a road reserve connecting to Parramatta Road.	

The portion of land adjoining the eastern boundary of 10 Luke Avenue is believed to have been acquired by Council in the past for the purpose of establishing a right of way or easement. While specific acquisition details are not available in current records, the land's configuration and use are consistent with Council's historical practices of securing access and connectivity within the local area. It is likely that Council acquired this land through standard local government acquisition processes, potentially including purchase, subdivision, or dedication, with the intent of facilitating public access or utilities.

The exact date and method of acquisition are uncertain due to incomplete historical records. However, Council has exercised ownership and management responsibilities over this land for an extended period, as evidenced by its continued use as a public right of way/easement.

No development approval records are available for this land parcel, which is consistent with its apparent purpose as a right of way or easement

Item 3	Beresford Car Park	
Address	50 Beresford Avenue,	DP OUR
	Croydon Park	The state of the s
Title	Lot 1 DP 624841	
Zoning	Low Density Residential R2	
Land Use	Car Park	
Description	50 Beresford Avenue is a small carpark of approx. 13 bays accessed off the laneway that runs parallel to Georges River Road. As the carpark is an operational use it is appropriate to classify it as	
	operational land.	Soundities 4070 and has been used as a soundities

The land appears to have been acquired by Council in 1979 and has been used as a car park ever since. The car park has a 2-hour daytime parking restriction and no fee is charged for its use. The land is not leased and is not a public reserve.

There are no development approval records available. A car park is a prohibited land use in the R2 zone and it is proposed to include the land in Schedule 1 of the LEP, Additional Permitted Uses. It has been used as a car park since before the Burwood LEP commenced in 2012.

Item 4	Byer Street Car Park	
Address	3B-5 Byer St, Enfield	
Title	Lot 12 DP 11302, Lots 1-2 DP	
	305673	
Zoning	Local Centre E1	
Land Use	Car Park	
Description	The Byer Street Car Park is a	
	triangular shaped car park	
	accessed off Byer Street.	
	As the carpark is an	
	operational use it is	
	appropriate to classify it as	
	operational land.	

The land was acquired by Council in 1975 and has been used as a car park ever since. The car park has a 2-hour daytime parking restriction and no fee is charged for its use. The land is not leased and is not a public reserve.

There are no development approval records available, however the use of land as a car park is permitted with consent in the E1 zone. It has been used as a car park since before the Burwood LEP commenced in 2012.

Item 5	Land at 34 Cobden Stro	eet
Address	34 Cobden Street, Enfield	
Title	Lot 5 DP 554097	
Zoning	Low Density Residential R2	
Land Use	Road and Park	
Description	The land at 34 Cobden Street, Enfield, is partially used for a road and partially as a small pocket park.	
	The main use of the land is for road transport which is an operational use it is appropriate to classify it as	
	operational land.	

The land was acquired by Council in 1971 and has been used as a road and park ever since. The land is not leased and is not a public reserve.

The use of land as for 'road' is permitted without consent and a 'Park' is permitted with consent in the R2 zone. It has been used for these purposes since before the Burwood LEP commenced in 2012.

Item 6	Council Operations Ce	ntre (Depot)
Address	8 Kingsbury Street, Croydon Park	
Title	Lot 1 DP 228032	
Zoning	General Residential R1	
Land Use	Depot	
Description	The land at 8 Kingsbury Street, Croydon Park is used as Councils Operations Centre (Council Depot).	
	As the Depot is an operational use it is appropriate to classify it as operational land.	

Council records indicate that this parcel of land, which serves as a Council depot, was acquired in 1965 to support Council operations. The presence of a mortgagee on the Certificate of Title suggests that the acquisition likely involved a purchase, possibly financed through a mortgage.

While the exact details of the transaction are not fully available in Council's current records, the acquisition of this depot aligns with the period of expansion in local government services and infrastructure in the mid-1960s. The decision to acquire this property demonstrates Council's forward-thinking approach to establishing necessary facilities for its growing operational needs.

Since its acquisition in 1965, Council has maintained continuous ownership and use of this land for nearly six decades, utilising it as a crucial depot to support various Council functions and services. This depot has played a vital role in Council's ability to efficiently manage its operations and deliver services to the community.

The long-term use of this property as a Council depot underscores its importance in Council's operational infrastructure and highlights Council's commitment to maintaining essential facilities for effective local governance

The land is not leased and is not a public reserve.

There are no development approval records available. A Depot is a prohibited land use in the R1 zone and it is proposed to include the land in Schedule 1 of the LEP, Additional Permitted Uses. It has been used as a depot since before the Burwood LEP commenced in 2012.

Item 7	Burleigh Street Dwellin	ngs
Address	6, 12, 14, 16, 18, 20, 22 Burleigh Street, Burwood	
Title	Lot 1 DP 205162, Lots 1 – 6 DP 202437	
Zoning	Mixed Use MU1	
Land Use	Single Dwellings	
Description	6 and 12-22 Burleigh Street are seven terrace houses used for residential purposes.	
	12-22 Burleigh Street is a heritage item in the LEP as Victorian Terraces	

The properties located at 6, 12, 14, 16, 18, 20, and 22 Burleigh Street, Burwood, comprising Lot 1 DP 205162 and Lots 1 - 6 DP 202437, were acquired by Council at various times as part of its long-term strategic vision for the area. These terraced properties were individually purchased over a period of time, reflecting Council's forward-thinking approach to land assembly for future community needs.

The acquisitions of these properties occurred progressively between 1976 – 2023.

The strategic nature of these purchases indicates a deliberate and planned approach by Council to secure key sites within the Burwood area.

The properties were acquired through direct purchases from private owners, aligning with Council's practice of strategically obtaining land to support future community development and urban planning objectives. This approach allowed Council to gradually assemble a significant land holding in a key location, providing flexibility for future use and development in line with evolving community needs.

Currently, only three of these terraces remain leased due to the dilapidated state of the buildings. The remaining properties require significant capital investment to remediate their condition, making them unsuitable for use. As a result, Council proposes to reclassify these properties as operational land. This reclassification will enable Council to develop a long-term masterplan for the entire precinct, allowing for a comprehensive approach to revitalisation and future development that aligns with Council's strategic vision.

The proposed reclassification to operational land will provide Council with the necessary flexibility to address the significant remediation needs of these properties and to explore various options for their future use. This approach will ensure that these valuable assets can be effectively utilised to meet the evolving needs of the Burwood community.

Council's decision to seek reclassification demonstrates its commitment to responsible asset management and its dedication to realising the long-term strategic vision for this important precinct in Burwood

Item 8	Elizabeth Street Car Pa	ırk
Address	5-11 Elizabeth Street, 18B Railway Parade and 8-10 Burleigh Street, Burwood	
Title	Lot 1 DP 574391 Lot 2 DP 205162 Lots A & B DP420885 Lot 3 DP 511953 Lots A & B DP321515 Lot 1 DP 305065	
Zoning	Mixed Use MU1	1
Land Use	Car Park	
Description	The Elizabeth Street Car Park is a town centre car park located behind buildings fronting Railway Parade and accessed off Burleigh and Elizabeth Streets	
	As the carpark is an operational use it is appropriate to classify it as operational land.	



The properties located at 5-11 Elizabeth Street and 8-10 Burleigh Street, were acquired by Council at various times as part of its long-term strategic vision for the area. These properties were individually purchased over a period of time, reflecting Council's forward-thinking approach to land assembly for future community needs.

The acquisitions of these properties occurred progressively between 1976 – 2023.

The strategic nature of these purchases indicates a deliberate and planned approach by Council to secure key sites within the Burwood area.

The properties were acquired through direct purchases from private owners, aligning with Council's practice of strategically obtaining land to support future community development and urban planning objectives. This approach allowed Council to gradually assemble a significant land holding in a key location, providing flexibility for future use and development in line with evolving community needs.

Council's decision to seek reclassification demonstrates its commitment to responsible asset management and its dedication to realising the long-term strategic vision for this important precinct in Burwood.

The land is not leased and is not a public reserve. There are no development approval records available, however the use of land as a car park is permitted with consent in the MU1 zone. It has been used as a car park since before the Burwood LEP commenced in 2012.

Item 9	Elsie Street Shops	
Address	Shops C1a, C1b, C2 and C3 Elsie Street, Burwood	
Title	Lot 11 DP 1142160	
Zoning	Mixed Use MU1	Till !
Land Use	Shops	72
Description	These sites are ground floor shops leased to tenants.	
	As the shops are an operational use it is appropriate to classify them as operational land.	1



The land was acquired by Council in 2009 and has been used for shops and offices since the building was constructed in 2009 (DA379/2001).

The shops are leased to tenants on standard commercial leases, and is not a public reserve.

Consent for the development was issued in 2001, however the use of land as a shop is permitted with consent in the MU1 zone.

Item 10	Elsie Street Lot 15	
Address	Elsie Street Suite1 Level 2, part Level B3, Shop C9 & loading dock carspaces	
Title	Lot 15 DP 1177555	
Zoning	Mixed Use MU1	
Land Use	Office, Shop, Car Park	
Description	These sites are shops, offices leased to tenants, and a loading dock with two car spaces	
T	As the uses are operational uses it is appropriate to classify them as operational land.	



The land was acquired by Council in 2009 and has been used for shops and offices since the building was constructed in 2009 (DA379/2001).

The shops are leased to tenants on standard commercial leases, and is not a public reserve.

Consent for the development was issued in 2001, however the use of land as a shop is permitted with consent in the MU1 zone.

Item 11	George Street Car Par	k
Address	1-17 Elsie St, Burwood	16
Title	Lot 13 DP 1142160	
Zoning	Mixed Use MU1	
Land Use	Car Park	
Description	The George Street Car Park is a town centre car park located in the basement of 1-17 Elsie Street, accessed off George Street.	AL DEL A
	As the carpark is an operational use it is appropriate to classify it as operational land.	11/12



The land was acquired by Council in 2009 and has been used as a car park since the building was constructed in 2009 (DA379/2001). The land is not leased and is not a public reserve.

Consent for the development was issued in 2001, however the use of land as a car park is permitted with consent in the MU1 zone.

Item 12	Elsie Street Loading D Centre	ock and George Street Community
Address	1-17 Elsie St, Burwood	
Title	Lot 33 SP 93494	
Zoning	Mixed Use MU1	
Land Use	Car Park	
Description	The Elsie Street Loading Dock and associated Car Park is located in the basement of 1-17 Elsie Street, accessed off George Street. As the loading dock and	
	carpark is an operational use it is appropriate to classify it as operational land.	

The land was acquired by Council in 2009 and has been used as a car park since the building was constructed in 2009 (DA379/2001). The land is not leased and is not a public reserve.

Consent for the development was issued in 2001, however the use of land as a car park and a community centre is permitted with consent in the MU1 zone.

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Item 13	Fitzroy Street Car Parl	K
Address	1a Fitzroy St, Burwood (adjacent to Reed Reserve).	
Title	Lots 1 and 2 DP 8973	
Zoning	Low Density Residential (R2)	
Land Use	Car Park	
Description	These lots form part of the Fitzroy Street Car Park in	
	Croydon Town Centre.	在作为一个人
	As the carpark is an	
	operational use it is	
	appropriate to classify it as operational land.	

The Fitzroy Street Car Park was acquired by Council in the 1970s as part of a strategic initiative to provide public parking facilities in the area. While specific development approval records are not available, the site has been continuously used as a car park since acquisition. This longstanding use predates the current Burwood Local Environmental Plan 2012 and is consistent with the site's current zoning. The land is not leased and is not a public reserve.

Item 14	462a Georges River Ro	pad
Address	462A (Rear) Georges River Rd, Croydon Park	
Title	Lot 2 in DP 1125122	
Zoning	General Residential (R1)	
Land Use	Municipal Purposes	A CONTRACTOR OF THE PARTY OF TH
Description	The land behind the childcare centre is currently used for Council operational purposes (Storage)	
	As the storage is an operational use it is appropriate to classify the site as operational land.	

The property at 462a Georges River Road, Croydon Park, is currently utilised for Council operational purposes. Historical records and the Certificate of Title suggest that this parcel was originally part of a larger land holding at 462 Georges River Road.

It appears that Council subdivided the original property, selling off the front portion which has since been redeveloped into a daycare facility. The retained rear portion, now known as 462a Georges River Road, was kept for Council use and is bound by various easements and rights of way, likely established during the subdivision process to ensure access and utilities for both the sold and retained portions of land.

While the exact date of the subdivision and partial sale is unknown, this strategic land management decision by Council demonstrates its ability to balance community needs with operational requirements. By retaining a portion of the original property for Council operations while allowing development on another portion, Council has efficiently utilised its land assets.

The current use of 462a Georges River Road for Council operational purposes underscores its ongoing importance to Council's service delivery capabilities. The easements and rights of way associated with the property reflect the complex nature of urban land use and the need for careful planning in land subdivision and repurposing.

Council has maintained ownership and management of this operational land since the subdivision, adapting its use to meet evolving Council needs while ensuring continued access and functionality through the established easements and rights of way.

Item 15	45 Heydon Street	
Address	45 Heydon St, Enfield	
Title	Lot 121 DP 456968 and Lot	
	120 DP 456968	
Zoning	Low Density Residential (R2)	
Land Use	Road and Footpath	
Description	The land at 45 Heydon	
	Street, Enfield is used for	
	road purposes.	No. 10 September 1
	The main use of the land is	
	for road transport which is an	
	operational use it is	
	appropriate to classify it as	
	operational land.	

Acquired by Council in 1974, this land has been consistently utilised as part of the local road network. Its use as a road is permissible without consent under the current R2 zoning, reflecting its ongoing importance in local traffic management and connectivity.

The land is not leased and is not a public reserve. It has been used for these purposes since before the Burwood LEP commenced in 2012.

Item 16	Council Chambers, Customer Service & Library	
Address	2-4 Conder St, Burwood	
Title	Lot 1 DP 1252835	
Zoning	Mixed Use MU1	
Land Use	Office, Shop, Library, Community Facility	The Manual Control of the Control of
Description	These community and office uses within the Council Administration Centre.	
	As shops and offices an operational uses it is appropriate to classify them as operational land.	

2-4 Conder Street, Burwood (Lot 1 DP 1252835) encompasses the original Council Chambers, a heritage-listed building that still accommodates the Mayor, Councillors, and some administrative staff. This significant site has evolved to meet changing community needs, with a modern extension to the rear housing Council's customer service center, library, and various community facilities. In 2020, the site underwent substantial upgrades, further enhancing its functionality and amenities.

The property serves multiple operational functions, including civic administration, community services, and public amenities. A licensed coffee cart operates on the premises, enhancing visitor amenities. Additionally, the site includes a paid public car park that supports access to these essential community facilities.

Council actively manages this multi-faceted property to maintain its heritage values while ensuring it continues to meet contemporary operational and community service needs. The 2020 upgrades demonstrate Council's commitment to ongoing improvement and adaptation of the site. Regular maintenance, service assessments, and strategic planning are undertaken to optimise the site's diverse uses and preserve its importance as a civic and community hub. Furthermore, Council is in the process of delivering an art and cultural centre with underground parking within the current carpark location. This development will significantly enhance the precinct and community amenity. Classifying the land as operational will provide Council with the necessary flexibility to further activate and enhance the site, ensuring it continues to evolve and meet the dynamic needs of the Burwood community.

Item 17	Unity Place (Part)	
Address Title	Hornsey St, Burwood Lot 105 DP1258893	HORNSEYST
Zoning	Mixed Use MU1	ONLY) PLANE
Land Use	Council administration, retail and commercial, civic domain, community facility	SOUNDER SEE
Description	These community and office uses within the Council Administration Centre.	De Phage 10 10
	As shops and offices an operational uses it is appropriate to classify them as operational land.	

Formerly known as Hornsey Street, this area was renamed Unity Place in 2021. The site is subject to a specific Plan of Management which outlines its intended future reclassification to operational land, supporting Council's long-term strategic planning for the precinct

The Conder Street and (formerly) Hornsey Street, Burwood location, now known as Unity Place is widely considered the historic and 'spiritual' home of Burwood Council and recognised as the hub of community related activities.

Unity Place has allowed Council to achieve its identified strategic objectives through the creation of a modern and industry leading Civic Centre capable of simultaneously hosting Council's administration, library, community and customer service functions at 2 and 8 Conder Street, Burwood. The co-location of various services in a modern, easily accessible and well connected facility has generated multiple synergies and opened up innumerable opportunities to increase service levels and activate adjoining public spaces.

The spaces within Lot 105 in DP1258893 of the 39-47 Belmore Street, 6-14 Conder Street and Wynne Avenue, Burwood site, is now addressed as 8 Conder Street and 49 Belmore Street, Burwood and known in its entirety as Unity Place (formerly Hornsey Street, Burwood).

Item 18	Meryla Street Car Park	(
Address	33-35 Meryla St, Burwood	
Title	Lots 58 & 57 DP 7805	8 10
Zoning	Low Density Residential (R2)	7 5
Land Use	Car Park	
Description	33-35 Meryla Street is a small town centre carpark.	1000
	As the carpark is an operational use it is appropriate to classify it as operational land.	50 F GOOD 2



.The Meryla Street Car Park has been a long-standing public parking facility in the area, since its acquisition in 1977. Its continuous use as a car park predates the current LEP. The proposed inclusion in Schedule 1 of the LEP will formalise its permissibility in the R2 zone, reflecting its established and ongoing use. The land is not leased and is not a public reserve.

There are no development approval records available.

Item 19	Murphys Lane	
Address	17a Wright St, Croydon	
Title	Lot 101 DP 873782	
Zoning	Low Density Residential (R2)	
Land Use	Footpath	
Description	This narrow strip of land is a footpath to the side of Murphys lane.	
	As the footpath is an	
	operational use it is	
	appropriate to classify the land as operational land.	
T1: 1 1		



This land serves as an important pedestrian link, providing access to adjacent properties. Its function as a public footpath is consistent with Council's objectives for local connectivity and aligns with permissible uses in the R2 zone. The footpath leads to the common property for the dwellings to the north. The area of the land is approx. 17sqm.

The land is not leased, and is not a public reserve.

Item 20	Parnell Street Car Parl	K
Address	1-7 Parnell St, Strathfield	
Title	Lot 1 DP 189327, Lot 26	
	DP83935 & Lot 2 DP 1099132	
Zoning	Mixed Use MU1	
Land Use	Car Park	WHITE WAR
Description	1-7 Parnell Street is a small triangular car park between Parnell Street and the railway reserve.	
	As the carpark is an operational use it is appropriate to classify it as operational land.	

The land was acquired by Council in 1964 and has been used as a car park ever since. The car park has a 10-hour daytime parking restriction and fees are payable and continues to support the parking needs of the surrounding mixed-use area

The land is not leased and is not a public reserve.

There are no development approval records available, however the use of land as a car park is permitted with consent in the MU1 zone. It has been used as a car park since before the Burwood LEP commenced in 2012.

Item 21	Railway Square	
Address	1a Railway Pde Burwood	
Title	Lot 2309 DP 1134547	
Zoning	Mixed Use MU1	
Land Use	Open Space and Shop	
Description	Railway Square is a piece of land located between the railway and Railway Parade. A shop is located within the former goods office on the site.	
	As the shop is an operational use it is appropriate to classify	
	as operational land.	lighting which is lessed to topout an etapland

The land consist of a railway post office building which is leased to tenants on standard commercial leases, and the land is not a public reserve. Railway Square serves dual purposes as public open space and a commercial venue. The shop within the former goods office has relevant approvals and its use is permissible under the current zoning. This multi-functional space contributes to the vibrancy and amenity of the local area

Item 22	Seymour Street Car Park	
Address	62 Seymour Street, Croydon Park	
Title	Lot 10 DP 1901	
Zoning	Local Centre E1	RUN STATE OF STATE OF
Land Use	Car Park	
Description	62 Seymour Street is a 16-bay carpark to the rear of buildings that front Georges River Road, with access to the car park off Seymour Street.	
	As the carpark is an operational use it is appropriate to classify it as operational land.	

This car park has been a long-standing feature of the local area, supporting nearby businesses and residents. Its use is consistent with the E1 zoning and continues to play a vital role in local parking provision. The land is not leased and is not a public reserve.

It has been used as a car park since prior to the Burwood LEP commencing in 2012.

Item 23	Tangarra Street Car Park	
Address	12 Tangarra St, Croydon Park	
Title	Lot 1 DP 580519	
Zoning	Local Centre E1	
Land Use	Car Park	
Description	12 Tangarra Street is a carpark to the side of Tavistock Street with access to the bays directly off Tavistock Street.	
	As the carpark is an operational use it is appropriate to classify it as operational land.	

The Tangarra Street Car Park has provided important parking facilities for the local community for many years. Its ongoing use as a car park is consistent with the current E1 zoning and local planning objectives. The land is not leased and is not a public reserve.

There are no development approval records available. It has been used as a car park since prior to the Burwood LEP commencing in 2012.

Item 24	Victoria Street	
Address	65a Victoria St, Burwood	
Title	Lot B 370257	The same of the sa
Zoning	Mixed Use (MU1)	
Land Use	Car Park	
Description	65a Victoria Street is a parcel of land used for a road and a footpath. The main use of the land is for road transport which is an	
	operational use it is appropriate to classify it as operational land.	

This land forms an integral part of the local road network, serving both vehicular and pedestrian traffic. Its use as a road and footpath is consistent with the MU1 zoning and supports local connectivity and accessibility. The land is not leased and is not a public reserve.

The use of land as for 'roads' is permitted without consent in the MU1 zone. It has been used for these purposes since before the Burwood LEP commenced in 2012.

Item 25	Wynne Avenue Car Park	(
Address	27-31 Belmore St Burwood	OF THE REAL PROPERTY.
Title	Lot 6 SP 91971B	
Zoning	Mixed Use MU1	Tong I I
Land Use	Car Park	
Description	The Wynne Avenue Car park is a car park in the basement of 27-31 Belmore Street, accessed off Wynne Avenue.	
	As the carpark is an operational use it is appropriate to classify it	
	as operational land.	

The land was acquired by Council in 2019 and has been used as a car park ever since. The car park has a 10-hour daytime parking restriction and fees are payable.

The land is not leased and is not a public reserve.

The Wynne Avenue Car Park is a key piece of parking infrastructure in the area. While specific approval details are not available, its use is consistent with the current MU1 zoning and continues to meet local parking needs.

Item 26	41 Brighton Street	
Address	41 Brighton St, Croydon	
Title	Lot 2 DP 304375 (subject to Sydney Water easement)	
Zoning	Public Recreation (RE1)	
Land Use	Dwelling	
Description	41 Brighton Street is a residential dwelling.	10000000000000000000000000000000000000
	As the residential dwelling is an operational use it is appropriate to classify it as operational land.	

This property, while zoned RE1, has historically been used for residential purposes since its acquisition in 1975. The proposed inclusion in Schedule 1 of the LEP aims to regularise this long-standing use while maintaining Council's flexibility for future planning in the area. The land has been treated as community land and a Plan of Management exists for the land.

The land is leased under a standard residential lease arrangement, and the land is not a public reserve. There are no development approval records available. A dwelling is a prohibited land use in the RE1 zone and it is proposed to include the land in Schedule 1 of the LEP, Additional Permitted Uses.

Item 27	43 Brighton Street	
Address	43 Brighton St, Croydon	
Title	Lot 13 DP 18849;	THE PARTY OF THE P
	Lot 2 DP 629656; and	
	Lot 3 DP 304375	
Zoning	Public Recreation (RE1)	
Land Use	Childcare Centre	
	Recreation Facilities (Outdoor)	
Description	43 Brighton Street is childcare	
	centre and a tennis centre.	
	As the uses are operational use	
	it is appropriate to classify it as	
	operational land.	

The land was acquired by Council by way of transfer in the 1970's. This site accommodates both a childcare centre and tennis facilities, providing operational and community services. These uses are permissible under the current RE1 zoning and have been established features of the local area for many years. The land has been treated as community land and a Plan of Management exists for the land.

The land is leased under a standard commercial lease arrangement, and the land is not a public reserve. There are no development approval records available. Childcare centres and Recreation Facilities (Outdoor) are permitted with consent' in the RE1 zone. It has been used as a childcare centre and a tennis centre since before the Burwood LEP commenced in 2012.

Item 28	Jackett Reserve and 39	Minna Str
Address	39 Minna Street, Burwood (also known as 8 Belgrave Street) in Jackett Reserve	
Title	Lot 6 & 7 Sec 2 DP233 and Lot 2 DP 201156	
Zoning	Public Recreation (RE1)	W 40 5
Land Use	Park and Childcare Centre	
Description	39 Minna Street is a childcare centre within Jackett Reserve.	



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The acquisition date for this land is not specified in Council records. It has been used as a park and childcare centre for many decades. There are no development approval records available. Childcare centres and Recreation Facilities (Outdoor) are permitted with consent in the RE1 zone. It has been used for these purposes since before the Burwood LEP commenced in 2012 The land has been treated as community land and a Plan of Management exists for the land.

It is proposed to reclassify the land to operational for the purposes of subdivision. Following subdivision the Childcare centre will remain operational land as it is an operational use, and the park will return to community land as a park is a community land use.

There are no development approval records available. Childcare centres and Recreation Facilities (Outdoor) are permitted with consent' in the RE1 zone. It has been used as a childcare centre and a park since before the Burwood LEP commenced in 2012.

Item 29	SES Building	
Address	32-34 Cheltenham Rd Croydon	
Title	Lot 3 DP 1198616	***
Zoning	Low Density Residential (R2)	
Land Use	Emergency Services Facility	
Description	32-34 Cheltenham Road is an operations building for the State Emergency Service	
	As the residential dwelling is an operational use it is appropriate to classify it as operational land.	



Council records do not provide a specific acquisition date for this land. It has been used as an emergency services facility for many years. There are no development approval records available. Emergency Services Facilities are permitted with consent in the R2 zone. It has been used as an emergency services facility since before the Burwood LEP commenced in 201. The land has been treated as community land and a Plan of Management exists for the land.

The land is leased to the SES under a memorandum of understanding agreement, and the land is not a public reserve. There are no development approval records available. Emergency Service Facilities are permitted with consent' in the R2 zone. It has been used as an emergency services facility since before the Burwood LEP commenced in 2012.

Item 30	Woodstock Childcare Centre	
Address	22 Church St Burwood (incorporating 92 Fitzroy Street Burwood)	
Title	PART Lot 2 DP 605138 (Council),	
Zoning	Low Density Residential (R2)	
Land Use	Childcare Centre	第一个工作,但是是一个工作,
Description	This is the childcare centre at 92 Fitzroy Street.	
	As the uses are operational use it is appropriate to classify it as operational land.	

The acquisition date for this land is not specified in Council records. It has been used as a childcare centre since 2007 and has been leased to a childcare operator since this time.

Childcare centres are permitted with consent in the R2 zone. It has been used as a childcare centre since before the Burwood LEP commenced in 2012. The land has been treated as community land and a Plan of Management exists for the land.

It is proposed to reclassify the land to operational for the purposes of subdivision. Following subdivision the Childcare centre will remain operational land as it is an operational use, and the remainder will return to community land as it is a community land use.

There are no development approval records available, but it is believed that consent occurred in 2006-2007.

Item 31	Burwood Council Offices	
Address	8 Conder Street Burwood	
Title	Lot 105 in DP1258893	8
Zoning	Mixed Use MU1	
Land Use	Office, Shop, Community Facility	
Description	As the uses are operational use it is appropriate to classify it as operational land.	



The Burwood Council Administration Centre site was dedicated to Council in 2020 as part of a comprehensive redevelopment project by way of a Voluntary Planning Agreement. The mixed-use nature of the site, incorporating office, retail, and community facilities, aligns with the strategic objectives for the area and has relevant development approvals in place. The Burwood Council Offices site incorporates a mix of administrative, retail, and community uses. These uses are permissible under the current MU1 zoning and reflect the site's importance as a civic and community hub. This site is central to Council's operations and service delivery. Classifying it as operational land will facilitate more efficient management and potential future adaptations to meet changing administrative and community service needs.

The use of land as a shop is permitted with consent in the MU1 zone. It has been used as a shop since before the Burwood LEP commenced in 2012. The land has been used as an office and community facility ever since. The land has been treated as community land and a Plan of Management exists for the land.

Part of the land is leased under a standard commercial lease arrangement, and the land is not a public reserve.

Consent for the development was issued in 2015, and the use of land as a shop is permitted with consent in the MU1 zone.

Part 3 - Justification of strategic and site-specific merit

Section A - Need for the Planning Proposal

 Is the Planning Proposal a result of an endorsed LSPS, strategic study or report?

The Planning Proposal is not the result of any specific strategy or study. The need for the Planning Proposal has arisen from requirement to have all Council owned land classified appropriately.

2. Is the Planning Proposal the best means of achieving the objectives or intended outcomes, or is there a better way?

An amendment to the BLEP 2012 is required under the EPA Act and LG Act to achieve the intended outcome of the Planning Proposal.

Section B - Relationship to the Strategic Planning Framework

3. Will the Planning Proposal give effect to the objectives and actions of the applicable regional or district plan or strategy (including any exhibited draft plans or strategies)?

The Planning Proposal is consistent with the objectives and actions of the regional and district strategic planning framework as represented by the following relevant plans:

- Greater Sydney Region Plan: A Metropolis of Three Cities
- Eastern Harbour City District Plan.

a) Greater Sydney Region Plan: A Metropolis of Three Cities

The Planning Proposal is consistent with the following objectives in the Region Plan:

- Objective 5: Benefits of growth realised by collaboration of governments, community and business
- Objective 6. Services and infrastructure meet communities' changing needs

b) Eastern Harbour City District Plan

This Planning Proposal deals with planning matters at the neighbourhood scale that are of a limited local planning significance. The Planning Proposal is consistent with the following objectives in the District Plan:

- Planning Priority E1 Planning for a city supported by infrastructure
- Planning Priority E3: Providing services and social infrastructure to meet people's changing needs

4. Is the Planning Proposal consistent with a council LSPS that has been endorsed by the Planning Secretary or GSC, or another endorsed local strategy or strategic plan?

The Planning Proposal is consistent with Burwood LSPS which is the key strategic land use planning document to facilitate and manage future growth and development within Burwood Council. The LSPS builds on the community engagement and outcomes of Council's Community Strategic Plan. The LSPS outlines how Council will manage growth sustainably over a 20-year period.

a) Local Strategic Planning Statement

The Planning Proposal aligns with the Burwood LSPS which is the Key Strategic land use planning document to facilitate and manage future growth and development within the Burwood Council area

The proposed reclassification of land supports these planning priorities by classifying operational land appropriately, so that it can be managed in an operational fashion, thereby contributing to the above planning priorities.

b) Burwood 2025 - Community Strategic Plan

The Planning Proposal is consistent with the Community Strategic Plan as detailed in Attachment 1.

The Community Strategic Plan outlines Council's vision and aspirations for the future of the City and facilitates and manages future growth and development within Burwood to 2036.

Burwood 2036 - Community Strategic Plan identifies five Strategic Directions:

- Inclusive Community and Culture;
- · Places for People;
- · Sustainable and Protected Environment;
- · Vibrant City and Villages; and
- · Open and Collaborative Leadership.

5. Is the Planning Proposal consistent with any other applicable State and regional studies or strategies?

This Planning Proposal will not contradict or hinder the application of any relevant State and regional studies or strategies as detailed in Attachment 2.

6. Is the Planning Proposal consistent with applicable SEPPs?

The Planning Proposal is consistent with applicable state environmental planning policies (SEPPs) as detailed in Attachment 2.

7. Is the Planning Proposal consistent with applicable Ministerial Directions (s.9.1 Directions by the Minister)?

The Proposal is consistent with applicable Section 9.1 Ministerial Directions as detailed in Attachment 3

Section C - Environmental, Social and Economic Impact

8. Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected because of the proposal?

The Planning Proposal will not affect critical habitat or threatened species, populations or ecological communities, or their habitats. The sites are within an urbanised area that does not contain flora or fauna that is of significance to the ecological community.

9. Are there any other likely environmental effects of the Planning Proposal and how are they proposed to be managed?

There are no other likely environmental effects as a result of the Planning Proposal. In the event that a Development Application is lodged, a full assessment of environmental impacts will be undertaken with respect to any development.

10. Has the Planning Proposal adequately addressed any social and economic effects?

The sites are considered suitable for the proposed uses. The Planning Proposal is not of scale type that can be expected to result in any significant negative economic or social impacts within the neighbourhood or Burwood LGA.

Section D - Infrastructure (Local, State and Commonwealth)

11. Is there adequate public infrastructure for the Planning Proposal?

The sites are located within an established suburban area with existing access to existing of urban infrastructure and services including, water, energy utilities, telecommunication and regional transport linkages. It is not expected that the scale of any development likely to be generated by the Planning Proposal (if any) would result in demand on that infrastructure which is beyond their existing carrying capacities.

Section E - State and Commonwealth Interests

12. What are the views of state and federal public authorities and government agencies consulted in order to inform the Gateway determination?

Relevant State and Commonwealth public authorities will be consulted during the exhibition of the Planning Proposal in accordance with the Gateway determination directions.

Part 4 - Maps

The proposed amendment does not amend any maps because it proposes to amend Schedule 4 of the Burwood LEP 2012 to reclassify the subject land from Community to Operational Land.

Part 5 - Community consultation

Community consultation will be carried out in accordance with the requirements of any Gateway determination, the *Environmental Plannning and Assessment Act 1979* and *Local Government Act 1993*.

A public hearing will be undertaken in accordance with the Local Government Act 1993.

Part 6 - Project timeline

The following project timeline provides an estimated timeframe for each stage of the Planning Proposal.

Table 1 - Indicative project timeline

Stage	Timeframe and/or date
Consideration by Local Planning Panel	October 2024
Consideration by Council at Council Meeting	November 2024
Council decision	November 2024
Gateway determination	March 2025
Pre-Exhibition	April 2025
Commencement and completion of public exhibition period, including a public hearing.	May 2025
Public Hearing	May 2025
Consideration of submissions	June 2025
Post-exhibition review	July 2025
Submission to Council for adoption	August 2025
Submission to the Department for finalisation (where applicable)	August 2025
Gazettal of LEP amendment	October 2025

Attachment 1

Information Required by Practice Note No. 16-001

ITEM	REQUIREMENT	COMMENT		
1	The current and proposed classification of the land	Community to Operational		
2	Whether the land is a 'public reserve' (defined in the LG Act)	No		
3	The strategic and site specific merits of the reclassification and evidence to support this	Refer to Part 2 - Explanation of Provisions		
4	Whether the planning proposal is the result of a strategic study or report	No. Refer to Part 2 - Explanation of Provisions		
5	Whether the planning proposal is consistent with council's community plan or other local strategic plan	Yes. Refer to Part 3 - Justification of strategic and site- specific merit – of the planning proposal		
6	A summary of council's interests in the land, including: - how and when the land was first acquired (e.g., was it dedicated, donated, provided as part of a subdivision for public open space or other purpose, or a developer contribution) - if council does not own the land, the land owner's consent; - the nature of any trusts, dedications etc	Refer to Part 2 - Explanation of Provisions		
7	Whether an interest in land is proposed to be discharged, and if so, an explanation of the reasons why;	No		
8	The effect of the reclassification (including, the loss of public open space, the land ceases to be a public reserve or particular interests will be discharged);	Refer to Part 2 - Explanation of Provisions		
9	Evidence of public reserve status or relevant interests, or lack thereof applying to the land (e.g., electronic title searches, notice in a Government Gazette, trust documents)	Refer to Part 2 - Explanation of Provisions		
10	Current use(s) of the land, and whether uses are authorised or unauthorised	Refer to Part 2 - Explanation of Provisions		
11	Current or proposed lease or agreements applying to the land, together with their duration, terms and controls	Refer to Part 2 - Explanation of Provisions		
12	Current or proposed business dealings (e.g., agreement for the sale or lease of the land, the basic details of any such agreement and if relevant, when council intends to realise its asset, either immediately after rezoning/reclassification or at a later time.	Nil		
13	Any rezoning associated with the reclassification (if yes, need to demonstrate consistency with an endorsed Plan of Management or strategy)	Rezoning of the land is not proposed.		

14	How council may or will benefit financially, and how these funds will be used	N/a
15	How council will ensure funds remain available to fund proposed open space sites or improvements referred to in justifying the reclassification, if relevant to the proposal	N/A – the proposal does not affect open space
16	A Land Reclassification (part lots) Map, in accordance with any standard technical requirements for spatial datasets and maps, if land to be reclassified does not apply to the whole lot	N/A
17	Preliminary comments by a relevant government agency, including an agency that dedicated the land to council, if applicable.	At this stage, no relevant government agencies have been identified to be consulted in relation to this proposal.

Attachment 2

Consistency with Region Plan, District Plan, Community Strategic Plan and Local Strategic Planning Statement

A. Greater Sydney Region Plan – A Metropolis of 3 Cities

Direction	Objective	Does this objective apply to the Planning Proposal?	How does this Planning Proposal implement the Direction and Objective?
A city supported by infrastructure	Objective 1: Infrastructure supports the three cities	Yes	Consistent, the proposal allows council-owned land to be managed appropriately.
	Objective 2: Infrastructure aligns with forecast growth – growth infrastructure compact	N/a	
	Objective 3: Infrastructure adapts to meet future needs	N/a	
	Objective 4: Infrastructure use is optimised	Yes	Consistent, the proposal allows council-owned land to be managed appropriately.
A collaborative city	Objective 5: Benefits of growth realised by collaboration of governments, community and business	Yes	Consistent, the proposal allows council-owned land to be managed appropriately.
A city for people	Objective 6: Services and infrastructure meet communities' changing needs	Yes	Consistent, the proposal allows council-owned land to be managed appropriately.
	Objective 7: Communities are healthy, resilient and socially connected	Yes	Consistent, the proposal allows council-owned land to be managed appropriately.
	Objective 8: Greater Sydney's communities are culturally rich with diverse neighbourhoods	Yes	Consistent, the proposal allows council-owned land to be managed appropriately.
	Objective 9: Greater Sydney celebrates the arts and supports creative industries and innovation	Yes	Consistent, the proposal allows council-owned land to be managed appropriately.
Giving people housing choices	Objective 10: Great places that bring people together	Yes	Consistent, the proposal allows council-owned land to be managed appropriately.
	Objective 11: Housing is more diverse and affordable	N/a	
A city of great places	Objective 12: Great places that bring people together	Yes	Consistent, the proposal allows council-owned land to be managed appropriately.
	Objective 13: Environmental heritage is identified, conserved and enhanced	N/a	
A well-connected city	Objective 14: A Metropolis of 3 Cities – integrated land use and transport creates walkable and 30-minute cities	N/a	
	Objective 15: The Eastern, GPOP and Western Economic Corridors are better connected and more competitive.	N/a	
	Objective 16: Freight and logistics network is competitive and efficient	N/a	
	Objective 17: Regional connectivity is enhanced	N/a	
	Objective 18:	N/a	

Jobs and skills for	Harbarra CDD is atreasure and many		1
the city	Harbour CBD is stronger and more competitive		
trie city	Objective 19:	N/a	
	Greater Parramatta is stronger and better	IV/a	
	connected		
	Objective 20:	N/a	
	Western Sydney Airport and Badgerys	14/4	
	Creek Aerotropolis are economic catalysts		
	for Western Parkland City		
	Objective 21:	N/a	
	Internationally competitive health,	14/4	
	education, research and innovation		
	precincts		
	Objective 22:	N/a	
	Investment and business activity in centres		
	Objective 23:	N/a	
	Industrial and urban services land is		
	planned, retained and managed		
	Objective 24:	N/a	
	Economic sectors are targeted for success		
A city in its	Objective 25:	N/a	
landscape	The coast and waterways		
	are protected and healthier		
	Objective 26:	N/a	
	A cool and green parkland city in the South		
	Creek corridor		
	Objective 27:	N/a	
	Biodiversity is protected, urban bushland		
	and remnant vegetation is enhanced		
	Objective 28:	N/a	
	Scenic and cultural landscapes are		
	protected		
	Objective 29:	N/a	
	Environmental, social and economic values		
	in rural areas are protected and enhanced		
	Objective 30:	Yes	Consistent, the proposal
	Urban tree canopy cover is increased		allows council-owned land to
	Objective 31:	Yes	be managed appropriately. Consistent, the proposal
	Public open space is accessible, protected	165	allows council-owned land to
	and enhanced		be managed appropriately.
	Objective 32:	Yes	Consistent, the proposal
	The Green Grid links parks, open spaces,	103	allows council-owned land to
	bushland and walking and cycling paths		be managed appropriately.
An Efficient City	Objective 33:	N/a	be managed appropriately.
7 2	A low-carbon city contributes to net-zero	14/4	
	emissions by 2050 and mitigates climate		
	change		
	Objective 34:	N/a	
	Energy and water flows are captured, used		
	and reused		
	Objective 35:	N/a	
	More waste is re-used and recycled to		
	support the development of a circular		
	economy		
A resilient city	Objective 36:	N/a	
	People and places adapt to climate change		
	and future shocks and stresses		
	Objective 37:	N/a	
	Exposure to natural and urban hazards is		
	reduced		
	Objective 38:	N/a	
	Heatwaves and extreme heat are managed		
	Objective 39:	N/a	
	A collaborative approach to city planning		
	Objective 40:	N/a	
	Plans refined by monitoring and reporting		
	,		

B. Eastern City District Plan

Direction	Objective	Does this objective apply to the Planning Proposal?	How does this Planning Proposal implement the Direction and Objective?
A city supported by infrastructure	Planning Priority E1 Planning for a city supported by Infrastructure	Yes	Consistent, the proposal allows council-owned land to be managed appropriately.
A collaborative city	Planning Priority E2 Working through Collaboration	Yes	Consistent, the proposal allows council-owned land to be managed appropriately.
A City for People	Planning Priority E3 Providing services and social infrastructure to meet people's changing needs	Yes	Consistent, the proposal allows council-owned land to be managed appropriately.
	Planning Priority E4 Fostering healthy, creative, culturally rich and socially connected communities	Yes	Consistent, the proposal allows council-owned land to be managed appropriately.
Housing the city	Planning Priority E5 Providing housing supply, choice and affordability with access to jobs, services and public transport	N/a	
A city of great places	Planning Priority E6 Creating and renewing great places and local centres, and respecting the District's heritage	Yes	Consistent, the proposal allows council-owned land to be managed appropriately.
A well connected city	Planning Priority E10 Delivering integrated land use and transport planning and a 30-minute city	Yes	Consistent, the proposal allows council-owned land to be managed appropriately.
	Planning Priority E7 Growing a stronger and more competitive Harbour CBD	N/a	
	Planning Priority E8 Growing and investing in health and education precincts and the Innovation Corridor	N/a	
	Planning Priority E9 Growing international trade gateways	N/a	
	Planning Priority E11 Growing investment, business opportunities and jobs in strategic centres	N/a	
	Planning Priority E12 Retaining and managing industrial and urban services land	N/a	
	Planning Priority E13 Supporting growth of targeted industry sectors	N/a	
A city in its landscape	Planning Priority E14 Protecting and improving the health and enjoyment of Sydney Harbour and the District's waterways	N/a	
	Planning Priority E15 Protecting and enhancing bushland and biodiversity	N/a	
	Planning Priority E16 Protecting and enhancing scenic and cultural landscapes	N/a	

	Planning Priority E17 Increasing urban tree canopy cover and delivering Green Grid connections	N/a	
	Planning Priority E18 Delivering high quality open space	Yes	Consistent, the proposal allows council-owned land to be managed appropriately.
An efficient city	Planning Priority E19 Reducing carbon emissions and managing energy, water and waste efficiently	N/a	
A resilient city	Planning Priority E20 Adapting to the impacts of urban and natural hazards and climate change	N/a	
Implementation	Planning Priority E21 Preparing local strategic planning statements informed by local strategic planning	N/a	
	Planning Priority E21 Monitoring and reporting on the delivery of the Plan	N/a	

C. Burwood 2036, Community Strategic Plan

Strategic Direction	Compliance
Inclusive Community and Culture	Consistent, the proposal allows council-owned
Places for People	land to be managed appropriately.
Sustainable and Protected Environment	
Vibrant City and Villages	
Open and Collaborative Leadership	

D. Burwood Local Strategic Planning Statement

Direction	Planning Priority	Does this apply to the Planning Proposal?	How does this Planning Proposal implement the Planning Priority?
Infrastructure and Collaboration	P1. Plan for a city that is supported by infrastructure.	Yes	The proposal allows council-owned land to be managed appropriately.
	P2. Deliver local infrastructure, services and facilities.	Yes	The proposal allows council-owned land to be managed appropriately.
Liveability	P3. Provide housing supply, choice and affordability in close proximity to jobs, services and public transport.	N/a	
	P4. Provide high quality planning and urban design outcomes for key sites and precincts	N/a	
	P5. Identify local character areas considering preservation, enhancement and desired future character.	N/a	
Productivity	P6. Strategically grow investment, business opportunities and jobs.	Yes	The proposal allows council-owned land to be managed appropriately.

	P7. Grow Burwood's night-time entertainment, dining and other recreational opportunities.	Yes	The proposal allows council-owned land to be managed appropriately.
	P8. Increase the long term viability of all centres.	Yes	The proposal allows council-owned land to be managed appropriately.
	P9. Support urban freight and commercial servicing along commercial corridors	N/a	
Sustainability	P10. Deliver high quality open space and recreation facilities.	Yes	The proposal allows council-owned land to be managed appropriately.
	P11. Increase urban tree canopy cover.	Yes	The proposal allows council-owned land to be managed appropriately.
	P12. Deliver Green Grid connections	Yes	The proposal allows council-owned land to be managed appropriately.
	P13. Promote the improved health and enjoyment of the Cooks River waterway and Parramatta River catchment.	N/a	
	P14. Protect and enhance biodiversity.	N/a	
	P15. Reduce carbon emissions and manage energy, water and waste efficiently.	N/a	
	P16. Build resilience across Burwood Council and the Burwood community.	Yes	The proposal allows council-owned land to be managed appropriately.
	P17. Protect and enhance scenic and cultural landscapes.	Yes	The proposal allows council-owned land to be managed appropriately.

Attachment 3

Consistency with Applicable SEPPs

State Environmental Planning Policy	Consistency
State Environmental Planning Policy (Biodiversity and Conservation) 2021	Yes. The proposal does not affect the biodiversity and ecological conservation of the area.
State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004	Yes. The sustainability of any future development will be assessed during the development application process.
State Environmental Planning Policy (Exempt and Complying Development Codes) 2008	Yes. This Planning Proposal will not contradict or hinder the application of this SEPP
State Environmental Planning Policy (Housing) 2021	Yes. This Planning Proposal will not contradict or hinder the application of this SEPP
State Environmental Planning Policy (Industry and Employment) 2021	Yes. This Planning Proposal will not contradict or hinder the application of this SEPP
State Environmental Planning Policy No 65— Design Quality of Residential Apartment Development	Yes. This Planning Proposal will not contradict or hinder the application of this SEPP
State Environmental Planning Policy (Planning Systems) 2021	Yes. This Planning Proposal will not contradict or hinder the application of this SEPP
State Environmental Planning Policy (Precincts— Central River City) 2021	Not applicable
State Environmental Planning Policy (Precincts— Eastern Harbour City) 2021	Yes. This Planning Proposal will not contradict or hinder the application of this SEPP
State Environmental Planning Policy (Precincts— Regional) 2021	Not applicable
State Environmental Planning Policy (Precincts—Western Parkland City) 2021	Not applicable
State Environmental Planning Policy (Primary Production) 2021	Not applicable
State Environmental Planning Policy (Resilience and Hazards) 2021	Yes. This Planning Proposal will not contradict or hinder the application of this SEPP
State Environmental Planning Policy (Resources and Energy) 2021	Yes. This Planning Proposal will not contradict or hinder the application of this SEPP
State Environmental Planning Policy (Sustainable Buildings) 2022	Yes. This Planning Proposal will not contradict or hinder the application of this SEPP

Attachment 4

Consistency with relevant Section 9.1 Directions by the Minister

	Direction	Consistency
Plann	ning Systems	
1.1	Implementation of Regional Plans	The Planning Proposal is consistent with this Direction.
1.2	Development of Aboriginal Land Council land	Not applicable.
1.3	Approval and Referral Requirements	The Planning Proposal is consistent with this Direction.
1.4	Site Specific Provisions	The Planning Proposal is consistent with this Direction.
1.4A	Exclusion of Development Standards from Variation	Not applicable.
Plann	ning Systems – Place Based	
1.5	Parramatta Road Corridor Urban Transformation Strategy	The Planning Proposal is consistent with this Direction.
1.6	Implementation of North West Priority Growth Area Land Use and Infrastructure Implementation Plan	Not applicable.
1.7	Implementation of Greater Parramatta Priority Growth Area Interim Land Use and Infrastructure Implementation Plan	Not applicable.
1.8	Implementation of Wilton Priority Growth Area Interim Land Use and Infrastructure Implementation Plan	Not applicable.
1.9	Implementation of Glenfield to Macarthur Urban Renewal Corridor	Not applicable.
1.10	Implementation of Western Sydney Aerotropolis Plan	Not applicable.
1.11	Implementation of Bayside West Precincts 2036 Plan	Not applicable.
1.12	Implementation of Planning Principles for the Cooks Cove Precinct	Not applicable.
1.13	Implementation of St Leonards and Crows Nest 2036 Plan	Not applicable.
1.14	Implementation of Greater Macarthur 2040	Not applicable.
1.15	Implementation of the Pyrmont Peninsula Place Strategy	Not applicable.
1.16	North West Rail Link Corridor Strategy	Not applicable.
1.17	Implementation of the Bays West Place Strategy	Not applicable.
1.18	Implementation of the Macquarie Park Innovation Precinct	Not applicable.
1.19	Implementation of the Westmead Place Strategy	Not applicable.
1.20	Implementation of the Camellia-Rosehill Place Strategy	Not applicable.
1.21	Implementation of South West Growth Area Structure Plan Implementation of the Cherrybrook Station Place Strategy	Not applicable.
		Not applicable.
Desig	yn and Place	
Biodi	versity and Conservation	
3.1	Conservation Zones	Not applicable.
3.2	Heritage Conservation	The Planning Proposal is consistent with this Direction.
3.3	Sydney Drinking Water Catchments	Not applicable.
3.4	Application of C2 an C3 Zones and Environmental Overlays in Far North Coast LEPs	Not applicable.
3.5	Recreation Vehicle Areas	Not applicable.
3.6	Strategic Conservation Planning	Not applicable.
3.7	Public Bushland	The Planning Proposal is consistent with this Direction.
3.8	Wilandra Lakes Region	Not applicable.
3.9	Sydney Harbour Foreshores and Waterways Area	Not applicable.
3.10 Resili	Water Catchment Protection ience and Hazards	Not applicable.
4.1	Flooding	Not applicable.
4.2	Coastal Management	Not applicable.
4.3	Planning for Bushfire Protection	Not applicable.
4.4	Remediation of Contaminated Land	Not applicable.

4.5	Acid Sulfate Soils	Not applicable.
4.6	Mine Subsidence and Unstable Land	Not applicable.
Trans	port and Infrastructure	
5.1	Integrating Land Use and Transport	Not applicable.
5.2	Reserving Land For Public Purposes	The Planning Proposal is consistent with this Direction.
5.3	Development Near Regulated Airports and Defence Airfields	Not applicable.
5.4	Shooting Ranges	Not applicable.
5.5	High pressure dangerous goods pipelines	Not applicable.
Hous	ing	
6.1	Residential Zones	The Planning Proposal is consistent with this Direction.
6.2	Caravan Parks and Manufactured Home Estates	Not applicable.
Indus	stry and Employment	
7.1	Employment Zones	The Planning Proposal is consistent with this Direction.
7.2	Reduction in non-hosted short term rental accommodation period	Not applicable.
7.3	Commercial and Retail Development along the Pacific Highway, North Coast	Not applicable.
Reso	urces and Energy	
8.1	Mining, Petroleum Production and Extractive Industries	Not applicable.
Primary Production		
9.1	Rural Zones	Not applicable.
9.2	Rural Lands	Not applicable.
9.3	Oyster Aquaculture	Not applicable.
9.4	Farmland of State and Regional Significance on the NSW Far North Coast	Not applicable.



LEP practice note

LOCAL PLANNING

Ref No.	PN 16-001
Issued	5 October 2016
Related	Supersedes PN 09-003

Classification and reclassification of public land through a local environmental plan

The purpose of this practice note is to update guidance on classifying and reclassifying public land through a local environmental plan (LEP). This practice note emphasises the need for councils to demonstrate strategic and site specific merit, includes a comprehensive information checklist and clarifies issues arising for public reserves and interests in land. It should be read in conjunction with *A guide to preparing local environmental plans* and *A guide to preparing planning proposals*.

Classification of public land

Public land is managed under the *Local Government Act 1993* (LG Act) based on its classification. All public land must be classified as either community land or operational land (LG Act ss.25, 26).

- Community land is land council makes available for use by the general public, for example, parks, reserves or sports grounds.
- Operational land is land which facilitates the functions of council, and may not be open to the general public, for example, a works depot or council garage.

What is public land?

Public land is defined in the LG Act as any land (including a public reserve) vested in, or under council control. Exceptions include a public road, land to which the Crown Lands Act 1989 applies, a common, land subject to the Trustees of Schools of Arts Enabling Act 1902 or a regional park under the National Parks and Wildlife Act 1974.

Why classify public land?

The purpose of classification is to identify clearly that land made available for use by the general public (community) and that land which need not (operational). How public land is classified determines the ease or difficulty a council can have dealings in public land, including its sale, leasing or licensing. It also provides for transparency in council's strategic asset management or disposal of public land.

Community land must not be sold, exchanged or otherwise disposed of by a council. It can be leased,

but there are restrictions on the grant of leases and licences, and also on the way community land can be used. A plan of management (PoM), adopted by council, is required for all community land, and details the specific uses and management of the land.

There are no special restrictions on council powers to manage, develop, dispose, or change the nature and use of operational land.

How is public land classified or reclassified?

Depending on circumstances, this is undertaken by either:

- council resolution under ss.31, 32, or 33 (through LG Act s.27(2)), or
- an LEP under the *Environmental Planning and* Assessment Act (through LG Act s.27(1)).

Councils are encouraged to classify or reclassify land by council resolution where suitable.

Classification of public land occurs when it is first acquired by a council and classified as either community or operational.

Reclassification of public land occurs when its classification is changed from community to operational, or from operational to community.

Reclassification through an LEP

Classification and reclassification of public land through an LEP is subject to both the local planmaking process in the EP&A Act and the public land management requirements of the LG Act.

A planning proposal to classify or reclassify public land, will need to be prepared in accordance with this practice note and the additional matters specified in Attachment 1 to this practice note.

Reclassification through an LEP is the mechanism with which council can remove any public reserve status applying to land, as well as any interests affecting all or part of public land (LG Act s.30).

It is critical that all interests are identified upfront as part of any planning proposal. If public land is reclassified from community to operational, without relevant interests being identified and discharged, then the land will need to be reclassified back to community (usually by council resolution under LG Act s.331) before being reclassified in a new planning proposal to operational, to explicitly discharge any interests.

While a reclassification proposal to remove the public reserve status of land and/or discharge interests may not necessarily result in the immediate sale or disposal of the land, the community should be aware the public land in question is no longer protected under the LG Act from potential future sale once it has been reclassified to operational.

Councils should obtain their own advice when proposing to discharge any interests and be aware that this may attract a claim for compensation under the Land Acquisition (Just Terms Compensation) Act 1991.

Where land has been dedicated to council by a State agency for a particular purpose and a trust exists, it is advisable for council to seek the views of that agency prior to council commencing any planning proposal affecting the land.

Public reserve is defined in the LG Act and includes a public park and land declared or dedicated as a public reserve.

Land can be dedicated as a public reserve by either:

- registering a deposited plan with a statement creating a lot(s) as 'public reserve', or
- publishing a notification in the Government Gazette for an existing parcel.

Interests in land refers to property ownership as well as rights and privileges affecting land, such as leasehold, easements, covenants and mortgages.

For the purpose of reclassification through an LEP, 'interests' means trusts, estates, dedications, conditions, restrictions and covenants affecting the land.

A legal owner of land may not be the only person with an interest in the land. For example, one person may have the benefit of an easement for services, such as water, electricity or sewerage over someone else's land.

Certain interests are registered on title to ensure they are on record and cannot be disregarded if sold to a new owner. An electronic title search is generally conducted to determine the land owner, correct land description and the type of interests which may affect the land.

Standard Instrument LEP requirements

Clause 5.2—Classification and reclassification of public land in Standard Instrument LEPs enables councils to classify or reclassify public land as operational land or community land in accordance with the LG Act. The land to be reclassified or classified is described in Schedule 4 of the LEP.

Schedule 4 is not to refer to any land already classified or reclassified.

Where there is no public land to be classified, or reclassified, through a principal LEP (i.e. the LEP applies to the whole of a local government area), Schedule 4 will appear blank.

Note: At a later stage council may lodge a planning proposal to remove previous listings in Schedule 4. This will not affect the classification status of these parcels of land.

Department assessment

A proposal to classify or reclassify public land through an LEP must have planning merit. The Department will undertake an assessment to determine whether the proposal demonstrates strategic and site specific merit.

Community consultation

Planning proposals to reclassify public land are to be publicly exhibited for at least 28 days.

A copy of this practice note is to be included in the public exhibition materials.

¹ Note: Council is required to give public notice of the proposed resolution and provide a period of at least 28 days during which submissions may be made (LG Act s.34).

Public hearings

Councils must hold a public hearing when reclassifying public land from community to operational (EP&A Act s.57 & LG Act s.29). This gives the community an opportunity to expand on written submissions and discuss issues with an independent person in a public forum.

After the exhibition period has ended, at least 21 days public notice is to be given before the hearing. This allows the person chairing the hearing sufficient time to consider written submissions and all issues raised.

There are specific requirements for the independence of the person chairing the hearing, their preparation of a public hearing report and council making the report publicly available (LG Act s.47G).

Governor's approval

The Governor's approval is required when a reclassification proposal seeks to remove any public reserve status and/or discharge any interests affecting public land (s.30).

When a council reports back to the Department on the community consultation undertaken and requests the Department make the LEP, the Department will arrange legal drafting of the LEP, including recommending the Governor approve the provisions before the LEP can be legally made.

Where the Governor's approval is required, the council's report accompanying the final planning proposal must address:

- council's interests in the land;
- whether the land is a 'public reserve';
- the effect of the reclassification, including loss of open space, any discharge of interests, and/or removal of public reserve status;
- the strategic and site specific merits of the reclassification and evidence to support this;
- any current use of the land, and whether uses are authorised or unauthorised;
- how funds obtained from any future sale of the land will be used:
- the dates the planning proposal was publicly exhibited and when the public hearing was held;
- issues raised in any relevant submissions made by public authorities and the community;
- an explanation of how written and verbal submissions were addressed or resolved; and
- the public hearing report and council resolution.

Authorisation of delegation

Local plan making functions are now largely delegated to councils.

A Written Authorisation to Exercise Delegation is issued to a council as part of the Gateway determination. However, where an LEP requires the Governor's approval, this council delegation cannot be issued. In this instance, the council must request the Department make the LEP.

A decision to classify or reclassify public land cannot be sub-delegated by council to the general manager or any other person or body (LG Act s.377(1)(I)).

Background

On July 1, 1993 when the LG Act commenced, the following land under council ownership or control, was automatically classified as *community* land:

- · land comprising a public reserve,
- land subject to a trust for a public purpose,
- land dedicated as a condition of consent under s.94 of the EP&A Act,
- land reserved, zoned or otherwise designated for use under an environmental planning instrument as open space,
- land controlled by council and vested in Corporation Sole - Minister administering the EP&A Act.

Councils must keep a register of land under their ownership or control (LG Act s.53) and anybody can apply to a council to obtain a certificate of classification (LG Act s.54).

Further information

A copy of this practice note, *A guide to preparing planning proposals* and *A guide to preparing local environmental plans* is available at: http://www.planning.nsw.gov.au

For further information, please contact the Department of Planning and Environment's Information Centre by one of the following:

Post: GPO Box 39, Sydney NSW 2001.

Tel: 1300 305 695

Email: information@planning.nsw.gov.au

Authorised by: Carolyn McNally Secretary

Important note: This practice note does not constitute legal advice. Users are advised to seek professional advice and refer to the relevant legislation, as necessary, before taking action in relation to any matters covered by this practice note.

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ATTACHMENT 1 – INFORMATION CHECKLIST FOR PROPOSALS TO CLASSIFY OR RECLASSIFY PUBLIC LAND THROUGH AN LEP

The process for plan-making under the EP&A Act is detailed in *A guide to preparing planning proposals* and *A guide to preparing local environmental plans*.

Importantly, A guide to preparing local environmental plans contains the Secretary's requirements for matters that must be addressed in the justification of all planning proposals to reclassify public land. Councils must ensure the Secretary's requirements are addressed.

Councils must also comply with any obligations under the LG Act when classifying or reclassifying public land. More information on this can be found in *Practice Note No. 1 - Public Land Management* (Department of Local Government, 2000).

All planning proposals classifying or reclassifying public land must address the following matters for Gateway consideration. These are in addition to the requirements for all planning proposals under section 55(a) – (e) of the EP&A Act (and further explained in *A guide to preparing planning proposals* and *A guide to preparing local environmental plans*).

- the current and proposed classification of the land;
- □ whether the land is a 'public reserve' (defined in the LG Act);
- ☐ the strategic and site specific merits of the reclassification and evidence to support this;
- whether the planning proposal is the result of a strategic study or report;
- whether the planning proposal is consistent with council's community plan or other local strategic plan;
- a summary of council's interests in the land, including:
 - how and when the land was first acquired (e.g. was it dedicated, donated, provided as part of a subdivision for public open space or other purpose, or a developer contribution)
 - if council does not own the land, the land owner's consent;
 - the nature of any trusts, dedications etc;
- whether an interest in land is proposed to be discharged, and if so, an explanation of the reasons why;

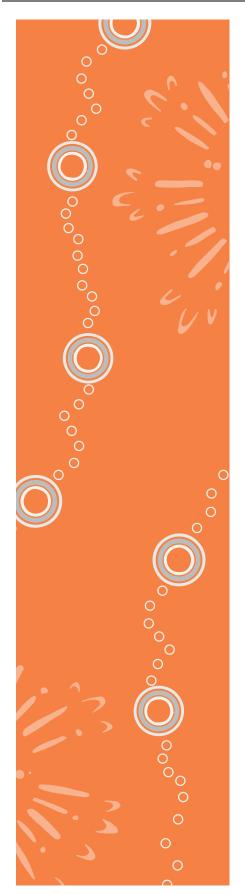
- the effect of the reclassification (including, the loss of public open space, the land ceases to be a public reserve or particular interests will be discharged);
- evidence of public reserve status or relevant interests, or lack thereof applying to the land (e.g. electronic title searches, notice in a Government Gazette, trust documents);
- current use(s) of the land, and whether uses are authorised or unauthorised;
- current or proposed lease or agreements applying to the land, together with their duration, terms and controls;
- current or proposed business dealings (e.g. agreement for the sale or lease of the land, the basic details of any such agreement and if relevant, when council intends to realise its asset, either immediately after rezoning/reclassification or at a later time);
- any rezoning associated with the reclassification (if yes, need to demonstrate consistency with an endorsed Plan of Management or strategy);
- how council may or will benefit financially, and how these funds will be used;
- how council will ensure funds remain available to fund proposed open space sites or improvements referred to in justifying the reclassification, if relevant to the proposal;
- a Land Reclassification (part lots) Map, in accordance with any standard technical requirements for spatial datasets and maps, if land to be reclassified does not apply to the whole lot; and
- preliminary comments by a relevant government agency, including an agency that dedicated the land to council, if applicable.

Local Environmental Plan Making Guideline

August 2023







Acknowledgement of Country

The NSW Department of Planning and Environment acknowledges the Traditional Custodians of the land and pays respect to Elders past, present and future. We recognise First Nations peoples' unique cultural and spiritual relationships to place and their rich contribution to society.

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Left: Artwork by Nikita Ridgeway

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Abbreviations

Abbreviation	Definition
Department	NSW Department of Planning and Environment
EP&A Act	Environmental Planning and Assessment Act (1979) https://legislation.nsw.gov.au/browse/inforce
GCC	Greater Cities Commission
IPC	Independent Planning Commission
LEP	Local Environmental Plan
LHS	Local Housing Strategy
LPMA	Local Plan-Making Authority
LPP	Local Planning Panel
LSPS	Local Strategic Planning Statement
PCO	Parliamentary Counsel's Office
PPA	Planning Proposal Authority
SEPP	State Environmental Planning Policy

Guideline language

This guideline uses terms and language that refer to specific roles and functions of the NSW Department of Planning and Environment (the Department) and legislative processes.

Table 1 clarifies what these terms mean within the context of this guideline.

Table 1. Terms used in this guideline

Term	Meaning for the purposes of this Guideline
Days	Days referenced in this guideline are in working days, with the exception of Rezoning Review and Gateway Review which are calculated in calendar days.
	Working days means Monday through Friday excluding Saturday and Sunday, public holidays, and the Christmas/New Year period between 20 December and 10 January (inclusive).
Gateway	Critical stage of the planning proposal for the Department to review strategic and site-specific merit and whether the planning proposal should proceed to public exhibition and any conditions to be satisfied before the LEP is made.
Gateway determination	In accordance with section 3.34 of the EP&A Act, the Minister or delegate must issue a Gateway determination (with or without conditions) when it receives a planning proposal from the PPA.
	The Gateway determination will determine (among other things) whether the planning proposal may proceed to the next stage of the process.

Term	Meaning for the purposes of this Guideline
Independent Planning Commission (IPC)	Established under Division 2.3 of the EP&A Act, the IPC is independent from the Department and in relation to the LEP making process provides advice on rezoning reviews of City of Sydney planning proposals and all Gateway review requests.
Independent Planning Panel	A regional or district planning panel or the Independent Planning Commission (IPC)
Local Plan-Making Authority (LPMA)	Authority responsible for making the LEP as identified by the Gateway determination. This may be the Minister (or delegate) or the relevant council
Minister	Minister administering the EP&A Act, being the Minister for Planning and Public Spaces
Minister's delegate	The person to whom the Minister has delegated his/her authority in accordance with section 2.4 of the EP&A Act.
	For LEP making, this authority is generally delegated to the Planning Secretary and Departmental staff.
	The instrument of delegation can be found on the Department's website. https://www.planning.nsw.gov.au/Assess-and-Regulate/Development-Assessment/Planning-Approval-Pathways/Delegated-Decisions
	Any reference to 'the Minister' in this guideline should be read as reference to the Minister or their delegate.
Planning Proposal	A document and supporting information that explains the intended effect and justification of a proposed LEP or amendment to an LEP.
Planning Proposal Authority (PPA)	Authority responsible for the governance of a planning proposal, including its preparation and submission to the Department for a Gateway determination, satisfying the conditions of a Gateway determination, public exhibition and its finalisation (including submission to the Department for finalisation, where required)
Planning Secretary	The Secretary of the Department
Proponent	A developer, landowner or third party who initiates a proposal, prepares a planning proposal and submits it to the relevant council.
Site-specific merit	A proposal's demonstrated environmental, social and economic impact on the site and surrounds and ability to be accommodated within the capacity of the current and/or future infrastructure and services
	When an LEP is made or amended through the planning proposal, it must demonstrate site-specific merit by having regard to the criteria in Section 2 of this guideline
Strategic merit	A proposal's demonstrated alignment with the NSW strategic planning framework or current government priority.
	When an LEP is made or amended through the planning proposal, it must demonstrate strategic merit having regard to the criteria in Section 2 of this guideline.

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Introduction

This guideline provides a detailed explanation of the steps of the **NSW Local Environmental Plan** (LEP) making process to assist and guide councils, communities, State agencies, proponents, and practitioners.

LEPs provide the local statutory framework that guides development and land use decisions throughout NSW. They do this through zoning and development standards, which provide a framework for the way land can be developed and used

As changes to planning zones or controls to permit new development and land uses are proposed, this often requires an amendment to the LEP applying to that land. Amendments to LEPs are generally undertaken through the preparation and assessment of planning proposals.

A planning proposal is the document that sets out the justification and supporting information to allow an LEP to be made.

Division 3.4 of the EP&A Act prescribes the LEP making process. This guideline supplements this to outline the practical steps to amend or create a new LEP.

The guideline aims to:

- help streamline the LEP making process to reduce delays while also ensuring that strategic led and quality place-based planning outcomes are achieved
- explain each of the steps to efficiently progress and obtain appropriate amendments to a LEP
- ensure that planning proposals provide adequate information to explain the proposal and explain the likely impacts of the amendment when assessed against government legislation, strategic plans, council policies and other guidelines
- explain the roles and responsibilities of each user and stakeholder in the making of a LEP
- · outline best practice and encourage genuine consultation and collaboration at the initial stages of a planning proposal
- · provide benchmark timeframes for different categories of planning proposals
- provide recommendations for suitable community engagement and participation throughout the LEP making process
- set benchmarks for decisions on planning proposals to ensure an efficient planning system

The guideline sets out specific requirements for the preparation of a planning proposal as issued by the Planning Secretary under section 3.33(3) of the EP&A Act. These requirements are outlined in **Section 2** of this Guideline.

How to use this Guideline

The guideline is divided into two sections:

SECTION

The LEP Making **Process**

Provides a step by step guide to the process and identifies the roles and responsibilities for stakeholders involved in each stage.

SECTION

The Planning Proposal

Outlines the requirements to prepare and submit a planning proposal.

NSW Planning Portal

The Department's NSW Planning Portal (the Planning Portal) registers and catalogues planning proposals for online assessment and determination. It provides transparency of the planning system and ensures greater accountability of all stakeholders involved in the process.

Planning proposals are submitted, assessed, and determined with real time updates via the Planning Portal.

This Planning Portal supports all the key actions and steps associated with the LEP making process, including:

- lodging planning proposals with councils
- submitting planning proposals for Gateway determination by the Department
- submitting planning proposals for Rezoning Review by the relevant Planning Panel
- submitting planning proposals for Gateway Review by the Independent Planning Commission (IPC)
- · making all supporting information on planning proposals publicly available
- requiring and receiving additional information
- publishing all decisions

As of July 2021, all planning proposals are to be submitted and processed through the Planning Portal. More information about the system is on the Planning Portal website.



Supporting material

The Strategic Planning Toolkit on the Department's website contains a number other guides and resources to support local councils and planning professionals in the LEP making process.

Refer to the Department's Local Planning and Zoning Resources - Strategic Planning Toolkit and Resources webpage for more information.

Strategic Planning Framework

An effective planning system looks to the future, led by long-term, evidence-based strategic planning that is inclusive, democratic, responsive to climate change and injects predictability into decision-making. Its purpose is to provide for the needs of people and the environment now and into the future.

The NSW planning system is based on a strategic-led planning framework¹ as shown in **Figure 1**.

This strategic planning framework establishes the vision for NSW into the future with alignment between planning priorities identified at a state, regional or district level with finer-grained placed-based planning at the local level.

The framework sets out the principles and outcomes for meeting the needs of communities and the environment now and plans for the needs of the future. It enables communities to assess the broader implications and consequences of identifying locations for growth and change.

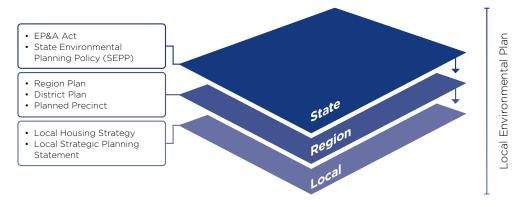
Alignment across state and local strategic planning sets up a streamlined process for amending LEPs by having planning matters resolved early and setting a clear sequence for how communities will grow and change over time.

Investment made into a stronger strategic planning framework enables decision making on LEP amendments consistent with the agreed state and local framework to be prioritised and expedited. All this provides greater certainty for industry, local government and communities that strategic plans will be translated into changes to planning controls and zoning.

All levels of government have an interest in seeing their strategic planning realised into outcomes for the community.

The strategic planning framework, along with infrastructure provision, should be the major consideration when starting, or thinking about, an LEP amendment. Having the right vision and alignment to the strategic planning framework upfront is critical for the LEP making process.





1. See Division 3.1 of the EP&A Act

Regional plans

Regional Plans are State-led strategic planning documents that set out the vision and direction for strategic planning and land use within a region and planning for the future needs for housing, jobs, infrastructure, a healthy environment and connected communities across NSW.

There are 10 regional plans across NSW:

- · Central Coast
- · Central West and Orana
- Hunter
- Illawarra-Shoalhaven
- Metropolitan Sydney (A Metropolis of Three Cities - The Greater Sydney Region Plan)
- New England-North West
- · Riverina-Murray
- South East and Tablelands
- · Far West
- North Coast

https://www.planning.nsw.gov.au/Plans-foryour-area/Regional-Plans

District plans

Five district plans implement the vision and objectives of the Greater Sydney Region Plan at a district level.

These 20-year plans provide a bridge between regional and local planning to inform LEPs, local strategic planning statements (LSPS), community strategic plans and the assessment of planning proposals.

https://www.greater.sydney/district-plans

State-led rezoning

Precincts provide a place-based strategic planning approach to growth in Sydney and set specific actions and objectives for specific areas, based on the vision outlined in the region or district plan.

There are four pathways to progress precincts in Greater Sydney. State-led rezonings are focussed on where there is a strategic imperative for the Department to lead, including places with current or future city-shaping infrastructure and investment and where the state has the opportunity to create great public spaces.

These precincts provide a coordinated approach by State and local government which helps ensure infrastructure such as schools, parks, community facilities, public transport and road upgrades are delivered to support housing and jobs to meet community needs.

https://www.planning.nsw.gov.au/Plans-foryour-area/A-new-approach-to-precincts

Metropolitan Plans and Special Activation Precincts

There are a number of other strategic planning documents including the Greater Newcastle Metropolitan Plan 2036 and special activation precincts (SAPs) in regional NSW. These documents set out strategies and actions for a particular LGA or precinct to create jobs, attract businesses and investors, support local industries and fuel economic development.

https://www.planning.nsw.gov.au/Plans-foryour-area/Greater-Newcastle-metropolitanplanning

https://www.nsw.gov.au/snowy-hydrolegacy-fund/special-activation-precincts

Local strategic planning statements

A LSPS² sets out the strategic planning ambitions for a LGA as a whole and for specific areas. The LSPS allows councils to translate regional and district planning into local priorities and actions and identifies the need for further local strategic planning work (e.g. precinct planning, local housing, employment areas, and infrastructure strategies).

https://www.planning.nsw.gov.au/ policy-and-legislation/environmentalplanning-and-assessment-act-updated/ guide-to-the-updated-environmentalplanning-and-assessment-act-1979/part-3strategic-planning

The NSW Government has placed significant focus on the strategic planning framework, strategic place-based planning, connection to Country, green infrastructure and sustainability outcomes.

The above documents form the strategic planning framework which guides the assessment of planning proposals under the strategic merit test, as explained in Part 3 of Section 2: The **<u>Planning Proposal</u>**. Planning proposals should demonstrate consistency with applicable strategic plans.



Local Environmental Plan Making

What is a LEP?

LEPs guide planning decisions for LGAs through zoning and development controls. They provide a local framework for the way land can be developed and used. LEPs are the main planning tool to shape the future of communities by ensuring local development is carried out appropriately.

An LEP is an environmental planning instrument (EPI) and statutory plan. LEPs must comply with the common format and content of LEPs as outlined in the Standard Instrument (Local Environmental Plans) Order 2006 (Standard Instrument) https://legislation.nsw.gov.au/ browse/inforce.

If an LEP is to be amended or a new one created, the change is made through the preparation of a planning proposal. The planning proposal explains the intent of the proposed change(s) and the justification for the LEP amendments.

In some cases, a site may be zoned under another and separate EPI, such as a State Environmental Planning Policy (SEPP) or an Interim Development Order (IDO).

To determine which EPI applies to certain land, liaise with the relevant council and refer to the NSW Spatial Viewer - https://www. planningportal.nsw.gov.au/spatialviewer/#/find-aproperty/address

If an amendment is required under another EPI not being a LEP, contact the relevant Regional or Place team in the Department.

Is there a need to amend a LEP?

The NSW planning system provides flexibility in the application of LEP development standards allowing consent authorities (such as council) to approve a variation to development standards through clause 4.6 of an LEP.

Where the proposal is minor in nature or consequence, an expedited amendment process under section 3.22 of the EP&A Act to an LEP may be adopted. For more guidance see the Special cases and exceptional circumstances of this guideline.

Where changes are required outside of these development standards or where a clause 4.6 variation cannot be supported, an amendment to the LEP is required.

The creation of a new LEP or an amendment to an existing LEP is required for the following:

- · To implement and align an LEP with the State government Regional and District Plans to support good growth
- Update to incorporate vision and outcomes from the council's LSPS or other changes to the strategic planning framework
- Comprehensive changes to a LEP, for example when a council has endorsed and seeks to implement and give effect to its local housing or employment land strategy
- Amendments relating to changes to the current zones, zone objectives, permitted land uses and/or development standards, specific clauses, reclassification of land or the inclusion of a local heritage item listing
- When directed or otherwise required by the Minister

Amendments can affect any land to which an LEP applies, including a single allotment, a whole zone, or an entire LGA.

What is a planning proposal?

A planning proposal is a document (including supporting information) that explains the intended effect of a proposed LEP or proposed amendments to an LEP. It describes the intended outcomes, identifies and assesses the potential impacts that the changes to the LEP may have and provides justifications for making the LEP3.

The planning proposal describes how amendments to an LEP 'give effect' to strategic and site-specific planning outcomes. It is therefore the first step in making the statutory link with strategic plans and amending an LEP.

The planning proposal should be structured in accordance with **Section 2: The Planning** Proposal of this guideline.

Who can initiate and prepare a planning proposal?

A planning proposal can be initiated by either a proponent or the relevant council. In certain circumstances, particularly when it is of State significance, the Minister may initiate an amendment to an EPI via a SEPP.

A planning proposal can only be prepared and submitted to the Department for Gateway determination by either the council or a person or body directed by the Minister⁴.

The body responsible for preparing and progressing a planning proposal is known as the planning proposal authority (PPA).

Council-initiated planning proposals

A council may initiate an LEP amendment or new LEP by drafting a planning proposal and submitting it to the Department for Gateway determination

Council is responsible for preparing the information and supporting documentation for any council-initiated proposal.

- 3. See section 3.33(1) of the EP&A Act
- See section 3.32 of the EP&A Act

Proponent-initiated planning proposals

A landowner, developer or an individual seeking to amend the zoning or development standards that apply to land they own or have an interest in may initiate a planning proposal.

The information required to support the proposal is generally prepared with the assistance of specialist consultants and submitted to the relevant council for consideration and assessment through the Planning Portal.

The relevant council (or PPA) must support the planning proposal before it is submitted to the Department via the Planning Portal for a Gateway determination (Stage 3).

Planning proposal categories

Determination of which category applies is based on the strategic consistency and complexity of the planning proposal. Each planning proposal category has associated target timeframes for the proposal to be assessed and determined, and minimum information requirements as outlined in each stage of this guideline.

Council should identify the planning proposal category when submitting a planning proposal to the Department for Gateway determination. The Department will confirm the category during its review of the planning proposal.

Comprehensive LEPs

Generally, the Department will only support the making of a new Standard Instrument LEP when:

- 1. Following amalgamation of two or more councils, two or more local environmental plans need to be consolidated into a single local environmental plan.
- 2. Following the splitting of a single council into two or more councils, two or more local environmental plans need to be made, being one for each new council.

Planning Proposal Categories

Note: Categories of planning proposals are for administrative purposes only and not set out in the EP&A Act.

A basic planning proposal refers to any one or more of the following proposed LEP amendment types, including an amendment:

- · To correct an administrative error
- · For a few minor 'housekeeping' amendments
- To list a local heritage item
- To reclassify land where the Governor's approval is not required
- That is consistent with a Department endorsed/approved local strategy, such as a Local Housing Strategy
- That is consistent with section 3.22 Expedited amendments of environmental planning instruments of the EP&A Act to:
 - a. correct an obvious error in the principal instrument consisting of a misdescription, the inconsistent numbering of provisions, a wrong cross-reference, a spelling error, a grammatical mistake, the insertion of obviously missing words, the removal of obviously unnecessary words or a formatting error
 - b. address matters in the principal instrument that are of a consequential, transitional, machinery or other minor nature, and/or
 - deal with matters that the Minister considers do not warrant compliance with the conditions precedent for the making of the instrument because they will not have any significant adverse impact on the environment or adjoining land

A standard planning proposal refers to any one or more of the following proposed LEP amendment types, including an amendment:

- · To change the land use zone where the proposal is consistent with the objectives identified in the LEP for that proposed zone
- That relates to altering the principal development standards of the LEP
- That relates to the addition of a permissible land use or uses and/or any conditional arrangements under Schedule 1 Additional Permitted Uses of the LEP
- That is consistent with an endorsed District/Regional Strategic Plan and/or LSPS
- Relating to classification or reclassification of public land through the LEP

Complex

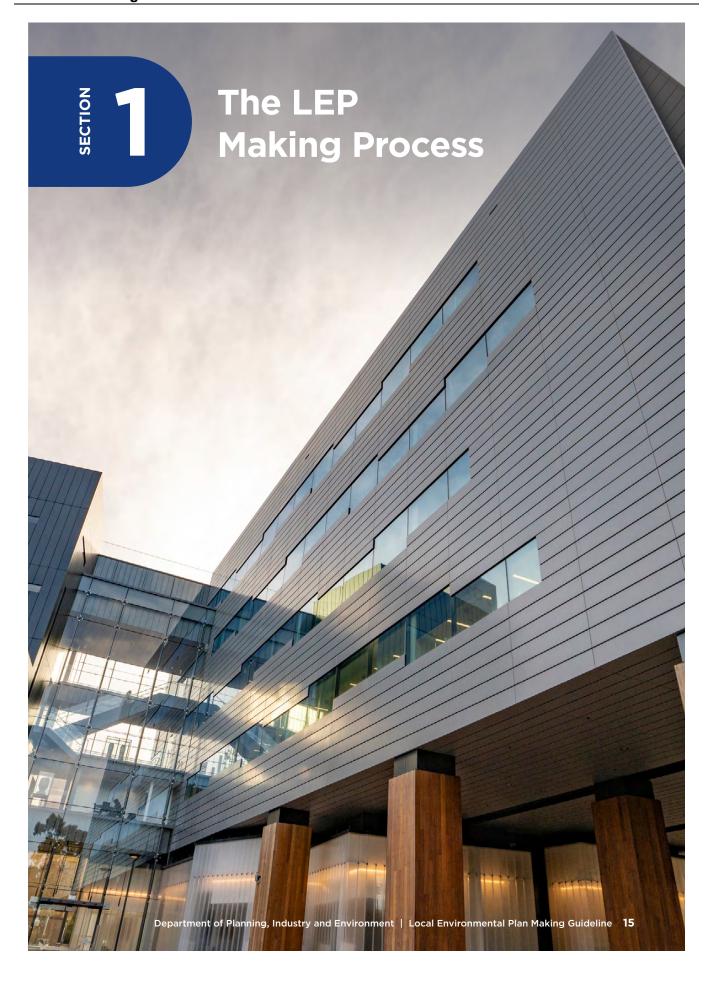
A complex planning proposal refers to any one or more of the following proposed LEP amendment types,

- To change in the land use zone and/or the principal development standards of the LEP, which would result in a significant increase in demand for supporting local, regional or State infrastructure and would require infrastructure funding
- To respond to a new policy e.g. local character or new provision not in the standard instrument template
- That is inconsistent with a District/Regional Plan or council's endorsed LSPS
- Responding to a change in circumstances, such as the investment in new infrastructure or changing demographic trends
- That is progressed under the Aboriginal Land SEPP
- Any other amendment or amendments that are not categorised as a principal LEP, standard or basic planning

A principal LEP planning proposal refers to any one or more of the following proposed LEP amendment types, including an amendment:

- To create a new LEP that applies to the whole LGA
- To implement a change in local policy that effects the LGA
- To consolidate one or more LEPs into a new comprehensive LEP
- That includes multiple 'housekeeping' amendments or a combination of a number of planning proposals

Principal



LEP Making Process Overview

There are six key stages related to the making of an LEP as shown in Figure 2.

Figure 2. LEP making process overview

Pre-Lodgement

What is your LEP amendment and what should be included in a planning proposal?

Early analysis of the development potential of the relevant land including key environmental or site constraints, review of the strategic planning framework, obtaining advice and consultation with authorities and government agencies and identification of study requirements to underpin a planning

Planning Proposal

Preparing the planning proposal

Where the planning proposal has been initiated by a proponent, council is to review and assess the planning proposal and decide whether to support and submit it to the Department for a Gateway determination. Where the planning proposal has been initiated by council, council is to prepare the planning proposal and submit it to the Department for a Gateway determination.

Rezoning Review

Review of proponent-initiated planning proposal by independent planning panel if not supported / or progressed by

Gateway Determination

Department review of the planning proposal

Department assesses the strategic and site-specific merit of a planning proposal and issues a Gateway determination specifying if the planning proposal should proceed and whether consultation with authorities and government agencies is required.

Gateway Review

Reviewing and altering a Gateway determination

Post-Gateway

Actioning Gateway determination conditions

PPA reviews the Gateway determination and actions any required conditions prior to public exhibition.

Public Exhibition and Assessment

Engaging with the community

Consultation with the community, key authorities and government agencies (as required). Review of the planning proposal to address conditions of Gateway determination and submissions.

Finalisation

Making the LEP

Final assessment of the planning proposal and if supported, preparation of the draft LEP, review and finalisation. Once finalised, the LEP may be made, notified and come into effect.

Benchmark Timeframes

Proponents, councils, government agencies and the Department are all stakeholders in the process and share the timeline to prepare, progress, and determine a planning proposal.

The time required to undertake each stage in the LEP making process is expected to vary depending on the nature, scale and complexity of a proposal, issues that need to be resolved, and level of community interest.

Benchmark timeframes for councils and the Department ensure that the LEP making process is efficient, transparent, accountable, and outcomes focused - avoiding delays to development and setting clear expectations on decision making.

Working within these timeframes often relies on effective and early consultation with councils, authorities and government agencies and other stakeholders including the local community. This includes gauging indicative support from council (or the relevant PPA) on whether the proposal has strategic merit and confirming what depth of investigations and studies may be required to underpin a suitably justified proposal. The resolution of key issues early in the process will ensure planning proposal are efficiently progressed through the system.

The benchmark timeframes are the maximum length of time each stage of the process is

The NSW Government is implementing a range of planning reforms that will make it easier to navigate the planning system, reduce assessment times, and make it easier to invest in NSW. The Department has a target of achieving a 33% reduction in average planning proposal assessment timeframes to 380 working days by June 2023, measured from referral of a planning proposal to the Department for Gateway to finalisation.

expected to take (Table 2). Active management of each planning proposal, ongoing improvements to processes, procedures and the systems required to support the assessment of proposals, and more open and upfront engagement with agencies and key stakeholders will result in more expedient timeframes.

The timeframes for which an LEP is made will be determined by the Department and set out in the Gateway determination. Any request to extend the timeframes outlined above or timeframes specified in a Gateway determination must be supported by sufficient justification and include clear revised milestones for completion.

The Minister may alter a Gateway determination to not proceed where there has been significant delay in progressing the planning proposal and/ or insufficient justification has been provided to the Department.

Table 2. Planning Proposal Benchmark Timeframes

Stage	Maximum Benchmark Timeframes (working days)			
	Basic	Standard	Complex	Principal
Stage 1 - Pre-lodgement	30 days	50 days	60 days	20-30 days
Stage 2 - Planning Proposal	80 days	95 days	120 days	40 days
Stage 3 - Gateway determination	25 days	25 days	45 days	45 days
Stage 4 - Post-Gateway	20 days	50 days	70 days	160 days
Stage 5 - Public Exhibition & Assessment	70 days	95 days	115 days	95 days
Stage 6 - Finalisation	25 days	55 days	70 days	80 days
Sub-total (Department target)	140 working days	225 working days	300 working days	380 working days
Total (end to end)	220 days	320 days	420 days	420 days

Note: Department target of 380 working days is measured from Stage 3 - Stage 6 (inclusive).

Overview of roles and responsibilities

Planning Proposal Authority (PPA)

The PPA is the body responsible for governance, content and quality of information contained within a planning proposal. It should manage the proposal as it progresses. through the LEP making process.

Local Plan-Making Authority (LPMA)

The LMPA undertakes the statutory functions in making the

Under the EP&A Act the Minister

exercise LPMA functions.

is the LPMA. If authorised under a

Gateway determination, council may

The Department

The Department assesses and guides planning proposals through the LEP making process. This includes active management of the planning proposal through the LEP making process, issue resolution, and finalising the LEP (if the Minister is the LPMA).

Under the Minister's delegation the Department is the assessment authority for planning proposals.

Council

Council is generally the PPA for all planning proposals, unless otherwise determined by the Minister.

Alternative PPA

In circumstances where council has not initiated or progressed a planning proposal, the Minister may direct the Planning Secretary (the Department) or an independent planning panel to be the PPA.

The **Special cases and exceptional** circumstances - Appointment of an alternative PPA section details the circumstances in which this may occur.

Council

Council will generally be authorised as the LPMA for basic and standard LEP amendments.

Minister for Planning and Public

The Minister will typically be the LPMA for all other LEPs. This role is delegated to the Department and only exercised by the Minister in exceptional circumstances.

Proponent

May seek to amend an existing LEP to change the zoning of the land and/or development standards applying to a site, an area or location, or to the whole LGA

A proponent may be a developer or landowner (or a third party on their behalf) or council who is seeking an amendment to an existing LEP.

Council

May seek to amend an existing LEP or create a new LEP relating to its LGA by preparing a planning proposal and submitting it to the Department for Gateway determination.

Council is the relevant local government to which the LEP applies.

Community

The community reviews, provides comments and feedback on planning proposals at key steps in the LEP making process. The matters raised by the community during exhibition and consultation associated with the proposal are considered by the PPA.

Anyone affected by, or interested in, a planning proposal

Independent Planning Commission (IPC)

The IPC acts as the independent planning panel in Gateway reviews and rezoning reviews for the City of Sydney LGA.

The IPC is a standalone agency under Part 2, Division 2.3 of the EP&A Act. It is independent of other government departments, including the Department.

Sydney & Regional **Planning Panels**

Sydney and Regional Planning Panels act as the independent body in rezoning

There are five Sydney Planning Panels and four Regional Planning Panels across NSW under sections 2.12 and 3.2 and Part 3 of schedule 2 of the EP&A Act. Each panel is an independent body that is not subject to the direction of the Minister.

Authorities & Government Agencies

A planning proposal may be referred to an authority or government agency by council or the Department based on referral criteria (Attachment B) at pre-lodgement or post-Gateway as recommended by the Gateway determination.

Public authorities and government agencies may be a public service agency, a Minister, public authority, public office or other.





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Pre-lodgement

The pre-lodgement stage of a planning proposal is the important first step of the LEP making process. A proposal's early alignment with the strategic planning framework can reduce time and cost later in preparing the planning proposal and making the LEP.

Pre-lodgement is not a legislative requirement (or supported by the Planning Portal) but is highly recommended as the first stage in the process for standard and complex planning proposals.

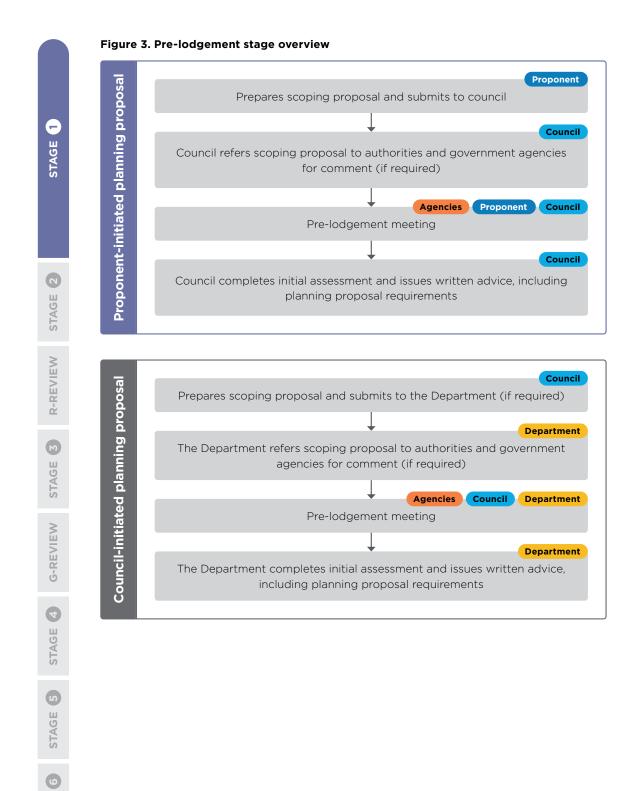
The purpose of the pre-lodgement stage is

- provide early feedback to proponents and councils, in particular about the strategic and site-specific merits of a proposal
- · understand the expectations for what justification and key supporting studies are required to support a planning proposal
- facilitate early consultation with key authorities and government agencies to understand and resolve agency issues earlier in the process, which is expected to facilitate a quicker consultation during exhibition
- identify infrastructure needs and determine what form of infrastructure funding may be needed to support the proposal
- · resolve planning issues upfront to enable a streamlined LEP making process

The recommended steps for this stage are outlined in Figure 3.

Timeline	
Basic	30 working days
Standard	50 working days
Complex	60 working days
Principal	20-30 working days

This stage is measured from lodgement of scoping proposal to issue of planning proposal requirements.



Scoping proposal and meeting

Early due diligence should be undertaken to scope a proposal and before preparation of any planning proposal. This may include high-level desktop studies, review of the site setting and context, identification of objectives of the proposal and development of any concepts and feasibility.

These investigations should also include review of the strategic directions and expectations set down in a council's local strategies and LSPS, and more broadly the relevant district and/or regional plans (see Strategic Planning Framework).

Preparing and submitting a scoping proposal

To assist in the pre-lodgement stage of the process and before engaging with council or the PPA, it is recommended that a scoping proposal be prepared to outline the proposal, key matters, and expected consultation with agencies that may be needed.

The level of information required within the scoping proposal is dependent on the nature, scale, complexity, and predicted environmental impacts of the proposal. Guidance for what should be included within a scoping proposal is included at

Attachment A.

For proponent-initiated proposals, the proponent is to submit the scoping proposal to council (or alternative PPA) and request a pre-lodgement meeting. Council is responsible for managing and coordinating this process with the proponent.

For council-initiated planning proposals, council should submit the scoping report to the Department's relevant Place or Regional team and request a meeting, if deemed necessary. The Department is responsible for managing and coordinating this process with council.

Referral to authorities and government agencies

On receipt of the scoping proposal, council is encouraged to consult with external authorities and government agencies for initial comment and identification of requirements necessary to progress the proposal. The Department will refer the scoping proposal for complex councilinitiated and principal LEP planning proposals to the relevant agencies.

Relevant authorities and government agencies are encouraged to provide feedback to:

- identify potential key issues that need addressing as part of the planning proposal
- gauge agency in principle view/support for the proposal
- provide direction on information and/or studies required for the planning proposal
- seek early engagement if resolution of issues is needed before the planning proposal is lodged

Referral criteria for authorities and government agencies (including when a council may refer a proponent scoping proposal to the Department) is provided at

Attachment B.

Note: Referral to authorities and government agencies is encouraged but not mandatory. The Department is currently collaborating with authorities and government agencies and council in finalising this referral process - in the interim, referral and feedback is not a requirement but is a desirable outcome.

If a proposal satisfies one or more of the referral criteria for a specific authority or agency, then pre-lodgement referral occurs. Authorities and government agencies are encouraged to provide a response within 20 working days of referral.

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Pre-lodgement meeting

Following a review of the scoping proposal, a pre-lodgement meeting should be held between the proponent, council officers and other relevant parties (which may include authorities/agencies and the Department, if required) to discuss the proposal and provide preliminary feedback.

Council should proceed with the prelodgement meeting if the authority/agency comments are not received.

This pre-lodgement meeting should:

- · explain the proposal
- discuss what matters need to be addressed to justify the proposal
- · ascertain whether the council identifies that the proposal has potential for strategic and site-specific merit
- ascertain whether the proposal is ready to be submitted or if there are other matters that may need to be addressed before a planning proposal can be progressed

For a council-initiated planning proposal, it is recommended that council officers consult with the Department to confirm what supporting information is needed to justify the proposal. The Department will liaise with council and the authorities/agencies on the planning proposal requirements.

The pre-lodgement process is not a full merit assessment of the proposal. Proponents and councils should consider the advice in proceeding with and preparing a planning proposal.

Written advice and planning proposal requirements

Within 10 working days of the prelodgement meeting, council is to provide the proponent with minutes of the meeting and written advice. This will include:

- any recommended changes to the scope of the proposal, where considered appropriate
- nomination of the planning proposal category (basic, standard, complex or principal LEP)
- confirmation of council assessment fees, likely consultation requirements, and assessment timeframes and milestones
- recommended investigations and studies to support and justify the proposal, including the requirements in Attachment C of this guideline
- preliminary advice as to whether the proposal has strategic and site-specific merit
- · a copy of authority/agency comments

The Department will provide this same guidance to a council where it has sought to initiate a council complex or principal LEP planning proposal.

The pre-lodgement advice and planning proposal requirements will not be coordinated through the planning proposal online portal.

Planning proposal requirements are to be proportionate to the type of proposal. Where a proponent does not respond to a specific requirement, justification should be provided in the planning proposal submitted to council

Proponents and councils should determine what matters associated with the design of buildings, subdivision layout, or other detailed matters are more appropriately addressed at the development application stage.

Note: a proponent may still lodge a planning proposal with council, despite any views expressed by council during the pre-lodgement

Infrastructure needs

The need and capacity for local and regional infrastructure to support the future development resulting from the proposal should be considered upfront in the LEP making process.

Council should work with proponents and provide advice on existing and any planned local infrastructure as part of the initial concept proposal. It is the responsibility of the proponent to investigate infrastructure requirements and associated funding for the proposal.

Early engagement

The LEP making process does not require formal community consultation prior to a proponent submitting a planning proposal to council.

The most appropriate time for community consultation for planning proposals is after a Gateway determination is issued and all relevant studies and reports have been completed. This ensures the community has clear and evidence-based information available to help them make informed comments on the proposal.



STAGE

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Key Actions



- Develop the proposal scope (where the planning proposal is to be initiated by the proponent)
- Draft and submit scoping proposal to council
- Attend pre-lodgement meeting to discuss the proposal
- Review advice from council and undertake identified technical studies to inform the preparation of the planning proposal

☑ Council



- Accept the scoping report and hold a pre-lodgement meeting with the proponent
- Refer the scoping report to relevant authorities and government agencies
- Undertake a high-level assessment and collate comments
- Nominate the planning proposal category (basic, standard, complex or principal LEP)
- Meet with proponent and issue advice identifying any significant barriers and if a proposal should proceed including planning proposal requirements government agencies, as required
- For council-initiated planning proposals, consult with the Department and other government agencies, as required

☑ Department



- Attend pre-lodgement meeting at the request of council
- For council-initiated proposals, accept the scoping proposal and undertake the referral to agencies and authorities
- For council-initiated proposals, accept the scoping proposal, meet with council and issue preliminary advice, including planning proposal requirements
- Confirm the planning proposal category (basic, standard, complex or principal LEP)

GovernmentAgencies



- Review scoping report
- Submit written comments to council (or Department for council-initiated proposals) together with specific planning proposal requirements

STAGE

Planning Proposal

The preparation and lodgement of the planning proposal is a key step in the LEP making process. The following should be read in conjunction with Section 2: The Planning Proposal.

The steps in preparing, lodging and initial council assessment of a planning proposal are outlined in Figure 4.

Timeline	
Basic	80 working days
Standard	95 working days
Complex	120 working days
Principal	40 working days

This stage is measured from lodgement of the planning proposal with council via the Planning Portal to council decision on whether the proposal should proceed and be referred to the Department for a Gateway

Note: the timeframe for principal LEPs amendment is less as generally it is a result of an action or commitment within a LSPS or because of the findings of a strategic study for an area (i.e. a housing or rural study) has already been prepared. The planning proposal may also indicate that these studies are to be undertaken post Gateway.

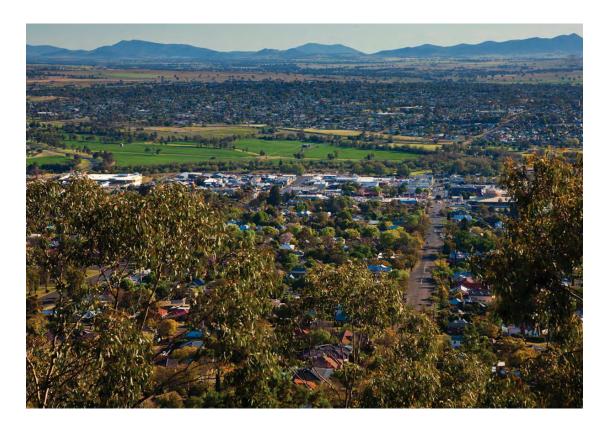


Figure 4. Planning proposal stage overview Proponent Prepares planning proposal including technical studies **Proponent Proponent-initiated planning proposal** Lodges planning proposal to council via Planning Portal Council undertakes planning assessment, and refers planning proposal to STAGE 2 LPP for advice (if required) Council officers prepare report to council for formal consideration Not supported/no decision made Supported Council PPA **Proponent** R-REVIEW Council submits planning proposal (as PPA) to the Proponent can request a rezoning review (optional) Department for Gateway determination M STAGE Council Prepares planning proposal including technical studies **G-REVIEW** Council-initiated planning proposal Council refers planning proposal to LPP for advice (if required) Council officers prepare report to council for formal consideration STAGE Not supported/no decision made Supported STAGE 5 Council PPA Council submits planning proposal (as PPA) to the Department for Gateway determination O

Preparing a planning proposal

Based on advice provided in the prelodgement stage of the process a planning proposal should identify the likely environmental, social, economic and other site-specific considerations of the proposal.

The planning proposal should be drafted to ensure that a wide audience including departmental staff, authorities and government agencies, councils, stakeholders and the community, can clearly understand the scope and impacts of the proposal.

A planning proposal must include the following components⁵:

- Part 1 Objectives and intended outcomes - a statement of the objectives of the proposed LEP
- Part 2 Explanation of provisions an explanation of the provisions that are to be included in the proposed LEP
- Part 3 Justification of strategic and site-specific merit - justification of strategic and potential site-specific merit, outcomes, and the process for implementation
- Part 4 Maps maps, where relevant, to identify the effect of the planning proposal and the area to which it applies
- Part 5 Community consultation details of the community consultation that is to be undertaken on the planning proposal
- Part 6 Project timeline project timeline to detail the anticipated timeframe for the LEP making process in accordance with the benchmarks in this auideline

These components ensure the planning proposal addresses all issues and contains enough information to determine whether there is merit to proceed to the next stage of the LEP making process.

A detailed description of the matters that must be addressed in a planning proposal is outlined in **Section 2: The Planning Proposal** of this guideline.

Potential technical information to support the preparation of a planning proposal is outlined in Attachment C and will be confirmed in council's or the Departments written advice following the pre-lodgement stage.

Lodging a proponent-initiated planning proposal

A proponent is required to lodge a planning proposal online via the Planning Portal. The proponent is to pay the necessary planning proposal fee. A planning proposal is considered lodged after a 14 day adequacy period for council to review the proposal and the proponent to pay fees.

A council can reject a planning proposal request within this 14 day period if the planning proposal request is illegible, unclear or is not accompanied by all the information specified in scoping study requirements. Should this occur, the proponent may amend the planning proposal and re-lodge via the Planning Portal.

The Planning Portal enables the planning proposal and all associated documents to be viewed and reviewed by the public.

REVIEW 4











Planning assessment by council

Once a proponent-initiated planning proposal is formally lodged (i.e. lodged on the Planning Portal and fees paid) the council undertakes an initial evaluation of the planning proposal to check that:

- the scope of the proposal is clearly articulated
- the planning proposal addresses any comments and/or study requirements sought by council, authorities and government agencies
- that all studies and supporting documentation is included with the planning proposal
- all section 9.1 Directions and SEPPs have been adequately addressed
- relevant regional/district plans and LSPS (if relevant) have been addressed

Note: If the planning proposal is illegible or unclear, Council may reject the planning proposal within 14 days of lodgement.

Requests for further information are to be made within 1-4 weeks from lodgement of the planning proposal request on the Planning Portal. Proponents should provide additional information within 4 weeks.

Council then undertakes an assessment of the planning proposal and forms a view as to whether the proposal has strategic and site-specific merit. The planning assessment forms part of the planning proposal report to council on whether the planning proposal should be supported or not.

Note: A planning proposal can be changed prior to a council decision or during the council meetina.

If this occurs, the planning proposal should be updated following the council decision and prior to referral of the planning proposal to the Department for a Gateway determination.

If a significant amendment is undertaken post-Gateway because of a technical study or consultation, it may be necessary to obtain a further council resolution and an amendment to the Gateway determination.

Local planning panel advice

Local Planning Panels (LPP) are in place for all councils in Sydney, Wollongong City Council, Wingecarribee, and the Central Coast. A planning proposal must be referred to the relevant LPP in accordance with the referral criteria of LPP Ministerial direction6.

The relevant LPP will undertake an assessment of the proposal and provide advice to the council as PPA.

Council resolution

Council staff will prepare and submit an assessment report to a council meeting for formal consideration. If there is a relevant LPP, the report would include the guidance from the panel.

If the council determines that the planning proposal has strategic and site-specific merit, and is to be supported, it should submit the planning proposal to the Department for a Gateway determination. It is at this point that council formally becomes

Only the PPA, which is in most cases the council, can submit a planning proposal for Gateway determination.

If the planning proposal is not supported, council will advise both the proponent and the Department.

See section 9.1 Direction - Local Planning Panels Direction - Planning Proposals - IHAPS ministerial directions proposal (nsw.

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STAGE

Council authorised as LPMA

When submitting a planning proposal for a Gateway determination, councils must identify whether they will or will not be seeking to be authorised as the LPMA.

When a council is the LPMA, it may delegate this plan making function to an officer within council (usually the general manager or planning director) who will then exercise the function. If a council chooses to delegate the function, the council should advise the Department at the same time it seeks to be the LPMA.

The Minister may withdraw an authorisation for a council to make a LEP if the conditions set out in the Gateway determination are not met. This can occur if:

- the PPA has not satisfied all the conditions of the Gateway determination
- the planning proposal is inconsistent with the relevant section 9.1 Directions or the Planning Secretary has not agreed that the inconsistencies are justified
- there are outstanding written objections from authorities and government agencies



G-REVIEW

Key Actions

☑ Proponent



- Prepare a planning proposal in accordance with any pre-lodgement advice
- Formally lodge the planning proposal with the relevant council on the Planning Portal
- Attend and present the proposal to a LPP meeting, if requested
- Attend and present the proposal at a council meeting, if required

☑ Department



☐ No action

☑ Council/PPA





For proponent-initiated planning proposals:

- Evaluate whether the planning proposal is suitable for assessment
- Assess the planning proposal for strategic and site-specific merit, whether preliminary issues have been addressed and determine whether it should be progressed

For council-initiated planning proposals:

Prepare a planning proposal consistent with the requirements in Section 2: The Planning Proposal

For all planning proposals:

- Following the above steps, prepare and submit assessment report with recommendations to LPP
- Prepare and submit assessment report with recommendations to Council meeting
- If proposal is supported by Council, submit the planning proposal to Department for Gateway determination and identify whether council seeks the authority to be LPMA
- Ensure all information is correct and up to date on the Planning Portal

Rezoning Review

A rezoning review allows a proponent to request an independent planning panel evaluate and recommend to the Minister whether a proposal should progress to Gateway determination.

This can only occur after the lodgement of the planning proposal with council, and council has:

- · notified the proponent in writing that it does not support the proposal
- failed to indicate its support for the planning proposal within 90 or 115 calendar days (depending on the planning proposal category) of the proponent lodging the planning proposal
- failed to submit the planning proposal for Gateway determination within 28 calendar days after it has indicated support

The steps in this process are outlined in Figure 5

Rezoning reviews are carried out by:

- Regional Planning Panels for:
 - o Northern NSW
 - o Hunter and Central Coast regions
 - o Western NSW
 - o Southern NSW
- a Sydney district planning panel for proposals that relate to land within the Greater Sydney region
- the IPC for proposals that relate to land within the LGA for the City of Sydney

Timeline

All rezoning review requests have a target timeframe from lodgement of the review until the planning panel recommendation of 100 calendar days.

For the purposes of explaining this rezoning review process in this chapter, 'planning panel' means all the above forms of panels and the IPC.

The Department will monitor the progress of rezoning review requests and ensure that documents (review requests, planning panel reports and decisions) are published on the Planning Portal.

Refer to Planning Circular: PS18-012 Independent reviews of plan making decision for more information.

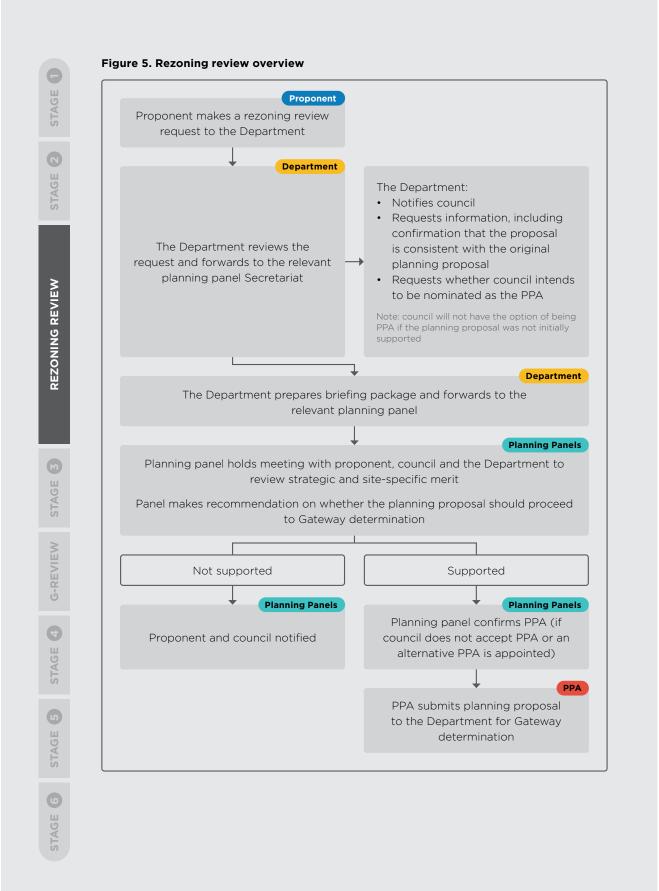
Fees/Costs

A fee for a rezoning review request applies.

Where a rezoning review is recommended to proceed to Gateway and the planning panel or Planning Secretary is appointed as the PPA, an additional fee applies.

Fees are paid directly to the Department.

Information on fees and payment can be found on the Department's webpage https:// www.planning.nsw.gov.au/Plans-for-yourarea/Local-Planning-and-Zoning/Makingand-Amending-LEPs.



Proponent requests rezoning review

Council acceptance of planning proposal

For the purposes of triggering a rezoning review request, the timeframe begins from the day the planning proposal is lodged with council on the Planning Portal and fees are

Note: the timeframe for lodgement of a rezoning review will restart if a planning proposal is amended and received by council when under assessment by council.

A planning proposal that has been amended after council has resolved to not support the matter is not eligible for a rezoning review. The revised planning proposal would need to be submitted to council as a new planning proposal.

Rezoning review request triggers

A proponent for a planning proposal can seek a rezoning review request:

- within 42 calendar days of council notifying the proponent that it does not support the planning proposal request, or
- if council has failed to make a decision on the planning proposal after:
 - o 90 calendar days from the date the proposal was lodged with council if this is a basic and standard planning proposal
 - o 115 calendar days from the date the proposal was lodged with council if this is a complex planning proposal
- if council has supported the planning proposal but has not submitted the planning proposal to the Department within 28 calendar days

Rezoning review request requirements

A rezoning review request must be made by a proponent via the Planning Portal and contain:

- a copy of the proponent's latest version of the planning proposal, including all supporting material and information that was submitted to council
- all correspondence that the proponent has received from the council in relation to the planning proposal request, including (if relevant) any copies of the council's written advice to the proponent and/or the Council resolution not proceed with the proposal
- all correspondence and written advice from other public authorities and government agencies, if available
- the proponent's written justification of the strategic and site-specific merit to confirm why a review is warranted
- disclosure of reportable political donations under section 10.4 of the EP&A Act. if relevant
- the rezoning review fee to the Department

If the reason for the rezoning review is based on the circumstance that council has not had the opportunity to review or not make a decision on the planning proposal, the proponent should demonstrate that there has been an attempt to collaborate with council to obtain a decision relating to the planning proposal. This evidence should be included within the rezoning review application.

The Department will only accept rezoning review requests that include all of the above items.

Planning Portal Quick Reference Guide:

Departmental notification and briefing

Upon receipt of the rezoning review request the Department will notify the relevant council and request that council respond within 21 calendar days with the following:

- any comments and additional information on the planning proposal
- confirmation that the proposal is consistent with what was submitted as the accepted proposal by council
- confirmation whether council wishes
 to nominate itself as the PPA, but only
 where the council has failed to determine
 the proposal prior to the rezoning request
 application being submitted to the
 Department. If this nomination by council
 is not clearly provided, then council
 has up until 4 days before the planning
 panel meeting to inform the Department
 of their nomination in writing. The
 Department will forward rezoning review
 requests to the relevant planning panel
 within 3 days of the lodgement of the
 rezoning review application

The Department prepares and submits to the panel a short briefing report summarising the proposal and background information for the panel. The report does not include an assessment, opinion or recommendation on whether the planning proposal should proceed. This enables the planning panel to form an independent view of the planning proposal.

The Department will compile a package of the planning proposal, council's information and the Department's summary report and forward to the planning panel secretariat.

Planning panel recommendation

Planning panel review

The planning panel will review the planning proposal and associated documentation.

As part of this review, the planning panel members may attend a site visit with representatives from the Department.

Planning panel assessment and recommendation

After the planning panel has reviewed the planning proposal, it will:

- schedule a meeting between the proponent and council for a briefing, have an opportunity to ask questions and gain clarification on the proposal, and
- assess and make a recommendation on the proposal

The planning panel will assess the planning proposal and make a recommendation whether it has strategic merit and site-specific merit, having regard to the matters outlined in

Part 3 of Section 2: The Planning Proposal of these guidelines. The panel should first and foremost form the view whether the planning proposal has 'strategic merit'.

- Give effect to the relevant regional plan outside of the Greater Sydney Region, the relevant district plan within the Greater Sydney Region, and/or corridor/precinct plans applying to the site. This includes any draft regional, district or corridor/precinct plans released for public comment or a place strategy for a strategic precinct including any draft place strategy; or
- Demonstrate consistency with the relevant LSPS or strategy that has been endorsed by the Department or required as part of a regional or district plan; or
- Respond to a change in circumstances that has not been recognised.

Having met the strategic merit test, the relevant planning panel must then determine





REZONING REVIEW











if the proposal has site-specific merit, having regard to:

- the natural environment on the site to which the proposal relates and other affected land (including known significant environmental areas, resources or hazards)
- · the built environment, social and economic conditions
- existing, approved and likely future uses of land in the vicinity of the land to which the proposal relates; and/or
- · services and infrastructure that are or will be available to meet the demands arising from the proposal and any proposed financial arrangements for infrastructure provision

Proposals that do not reasonably meet the strategic and site-specific merit assessment criteria are unlikely to proceed. After the hearing, the panel will advise the Department, council and the proponent of its recommendation on whether the planning proposal should or should not proceed to Gateway within 5 calendar days of the panel meeting date.

The planning panel will outline the reasons for its decision, including its assessment on strategic and site-specific merit.

Panel recommendations to alter the proposal and/or additional **Gateway conditions**

Should the planning panel find that a planning proposal has strategic merit, they may recommend requirements to be included in the Gateway determination or changes to the planning proposal to deliver strategic merit and address site specific matters. The planning panel can recommend qualifying changes to the planning proposal for the proposal to proceed to Gateway.

Before the panel makes this type of recommendation it should seek the council's and proponent's view at the panel meeting. If the panel only comes to the view that it should make recommendations for changes post the panel hearing, it may ask the panel Secretariat to reconvene a panel meeting.

Alternatively, if the panel appoints itself in the PPA role for the proposal, it can vary the planning proposal but only if it is substantially the same as the proposal or provides a reduced impact (e.g. a reduction in built form, floor space ratio or height).

Appointing the PPA

If the planning panel recommends that the planning proposal should proceed to Gateway determination, it will:

- notify the relevant council that the planning panel will assume PPA role, if in the circumstance the council change to has refused to support the planning proposal, or
- identify the PPA (either council or itself) where council has not made a determination on a planning proposal but has informed the panel in writing prior to the panel meeting of its nomination

Note: if a planning proposal request has been refused by council, the planning panel may appoint itself as the PPA to avoid any conflicts that may arise between the proponent and council and ensure efficiency and resolution of matters.

Submitting the planning proposal to the **Department for Gateway** determination

Where the council is nominated as the PPA, it will have 28 calendar days to submit the planning proposal. Before it is submitted for Gateway determination, the planning proposal may need to be altered to action any recommended changes by the panel.

If the planning panel appoints itself as the PPA, then it must submit the planning proposal to the Department for Gateway determination within 28 days. The proposal may need to be altered by the proponent to accommodate for any recommended changes to the proposal.

Key Actions

Proponent



- Submit request for rezoning review application via the Planning Portal
- Pay the relevant fee to the Department
- Attend and present at planning panel meeting

✓ Council



- Within 21 days of being notified of rezoning review application council is to provide to the Department:
 - o Confirmation that the proposal for the rezoning review is consistent with the planning proposal submitted to council
 - o confirmation whether council wishes to be PPA for the subject proposal
 - o any additional information and commentary
- Attend and present at planning panel meeting

Department



- Take receipt of the rezoning review application and fees
- Prepare briefing package and forward to the relevant planning panel
- Brief planning panel and attend meeting
- Monitor the progress of the rezoning review to achieve an outcome within a target of 100 days

Planning Panel/IPC





- Review briefing package and planning proposal
- Attend site visit, as required
- Hold panel meeting with council, the proponent and relevant Department staff
- Assess planning proposal and make recommendation whether the planning proposal should proceed, or not proceed, to Gateway determination
- If council is not to be the PPA, then appoint itself as PPA or recommend an alternative PPA

☑ Community



() There is no formal role for community in this stage of the planning proposal process. If representations were made to a council meeting, then the Chairperson of the planning panel has the discretion to invite those members to the panel hearing

Gateway Determination

The Gateway determination is a key assessment point for the planning proposal. It allows for review of the strategic and sitespecific merits or a proposal and determines whether the planning proposal should proceed7.

The steps in this process are outlined in Figure 6.

See section 3.34 of the EP&A Act

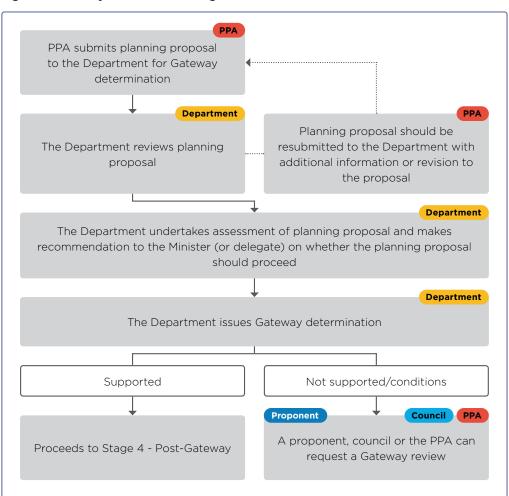
Timeline	
Basic	25 working days
Standard	25 working days
Complex	45 working days
Principal	45 working days

This stage is measured from referral of the planning proposal to the Department for a Gateway determination to the issuing of a Gateway determination. It is estimated that it can take council up to two weeks to forward the planning proposal to the Department and this is included in the above time





Figure 6. Gateway determination stage overview







REVIEW











Submitting a planning proposal for Gateway determination

The PPA is to submit the planning proposal to the Department for Gateway determination via the Planning Portal.

NSW Planning Portal Quick Reference **Guide: Submitting a Planning Proposal**

The PPA should use the unique planning proposal number (e.g. PP-2021-0278) generated by the Planning Portal as the identifier for the planning proposal from initiation through public exhibition and finalisation stages. The LEP amendment number is not required to be provided by the council.

The actual amendment number to the LEP is automatically generated when the draft LEP is submitted to Parliamentary Counsel's Office (PCO) for final opinion. The planning proposal number and LEP amendment number will also be included in mapping and making of the LEP.

Department review

The Department undertakes a review of the planning proposal8. In completing this review, the Department will typically:

- undertake a high-level check of the planning proposal to ensure the package meets the minimum administrative requirements in this guideline. This check is generally undertaken within 5 days of the proposal being submitted
- · undertake a strategic merit assessment of the proposal against relevant district plan. regional plan, LSPS, section 9.1 Directions, SEPPs any Department endorsed local strategy or relevant strategic circumstances.

- · undertake an assessment of potential environmental, social, economic, and infrastructure impacts of the proposal
- obtain high level advice and guidance from the Department's legal team or PCO (where required)
- seek agency advice and/or comments, where required or where an authority or government agency has not consulted at the pre-lodgement stage
- review proposed community consultation and the expected timeframe for the proposal

Department officers then prepare an assessment report and provide a recommendation to the Minister (or delegate) on whether the planning proposal should proceed.

Additional information

While completing the review of the planning proposal, the Department may require the PPA to provide additional information to address any outstanding matters or issues. The information will be published on the Planning Portal. Additional information should be provided within 20 working days.

Where significant additional information is sought or where the information cannot be provided within a reasonable timeframe, the Department will request that the planning proposal be withdrawn from the Gateway and resubmitted when the additional information is available

Issuing a Gateway determination

The Minister (or delegate) decides whether the planning proposal can proceed, either with or without variation.

The Gateway determination will specify9:

- whether the planning proposal is supported to proceed or not
- any necessary technical studies or supporting studies
- whether the planning proposal needs to be amended (and possibly resubmitted to the Department) prior to exhibition
- the duration and extent of community consultation
- whether consultation with State or federal authorities (if required)
- whether a local contributions plan is to be exhibited at the same time as the planning proposal
- · whether a public hearing is needed
- the timeframes within which the various stages of the process for making of the proposed LEP are to be completed
- whether the council is to be authorised to make the proposed instrument as the I PMA
- · any other conditions

The purpose of the Gateway determination is to ensure early in the process that there is sufficient strategic and site-specific merit for the planning proposal to progress. A Gateway determination that specifies the proposal should proceed, does not guarantee that the proposed LEP will be made.

The Gateway determination may identify the requirement for any additional information, revisions, studies, or targeted consultation to occur with authorities or government agencies and other stakeholders prior to public exhibition. It may also identify that a revision needs to be considered by the Department prior to exhibition.

required matters are completed prior to the public exhibition of the planning proposal.

The PPA is responsible for ensuring the

Prior to issuing a Gateway determination, the Minister (or delegate) must refer a planning proposal to the Greater Cities Commission (GCC), if the proposal relates to land within the Six Cities and is likely to significantly affect the implementation of a strategic plan in the region¹⁰.

Altering a Gateway determination

An alteration to a Gateway determination may be required if:

- the relevant conditions have not been satisfactorily completed within the timeframes set in the Gateway determination, and additional time is required to progress the planning proposal
- There has or needs to be alteration to the scope of the proposal (see further detail below regarding <u>Varying a planning</u> <u>proposal</u>), and/or
- If the PPA/council/proponent seek to alter the Gateway determination conditions

The Department will determine whether to grant approval to alter the Gateway determination. It will only grant extensions in exceptional circumstance to ensure timely determination of proposals.

Alternatively, a proponent or the PPA may request a Gateway review to alter the Gateway determination within a certain timeframe after the Gateway determination is issued (see **Gateway Review** in this guideline).

^{9.} See section 3.34(2) of the EP&A Act

^{10.} See section 3.34(3A) of the EP&A Act

Varying a planning proposal

The PPA may vary a proposal at any time during the LEP making process or request the Minister (or delegate) to determine that the matter not proceed¹¹. Variations may be necessary to:

- · improve the intended outcome of the proposal
- respond to issues raised in submissions by the local community, an authority or a government agency
- further mitigate the impacts of the proposal

For proponent-initiated planning proposals, the proponent in seeking to vary or modify a planning proposal should work with and seek agreement from council as the PPA to progress any variation.

Any variations to a planning proposal must be forwarded to the Department for consideration¹².

The Minister (or delegate) will consider a revised planning proposal and determine whether further consultation is required¹³ (including re-exhibition) and whether an alteration to the Gateway determination is needed.

- See section 3.35(4) of the EP&A Act
- See section 3.35 of the EP&A Act
- See section 3.35(3) of the EP&A Act



STAGE R-REVIEW

Key Actions

✓ Proponent

No action, unless additional information has been sought by the Department to assist in the Gateway determination assessment

☑ Department



Review and undertake Gateway determination assessment of planning proposal

Prepare assessment report recommending Gateway determination with conditions, amendments or whether the proposal shall not proceed

Issue Gateway determination with conditions to PPA - Gateway determination is uploaded via the Planning Portal

Consider alterations to a Gateway determination

☑ Council



Submit planning proposal on the Planning Portal for Gateway determination

Respond to additional information requests, as required



G-REVIEW







Gateway Review

A proponent or council (only when it is the PPA) may request that the Minister (or delegate) alter a Gateway determination where the proponent and/ or council disagrees with the determination or conditions of the determination and seeks to alter this decision.

Specifically, this review may be requested when a Gateway determination:

- States the planning proposal should not proceed
- Requires that the planning proposal should be altered and re-submitted to which the proponent or council thinks this should be reconsidered, or
- Imposes conditions (other than consultation requirements) in the Gateway determination or imposes conditions that requires variation to the proposal, for which a proponent and/or council thinks should be reconsidered

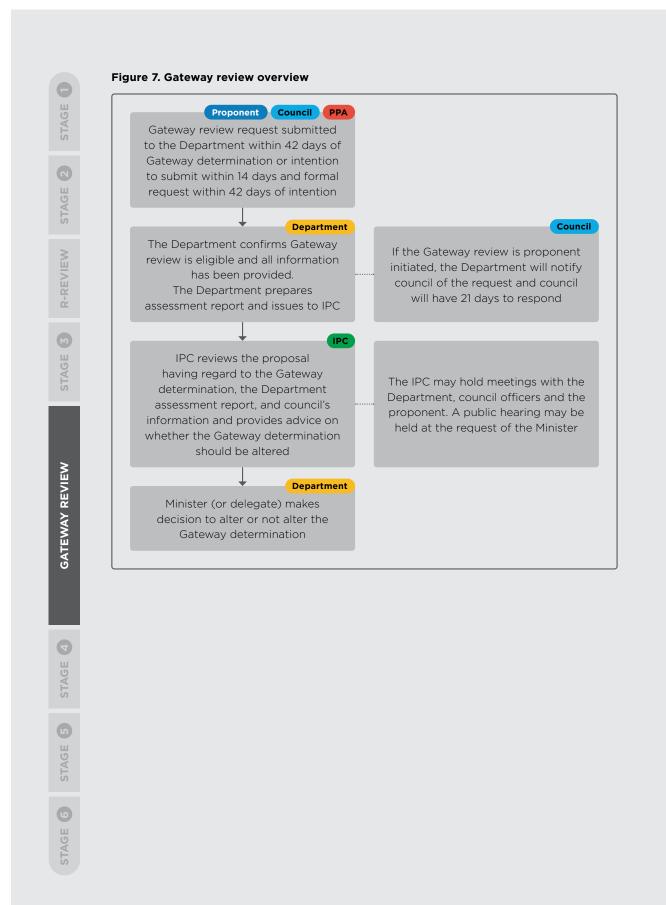
The steps in this process are shown in Figure 7

A Gateway review can only be made if the original Gateway determination was made by a delegate of the Minister.

Note. A Gateway review cannot be sought of the Gateway if it is issued by the Minister

The proponent or council is recommended to first contact the Department to discuss any concerns about the Gateway determination before deciding to request a formal review. For some routine matters, a Gateway determination may be altered without the need for a Gateway review (see page 40).





Proponent or PPA seeks Gateway review

Gateway review request

If the Gateway determination is either to not proceed or to resubmit the planning proposal, the proponent or council has 42 calendar days from notification to request a review of this determination.

If the Gateway determination permits the planning proposal to proceed but includes conditions that the proponent and/or council considers inappropriate, they have 14 days from notification to indicate to Department of their intent to request a Gateway review.

The proponent or council then has 42 calendar days to formally apply for a Gateway review. The initial 14 calendar day period is intended to prevent any unnecessary action in proceeding to public exhibition on the planning proposal.

Gateway review requirements

The proponent or council (as PPA) requesting a Gateway review must provide the Department with:

- a completed application form
- a copy of the planning proposal and supporting information as submitted to the Gateway
- justification for why an alteration of the Gateway determination is warranted, including, where relevant, responses to issues raised by the original Gateway decision maker
- if relevant, disclosure of reportable political donations¹⁴

The Gateway review is submitted on the Planning Portal.

Departmental notification and briefing

The Department will check whether the request is eligible for review and is accompanied by all the required information. The Department will contact the proponent or council if further information is needed.

If the Gateway review is proponent-initiated, the Department will notify the council of the proponent's request and the council will have 21 calendar days to respond. If Gateway review is council-initiated, then the Department will notify the proponent.

The Department will prepare an assessment report to be issued to the IPC that will include:

- the reason(s) why the review request has been made
- the reasons why the original Gateway determination was made
- the views of the council (if the review was proponent-initiated)
- consideration of whether there is merit in revising the Gateway determination or conditions of the Gateway in response to the issues and justification provided by the council or the proponent

IPC advice

The Department will forward the review request, assessment report and accompanying information to the IPC for its advice. The IPC will review this alongside the planning proposal and consider the council's and/or proponent's submission and the reasons given for the original determination in the Department's report.

The IPC may hold a meeting to obtain a briefing with the Department, council officers and the proponent. The IPC will hold a public hearing, if required or directed by the Minister (or delegate). Transcripts of these meetings are published on the IPC website.

The IPC will then consider all the information and provide a report with a recommendation to the Department and Minister as to whether the original Gateway determination should be altered and whether the planning proposal should proceed. The report is published on the IPC website.

IPC aims to provide its recommendation within 35 calendar days from receiving the request from the Minister or Department.

Determination

The Minister (or delegate) will consider the recommendations of the IPC and determine whether to alter Gateway determination, considering:

- the IPC's advice in relation to the planning proposal
- reasons for original Gateway determination
- submissions from the proponent or council as to why the Gateway determination should be altered
- views of the council (when the review has been initiated by the proponent)
- other matters not considered by the original decision maker including strategic planning considerations (e.g. emerging state or regional policies relevant to the planning proposal)

The Minister (or delegate) may alter the Gateway determination and decide whether the planning proposal should or should not proceed (including in accordance with any revised conditions).

The Department will notify the proponent and council of any altered Gateway determination and relevant requirements for the planning proposal to proceed or not to proceed. It will ensure that all documents (review requests, departmental and IPC advice and determinations) are published on the IPC website within 3 calendar days of the completion of each step.

Key Actions

Proponent



- Submit a Gateway review request to the Department within 42 calendar days of Gateway determination, or intention within 14 calendar days, and submit a formal request within 42 calendar days of intention
- Attend IPC meeting at the discretion of the IPC (if proponent initiates review)

☑ Council/PPA



- Submit a Gateway review request to the Department within 42 calendar days of Gateway determination, or intention within 14 calendar days, and submit a formal request within 42 calendar days (if council initiates review)
- Respond to any proponent-initiated Gateway review within 21 calendar days
- Attend IPC public meeting at the discretion of the IPC, if directed by the Minister
- Attend hearing with IPC, if requested

☑ Department

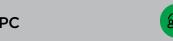


- Confirm eligibility of Gateway review and that it is accompanied by all required information
- Notify council of Gateway review request, if submitted by a proponent
- Prepare assessment report and recommendations on whether it agrees to changes to the Gateway determination
- Forward assessment report and accompanying information to IPC for advice
- Attend IPC public meeting at the discretion of the IPC, if directed by the Minister
- Attends meeting with IPC, if requested
- Decide whether to alter the Gateway determination based on the IPC's advice
- Notify the proponent and council of the decision to alter the Gateway determination (or not)
- Publish all documentation and notification on the Planning Portal

☑ Community



There is no formal role for community in this stage of the planning proposal process. It is at the sole discretion of the IPC if they meet with the community



- Review Gateway review information
- Hold hearing with invited members of council, proponent and the Department
- Hold a public meeting at the discretion of the IPC, if directed by the Minister
- Provide advice to the Minister (or delegate) as to whether the planning proposal should be altered

Post-Gateway

This stage is the opportunity for the PPA to review the planning proposal and action conditions of the Gateway determination prior to public exhibition.

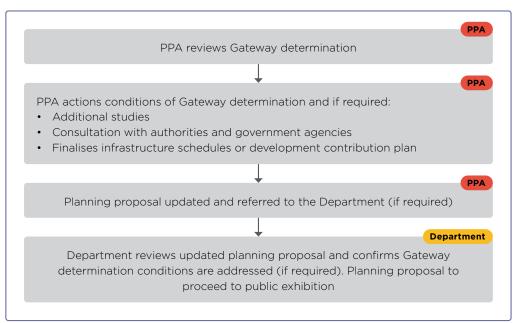
The steps in this process are shown in Figure 8.

Timeline	
Basic	20 working days
Standard	50 working days
Complex	70 working days
Principal	160 working days

This stage is measured from when the PPA receives the Gateway determination from the Department to public exhibition of the planning proposal. This stage includes time to satisfy any Gateway conditions, undertake technical studies (if required) and consult with authorities and government agencies (if required before public exhibition).



Figure 8. Post-Gateway stage overview

















Post-Gateway determination review

The Gateway determination may identify the need to undertake additional studies, require consultation with authorities and government agencies prior to public exhibition and/or require amendments to the planning proposal to address a specific matter prior to public exhibition.

Whilst investment in the pre-lodgement stage in terms of time and resources will result in most planning proposals being 'public exhibition' ready, there will be circumstances where additional work post-Gateway is required.

The PPA is responsible for ensuring that any Gateway conditions are actioned prior to the public exhibition of the planning proposal.

For Principal LEPs, councils will generally undertake supporting technical studies post-Gateway in accordance with any Gateway determination. Hence, a 160 working day benchmark timeframe allows council to engage specialists and undertake the necessary studies, update the planning proposal and issue to the Department for review prior to public exhibition (if required).

For some planning proposals, a schedule of infrastructure items required to support the proposal may be required. It is expected that infrastructure arrangements will be finalised at this stage to allow for concurrent exhibition with the planning proposal.

Key Actions

Proponent



- Review Gateway determination and conditions
- If requested, provide additional information and support the PPA to assist in satisfying a Gateway condition
- Undertake consultation with authorities and government agencies (if required)

Department



- Review updated planning proposal (if relevant)
- Provide advice / guidance (as required)
- Draft mapping and instrument preparation (Principal LEP amendments only)

✓ Council



Review Gateway determination and conditions.

Note: where council is not the PPA, the roles and responsibilities of council will be carried out by the . Department

- Provide additional information and/ or update planning proposal and provide to the Department for review (if required)
- Undertake consultation with authorities and government agencies (if required)
- Finalise infrastructure schedules or development contributions plan
- Liaise with the Department regarding mapping and instrument (Principal LEP amendments only)
- Undertake pre-exhibition administrative tasks

N

STAGE

Public Exhibition and Assessment

Community participation and public exhibition is integral in the LEP making process.

Consultation gives the community and government agencies a say on the merits of proposals prior to any final decision being made.

Once consultation is completed, the PPA should evaluate and assess these comments and address any concerns, to then determine whether the LEP should be made in accordance with the planning proposal.

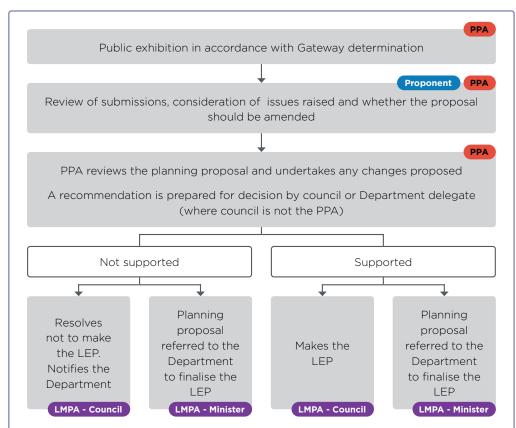
The steps in this process are shown in Figure 9.

Timeline	
Basic	70 working days
Standard	95 working days
Complex	115 working days
Principal	95 working days

This stage is measured from exhibition to assessment and endorsement of the planning proposal by council (or PPA) on whether to proceed, includes exhibition, consultation with authorities and government agencies (if required), and consideration and assessment of any submissions received.



Figure 9. Public exhibition and assessment stage overview



Public Exhibition

The Gateway determination will specify the duration and extent of public exhibition required¹⁵, including whether no public exhibition is required due to the minor nature of the proposal.

The recommended period of public exhibition, based on the category of planning proposal, are as follows:

Basic	10 working days
Standard	20 working days
Complex	30 working days
Principal	20 working days

The council may refer to their Community Participation Plans for other consultation activities.

The period between 20 December and 10 January (inclusive) is excluded from the calculation of a period of public exhibition¹⁶.

The Gateway determination may also identify the need for the planning proposal to be referred to one or more authorities and government agencies for comment. Authorities and government agencies are expected to provide comments within 30-40 days depending on the planning proposal category.

Notification

Notification of the planning proposal at the public exhibition stage should occur:

- · on the relevant council's website
- on the Planning Portal
- in writing to affected and adjoining landowners unless this is impractical and therefore not required as part of the Gateway determination

These notices must describe or identify:

- the objectives or intended outcomes of the planning proposal
- the land affected by the planning proposal
- where people can view the proposal
- contact details for submissions
- whether council is the designated LPMA

The following material must be made available for inspection:

- the planning proposal in the form approved for public exhibition by the Gateway determination
- the Gateway determination
- all relevant additional information relied upon by the planning proposal

Additional consultation may include community information sessions, public forums and/or online engagement. However, this is at the discretion of the PPA.

Public hearing

The PPA can conduct a public hearing into any issue associated with a planning proposal, including in response to requests made by a member of the public during the public exhibition period.

A public hearing must be held if the planning proposal is to reclassify community land¹⁷ – refer to the **Special cases and exceptional circumstances** section of this guideline.

- 15. See section 3.34(2)(c) of the EP&A Act
- 6. See cl. 16 Schedule 1 of the EP&A Act
- 17. In accordance with the Local Government Act 1993

















The Gateway determination may require council to additionally conduct a public hearing, and whether this is to be held by the IPC or other specified person or body.

Where a PPA has decided to conduct or is required to undertake a public hearing, it must.

- give notice of the arrangements for the public hearing on its website
- · give notice in a letter to each of the persons who requested a public hearing when making a submission at least 21 days before the date of the hearing

Notice of the public hearing must not be given before the conclusion of the public exhibition of the planning proposal to ensure each person making a submission and requesting a public hearing is given 21 days' notice

Response to submissions

If the planning proposal is proponentinitiated, the proponent should have the option to respond to council (or PPA) on any issues raised in submissions received. The council should provide a copy of submissions to the proponent. This gives the proponent the opportunity to address or redress issues raised in submissions, including amendments to the proposal.

Depending on the level of stakeholder interest and number of submissions received, proponents should be given between 5-25 working days to provide a response to the issues raised in submissions.

The PPA should discuss any recommended changes with the proponent prior to progressing the planning proposal.

The PPA must consider all submissions and the proponent's response, and report this in finalising the plan or submitting to the Department for finalisation.

Post-exhibition evaluation

The PPA reviews the planning proposal following public exhibition and addresses any community, agency or other objections and responses by the proponent.

If the planning proposal is modified which results in a significant change to the proposal or an increase in impact, the planning proposal may need to be reexhibited18. The PPA should consult with the Department as this may require variation to the Gateway determination (in particular if additional time is required to finalise the proposal).

Refer to the Varying a planning proposal in section Stage 3: Gateway Determination of these guidelines for more information.

Resolution for finalisation

Once the PPA has reviewed the planning proposal, the public authority and agency submissions and all other submissions, and undertaken any changes, a recommendation is prepared for decision by the council (or the Departmental delegate or Panel, where council is not the PPA).

Council is encouraged to liaise or meet with authorities and government agencies to resolve any key issues.

If council is the LPMA, it may decide to make the plan as described in the role of the LPMA above and in section **Stage 6: Finalisation** of these guidelines.

If council is not the LPMA, then the proposal is sent to the Department for finalisation. A copy of the council report and resolution should be included in the finalisation package. Council may also request that the Minister (or delegate) determine that the matter does not proceed¹⁹.

- See section 3.35(1) of the EP&A Act
- See section 3.35(4) of the EP&A Act

Key Actions



- Support PPA in public exhibition activities
- Respond to any issues raised in submissions received potentially in the form of a 'response to submissions' report
- Consider alterations to the proposal and/or additional studies to address issues raised

☑ Department



- If a planning proposal is revised, the Minister (or delegate) will consider the revised proposal and determine whether further consultation is required (including re-exhibition) and whether a revised Gateway determination should be issued
- Communicate and liaise with the PPA as required

☑ Council/PPA





- Undertake consultation in accordance with the conditions of Gateway determination, including consultation required under sections 3.25 and 9.1 of the EP&A Act
- Review planning proposal following public exhibition
- Provide a copy of the submissions (whether redacted or not) to the proponent for review
- Advertise and hold a public hearing (if required)
- Undertake to resolve any public agency objection
- If a planning proposal is revised, forward a copy of the revised proposal to the Department
- Liaise with the proponent where required to resolve issues or make updates/changes to the planning proposal due to submissions/comments including submissions received from the local community
- If changes to the proposal from exhibition are substantial, a new Gateway determination may be required or the Gateway determination may need to be altered
- If further studies are required, consult with the Department
- Obtain agreement from Planning Secretary regarding any inconsistencies with application section 9.1 Directions
- Make a decision about the planning proposal and refer the planning proposal to the Department for finalisation (if council is not the LPMA) proposal to the Department for a Gateway determination

G-REVIEW

Finalisation

This is the last stage in the LEP making process and generally leads to making of the LEP amendment(s) unless the proposal is not supported.

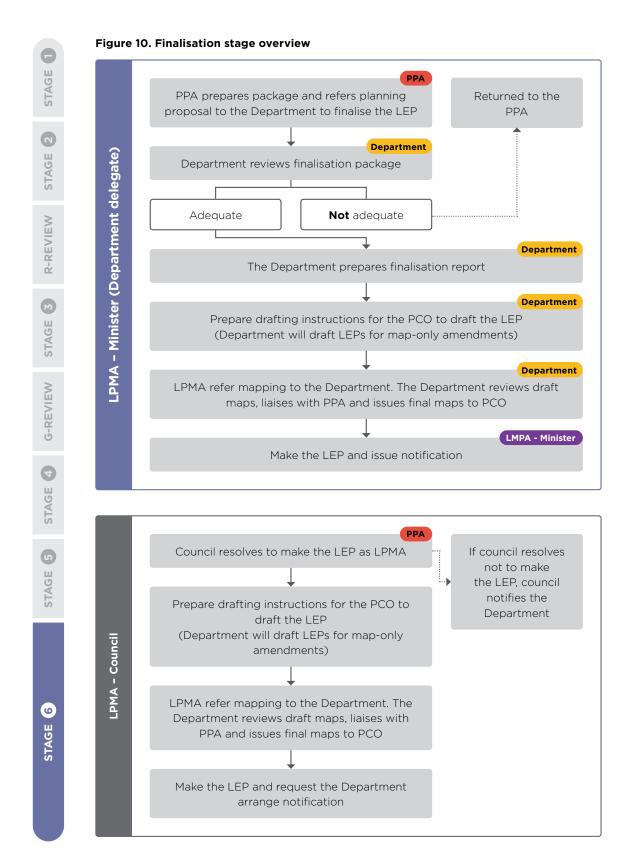
There are minor differences in process for this stage where council is the LPMA and where the Minister (or delegate) is the LPMA.

The steps for this stage in the process are shown in Figure 10.

Timeline	
Basic	25 working days
Standard	55 working days
Complex	70 working days
Principal	80 working days

This stage includes finalisation of the LEP, final GIS mapping, legal drafting and the LEP being made (if the proposal is supported).





Finalisation as LPMA

The process for assessing and finalising the planning proposal is similar regardless of whether council or the Minister (or delegate) is the LPMA. The LPMA is responsible for:

- Completing the assessment, ensuring compliance with Gateway conditions (if relevant) and ensuring the relevant section 9.1 Directions have been appropriately addressed
- arranging the drafting of any required LEP to give effect to the proposal of the PPA
- · making the LEP

Where a council is the LPMA, the Department's primary function is to provide support and advice throughout the course of the process, if requested to do so. The Department will undertake a technical review of any maps required to implement the LEP to ensure compliance with the mapping guidelines and alignment with the

The Department will finalise the planning proposal when:

- · council is not the LPMA
- council is the LPMA but there is an unresolved agency objection, restricting council from exercising LPMA functions
- council no longer wishes to exercise LPMA functions

Note: The reasons the Minister (or its delegate) may withdraw an authorisation for a council to make an LEP are outlined on page 29.

Finalisation package requirements

When the Minister (or delegate) is the LPMA. the following information must be provided to the Department to enable the finalisation of the LEP.

- evidence all Gateway conditions have been satisfied
- evidence relevant section 9.1 Directions have been addressed
- evidence that public exhibition occurred for the required period and all agencies were consulted in accordance with the Gateway determination
- a copy of the council report, including details of public exhibition and a summary of submissions received including the proponent's response to submissions (if provided) and discussion of agency submissions and how they were addressed
- a copy of submissions received from authorities and government agencies
- a copy of the council resolution endorsing the proposal for finalisation
- any recommendation by an independent planning panel
- · details of any changes made to the planning proposal post-exhibition, or a statement that no changes have been made
- the final planning proposal
- draft maps, cover sheets and GIS data (where relevant)²⁰ and confirmation that they have been uploaded to the Planning Portal

Checking the finalisation package

The Department will check the finalisation package to ensure it is complete and includes all required documentation within 5 days of submission for finalisation.

If inadequate, the Department will return the package to the PPA with advice on requirements for re-submission.

20. Consistent with the Standard Technical Requirements for Spatial Datasets and Maps

Making the LEP

Preparing the draft LEP

The LPMA prepares instructions for the PCO to draft the LEP. The Department will draft LEPs for map only amendments, and PCO will draft any LEP that involves written amendments, including an LEP that involves written and map amendments.

In some circumstances, preparation of the draft LEP may commence at the post-exhibition stage if the planning proposal is unlikely to change through resolution for finalisation. The PPA should liaise with the Department to confirm drafting at this point.

Communication with PCO or the Department may be subject to legal professional privilege and must be maintained in the strictest confidence. This extends to drafts of the LEP and drafting notes provided to the council. Councils should contact the Department and PCO before making draft LEPs available to third parties.

Where council is the PPA but not the LPMA, the Department will consult with council on the terms of the draft LEP to ensure it is consistent with the objectives and outcomes and does not cause any unintended impacts before making a decision on the final form of the LEP amendment. The Department will obtain legal guidance as early as possible in order to streamline the finalisation process.

PCO (or the Department) will produce the LEP. Following any consultation with the PPA, the LPMA will request a final LEP.

For instruments drafted by PCO, the Parliamentary Counsel will also issue an Opinion that the LEP can be legally made. An LEP drafted by PCO cannot be made by the LPMA unless such an Opinion has been issued.

PCO has provided a central email address (parliamentary.counsel@pco.nsw.gov. au) for councils to forward their drafting instructions and requests.

21. See section 3.36(2)-(4) of the EP&A Act

Mapping

The Department reviews draft maps and technical requirements and confirms they are consistent with the planning proposal. Any mapping changes should be discussed between the PPA and the Department.

Once supported, the Department issue final maps to PCO.

Finalisation report

Where the Minister (or delegate) is the LPMA, the Department will prepare a finalisation report for the Minister or delegate consideration. This report will:

- summarise the final planning proposal
- summarise public exhibition and postexhibition changes, including advice from authorities and government agencies
- review that the planning proposal is consistent with the Gateway determination and assessment, including strategic and site-specific assessment and re-assessment of section 9.1 Directions, SEPPs, regional and district plans and council's LSPS, where necessary
- assess impacts where the proposal is different from the scope of the proposal at Gateway stage
- make post-exhibition amendments to respond to a matter or issue raised during public exhibition
- make a recommendation to the Minister (or delegate) to make the LEP or not

Making the decision

The LPMA may^{21} :

- Make the LEP with or without variation in the terms the LPMA considers appropriate
- Not make the LEP
- Defer the inclusion of a matter in the proposed LEP

When the LPMA decides not to make a proposed LEP or defers the inclusion of a matter in an LEP, the LPMA may specify procedures the PPA must comply with before the matter is reconsidered by the LPMA

Map-only LEP amendments

The Department is responsible for the legal drafting of all map-only LEP amendments.

Where council is the LPMA, a request for legal drafting of a map-only amendment should be submitted to the Department at mapinstrument.drafting@dpie.nsw.gov.au. The relevant Department Place or Regional team should be copied for administrative purposes only (monitoring and reporting).

Drafting requests should include all relevant finalisation package requirements, including proposed map data and proposal information.

The Department will prepare the instrument and liaise with the council to finalise. Once finalised, council as the LPMA can formally make the instrument and provide to the Department for notification.

Where the Department is the LPMA, council will request finalisation and the Department will review the finalisation and prepare the instrument without requiring PCO involvement. PCO is not required to issue an Opinion for map-only amendments and the instrument can legally be made by either council or the Department as LPMA.

Notification requirements

Once the plan is made, the Department requests that PCO notify the plan on the NSW Legislation website.

The following documents must be provided for notification with the request:

- · signed front page of the LEP (including full name of the LEP and PCO's file reference)
- where the LEP has been prepare by PCO, signed map cover sheet (in the case of changes to maps of instruments containing the standard map clause)
- · the maps that relate to the LEP
- the name/position of the delegate, date and who signed the LEP

Where the council is the LPMA, it must request the Department notify the plan.

The plan comes into force on the day the LEP is published on the NSW Legislation website, or a later date specified in the LEP.

Key Actions

Proponent



No action





Forward a copy of the planning proposal and relevant supporting information to the Department via the Planning Portal and request that a draft LEP is prepared - this includes uploading maps, map cover sheet and GIS data

Review draft LEP and liaise with the Department

Council as LPMA



- Prepare drafting instructions and arrange for the drafting of the LEP to PCO
- Issue relevant mapping to the Department for technical review, and once confirmed, liaise with PCO to finalise maps
- If a map-only LEP amendment, liaise with the Department to finalise
- Liaise with PCO and confirm content of LEP - PCO issues Opinion that the plan can be made
- Make the LEP and issue to the Department for notification
- Request the Department to notify the plan

✓ Minister (Department) delegate) as LPMA



- Undertake technical review of maps required to implement the LEP to ensure they comply with the mapping technical guidelines and liaise with PCO to finalise maps
- Meet with state agencies, if required, to resolve outstanding agency issues
- Prepare drafting instructions and arrange for the drafting of the LEP to PCO
- Consult with PPA on the content of the draft LEP
- Content of the LEP finalised and an opinion issued by PCO that the plan can be made
- Prepare finalisation report and package including recommendation for Minister (or delegate) to make
- If resolved to make the plan, issue for notification
- Request PCO notify the plan

Special cases and exceptional circumstances

This section identifies alternative pathways and unique considerations for specific planning proposals

Varying a development standard instead of amending a LEP

The NSW planning system provides flexibility in planning controls by providing the ability for a council to vary development standards²² via clause 4.6 of all Standard Instrument LEPs in NSW to achieve better planning outcomes and where the objectives of the LEP are achieved.

In situations where the existing zoning permits a proposed development, it may be possible to seek a variation of the development standards to enable a development that would otherwise be incapable of satisfying those standards.

Clause 4.6 variations apply to LEP controls deemed to be a development standard (e.g. height of building, floor space ratio, minimum lot size). If the proposed development is consistent with the objectives of the development standard and strict compliance with the development standard is deemed 'unreasonable and unnecessary', it is open to the council or LPP to approve the variation aspect of a development application (DA).

To seek a variation to a development standard or standards, an applicant may submit a written clause 4.6 variation to council with the corresponding development application (DA) seeking approval for that development. In some circumstances, this can be an alternative pathway to requiring a planning proposal to amend a LEP.

If an applicant wishes to vary a development standard in a LEP, it is recommended that the proponent for the DA discuss the proposed variation(s) with the relevant consent authority or council.

Further considerations on relying upon clause 4.6 can be found on the Local Planning and Zoning Resources page of the Department's website. This includes:

- Varying development standards: A Guide
- Planning Circular PS 20-002 Variations to development standards



Appointment of an alternative PPA

The Minister may direct that the Planning Secretary, a Sydney district or regional planning panel or any other person or body prescribed by the regulations to be the PPA for a planning proposal. This only occurs when²³:

- the proposed instrument relates to a matter that, in the opinion of the Minister, is of State or regional environmental planning significance or environmental planning significance to a district under Division 3.1 of the EP&A Act
- the proposed instrument makes provision that, in the opinion of the Minister, is consequential on:
 - o the making of another environmental planning or other instrument, or
 - o changes made to a standard instrument under section 3.20 of the EP&A Act
- the Planning Secretary, the IPC or a Sydney district and regional planning panel has recommended to the Minister that the proposed instrument should be submitted for a Gateway determination or that the proposed instrument should be made
- council for the local government area has, in the opinion of the Minister, failed to comply with its obligations with respect to the making of the proposed instrument or has not

- carried out those obligations in a satisfactory $manner^{24}$; or
- proposed instrument is to apply to an area that is not within an LGA

Further information and guidance regarding the matters the Minister will consider when deciding how to deal with a request to initiate an LEP, and how to make such requests is described in LEP Practice Note PN 09-004.

Council or a proponent can request an alternative PPA be appointed. It is the responsibility of the party that requested an alternative PPA be appointed to provide adequate justification in writing to assist the Minister (or delegate) in forming the opinion than an alternative PPA should be appointed. In these instances, the Department should be contacted to seek early advice on whether this pathway is suitable.

In cases where the PPA is not the council, the panel, person or body appointed will be assisted in processing the planning proposal (including public authorities and government agencies and community consultation, liaison with the proponent, responding to submissions and drafting recommendations) by Departmental staff.

Any public meeting that may be required will be convened by the relevant panel. The Minister (or delegate) will be the LPMA when the PPA is not the relevant council.

Classification and reclassification of public land

In the case of LEP amendments that seek to classify or reclassify public land, the Planning Secretary has issued requirements as to the specific matters that must be addressed in the justification of the planning proposal. This should be provided in addition to the requirements detailed in **Section 2: The Planning Proposal** of this guideline and in accordance with LEP Practice Note PN 19-001.

This practice note explains the classification and reclassification of public land process and identifies a number of matters that need to be addressed in a planning proposal.

In cases where the reclassification involves significant open space (either currently zoned or used as public open space) or will result in a reduction in public open space, councils may be required to demonstrate that an assessment of the current and future open space needs of the local community have been considered. In cases where the reclassification involves significant open space, the Department will be the LPMA.

Where council is the LPMA, the council will be responsible for providing instructions to PCO to obtain the draft legal instrument.

Planning Secretary's requirements for reclassifying land are as follows:

- Is the planning proposal the result of a strategic study or report?
- Is the planning proposal consistent with the council's community plan, or other local strategic plan?
- If the provisions of the planning proposal include the extinguishment of any interests in the land, an explanation of the reasons why the interests are proposed to be extinguished should be provided
- The concurrence of the landowner must be obtained, where the land is not owned by the PPA
- The effect of the reclassification, including loss of open space, any discharge of interests, and/ or removal of public reserve status
- The strategic and site-specific merits of the reclassification and evidence to support this
- Does the planning proposal deliver a public benefit?
- Have the implications for open space in the LGA in relation to current and future open space needs been considered and will there be a net gain to open space?
- How funds obtained from any future sale of the land will be used
- How council will ensure funds remain available to fund proposed open space sites or improvement referred to in justifying the reclassification, if relevant



Expedited amendments of environmental planning instruments (section 3.22)

This Minister may dispense with all or part of the LEP making process in expediting an amendment of an LEP, if the purpose of the amendment is to:

- · correct an obvious error in the principal LEP
- · address matters that are minor in nature
- deal with matters that the Minister considers do not warrant compliance LEP making process because they will not have any significant adverse impact on the environment or adjoining land

Usually, these types of amendments are initiated by council but can also be initiated by the Department at the request of an authority or government agency. The request must be made in writing to the Planning Secretary and provide reasons for the need for the expedited amendment under the criteria above. The Minister (or delegate) will advise which, if any, parts of the process can be dispensed.

This is a basic LEP amendment and should be made in an accelerated timeframe.

The following steps should be undertaken in progressing a section 3.22 amendment and in accordance with planning circular PS 21-014:

- Council to advise the Department of the proposed amendment via the Planning Portal via completion of the Section 3.22 EP&A Act Submission template included in planning circular PS 21-014
- Department undertakes a check on information provided and confirms matter is considered appropriate for amendment under section 3.22
- Department's legal team arranges preparation of a draft LEP to give effect to the amendment and confirms with council
- Once finalised, the Department forwards the LEP to the Minister (or delegate)
- The Minister (or delegate) will decide whether to make the amending LEP. If supported, the amending LEP will be notified on the NSW Government Legislation website



Concurrent Development Application and Planning Proposal

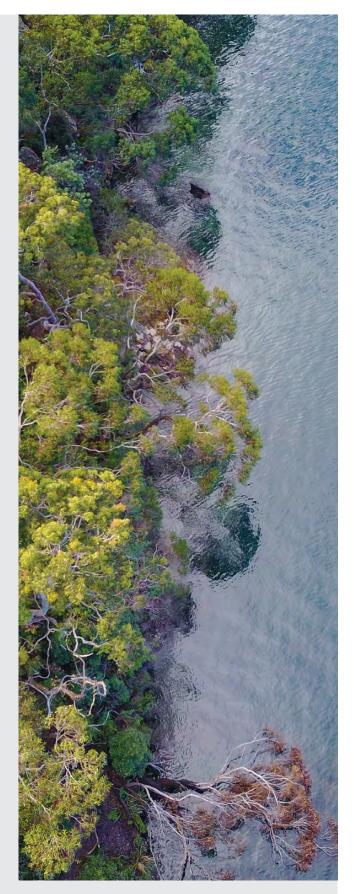
Concurrent lodgement of a DA and a planning proposal may be permitted, where a proposed development would require an amendment to a LEP²⁵.

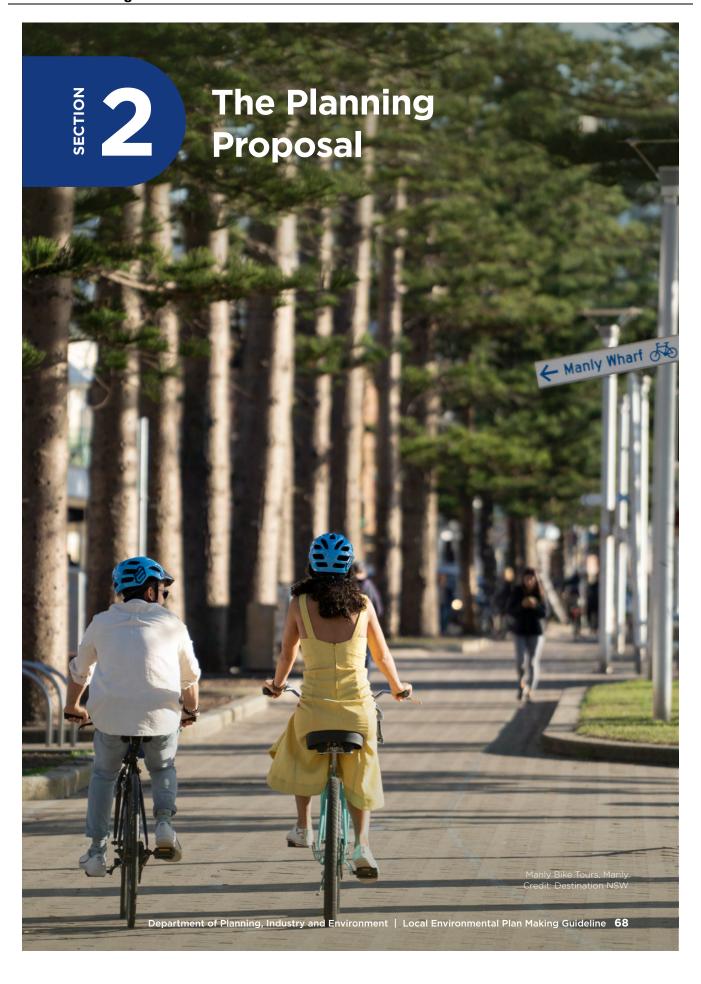
The EP&A Act does not prevent a proponent from lodging, nor a consent authority considering a concurrent DA.

Public exhibition of the planning proposal and the DA should ideally occur at the same time, or as close together as is practicable. If the public exhibition time periods are different, the longer period is to apply to both.

A potential benefit of this provision is a reduction in the total timeframe for amending both an LEP and obtaining approval for a development application, rather than if the process occurred consecutively.

The Department recommends that the proponent discuss this pathway option with the relevant PPA and consent authority before lodging any concurrent applications.





Planning Proposal Preparation

Content of a planning proposal

The proponent or PPA must prepare the planning proposal to a high standard and comply with the following general requirements.

Structure and form

The planning proposal should be divided as follows:

- the main report, which clearly addresses the components as described in content of the proposal below. This should demonstrate strategic and site-specific merit of the proposal and include an executive summary table with site address, Lot DP, existing planning controls, proposed amendments and technical studies relied upon
- the appendices to the main report, which may include (if applicable):
 - o studies and investigations to support the planning proposal
 - o stakeholder engagement report
 - o scoping proposal report and study requirements provided during prelodgement stage
 - o draft development control plan or local contributions plan
 - o draft voluntary planning agreement

The level of detail required in a planning proposal should be proportional to the complexity of the proposed amendment as defined under the planning proposal categories (page 14) and be of sufficient quality to allow it to be completed within the relevant benchmark timeframe.

The Department has developed a supporting technical information guide to assist both proponents and councils to identify and inform what technical studies and information may be required when a planning proposal is being prepared – refer to **Attachment C**.

The planning proposal must contain the following components in the main report²⁶:

- Part 1 Objectives and intended outcomes a statement of the objectives of the proposed instrument
- Part 2 Explanation of provisions an explanation of the provisions that are to be included in the proposed instrument
- Part 3 Justification of strategic and sitespecific merit - justification of strategic and potential site-specific merit, outcomes, and the process for implementation
- Part 4 Maps existing and proposed maps, where relevant, to identify the effect of the planning proposal and the area to which it applies
- Part 5 Community consultation details of consultation undertaken with Government agencies, council or other authorities, and community consultation that is to be undertaken on the planning proposal post-Gateway and during exhibition
- Part 6 Project timeline project timeline to detail the anticipated timeframe for the LEP making process

The Planning Secretary has also issued requirements with respect to the preparation of a planning proposal²⁷.

These include:

- specific matters that must be addressed in the justification of the planning proposal, included in <u>Part 3</u> of a planning proposal
- a project timeline to detail the anticipated timeframe for the LEP making process for each planning proposal, included in <u>Part 6</u> of a planning proposal

Part 1 - Objectives and intended outcomes

This section must provide a clear and concise description of the planning proposal and be written in plain English, so it is easily understood by the community.

The objectives or intended outcomes, when read with **Part 2 - Explanation of provisions**, constitute the core of the planning proposal and will be the basis for drafting the LEP. They must be specific enough to reflect the objective of the proposal yet flexible enough to allow for alternatives.

This section in a planning proposal is a statement of what is planned, not how it is to be achieved.

Example 1 below demonstrates how an 'objectives and intent' may be described.

Example 1

Objective

To amend the Burnham LEP 2013 to provide for the urban renewal of the subject site at "address" to accommodate a mixed-use development and introduce specific additional 'Local Provisions' in Part 6 of LEP 2013, to encourage large lot amalgamation.

Intended outcomes

- · Contribute to the site's role as a strategic centre providing housing, jobs and services in a mixed-use development.
- · To facilitate delivery of public domain improvements including active street frontages, pedestrian linkages and improved connectivity to Burnham train station.
- · To permit a mixed-use development with an appropriate balance of commercial office, retail, residential and community uses to contribute to the existing vibrant and active community in Burnham.
- · Contribute to the rejuvenation of Burnham by encouraging and supporting development activity in the commercial core and supporting the diverse mixed-use nature of the area.

Part 2 - Explanation of provisions

This section must provide a detailed statement of how the objectives or intended outcomes will be achieved by amending an existing LEP.

The explanation of provisions should be clearly stated and contain enough information on the proposal to assist legal drafting of the LEP. Proposed zones and/or development standards may be stated if known at this stage in the planning proposal.

The following may be included within the explanation of provisions:

- amend LEP mapping to change land zoning, maximum permissible building height, floor space ratio controls, introduce special provisions etc
- new local provisions and confirming objectives of the clause and where the clause applies (e.g. residential, business zones) and key considerations
- thumbnail mapping to indicate intended provisions

Example 2 demonstrates how the explanation of provisions may be described.

Example 2

Intended Provisions

- Amend the Burnham LEP 2013 Height of Buildings Map from 32 m to a maximum building height of 61 m.
- Amend the Burnham LEP 2013 Floor Space Ratio Map from 3.5:1 to provide a maximum Floor Space Ratio of 6.1:1.
- Amend the Burnham LEP 2013 Special Provisions Map to show the site as Area A.
- Amend Part 6 Additional Local Provisions to include the following site-specific provisions to Area A on the Special Provisions Map:
 - 1. If all lots within 'Area A' are amalgamated, the consent authority may grant development consent to the erection of a building on land to which this clause applies, if the building:
 - a. Will not exceed a height of 65m; and
 - b. Will not exceed a floor space ratio of 6.1:1.
 - 2. Despite clause (1), development to which this clause applies must not result in a net increase in overshadowing to Bourke Park between 12pm - 2pm June 21.

The intent of the additional local provision is to incentivise amalgamation of all lots within the site. All other planning controls applying to the site will remain unchanged.

Thumbnail mapping may be used to clearly indicate the intended provisions:



Part 3 - Justification of strategic and site-specific merit

This section must provide a detailed assessment of the proposal's strategic and site-specific merit to determine whether the planning proposal should be supported.

This is the most important section of the planning proposal and should integrate findings from supporting studies and investigations and provide justification for the proposed amendments to the LEP. It must also consider the interaction between these findings and whether the proposal will align with the strategic planning framework and context and have any environmental, social, or economic impacts.

Strategic and site-specific merit

For a planning proposal to proceed through Gateway determination, the Minister (or delegate) must be satisfied that the proposal has strategic and site-specific merit and that identified potential impacts can be readily addressed during the subsequent LEP making stages.

The following illustrates the assessment criteria and how justification of strategic and sitespecific merit in the planning proposal should be addressed. This should be considered in conjunction with the listed matters for consideration (see below **Table 3**).

Strategic merit

Strategic merit means a proposal has alignment with the NSW strategic planning framework and government priority.

Sections A and B in **Table 3** must be included in the planning proposal. The planning proposal must demonstrate how the proposed amended or principal LEP will give effect to the strategic planning framework to then ensure that the proposal has strategic merit.

The achievement of strategic merit is not a yes/ no response. The planning proposal should include reasonable justification explaining how and why strategic merit is achieved and needs to address all relevant principles, objectives,

and actions in the relevant strategic plans and relevant strategic context.

Assessment criteria

Does the proposal:

- · Give effect to the relevant regional plan outside of the Greater Sydney Region, the relevant district plan within the Greater Sydney Region, and/or corridor/precinct plans applying to the site. This includes any draft regional, district or corridor/precinct plans released for public comment or a place strategy for a strategic precinct including any draft place strategy; or
- · Demonstrate consistency with the relevant LSPS or strategy that has been endorsed by the Department or required as part of a regional or district plan; or
- Respond to a change in circumstances that has not been recognised by the existing planning framework.

Factors that lead to responding to a change in circumstances may include, but not exclusively

- Key infrastructure investment or opportunity to plan for future infrastructure unanticipated by the existing strategic planning framework
- Response to key Government priorities -Premier's Priorities, climate change, or a shift in government policy (e.g. NSW Government's Net Zero Plan)
- Changes to population and demographic trends and associated needs such as housing or jobs.

Any planning proposal that seeks to address this criteria or a government priority needs to be supported with clear and appropriate technical studies and justification.

It is encouraged that where a planning proposal fails to adequately demonstrate strategic merit the relevant PPA is unlikely to progress the proposal, despite any site-specific merit it may have.

Note: A draft regional plan outside of the Greater Sydney Region, draft district plan within the Greater Sydney Region or draft corridor/precinct plan that has been released for public comment by the Minister, GCC or the Department does not form the basis for the strategic merit test where the Minister, GCC or the Department announces that there is to be another exhibition of, or it is not proposed to finalise that draft regional, district or corridor/precinct plan.

Site-specific merit

Sections C, D, and E in **Table 3** must be included in the planning proposal and identify the potential environmental, social, and economic impacts of the proposal and outline proposed mitigation measures and justification. In this way the planning proposal is to demonstrate that the proposal is suitable for the site and the site is (or can be made) suitable for the resultant development.

Assessment criteria

Does the proposal give regard and assess impacts to:

- the natural environment on the site to which the proposal relates and other affected land (including known significant environmental areas, resources or hazards)
- existing uses, approved uses, and likely future uses of land in the vicinity of the land to which the proposal relates
- services and infrastructure that are or will be available to meet the demands arising from the proposal and any proposed financial arrangements for infrastructure provision.



Questions to consider when demonstrating the justification

Table 3 outlines the matters for consideration when describing, evaluating and justifying a proposal.

Table 3. Matters for consideration

Question

Considerations

Section A - need for the planning proposal

- Is the planning proposal a result of an endorsed LSPS, strategic study or report?
- Explain the context of the planning proposal
- If the proposal aims to give effect to, or is the product of, a local planning priority or action in a LSPS endorsed by the Planning Secretary or delegate and/or assured by the GCC, or Department endorsed or approved local strategy (such as a Local Housing Strategy), this should be clearly outlined and described to justify the proposal
- If the proposal implements the outcomes of a strategic study or report of some kind, the nature of the study and its key findings should be briefly explained to justify the proposal. A copy of the study or report (or relevant parts) should be submitted with the planning proposal and ultimately form part of the public exhibition material
- 2 Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way?
- Review alternative approaches to achieve or give effect to the objectives or intended outcomes. This may include seeking to vary applicable development standards via clause 4.6 of the relevant LEP, waiting for council to finalise a study and/or separate planning proposal or whether the outcome could be achieved through an amendment to a development control plan
- It should be evident from this assessment that the proposed approach is the best, most efficient and most time-effective approach to delivering the desired outcome

Considerations

Section B - relationship to the strategic planning framework

- Will the planning proposal give effect to the objectives and actions of the applicable regional or district plan or strategy (including any exhibited draft plans or strategies)?
- Regional and district plans and strategies include objectives, directions, planning priorities and specific actions for a range of different matters relevant to that region, district and LGA. These plans and strategies may include specific housing and employment targets and/or identify regionally important natural resources, transport networks and social infrastructure. A planning proposal should provide an explanation and justification of how the planning proposal is consistent with the applicable directions, priorities and actions. If a planning proposal is inconsistent with an objective and/or action within these documents, sufficient justification should be also included in the planning proposal
- The relationship between the planning proposal and strategic plan or strategy needs to be outlined and whether the proposal will give effect to the plans and/or strategies. Mapping may be provided to demonstrate how a proposal will give effect to the priorities or actions under a regional or district plan
- At a minimum, the planning proposal should address the assessment criteria for strategic merit
- Is the planning proposal consistent with a council LSPS that has been endorsed by the **Planning Secretary** or GCC, or another endorsed local strategy or strategic plan?
- Demonstrate how the planning proposal is consistent with the relevant council's LSPS that has been endorsed by the Planning Secretary (or assured by the GCC). Relevant matters should be identified and the relationship of the planning proposal to those matters discussed
- · Where there is no endorsed LSPS, another local strategy or local strategic plan may be considered
- The status of any strategy, plan or LSPS should be considered in the planning proposal - draft, adopted by council, endorsed by the Planning Secretary, etc. An example is an approved local housing strategy. A planning proposal that gives effect to a local strategy that has been endorsed/approved by the Planning Secretary would be expected to be supported
- Local strategies or local strategic plans endorsed by the Planning Secretary or delegate also provide the opportunity to justify or detail how environmental issues (such as those set out in section 9.1 Directions) may be addressed
- Is the planning proposal consistent with any other applicable State and regional studies or strategies?
- Demonstrate how the proposal is consistent with any other relevant State or regional study or strategy - for example. Future Transport Strategy 2056, Cumberland Conservation Plan, Net Zero Plan, Water Resource Plan, State Infrastructure Strategy, A 20 Year Economic Vision for Regional NSW

Considerations

Section B - relationship to the strategic planning framework

- Is the planning proposal consistent with applicable SEPPs?
- Provide an assessment of the proposal against relevant SEPPs
- It may be necessary to provide preliminary advice in relation to how the proposal can satisfy the requirements of a SEPP
 - o For example, State Environmental Planning Policy (Infrastructure) 2007 requires that certain trip-generating proposals must be referred to Transport for NSW for advice
- Mapping may be provided in the planning proposal to identify SEPPs relevant to the proposal
- Is the planning proposal consistent with applicable **Ministerial Directions** (section 9.1 Directions) or key government priority?
- The Minister may issue directions regarding the content of LEPs, to the extent that the content must achieve or give effect to particular principles, aims, objectives or policies set out in those directions²⁸
- Assess against relevant section 9.1 Directions
- Where the planning proposal is inconsistent with any of the relevant directions, those inconsistencies must be specifically explained and justified in the planning proposal. There may need to be technical or evidence provided as part of the justification
- Additional information may be required after a Gateway determination has been issued to demonstrate consistency with a direction or enable the Planning Secretary to agree to an unresolved inconsistency
- · A PPA will need to ensure that any unresolved inconsistency with a direction is addressed and agreed to by the Planning Secretary prior to the LEP being made
- · Certain directions require consultation with government agencies to demonstrate consistency with the direction's desired outcome. This should be identified with council and the Department. Pre-lodgement discussions are encouraged to identify key matters that can be addressed early in the process. Formal consultation with the agencies will occur during exhibition
- In certain circumstances the government may identify key priorities that should be considered alongside the strategic planning framework

Considerations

Section C - environmental, social and economic impact

- Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected because of the proposal?
- Identify if the land subject to the proposal has the potential to contain critical habitat or threatened species, populations or ecological communities, or their habitats
- If yes, undertake studies that are necessary to confirm the presence of these specifies or habitats and their significance. An assessment of its significance and/or consultation should place to inform the Gateway determination
- Mapping may be provided in the proposal to identify known vegetation communities located within or near the site
- An assessment of significance in accordance with Part 7A of the Fisheries Management Act 1994 and the 'Threatened Species Assessment Guidelines', may be required prior to Gateway determination
- · Identify any approvals required under the Environment Protection and Biodiversity Conservation Act 1999 (Cth) and Biodiversity Conservation Act 2016
- Any adverse impacts will trigger the requirement for the PPA to consult on the planning proposal with relevant authorities and government agencies
- Are there any other likely environmental effects of the planning proposal and how are they proposed to be managed?
- Environmental effects unique to a planning proposal may not be addressed in the strategic planning framework. These matters may be identified in informal guidelines, codes or policies prepared by other public authorities and government agencies. Environmental effects may include natural hazards such as flooding, land slip, bushfire hazard, etc
- The planning proposal should identify any other environmental effects and prepare information or undertake investigations to address an identified matter
- Scope of these investigations may be identified in the planning proposal and may need to be undertaken to inform the Gateway determination
- Has the planning proposal adequately addressed anv social and economic effects?
- · Identify effects on items or places of non-Aboriginal or Aboriginal cultural heritage not already addressed elsewhere
- Estimate the number of jobs or housing growth (e.g. construction/post-construction and housing diversity)
- Identify the impact on existing social infrastructure, such as schools and hospitals
- Identify the need for public open space or impacts on green infrastructure
- Identify the impact on existing retail centers
- Identify measures to mitigate any adverse social or economic impacts, where necessary, and whether additional studies are required
- Identify any proposed public benefits

Considerations

Section D - Infrastructure (Local, State and Commonwealth)

- Is there adequate public infrastructure for the planning proposal?
- Generally, this applies where the planning proposal includes development that will, or is likely to, require the provision of, or increase the demand for, public facilities and services
- Address whether existing infrastructure is adequate to serve or meet the needs of the proposal and how any predicted shortfall in infrastructure provision could be met
- · Undertake studies required to identify the extent of any infrastructure shortfall, potential mechanisms or strategies to address any shortfall and which agencies have been consulted as part of that process
- The proponent/PPA is to identify what local and regional infrastructure may be needed
- For planning proposals likely to place additional demands on public infrastructure, it is important to undertake consultation with the public authorities and government agencies responsible for the provision of that infrastructure. The Gateway determination will confirm whether a local contributions plan is required to be exhibited with the planning proposal and require regular feedback on the progress of finalizing an infrastructure strategy and high-level costs
- For planning proposals, a local contributions plan may be required. Liaison with the council is necessary

Question

Considerations

Section E - State and Commonwealth Interests

- 12 What are the views of state and federal public authorities and government agencies consulted in order to inform the Gateway determination?
- One of the aims of the LEP making process is to reduce the number of unnecessary referrals to government agencies. The planning proposal should nominate the state and federal agencies to be consulted and outline the matters that have triggered the need for the referral. Consultation will be confirmed by the Gateway determination
- · The proponent or PPA should get preliminary views of any state or federal agency prior to submitting a planning proposal and include them in this section including any preliminary issues raised. This should include any scope of additional information/ investigations, evidence of consultation and any agreement in relation to the progression of the planning proposal

Part 4 - Maps

Mapping must be consistent with the Department's Standard Technical Requirements for Spatial Datasets and Maps using the same format, symbology, labelling and appropriate map scale.

All existing and proposed mapping submitted to the Department as part of a planning proposal should be accompanied by GIS data. All LEP mapping should commence as early as possible in GIS, particularly with complex planning proposals or Principal LEPs.

Mapping may include:

- the subject site and immediate surrounds
- · current zoning
- · current development standards
- any alternative zone(s), if a change is proposed

Other relevant maps or figures may include:

- · maps illustrating changes of development standards if a change is proposed
- extent of a proposed heritage conservation
- · location of a specific heritage item
- · extent of native vegetation and validated regionally important environmental values
- · proposed extent of an environmental conservation area
- · area to which a local provision will apply

Additional material such as aerial photographs clearly identifying the subject site should also be included where appropriate.

If these requirements cannot be met at planning proposal stage, the Gateway determination may require technically compliant mapping to ensure consistency with any current LEP maps.

Part 5 - Community consultation

This section of the planning proposal must describe:

- Consultation and outcomes undertaken with council, state agencies or authorities during the pre-lodgement stage
- · Any community consultation undertaken, or consultation with other key stakeholders

It should set out the extent of consultation having regard for the public exhibition requirements in Section 1 of this guideline. The Gateway determination will also outline the required public exhibition period based on the different planning proposal categories.

Community consultation will be considered at the Gateway stage, with the Gateway determination confirming the requirements.

The Gateway determination may also specify additional information or studies to be finalised before any consultation commences, often to make sure that everyone can make an informed opinion. In some cases, the Gateway determination may require the PPA to submit studies to the Department for review prior to public exhibition.

Part 6 - Project timeline

This section must outline the project timeline as a tool for the PPA, the Department and PCO to monitor the progress of the planning proposal through the LEP making process and manage resources accordingly.

The timeframe for the completion of the planning proposal will depend on the planning proposal category, the complexity of the matter, the nature of any additional information that may be required and the need for agency and community consultation. The timeframes for which an LEP is made will be determined by the Department at the Gateway stage and set out in the Gateway determination.

For proponent-initiated planning proposals, consultation with council on the timeframe for completion is recommended.

Refer to **Benchmark Timeframes in Section 1** (**page 17**) of this guideline to inform what are maximum overall timeframes afforded for different types of planning proposals.

Table 4 gives an example of an indicative project timeline and milestones.

At a minimum, the project timeline should include:

- anticipated commencement date (date of Gateway determination)
- anticipated timeframe to finalise the infrastructure studies/plan
- anticipated timeframe for completion of any additional technical studies, not completed prior to Gateway
- timeframe for public agency consultation
- anticipated dates of public exhibition and, if required, a public hearing
- · timeframe for submissions to be considered
- timeframe for the consideration of a proposal after the exhibition
- date the plan will be made (where council is the LPMA) or date of submission to the Department to finalise the LEP
- · date of notification

We note that timeframes are estimates and may change over the life of the proposal. The project timeline may be amended in the Gateway determination to provide the necessary level of confidence that the LEP will be finalised within a reasonable timeframe.

Table 4. Indicative project timeline

Stage	Timeframe and/or date
Consideration by council	
Council decision	
Gateway determination	
Pre-exhibition	
Commencement and completion of public exhibition period	
Consideration of submissions	
Post-exhibition review and additional studies	
Submission to the Department for finalisation (where applicable)	
Gazettal of LEP amendment	





BURWOOD LOCAL PLANNING PANEL MEETING

MINUTES OF THE MEETING OF THE BURWOOD LOCAL PLANNING PANEL held at THE CONFERENCE ROOM, LEVEL 1, 2 CONDER STREET, BURWOOD on Tuesday 12 November 2024 commencing at 6:00 PM.

Attendance Kevin Hoffman, Chair

Luke Foley Brian Kirk Tom Morgan

Jai Reid, Manager City Development

Sumathi Navaratnam, Manager Strategic Planning Michelle Butler, Manager Governance & Risk

Anita Leighton, Coordinator EPlanning & Business Services

Geraldine Pham, Senior Town Planner Erica Lacuna, Assistant Planner Mikaela Thorogood, Manager Property David Millikan, Executive Strategic Planner

Opening of meeting

The meeting opened at 6:01 pm

The Chair opened the meeting with Acknowledgement of Country.

Apologies

There were no apologies.

Declarations of Interest

There were no declarations of interests by Panel Members.

Address by the public on agenda items

Name	Item
Paulo Pasten	Item DA 14/24 – 1-17 Elsie Street, Burwood – Fitout and use of Suite 2.01
	for an indoor recreation facility

The Panel moved into closed session at 6:16pm.

This is page 1 of the Minutes of the Burwood Local Planning Panel Meeting of Burwood Council held on 12 November 2024

12 November 2024

General Business

(Item GB6/24) Planning Proposal for the reclassification of certain Council-owned land

File No: 24/40528

Summary

Council is proposing to classify certain Council-owned land from Community to Operational under the Local Government Act 1993 (LG Act). The process to classify this land is by way of an amendment to the Local Environmental Plan, otherwise known as a planning proposal. A Ministerial Direction requires all planning proposals to be considered by the Local Planning Panel for advice prior to consideration of the planning proposal by Council.

Operational Plan Objective

A.102	Comply with financial management responsibilities to promote transparency and accountability.
A.104	Manage Council's property portfolio to optimise financial returns from Council-owned properties.
C.5	Public and open spaces are high quality, welcoming, accessible, shaded, enjoyable places seamlessly connected with their surroundings
C.9	Safe, clean and activated streets, centres and public places are enjoyed by people day and night
C.10	A well-informed community active in civic life, local planning and decision making

LPP1 8/24

RESOLVED

That the Burwood Local Planning Panel considered the draft Planning Proposal Report in relation to the Reclassification of Certain Council-Owned Land and advises Council to proceed with the proposed reclassification as outlined in the attached Planning Proposal Report subject to the following advice:

- 1. That the draft Planning Proposal Report be expanded to research the matter in which each property came into Council's ownership.
- 2. Should the Council's ownership have come by way of dedication or gift or resumption for a specific purpose and therefore whether the property is subject to a trust for public purposes, not necessarily a statutory trust.
- 3. If the land is subject to a trust for public purposes that land should remain community land.
- 4. Given that the Council have chosen to use the LEP process, the draft Planning Proposal Report is to clearly articulate a planning purpose for the LEP.
- 5. Where the Council considers that land is currently used for an operational purpose that use should be detailed sufficiently to differentiate it from a community purpose.

For: Kevin Hoffman, Luke Foley, Brian Kirk, Tom Morgan

Against: Nil

Minutes of Burwood Local Planning Panel Meeting

12 November 2024

Development Applications

(Item DA14/24) 1-17 Elsie Street Burwood - Fitout and use of Suite 2.01 for indoor recreation facility

File No: 24/45722

Owner: Burwood Council Ltd Applicant: Lawrence Fowle

Location: Suite 2.01 within No. 1-17 Elsie Street Burwood (Lot 201 of SP 85916) **Zoning:** MU1 Mixed Use pursuant to the Burwood Local Environmental Plan 2012

Proposal

The proposal seeks consent for the fit out and use of Suite 2.01 within an existing mixed use building for the purpose of a recreational facility (Virtual Reality Escape Room).

BLPP Referral Criteria

The building is a council owned building and the development will occur and operate from within the council building.

LPP 19/24

RESOLVED

It is recommended that the Burwood Local Planning Panel approved Development Application No. 2024.55 which proposes the fit out and use of Suite 2.01 within an existing mixed use building for the purpose of a recreational facility (Virtual Reality Escape Room) at No. 1-17 Elsie Street Burwood subject to conditions contained within the officer's report as amended in Condition 33 which shall read:

- 33. Prior to the issue of an Occupation Certificate, the applicant shall submit an Operational Plan of Management to Burwood Council for approval. The Plan of Management shall address matters including but not limited to:
 - Patron and noise management
 - Management of large parties, special events and associated crowd management
- Anti-social behaviour
- Detailed complaints register

The Plan of Management must provide for the ongoing management of the premises in a manner which will ensure that the premises is properly managed, risks are measured and controlled and patrons are safe.

The operation of the approved use will comply with the approved Plan of Management at all times.

The Plan of Management is to be reviewed by the operator of the premises at least annually. Any proposed amendments are not to be enacted without the written approval of Burwood Council. Council will undertake not to unreasonably withhold its approval and will respond to written requests to amend the Plan of Management in a timely manner.

This is page 3 of the Minutes of the Burwood Local Planning Panel Meeting of Burwood Council held on 12 November 2024

Minutes of Burwood Local Planning Panel Meeting

12 November 2024

Any proposed amendments to the Plan of Management must not conflict with any other condition of consent. Should a conflict arise, a Section 4.55 Modification Application may need to be submitted.

All staff are to be instructed on the contents of the Plan of Management, and any future approved amendments, to ensure they understand how the premises are to be operated and managed. A copy of the approved Plan of Management is to be kept on the premises and available for all customers and visitors if requested.

Reason: To ensure the operation of the premises provides for the safety of patrons and protects the amenity of the area.

For: Kevin Hoffman, Luke Foley, Brian Kirk, Tom Morgan

Against: Nil

Reasons for the decision

The Panel inspected the development site and familiarised itself with the environment. The Panel heard from the Applicant and read all the objection(s).

In reaching its decision the Panel considered the following:

- Conditions of consent address the sole objectors concerns and will ameliorate any potential noise impacts, construction related works, lighting and electrical surges to acceptable levels.
- The recreational facility will provide a novel form of entertainment using modern technology that will attract customers of all ages in the Burwood Town Centre.
- The facility will create new employment opportunities and increase the appeal of the Town Centre.

(Item GB7/24) Disclosure of pecuniary interests by Burwood Local Planning Panel Members

File No: 24/46541

Summary

In accordance with Clause 4.21 of the *Code of Conduct for Local Planning Panel Members*, the Pecuniary Interests and Other Matters Returns required to be lodged with the panel chair under clause 4.17 must be tabled at the next panel meeting after the return is lodged.

Recommendation(s)

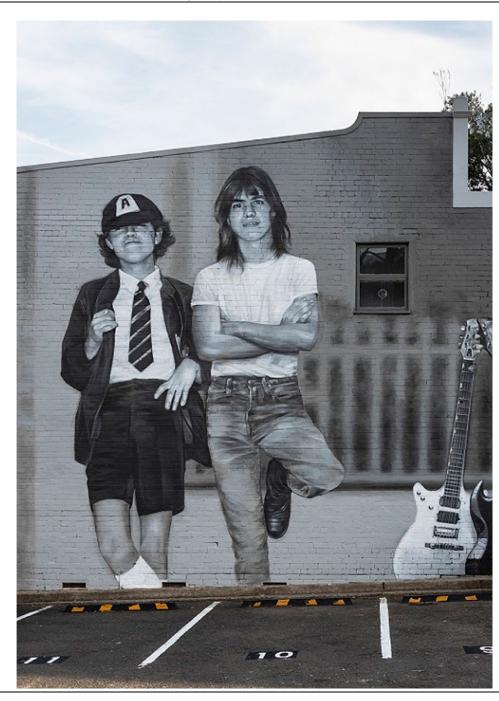
That the receipt of Disclosures of Pecuniary Interest and Other Matters Returns by the Burwood Local Planning Panel Members as listed in this report be noted and accepted as tabled in readiness for proactive release via the Burwood Council website.

The meeting closed at 6:33pm.

This is page 4 of the Minutes of the Burwood Local Planning Panel Meeting of Burwood Council held on 12 November 2024





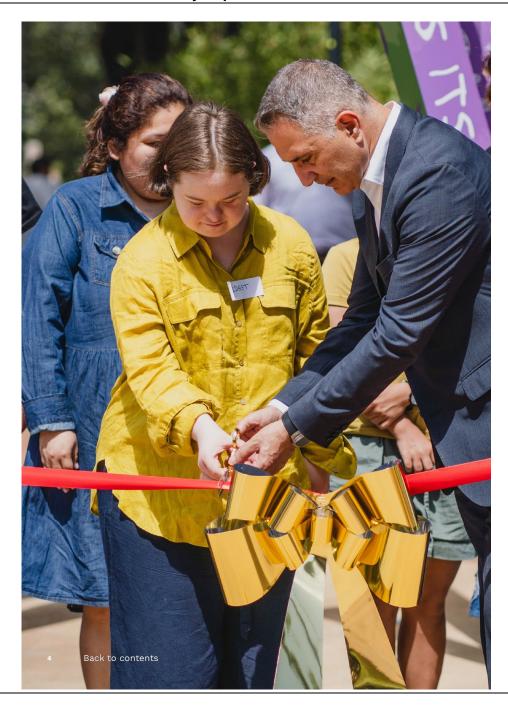


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Half Yearly Report December 20

3



Introduction

The integrated planning and reporting process

This report forms part of Council's Integrated Planning and Reporting documentation. It is qualitative reporting communicated through a transparent and streamlined process to allow improved access to information for the Burwood Community.

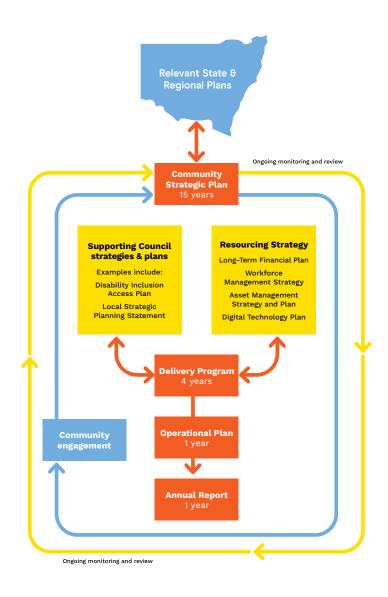
This Half-Yearly Report is the first report for the Operational Plan Financial Year 2024/2025.

It provides the community with a summary of how Council has responded in the first half of the 2024/2025 financial year to the strategic goals, objectives and planned actions in the Delivery Program 2022 to 2026.

Strategic goals, objectives and actions are grouped under five themes:

- · Inclusive community & culture
- · Places for people
- Sustainable & protected environment
- Vibrant city & villages
- Open & collaborative leadership

This report addresses the 140 actions incorporated under these themes and found in the Operational Plan 2024/2025.



Measuring our success

Completed	An action has been completed during the reporting period	21 actions completed
On track	The action is on track for completion as scheduled	106 actions on track
Not due to start	The action is not due to start during the reporting period	5 actions not due to start
Monitor	The action is underway, but may not be completed in time or it has been postponed	8 actions being monitored

Our highlights

Creating an inclusive Burwood

During 2024/25, Council's focus on building an inclusive community continued with a number of key actions from our Disability Inclusion Action Plan being implemented including:

- Disability Awareness training was delivered to 90 front-line staff
- An Accessible Events Checklist and Public Mobility Map was developed
- Council collaborated with Inclusive and Diverse Communities to initiate the Zero Barriers Project
- · Weekly dance classes were facilitated
- A monthly Community Information Hub was held
- Two Library programs were adapted to be sensory-friendly

Additionally, the Disability Inclusion Advisory Panel gathered for two meetings and provided feedback on key Council projects such as the Burwood Park Inclusive Playspace, signage and seating in parks.

In celebration of International Day for People with Disability, Council commissioned Studio ARTES to deliver a new artwork for the Burwood Nest. The Happy Nest artwork was created collaboratively with 21 artists with disability and launched at an inclusive event on 4 December 2024.



Embracing our multiculturalism

Council has now delivered over 60% of the actions set out in the Multicultural Burwood Plan. Key achievements included:

- Capacity building the community sector through the provision of Grant Writing and Aboriginal Cultural Awareness Training
- Facilitation of the Burwood Strathfield Multicultural Network and the monthly Community Information Hub to raise awareness of services
- The IgniteAbility Information Session held for people interested in starting a small business
- The Employment and Training Pathways Expo held to provide information to job-seekers
- The Burwood Emergency Relief Forum brought together services providing emergency relief to look at issues impacting delivery and actions to resolve these
- The Culture Talks Forum provided an opportunity for discussion on inter-cultural exchange
- The Culture Streets activation showcased local cultures
- The Greek Street Fair, delivered in partnership with Saint Nectarios Burwood, also celebrated Burwood's Greek community

Supporting our young people

Implementation of the Burwood Youth Action Plan has commenced with Year 1 actions well underway.

In August 2024, Council delivered a Raising Resilient Teens – Mental Health Forum for Parents with 38 parents participating.

A webpage designed for young people has been developed in collaboration with the Burwood Youth Advisory Group on Council's website providing links to services for young people in Burwood.

The Burwood Youth Outreach Program continues to operate in collaboration with Fusion Sydney South during the school term every Thursday at the Burwood Park Community Centre.

The Learning Hub for Children also ran every Thursday afternoon at Woodstock Community Centre between July and October 2024.



Burwood library after dark



The Library has been trialling an after hours project called Library After Dark, where inducted community members have after hours access to the library.

The trial has been successful so far, with 40 members registered and between four to eight people using the library each night.

In addition, another successful Midnight Hours program was delivered during the HSC period this year with the program expanding to include more activities focused on mental health and wellbeing.

Community use of facilities continues to be strong

The popularity of Council's community facilities and sports fields continued during the reporting period with booking numbers from 1 July 2024 to 31 December 2024 as follows:

- · Community centres, halls and the Community Hub - 2,744 bookings
- · Sports fields such as Henley and Burwood Parks - 1,399 bookings

In addition, the Woodstock Artisan market was held twice in Woodstock Park during the reporting period and the Cambridge Markets took place in Burwood Park during the Carols in the Park event.

Supporting the Burwood business sector

During October 2024, Council celebrated Small Business Month by hosting a free networking event at the Burwood Library and Community Hub with over 50 local business owners in attendance. The program included presentations from three guest speakers, including the Mayor of Burwood, Cr John Faker, Marketing Manager of Burwood Chinatown and social media influencer Nick of Nick and Helmi. who provided insights on digital marketing and outreach strategies.

In addition, Council delivered a number of consultation and engagement activities with local business groups including:

- Shopfront improvement door-knocks
- Consultation on the Permit Plug Play Program proposal with over 10 co-located businesses
- Engagement on the draft Licence to Play Policy
- · Engagement on projects funded via the Western Sydney Infrastructure Grants Program

The mobile Play Van continues to grow



The Mobile Play Van service continued to be heavily supported by our community with 66 sessions delivered to an estimated 2,170 families and a total number of 5,720 people attending from 1 July 2024 to 31 December 2024.

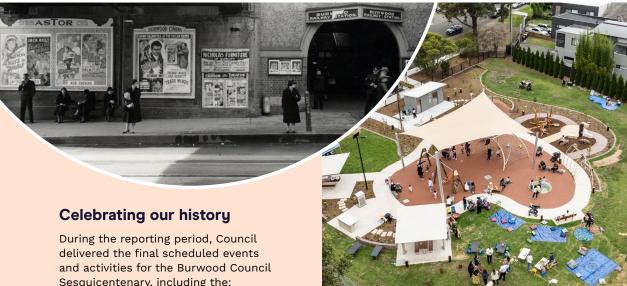
A Chinese speaking support worker attended eight sessions to engage with non-English speaking carers.

Additionally, regular support visits from Centrelink and collaborations with CABL and the community information hub provided families with access to information and support services.

Celebrating First Nations

Nations people continued during that make up this important Plan.

In July 2024, as part of NAIDOC Week celebrations Council delivered two First Nations cultural



Sesquicentenary, including the:

- · Special Council Meeting held on Wednesday 24 July 2024, including the launch of the Burwood Pictorial History and the Grand Homes of Burwood exhibition
- Open Churches Program, including the St Thomas' Anglican Church in Enfield Open Day and St Nectarios Burwood Open Day
- · Miriam Hyde tribute concert at St Paul's Anglican Church, Burwood

Further celebrations of Burwood's history were led by the library who delivered seven history walks of the local area over this period covering the civic history of Burwood, St Thomas' Cemetery, Enfield and the Malvern Hill Estate.

Smaller displays in the library were also delivered on the sesquicentenary of Burwood Council, Remembrance Day and the History of Enfield Municipality. The Local Heritage Librarian has researched 82 enquiries this financial year to date.

Progressing our Western Sydney Infrastructure Grant (WSIG) projects

Significant progress on the delivery of Council's ambitious capital works agenda, which includes over \$110 million in community infrastructure projects, was made during the reporting period.

The six month period saw the commencement and completion of key milestones including community consultation, progression from draft to detailed design and preparation for major construction on projects including Woodstock Park Sensory Garden, Burwood Park Inclusive Playspace and Amenities Upgrade, and the Portland and Shelley Park Expansion Project.

Extensive preparatory work also commenced during this period for the remaining eight projects, with an ambitious program set for 2025.

Enhancing our community's creative talents

Council's Creative Experience team continued to activate the Community Hub with a range of popular programming. Regular programs like STEAM club and Plant Doctors continued, with great communities building up around attendance.

New programs, Creative Kids and Creative Seniors, were popular and provided the

Bubble Tea and Noodle Tours continued with private bookings increasing and two exhibits were displayed, including from Burwood Girls High School.

Renovations on the two studios in the Community Hub commenced, with new the team to deliver new and exciting spaces from early 2025.





Delivering valued aquatic services to our community

Council's learn to swim program remained popular with a total of 740 program classes available and 2.646 student bookings.

Recruitment and training initiatives greatly increased Swim Instructor availability in Term 4 2024 with 50 new classes added for the term with over 40 instructor staff members providing vital swimming and water safety programs to the local community.

The Enfield Aquatic Centre is also on-track to deliver visitation targets with a variety of initiatives promoted to engage the local community and increase visitations during the peak summer period, including:

- Free entry for residents with disability (Wednesdays in December 2024)
- Free entry for residents 55+ (Tuesdays in January 2025)
- Free entry for children under 16 (Wednesdays and Thursdays in January 2025)
- Free entry for local residents for the Australia Day Pool Party (26 January 2025)

A safer Burwood

During the reporting period, Council continued to implement initiatives designed to meet the actions set out in the Safer Burwood Plan through collaborative partnerships with NSW Police (Burwood Local Area Command), Emergency Services and the community sector.

Council played an integral role in the establishment of a Domestic Violence Hub for women and families seeking support in the Burwood Library and Community Hub bringing together a range of community support services, financial information, Police and legal advice in one space on a regular basis.

Implementation of the Child Safe Standards through Council's Child Safe Working Group continued with key actions implemented including:

- Review and updating of recruitment processes for compliance
- Inclusion of Child Safety obligations in Councillor induction information
- Consultation, review and updating of the 'Children in the Library Corporate Practice'
- Physical improvements to improve child safety in Council facilities
- Review and updating of Council's booking Terms and Conditions to improve child safe practices



Delivering fun-filled events for our community



A number of key events were delivered to the Burwood Community during the reporting period including:

- Burwood Culture Streets a two week long activation showcasing local arts and culture on Burwood Road (funded by Transport for NSW)
- A highly successful and expanded Greek Street Fair in partnership with St Nectarios Church
- International Day for People with Disability event in Burwood Park
- Christmas in Croydon a weekend long activation (funded by Transport for NSW)
- Carols in the Park including the Cambridge Markets

Key civic events were also delivered including:

- The Special Sesquicentenary Meeting of Council
- · The Sandakan Memorial Service
- Remembrance Day
- Two Citizenship Ceremonies

Additionally, Council's Events Team has worked with external organisations to provide event planning and delivery support to promote safety and high levels of community engagement for the following community run events:

- Cambridge Markets (July and December 2024)
- Moon Festival (August 2024)
- Nepalese Teej Festival (September 2024)
- Korea Day Festival (September 2024)
- Fuse Fest (October 2024)

Half Yearly Report December 2024

Enhancing our night-time economy

Over the past six months
Council has continued to focus
on enhancing Burwood's night-time
economy. 12 additional Chinatown Night
Markets road closure activations on Clarendon
Place were delivered with Council's support
and consultation has begun with several other
businesses on Clarendon Place to support
increased participation in the activations.

Other key initiatives designed to enhance Burwood's night-time economy have seen significant progress during the reporting period including:

- Work commenced on establishing a Special Entertainment Precinct in Burwood following Council endorsement in June 2024 with preparations for a funding application to the State Government underway
- Council has expressed interest in obtaining Purple Flag accreditation, with preliminary discussions already initiated with the State Government
- Development of the Licence to Play Policy continues and will serve as a major enabler for activating night-time economy activities
- Council secured \$500,000 through the Permit Plug Play Program to deliver enabling infrastructure that supports street activation for events, both day and night

Council continues to deliver actions outlined in the Burwood After Dark Strategy, ensuring ongoing support and growth of the local night-time economy across the themes of Place, Connection, Experience and Destination.

Welcoming our new citizens

Burwood Council plays a pivotal role in welcoming new Australian citizens holding two Citizenship Ceremonies during the reporting period with 108 residents receiving their citizenship.

Planning has also commenced for the 2025 Australia Day Citizenship Ceremony. Burwood's 2025 Citizen of the Year Awards will also be presented at the ceremony.

Using smart technology to enhance decision making



Council has successfully piloted an innovative people and vehicle counting solution, paving the way for its expansion to five more locations. This ground breaking initiative will yield invaluable insights into the usage patterns of Council amenities, enhancing informed and strategic decision-making.

Council is also pioneering an AI platform to streamline the online assessment of development applications (DAs). The solution promises to simplify and expedite the DA approval process while ensuring strict adherence to all relevant guidelines.

Greening Burwood and improving our open spaces

The focus on creating a greener Burwood and improving our parks and open spaces continued during the reporting period.

Key actions included:

- The Flockhart Park Playground upgrade and installation of five new Outdoor Fitness Stations was completed utilising NSW Government Infrastructure Grants funding
- The design of the WSIG funded projects in Burwood Park, Henley Park and Woodstock Park are completed and procurement is underway for the construction of these projects
- The WSIG park expansion projects at Portland and Russell Streets were completed
- Planting of ground cover, shrubs and trees in public spaces across the LGA and the planting locations for a further 68 street trees in the most suitable locations to best increase the urban tree canopy and reduce the overall temperature of the urban environment. Tree planting will commence in Autumn 2025

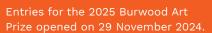




Improving Burwood's shopfronts

17 applications for Council's Shopfront Improvement Program were received with 15 applications being approved. The total funding amount approved was \$44,703 with approval letters issued in December 2024 and funding anticipated to be granted in the first quarter of 2025, following successful completion of proposed works.

Expanding the Burwood Art Prize



Several significant changes have been made to grow the 2025 Art Prize, including an overall increase of the prize pool to \$25,000 from \$14,000 made possible through corporate sponsorship of \$10,000 from Anson Group.

Council has also updated the theme of the prize to 'I AM HERE' to further engage Culturally and Linguistically diverse artists and revised artwork mediums to include painting, drawing, photography, works on paper, works on canvas, small sculpture and video artworks.

Partnering with sponsors to deliver great outcomes for our community

The Sponsorship Prospectus was prepared and promoted via the Participate Burwood platform.

To date, Council has secured a record \$92,380 in sponsorship to support community events and initiatives, including:

- Club Burwood RSL for the Burwood Park and Railway Parade Christmas Trees (\$15,000) and Burwood Summer Program (\$5,000)
- Crowne Plaza Burwood for Christmas Carols in Burwood Park (\$5,000) and Street Tree Festive Lighting on Burwood Road (\$5,000)
- Holdmark for the 'Bloom' Lighting Installation in Burwood Park Pond (\$30,000)
- Burwood Chinatown (\$17,380) and Emerald Square (\$5,000) for the Lunar New Year Street Party 2025
- Anson for the Burwood Art Prize (\$10.000)

Our focus on art and culture in Burwood

Council's focus on public art continued during the reporting period with seven public art projects being completed and installed under the 2024/25 Public Art Program, including:

- Burwood Mayoral Portraits
- · Burwood Uniting Church Mural
- The reinstatement of the Burwood Park Mural
- Happy Nest on the Burwood Nest
- Greek Street Fair Pop-Up Murals
- Croydon Christmas Artworks on shopfront windows across 34 properties
- Burwood Park Pond lighting installation 'Bloom; comprising of 750 light up flowers sponsored by Holdmark





Understanding Burwood's cultural assets

As part of the development of the Burwood Cultural Plan, Council completed a comprehensive community engagement program, including community surveys, one-to-one interviews, and two immersive 'Culture Talks' sessions with the local community and staff to provide input into Council's 10-year-vision for arts and culture.

Findings from the comprehensive cultural audit have been compiled into a Creative Burwood Snapshot, highlighting the 2,000+cultural assets that make up Burwood's vibrant creative community and economy.

The engagement findings and cultural audit have informed the development of the draft Cultural Plan which will be finalised in early 2025.

Enhancing the customer experience

During the reporting Council introduced the new Mobile Customer Service Team who delivered 10 Customer Service pop-up stalls at various locations including Burwood Park, The Strand Croydon, Henley Park and at Council events. The team assisted customers with payments, clean-up bookings, E-Permits, venue bookings and general enquiries with a total of 61 customers utilising the service to date.

Additionally, Council's customer service team:

- Served 1,468 customers at the Customer Service Counter with 83.72% being served within three minutes
- Handled 13,272 calls with 83.03% answered in less than 40 seconds
- Handled 547 Webchats
- Provided the Call Centre Experience to 41 new staff
- Responded to 6,567 emails

At the end of the reporting period, Council's overall Customer Experience Score (CX) was 8.0 based on 6,776 ratings across the organisation.

Other customer service initiatives introduced included:

- A new digital display was installed in the Customer Service Office to provide a clear and efficient dashboard for managing contact centre queues, including calls, emails, and webchats designed to improve staff productivity and customer satisfaction by streamlining the flow of information
- A comprehensive review and upgrade of digital displays at all Council locations is underway to ensure that customer experience is further enhanced

Welcoming our Councillors for 2024–2028

In September 2024, the Local Government elections were held, and our Councillors were elected for a new four-year term. In early October 2024, the Councillors completed an induction program covering key topics, including the Role of the Councillor, Councillor Code of Conduct, Asset Management, Planning and Development, Community Services and Programs, Integrated Planning and Reporting, and Major Projects.

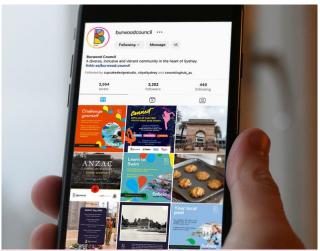
The first Council meeting with the newly elected Council took place on 22 October 2024. Before the meeting commenced, the Councillors took their Oath or Affirmation of Office and were formally introduced as Councillors representing the Burwood community.

Our Councillors are:

- Cr John Faker Mayor of Burwood
- Cr George Mannah Deputy Mayor
- Cr Pascale Esber
- Cr Alex Yang
- Cr Sukirti Bhatta
- Cr David Hull
- Cr De Yi Wu

Our Councillors are collectively responsible for providing effective civic leadership and will continue to play a vital role in meeting the needs of local communities by listening to people in the local area and representing those views on Council.





Engaging and informing our community

During the reporting period, Council exhibited 159 projects on Participate Burwood that attracted 26,776 views by 11,501 visitors.

There have been 916 project contributions by 556 contributors and 125 new followers.

Council implemented an extensive community engagement program to inform the draft Croydon Masterplan, including face-to-face community drop-in sessions, door knocks, surveys and a number of staff and community briefings.

Averaging over four posts a week, online audiences are consistently encouraged to provide feedback and participate in engagement activities with Council on major projects.

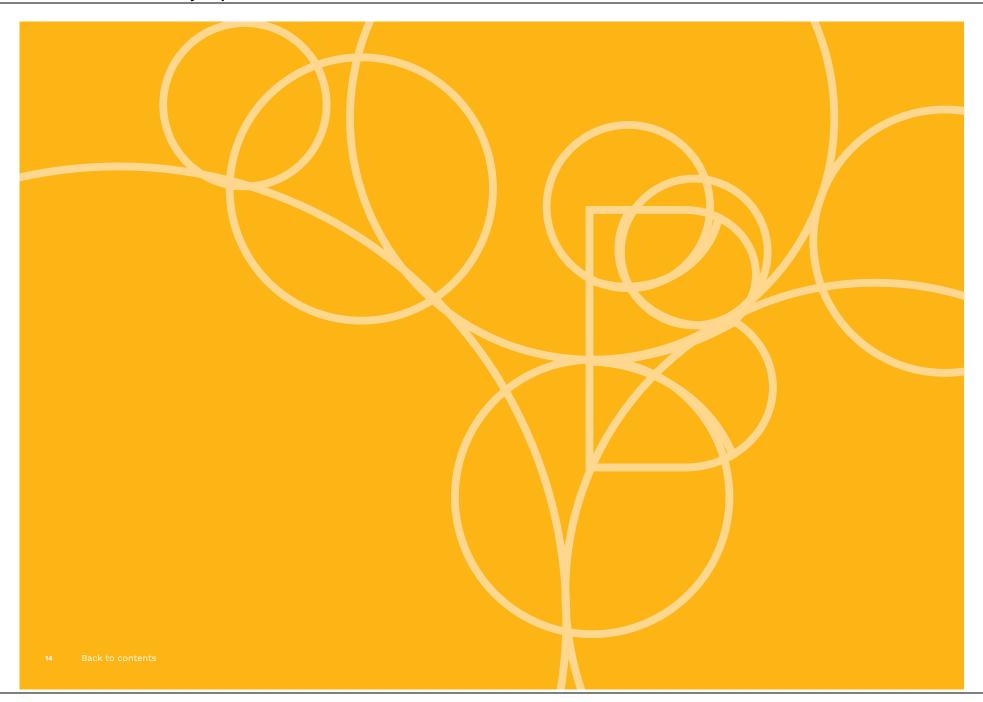
Council continues to deliver Community Engagement Strategy actions with a focus on partnering with our community, strengthening Council's approach, educating and empowering and building trust. Engagement on the review of the Burwood2036 Community Strategic Plan has commenced.

Instagram increased by 49.2% with a reach of 16,053, and LinkedIn had over 58,000 impressions, up by 14.3%.

Facebook had a reach of 27,286 and received 6,493 page visits, up by 8% and Instagram had 1,754 page visits, up by 11.8%.

Followers grew by 95 on Instagram, which equates to an increase of 13.6%. LinkedIn has also seen an increase of 388 followers over the six month period.

Council's multicultural communications also continue to expand with WeChat growing from 1,530 followers to over 3,000 followers in the past six months, almost doubling in that time since launching in 2018.





A welcoming community that cares and looks after each other

Support and deliver initiatives that encourage social inclusion and community connections

Action Code	Responsible Officer Unit	Action	Status	Comments
A.1	Community & Culture	Coordinate Council's Volunteer Program and initiatives to support and recognise volunteering in the community	On Track	The Council's Volunteering Program seeks to recruit volunteers to assist with community initiatives and local organisations. Between June and December 2024, the Council successfully referred 276 volunteers to external organisations within the Burwood Local Government Area (LGA) and hosted one Volunteer Information Session.
A.2 Office of General Manager	of General	Deliver annual awards programs that recognise local community and business achievements	On Track	Planning has commenced for the Mayor's Business Commendation Awards to be held in 2025. Council will be appealing to eligible businesses in five categories honouring their long-serving and social contribution to Burwood. Consideration is also being given to the introduction of new categories in line with Council's strategic priorities e.g. Best Shopfront.
				Promotion has commenced for the 2025 Australia Day Citizen, Young Citizen, Sportsperson and Environmental Person of the Year Awards Program. All nominators and nominees will be invited to attend the awards ceremony where the winners will be announced. The recipients of these awards will be invited to represent the Burwood community at various events and initiatives throughout 2025.
A.3	Community & Culture	Deliver capacity building and funding initiatives to support the community sector, including the annual Community Grants, Club Grants and the Councillor's Donation	On Track	Council has undertaken a review of the 2024/25 Community Grants Guidelines to ensure funding priorities reflect key priorities identified in Council's new community plans and to improve assessment, governance and streamline grants administration processes.
				Promotion has commenced for the 2024/25 grant round which is due to open on 6 January 2025.
		Programs		Three donation requests were supported through Mayoral donations.
				In July 2024, Council convened and participated in the Club Grants Assessment Panel meeting.
				Council continues to distribute information on available funding from Federal and State Government and other sources, and deliver initiatives to strengthen the community's capacity to apply for funding.
				Grant writing training was delivered to 22 community organisations in September 2024.

Action Code	Responsible Officer Unit	Action	Status	Comments
A.4	Community & Culture	Implement the Disability Inclusion Action Plan 2022-2025	On Track	Council implemented a range of Disability Inclusion Action Plan actions during the period. Key achievements included: Delivery of Disability Awareness Training to 90 front-line staff Development of an Accessible Events Checklist and Public Mobility Map
				 Council collaborated with Inclusive and Diverse Communities to initiate the Zero Barriers Project Weekly dance classes were facilitated A monthly Community Information Hub was held Two Library programs were adapted to be sensory-friendly
				The Disability Inclusion Advisory Panel gathered for two meetings and provided feedback on key Council projects such as the Burwood Park Inclusive Playspace, signage and seating in parks.
				To celebrate International Day for People with Disability, Council commissioned Studio ARTES to deliver a new artwork for the Burwood Nest. The Happy Nest artwork was created collaboratively with 21 artists with disability and launched at an inclusive event on 4 December 2024.
A.5	Community & Culture	Implement the Multicultural Burwood Strategy 2024-2028	On Track	Over 60% of Multicultural Burwood actions have been delivered. Key achievements included:
				 Capacity building the community sector through the provision of Grant Writing and Aboriginal Cultural Awareness Training
				 Council facilitated the Burwood Strathfield Multicultural Network and the monthly Community Information Hub to raise awareness of services
				 The IgniteAbility Information Session was held for people interested in starting a small business
				 An Employment and Training Pathways Expo was also held to provide information to job-seekers
				 The Burwood Emergency Relief Forum brought together services providing emergency relief to look at issues impacting delivery and actions to resolve these
				 The Culture Talks Forum provided an opportunity for discussion on inter-cultural exchange
				The Culture Streets activation showcased local cultures
				 The Greek Street Fair, delivered in partnership with Saint Nectarios Burwood, also celebrated Burwood's Greek community

Action Code	Responsible Officer Unit	Action	Status	Comments
A.6	Community & Culture	Undertake initiatives that address homelessness	On Track	Council continues to implement its Homelessness Protocol to identify and liaise with external agencies regarding any emerging issues or needs of rough sleepers.
		and the needs of rough sleepers across the Burwood LGA		On 16 October 2024, Council coordinated a Burwood Regional Emergency Relief Forum which brought together local providers focused on emergency and food relief to identify key needs, build networks and identify opportunities for collaboration. 29 representatives from local charities, community service providers and agencies attended the forum. A service directory and collaborative action plan was produced from the forum.
				Additionally, planning has commenced for the 2025 Homelessness Street Count which will be conducted in February 2025.
A.7	Community & Culture	Implement the Burwood Youth Action Plan 2024	On Track	Implementation of the Burwood Youth Action Plan has commenced with Year 1 actions well underway.
		to 2027		In August 2024, Council delivered a Raising Resilient Teens – Mental Health Forum for Parents with 38 parents participating.
				A webpage designed for young people has been created on Council's website providing links to services for young people in Burwood. This was developed in collaboration with the Burwood Youth Advisory Group.
				The Burwood Youth Outreach Program continues to operate in collaboration with Fusion Sydney South during the school term every Thursday at the Burwood Park Community Centre.
				In collaboration with Metro-Assist and other key agencies, the Love and Hope Domestic Violence Hub runs regularly.
				The Learning Hub for Children also ran every Thursday afternoon at Woodstock Community Centre between July and October 2024.
A.8	Community & Culture	Implement social research program to identify and address existing and emerging community needs	Completed	Council completed research to identify some of the issues impacting Burwood residents and local service providers in relation to food insecurity and cost of living impacts. This also involved mapping the current provision of emergency and food relief services, consultation with local services, a literature review and identifying areas for collaboration to support our local service sector. This research informed the planning and delivery of a Burwood Regional Emergency Relief Forum held with local services in October 2024. In addition, analysis of key demographic and engagement data related to our
				local First Nations community was also undertaken to inform Council's draft Reconciliation Action Plan.

Facilitate equitable access to services and facilities at all stages of life

Action Code	Responsible Officer Unit	Action	Status	Comments	
A.9	Customer Experience	Manage the allocation and use of community	On Track	Community Facilities usage from 1 July the following booking numbers:	2024 to 31 December 2024 included
	& Business Improvement	& Business facilities, venues, parks Improvement and sports fields		 Burwood Park Community Centre (367) Fitzroy Hall (479) Woodstock (584) 	 George Street Centre (298) The Community Hub (852) Henley Park Community Centre (2) Conference Room (162)
				Sports field usage from 1 July 2024 to 3 booking numbers:	11 December 2024 included the following
				 Blair Park (115) Burwood Park (66) Woodstock Park (21) Flockhart Park (109) 	 Grant Park (62) Wangal Park (53) Henley Park (973)
				The Woodstock Artisan market was suc 17 November 2024.	cessfully held on Sunday 25 August and
				The Cambridge Market was successfully and on Saturday 14 December 2024 at t	y held at Burwood Park on Saturday 27 July he Carols in the Park event.



Support community resilience initiatives to adapt to changing circumstances

Action Code	Responsible Officer Unit	Action	Status	Comments
A.10	Office of General Manager	Implement a community resilience building initiative that supports local businesses, promotes creativity and builds on social and place capital	Completed	On 25 October 2024, Council hosted a free networking event at the Burwood Library and Community Hub as part of NSW Small Business Month, attracting over 50 local business owners. The program included presentations from three guest speakers, including the Mayor of Burwood, Cr John Faker, Marketing Manager of Burwood Chinatown and social media influencer Nick of Nick and Helmi, who provided insights on digital marketing and outreach strategies. The event took place over 2.5 hours and featured a Q&A session, followed by networking and refreshments. This initiative supported local businesses by connecting them with industry experts, fostering collaboration, and enhancing community resilience. Businesses reported gaining a greater understanding of digital marketing tools and the power of using analytics to inform social media strategies.

Acknowledge, respect and engage First Nations peoples, their culture and heritage

Action Code	Responsible Officer Unit	Action	Status	Comments
A.11	Community & Culture	Finalise and implement the Reconciliation Action Plan	On Track	Council completed community engagement involving First Nations stakeholders, community members, local schools, services and staff to inform the vision and ideas for the draft Reconciliation Action Plan. During July 2024, as part of NAIDOC Week celebrations, Council delivered two Aboriginal cultural awareness workshops to 30 frontline Council staff and local community service providers.
				The draft Reflect Reconciliation Action Plan has been finalised, in consultation with the Reconciliation Working Group and has undergone internal consultation prior to being submitted to Reconciliation Australia for feedback. The draft Plan will be presented to Council in early 2025 once endorsement from Reconciliation Australia has been received.

A healthy and active lifestyle where people experience a sense of connection and wellbeing

Provide access to formal and informal lifelong learning and recreation opportunities, facilities and services

Action Code	Responsible Officer Unit	Action	Status	Comments
A.12	Library & Community Hub	Implement the Burwood Library Strategic Plan	On Track	The Library has been trialling an after hours project called Library After Dark, where inducted community members have after hours access to the library. The trial has been successful so far, with 40 members registered and between 4 to 8 people using the library each night. Another successful Midnight Hours program was delivered during the HSC period this year with the program expanding to include more mental health activities.
				The Local Heritage Collection has been relocated from the basement to a dedicated room in the Community Hub which ensures the collection is housed in a safer environment.
				A number of projects are underway to ensure actions are completed, with a library locker to be installed in Unity Place in January 2025 in alignment with key priorities identified in the Plan.
A.13	Library & Community Hub	Deliver initiatives that promote and improve access to local heritage	Completed	The library has delivered seven history walks of the local area over this period covering the civic history of Burwood, St Thomas' Cemetery, Enfield and Malvern Hill Estate. One exhibit was opened in the Community Hub looking at the demolished grand homes of Burwood.
				A writing memoirs workshop was well received over this period as well.
				Smaller displays in the library were delivered on the sesquicentenary of Burwood Council, Remembrance Day and the History of Enfield Municipality. The Local Heritage Librarian has researched 82 enquiries at this point of the year.
A.14	Library & Community Hub	Activate the Community Hub with a range of opportunities that foster belonging and	On Track	The Creative Experience team, who deliver programming in the Community Hub, continue to activate the space with a range of popular programming. Regular programs like STEAM club and Plant Doctors continue, with great communities building up around attendance.
		wellbeing		New programs, Creative Kids and Creative Seniors, have been popular and provide the community with opportunities to engage in a range of art practices.
				Bubble Tea and Noodle Tours continue with private bookings increasing.
				Two exhibits have been delivered, including a photography show and some incredible artwork pieces from Burwood Girls High School. Renovations on the two studios have started, with new doors and new soundproofing installed during December 2024. This will enable the team to deliver new and exciting activations in these two underutilised spaces in the Community Hub from early 2025.

Inclusive community & culture cont'd



Action Code	Responsible Officer Unit	Action	Status	Comments	
A.15	Library & Community Hub	Increased opportunities to access diverse technologies through programs and experiences	On Track	The library continues to deliver experience diverse technologies. Our STEAM clubs co like Makey Makey, Kubo and Sphero being STEAM collection will be made available for	ntinue to be successful with technologies very popular. A new updated borrowable
A.16	Community & Culture	Deliver community programs to promote health, wellbeing and creativity across a range of Council venues	On Track	Council staff collaborated with local grou of community programs and activities, in Fitter & Stronger Line Dancing Chinese Art Classes Chinese Line Dancing Chinese Traditional Dancing Zumba Women & Girls Self Defence, Living Longer Living Stronger Smartphone Photography Junior Multi-Sport Program Earthbeats Music Early Childhood Program These activities and programs took place and parks.	Sewing Bee Club Photography Club Stitch It, Don't Ditch It Yarn and Wander Through Our Parks Go4Fun Program Dance Classes for Individuals with Disabilities Burwood Walkers DanceMoves for Seniors Daughters & Dads Football Program
A.17	Community & Culture	Deliver Council's Mobile Play Van Service in community spaces	Completed	Mobile Play Van continued to provide a hig 2024 with 66 sessions delivered to an esti of 5,720 people attending. A Chinese speal to engage with non English speaking carer and collaborations with CABL and commu with access to information and support set to enhance community engagement with	mated 2,170 families and a total number king support worker attended eight sessions rs. Regular support visits from Centrelink inity information hub provided families ervices. Promotional material continues

Action Code	Responsible Officer Unit	Action	Status	Comments
A.18	Enfield Aquatic Centre	Western Sydney Infrastructure Grants (WSIG) Program project	On Track	During the period key project governance elements were established for the project including regular meetings of the Project Control Group and the overall Procurement Framework for the project.
		 undertake planning and design for the delivery of the Enfield 		Key due diligence investigations were completed including geotechnical and soil contamination investigations, land/topography survey, and underground services survey.
		Aquatic Centre (EAC) redevelopment project		Consultants were engaged to undertake the Market Study and Operational Needs Assessment and Quantity Surveyor services.
				The procurement process is also underway for the Project Management Consultant who will oversee key aspects of the project.
A.19	Enfield Aquatic Centre	Operate and expand Council's Learn to Swim	On Track	A total of 345 program classes were available in Term 3 2024 with a total of 1,172 student bookings and an overall booking capacity of 68.5%.
		Program		In Term 4 2024 the number of classes available increased to 395 classes, with an increase in enrolment numbers of 1,474 students with an overall booking capacity of 76.25%.
				Recruitment and training initiatives greatly increased Swim Instructor availability in Term 4 2024 with 50 new classes added for the term. The growth within the Program team has been positive with over 40 instructor staff members providing vital swimming and water safety programs to the local community.
A.20	Enfield Aquatic Centre	Deliver a range of health, fitness and wellbeing programs to drive visitation	On Track	Recruitment of new fitness contractors is currently underway to bring more options to grow the fitness and wellbeing program at the EAC.
A.21	Enfield Aquatic Centre	Undertake Royal Life Saving Aquatic Facility Safety Assessment (AFSA) Audit Program	On Track	The annual Royal Life Saving Aquatic Facility Safety Assessment (AFSA) Audit has been scheduled for 12 February 2025.
A.22	Enfield Aquatic Centre	Increase visitations through a range of incentives for the local community	On Track	On track to deliver these outcomes with a variety of initiatives promoted to engage the local community and increase visitations during the peak summer period, including: • Free entry for residents with disability (Wednesdays in December 2024) • Free entry for residents 55+ (Tuesdays in January 2025) • Free entry for children under 16 (Wednesdays and Thursdays in January 2025) • Free entry for local residents for the Australia Day Pool Party (26 January 2025)

Ensure people of all abilities and backgrounds can enjoy our public spaces and places

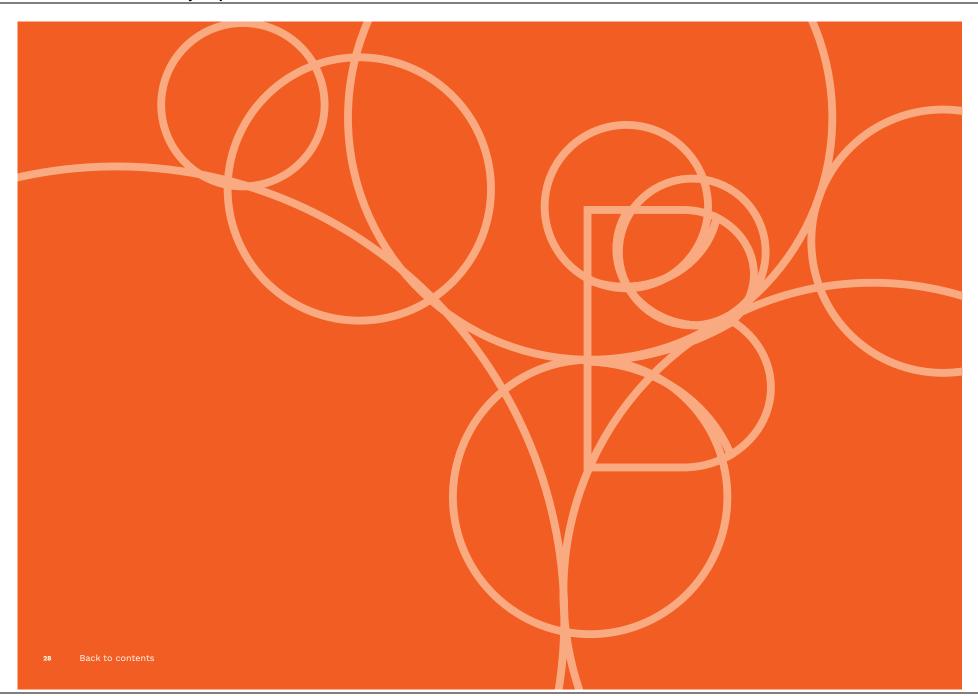
Action Code	Responsible Officer Unit	Action	Status	Comments
A.23	Community Safety	Coordinate Council's CCTV Program	Completed	Council has actioned all CCTV applications within the service level timeframe. All CCTV applications dealt with crime offences as listed in the Code of Practice and assisted Police with their investigations.
A.24	Safety from	Implement initiatives from the Community Safety Plan that improves	On Track	The Safer Burwood Plan identifies a broad range of targeted initiatives by Council and through collaborative partnerships with NSW Police (Burwood Local Area Command), Emergency Services and the community sector.
		safety in partnership with NSW Police		During the period, Council played an integral role in the establishment of a Domestic Violence Hub for women and families seeking support in the Burwood Library and Community Hub. The Hub brings together a range of community support services, financial information, Police and legal advice in one space on a fortnightly basis.
A.25	Community & Culture	Implement the Child Safe Standards to become a child safe organisation	On Track	Implementation of the Child Safe Standards is coordinated through the Child Safe Working Group which meets quarterly to monitor the delivery of Council's Child Safe Action Plan.
				Key actions implemented include:
				Review and updating of recruitment processes for compliance
				 Inclusion of Child Safety obligations in Councillor induction information
				Consultation, review and updating of the 'Children in the Library Corporate Practice'
				 Physical improvements to improve child safety in Council facilities including improvements to the creative residency studios in the Community Hub, establishing separate school intensive change spaces for school programs and installation of CCTV in the learn to swim pool at Enfield Aquatic Centre Review and updating of Council's booking Terms and Conditions to improve child safe practices

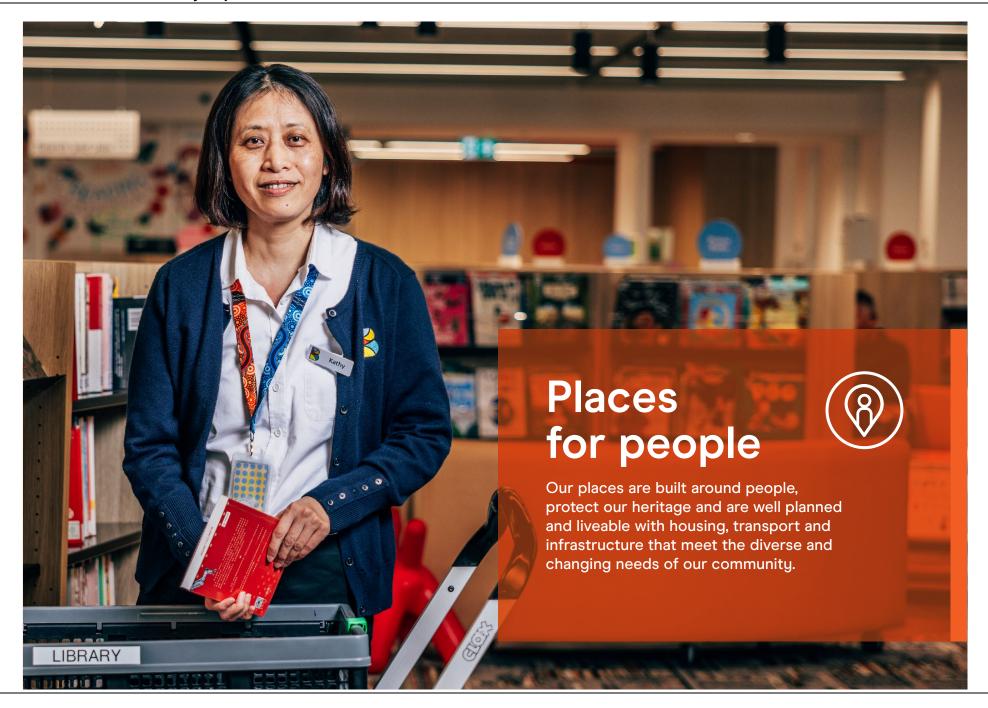
Provide opportunities for people to participate in activities and events that celebrate our diverse community, history and culture

Action Code	Responsible Officer Unit	Action	Status	Comments
A.26	Community & Culture	Deliver Council's ongoing program of civic community ceremonies and events that celebrate local community and culture	Completed	Community events delivered to date include: Burwood Culture Streets – a two week long activation showcasing local arts and culture on Burwood Road (funded by Transport for NSW) A highly successful and expanded Greek Street Fair in partnership with St Nectarios Church International Day for People with Disability event in Burwood Park Christmas in Croydon – a weekend long activation (funded by Transport for NSW) Carols in the Park including the Cambridge Markets Civic Events delivered to date include: The Special Sesquicentenary Meeting of Council The Sandakan Memorial Service Remembrance Day Two Citizenship Ceremonies
A.27	Community & Culture	Support external partners to deliver community events	Completed	The Events Team has worked with external organisations to provide event planning and delivery support to promote safety and high levels of community engagement for the following community run events: • Cambridge Markets (July and December 2024) • Moon Festival (August 2024) • Nepalese Teej Festival (September 2024) • Korea Day Festival (September 2024) • Fuse Fest (October 2024)
A.28	Community & Culture	Undertake events and activities which celebrate Burwood's Sesquicentenary	Completed	 Council delivered the final scheduled events and activities for the Sesquicentenary, including the: Special Council Meeting held on Wednesday 24 July 2024, including the launch of the Burwood Pictorial History and the Grand Homes of Burwood exhibition Open Churches Program, including the St Thomas' Anglican Church in Enfield Open Day and St Nectarios Burwood Open Day Miriam Hyde tribute concert at St Paul's Anglican Church, Burwood

Action Code	Responsible Officer Unit	Action	Status	Comments
A.29	Office of General Manager	Deliver regular citizenship ceremonies	Completed	Burwood Council places great importance on Australian citizenship. Council hosts ceremonies for local residents who have been approved to become Australian citizens by the Department of Home Affairs.
				During the reporting period Council held two Citizenship Ceremonies, one on 10 July 2024 where 52 residents received their citizenship and another on 31 October 2024 where 56 residents received their citizenship.
				Planning has commenced for the 2025 Australia Day Citizenship Ceremony. Burwood's 2025 Citizen of the Year Awards will also be presented at the ceremony.
				In addition to awarding Citizen and Young Citizen of the Year, Council will also be recognising the 2025 Sportsperson of the Year and Environmental Person of the Year.







Deliver an urban environment that maintains and enhances our sense of identity and place

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

Action Code	Responsible Officer Unit	Action	Status	Comments
A.30	City Development	Provide efficient, timely development assessment	On Track	Assessment times continue to be reduced, reflecting ongoing improvements in efficiency.
		services, including pre-DA support		Additionally, the increase in Pre-DA applications highlights the community's willingness to engage with Council early in the process to achieve quality outcomes.
				This collaboration ensures better planning results and strengthens the relationship between Council and the community.
				To assist in this effort, Council has successfully received a grant from the NSW Government and is currently implementing AI technology into the planning assessment framework.
A.31	City Planning	Complete Planning Proposal for Gateway Determination including DCP, Public Domain Plan and Infrastructure Plan for Burwood North	On Track	Work has commenced on the drafting of the Planning Proposal to implement the Burwood North Precinct Masterplan, however progress was held in abeyance whilst Council progressed work on the Croydon Transport Oriented Development (TOD) program response.
				This work will be recommence in 2025, with immediate actions being the review of site specific submissions, preparing a public domain plan, infrastructure schedule, DCP, Affordable Housing Framework and review of the Masterplan by the Burwood Local Planning Panel (BLPP).
A.32	City Planning	Prepare a scoping report to Council which includes a program of review of the planning framework, including a review of the LSPS, Local Housing Strategy and a comprehensive review of the Burwood LEP 2012 and Comprehensive DCP in order to respond to State led planning policies	Not Due to Start	Prepare scoping report for Council review in Q2/Q3 2025.

Action Code	Responsible Officer Unit	Action	Status	Comments
A.33	City Planning	Review and update the Burwood Contributions Plan to facilitate	On Track	Development Contributions and Voluntary Planning Agreement (VPA) audit report completed and referred to the Audit Risk and Improvement Committee (ARIC) in November 2024.
		appropriate delivery of infrastructure		Project plan to be prepared responding to audit action requirements including holistic review of the current infrastructure and VPA policies with reporting to Council of updated framework by end of 2025.
A.34	City Planning	Investigate and prepare options that facilitate the delivery of additional capacity for mid-rise housing in appropriate locations across the LGA	On Track	A series of programs are currently underway in terms of increasing housing capacity across the LGA including: the adoption of the Burwood North Masterplan in May 2024 with the planning proposal process progressing through 2025 and the Croydon TOD program will be considered and submission to Department of Planning, Housing and Infrastructure (DPHI) is expected to be finalised by Council on 29 January 2025. In addition, the NSW Government Low and Mid Rise SEPP proposal is pending Government implementation.
A.35	City Planning	Investigate and prepare options that respond to State Government Transport Oriented Development (TOD) SEPP Program	On Track	TOD program has been progressing throughout 2024 with the deferral from the Croydon TOD SEPP implementation being granted by the Minister for Planning until January 2025. On 23 October 2024, Council commenced the public exhibition of an alternate masterplan as a response to the Croydon TOD with the exhibition period being extended until 22 December 2024. It is expected that Council will consider and determine the final submission to the NSW Government in relation to the TOD program at a Council meeting on 29 January 2025 before submitting to the DPHI on 31 January 2025.
A.36	City Planning	Work closely with neighbouring Councils on cross boundary planning issues to ensure Burwood's interests are communicated	On Track	Bi-monthly meetings with Strathfield and Canada Bay Councils are currently ongoing, complemented by intermittent team catch-ups with Inner West Council. Contact has also been initiated with the City of Canterbury-Bankstown to further relationship building efforts.
A.37	City Development	Ensure that design excellence is assessed as part of the development application process	Completed	Participation in the Burwood Design Review Panel has increased over the period, reflecting greater engagement with the design review process. Additionally, when necessary, Council's Executive Urban Designer has been engaged to provide comments and guidance on State Significant Development (SSD) applications, ensuring high-quality design outcomes and alignment with best practice urban design principles.

Protect our unique built heritage and maintain or enhance local character

Action Code	Responsible Officer Unit	Action	Status	Comments
A.38	City Development	Undertake a heritage assessment of all development applications relating to heritage items or conservation	On Track	A heritage consultant is currently engaged by Council to assist with the assessment of applications when necessary. To further streamline the process, additional delegations have been obtained from the Local Planning Panel, allowing minor heritage applications to be determined under delegation. This initiative has significantly accelerated assessment times while ensuring heritage considerations are appropriately addressed.

Promote greater diversity of quality housing and affordability to meet current and future community needs

Action Code	Responsible Officer Unit	Action	Status	Comments
A.39	City Planning	Complete Affordable Housing Strategy for inclusion in future comprehensive LEP review	Not Due to Start	A comprehensive review and development of an affordable housing strategy is yet to commence. However, affordable housing within the LGA is currently being delivered through State Planning controls under the Housing SEPP. Additionally, a 2% affordable housing provision under the TOD program, or an alternative approach, is expected to apply upon activation in February 2025.
				Further work will be carried out in the context of the Burwood North Masterplan, with immediate actions focusing on the commencement of an Affordable Housing Framework as the adopted masterplan progresses towards the planning proposal gateway.



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

Plan and manage transport infrastructure to meet current and future community needs

Action Code	Responsible Officer Unit	Action	Status	Comments
A.40	Traffic & Transport	Investigate traffic hot spots and implement	Completed	Investigations are undertaken for all requests received for traffic calming devices, parking improvements or pedestrian facilities.
		solutions such as pedestrian refuges, roundabouts or traffic calming devices		Additionally locations are identified by staff based upon Centre for Road Safety accident data. Locations where improvements can be made are presented to the Burwood Local Traffic Committee prior to being reported to a Council Meeting for adoption.
				There have been 25 reports presented across the monthly meetings of the Burwood Local Traffic Committee held between July 2024 and December 2024.
A.41	Traffic & Transport	Identify black spots based on accident history and where eligible apply for grant funding for facility upgrades	Completed	A review of crash data for local unclassified roads under the care of Council has been undertaken in conjunction with a Senior Road Safety Engineer from Transport for NSW. The review did not identify any locations for black spot grant funding which met the requirement of the grant for the 2025/26 financial year.
				Council will continue to review revised crash data as it becomes available, whilst also funding minor road safety upgrades such as pedestrian crossings, pedestrian refuges speed cushions and raised thresholds.
A.42	Traffic & Transport	Undertake a review of parking provisions for required development applications	Completed	All major development applications are referred to Council's Traffic Engineers for review. The assessment of these applications includes ensuring that provisions of off-street parking for motor vehicles and bicycles meets Council's Development Control Plan or relevant State Environmental Planning Policy, as well as confirming all relevant standards are met with regards to the design of the parking areas. There were 20 referrals completed in relation to traffic and parking for developments during this period.
A.43	Design & Assets	Undertake design and upgrade of road infrastructure to improve performance, lifecycle and accessibility	Completed	The Capital Works Program for transport infrastructure was prepared using the Assetic Predictor model which included the new condition data captured for the transport assets. The Capital Works Program is imported into Smartsheets which Council uses to track and monitor progress of design and delivery of projects.
				Additionally, preventative maintenance programs have been developed based on condition and are tracked and monitored through Smartsheets as well.

Action Code	Responsible Officer Unit	Action	Status	Comments
A.44	Design & Assets	Undertake CCTV camera inspections of Council's drainage network	On Track	The 10% CCTV survey of Council's stormwater assets has been completed and reports have been received. Reports currently being reviewed prior to be imported into Council's Asset Management System.
A.45	Property	Undertake review of the condition of Council's building assets	On Track	As part of Council's scheduled valuation requirements, preliminary facility reviews have been partially completed and condition assessments have been carried out as part of the preventative maintenance program for Council's buildings. However, Council is currently reviewing its overall approach to building asset condition assessments and detailed condition assessments will be completed following finalisation of the review.

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

Action Code	Responsible Officer Unit	Action	Status	Comments
A.46	City Planning	Review and update Development Contributions and VPA Frameworks to respond to State and Local Planning initiatives which increase density in the LGA	On Track	Development Contributions and VPA audit report completed and referred to ARIC in November 2024. Project plan to be prepared responding to audit action requirements including holistic review of the current infrastructure and VPA policies with reporting to Council of updated framework by end of 2025.
A.47	Traffic & Transport	Continue implementation of recommendations of the Traffic & Transport Study	Completed	The Traffic & Transport Study has been finalised and consulted with internal stakeholders as well as Transport for NSW. The study will be used to guide Council in its decision making process moving forward with direct input into areas such as the Works Schedules for the Section 7.12 Contributions Plans, WSIG Projects and the Draft Active Transport Plan.
				Actions commenced include:
				 Investigation of alternative cycle routes to and around the Burwood Town Centre and development of a LGA-wide Bike Plan as part of the Draft Active Transport Plan Planning of footpath widening along Burwood Road as part of the WSIG projects Investigations into required upgrades along Shaftesbury Road to designate this as
				a primary traffic route for north-south general and freight traffic to divert traffic away from Burwood Road

Action Code	Responsible Officer Unit	Action	Status	Comments
A.48	Traffic & Transport	Undertake review of Parking Strategy and continue to investigate parking initiatives to alleviate traffic	On Track	A review of the Burwood Public Parking Strategy has commenced. A Draft Strategy has been prepared and consultation commenced with internal stakeholders. The Strategy will look at a number of actions to improve parking turnover, decrease traffic generated by circulating vehicles searching for parking and address the impact of high parking demand in residential streets.
		congestion		The expansion of the Burwood Town Centre will be considered as the Burwood North Masterplan continues to take shape, as well as outcomes of the Croydon Transport Oriented Development area. The Draft Parking Strategy will be referred to Council for endorsement to place on public exhibition in early 2025.
A.49	Traffic & Transport	Identify and apply for grant funding	On Track	Preparation of the Active Transport Plan has commenced including internal and external stakeholder consultation.
		to implement actions of Active Transport Study		The Plan combines aspects of the Pedestrian Access Management Plan and Cyclew Plan to enhance the mode share of sustainable transport and improve connections to nearby residential areas, amenities and open space. Following the development of the Croydon Transport Oriented Development area the Active Transport Plan will be finalised and placed on public exhibition in 2025.



Public and open spaces are high quality, welcoming, accessible and enjoyable places seamlessly connected with their surroundings

Plan and deliver quality public spaces and open spaces that fulfil and support diverse community needs and lifestyles

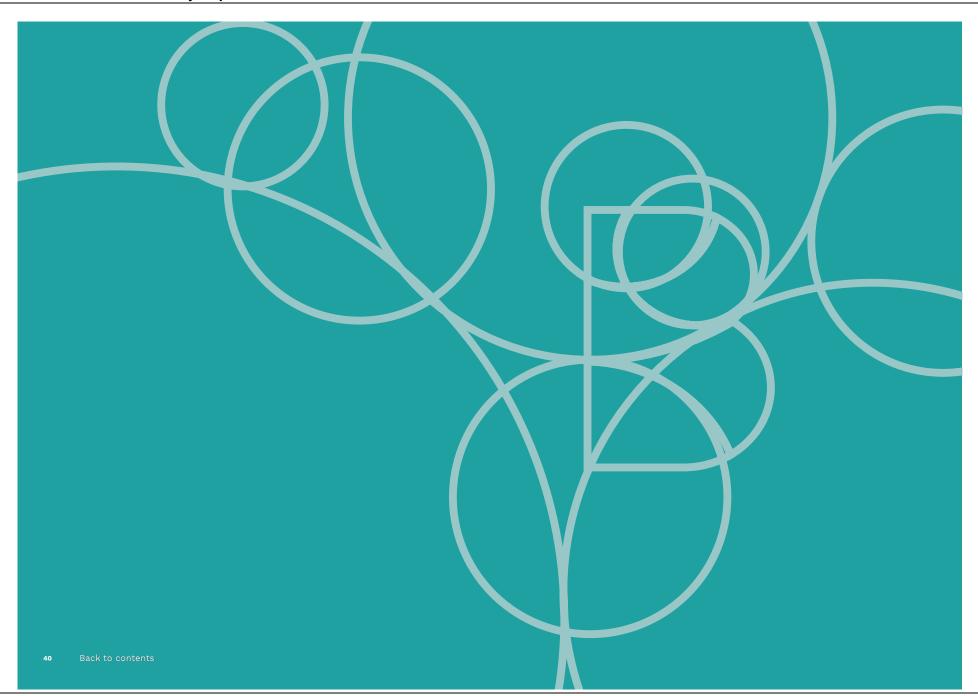
Action Code	Responsible Officer Unit	Action	Status	Comments
A.50	Information Technology	Explore AI and automation opportunities	On Track	Council has successfully piloted an innovative people and vehicle counting solution, paving the way for its expansion to five more locations. This groundbreaking initiative will yield invaluable insights into the usage patterns of Council amenities, enhancing informed and strategic decision-making.
				Council is also pioneering an AI platform to streamline the online assessment of development applications. The solution promises to simplify and expedite the DA approval process while ensuring strict adherence to all relevant guidelines.
A.51	Property	Western Sydney Infrastructure Grants (WSIG) Project – Burwood Urban Park, Arts and Cultural Centre	On Track	The project has reached several key milestones including completion of the detailed design package and approval of the Section 4.55(2) modification in November 2024. A current review of the Project Communications Plan to align with the project program is also underway which focuses on ensuring comprehensive community engagement ahead of site mobilisation, with construction works anticipated to commence in 2025.
A.52	City Planning	Review and update Burleigh Street Masterplan to identify precinct scope and housing development opportunities	Monitor	In December 2022, Council resolved to exhibit a masterplan for redeveloping a large, underutilised Council-owned car park within 130 metres of the Burwood train station. This redevelopment focuses on investment in homes, jobs, transport, open space, and public amenities, reinforcing the area's role as a strategic centre. However, due to increased property ownership and funding constraints, the masterplan was not exhibited, and updates have not progressed. This project is set to be reactivated in early 2025.

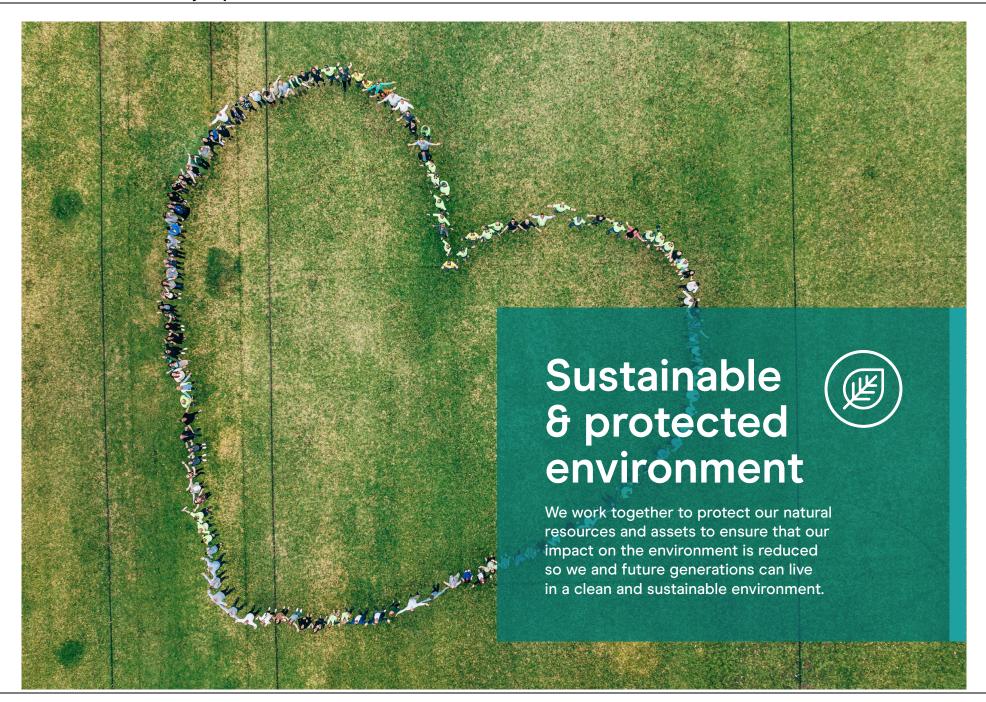
Action Code	Responsible Officer Unit	Action	Status	Comments
A.53	Office of General Manager	Deliver place activation projects aligned with Council's Place Management Framework	On Track	Over the past six months Council supported the delivery of 12 additional Chinatown Night Markets road closure activations on Clarendon Place, solidifying Council's commitment to reimagining public spaces as places for people. Consultation has begun with several other businesses on Clarendon Place to support increased participation in the activations.
				Consultation on the Draft Licence to Play Policy continues. The Policy represents an innovative and enabling approach to placemaking in Burwood and signals opportunities for dynamic partnerships between local government, businesses, property owners and the community.
				In October 2024, Council secured \$500,000 for the delivery of the Licence to Play Event Ready Streets initiative as part of Transport for NSW's Permit Plug Play Program. The grant will enable council to streamline processes and deliver enabling infrastructure on Burwood Road, Ford Lane and Clarendon Place including public art, power and permanent road closure equipment.
A.54	Place Activation & Communication	Coordinate the delivery of the WSIG program including reporting and the ongoing monitoring and evaluation of projects	On Track	Quarterly reporting has continuously been submitted on time, with positive feedback received from the WSIG team on the quality and usefulness of the information provided. All acquittals have also been submitted on time, or in the cases where projects were unable to meet the activity deadline, variation requests were raised in an agreed timeframe.
				Monitoring and Evaluation Forms have been submitted and approved for one project, with three others submitted and pending comments from the WSIG office. Once this feedback has been received the data collection will take place, and the remaining plans will be developed.
A.55	Property	WSIG Project – installation of Library Pod in Henley Park	On Track	The Library Pod project due diligence activities are progressing in accordance with the WSIG funding deed. The project will be delivered alongside the Enfield Aquatic Centre Renewal Project and the procurement phase is actively underway. Concurrently, operational needs and feasibility assessments are underway and will inform the design process.
A.56	Design & Assets	Implement Masterplans for major parks and reserves	On Track	Council was successful in a grant application under the NSW Government Infrastructure Grants for Flockhart Park Playground upgrade and five new Outdoor Fitness Stations. This project has now been completed and open to the public. The design of the WSIG funded projects in Burwood Park, Henley Park and Woodstock Park are completed and procurement is underway for the construction of these projects.
				Park expansion projects at Portland and Russell Streets have been completed.
				Council has submitted a grant application under the Office of Responsible Gambling Club Grants for the upgrade of the Walsh Avenue Reserve Playground.

Action Code	Responsible Officer Unit	Action	Status	Comments
A.57	Major Capital Works & Projects	WSIG Project – Henley Park Sports Field upgrade including renewal of turf and spectator seating	On Track	Design completed for Henley Sports Field renovation. Tender for works closed in December 2024 and is under assessment. Design for Stage 2 (seating, BBQs etc.) is underway.
A.58	Major Capital Works & Projects	WSIG project – Burwood Park Inclusive Play Space Project – new inclusive play space, Exeloo, BBQs	Monitor	Design for Burwood Park 95% complete. Expected to commence procurement process in December 2024. Construction timeframe provided in the grant deed is tight and will require monitoring.
A.59	Major Capital Works & Projects	WSIG Project – Woodstock Park Sensory Garden Project – new landscaping, removal of playground and new seating	On Track	Design for Woodstock Park Sensory Garden completed. Request for Quotation for construction works went to market in December 2024.
A.60	Major Capital Works & Projects	Capital Works expansions at Portland/	On Track	Portland Street houses have been demolished and the site has been restored to parkland. Fences expected to be removed by end of December 2024. Russell Street houses have been demolished and final restoration works including
				drainage and footpaths are due for completion by end of December 2024.
				Fence to remain in place until turf has established.
A.61	Major Capital Works & Projects	Flockhart Park playground and exercise equipment	Completed	Flockhart Park Playground and exercise equipment project completed.

Action Code	Responsible Officer Unit	Action	Status	Comments
A.62	Place Activation & Communication	ctivation & of stakeholder engagement,		Community engagement has been completed on the most advanced projects, with Participate Burwood being used as one of the main tools to gather feedback and communicate plans with the community.
				A leaflet drop also took place in September 2024 to all households in the LGA to provide the community with a short update on the 11 WSIG projects. Work with stakeholders for large projects such as the EAC and Henley Park is ongoing – for example, local sports/swimming clubs are aware of the potential disruption that works will cause at these sites, and will continue to be informed of developments and provide Council with feedback about any concerns. As projects move towards completion, discussions are taking place with the WSIG office about how best to coordinate site openings to ensure maximum publicity.
				A Senior Communications and Engagement Officer was also hired in November 2024, who will be able to take on these responsibilities going forward and provide a greater level of support and expertise.







Sustainable & protected environment cont'd

The urban forest and natural environment are maintained, enhanced and connected

Maintain and increase green spaces, the urban tree canopy, natural shade and enhance biodiversity corridors

Action Code	Responsible Officer Unit	Action	Status	Comments
A.63	Operations	Undertake scheduled maintenance program for parks, reserves, playgrounds, sports fields and open spaces	Completed	Major parks scheduled maintenance program for Burwood Park, Henley Park, Wangal Park, Blair Park and Flockhart Park is ongoing. Scheduled maintenance and upkeep of reserves is ongoing. Six by sports field – fortnight cycle; 22 parks/reserves – 3 week cycle; 23 playgrounds – weekly cycle.
A.64	Design & Assets	Implement the Street Tree Management Strategy	On Track	Council is continuing with its tree planting program and has finalised the planting locations for a further 68 street trees in the most suitable locations to best increase the urban tree canopy and reduce the overall temperature of the urban environment. Tree planting will commence in Autumn 2025.



People and infrastructure contribute positively to the environment and respond to climate change

Deliver efficiency and innovation in the use of resources

Action Code	Responsible Officer Unit	Action	Status	Comments
A.65	City Planning	Implement the 'big moves' identified in the Sustainable Burwood Strategy including new initiatives to reduce, reuse and recycle waste	On Track	Reduce, reuse & recycle: the FOGO (Food Organics Garden Organics) program aims to divert organic waste from landfill, promoting a more sustainable waste management system.
				Reduce our carbon footprint: All Council owned buildings and facilities and street lighting are now powered by 100% renewable energy, which aligns with our commitment to reducing carbon emissions, working towards net zero.
				Green infrastructure: Council continues to plant ground cover, shrubs and trees in public spaces across the LGA. This initiative not only enhances the natural beauty of our parks but also contributes to environmental conservation and biodiversity.
A.66	City Planning	Investigate the provision of vehicle charging stations across the LGA, including the introduction of new planning controls to encourage electric charging infrastructure	On Track	Council currently has several publicly accessible Electric Vehicle (EV) chargers across the LGA. Conditions of consent on new developments are being applied, requiring the installation of EV chargers within development sites.
				Additionally, an EV grant program from the NSW Government has selected and approved sites across the LGA. Commercial terms are currently being negotiated for further installation sites.

Develop strong planning controls to protect and support a green and sustainable environment

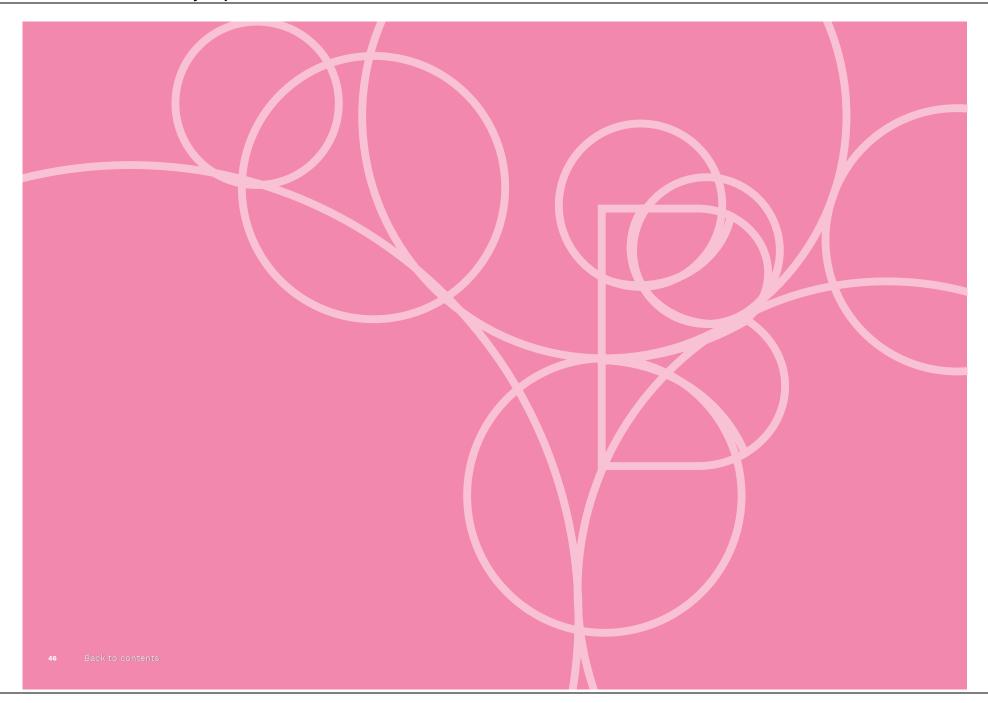
Action Code	Responsible Officer Unit	Action	Status	Comments
A.67	City Planning	Investigate opportunity to develop a Public Spaces Strategy for the LGA	Not Due to Start	This study will be completed in conjunction with the comprehensive review of the Burwood Contributions Plan.
A.68	Community Safety	Respond to and address complaints relating to building non-compliance	On Track	Council's Community Safety and City Development Team investigated all complaints relating to building development works to ensure that building sites are complying with the regulations.

Sustainable & protected environment cont'd

Improve waste reduction, recycling and re-using practices in homes, workplaces, development sites, public places and Council assets

Action Code	Responsible Officer Unit	Action	Status	Comments
A.69	City Planning	Evaluate the results of the current FOGO (Food and Garden Organics) trial and investigate service expansion based on evaluation results	Monitor	Residential households in NSW must have access to a FOGO service by 2030.
				In February 2022, Burwood Council initiated a FOGO waste service trial involving 660 single-dwelling households within the LGA.
				In line with NSW Government requirements, Council is progressively working towards implementing FOGO collection services across the Burwood LGA to meet this deadline
				Currently, the FOGO service remains operational in the trial area. A report on the FOGO trial, including options for program expansion and the rollout of FOGO services to additional areas in the LGA, is planned for early 2025.
A.70	Operations	Deliver scheduled domestic kerbside waste and recycling collection service	On Track	Every residential premise is provided with a regular scheduled waste and recycling service. Council collected over 972,456 residential bins from July to December 2024 with less than 0.01% missed collections reported to Council.
				Waste collection is undertaken weekly and recycling is undertaken fortnightly.
				Council does not provide business waste services, this is undertaken by private waste collection services.
A.71	Operations	Deliver booked and scheduled household waste collection clean up service	On Track	Council continues to deliver ongoing waste collection clean up services. Over 10,866 scheduled bulk household collections were undertaken from July to December 2024 1,440 booked clean-ups and 9,426 – scheduled clean-ups were undertaken.
A.72	Operations	Deliver litter management / removal service for major parks	On Track	Litter management and removal is provided at Council parks with over 100 litter bins emptied each week.
A.73	City Planning	Utilise bin audit data to provide information encouraging correct recycling practices	On Track	Bin audits, with a targeted focus on the FOGO trial in 2024, are conducted to understand resident's behaviours regarding the use of recycling bins. Council staff follow up with households to ensure residents are educated about what can and cannot be placed in yellow-lid recycling bins.
				A revitalised engagement strategy is being developed to deliver more targeted messaging to residents through social media channels, website updates, and newsletters. This strategy aims to reinforce accurate recycling practices for the kerbside collection service.
				Education efforts remain ongoing to support improved recycling outcomes.







Vibrant city & villages cont'd

Thriving city and centrally located, strategic business and employment hub within Sydney

Promote Burwood as a great place to live, work, visit and invest in

Action Code	Responsible Officer Unit	Action	Status	Comments
A.74	Office of General Manager	Undertake marketing and promotional campaigns that promote Burwood as a destination and support local business	On Track	Council's large-scale multi-channel media campaign for the 150-year Burwood Street Party attracted over 20,000 visitors and garnered an overall social media reach exceeding 1 million. At our recent NSW Small Business Month event, over 50 professionals from diverse industries came together to connect and learn. By collaborating with influencers Nick and Helmi, the event delivered actionable insights on social media marketing and audience engagement. Businesses left feeling equipped with innovative strategies to position themselves as key destinations in Greater Sydney. Council has cultivated strong partnerships with the Committee for Sydney and
				State Government departments, establishing Burwood as a model for best practices in urban planning and community engagement. These efforts have led to Burwood being profiled as a case study, celebrated for its thriving economy and innovative approach to social, cultural, and economic development.
A.75	Community Life	Coordinate the Shopfront Improvement and Enforcement Programs	On Track	The Shopfront Improvement Program was promoted from September 2024 and closed on 25 October 2024 with 17 applications received. The assessment panel convened in November 2024 and 15 applications were approved for a total funding amount of \$44,703. Approval letters were issued in December 2024 with funding anticipated to be granted in the first quarter of 2025, following successful completion of proposed works.

Facilitate the growth and prosperity of local businesses and target the growth of business sectors and growth industries

Action Code	Responsible Officer Unit	Action	Status	Comments
A.76	Office of General Manager	Undertake research and consult with stakeholders to deliver business support programs	On Track	During the reporting period, Council successfully delivered the NSW Small Business Month (SBM) networking event in October 2024 with over 40 businesses in attendance.
				Council continues to disseminate digital Local and State Government business support information to over 1,400 businesses through regular business e-newsletters.
				Council continued to support the reactivation of a strong sole Chamber of Commerce in Burwood, providing administration support to the Chamber, to better promote and protect the interests of the business community in Burwood.
				Council has delivered a number of consultation and engagement activities with the local business groups including:
				Shopfront improvement door-knocks
				 Consultation on the Permit Plug Play Program proposal with over 10 co-located businesses
				Engagement on the draft Licence to Play Policy
				• Engagement on projects funded via the Western Sydney Infrastructure Grants Program
A.77	Office of General Manager	Undertake initiatives that support new economic growth in the Burwood North Precinct and Burwood Town Centre	On Track	Council has prioritised initiatives that enhance the economic vitality of the Burwood North Precinct and Town Centre by encouraging mixed-use developments, targeted sector growth and the diversification of commercial offerings.
				A key focus has been expanding the night-time economy, with initiatives supporting extended trading hours, cultural and entertainment spaces, and safety enhancements like improved lighting and pedestrian-friendly streetscapes.
				The closure of Clarendon Place to cars continues to enable the thriving Chinatown Night Markets, strengthening the precinct's cultural and economic appeal. The introduction of Cambridge Markets has tested new pop-up commercial offerings, further diversifying the local economy.
				Collaboration with stakeholders continues to drive investment in growth industries, while smart technology improvements are enhancing accessibility and visitor experiences, ensuring Burwood's regional significance and appeal.

Vibrant city & villages cont'd



Safe, clean and activated streets, centres and public places are enjoyed by people day and night

Develop place planning to activate the CBD, high streets and villages to support local businesses and foster local identity, creativity and culture

Action Code	Responsible Officer Unit	Action	Status	Comments
A.78	A.78 Office of General Manager	Implement activities or initiatives that	On Track	Council has made significant progress in enhancing Burwood's night-time economy through several key initiatives:
		enhance Burwood's night time economy		 Work commenced on establishing a Special Entertainment Precinct in Burwood following Council endorsement in June 2024. Preparations for a funding application to the State Government are underway
				 Council has expressed interest in obtaining Purple Flag accreditation, with preliminary discussions already initiated with the State Government
				 Development of the Licence to Play Policy continues and will serve as a major enabler for activating night-time economy activities
				 Council secured \$500,000 through the Permit Plug Play Program to deliver enabling infrastructure that supports street activation for events, both day and night
				 Council continues to deliver actions outlined in the Burwood After Dark Strategy, ensuring ongoing support and growth of the local night-time economy across the themes of Place, Connection, Experience and Destination
A.79	Community & Culture	Develop Sponsorship Prospectus to support the growth of large-scale festivals and events	Completed	The Sponsorship Prospectus was prepared and promoted via the Participate Burwood platform.
				To date, Council has secured a record \$92,380 in sponsorship to support community events and initiatives, including:
				 Club Burwood RSL for the Burwood Park and Railway Parade Christmas Trees (\$15,000) and Burwood Summer (\$5,000)
				• Crowne Plaza Burwood Sydney for Christmas Carols in Burwood Park (\$5,000) and Street Tree Festive Lighting on Burwood Road (\$5,000)
				Holdmark for the 'Bloom' Lighting Installation in Burwood Park Pond (\$30,000)
				• Burwood Chinatown (\$17,380) and Emerald Square (\$5,000) for the Lunar New Year Street Party 2025
				Anson for the Burwood Art Prize (\$10,000)
				Anson for the Burwood Art Prize (\$10,000)

Vibrant city 8 villages cont'd

Responsible Officer Unit	Action	Status	Comments
Community & Culture	Implement Council's public art program	On Track	To date, seven public art projects have been completed and installed under the 2024/25 Public Art Program, including:
& Culture	to enhance and foster		Burwood Mayoral Portraits
	3		Burwood Uniting Church Mural
	public spaces		The reinstatement of the Burwood Park Mural
			Happy Nest on the Burwood Nest
			Greek Street Fair Pop-Up Murals
			 Croydon Christmas Artworks on shopfront windows across 34 properties
			 Burwood Park Pond lighting installation 'Bloom; comprising of 750 light up flowers sponsored by Holdmark
			A further four projects are underway including:
			The Blair Park Youth Mural with Burwood Girls High School
			A new banner design and hoarding artwork
			The Ford Lane lighting installation and mural festival
City Development	Facilitate the delivery of public art through private development	On Track	Participation in the Burwood Design Review Panel has increased over the period, reflecting greater engagement with the design review process.
			Additionally, eligible applications for hoarding artwork have been referred to the Public Arts Coordinator, promoting the integration of public art and enhancing the visual appeal of development sites.
Community	Develop and coordinate	On Track	2025 Burwood Art Prize entries opened on 29 November 2024.
& Culture	diverse arts and cultural programs including the Burwood Art Prize		Several significant changes have been made to grow the 2025 Art Prize, including an overall increase of the prize pool to \$25,000 from \$14,000 made possible through corporate sponsorship of \$10,000 from Anson Group.
			Council has also updated the theme of the prize to 'I AM HERE' to further engage Culturally and Linguistically diverse artists and revised artwork mediums to include painting, drawing, photography, works on paper, works on canvas, small sculpture and video artworks.
	City Development Community	City Development Community Community City Development Community Development Community Community Comm	City Facilitate the delivery Development of public art through private development Community & Culture Development Community Develop and coordinate diverse arts and cultural programs including the

Action Code	Responsible Officer Unit	Action	Status	Comments
A.83	Community & Culture	Develop and implement the Burwood Cultural Plan	On Track	As part of the development of the Burwood Cultural Plan, Council completed a comprehensive community engagement program, including community surveys, one-to-one interviews, and two immersive 'Culture Talks' sessions with the local community and staff to provide input into Council's 10-year-vision for arts and culture.
				A portrait series of 25 individuals reflecting the unique heritage, places, and people who make up Burwood's arts and cultural scene was completed.
				Findings from the comprehensive cultural audit have been compiled into a Creative Burwood Snapshot, highlighting the 2,000+ cultural assets that make up Burwood's vibrant creative community and economy.
				The engagement findings and cultural audit have informed the development of the draft Cultural Plan which will be finalised in early 2025.
A.84	Place Activation & Communication	Western Sydney Infrastructure Grant (WSIG) Program – Burwood Main Street Transformation project	Monitor	Recruitment has been challenging, with three attempts made to directly hire a Project Manager to manage the delivery of the project in-house. Unfortunately, a suitable candidate could not be found, meaning a different approach had to be explored.
				Council is now developing a Request for Quote (RFQ) to procure a project management consultancy firm to carry out this work. It is expected that this RFQ will be issued in early December 2024, and an appointment to be made in January 2025, allowing the project to formally commence in February 2025.
				The Grant Management Office has been kept informed of these delays, and Council is in the process of updating the Activity deadlines via a variation request.
A.85	A.85 Place Activation & Communication	WSIG – Deane Street Transformation/Shared Zone Project (Burwood Town Centre revitalisation)	Monitor	Recruitment has been challenging, with three attempts made to directly hire a Project Manager to manage the delivery of the project in-house. Unfortunately, a suitable candidate could not be found, meaning a different approach had to be explored.
				Council is now developing a Request for Quote (RFQ) to procure a project management consultancy firm to carry out this work.
				It is expected that the RFQ will be issued in early December 2025, and an appointment to be made in January 2025, allowing the project to formally commence in February 2025.
				The Grant Management Office has been kept informed of these delays, and Council is in the process of updating the Activity deadlines via a variation request.
A.86	Major Capital Works & Projects	WSIG Project – Paisley Road	Not Due to Start	A Project Control Group (PCG) has been established with the aim of developing a RFQ for a designer in the first quarter of 2025 in advance of the scheduled commencement date.

Vibrant city 8 villages cont'd

Action Code	Responsible Officer Unit	Action	Status	Comments
A.87	Place Activation & Communication	WSIG – Strathfield Place-Making Project (Strathfield Precinct	Monitor	Recruitment has been challenging, with three attempts made to directly hire a Project Manager to manage the delivery of the project in-house. Unfortunately, a suitable candidate could not be found, meaning a different approach had to be explored.
		Transformation)		Council is now developing a RFQ to procure a project management consultancy firm to carry out this work. It is expected that the RFQ will be issued in early December 2025, and an appointment to be made in January 2025, allowing the project to formally commence in February 2025.
			The Grant Management Office has been kept informed of these delays, and Council is in the process of updating the Activity deadlines via a variation request.	
A.88	Operations	Implement scheduled program of sweeping of streets, Council car parks, commercial and town centres	On Track	Council undertakes daily street sweeping of CBD areas. Local streets are swept on a three weekly cycle. 1,500 streets are swept per quarter. Car parks are swept and litter picked on a weekly cycle.
A.89	Operations	Undertake mowing of verges for residents who are pensioners/ with a qualifying medical condition	Completed	Scheduled mowing planned and programmed for the residents who are pensioners with a qualifying medical condition with 728 nature strips being mowed on an eight-week cycle. New residents are also added to the maintenance schedule as approved.
A.90	Operations	Deliver the Safe and Clean Program across key town centre locations	Completed	Safe and Clean Service continues to be implemented in the Burwood CBD and satellite shopping centres. Satellite shopping centres include Strathfield, Croydon, Enfield and Croydon Park Business Districts.
				Per quarter:
				• 1,935 streets litter picked for rubbish
				• 153 posters removed
				• 204 small spills cleaned
				• 189 trolleys removed
				69 incidents of graffiti removed

Plan and deliver infrastructure, services and information which safeguard public health and support community safety

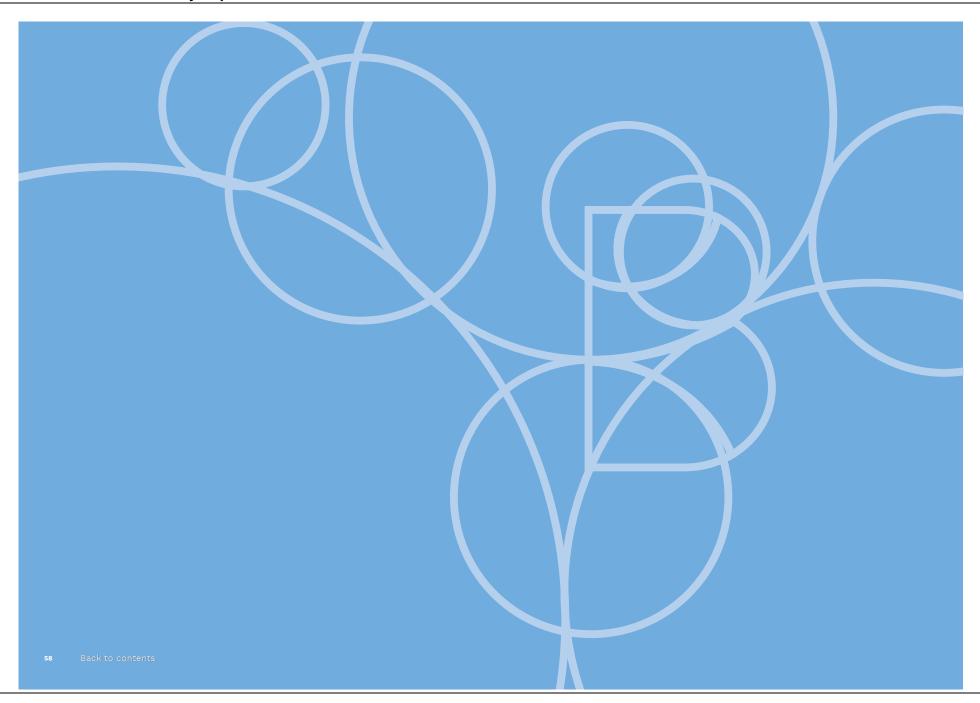
Action Code	Responsible Officer Unit	Action	Status	Comments	
A.91	Community Safety	Carry out a regular program of inspections of development sites to ensure compliance with safe and sustainable practices	On Track	building sites are monitored and enfor	rolled on a daily basis during the period. All ced against all provisions to ensure that the ated to a level complying with all regulations.
A.92	Community Safety	Undertake scheduled and responsive inspections of cooling towers, water systems, food, health, beauty and cosmetic premises to identify and respond to risks	On Track	delegations including food premises, b underground petroleum storage system	nspect and regulate activities under their oarding houses, restricted premises, ns, cooling towers, hair salons, beauty salons e inspections are conducted at least annually
A.93	Community Safety	Conduct regulatory inspections of health (pollution-land/water/ air/noise), overgrown vegetation, boarding houses, water drainage and tree regulatory functions	On Track	Local Government Area (LGA) to ensure complying with the relevant provisions	duct proactive and reactive patrols of the e that all premises within the LGA are relating to pollution matters (land/water/air rding houses, water drainage and tree activities.
A.94	Community Safety	Deliver campaigns and provide initiatives to support the health of food premises	On Track	businesses operating food premises ar Community Safety Education Programs	s were promoted via Council's quarterly
				 Education Calendar covering the follow Building Site Management Dog Issues Unleashed Dogs Animal Registration Food Safety Unattended Property Ongoing one-to-one education was prothe annual Health Inspection Program. 	Roadway Activities including Outdoor Eating Boarding Houses Hair, Skin & Beauty Salons Scores on Doors Cooling Towers Divided to individual business owners during

Vibrant city 8 villages cont'd

Action Code	Responsible Officer Unit	Action	Status	Comments
A.95	Traffic & Transport	Undertake road safety campaigns and run targeted programs and initiatives to promote safety around schools and town centres, pedestrian and cycling safety	On Track	 Several Road Safety Programs are run each year with an aim of reducing accidents and educating the public on road rules and behaviour improvements including: #OnTheRoad – social media engagement program with targeted posts each Monday on local areas of concern Slow Down campaign – targets streets which have a percentage of recorded accidents which were contributed to speed Child Safety Restraint Check program – provides a free installation/check of any child seats by a qualified installer. Child restraint fitting days were run each month from August to June Graduated Licensing Scheme – workshops to help new drivers gain the correct knowledge by educating parents and carers who will be accompanying new learne drivers. A workshop was held online in November 2024 Safety Around Schools program – weekly email outreach and school newsletter engagement Regular visits to local schools pick up/drop off zones are undertaken to ensure that the road environment surrounding the school is safe
A.96	Community Safety	Provide information and relevant campaigns to raise community awareness of companion animal responsibilities	On Track	Council's Community Safety Team conduct educational programs throughout the year to ensure that all companion animal owners are aware of the provisions relating to responsible pet ownership.
A.97	Community Safety	Undertake compliance inspections on dangerous and restricted dogs	On Track	Dangerous and restricted dog inspections are conducted annually to ensure that they are complying with the provisions. All annual inspections ensure that dog owners have complied with the Companion Animals Act. Inspections are scheduled for February to March 2025.
A.98	Operations	Deliver services to address illegal dumping and graffiti in public spaces	On Track	Council continues to deliver programs to reduce and manage illegal dumping and graffiti. Abandoned trolleys in public spaces are picked up through respective commercial shops. 205 square metres of graffiti was removed from Council property and infrastructure during the period from July to December 2024.

Action Code	Responsible Officer Unit	Action	Status	Comments
A.99	Operations	Maintain and clean the stormwater drainage	On Track	Council's civil maintenance teams are continuously cleaning and maintaining the drainage networks.
		network and clear blocked pits		Burwood LGA has been divided into zones for the civil maintenance teams to inspect and clear blockages and undertake necessary drainage works.
				Cleaning of pits in high catchment areas is on a monthly schedule utilising Smartsheets.
				From July to December 2024 500 lineal metres of lines were cleaned and 330 pits were cleaned/maintained. Council also maintains four GPTs on a six-monthly cycle.







A well-informed community active in civic life, local planning and decision making

Deliver strategic, relevant communications which facilitate understanding, dialogue and participation

Action Code	Responsible Officer Unit	Action	Status	Comments
A.100	Office of General Manager	Utilise a range of channels and new forms of communication to keep our community informed and enhance Council's reach and reputation including information drop-in sessions, online surveys, Mayoral street meetings and focus groups	On Track	During the reporting period, 22 e-newsletters were emailed to over 10,000 subscribers. Instagram increased by 49.2% with a reach of 16,053, and LinkedIn had over 58,000 impressions, up by 14.3%. Facebook had a reach of 27,286 and received 6,493 page visits, up by 8% and Instagram had 1,754 page visits, up by 11.8%. Followers grew by 95 on Instagram, which equates to an increase of 13.6%. LinkedIn has also seen an increase of 388 followers over the past six months. Council's multicultural communications also continue to expand with WeChat growing from 1,530 followers to over 3,000 followers in the past six months,
				almost doubling in that time since launching in 2018. Five Mayoral Street Stalls were held across the LGA for community members to provide feedback. Council has continued to set the standard for innovation and creativity across Sydney, with two of Council's projects recognised as highly commended and one winning in its category at the recent Planning Institute of Australia Awards.



Effective, innovative and collaborative leadership is underpinned by open, transparent and responsible governance

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

Action Code	Responsible Officer Unit	Action	Status	Comments
A.101	People & Performance	Undertake corporate planning and reporting	On Track	During the reporting period, the following corporate planning and reporting documents were delivered in accordance with the Integrated Planning & Reporting Framework: • Half Yearly Report June 2024 • End of Term (Councillor Achievement) Report • Annual Report 2023/2024 • State of Our City Report
A.102	Governance & Risk	Ensure all public information is accessible and made available in a timely manner	On Track	A thorough review of the Policy Register commenced during the reporting period. The review will confirm the status and required actions for all legacy instruments. All public-facing policies adopted by Council are available on Council's public website and information has continued to be made proactively available on Council's website. 55 formal GIPA requests were received with 98% completed within the statutory deadline due to unexpected resourcing constraints corresponding with a peak in GIPA requests. 87 informal GIPA requests were received and 100% were completed within agreed service levels.

Open & collaborative leadership cont'd



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

	Undertake comprehensive community engagement programs	On Track	During the reporting period, Council exhibited 159 projects on Participate Burwood
	3		that attracted 26,776 views by 11,501 visitors.
			There have been 916 project contributions by 556 contributors and 125 new followers.
	to seek community input on Council projects, operations, initiatives		Council implemented an extensive community engagement program to inform the draft Croydon Masterplan, including face-to-face community drop-in sessions, door knocks, surveys and a number of staff and community briefings.
	and major decisions		Averaging over four posts a week, online audiences are consistently encouraged to provide feedback and participate in engagement activities with Council on major projects.
			Council continues to deliver Community Engagement Strategy actions with a focus on partnering with our community, strengthening Council's approach, educating and empowering and building trust.
			Engagement on the review of the Burwood2036 Community Strategic Plan has commenced.
•	Facilitate interagency networks and advisory committees to provide opportunities for collaboration and participation	On Track	Council's advisory committees continued to contribute to key initiatives.
			The Multicultural Advisory Committee meets bi-monthly and has provided guidance and direction on the implementation of the Multicultural Burwood Strategy.
			Council's Disability Inclusion Advisory Panel meets quarterly and has provided input into an Active Travel Plan, the Burwood Park Inclusive Play Space, an Events Checklist, signage and seating in parks.
			The Burwood Youth Advisory Group has met twice with a renewed focus on the implementation of Council's Youth Action Plan.
			Three Burwood Region Child and Family Interagency meetings were held with 60 participants.
			Council also leads or contributes to the Burwood Strathfield Multicultural Network, Inner West Disability Forum, Inner West Region Dementia Friendly Community Alliance and Inner West Region Elder Abuse Awareness Day Networks.
	lture	lture networks and advisory committees to provide opportunities for collaboration and	lture networks and advisory committees to provide opportunities for collaboration and

Action Code	Responsible Officer Unit	Action	Status	Comments
A.105	Finance	Comply with financial management	On Track	Council has commenced the preparation of the annual budget along with the Long Term Financial Plan.
		responsibilities to promote transparency and accountability		The opportunity for community engagement will occur in early 2025 when the budget goes on public exhibition.
A.106	Finance	Implement and monitor appropriate investment	On Track	Council has developed an Investment Strategy and Investment Policy through a third party Investment Advisor and these are reviewed regularly.
		strategies and prepare monthly investment reports		Council invests surplus funds with various financial institutions during the year. These invested funds have been receiving at least 0.25 basis points above the RBA official rate at the time of investing. Council staff ensured that these invested funds are secure financial instruments.
				Staff ensured that Council were made aware of invested funds through a monthly report table at Council meetings in accordance with legislative requirements.
A.107	Property	Manage Council's property portfolio to optimise financial returns from Council owned properties	On Track	Council has continued to successfully implement its Property Strategy objectives, achieving significant milestones in the reporting period.
				A notable achievement was the strategic acquisition of 95 Burwood Road in September 2024, representing a key landholding in the Burwood Town Centre. This acquisition has strengthened Council's property portfolio, providing both a sound immediate investment and a future opportunity for community benefit in the heart of the Burwood CBD.
				Council's property portfolio is reaching optimal occupancy with all properties currently under lease or pending agreement, which once finalised will bring Council's investment portfolio to 100% occupancy.
A.108	Governance & Risk	Sustain the Audit Risk and Improvement Committee (ARIC) to provide independent oversight and support continuous improvement	On Track	The ARIC fully met the requirements of its Charter. The ARIC met three times between July and December 2024 and the ARIC annual report was tabled at the December 2024 meeting of Council. A new Chair and two new independent members were appointed in October 2024.

Action Code	Responsible Officer Unit	Action	Status	Comments
A.109	Governance & Risk	Fully embed new internal audit function arrangements as per Internal Audit Charter	On Track	The ARIC reviewed the operation of the Internal Audit Function and the Internal Charter in November 2024. The current model of internal coordination and engagement of external firms for individual audits is supported by the ARIC and complies with requirements.
				A four-year rolling plan of Internal Audits is in place.
				A restructure of the team supporting the Internal Audit Function will be implemented in early 2025 and will enhance ongoing support for this program.
A.110	A.110 Governance & Risk	Deliver a program of internal audits	On Track	Two Internal Audits have been completed dealing with Fire Safety and Pool Safety Programs and with practices around Developer Contributions and Voluntary Planning Agreements.
			Work has also commenced on engaging an auditor to conduct the annual Cyber Security Audit.	
A.111	Governance	nce Develop a Records	On Track	Record Management Assessment Tool has been completed.
	Records Management	based on insights from		Development of an Information Asset Register has commenced and the instrument will form the basis of the Records Management Assessment Tool and Records Management Strategy which are expected to be completed in 2025.
A.112	Governance & Risk	Records digitisation program refreshed and continuously improved in conjunction with management of commercial off-site storage arrangements	On Track	Commercial off-site storage arrangements approved and implemented. Records digitisation program refresh proposals under development. The role of the digitisation program within the Records Management Strategy has been established.
A.113	Governance & Risk	Review and implement improvements to Council's Risk Management Framework	On Track	A review of Operational Risks across Council was conducted and the Risk Register updated, subject to Executive review.
				A review of the overarching Risk Management Framework was undertaken and has been endorsed by the ARIC.
				While all Framework components are in place, some further refinement will be undertaken in early 2025 to ensure they continue to meet Council's needs.

Action Code	Responsible Officer Unit	Action	Status	Comments
A.114	Governance & Risk	Review and update framework for management and control of delegations and authorisations	On Track	The manual delegations register has been reviewed and updated. Process gaps have been identified and some manual processes have been refined. Further work is required on the overarching framework and management and control processes. This will be progressed in 2025.
A.115	Governance & Risk	Revitalisation of legislative compliance framework	Monitor	Due to unexpected resourcing constraints, the initial work on rolling out this Framework has been delayed. Work will recommence in the first half of 2025.
A.116	Governance & Risk	Review of incident and claims management business processes	On Track	The review of business processes has commenced and is expected to be substantially completed during the first quarter of 2025.
A.117	Governance & Risk	Fraud and corruption prevention framework reviewed	Monitor	Actions against the current Fraud and Corruption Prevention Action Plan have been monitored and are substantially complete. Unexpected resourcing constraints have delayed the review of the framework, however this is planned to take place in the first half of 2025.
A.118	Governance & Risk	Complaints management framework reviewed	On Track	Early work on this review was undertaken in the reporting period, with completion expected in the first half of 2025.
A.119	Procurement	Undertake internal procurement audits and spot checks to monitor efficiency and compliance	On Track	Eight internal procurement audits and spot checks were conducted during the period with one improvement identified and additional instructions provided to Council Officers.
A.120	Governance & Risk	Deliver a progressive and accountable framework to support the elected body of Council and individual councillors	On Track	September 2024 Election held in accordance with statutory requirements.
				New councillors were successfully onboarded. An intensive Councillor Induction Program was held in October 2024 and attended by all councillors. An ongoing series of professional development activities is in the pipeline.
				Five ordinary meetings of Council were held between July and December 2024, along with one Extraordinary meeting. Six briefing sessions, covering eight topics, have been provided to councillors.
A.121	Governance & Risk	Deliver a progressive and accountable framework to support the Burwood Local Planning Panel	On Track	100% compliance with directions. The Local Planning Panel met five times between July and December 2024. Panels returned to in-person meetings and group site inspections from July 2024.

Action Code	Responsible Officer Unit	Action	Status	Comments
A.122	Procurement	Carry out procurement training including refresher training to ensure Council's procurement activities are efficient and effective	On Track	85 Council officers were trained in procurement activities during the reporting period. Implementation of the new procurement software system and related training sessions have resulted in a more streamlined and efficient procurement lifecycle.
A.123	Information Technology	Implement Cyber Security Mitigation Strategies and security controls in line with Essential 8 Maturity Level 1	On Track	Council has deployed cutting-edge security solutions, including application whitelisting, privilege access management (PAM), and security information and event management (SIEM). Collaborating actively with Cyber Security NSW, Council has conducted a comprehensive assessment of its infrastructure and processes against the ACSC Essential 8 Maturity Level 1 benchmarks. This proactive approach allowed Council to pinpoint gaps that need attention. The gaps are planned to be addressed in 2025, with the aim of Council achieving compliance with Essential 8 Maturity Level 1, ensuring its infrastructure remains robust and resilient against cyber threats.

Deliver innovation and excellence in customer experience and service delivery

Action Code	Responsible Officer Unit	Action	Status	Comments
A.124	Customer Experience & Business Improvement	Ensure Council service standards reflect community expectations and customers are attended to in line with service standards	Completed	During the period of 1 July 2024 to 24 December 2024, the number of customers served at the Customer Service Counter was a total of 1,468 with 83.72% being served within three minutes. The number of calls handled by Customer Service was a total of 13,272 with 83.03% answered in less than 40 seconds.
				The number of Webchats handled by Customer Service was 547 and the Call Centre Experience was provided to 41 new staff during the reporting period.
				The Customer Service team responded to 6,567 emails and as at 29 November 2024 the Customer Service Team had completed a total of 5,677 CM actions.
A.125	Customer Experience & Business Improvement	Monitor and report on Customer Feedback Program to track real-time satisfaction with Council services including Enfield Aquatic Centre	On Track	Customer feedback devices and a feedback mechanism on staff email signatures provide an ongoing voice for the customer and a benchmark for Council to measure customer experience. During the period of 1 July 2024 to 23 December 2024 Council received an overall Customer Experience Score (CX) of 8.0 based on 6,776 ratings across the organisation.

Action Code	Responsible Officer Unit	Action	Status	Comments
A.126	Customer Experience & Business Improvement	Conduct Mystery Shopping Program across Council	Not Due to Start	A comprehensive Mystery Shopping Program across Council is scheduled for February 2025.
A.127	Customer Experience & Business Improvement	Deliver pop up Customer Experience stalls to reach customers who do not ordinarily interact with Council and increase knowledge of Council services	On Track	Council's Mobile Customer Service Team delivered 10 Customer Service pop-up stalls at various locations including Burwood Park, The Strand Croydon, Henley Park and at Council events. The team assisted customers with payments, clean-up bookings, E-Permits, venue bookings and general enquiries with a total of 61 customers utilising the service to date.
A.128	Information Technology	Implement digital customer experience enhancements	On Track	A new digital display has been installed in the Customer Service Office to provide a clear and efficient dashboard for managing contact centre queues, including calls, emails, and webchats. This initiative is set to improve both staff productivity and customer satisfaction by streamlining the flow of information. Council is also exploring cutting-edge cloud-based digital signage solutions to streamline management across all locations. A comprehensive review and upgrade of digital displays at all Council locations is underway to ensure that customer experience is appropriately enhanced.
A.129	Information Technology	Introduce automation to improve customer response times and reduce human error	On Track	Council is collaborating with Before You Dig Australia (BYDA) to revolutionise the way we handle BYDA customer inquiries by automating responses and making them readily accessible online. In addition to this, Council is actively exploring and identifying internal processes to introduce automation, enhancing efficiency and innovation at every level.
A.130	Customer Experience & Business Improvement	Implement the Customer Experience Strategy	On Track	The Customer Experience Strategy 2024 – 2027 was developed through an extensive process of research, data analysis, customer feedback and community engagement. During the period six actions have been completed in the Year 2 action plan, including implementation of the Customer Service 'Pop Up Stall' Program.

Action Code	Responsible Officer Unit	Action	Status	Comments
A.131	Customer Experience & Business Improvement	Implement service review program as per the schedule to deliver improved services and efficiencies	On Track	Council has commenced the implementation of a Single Enterprise Resource Planning (ERP) solution. The new system supports core business requirements and existing business processes to meet all of Council's legislative, security and compliance requirements. The system will enable a range of efficiencies including business and customer service improvements. Council has implemented a Process Manager platform. The platform serves as a process mapping tool to capture and streamline complex business processes, turning them into consistent and easy-to-understand workflows, to make it easy for staff to manage their workload more efficiently. Staff have reviewed and documented a total of 166 processes.
A.132	Procurement	Review and streamline procurement business processes, forms and templates	On Track	Following the implementation of the new procurement system, procurement business processes have been further refined to take into account a variety of situations. New training materials have been developed and forms updated. A review and update of Council's procurement Corporate Practice has been drafted and is due for adoption in January 2025.
A.133	Information Technology	Rationalise and integrate the information systems used in the delivery of Council services	On Track	Phase 2 of the transition to a Single ERP solution is making significant progress. This innovative system is designed to enhance Council's service capabilities by integrating with key Council applications such as Geographical Information Systems, Document Management Systems, Asset Management Systems, and the NSW Planning Portal. Through the completion of this project, due to go live in the first half of 2025, Council will streamline operations to deliver services faster and more efficiently, making customer interactions with Council more effective and delivering improvements to the overall customer experience.
A.134	Information Technology	Maintain Council's IT Hardware to support the effective delivery of Council services	On Track	As part of the Technology Device Refresh project, hardware such as laptops, mobile devices, and a range of accessories have been procured and are being issued to Council officers to ensure that business units are empowered with efficient and effective tools.
A.135	Information Technology	Upgrade systems and applications to support the effective delivery of Council services	On Track	Council is progressing the upgrade of all servers and endpoints to the latest operating systems, accompanied by the transition to updated software application versions across the board. By adopting a strategic approach to software management, Council will stay at the forefront of software advancements, to safeguard the robustness and reliability of information systems, necessary to meet the evolving requirements of our customers.

Action Code	Responsible Officer Unit	Action	Status	Comments
A.136	Information Technology	Improve access to information by expanding the use of Geographical Information Systems	On Track	Council has implemented an online GIS system accessible via laptops and mobile devices through both the Council and mobile networks. This system significantly benefits Council's mobile workforce by providing crucial information on the go. Additionally, the GIS system's integration with the Asset Management System offers comprehensive insights into Council resources, aiding in accurate maintenance planning and forecasting.
A.137	Office of General Manager	Seek partnership or funding opportunities that address Council and community needs	On Track	During the reporting period Council executed its final three funding deeds, enabling the delivery of all 11 Western Sydney Infrastructure Grants Program (formally WestInvest) projects valued at over \$110 million.
				Council also successfully executed a \$500,000 funding agreement with Transport for NSW as part of the Permit Plug Play Program for the delivery of enabling infrastructure to support the delivery of street based events day and night. The program encourages a more vibrant NSW by unlocking more walkable, safer, and activated neighbourhoods.
				In August 2024, Council also submitted two grant applications for Stream 2 of the NSW Government's Housing Support Program – Community Enabling Infrastructure Stream (CEI) and in November 2024 an application for the Special Entertainment Precinct Kickstarter Program. Council is awaiting the outcome of both applications.
A.138	Community Life	Promote the availability of Schools as Shared Spaces programs and investigate additional options for shared use of school facilities	On Track	Council extended its licence arrangement with Burwood Public School to enable ongoing community use of the two outdoor sports courts on weekends for a further 12 month period.
				Council also commenced a trial with Burwood Girls High School in relation to Council use of its outdoor sports field during Term 4, 2024 (October to December 2024). The trial involved the delivery of a fathers and daughters physical and social activity program supported by the Football NSW Legacy Program.
				Council has also prepared and submitted a proposal to Schools Infrastructure NSW and Burwood Girls High School regarding longer term licence arrangements to enable community use of the sports field and outdoor courts at the school for broader community use on weekends.

Action Code	Responsible Officer Unit	Action	Status	Comments
A.139	City Planning	Work with SSROC to champion new sustainable technologies, policies and procedures	On Track	Continued and ongoing involvement with Southern Sydney Regional Organisation of Councils (SSROC) working groups included the Planning Managers Group, the Environmental Planners Group and the Electric Vehicle collaboration group.
A.140	People & Performance	Implement Year 3 actions of the Workforce Management Plan	On Track	Progress on the actions set out in Council's Workforce Management Plan continues with Year 3 actions underway.













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