

ORDINARY MEETING

Notice is hereby given that a meeting of the Council of Burwood will be held in the Conference Room, 2 Conder Street, Burwood on Tuesday 25 March 2025 at 6:00 PM to consider the matters contained in the attached Agenda.

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

Public Forum

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

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

The Council Meeting will commence immediately after the conclusion of the Public Forum.

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Council meeting room

General
Manager

Mayor

Cr
Mannah

Cr Bhatta

Cr Yang

Cr Esber

Cr Wu

Cr Hull

Public gallery

Agenda

For an Ordinary Meeting of Burwood Council to be held in the Conference Room, Level 1, 2 Conder Street, Burwood on Tuesday 25 March 2025 immediately after the Public Forum commencing at 6.00pm.

1. Prayer

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

2. Acknowledgement of Country

3. Statement of Ethical Obligations

4. Recording of Meeting

5. Apologies

6. Declarations of Interest

7. Declaration of Political Donations

8. Confirmation of Minutes

Minutes of the Council Meeting held on Tuesday, 11 February 2025 and the Extraordinary Council Meeting held on Monday, 3 March 2025, copies of which were previously circulated to all councillors be hereby confirmed as a true and correct record.

9. Mayoral Minutes

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Mayoral Minutes

(Item MM2/25) Liveability Improvements to New Apartment Developments – Local Planning Control Review

File No: 25/12594

Mayoral Minute by Cr John Faker (Mayor)

Summary

As Sydney experiences a shift towards higher-density living, it is vital to update local planning regulations to require new developments to include essential communal facilities, prioritise sustainability, and enhance liveability, streetscape improvements supported through incentives and design excellence provisions.

Operational Plan Objective

- C.3 An urban environment that maintains and enhances our sense of identity and place.
- C.3.1 Facilitate well designed, high quality and sustainable land use and development that is appropriately scaled to complement its surroundings.
- C3.2 Protect our unique built heritage and maintain or enhance local character.
- C.4 Sustainable, integrated transport, infrastructure and networks support population growth and improve liveability and productivity.
- C.4.2 Plan for a city that is safe, accessible and easy to get to and move around in.

Background

Sydney's urban landscape is undergoing significant change, with an increasing number of residents now living in apartment buildings. As the city continues to expand its housing supply to meet growing demand, it is essential that Burwood's new developments include adequate amenities to cater to the needs of families and residents. High-density living must be accompanied by well-designed communal facilities that enhance liveability and foster a sense of community.

To ensure that apartment buildings meet the evolving needs of residents, local planning controls must be modernised. New developments should be required to incorporate essential facilities such as end-of-trip amenities, dedicated acoustically treated spaces for children to undertake music lessons without disturbing neighbours, and breakout areas for students and professionals working from home outside individual apartments. Additionally, exercise facilities and activated rooftop communal spaces, should be provided to enhance residents' quality of life.

Building design should prioritise key aspects such as streetscape amenity, functionality, comfort, and environmental sustainability. Corridors must be of adequate width to facilitate easy movement and prevent a sense of confinement, with natural light incorporated to create a more welcoming environment. Hydrant facilities and substations should be thoughtfully integrated into the building design and shielded to enhance the streetscape. Additionally, developments should incorporate environmentally sustainable features, ensuring that new housing is not only liveable but also aligns with broader sustainability goals, reducing environmental impact and promoting long-term liveability benefits.

To achieve these outcomes, I propose changes to local planning controls that would encourage and mandate the inclusion of such facilities in new developments. A review of the Council's planning framework should be undertaken to incorporate these requirements, potentially through floor space ratio (FSR) exemptions and adjustments to building heights to ensure the necessary floor space can accommodate high-quality communal amenities. Additionally, design excellence bonus provisions should be considered for developments that exceed minimum standards by delivering superior levels of amenity. By implementing these measures, we can create a more liveable, functional, and sustainable urban environment for Burwood's growing population.

I therefore move that:

1. That Council endorses the proposal to conduct a review of Council's Local Planning Controls to incorporate essential communal facilities and enhance the liveability of apartment-style living, including end-of-trip amenities, dedicated music spaces for children, study and work-from-home breakout areas, exercise facilities, activated rooftop communal spaces, and corridors of adequate width to allow for easy manoeuvrability with natural light. The review will also consider the integration of hydrant facilities and substations to enhance the streetscape.
2. That the General Manager prepare a report on the necessary updates to both the *Burwood Local Environmental Plan 2012* and the *Development Control Plan* to implement the identified changes, including any additional recommendations for improvement.

Attachments

There are no attachments for this report.

(Item MM3/25) Update to Proposed LGA Boundary Adjustment - Croydon - Burwood Inner West Boundary

File No: 25/13629

Mayoral Minute by Cr John Faker (Mayor)

Summary

At the Council meeting held on 26 March 2024, I moved a [Mayoral Minute \(MM1/24\)](#), which was unanimously adopted ([Minutes MM1/24](#)), to initiate the process of facilitating a Local Government Area (LGA) boundary adjustment in consultation with Inner West Council.

This boundary adjustment is primarily administrative in nature, addressing an issue that has been raised since 2007. The Presbyterian Ladies' College (PLC) has consistently advocated for the realignment of the LGA boundaries along the eastern edge of its Croydon campus.

The objective of the LGA boundary adjustment is to bring the majority of the school's facilities within the Burwood LGA, addressing the administrative and logistical challenges arising from the division of the school's land between two councils.

This request has been driven by the complexities the school faces in managing tasks such as traffic management, planning, development applications, and advocacy. By consolidating its facilities under a single council, PLC aims to streamline these processes and improve operational efficiency. While this adjustment will not significantly alter the operational scope or functions of the Councils involved, it is expected to provide a more cohesive and efficient framework for managing the school's land.

The resolution, as adopted, confirmed the Council's position and outlined the following steps to advance the matter:

"That:

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

A visual representation of the school's land ownership, alongside the current and proposed LGA boundaries, is included as part of the resolution and is identified in Attachment A.

In light of the Council resolution I wrote to the Mayor of Inner West Council on 29 April 2024 and again on 5 March 2025, requesting that the matter be formally considered at a Council meeting. This would ensure that the position of Inner West Council aligns with that of Burwood, facilitating the progression of the issue under the relevant provisions of the Local Government Act 1993 (the Act). Despite these efforts, the matter has yet to receive attention or be tabled for consideration at an Inner West Council meeting.

In the absence of a formal response from Inner West Council, I propose that Burwood Council initiate the LGA boundary adjustment process in accordance with the legislative requirements to bring this long-standing issue to resolution.

In putting forward this Mayoral Minute, I have reviewed the area proposed to be transferred from Inner West to Burwood LGA and now consider that an amendment is necessary to achieve a more simplified and logical boundary alignment. This adjustment is essential to ensure that the boundary follows a more coherent and practical line, particularly considering that Edwin and Hennessy Streets are main roads in the area. This amendment is shown in Attachment B of this report.

The process for LGA boundary alterations is governed by the Local Government Act 1993, which outlines specific steps to be followed before any LGA alteration can be considered. The Office of Local Government (OLG) oversees the review process via the NSW Boundaries Commission and facilitates the necessary approvals, ultimately culminating in the publication of a proclamation in the NSW Government Gazette to effect the boundary alteration.

Operational Plan Objective

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

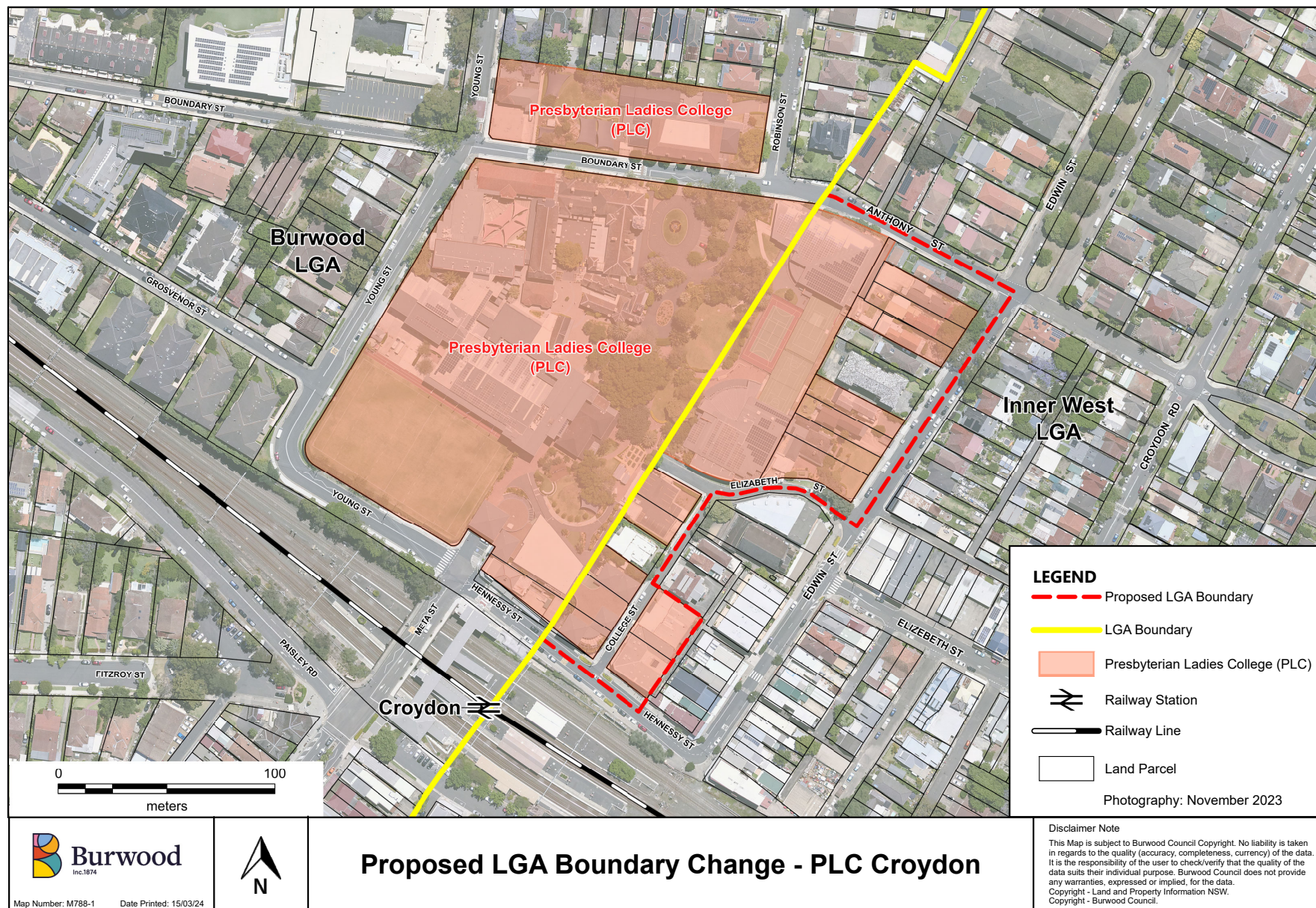
I therefore move that:

- a) Council confirms it has no in-principle objections to the proposed adjustment to the Local Government Area boundary between Burwood and Inner West Local Government Areas as shown in Attachment B of this report.
- b) The General Manager formally commence the Local Government Area boundary adjustment process in accordance with the NSW Local Government Act 1993 to amend the boundary between Burwood and Inner West Council Local Government Areas, as shown in Attachment B of this report.
- c) The General Manager provide regular updates on the matter as Council progresses through the NSW Local Government Act 1993 requirements.
- d) The Mayor of Burwood write to the Mayor of Inner West, notifying them of Burwood Council's decision.

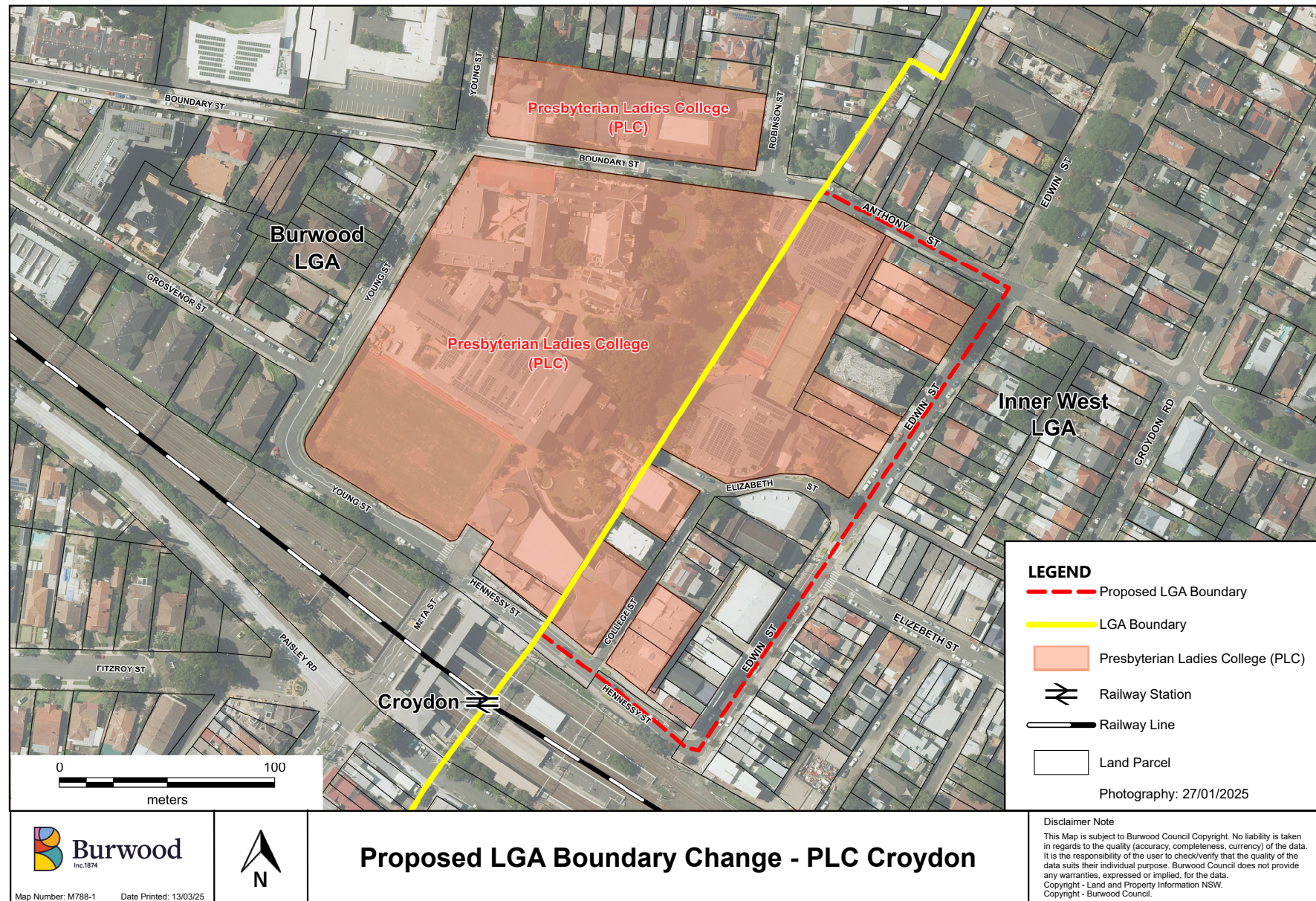
Attachments

- 1 [↓](#) Attachment A - March 2024 Proposed LGA Boundary Adjustment Map
- 2 [↓](#) Attachment B - March 2025 Proposed LGA Boundary Adjustment Map

Attachment A - March 2024 Proposed LGA Boundary Adjustment Map



Attachment B - March 2025 Proposed LGA Boundary Adjustment Map



Reports to Council

(Item 11/25) Draft Creative Burwood Strategy 2025 - 2035 - Endorsement For Public Exhibition

File No: 25/7478

Report by Director Community Life

Summary

The *Draft Creative Burwood Strategy 2025-2035* sets out a ten-year vision for arts and culture in Burwood. It provides a roadmap to strengthen Burwood's reputation as Sydney's Cultural Playground and become a leading destination for distinct and dynamic creative experiences.

The development of the Draft Strategy involved an in-depth audit of Burwood's cultural assets, with key findings summarised in the *Creative Burwood Snapshot 2024*, and extensive community consultation.

This report provides an overview of the Draft Strategy, the process Council undertook to develop it and seeks Council's endorsement to place the *Draft Creative Burwood Strategy 2025 - 2025* on public exhibition.

Operational Plan Objective

A.83 Develop and implement the Burwood Cultural Plan.

Background

Burwood is renowned as a destination for our cultural diversity, vibrant festivals, public art, growing night-life and an emerging arts and cultural scene.

The projected growth and dynamic transformation of Burwood presents opportunities to expand our arts and cultural scene, while also placing increasing demands on our cultural assets and infrastructure.

The Draft Strategy aims to build upon Burwood's unique cultural assets, strengthen our creative economy and address cultural infrastructure needs.

Key projects - such as the development of the Burwood Culture House, the creation of a Special Entertainment Precinct in the Burwood Town Centre, and major placemaking and infrastructure projects - will assist in supporting Burwood's transformation into a vibrant arts and cultural destination.

Proposal

The *Draft Creative Burwood Strategy 2025 - 2035* will guide Council's planning for arts and cultural programs, events, and infrastructure over the next decade.

The Draft Strategy articulates the following ten-year vision for arts and culture in Burwood:

"By 2035, Burwood is renowned as Sydney's Cultural Playground - a leading destination for distinct and dynamic arts and cultural experiences with global reach.

We celebrate diverse stories, nurture local talent, and create pathways that fuel our city's cultural life and grow our creative economy.

As we evolve, we remain committed to pushing creative boundaries, fostering meaningful connections, and embracing unconventional opportunities to engage new audiences and ensure everyone can participate.”

The Draft Strategy identifies three priority Focus Areas to strategically guide our work over the next ten years:

FOCUS AREA 1: Cultural Infrastructure

FOCUS AREA 2: Creative Economy and Practice

FOCUS AREA 3: Creative Experiences and Stories.

The Action Plan outlines a total of 47 strategic actions that Council will implement from June 2025 to June 2035, working collaboratively with other levels of government, community, business partners and the local creative sector. The Draft Strategy also includes a series of measures that will enable Council to monitor progress and outcomes linked to the implementation of the Strategy.

The *Draft Creative Burwood Strategy 2025 - 2035* is included under Attachment 1.

The *Creative Burwood Snapshot 2024* and *Engagement Report* are included under Attachments 2 and 3 of this report. They document the cultural audit, research and engagement processes undertaken along with key findings.

Consultation

Research and Community Engagement Undertaken

Council undertook an extensive research and community engagement process to develop the Draft Creative Burwood Strategy. This included:

- An audit and mapping of existing cultural assets across Burwood. Cultural assets mapped included heritage items, public art, food-related businesses, cultural programs and events, creative professionals and industries, cultural groups, and cultural facilities and arts spaces. Over 1,820 cultural assets were identified.
- A review and analysis of leading practice approaches to strategic cultural planning.
- The development of a Creative Burwood Portrait Series showcasing 25 representatives of Burwood's vibrant creative community and economy.
- Community and stakeholder engagement (1,021 contributions), including two 'Burwood Culture Talks' (75 participants), arts and cultural surveys (226 respondents), stakeholder interviews (25 participants), Licence to Play Surveys (20 responses) and Culture Streets Visitor and Business surveys (127 responses). Data from previous engagement was also analysed and included.

Two detailed background reports, the *Creative Burwood Snapshot* and an *Engagement Findings Report*, outline the research and engagement undertaken to develop this Strategy.

Public Exhibition Process

This report recommends that the Draft Strategy be placed on public exhibition for 28 days from 31 March 2025 to 27 April 2025. During this period, feedback will be actively sought from community members, creative workers and stakeholders who participated in the engagement activities along with local arts and cultural networks. Submissions will be invited through Council's Participate Burwood platform and the consultation promoted broadly through Council's communication platforms.

Planning or Policy Implications

The Draft Strategy has been developed to address action 'A.83: Develop and implement the Burwood Cultural Plan' outlined in the adopted *Operational Plan 2024 - 2025*.

An implementation plan will be developed for the ten-year life of the Strategy and key actions will be incorporated annually into Council's Operational Plan to ensure their delivery. Council will monitor implementation, regularly review and measure the outcomes of activities through Council's Integrated Planning and Reporting framework.

The Draft Strategy sits within a broader strategic context and considers the input and interconnection with cultural policies and strategies at local, state and federal government levels.

Other Council strategies and policies that align with actions in the Draft Strategy include: *Burwood After Dark*, *Multicultural Burwood*, *Safer Burwood*, *Reconciliation Action Plan*, *Library Strategic Plan*, *Youth Action Plan*, *Community Facilities and Open Space Strategy*, *Property Strategy*, *Licence to Play* and *Public Art Policy*.

It also has strong synergies with the NSW Government's: *Creative Communities: Arts, Culture and Creative Industries* (2024-2033), *24-hour Economy Strategy*, *Visitor Economy Strategy 2030*, *Contemporary Music Strategy*, and *Cultural Infrastructure Plan 2025+*. At the Federal level, it aligns with *Revive: A place for every story, a story for every place* (2023 – 2028).

Financial Implications

Funding for the implementation of the Draft Strategy has been factored into the Draft 2025/2026 Operational Budget and will be budgeted for in operational plans of subsequent years. Council will also continue to proactively seek funding and partnerships to support the delivery of actions outlined in the Draft Creative Burwood Strategy.

Council has a strong track record in securing external funding through sponsorship and government funding as demonstrated by the Parramatta Road Urban Amenity Improvement Program (PRUAIP), Western Sydney Infrastructure Grants Program, Open Streets Program, Multicultural NSW, and Live Music Office, under which Council has secured substantial funds to extend its arts and cultural initiatives in recent years.

Conclusion

The *Draft Creative Burwood Strategy* is a whole-of-Council plan, which sets our long-term vision and provides direction for Council in planning for cultural infrastructure, programs and events over the next ten years. It builds on Burwood's rich cultural assets and responds to the key priorities identified through an extensive research and engagement program.

The *Draft Creative Burwood Strategy 2025 - 2035 (Attachment 1)* is presented for Council's endorsement for public exhibition to ensure the community and other stakeholders have an opportunity to provide further feedback prior to its adoption.

The *Creative Burwood Snapshot (Attachment 2)* and *Engagement Report (Attachment 3)* are provided for Council's information and will be made available to the community as additional support material during the public exhibition process.

Recommendation(s)

That Council:

1. Endorse the *Draft Creative Burwood Strategy 2025 – 2035* (included under Attachment 1) and place the document on public exhibition for a minimum period of 28 days.
2. Receive and note the *Creative Burwood Snapshot 2024* and *Engagement Report* under Attachments 2 and 3 of this report.

Attachments (See separate Attachments Paper)

1 ➡ Draft Creative Burwood Strategy 2025 - 2035

- 2⇒ Creative Burwood Snapshot 2024
- 3⇒ Creative Burwood Engagement Report

(Item 12/25) Licence to Play Policy

File No: 24/30190

Report by Director People & Performance

Summary

The *License to Play Policy* is a comprehensive, interagency permitting policy designed to streamline and fast track the delivery of trial and demonstration projects and public activations across the Burwood Local Government Area (LGA) for a period of 12 months.

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

Operational Plan Objective

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

Background

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

Proposal

The Licence to Play Policy calls for a shift towards a more flexible, adaptive, and responsive regulatory framework to enable the rapid delivery of public space activations during a 12-month trial period.

This report recommends the adoption of the Licence to Play Policy for 12-months, commencing on 1 July 2025.

The policy will be implemented through a cross-departmental, collaborative approach, bringing together expertise from multiple disciplines. This has ensured a shared understanding of the policy's intent and practical application, while also fostering collective ownership and a coordinated approach to its success.

The policy will cover various types of spaces, including on-parcel (pop-up events, vacant spaces, private lots, and public lots), footpaths, and roadways.

Regular monitoring and evaluation will be conducted to assess the policy's impact and make necessary adjustments.

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

Consultation

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

Externally, the policy has been shaped by feedback from the community and local businesses gathered through recent consultation initiatives. These include the Night Time Economy Strategy, consultation on a new Open Space Vision and Action Plan currently in development, and direct engagement with key stakeholders such as Burwood Chinatown, Emerald Square, and Crowne Plaza Burwood. The insights gained from these engagements have been instrumental in shaping this policy, helping to ensure it responds to challenges and reflects the needs and aspirations of our community.

To further refine the policy and gather additional input, the draft *License to Play Policy* was placed on public exhibition for the period 26 June 2024 to February 2025. During this time, further engagement was undertaken with key stakeholders on the policy's intended effects.

During the exhibition period, the project page on Participate Burwood received 378 views from 222 unique visitors. No formal submissions were received.

Some of the anecdotal feedback received included:

- A need to cut the red tape: businesses struggle with complex permitting processes.
- A desire to activate underused spaces day and night: car parks sit empty, laneways remain blank, and shopfronts stay vacant.
- Opportunities lost: events, activations, and small business initiatives can get stuck in bureaucratic delays, the time is now for Burwood Council to take a permissions based approach to placemaking.
- A desire for an enabling system that promotes the flexible activation of public spaces, increases vibrancy and makes Burwood easier to do business in.
- Safety and Inclusivity: prioritisation of improved public lighting and security and demand for family-friendly night-time spaces that are activated e.g. with live entertainment.
- Accessibility: encouragement of increased late-night connectivity and support for pedestrian-friendly zones.
- Economic Benefits: strong support for boosting local businesses through extended trading hours. Calls for more flexible, low-cost options to activate public spaces e.g. live entertainment.
- Cultural Vibrancy: requests for diverse programming, including live music and cultural festivals with an emphasis on celebrating Burwood's multicultural identity.

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

As this policy is proposed to be implemented as a 12-month trial, community consultation will continue throughout its application. Council will seek ongoing feedback from key groups such as the Multicultural Advisory Committee, the Burwood Chamber of Commerce, Licence to Play applicants and other relevant stakeholders. This input will play a critical role in shaping the policy's application during the trial period and will help inform Council's approach to any future iterations or broader rollouts of the initiative.

Planning or Policy Implications

The *License to Play Policy* will take effect for a trial period of 12 months beginning 1 July 2025, ensuring a streamlined and cohesive approach to placemaking.

Related legislation:

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

Related Council policies:

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

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

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

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

Financial Implications

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

Activity	Proposed fee waiver	Rate
Burwood Unplugged: Busking Permit Fee	Busking Permit Fee	\$28.50
Extended Eats:	Waived <i>license variation fee – request for change</i> in approved areas fee for requests to extend existing outdoor dining areas into the neighbouring property	\$149.50
	Burwood Town Centre – per m2 per annum (footpath dining)	\$433
	Other Commercial Areas – per m2 per annum (footpath dining)	\$270.50

Activity	Proposed fee waiver	Rate
Street Appeal Shopfront Improvement	Any costs associated with conducting works on council property (temporary footpath and road closure permits) to enable installation	Application fee \$170 Partial footpath (per m2 per week or part thereof) \$37 Partial Road Closure 0 – 20m (\$178.50 - \$420)

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

Activity	Proposed fee-free service	Rate
Temporary Terrace Parklet Program	Outdoor dining fee	N/A
Art Front	Cost to utilise vinyl wraps commissioned by Council	N/A

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

Activity	Fee
Bookable Streets	<ul style="list-style-type: none"> Clarendon Place: \$1,500 per day for the external use of the whole road space during a road closure Ford Lane: \$1,500 per day for the external use of the road space during a road closure. Other road spaces may be considered on a case-by-case basis, with fees and charges determined accordingly. Applicants must also pay all related traffic-management fees and charges.

The policy also seeks to remove the maximum funding cap of \$3,000 for the Shopfront Improvement Program, now titled the 'Street Appeal: Shopfront Improvement program' in an effort to increase opportunities for applicants, while achieving greater street beautification outcomes as well as social and economic benefits for our community. A total of \$55,000 has been allocated in the draft Operational Plan Budget for the Street Appeal: Shopfront Improvement program for 2025-26. A further \$50,000 has also been allocated towards Placemaking activities aligned with the License to Play program in 2025-26.

Conclusion

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

Recommendation(s)

1. That Council adopt the Licence to Play Policy for a period of 12 months, beginning 1 July 2025.
2. That the General Manager provides a report to Council on outcomes of the policy to inform ongoing provisions following the 12-month trial period.

Attachments (See separate Attachments Paper)

1⇒ Licence to Play Policy - For Adoption - 2025 - 2026

(Item 13/25) Draft Burwood Reflect Reconciliation Action Plan 2025 - 2026 - Endorsement For Public Exhibition

File No: 25/7479

Report by Director Community Life

Summary

The *Draft Reflect Reconciliation Action Plan 2025 - 2026* has been developed to guide Council in building stronger relationships, understanding, respect and opportunities for Aboriginal and Torres Strait Islander peoples, the First Peoples of Australia, both internally and across our community.

The Draft Plan has been informed by community, Council and stakeholder consultation.

This report outlines the process Council undertook to develop the Draft Plan and seeks Council's endorsement to place the *Draft Reconciliation Action Plan 2025 - 2026* on public exhibition.

Operational Plan Objective

A.11 Finalise and implement the Reconciliation Action Plan.

Background

At the Ordinary Council Meeting held on 26 July 2022, Council resolved to 'investigate resourcing requirements and funding options to bring forward the preparation of the first Reconciliation Action Plan for Burwood'. Subsequently, the development of a Reconciliation Action Plan (RAP) was adopted as a key action in Council's Operational Plan for 2023/24 and 2024/25. As recently as the Ordinary Council Meeting held on 11 February 2025, Council resolved to 'continue to acknowledge Australia's history, and recognise and respect First Nations' ongoing culture'.

Reconciliation is about strengthening relationships between Aboriginal and Torres Strait Islander peoples and non-Indigenous peoples, for the benefit of all. A Reconciliation Action Plan (RAP) is a strategic plan that supports an organisation to improve internal processes and practices and build respectful relationships. The Draft Plan builds on Council's previous work and a range of Council programs already in place.

The Draft Plan has been developed using Reconciliation Australia's Framework for developing a RAP. Reconciliation Australia is an independent not-for-profit organisation established in 2001 and is the lead body on reconciliation in Australia. It is also the organisation responsible for reviewing and endorsing all Reconciliation Action Plans prior to adoption. The terms 'Reconciliation Action Plan' and 'RAP' are trademarks of Reconciliation Australia.

There are four RAP categories that an organisation can develop: *Reflect, Innovate, Stretch, and Elevate*. Each type of RAP is designed to suit an organisation at different stages of their reconciliation journey. As this is Council's first Reconciliation Action Plan, a 'Reflect' RAP has been developed which focuses on building the foundations for relationships, respect and opportunities.

The Draft Plan provides a strategic framework that aims to:

- Guide Council on best practice for Aboriginal and Torres Strait Islander matters;
- Identify specific actions to improve access and opportunities for Aboriginal and Torres Strait Islander peoples within Council and to Council services and facilities;
- Acknowledge and celebrate Aboriginal and Torres Strait Islander peoples' participation in and contribution to the Burwood community.

Proposal

The *Draft Reflect Reconciliation Action Plan 2025 - 2026* has been developed through a process of research, cultural awareness training, relationship-building and stakeholder consultations carried out from February 2024 to November 2024.

As Council's first Reconciliation Action Plan, it outlines a shared vision for reconciliation. This is articulated as:

"A community united by respect, where Aboriginal and Torres Strait Islander cultures are celebrated as central to our shared identity."

Guided by respect for the Wangal peoples and all First Nations peoples, we commit to building genuine partnerships that honour cultural knowledge and foster inclusion."

The Draft Plan outlines 14 key actions that Council will implement over the next eighteen months (from June 2025 to December 2026). The Actions focus on three key areas:

1. Relationships - between Aboriginal and Torres Islander peoples, organisations, communities, professionals and staff.
2. Respect - acknowledgement of the Wangal Peoples as the Traditional Custodians of the land.
3. Opportunities - providing opportunities for Aboriginal and Torres Strait Islander peoples.

The actions in the Draft Plan have been informed through stakeholder consultation and Council staff engagement as well as Reconciliation Australia's RAP requirements. A number of programs and activities are already established or currently underway.

The *Draft Reflect Reconciliation Action Plan 2025 - 2026* is included under Attachment 1.

Consultation and Development of the Plan

The development of the Draft Plan has been overseen by a RAP Working Group, comprising 14 Council staff from across all Directorates.

Council engaged Aboriginal consultants, YarnnUp, to conduct an internal cultural audit, deliver cultural awareness training, support stakeholder engagement and provide cultural advice throughout the process.

Cultural Awareness Training was conducted between May 2024 and July 2024 to support the development of the Plan. Training was delivered to Council's Executive and Leadership teams, RAP Working Group members, frontline staff and local community organisations.

Community and stakeholder input was gathered via multiple methods between February 2024 and November 2024 to inform the development of the Draft Plan. This included:

- Internal Cultural Audit Survey (input from 8 representatives)
- Workshop with Council's Leadership Team (18 Council staff)
- 1:1 Stakeholder interviews (9 participants)
- 1 x stakeholder 'Yarning Circle' (9 stakeholders)
- 3 x Burwood 'Culture Talks' group discussions (50 participants)
- Staff consultations (30 staff, including co-design session with RAP Working Group and consultation with Managers on the Draft Actions)

The *Engagement Report 2024* is included under Attachment 2 of this report. It documents the engagement process undertaken and key findings, which have been used to develop the Draft Plan.

The first draft RAP was completed and forwarded to Reconciliation Australia in December 2024. It is currently under review.

Public Exhibition Process

This report recommends that the Draft Plan be placed on public exhibition for a minimum of 28 days.

During this period, feedback will be actively sought from community members, Council staff and stakeholders who participated in consultations, and the broader community, with submissions to be invited through Council's online engagement platform, Participate Burwood. Council will utilise its social media and e-news channels as well as community and stakeholder networks to promote the public exhibition period.

Planning or Policy Implications

This is the first *Reconciliation Action Plan* for Burwood Council. The Draft Plan has been developed to address action 'A.11 Finalise and implement the Reconciliation Action Plan' outlined in the adopted *Operational Plan 2024 - 2025*.

It also assists in achieving actions identified in Council's *Community Strategic Plan (CSP), Burwood 2036*, specifically Strategy 1.1.4: 'Acknowledge, respect and engage First Nations peoples, their culture and heritage'.

Other relevant strategies that align with actions in the Draft Plan include the *Multicultural Burwood Strategy 2023 - 2026*, the *Draft Creative Burwood Strategy 2025 - 2035*, *Resourcing Strategy, Burwood Local Strategic Planning Statement (LSPS) 2020*, *Public Art Policy (2021)* and *Burwood North Masterplan (2023)*.

Key actions in the Plan will be incorporated annually into Council's Operational Plan to ensure their delivery. Council will monitor implementation, regularly review and measure outcomes of activities through Council's Integrated Planning and Reporting framework.

Each organisation that has a RAP also reports annually on their performance against key targets to Reconciliation Australia. This tracks and measures the broader impact of the RAP program across Australia.

Financial Implications

The *Draft Reflect RAP 2025 – 2026* will be used to inform decision-making and develop future budgets aligned with Council's annual Operational Plan. Council will also continue to seek external funding and partnerships to support the implementation of key projects.

Conclusion

The *Draft Burwood Reflect Reconciliation Action Plan* is a whole-of-Council plan that provides direction for Council over the next eighteen months to support the development of respectful relationships and create meaningful opportunities with Aboriginal and Torres Strait Islander peoples, both internally and in the local community.

The process of reconciliation is founded on respectful relationships with Aboriginal and Torres Strait Islander people. Implementing a RAP will play an important role in continuing to acknowledge Australia's history, and recognise and respect First Nations' ongoing culture.

The *Draft Burwood Reflect Reconciliation Action Plan (Attachment 1)* is presented for Council's endorsement for public exhibition to ensure the community and other stakeholders have an opportunity to provide further feedback prior to its adoption.

The *Engagement Findings Report (Attachment 2)* is provided for Council's information and will be made available to the community as additional support material during the public exhibition process.

Recommendation(s)

That Council:

1. Endorse the *Draft Burwood Reflect Reconciliation Action Plan 2025 - 2026* (included under Attachment 1) and place the document on public exhibition for a minimum period of 28 days.
2. Receive and note the *Engagement Report* (included under Attachment 2) of this report.

Attachments (See separate Attachments Paper)

- 1⇒ Draft Burwood Reflect Reconciliation Action Plan 2025 – 2026
- 2⇒ Reflect Reconciliation Action Plan Engagement Report 2024

(Item 14/25) Swimming Pool Policy and Inspection Program

File No: 25/12241

Report by Director City Strategy

Summary

Council must comply with the *Swimming Pools Act 1992* by establishing and implementing a swimming pool inspection program, following community consultation.

To meet this requirement, a new framework has been developed, including a draft *Swimming Pool Policy* and a draft *Swimming Pool Barrier Inspection Program* (both attached).

The key objectives of the Policy and Program are to ensure compliance with legislation and reduce the risk of non-compliant pool fencing across the LGA.

This report seeks Council's approval to publicly exhibit the draft *Swimming Pool Policy* and draft *Swimming Pool Barrier Inspection Program* for 28 days. The outcomes of the exhibition will be reported back to Council for final decision.

Background

Drowning incidents often involve children who live at or visit a property. Pool owners have a legal obligation to reduce risk to children and others by ensuring pool barriers meet prescribed safety standards and effectively restrict access to the pool area.

According to the *Royal Life Saving National Drowning Report 2020*, swimming pools were the leading location for drownings (54%), with private residential pools accounting for 97% of these incidents. Toddlers aged 1–2 years made up 67% of all swimming pool drowning deaths.

Since October 2013, all NSW Councils have been required to implement a swimming pool inspection program under the *Swimming Pools Act 1992*. Section 22B of the Act mandates that Councils '*...develop and adopt a program for the inspection of swimming pools in their area to ensure compliance...*' Additionally, under the *Swimming Pools Regulation 2018*, Councils must consult the community when developing or reviewing their inspection program. While the Act does not specify how often the program must be reviewed, it is proposed to be reviewed every four years from implementation.

Following an audit, a new *Swimming Pool Policy* and *Swimming Pool Barrier Inspection Program* have been developed to address legislative requirements and key recommendations, including:

- Establishing a structured library of policies and procedures to guide Council's swimming pool compliance program
- Maintaining an up-to-date swimming pool register
- Implementing processes to identify and register new pools
- Conducting proactive inspections for properties with expired or overdue certificates, as well as owner-requested inspections
- Defining criteria for issuing notices of intent, directions, and enforcement actions.

To ensure a consistent and transparent approach to swimming pool compliance, the attached draft *Swimming Pool Policy* provides a clear framework for Council to fulfil its legal obligations. It also promotes community awareness of pool safety to help reduce drowning and near-drowning incidents within the Burwood Local Government Area (LGA).

Swimming pool inspections are to be conducted by qualified Council officers or private certifiers to assess whether pool barriers comply with the Act. Inspections result in either a *Certificate of Compliance* or a *Certificate of Non-Compliance*, which are recorded in the NSW Swimming Pool Register and Council records. In the event of non-complying pool barriers, the inspecting officer or

certifier can require upgrades to meet Australian Standards, and should the pool owner fail to comply, regulatory action in terms of Notices, Directions (Orders) and Fines can be issued by Authorised Council Officers.

All pool owners are legally required to register their pool with the NSW Swimming Pool Register, maintained by NSW Fair Trading. Council and private certifier inspection results are also recorded in this register.

Currently, the NSW Swimming Pool Register lists 869 residential pools within the Burwood LGA.

To ensure compliance with the Act and improve pool safety, the revised *Swimming Pool Policy* and *Swimming Pool Barrier Inspection Program* (Attachment 2) are presented for Council's approval to be placed on exhibition for community comment.

The Policy

Although Council has managed a pool safety program for several years, it has not previously adopted a formal *Swimming Pool Policy*. Establishing a policy enhances transparency and reinforces Council's commitment to reducing drowning and near-drowning incidents within the LGA. Adopting both a *Policy* and an *Inspection Program* strengthens Council's approach by providing a structured, risk-based framework.

The draft *Swimming Pool Policy* ensures Council meets its obligations under the Act through a functional and transparent system. It supports the key components of the *Swimming Pool Barrier Inspection Program* and outlines Council's commitment to public communication and awareness.

The Policy also defines Council's approach to handling compliance certificate applications, referrals from certifiers, and enforcement actions which would be completed in line with Council's existing Compliance and Enforcement Policy.

The Program

To fulfil its obligations under the Act, Council has drafted a *Swimming Pool Barrier Inspection Program*. This program prioritises compliance with legislative requirements, including inspections of high-risk pools, while also addressing the list of non-compliant pools to minimise risk.

NSW Fair Trading requires all pools to meet current barrier standards unless owners can prove ongoing compliance since 31 August 2008. In practice, this is difficult to verify, meaning many older pools will require significant upgrades. Council will follow [NSW Fair Trading's](#) advice on interpreting the *Swimming Pools Act 1992* and *Swimming Pools Regulation 2018*.

High-Risk Pools

Under the Act, Council must inspect pools in tourist and visitor accommodation (e.g. hotels, motels, serviced apartments, and unit complexes) every three years. To meet its obligations under Section 22B(2) of the Act, policy requires the establishment and maintenance of a *High-Risk Pool Register* and develop processes to ensure all high-risk pools undergo the required three-yearly inspections.

Reports of Unsafe Pools

Council must investigate and respond to swimming pool fencing complaints within 72 hours. These complaints are infrequent but are actioned promptly as required.

Applications for Certificates of Compliance

When a pool owner requests an inspection under Section 22C of the Act, they are applying for a *Certificate of Compliance*. These certificates are required for:

- The sale of properties under the *Conveyancing (Sale of Land) Regulation 2010*, which mandates inclusion of either a *Certificate of Compliance* or *Certificate of Non-Compliance* in contracts.

- Rental properties, where landlords must provide a *Certificate of Compliance* to tenants under tenancy laws.

Both Council and private certifiers can issue these certificates, with inspections subject to a statutory fee of \$150. Currently, private certifiers issue most certificates, with only a small number of applications made directly to Council.

Certificates of Non-Compliance

If a certifier cannot issue a *Certificate of Compliance* within six weeks of the initial inspection, they must notify Council. Council will then review the matter and determine the next steps including whether to take enforcement action to ensure compliance.

Exemptions

Under Section 22 of the Act, Council may grant exemptions for pools on complex sites or where special circumstances apply to occupants. Conditions, including time limits, may be imposed on exemptions. No exemptions were issued in the last financial year, and based on recent NSW Fair Trading advice, this trend is expected to continue.

Consultation

The draft *Swimming Pool Policy* and *Swimming Pool Barrier Inspection Program* will be made available for public exhibition via the *Participate Burwood* platform on Council's website.

The *Swimming Pool Safety* section of Council's website is being updated, and a communication plan is being developed to inform residents that all pools must comply with current barrier standards unless continuous compliance since 31 August 2008 can be proven.

Council will continue and increase its community education efforts through:

- Community publications
- Social media campaigns
- Website updates
- Direct public engagement with Council's City Development team

Planning or Policy Implications

Implementing the draft *Swimming Pool Policy* and *Swimming Pool Barrier Inspection Program* will ensure Council complies with the requirements of the *Swimming Pools Act 1992*. It will also serve as a foundation for community engagement and education on pool safety barrier compliance, helping to reduce risks to the community.

Financial Implications

Fees for pool inspections are regulated under the *Swimming Pools Act 1992*. Currently, the *Swimming Pools Regulation* sets the fees at:

- **\$150** for an initial pool barrier inspection.
- **\$100** for each subsequent inspection.

To encourage prompt compliance and necessary pool upgrades, Council's current fee structure under the adopted *Fees and Charges* schedule varies slightly to the maximum fees payable under the statutory scheme and is as follows:

- **\$150.00** for the initial compliance certificate inspection.
- **\$0.00** for the first re-inspection after required works are completed.
- **\$100.00** for any further inspections if non-compliance persists.

This approach aims to support pool owners in meeting safety requirements while ensuring enforcement of compliance standards.

These fees do not fully cover Council's actual costs; however, the program operates within existing staff resources, with pool inspections and compliance managed by Council's Executive Building Surveyor.

Pool owners are not required to use Council for inspections and may instead engage a private certifier, whose fees are not regulated.

Once a certifier notifies Council of a *Certificate of Non-Compliance* and enforcement action begins, inspection fees no longer apply—unless the owner specifically requests a *Certificate of Compliance* to confirm the pool fencing meets requirements, in which case a fee will be charged.

The Act also allows pool owners to apply for an exemption from barrier requirements, which Council may grant if certain criteria are met. The fee for exemption applications is regulated and capped at **\$250**.

Conclusion

To ensure a strong framework for meeting its obligations under the *Swimming Pools Act 1992*, Council has drafted a *Swimming Pool Policy* for endorsement and public exhibition. This Policy, along with the Act, requires Council to develop and implement a *Swimming Pool Barrier Inspection Program* and conduct inspections under this program.

The revised *Swimming Pool Barrier Inspection Program* will ensure Council meets its statutory obligations under the Act and Regulations while also promoting awareness of pool safety and restricting young children's access to swimming pools.

Under *Swimming Pools Regulation 2018 (Part 5 – Inspection and Certificates, Section 16 – Community Engagement)*, the local community must be consulted in the development and review of the inspection program.

In line with this requirement, it is recommended that Council proceeds with the public exhibition of the draft *Swimming Pool Policy* and *Swimming Pool Barrier Inspection Program* for 28 days to gather community feedback.

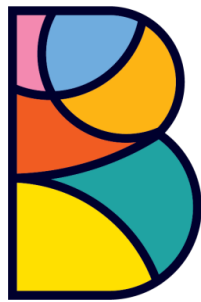
All submissions received during the exhibition period will be reviewed and considered before presenting the final draft of the revised program to Council for endorsement.

Recommendation(s)

1. That Council endorse the draft *Swimming Pool Policy* and *Swimming Pool Barrier Inspection Program* for public exhibition for a period of 28 days.
2. That following the public exhibition period, a further report be presented to Council on the outcomes of the exhibition, including any feedback received on the draft *Swimming Pool Policy* and *Swimming Pool Barrier Inspection Program*.

Attachments

- 1 [↓](#) Swimming Pool Policy Draft 2025
- 2 [↓](#) Swimming Pool Barrier Inspection Draft Program



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SWIMMING POOL POLICY

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Corporate Document
Adopted by Council or Approved by the <General Manager> : <Date>
Ref. No.: <Content Manager Ref. No.>
Version No.: <Version No.>
Ownership: City Development

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Purpose

The purpose of the Swimming Pool Policy (Policy) is to provide a functional and transparent framework to ensure that Council meets all its obligations under the *Swimming Pools Act 1992* (the Act). It also ensures that Council actively raises community awareness of the importance of swimming pool safety to aid in the reduction of drowning and near-drowning events within the Burwood Local Government Area (LGA).

Scope

This policy applies to all swimming pools affected by the Act within the LGA. Section 4 of the Act states that:

The Act applies to swimming pools (both outdoor and indoor) that are situated, or proposed to be constructed or installed, on premises in which a residential building, a moveable dwelling or tourist and visitor accommodation is located, but does not apply to swimming pools that are situated, or proposed to be constructed or installed, on any premises occupied by the Crown or by a public authority.

Policy Statement

In undertaking its obligations under the Act, Council will;

- (a) Develop a Swimming Pool Barrier Inspection Program Corporate Procedure (the Procedure) outlining how Council intends to achieve its statutory obligations under the Act;
- (b) Provide advice to residents on swimming pool barriers and swimming pool safety;
- (c) Comply with NSW Fair Trading advice in relation to the certification of swimming pools;
- (d) Undertake mandatory swimming pool inspections of tourist and visitor accommodation, and multi-occupancy developments once every three years (Section 22B of the Act);
- (e) Inspect any swimming pool that is subject of an owner request for inspection (under section 22C of the Act) to ensure the pool barrier is installed in accordance with the requirements of the Act within a reasonable time;
- (f) Inspect any swimming pool that is the subject of a complaint under the Act. This includes swimming pools identified by staff (Authorised Officers under Part 3 of the Act) who attend a premises in relation to other matters, applications for permits or consents, noise or similar complaints and other matters;
- (g) Ensure swimming pools under construction and portable pools are provided with a compliant pool barrier (fencing);
- (h) Issue Certificates of Compliance, Certificates of Non-Compliance or Pool Barrier Exemption Certificates as appropriate upon application;
- (i) Where a referral is received from a private accredited certifier through Section 22E Notice and a Certificate of Non-Compliance, take appropriate enforcement action to ensure satisfactory pool safety compliance by current owner;
- (j) Undertake enforcement action in accordance with the Act and Council's Compliance and Enforcement Policy. This may include the issue notices and/or directions to

ensure compliance with the Act, issuing penalty notices or taking further action in a Court of competent jurisdiction;

- (k) Issue an Emergency Order as part of the enforcement action if the situation warrants such action to protect public from harm resulting from a non-compliance pool barrier;
- (l) Develop and implement a strategic communication plan for swimming pool compliance which effectively raises awareness, and initiates voluntary compliance;
- (m) Report to the Office of Local Government (OLG) in accordance with OLG guidelines on the number of pool inspections undertaken and the level of compliance with the requirements; and
- (n) Check the swimming pool register at www.swimmingpoolregister.nsw.gov.au to ensure all swimming pools within the LGA that Council is aware of are registered, and take action with regards to all non-registered pools; and
- (o) Charge a fee for inspections undertaken, as appropriate, in accordance with Council's adopted Fees and Charges.

Definitions of Terms

Note: Many of the below definitions have been taken from legislation and while they are current at the time of Policy adoption they may be altered by subsequent legislation amendments. Where enforcement action is required, Council will refer to and rely upon the current definitions contained within legislation.

Term	Meaning
Accredited certifier	An Accredited Certifier is an individual who is registered with the NSW Building Professionals Board for performing swimming pool inspections.
Certificate of Compliance	A Certificate of Compliance is evidence that a swimming pool meets the requirements of the Swimming Pools Act 1992 and the Swimming Pools Regulation 2008. A Certificate of Compliance is valid for three years.
Certificate of Non-Compliance	A Certificate of Non-Compliance is evidence that a swimming pool does not meet the requirements of the Swimming Pools Act 1992 and the Swimming Pools Regulation 2008. A Certificate of Non-Compliance issued at the owners request is valid for one year.
Direction	An authorised person acting under the delegation of a local authority may issue a Direction against the premises with a swimming pool under section 23A of the Swimming Pools Act 1992. This directs the owner to take, within reasonable time as specified in the direction, such measures to

Swimming Pool Policy

	ensure that the swimming pool or premises comply with the requirements of the Swimming Pools Act 1992.
Notice of Direction	Written Notice of Councils intention to issue a Direction against the premises within 14 days unless the terms of the Notice are completed.
Pool Barrier Exemption	A certificate issued under the Act to exempt a swimming pool from any or all the requirements of the Act. An Exemption Certificate is granted subject to any conditions Council deems appropriate.
Portable pool	A structure that is designed as a swimming pool but is not a permanent structure
Occupation Certificate	An Occupation Certificate is issued under the Environmental Planning and Assessment Act 1979 and authorises the construction, commissioning and use of the swimming pool.
Spa Pool	Defined by the Act as: Includes any excavation, structure, or vessel in a spa pool, flotation tank, tub, or the like. Burwood Council does not consider swim spas as spa pools.
Swimming Pool	Defined by the Swimming Pool Act 1992 as: an excavation, structure or vessel – (a) that is capable of being filled with water to a depth greater than 300 millimetres, and (b) that is solely or principally used, or that is designed, manufactured or adapted to be solely or principally used, for the purpose of swimming, wading, paddling or any other human aquatic activity, (c) and includes a spa pool, but does not include a spa bath, anything that is situated within a bathroom or anything declared by the regulations not to be a swimming pool for the purposes of this Act.

Review

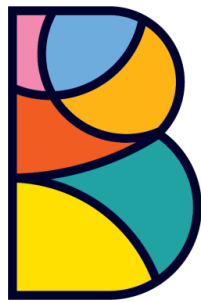
Corporate policy is to be reviewed within four years unless governed by legislation.

Responsibilities

Position	Responsibility
Executive	Provide leadership in complying with the legislative requirements and this Policy. Approve resources to develop, implement and review this Policy.
Director City Strategy	Provide leadership in understanding and complying with the legislative requirements and this Policy. Allocate appropriate resources to assist Council in complying with this Policy.
Manager City Development	Provide leadership in understanding and complying with the legislative requirements and this Policy. Allocate appropriate resources to assist Council in complying with this Policy.
Executive Building Surveyor	Provide leadership in understanding and complying with the legislative requirements and this Policy. Provide subject matter expertise, technical knowledge to assist Council in complying with this Policy.
Community Safety Staff	Assist staff and the community in understanding and complying with the legislative requirements and this Policy. Undertake reviews of this Policy as instructed. Implement this Policy.
All Staff	Assist the community in understanding and complying with this Policy. Comply with this Policy.

Contact

Manager City Development and Executive Building Surveyor



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SWIMMING POOL BARRIER INSPECTION PROGRAM

Swimming Pool Barrier Inspection Program:

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Email: council@burwood.nsw.gov.au
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Purpose

The *Swimming Pools Act 1992* ("the Act") requires all NSW Councils to develop and implement a Swimming Pool Barrier Inspection Program.

The Swimming Pool Barrier Inspection Program aims to support Council's Swimming Pool Policy (the Policy) by defining the scope of the program to ensure compliance with the Act and relevant standards while increasing pool safety awareness and compliance in the Burwood Local Government Area (LGA).

Inspection Program

From October 2013, all Councils are required to have in place and to implement a program of swimming pool inspections. The purpose of the inspection program is to identify swimming pool for inspection scheduling under the program.

Inspections under the program are to ensure that the pool barrier effectively restricts access to the swimming pool in accordance with the provisions of the *Swimming Pools Act 1992*. Council applies a risk base approach to the Procedure.

The following inspections will be attended to in order of priority:

1. High Risk Pools

The legislation requires certain properties considered as a high risk to have the pool inspected every 3 years. This includes pools associated with:

- a hotel, motel, tourist/ visitor accommodation and other multi-occupancy developments;
- backpackers, bed and breakfast, hotel, motel, serviced apartments (includes short term rental accommodation) and residence of more than 2 occupancies;
- childcare centre/ family day care or premises accessed regularly by children for other than domestic purposes.

2. Council identified High Risk Pools

Non-compliant pools listed on the NSW Swimming Pool Register are a priority, with re-inspections and compliance enforcement actively pursued.

3. Reports of Unsafe Pools

- a. Council receives complaints from the public in relation to unsafe pool barriers. Council staff who carry out other local government functions may also identify pools with inadequate pool safety barriers. Once reported to City Development, Council will consider investigation processes through Community Safety officers.
- b. Inspection in receipt of a (Section 22E) notification - notice by an accredited certifier if swimming pool does not comply. Section 22E requires that an accredited certifier notify Council in writing of any swimming pool that the accredited certifier has inspected if it remains non-complaint six weeks after the inspection date.

Before entering the property for an inspection, Council will aim to notify the owner or occupier of the premises about the complaint to arrange a time that is convenient for conducting an inspection.

4. Applications for Certificates of Compliance

Inspection at the request of an owner - General (Section 22C (1)). Section 22C (1) of the *Swimming Pools Act 2012* requires that a Local Authority or an accredited certifier may carry out an inspection of a swimming pool upon request from an owner. This will be undertaken via an application for a Certificate of Compliance.

Swimming Pool Barrier Inspection Program

Where an application is lodged and the relevant fees paid Council or its engaged contractor will aim to inspect within 10 days subject to operational requirements.

5. Exemptions

Inspection at the request of an owner for an exemption certificate - In limited circumstances, Council can issue exemptions under Section 22 of the Act. This allows Council to grant exemptions for swimming pools situated on complex sites, in the particular circumstances of the case:

- That it is impracticable or unreasonable (because of the physical nature of the premises, because of the design or construction of the swimming pool or because of special circumstances of a kind recognised by the regulations as justifying the granting of an exemption) for the swimming pool to comply with those requirements; or
- That alternative provision, no less effective than those requirements, exists for restricting access to the swimming pool.

When granting an exemption Council may impose conditions, including timeframes on the validity of the exemptions.

For an Application for Exemption seeking exemption from barrier requirements that are impracticable or unreasonable. Application must include sufficient reason for seeking an exemption.

6. Random checks

As resources permit Council may randomly select properties from the state-wide Swimming Pool Register that do not have a current Certificate of Compliance (or relevant Occupation Certificate). Priority will be given to inspecting older swimming pools that have never had a Certificate of Compliance (or relevant Occupation Certificate). Once a property has been selected, Council will write to the owner and request that they make arrangements for an inspection either by a Council Officer or an accredited certifier.

Education Program

Council will maintain the webpages related to swimming pool safety and compliance including pool barriers.

Updated information and documents assisting the community in achieving pool safety will be published on a regular basis.

In August 2024, the Standards Australia issued AS1926.1-2024 to replace the previous AS1926.1-2012. When NSW swimming pool legislation adopts the new Australian Standards, Council will release a knowledge-sharing program to inform the community on the changes made. The program will utilise a variety of media and publication options.

Workplace Health and Safety

All duties are to be carried out in accordance with Council WHS policies and procedures.

Review

The program is to be reviewed within four years unless governed by legislation.

Contact

Manager City Development and Executive Building Surveyor

(Item 15/25) National General Assembly of Local Government and the Australian Placemaking Summit 2025 - Conference Attendance

File No: 25/5876

Report by General Manager

Summary

This report is to inform Council of the upcoming 2025 National General Assembly of Local Government and the 2025 Australian Placemaking Summit.

Operational Plan Objective

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

Background

The 2025 National General Assembly of Local Government (NGA25) will be held at the National Convention Centre in Canberra from 24 to 27 June 2025. Council may nominate one Voting Delegate, and Council is requested to consider if and which Councillors will attend as delegate and nominated observers.

The theme for the NGA this year is “National Priorities Need Local Solutions”.

The Australian Placemaking Summit will be held at the Melbourne Convention and Exhibition Centre, Melbourne Victoria, from 17 to 18 June 2025. The Summit is a high-level forum for discussion and debate around the crucial role of placemaking in creating better places and shaping the future of cities and towns across Australia. The 2-day summit will provide a leading platform for people from both the government and private sectors to network and discuss opportunities as well as solutions for challenges encountered in the process of placemaking. Burwood Council will also be part of this year’s program, presenting insights from recent innovative placemaking initiatives to attendees.

Council may nominate delegates to attend to gain a deeper understanding of the role of placemaking within our community.

Financial Implications

NGA25

The table below indicates approximate costs per person to attend the 2025 National General Assembly of Local Government in Canberra:

- | | |
|--|-------------------|
| • Early Bird Registration Fee
(Payment due by Friday 23 May 2025) | \$979.00 |
| • Conference Dinners | |
| ○ GA Dinner – Thursday 26 June 2025 | \$179.00 |
| • Return Air Fare to Canberra
Or Travel by Car | \$500.00 - 550.00 |
| • Hotel Accommodation per Night | \$520.00 |

Councillors using private vehicles will be reimbursed in accordance with the Rate payable for claims by Council Officers under the *NSW (Local Government) State Award*, subject to the cost not

exceeding the average air fare of other Councillors who flew or, if no other Councillor flew, the Flexible Economy Class air fare to the same destination available at the time of the conference.

Australian Placemaking Summit 2025

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

- | | |
|---------------------------------|-------------------|
| • Early Bird Registration Fee | \$1,039.77 |
| • Return Air Fare to Melbourne | \$450.00 - 500.00 |
| • Hotel Accommodation per Night | \$200.00 - 250.00 |

The above expenses will be met by Council in accordance with the Councillors' Expenses and Facilities Policy. If spouses/partners wish to accompany Councillors to the NGA25 or the Australian Placemaking Summit, all costs, including any additional air fare/accommodation costs, must be met by the Councillor or spouse/partner.

Recommendation(s)

1. That Council nominate the Mayor, or his alternate, as the Voting Delegate for the 2025 National General Assembly of Local Government (NGA25) to be held from 24 to 27 June 2025 in Canberra.
2. That Council determines the attendance of Councillors and the General Manager as observers at the 2025 National General Assembly of Local Government (NGA25) from 24 to 27 June 2025 in Canberra.
3. That Council determines the attendance of the Mayor, Councillors and the General Manager as attendees at the 2025 Australian Placemaking Summit from 17 to 18 June 2025 in Melbourne.

Attachments

There are no attachments for this report.

(Item 16/25) Investment Report as at 31 January 2025 and 28 February 2025

File No: 25/12987

Report by Director Corporate Services

Summary

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

Operational Plan Objective

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

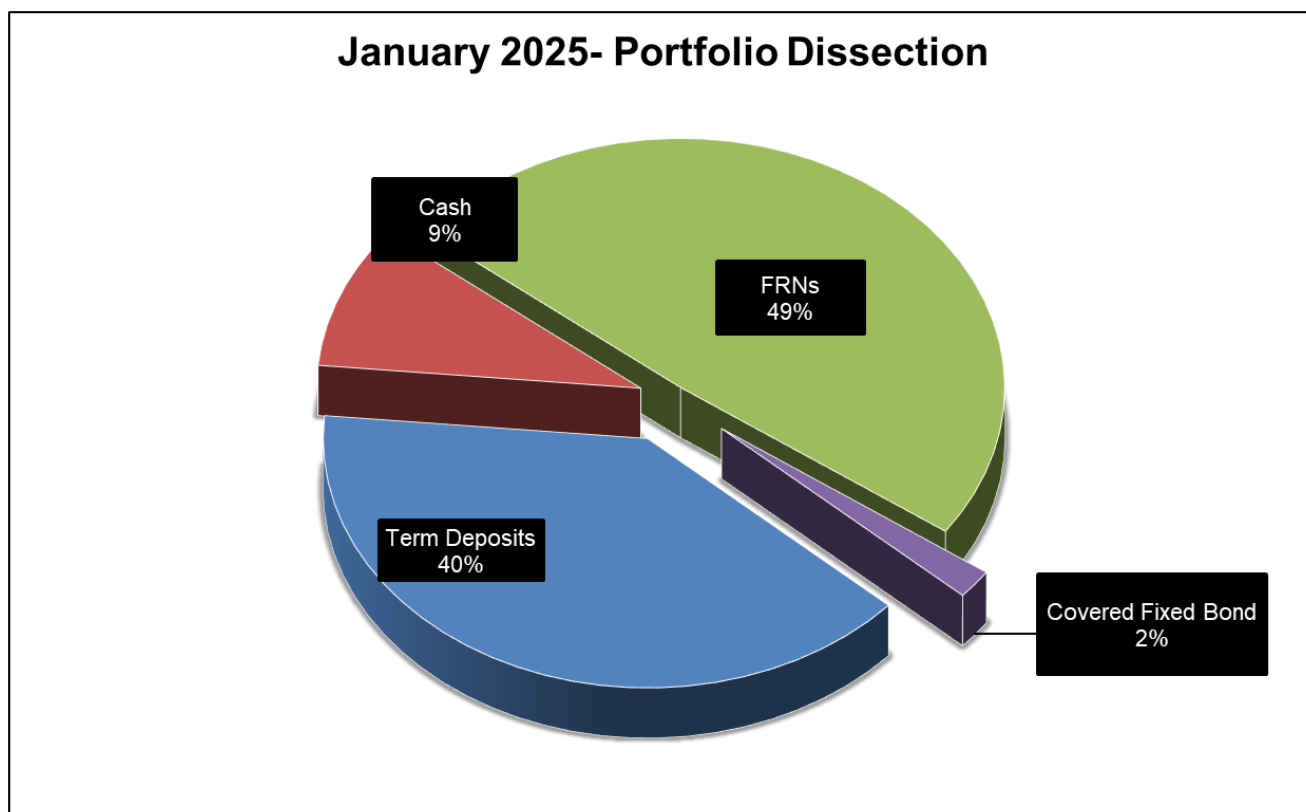
Background

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

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

Investment Portfolio

Council has a diversified investment portfolio and has a number of direct investments in term deposits. Its investment portfolio as at 31 January 2025 is:



As at 31 January 2025 Council held the following term deposits:

Purchase Date	Financial Institution	Principal Amount	Interest Rate	Investment Days	Maturity Date
22 Feb 24	NAB	3,000,000	5.08%	365	21 Feb 25
21 May 24	SunCorp	4,000,000	5.20%	300	17 Mar 25
27 Jun 24	NAB	3,000,000	5.50%	364	26 Jun 25
22 Aug 24	NAB	4,000,000	5.00%	365	22 Aug 25
28 Aug 24	SunCorp	4,000,000	5.08%	184	28 Feb 25
12 Dec 24	SunCorp	3,000,000	5.13%	242	11 Aug 25
	Total	21,000,000			

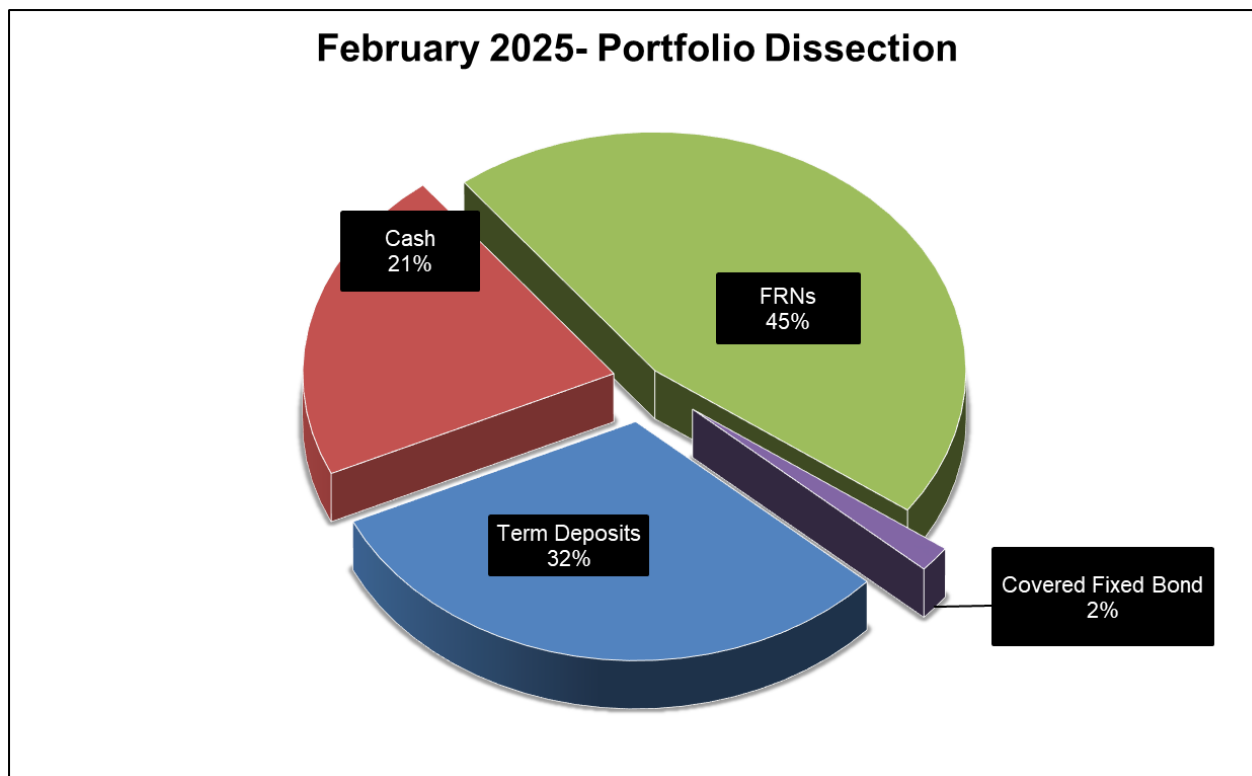
As at 31 January 2025 Council held the following covered fixed bonds:

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

As at 31 January 2025 Council held the following Floating Rate Notes:

Purchase Date	Financial Institution	Principal Amount	Current Coupon Rate	Investment Days	Maturity Date
16 Jun 21	MyState Bank Ltd	2,500,000	5.1099%	1,461	16 Jun 25
24 Aug 21	National Australia Bank	1,500,000	4.8251%	1,826	24 Aug 26
11 Aug 22	Westpac	1,800,000	5.2131%	1,096	11 Aug 25
18 Aug 22	Commonwealth Bank of Australia	2,400,000	5.4463%	1,826	18 Aug 27
13 Oct 22	MyState Bank Ltd	1,500,000	5.6397%	1,096	13 Oct 25
17 Oct 22	Suncorp-Metway Limited	800,000	5.2108%	1,096	17 Oct 25
07 Nov 22	Sumitomo Mitsui Banking Sydney	2,000,000	5.5150%	1,096	07 Nov 25
13 Jan 23	Commonwealth Bank of Australia	3,000,000	5.4897%	1,826	13 Jan 28
19 Jan 23	Rabobank U.A Australia Branch	1,500,000	5.5131%	1,826	19 Jan 28
10 Feb 23	Newcastle Permanent Building Society	1,000,000	5.4131%	1,461	10 Feb 27
03 Mar 23	HSBC Sydney Branch	2,000,000	5.4773%	1,827	03 Mar 28
16 Mar 23	United Overseas Bank Sydney	2,000,000	5.1899%	1,096	16 Mar 26
18 May 23	Suncorp-Metway Limited	1,500,000	5.4763%	1,096	18 May 26
16 Jun 23	QPCU Limited T/A QBANK	2,750,000	6.1599%	1,096	16 Jun 26
	Total	26,250,000			

Its investment portfolio as at 28 February 2025 is:



As at 28 February 2025 Council held the following term deposits:

Purchase Date	Financial Institution	Principal Amount	Interest Rate	Investment Days	Maturity Date
21 May 24	SunCorp	4,000,000	5.20%	300	17 Mar 25
27 Jun 24	NAB	3,000,000	5.50%	364	26 Jun 25
22 Aug 24	NAB	4,000,000	5.00%	365	22 Aug 25
12 Dec 24	SunCorp	3,000,000	5.13%	242	11 Aug 25
21 Feb 25		4,000,000	4.81%	367	23 Feb 26
	Total	18,000,000			

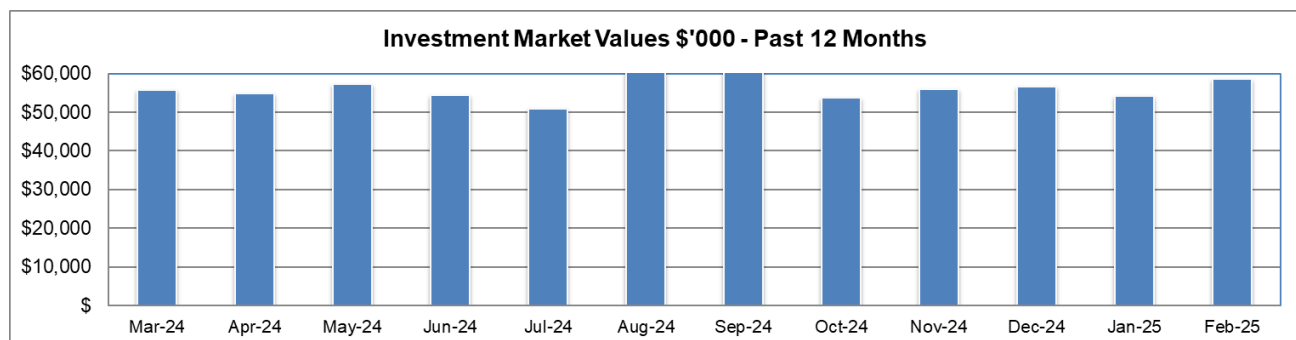
As at 28 February 2025 Council held the following covered fixed bonds

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

As at 28 February 2025 Council held the following Floating Rate Notes:

Purchase Date	Financial Institution	Principal Amount	Current Coupon Rate	Investment Days	Maturity Date
16 Jun 21	MyState Bank Ltd	2,500,000	5.1099%	1,461	16 Jun 25
24 Aug 21	National Australia Bank	1,500,000	4.5387%	1,826	24 Aug 26
11 Aug 22	Westpac	1,800,000	4.9944%	1,096	11 Aug 25
18 Aug 22	Commonwealth Bank of Australia	2,400,000	5.1891%	1,826	18 Aug 27
13 Oct 22	MyState Bank Ltd	1,500,000	5.6397%	1,096	13 Oct 25
17 Oct 22	Suncorp-Metway Limited	800,000	5.2108%	1,096	17 Oct 25
07 Nov 22	Sumitomo Mitsui Banking Sydney	2,000,000	5.3100%	1,096	07 Nov 25
13 Jan 23	Commonwealth Bank of Australia	3,000,000	5.4897%	1,826	13 Jan 28
19 Jan 23	Rabobank U.A Australia Branch	1,500,000	5.5131%	1,826	19 Jan 28
10 Feb 23	Newcastle Permanent Building Society	1,000,000	5.2030%	1,461	10 Feb 27
03 Mar 23	HSBC Sydney Branch	2,000,000	5.4773%	1,827	03 Mar 28
16 Mar 23	United Overseas Bank Sydney	2,000,000	5.1899%	1,096	16 Mar 26
18 May 23	Suncorp-Metway Limited	1,500,000	5.2191%	1,096	18 May 26
16 Jun 23	QPCU Limited T/A QBANK	2,750,000	6.1599%	1,096	16 Jun 26
	Total	26,250,000			

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



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

Council's investment balances as at reporting date are detailed in Attachment 1 & 2. Definitions on the types of investments are detailed in Attachment 3.

Investment Performance and Market Commentary

At the Reserve Bank of Australia (RBA) meeting on the 18 February 2025, the Board decided to lower the official cash rate to 4.10 per cent. According to the Statement by the Reserve Bank board "...Inflation has fallen substantially since the peak in 2022, as higher interest rates have been working to bring aggregate demand and supply closer towards balance. In the December quarter underlying inflation was 3.2 per cent, which suggests inflationary pressures are easing a little more quickly than expected. There has also been continued subdued growth in private demand and wage pressures have eased. These factors give the Board more confidence that inflation is moving sustainably towards the midpoint of the 2–3 per cent target range.

However, upside risks remain. Some recent labour market data have been unexpectedly strong, suggesting that the labour market may be somewhat tighter than previously thought. The central forecast for underlying inflation, which is based on the cash rate path implied by financial markets, has been revised up a little over 2026. So, while today's policy decision recognises the welcome progress on inflation, the Board remains cautious on prospects for further policy easing.

Growth in output has been weak, private domestic demand is recovering a little more slowly than earlier expected, and there is uncertainty around the extent to which the recovery in household spending in late 2024 will persist. Wage pressures have eased a little more than expected, housing cost inflation is abating, and businesses in some sectors continue to report that it has been hard to pass on cost increases to final prices.

At the same time, a range of indicators suggest that labour market conditions remain tight and, in fact, tightened a little further in late 2024. Measures of labour underutilisation have declined, and business surveys and liaison suggest that availability of labour is still a constraint for a range of employers. Furthermore, productivity growth has not picked up, which implies that growth in unit labour costs remains high.

There are notable uncertainties about the outlook for domestic economic activity and inflation. The central projection is for growth in household consumption to increase as income growth rises. But there is a risk that any pick-up in consumption is slower than expected, resulting in continued subdued output growth and a sharper deterioration in the labour market than currently projected. Alternatively, labour market outcomes may prove stronger than expected, given the signal from a range of leading indicators.

More broadly, there are uncertainties regarding the lags in the effect of monetary policy and how firms' pricing decisions and wages will respond to the slow growth in the economy and weak productivity outcomes while conditions in the labour market remain tight.

Uncertainty about the outlook abroad also remains significant. Geopolitical and policy uncertainties are pronounced and may themselves bear down on activity in many countries if households and firms delay expenditures pending greater clarity on the outlook. Most central banks have been easing monetary policy as they become more confident that inflation is moving sustainably back towards their respective targets. But market expectations for further easing have moderated somewhat in recent months, particularly in the United States.

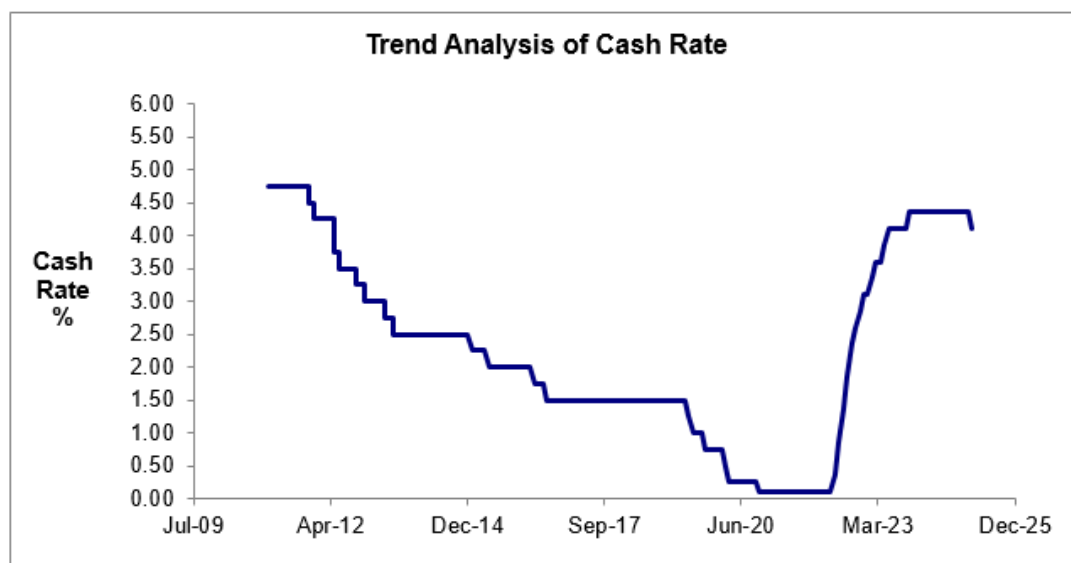
Sustainably returning inflation to target within a reasonable timeframe remains the Board's highest priority. This is consistent with the RBA's mandate for price stability and full employment. To date, longer term inflation expectations have been consistent with the inflation target and it is important that this remains the case.

The Board's assessment is that monetary policy has been restrictive and will remain so after this reduction in the cash rate. Some of the upside risks to inflation appear to have eased and there are signs that disinflation might be occurring a little more quickly than earlier expected. There are nevertheless risks on both sides.

The forecasts published today suggest that, if monetary policy is eased too much too soon, disinflation could stall, and inflation would settle above the midpoint of the target range. In removing a little of the policy restrictiveness in its decision today, the Board acknowledges that progress has been made but is cautious about the outlook.

The Board will continue to rely upon the data and the evolving assessment of risks to guide its decisions. In doing so, it will pay close attention to developments in the global economy and financial markets, trends in domestic demand, and the outlook for inflation and the labour market. The Board remains resolute in its determination to return inflation to target and will do what is necessary to achieve that outcome."

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



Recommendation(s)

1. That the investment report for 31 January 2025 and 28 February 2025 be received and endorsed.
2. That the Certificate of the Responsible Accounting Officer be received and noted.

Attachments

- 1 [Investment Register January 2025](#)
- 2 [Investment Register February 2025](#)
- 3 [Investment Types](#)

**BURWOOD COUNCIL
INVESTMENT PORTFOLIO
as at 31 January 2025**

Investment Adviser	Issuer	ADI or N-ADI	Investment Name	Type	Rating S&P	Invested Amount	Market Value as at 30/11/2024	Market Value as at 31/12/2024	Market Value as at Reporting Date	% of Total Invested
Cash										9.26
Council	Commonwealth Bank	ADI	Operating Account	Cash	AA-	1,259,769	2,393,657	1,283,595	1,259,769	2.32
Council	Commonwealth Bank	ADI	Cash Deposit Account	At Call	AA-	0	-	-	-	0.00
Council	Commonwealth Bank	ADI	Online Saver	At Call	AA-	3,754,960	7,603,690	6,328,730	3,754,960	6.92
Council	AMP Bank Limited	ADI	AMP Business Saver	At Call	BBB-	1,274	1,268	1,271	1,274	0.00
Council	AMP Bank Limited	ADI	AMP Notice Account	Notice 30 days	BBB-	3,864	3,832	3,848	3,864	0.01
Term Deposits - Less than Three Months										-
										0.00
Term Deposits - Longer than Three Months										39.80
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	3,000,000	3,117,745	3,130,688	3,143,632	5.80
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Term Deposit	AA-	4,000,000	4,109,984	4,127,649	4,145,315	7.64
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Term Deposit	AA-	3,000,000	-	3,008,011	3,021,082	5.57
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	3,000,000	3,070,521	3,084,534	3,098,548	5.71
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Term Deposit	AA-	4,000,000	4,052,331	4,069,589	4,086,847	7.54
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	4,000,000	4,054,795	4,071,781	4,088,767	7.54
Term Deposits - Covered Fixed Bond										1.87
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Fixed Bond (4.85%) Semi Annual	AA-	1,000,000	1,007,630	1,012,550	1,016,890	1.87
Floating Rate Notes										49.07
Council	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +65 bps)	BBB	2,500,000	2,524,000	2,503,775	2,515,050	4.64
Council	National Australia Bank	ADI	National Australia Bank	Floating Rate Notes (90 day BBSW +41 bps)	AA-	1,500,000	1,498,725	1,504,815	1,511,790	2.79
Council	Westpac Banking Corporation Ltd	ADI	Westpac Banking Corporation Ltd	Floating Rate Notes (90 day BBSW +90 bps)	AA-	1,800,000	1,810,944	1,818,018	1,825,254	3.37
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +102 bps)	AA-	2,400,000	2,426,280	2,437,464	2,449,608	4.52
Council	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +130 bps)	BBB	1,500,000	1,516,890	1,523,430	1,508,910	2.78
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Floating Bond (90 day BBSW +88 bps)	AA-	800,000	808,624	811,824	804,376	1.48
Council	Sumitomo Mitsui Banking Corporation Sydney	ADI	Sumitomo Mitsui Banking Corporation Sydney	Floating Rate Notes (90 day BBSW +110 bps)	A	2,000,000	2,019,420	2,027,720	2,036,220	3.75
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +112 bps)	AA-	3,000,000	3,059,760	3,073,800	3,048,120	5.62
Council	Rabobank U.A Australia Branch	ADI	Rabobank U.A Australia Branch	Floating Rate Notes (90 day BBSW mid + 118 bps)	A	1,500,000	1,528,170	1,533,705	1,519,305	2.80
Council	Newcastle Permanent Building Society	ADI	Newcastle Permanent Building Society	Floating Rate Notes (90 day BBSW +138 bps)	BBB	1,000,000	1,003,200	1,007,690	1,012,170	1.87
Council	The Hongkong and Shanghai Banking Corporation Limited Sydney Branch	ADI	The Hongkong and Shanghai Banking Corporation Limited Sydney Branch	Floating Rate Notes (90 day BBSW +105 bps)	AA-	2,000,000	2,043,700	2,026,080	2,035,080	3.75
Council	United Overseas Bank Ltd Sydney Branch	ADI	United Overseas Bank Ltd Sydney Branch	Floating Rate Notes (90 day BBSW +73 bps)	AA-	2,000,000	2,028,180	2,010,780	2,019,600	3.72
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Floating Bond (90 day BBSW +105 bps)	AA-	1,500,000	1,514,490	1,520,865	1,527,360	2.82
Council	QPCU Limited T/A QBANK	ADI	QPCU Limited T/A QBANK	Floating Rate Notes (90 day BBSW +170 bps)	BBB-	2,750,000	2,817,073	2,788,775	2,802,415	5.17
Grand Total						53,269,867	56,014,906	56,710,988	54,236,207	100.00

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

Certificate of Responsible Accounting Officer

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



Sarah Seaman

Finance Manager

Investment Register February 2025

BURWOOD COUNCIL
INVESTMENT PORTFOLIO
as at 28 February 2025

Investment Adviser	Issuer	ADI or N-ADI	Investment Name	Type	Rating S&P	Invested Amount	Market Value as at 31/12/2024	Market Value as at 31/01/2025	Market Value as at Reporting Date	% of Total Invested
Cash										21.35
Council	Commonwealth Bank	ADI	Operating Account	Cash	AA-	9,413,975	1,283,595	1,259,769	9,413,975	16.09
Council	Commonwealth Bank	ADI	Cash Deposit Account	At Call	AA-	0	-	-	-	0.00
Council	Commonwealth Bank	ADI	Online Saver	At Call	AA-	3,075,650	6,328,730	3,754,960	3,075,650	5.26
Council	AMP Bank Limited	ADI	AMP Business Saver	At Call	BBB-	1,277	1,271	1,274	1,277	0.00
Council	AMP Bank Limited	ADI	AMP Notice Account	Notice 30 days	BBB-	3,882	3,848	3,864	3,882	0.01
Term Deposits - Less than Three Months										-
Term Deposits - Longer than Three Months										31.46
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	-	3,130,686	3,143,632	-	0.00
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Term Deposit	AA-	-	4,127,640	4,145,315	-	0.00
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Term Deposit	AA-	3,000,000	3,008,011	3,021,082	3,032,888	5.18
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	3,000,000	3,084,534	3,098,548	3,111,205	5.32
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Term Deposit	AA-	4,000,000	4,069,589	4,086,847	4,161,271	7.11
Council	Westpac Banking Corporation Ltd	ADI	Westpac Banking Corporation Ltd	Term Deposit	AA-	4,000,000	-	-	4,003,690	6.84
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	4,000,000	4,071,781	4,088,767	4,104,110	7.01
Term Deposits - Covered Fixed Bond										1.74
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Fixed Bond (4.85%) Semi Annual	AA-	1,000,000	1,012,550	1,016,890	1,020,700	1.74
Floating Rate Notes										45.44
Council	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +65 bps)	BBB	2,500,000	2,503,775	2,515,050	2,525,200	4.31
Council	National Australia Bank	ADI	National Australia Bank	Floating Rate Notes (90 day BBSW +41 bps)	AA-	1,500,000	1,504,815	1,511,790	1,500,135	2.56
Council	Westpac Banking Corporation Ltd	ADI	Westpac Banking Corporation Ltd	Floating Rate Notes (90 day BBSW +80 bps)	AA-	1,800,000	1,818,018	1,825,254	1,808,352	3.09
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +102 bps)	AA-	2,400,000	2,437,464	2,449,608	2,428,272	4.15
Council	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +130 bps)	BBB	1,500,000	1,523,430	1,508,910	1,515,300	2.59
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Floating Bond (90 day BBSW +88 bps)	AA-	800,000	811,824	804,376	807,288	1.38
Council	Sumitomo Mitsui Banking Corporation Sydney	ADI	Sumitomo Mitsui Banking Corporation Sydney	Floating Rate Notes (90 day BBSW +110 bps)	A	2,000,000	2,027,720	2,036,220	2,015,980	3.44
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +112 bps)	AA-	3,000,000	3,073,800	3,048,120	3,063,450	5.23
Council	Rabobank U.A Australia Branch	ADI	Rabobank U.A Australia Branch	Floating Rate Notes (90 day BBSW mid + 118 bps)	A	1,500,000	1,533,705	1,519,305	1,525,470	2.61
Council	Newcastle Permanent Building Society	ADI	Newcastle Permanent Building Society	Floating Rate Notes (90 day BBSW +138 bps)	BBB	1,000,000	1,007,690	1,012,170	1,003,630	1.71
Council	The Hongkong and Shanghai Banking Corporation Limited Sydney Branch	ADI	The Hongkong and Shanghai Banking Corporation Limited Sydney Branch	Floating Rate Notes (90 day BBSW +105 bps)	AA-	2,000,000	2,026,080	2,035,080	2,045,220	3.49
Council	United Overseas Bank Ltd Sydney Branch	ADI	United Overseas Bank Ltd Sydney Branch	Floating Rate Notes (90 day BBSW +73 bps)	AA-	2,000,000	2,010,780	2,019,600	2,027,660	3.46
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Floating Bond (90 day BBSW +105 bps)	AA-	1,500,000	1,520,865	1,527,360	1,513,110	2.59
Council	QPCU Limited T/A QBANK	ADI	QPCU Limited T/A QBANK	Floating Rate Notes (90 day BBSW +170 bps)	BBB-	2,750,000	2,788,775	2,802,415	2,815,010	4.81
Grand Total						57,744,784	56,710,988	54,236,207	58,522,725	100.00

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

Certificate of Responsible Accounting Officer

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

Sarah Seaman

Finance Manager

Types of Investments

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

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

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

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

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

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

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

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

(Item 17/25) Adoption - Amendment to Burwood DCP - Setbacks for 121-125 Burwood Road and 168 Burwood Road, Burwood

File No: 25/13446

Report by Director City Strategy

Summary

This report provides an overview of the public exhibition of the proposed amendments to the Burwood Development Control Plan (DCP) with respect to setback requirements under Section 3.3.2 Burwood Town Centre Areas, specifically relating to the front setback requirements for Nos. 121-125 Burwood and 168 Burwood Road, Burwood. The intent of the amendment is to increase the street front setbacks so as to open up the heritage view to the former Burwood Post Office and facilitate the establishment of a public plaza along the Burwood Road frontage at the intersection of Railway Parade.

Three (3) submissions were received during the exhibition period, in addition to a number of discussion with property owners on the proposed changes, including the new property owner of 168 Burwood Road, Burwood which has recently changed.

It is recommended that the amended controls for front setback requirements for Nos. 121-125 and 168 Burwood Road, Burwood be adopted, with an amendment to provide clarity on when the clause should be applied, specifically when an applicant proposes the erection of a new building or the substantial redevelopment or the substantial refurbishment of an existing building on the sites.

Operational Plan Objective

A.33 Undertake a comprehensive review of the Development Control Plan (DCP) 2013 and prepare a user friendly and interactive DCP

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

P.49 Ensure transparency and accountability in decision making

Background

At its meeting on 22 August 2023, Council considered a report on proposed amendments to Section 3.3.2 Burwood Town Centre Areas of the Burwood DCP, specifically relating to the front setback requirements for land at Nos. 121-125 Burwood and 168 Burwood Road, Burwood, where it resolved the following:

- 1. That the proposed amendment to the primary street front setback requirements for Nos 121-125 & 168 Burwood Road, Burwood under Section 3.3.2 Burwood Town Centre Areas of the Burwood Development Control Plan (DCP), as outlined in the body of the report, be endorsed for the purposes of public exhibition and that they be exhibited in accordance with relevant Legislation and Council's Community Engagement Strategy.*
- 2. That the owners of the affected properties be notified in writing of the proposed amendment to the DCP.*
- 3. That following the exhibition of the DCP amendments, a report be brought to Council advising of any submissions and making recommendations on the finalisation of the draft DCP provision.*

Council, at its meeting on 28 November 2023, considered a report on the amendment to the Burwood DCP to amend the front setback requirements for the subject site.

Subsequently, Council resolved that finalisation of the amendment to increase the setbacks be deferred to allow Council staff to meet with the affected owners.

On 22 January 2024, Council Staff met with the landowners. Further, following the sale of 168 Burwood Road, staff met with the new owners on 6 February 2025.

Amendments to Burwood DCP – 3.3.2 Burwood Town Centre Areas

The amendment to Section 3.3.2 Burwood Town Centre Areas of Burwood DCP proposes to increase the street front setback requirements from 0m to 8m for Nos 121-125 Burwood Road (currently Burwood Hotel) and 168 Burwood Road (currently Westpac Bank) to ensure that any future redevelopment of the subject sites provides an increased ground floor building setback to assist in opening up the heritage view towards the former Burwood Post Office and also to facilitate an increased building setback to establish a public plaza fronting Burwood Road.

The setback requirements for the sites, as exhibited are outlined in Table 1 and Figure 1 below:

Table 1: Increased street front setback requirements for 121-125 & 168 Burwood Road, Burwood

	Burwood Road	Railway Parade
Primary Setback	8m	3m
Secondary Setback	8m	3m



Figure 1. Increased street front setback requirements for 121-125 & 168 Burwood Road, Burwood – 8m setback to Burwood Road and 3m setback to Railway Parade

It is proposed that an additional clause as exhibited with additional clarifying wording in red be inserted under the Street Front Setback provisions for Burwood Road under Section 3.3.2 Burwood Town Centre Areas, as follows:

P6 Notwithstanding P4 & P5 above, for the erection of a new building or the substantial redevelopment or the substantial refurbishment of an existing building on the sites Nos 121-125 Burwood Road and 168 Burwood Road, Burwood, the street front setback on Burwood Road must be a minimum of 8m to:

- (i) Open up the heritage view to the former Burwood Post Office; and*
- (ii) Facilitate and establish the creation of a public plaza along the Burwood Road frontage*

This will facilitate the outcome, as proposed in Figure 1 above.

The subject site is located within the commercial core area and comprises a 4-way intersection. The intersection is currently reaching maximum pedestrian capacity, particularly during peak commute periods, lunch break periods, weekends and festivals. Given the location of the site, it is considered appropriate to increase the front setback controls for any substantial building change or future redevelopments to facilitate a public plaza. The plaza would assist in crowd management by creating additional space for access and circulation and prevent foot traffic overflowing onto the roadway. Furthermore, the public plaza provides opportunities for street activation and place making and thereby achieving urban design principles for a town centre.



Figure 2: The Westpac Building and adjoining Burwood Post Office Heritage building, viewed from Burwood Road. (24/02/2025)



Figure 3: South of the Westpac Building, currently occupied by the Burwood Hotel. (24/02/2025)



Figure 4: North of the Westpac Building, viewed from Railway Parade. (24/02/2025)



Figure 5: The intersection of Burwood Road and Railway Parade, North West of the Westpac Building. (24/02/2025)

By opening up the heritage view towards the historic Burwood Post Office building, the additional open space created by the increased setbacks will enable the Post Office to be more visible from different vantage points within the centre.

With regard to the above, it is considered that the increased setbacks will result in an improved planning outcome and provide opportunities to achieve urban design principles for this prominent location in the Town Centre.

Engagement with property owners

In January 2024 and then in February 2025 Council Staff met with the landowners, It is important to note that following the sale of 168 Burwood Road, both the properties are currently in a single ownership. The owners were given an opportunity to explain their position on the proposal and Council Officers provided clarification for their concerns. The matters of discussion are outlined in Table 2 below:

Table 2: Matters recently discussed with the property owners

Concerns Raised	Council Response
There is the perception of Council taking the land away from the owner.	Council does not intend to acquire the land from the owners. The purpose of the setback controls is to provide a public plaza to improve the accessibility and useability of this space. Accordingly, the creation of a vibrant space at this busy intersection would provide a high quality urban design outcome which can facilitate an enhanced arrival experience for the future buildings.
The owners have requested that Council demonstrate how the proposed setbacks would not affect the redevelopment potential of the land and resale value.	Council does not intend for the landowners to lose any floor space. The proposed setback amendment is not affecting the redevelopment potential of this land as the zoning, maximum Floor Space Ratio and the maximum building height remains the same. Furthermore, the proposed change to the setback means the same floor area will be redistributed to elsewhere on site.
The owners held the view that Council needs owner's consent to amend the DCP.	Owner's Consent is not required for DCP amendments. The purpose of the DCP amendment is to improve the planning and urban outcome for future developments at this site.
The owners have been paying land tax to keep the property.	The land tax is based on the maximum value of the land and is not in Council's control.

With regard to the above, the concerns raised by the landowners have been acknowledged by Council and it is considered that the additional setbacks is unlikely to result in a loss in the development potential of the land as the FSR provisions under the LEP are not changing or any adverse urban design and planning outcomes.

Given that Council Officers have met with affected landowners as per the requirements of the Council meeting resolution, Council can now proceed with the determination and it is recommended that the DCP amendments be adopted.

Public Exhibition and Consultation

The amendments to Section 3.3.2 of the Burwood DCP were placed on public exhibition for 30 days from 13 September to 13 October 2023, in accordance with the *Environmental Planning and Assessment Regulation 2021* and Council's *Community Engagement Strategy 2023-2026*.

The exhibition notice included a link to Participate Burwood where the proposed amendment was available for review.

A letter advising of the proposed amendments and the exhibition was also sent to the property owners of Nos. 121, 123, 125 and 168 Burwood Road, Burwood.

Three (3) submissions were received during the exhibition period; two (2) were in support of the proposal and one (1) expressed an objection. The comments received are summarised in Table 3 below:

Table 3: Summary of Submissions received and Council officer's response

No.	Ref.	Summary	Response
1	E23/36392	<p>Supports the proposed DCP amendment, in principle, to facilitate a public plaza at the corner and to create better views of the former post office.</p> <p>Recommends caution to be taken in the consideration of the design of any future redevelopment.</p> <p>Questions whether Westpac building and Burwood Hotel would need to be partially demolished.</p> <p>Recommends recognition of the existence and the role of Burwood Hotel to the LGA and not convinced that the Burwood Hotel should be demolished.</p> <p>Suggests an alternative way to establish a plaza on the Westpac site only.</p>	<p>Noted</p> <p>The site is located adjacent to the former Post Office building, which is a state heritage listed item. Any proposed future redevelopment of this site will be referred to Council's Heritage Advisor to ensure the design is satisfactory and appropriate with the context.</p> <p>In addition, any future redevelopment of a new building of 3 or more storeys on the affected site would be subject to the Design Excellence provisions under the Clause 6.5 of the Burwood Local Environmental Plan (BLEP) 2012. Consideration of design merit and any impacts to the surrounding properties and environment will be considered as part of the Development Application assessment process.</p> <p>The DCP controls would apply to any new building(s) on site. Accordingly, in the event that the Westpac building and Burwood Hotel are proposed to be demolished and redeveloped, the new developments would need to comply with the new DCP setback controls.</p> <p>It is considered appropriate that the plaza expands across both sites to effectively open up the heritage view of the Post Office Building and provide sufficient space for pedestrian access and circulation, close to the train station.</p>

No.	Ref.	Summary	Response
2	E23/36858 23/39585	<p>Objects to the proposed DCP amendment.</p> <p>Claimed that the draft DCP will affect the future value of the property and future tenancy.</p>	<p>The proposed amendment to the Burwood DCP only relates to the primary street front setback of the subject sites (ground floor). The proposed amendment does not affect the permitted land uses, density or height of the subject properties. The proposed increase to the primary street front setback requirement is considered to be of minimal impact to the development potential of the site.</p> <p>No evidence has been provided to Council to support the claim that the proposed amendment to the DCP will reduce the land value of the property.</p>
3	E23/37059	<p>Supports the view towards the post office building.</p> <p>Requests construction hours to be limited to avoid disruption of residential amenity.</p>	<p>The view towards the Post Office would accentuate this historic and prominent feature of the Burwood Town Centre.</p> <p>Any future development consent will include conditions relating to construction hours, to protect the amenity of adjoining residents.</p>

Planning or Policy Implications

The proposal will amend Section 3.3.2 of the Burwood DCP. The proposed DCP amendment will result in a positive transformation to this space, subject to future development of the two sites.

The increased setbacks and provision of a public plaza will improve the appearance and usability of the public domain through street tree planting, public siting, innovation in public art etc. to strengthen the destination characteristics of the site. This is particularly important given that this is a prominent area and the first area to be noted when coming out of the Burwood Train Station.

Financial Implications

There are no financial implications for Council other than staff time.

Conclusion

The proposed amendment to increase the street front setback requirements from 0m to 8m for Nos 121-125 Burwood Road (current Burwood Hotel) and 168 Burwood Road (current Westpac Bank) will assist, upon redevelopment of the sites, in opening up the heritage view towards the former Burwood Post Office and facilitating a large enough building setback to establish a public plaza fronting Burwood Road.

The proposed amendments were on public exhibition for 30 days and three (3) submissions were received. The matters raised in the submissions have been considered in the assessment of this proposal.

It is recommended that the amendments to the Burwood DCP in relation to the increased front setback requirements for land at Nos. 121-125 Burwood Road and 168 Burwood Road, Burwood be adopted, with an amendment to provide clarity on when the clause should be applied,

specifically when an applicant proposes the erection of a new building or the substantial redevelopment or the substantial refurbishment of an existing building on the sites.

Recommendation(s)

1. That Council, pursuant to Section 3.43 of the *Environmental Planning & Assessment Act 1979* and in accordance with clause 14 of the *Environmental Planning & Assessment Regulation 2021*, adopt the amendments to Section 3.3.2 of the Burwood DCP, as follows:

P6 Notwithstanding P4 & P5 above, for the erection of a new building or the substantial redevelopment or the substantial refurbishment of an existing building on the sites Nos 121-125 Burwood Road and 168 Burwood Road, Burwood, the street front setback on Burwood Road must be a minimum of 8m to:

- (i) Open up the heritage view to the former Burwood Post Office; and*
 - (ii) Facilitate and establish the creation of a public plaza along the Burwood Road frontage*
2. That the General Manager be endorsed to make minor modifications to any numerical, typographical, interpretation and formatting errors, if required, prior to the finalisation of the amendment to the abovementioned sections of the Burwood DCP.
 3. That Council give public notice of the decision to approve the amendments to Burwood DCP, on its website within 28 days in accordance with Clause 14(2) of the *Environmental Planning and Assessment Regulation 2021*.
 4. That Council publish the updates on the NSW Planning Portal in accordance with the *Environmental Planning and Assessment Regulation 2021*.

Attachments

There are no attachments for this report.

Reports of Committees

(Item RC1/25) Burwood Local Traffic Committee - February 2024

File No: 25/7070

Report by Director City Assets

Summary

Attached are the Minutes of the Burwood Local Traffic Committee meeting of February 2025. The Minutes are hereby submitted to the Ordinary Council Meeting for consideration and adoption by Council.

Operational Plan Objective

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

Recommendation(s)

That the minutes of the Burwood Local Traffic Committee of February 2025 be noted and the recommendations of the Committee as detailed below be adopted as a resolution of the Council.

(Item LTC1/25) Cheltenham Road, Croydon - Request for Mobility Parking Space

Recommendation(s)

That Council approves the installation of a 6 metre long mobility parking space on-street along the frontage of 31 Cheltenham Road per the plan in the report.

(Item LTC2/25) Changes to Parking Restrictions - Mitchell Street

Recommendation(s)

That Council approves the installation of 'No Parking, Authorised Council Vehicles Excepted' signage across the driveway to Henley Park located opposite 45 Mitchell Street.

(Item LTC3/25) Changes to Parking Restrictions - Bold Street

Recommendation(s)

It is recommended that 4 on-street spaces along Bold Street between Nicholson Street and Belgrave Street be changed from unrestricted parking to '4P Monday to Friday 8am - 6pm and Saturday 8am – 1pm Permit Holders Excepted'.

(Item LTC4/25) Enfield Bus Restrictions

Recommendation(s)

Council to withdraw report based on TfNSW comment. Council to develop TMP and obtain TfNSW and other relevant approvals prior to reintroduction to LTC.

Attachments

- 1 [📄](#) Burwood Local Traffic Committee Minutes - 06.02.2025
- 2 [📄](#) Burwood Local Traffic Committee Agenda - 06.02.2025



NOTICE OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING

The 6 February 2025 meeting of the Burwood Local Traffic Committee will be held electronically with the agenda emailed to members for review. The minutes from the 2024 November and December meetings have also been emailed to members for confirmation. All comments are required to be returned to Council by 9:30 am Friday 7 February.

Tommaso Briscese
General Manager

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

Agenda

1. Acknowledgement of Country

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

2. Apologies

3. Confirmation of Minutes

That the Minutes of the Burwood Local Traffic Committee held on Thursday, 7 November 2024 and the Extraordinary Burwood Local Traffic Committee held on Tuesday, 3 December 2024, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.

4. General Business

(Item LTC1/25)	Cheltenham Road, Croydon - Request for Mobility Parking Space.....	3
(Item LTC2/25)	Changes to Parking Restrictions - Mitchell Street.....	5
(Item LTC3/25)	Changes to Parking Restrictions - Bold Street.....	7
(Item LTC4/25)	Enfield Bus Restrictions	9

General Business

(Item LTC1/25) Cheltenham Road, Croydon - Request for Mobility Parking Space

File No: 24/52197

Report by Traffic Engineer & Design

Summary

Council has received a request from the resident at 31 Cheltenham Road, Croydon, situated between Rostherne Avenue and Royce Avenue, to install a mobility parking space in front of their property.

Background

Cheltenham Road currently allows unrestricted parking on both sides of the road. Parking occupancy audits have been undertaken in this area which has shown a high demand for parking.

A review of the property shows that there are two existing off-street parking available at the rear of the site. Following a site inspection, Council Officers noted the challenges posed by the site's constraints at the rear of the property, with a steep incline along the driveway and stairs required to access the dwelling.

The resident has provided a letter of support from their doctor confirming difficulty in accessing the house via the rear staircase.

Proposal

It is proposed to install a 6m long mobility parking space in front of 31 Cheltenham Road, Croydon, with its usage to be reviewed after 12 months. The space will be located adjacent to the property's path entrance to the front door.



NOTICE OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING

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2. Apologies

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4. General Business

(Item LTC1/25)	Cheltenham Road, Croydon - Request for Mobility Parking Space.....	3
(Item LTC2/25)	Changes to Parking Restrictions - Mitchell Street.....	5
(Item LTC3/25)	Changes to Parking Restrictions - Bold Street.....	7
(Item LTC4/25)	Enfield Bus Restrictions	9

General Business

(Item LTC1/25) Cheltenham Road, Croydon - Request for Mobility Parking Space

File No: 24/52197

Report by Traffic Engineer & Design

Summary

Council has received a request from the resident at 31 Cheltenham Road, Croydon, situated between Rostherne Avenue and Royce Avenue, to install a mobility parking space in front of their property.

Background

Cheltenham Road currently allows unrestricted parking on both sides of the road. Parking occupancy audits have been undertaken in this area which has shown a high demand for parking.

A review of the property shows that there are two existing off-street parking available at the rear of the site. Following a site inspection, Council Officers noted the challenges posed by the site's constraints at the rear of the property, with a steep incline along the driveway and stairs required to access the dwelling.

The resident has provided a letter of support from their doctor confirming difficulty in accessing the house via the rear staircase.

Proposal

It is proposed to install a 6m long mobility parking space in front of 31 Cheltenham Road, Croydon, with its usage to be reviewed after 12 months. The space will be located adjacent to the property's path entrance to the front door.



The mobility parking space is not a permanent fixture and will be reviewed every 12 months. It also allows any other motorists with a disabled parking permit to use the space freely and is not exclusive to any one user.

Consultation

The street primarily serves residents and their visitors. Therefore, resident consultation was deemed unnecessary, as the proposed 'Mobility Parking Space' restrictions will be located directly outside 31 Cheltenham Road, Croydon.

Financial Implications

The installation of new 'Mobility parking' signage is estimated to cost \$500. The cost will be funded from the 2024/25 Traffic Facilities Budget.

Recommendation(s)

That Council approves the installation of a 6 metre long mobility parking space on-street along the frontage of 31 Cheltenham Road per the plan in the report.

Attachments

There are no attachments for this report.

(Item LTC2/25) Changes to Parking Restrictions - Mitchell Street

File No: 25/121

Report by Traffic Engineer

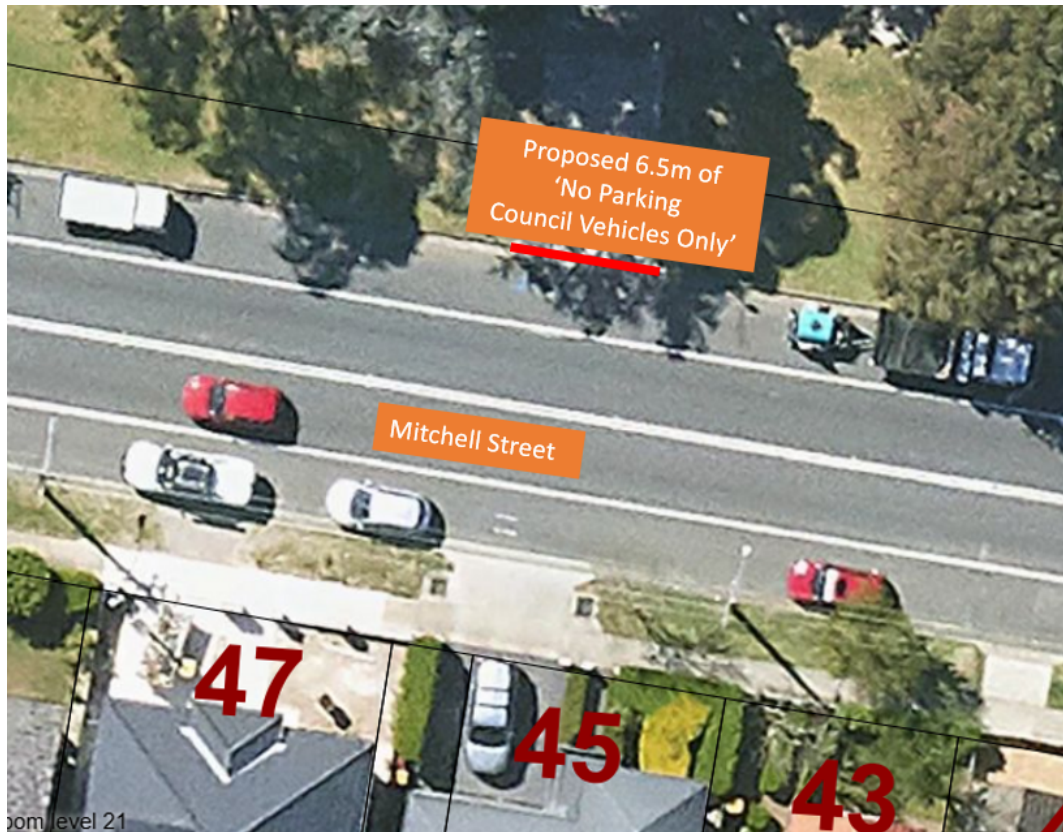
Summary

Council is seeking to amend parking restrictions along Mitchell Street to improve access for Council service vehicles maintaining Henley Park.

Proposal

To ensure Council's works vehicles have unobstructed access to Henley Park for maintenance works, Council proposes to install 'No Parking, Council Vehicles Excepted' signage across the driveway located opposite 45 Mitchell St.

The proposal will not result in the loss of any parking spaces.



Consultation

No consultation was undertaken as part of this proposal

Financial Implications

It is estimated that the cost of works to install the posts and signs will be \$400.000 and will be funded from the 2024/25 Traffic Facilities budget.

Recommendation(s)

That Council approves the installation of 'No Parking, Council Vehicles Excepted' signage across the driveway to Henley Park located opposite 45 Mitchell St.

Attachments

There are no attachments for this report.

(Item LTC3/25) Changes to Parking Restrictions - Bold Street

File No: 25/133

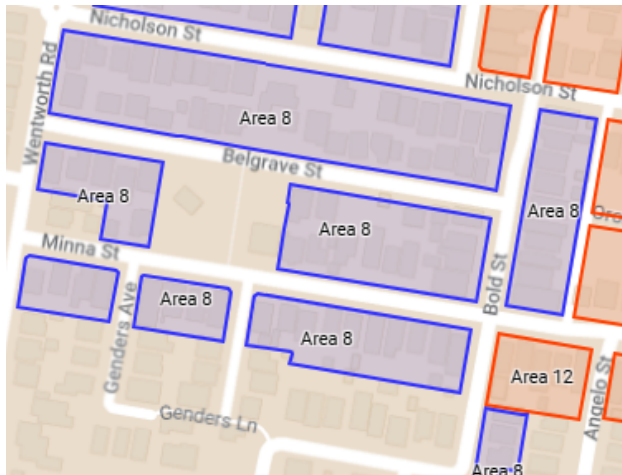
Report by Traffic Engineer

Summary

It is proposed to change the parking restrictions of 4 on-street spaces along Bold Street between Nicholson Street and Belgrave Street from unrestricted parking to '4P Monday to Friday 8am - 6pm and Saturday 8am – 1pm Permit Holders Excepted'.

Background

Bold Street is a north-south local road that runs between Nicholson Street and Belgrave Street. Currently the east side of Bold Street is part of the Resident Parking Scheme (RPS) Area 8 and restricted to 4P for non-residents. The western side of the street is unrestricted and experiences high levels of parking demand. The RPS layout in the vicinity of Bold Street is shown in the figure below.



There has been a request from a resident whose property fronts the western side of Bold Street to extend the resident parking scheme to this section of the road. The resident parking scheme is requested to encourage parking turn over and to ensure residents and their visitors have the ability to access the on street parking.

Proposal

Currently there are 7 unrestricted on-street spaces in the section of Bold Street between Nicholson Street and Belgrave Street. It is proposed that 4 of these spaces be included in the Area 8 resident parking scheme, changing their restrictions to '4P Monday to Friday 8am - 6pm and Saturday 8am – 1pm Permit Holders Excepted'.



Consultation

The owners of 24 Nicholson Street were consulted and are in agreement with the proposed changes. No further consultation was conducted.

Financial Implications

It is estimated that the cost of works to install the posts and signs will be \$400.000 and will be funded from the 2024/25 Traffic Facilities budget.

Recommendation(s)

It is recommended that 4 on-street spaces along Bold Street between Nicholson Street and Belgrave Street be changed from unrestricted parking to '4P Monday to Friday 8am - 6pm and Saturday 8am – 1pm Permit Holders Excepted'.

Attachments

There are no attachments for this report.

(Item LTC4/25) Enfield Bus Restrictions

File No: 25/144

Report by Traffic Engineer

Summary

It is proposed to install signage which would restrict buses from travelling along Beaumaris Street, Byer Street and Plymouth Street, Enfield.

Background

Council has received continued complaints from a resident of Plymouth Street regarding traffic volumes and frequent buses in the street.

Council undertook traffic counts, which confirmed a high number of heavy vehicle movements for a local street, especially one as narrow as Plymouth Street. Observation of buses confirmed that the buses were servicing Enfield Aquatic Centre. Bus drivers along the route have advised that they are traveling south down Wentworth Road, turning right into Liverpool Road and then left into Beaumaris Street before turning left onto Plymouth Street.

Plymouth Street is a narrow road and is a tight fit for long vehicles turning in from Beaumaris Street and out onto Portland Street.

Proposal

In order to ensure buses use roads of sufficient width for their routes, it is proposed to restrict bus movements along Beaumaris Street, Byer Street and Plymouth Street. An alternate approach route is available via Coronation Parade and Mina Rosa Street, which would allow buses to access the Bus Zone located on the eastern side of Portland Street.

Buses Prohibited signs (R6-10-1) will be installed at the entrances to each of the proposed roads at Liverpool Road, Portland Street and Coronation Parade.



Consultation

Consultation has been undertaken with Enfield Public School who have raised no objections. Further consultation is not required as this would not affect residents or business in these streets.

Financial Implications

It is estimated that the cost of works to install the posts and signs will be \$800.000 and will be funded from the 2024/25 Traffic Facilities budget.

Recommendation(s)

It is recommended that Council approves the installation of signage which would restrict buses from travelling along Beaumaris Street, Byer Street and Plymouth Street, Enfield.

Attachments

There are no attachments for this report.

(Item RC2/25) Burwood Local Traffic Committee - March 2024

File No: 25/12328

Report by Director City Assets

Summary

Attached are the Minutes of the Burwood Local Traffic Committee meeting of March 2025. The Minutes are hereby submitted to the Ordinary Council Meeting for consideration and adoption by Council.

Operational Plan Objective

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

Recommendation(s)

That the minutes of the Burwood Local Traffic Committee of March 2025 be noted and the recommendations of the Committee as detailed below be adopted as a resolution of the Council.

(Item LTC5/25) Paisley Road, Croydon - Changes to Parking Restrictions

Recommendation(s)

It is recommended that parking restrictions of the two existing mobility parking spaces in Council's Paisley Road Carpark be converted from unrestricted to '2P' time restricted.

(Item LTC6/25) ANZAC Commemorative Dawn Service 2025 - Road Closure

Recommendation(s)

1. That Council approve the temporary road closure on the northern side of Church Street on Friday 25 April 2025 commencing at 5.00am for the purpose of organising participants.
2. That Council approve the rolling road closure from Church Street onto Burwood Road to Burwood Park on Friday 25 April 2025 commencing at 6.00am.
3. Council to obtain Road Occupancy License and submit to TfNSW prior to the event.

(Item LTC7/25) Grosvenor Street, Croydon - Request for Reinstallation of Accessible Parking Bays

Recommendation

That Council approves the reinstallation of the 6.0m long accessible parking bay on the northern side of Grosvenor Street along the side frontage of 73 Young Street per the plan in the report.

(Item LTC8/25) Croydon Avenue (Between Liverpool Rd & Arthur Street), Croydon - Proposed Driveway Delineation Lines

Recommendation(s)

That Council approves the line marking of driveway delineation lines along the frontages of residential properties located on Croydon Avenue between Liverpool Road and Arthur Street which are adjacent to on-street parking.

(Item LTC9/25) Portland Street, Enfield - Compound for Henley Park Sports Field Upgrades***Recommendation(s)***

That Council approve the closure of seven of the 90 degree angled parking spaces on the eastern side of Portland Street Enfield for the duration of the Henley Park Sports Field Upgrade Project.

Attachments

- 1 [!\[\]\(444b1eae2189e5cd8d096594c07a0a6e_img.jpg\)](#) Burwood Local Traffic Committee Agenda - 07.03.2025
- 2 [!\[\]\(b81fe50bc966474a9bf510149094d8e3_img.jpg\)](#) Burwood Local Traffic Committee Minutes - 06.03.2025



NOTICE OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING

The meeting of the Burwood Local Traffic Committee will be held at electronically on Friday 7 March 2025 at 9:00 AM to consider the matters contained in the attached Agenda.

The minutes from the February 2025 meeting have also been emailed to members for confirmation. All comments are required to be returned to Council by 5:00 pm Friday 7 March 2025

Tommaso Briscese
General Manager

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

Agenda

1. Acknowledgement of Country

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

2. Apologies

3. Confirmation of Minutes

That the Minutes of the Burwood Local Traffic Committee held on Thursday, 6 February 2025, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.

4. General Business

(Item LTC5/25)	Paisley Road, Croydon - Changes to Parking Restrictions	3
(Item LTC6/25)	ANZAC Commemorative Dawn Service 2025 - Road Closure.....	5
(Item LTC7/25)	Grosvenor Street, Croydon - Request for Reinstillation of Accessible Parking Bay.....	8
(Item LTC8/25)	Croydon Avenue (Between Liverpool Rd & Arthur Street), Croydon - Proposed Driveway Delineation Lines.....	10
(Item LTC9/25)	Portland Sreet, Enfield - Compound for Henley Park Sports Field Upgrades	12

General Business

(Item LTC5/25) Paisley Road, Croydon - Changes to Parking Restrictions

File No: 25/149

Report by Traffic Engineer

Summary

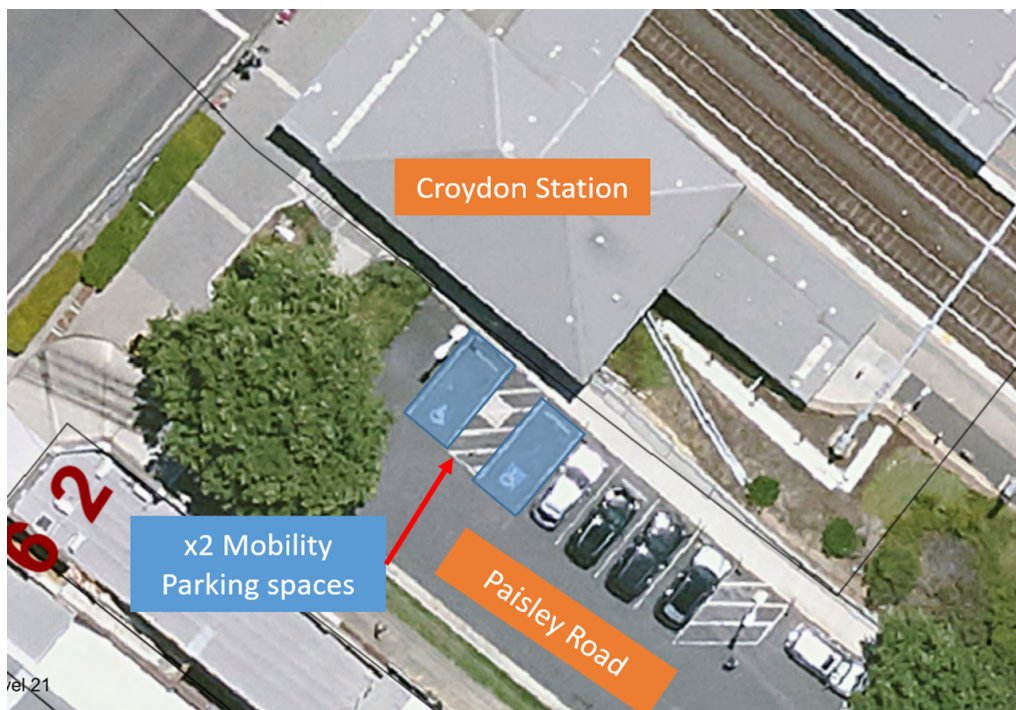
It is proposed to change the two existing mobility parking spaces along Paisley Road near Croydon Station from unrestricted to 2P.

Background

Towards the western end of Paisley Road near Croydon Station, there is a section of perpendicular on-street parking with sits within Burwood LGA. Parking within this section consists of

- 1 x 'No Parking 6AM – 7PM Monday to Friday'
- 3 x '2P 8AM – 6PM Monday to Friday, 8AM – 1PM Saturday'
- 2 x unrestricted mobility parking

Following resident feedback, Council has investigated the turnover of the mobility parking spaces and observed that certain vehicles are parking in them all day every day, leading to them not being available to visitors to the area.



Proposal

To improve parking turnover and equitable access to the two mobility parking spaces, it is proposed that parking restrictions of the two existing mobility parking spaces in this section of Paisley Road be converted from unrestricted to '2P' time restricted.

The Transport for NSW Technical Direction (TD 00028:2022) Time Restricted Disability Parking Signage advises that suitable locations for time restrictions for these bays include local shopping areas where retail transactions are typically short, as is the case for the bays in Paisley Road.

Alternate unrestricted mobility parking is available within close proximity to this location, including two spaces within the Paisley Road car park and one space in the 90 degree angled parking bays in Meta Street north of Hennessy Street.

Consultation

No community consultation was undertaken as residential buildings do not front this section of Paisley Road.

Transport for NSW was consulted and has confirmed the installation of 2P permissive parking with a user restriction for people with a disability is a permitted parking control combination.

Financial Implications

It is estimated that the cost of works to install the signs will be \$200.00 and will be funded from the 2024/25 Traffic Facilities budget.

Recommendation(s)

It is recommended that parking restrictions of the two existing mobility parking spaces in Council's Paisley Road Carpark be converted from unrestricted to '2P' time restricted.

Attachments

There are no attachments for this report.

(Item LTC6/25) ANZAC Commemorative Dawn Service 2025 - Road Closure

File No: 25/5715

Report by Traffic Engineer

Summary

Council is organising a parade for the annual ANZAC Commemorative March on Friday 25 April 2025. To facilitate the parade Council proposes a temporary road closure of the northern side of Church Street Burwood from 5.00am followed by a rolling road closure from Church Street onto Burwood Road from 6.00am, continuing northbound along the western side of Burwood Road before ending in Burwood Park.

Background

On Friday 25 April 2025 Burwood Council will be marking the 108th year since the Returned Services League (RSL) was established to support serving and ex-serving personnel and their families during and after the First World War. Council would like to express its gratitude to the RSL for their care, compassion and commitment to the Australian Defence Force and to pay tribute to the brave servicemen and women who fought in the WWI campaign with a Commemorative March down Burwood Road and Dawn Service in Burwood Park.

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

Proposal

Council proposes a temporary road closure of the northern side of Church Street Burwood on Friday 25 April 2025 from 5.00am to 6.00am before allowing a rolling road closure to commence at 6.00am from Church Street. The rolling road closure will continue onto the western side of Burwood Road before ending at Burwood Park. The rolling road closure is expected to take approximately 30 minutes.

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

Consultation

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

Burwood Local Traffic Committee

6 March 2025

Financial Implications

The event will be funded from the 2024/2025 Events Budget.

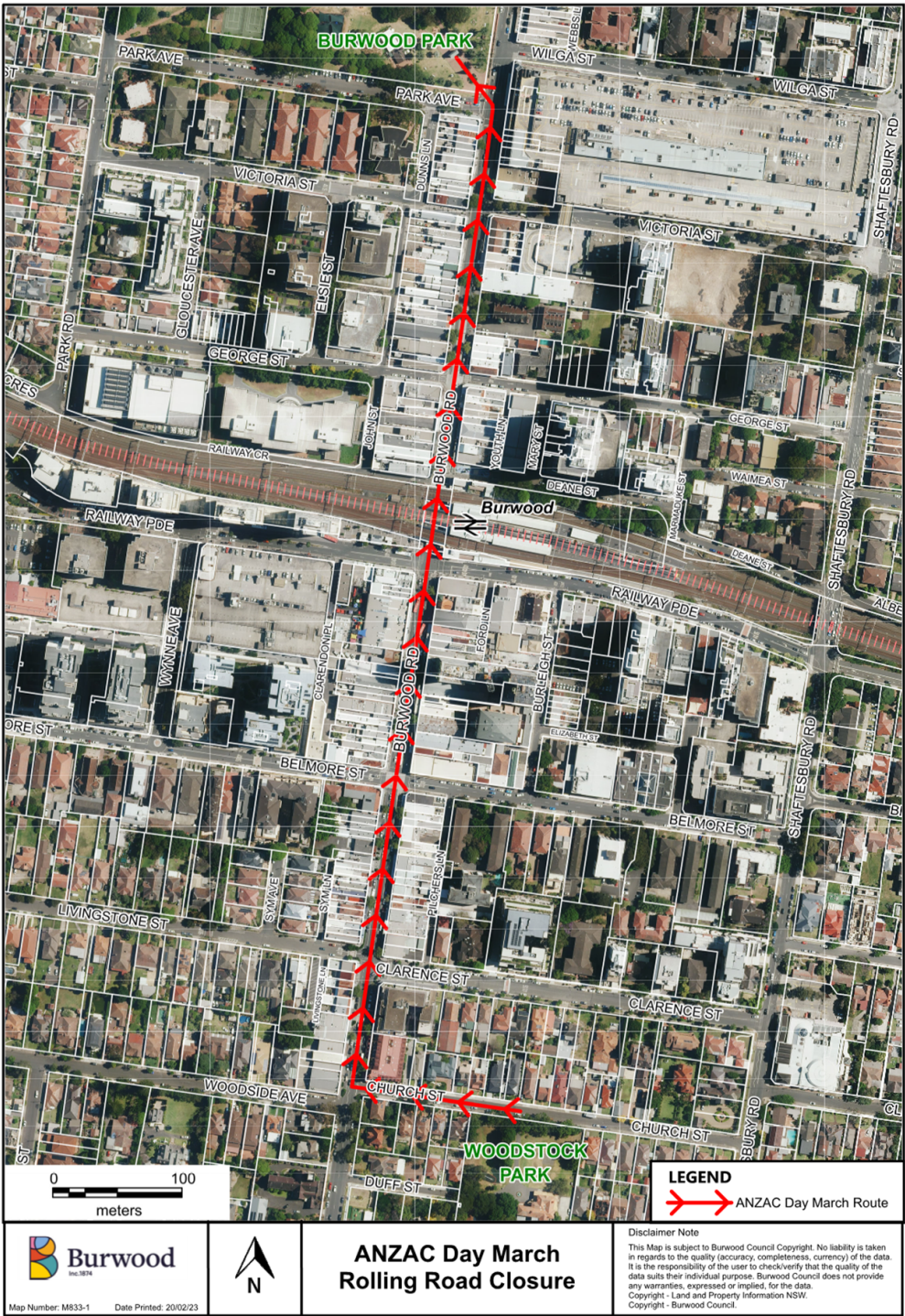
Recommendation(s)

1. That Council approve the temporary road closure on the northern side of Church Street on Friday 25 April 2025 commencing at 5.00am for the purpose of organising participants.
2. That Council approve the rolling road closure from Church Street onto Burwood Road to Burwood Park on Friday 25 April 2025 commencing at 6.00am.

Attachments

- 1 Anzac Day March - Rolling Road Closure 2025

Item Number LTC6/25 - Attachment 1
Anzac Day March - Rolling Road Closure 2025



(Item LTC7/25) Grosvenor Street, Croydon - Request for Reinstillation of Accessible Parking Bay

File No: 24/53633

Report by Traffic Engineer & Design

Summary

Council has received a request from the resident of Unit 4 8 Grosvenor Street, Croydon situated between Young Street and Albert Crescent, to reinstate an accessible parking space at the corner of Grosvenor Street and Young Street along the side frontage of 73 Young Street, Croydon.

Background

Over the years, Council has installed on-street accessible parking bays in local streets to assist residents in securing parking close to their properties. These bays are provided to assist residents who hold a valid Mobility Parking Permit, particularly in areas where parking demand is high, and on-site parking is either unavailable or inaccessible.

An accessible parking space had previously been installed on the northern side of Grosvenor Street along the side boundary of 73 Young Street in 2015. Consultation was undertaken with properties adjacent to accessible parking spaces in local streets mid-2024 to determine if they were still required, with no response received in relation to this parking space. Subsequently, a report was presented to the June 2024 Burwood Local Traffic Committee with a recommendation for the accessible parking space to be removed, which was endorsed by Council. As a result, all parking along the northern side of Grosvenor Street was available as unrestricted parking.

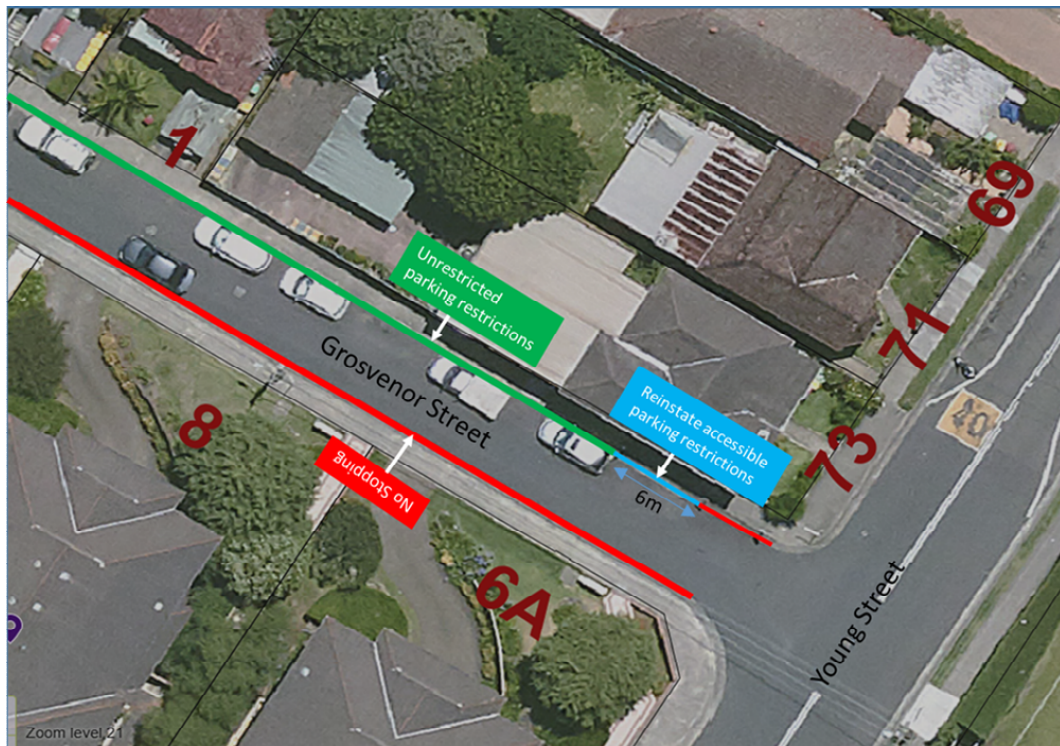
A resident of Unit 4 8 Grosvenor Street subsequently contacted Council requesting that the space be reintroduced as they regularly used it, stating that their on-site parking is inaccessible to them.

The unit, located on the ground floor, lacks ramp access and is only accessible via stairs from the basement. This creates significant difficulties for the resident, particularly when parking in the basement, due to the steep incline and their medical condition, which has been supported by a medical certificate.

Council staff have verified the challenges faced by the resident, supporting the request for the accessible parking bay's reinstatement. Parking occupancy audits has shown that Grosvenor Street experiences high demand for parking throughout the day and is often 100% occupied.

Proposal

It is proposed to reinstall the 6.0m long accessible parking space on the northern side of Grosvenor Street, Croydon, along the side boundary of 73 Young Street. The accessible parking space is not a permanent fixture and is reviewed every 12 months. It also allows any other motorists with a Mobility Parking Permit to use the space freely and is not exclusive to any one user.



Consultation

Since parking is not directly on the frontage of 8 Grosvenor Street, Croydon and the proposed accessible parking bay will be reinstalled at the frontage of 73 Young Street, Croydon. Council sent a consultation letter to the owner of 73 Young Street but did not receive a response.

Financial Implications

The installation of new signage is estimated to cost \$478.00. The cost will be funded from the 2024/25 Traffic Facilities Budget.

Recommendation

That Council approves the reinstallation of the 6.0m long accessible parking bay on the northern side of Grosvenor Street along the side frontage of 73 Young Street per the plan in the report.

Attachments

There are no attachments for this report.

**(Item LTC8/25) Croydon Avenue (Between Liverpool Rd & Arthur Street),
Croydon - Proposed Driveway Delineation Lines**

File No: 25/9218

Report by Traffic Engineer & Design

Summary

Burwood Council has received a petition from some residents of Croydon Avenue between Liverpool Road and Arthur Street, Croydon concerning vehicles parking in close proximity to driveways, causing inconvenience and restricting access to the resident driveways.

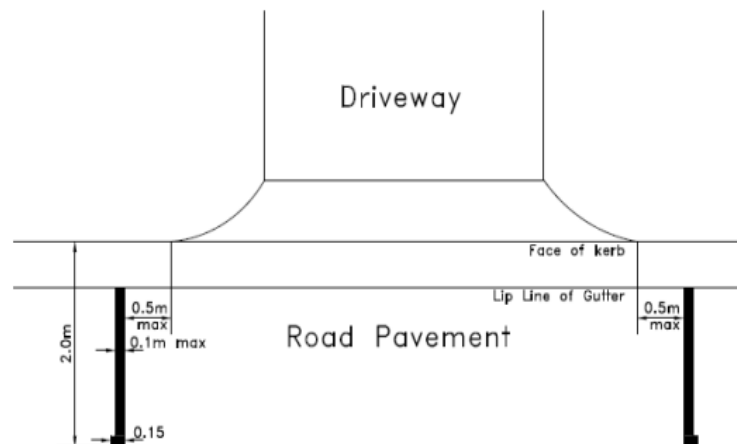
Background

Croydon Avenue between Liverpool road and Arthur Street currently allows unrestricted parking on both sides of the street. Council officers reviewed this street and noted the high demand for parking within this section of the street which contributes to the challenges faced by the residents when parked vehicles block residents driveways.

The high demand for parking is attributed to the adjacent retirement community and aged care services operated by Catholic Health Care. Audits of on-street parking during the day shows parking occupancy in excess of 80% for the majority of the street, however the demand does drop towards Arthur Street which is the furthers point from these facilities.

Proposal

To help address this issue, Council is considering the installation of driveway delineation lines for properties on Croydon Avenue between Liverpool Road and Arthur Street at no initial cost to residents. These lines, painted 0.5 meters from resident's property driveway wings, will mark the start and end of a vehicular crossing to discourage motorists from parking too close or across driveway. These lines serve as a visual aid only and have no legal standing, meaning they cannot be enforced by Council's Community Safety team.



Consultation

Consultation was conducted with 80 properties along Croydon Avenue regarding the painting of driveway delineation lines at their frontages. Following the community consultation, seven responses were received all in favour of the proposal to install driveway delineation lines for

properties that have a driveway adjacent on-street parking. Council considers no objections by residents who did not respond within the 14-day timeframe.

Therefore, it is proposed to proceed with painting driveway delineation lines in front of all residential properties on Croydon Avenue between Liverpool Road and Arthur Street, Croydon adjacent to on-street parking. Resident were notified that any costs associated with remarking of line in the future would not be covered by Council.

Financial Implications

The installation of new 'Driveway Delineation Lines' is estimated to cost \$7,550 in total. The cost will be funded from the 2024/25 Traffic Facilities Budget.

Recommendation(s)

That Council approves the line marking of driveway delineation lines along the frontages of residential properties located on Croydon Avenue between Liverpool Road and Arthur Street which are adjacent to on-street parking.

Attachments

There are no attachments for this report.

(Item LTC9/25) Portland Sreet, Enfield - Compound for Henley Park Sports Field Upgrades

File No: 25/9747

Report by Manager Traffic & Transport

Summary

A temporary compound is required in order to facilitate the upgrade of 2 of the sports fields within Henley Park. Seven on-street parking spaces are proposed to be closed off as a compound for the duration of the project.

Background

This project is funded by the NSW Western Sydney Infrastructure Grants (WSIG) and involves the upgrade of two soccer fields with drainage, irrigation, soil profile and returfing, together with the reconstruction of the existing cricket wicket and upgrade of the existing BBQ area and installation of spectator seating.

The project is proposed to commence on 7 April and be completed by mid-November, a timeframe of approximately 32 weeks, excluding wet weather.



Proposal

It is proposed to restrict seven parking bays to be made available as a compound to facilitate the works. This area will contain:

- A mobile office which will require two parking spaces. This will hold all site plans, site documents, machine keys etc.
- A container which will be roughly 6 metres long and will require three parking spaces to allow clearance for doors to open. The container will be used for storage of any fragile, expensive items that will need to be securely stored to prevent theft.
- In addition to this two parking spaces will be required to be kept clear to allow unrestricted access and egress from the project area.



Consultation

Residents of Portland Street and other affected areas will be notified of the upcoming works including the closure of the seven parking spaces via letterbox drop. Frequent updates will be provided throughout the course of the project as required.

Given the closure of the two sporting fields there is expected to be a reduction in parking demand ordinarily associated with the use of the fields. One of the seven parking spaces proposed to be closed off is currently signposted as 'No Parking Council Vehicles Excepted' and is used by the Parks & Open Space team therefore further reducing the impact on the public.

The closure of seven parking spaces is therefore not expected to have a significant impact on parking in this area.

Financial Implications

There are no financial implications for the proposed closure. The principal contractor is responsible to ensure the area is secured and safe.

Recommendation(s)

That Council approve the closure of seven of the 90 degree angled parking spaces on the eastern side of Portland Street Enfield for the duration of the Henley Park Sports Field Upgrade Project.

Attachments

There are no attachments for this report.



BURWOOD LOCAL TRAFFIC COMMITTEE

MINUTES OF THE MEETING OF THE BURWOOD LOCAL TRAFFIC COMMITTEE held at the ELECTRONICALLY on Thursday 6 March 2025 commencing at 9:00 AM.

Attendance

Cr John Faker (Mayor) Chairperson
Mr German Barragan, Transport for NSW
Mr Jason Yat-sen Li, State Member for Strathfield
Mr Michael Pruss, Transit Systems
Mr Michael Takla, Transit Systems
Snr Constable Germaine Grant, NSW Police Service
Mr George El Kazzi, Director City Assets
Mrs Usha Arvind, Acting Manager Traffic and Transport
Mr Jeremy Tinslay, Traffic Engineer
Mrs Manasa Simhalapathi, Traffic & Design Engineer

Apologies

There were no apologies.

Declarations of Interest

There were no declarations of interests by Panel Members.

Confirmation of Minutes

That the minutes of the ordinary meeting of the Burwood Local Traffic Committee held on Thursday 6 February 2025, as circulated, be confirmed and signed as a true record of the proceedings of the meeting.

General Business

(Item LTC5/25) Paisley Road, Croydon - Changes to Parking Restrictions

File No: 25/149

Summary

It is proposed to change the two existing mobility parking spaces along Paisley Road near Croydon Station from unrestricted to 2P.

Recommendation(s)

It is recommended that parking restrictions of the two existing mobility parking spaces in Council's Paisley Road Carpark be converted from unrestricted to '2P' time restricted.

(Item LTC6/25) ANZAC Commemorative Dawn Service 2025 - Road Closure

File No: 25/5715

Summary

Council is organising a parade for the annual ANZAC Commemorative March on Friday 25 April 2025. To facilitate the parade Council proposes a temporary road closure of the northern side of Church Street Burwood from 5.00am followed by a rolling road closure from Church Street onto Burwood Road from 6.00am, continuing northbound along the western side of Burwood Road before ending in Burwood Park.

Recommendation(s)

1. That Council approve the temporary road closure on the northern side of Church Street on Friday 25 April 2025 commencing at 5.00am for the purpose of organising participants.
2. That Council approve the rolling road closure from Church Street onto Burwood Road to Burwood Park on Friday 25 April 2025 commencing at 6.00am.

TfNSW Comment

Under existing guidelines for Guide to Traffic and Transport Management for Special Events, this event should be classified. Given the minor/localised impact on the traffic and transport network, TfNSW recommends that this event is classified as class 3 event.

Temporary road closures at and in the vicinity of TCS require a ROL. Applications must be made to the Transport Management Centre (TMC) for the road closures associated with the event. Please ensure that valid ROLs are obtained for this event.

Whilst Council may choose not to require an assessment of traffic and transport impacts (TMP) for class 3 events. TfNSW recommends that future events have a TMP detailing the measures to be taken to safely implement the event and manage traffic related risks and controls. Such plans are referred to the LTC for discussion.

Council Comment

Council will develop a ROL and submit to TfNSW prior to event.

(Item LTC7/25) Grosvenor Street, Croydon - Request for Reinstallation of Accessible Parking Baya

File No: 24/53633

Summary

Council has received a request from the resident of Unit 4 8 Grosvenor Street, Croydon situated between Young Street and Albert Crescent, to reinstate an accessible parking space at the corner of Grosvenor Street and Young Street along the side frontage of 73 Young Street, Croydon.

Recommendation

That Council approves the reinstallation of the 6.0m long accessible parking bay on the northern side of Grosvenor Street along the side frontage of 73 Young Street per the plan in the report.

TfNSW Comment

The proposed disabled car space design does not comply with the Australian Standards requirements for length and accessibility. Council may consider future provision of on street disabled car spaces in line with the Australian Standard.

Council Comment

The proposed parking bay will be 6.0m in length. Under AS2890.5 an on-street parallel parking space may be 5.5m in length when it is the end bay. The AS also states that kerb ramps should be provided however does not state that they must be provided. In this location the resident lives on the opposite side of Grosvenor Street and therefore does not require access to the footpath on the northern side of the street where the bay is located. An existing kerb ramp is also located 5m east of the parking bay which may be used to access the footpath. The proposal is to reinstate the mobility parking space which had previously been in this location since 2015. Council had received no requests from users for additional kerb ramps at this location. Council will monitor the location to determine whether additional kerb ramps may be required at this locations once installed.

(Item LTC8/25) Croydon Avenue (Between Liverpool Rd & Arthur Street), Croydon - Proposed Driveway Delineation Lines

File No: 25/9218

Summary

Burwood Council has received a petition from some residents of Croydon Avenue between Liverpool Road and Arthur Street, Croydon concerning vehicles parking in close proximity to driveways, causing inconvenience and restricting access to the resident driveways.

Recommendation(s)

That Council approves the line marking of driveway delineation lines along the frontages of residential properties located on Croydon Avenue between Liverpool Road and Arthur Street which are adjacent to on-street parking.

(Item LTC9/25) Portland Sreet, Enfield - Compound for Henley Park Sports Field Upgrades

File No: 25/9747

Summary

A temporary compound is required in order to facilitate the upgrade of 2 of the sports fields within Henley Park. Seven on-street parking spaces are proposed to be closed off as a compound for the duration of the project.

Recommendation(s)

That Council approve the closure of seven of the 90 degree angled parking spaces on the eastern side of Portland Street Enfield for the duration of the Henley Park Sports Field Upgrade Project.