

AGENDA



INNER WEST COUNCIL

Economic Development Strategic Reference Group

Date: Wednesday 24 May 2017

Time: 4pm-6pm

Location: Leichhardt Service Centre
Level 2
7-15 Wetherill Street, Leichhardt

RSVP: Bernadette Selfe at email: Bernadette.Selfe@innerwest.nsw.gov.au

INDEX

- 1. Welcome**
- 2. Acknowledgement of Country**
- 3. Apologies**
- 4. Disclosures of Interest (any conflicts of interest need to be disclosed in accordance with Council's Code of Conduct)**
- 5. Actions from 12 April February meeting**
- 6. The Sydenham to Bankstown Urban Renewal Corridor Strategy**
- 7. Working Group's feedback on the Community Strategic Plan**
- 8. Disability Employment Program**
- 9. Draft Community Engagement Framework**
- 10. Draft Mobile Food Vending Policy**
- 11. General Business**

Item No: 5

Subject: Summary of Recommendations from Previous Strategic Reference Group Meeting

Prepared by: Bernadette Selfe, Business Relations Coordinator

SUMMARY

To advise the Economic Development Strategic the Reference Group of the status of the recommendations from the previous meeting of 12 April.

RECOMMENDATION:

That the information in the summary of recommendations be received and noted.

Background

The third meeting of the Economic Development Strategic the Reference Group was held on 12 April 2017.

This report is being provided by way of keeping the reference group members informed and updated with regards to any recommendations arising from the meetings.

Financial Implications

N/A

Attachments

1. Summary of the status of actions arising from 8 February meeting

Attachment 1. Summary of the status of actions arising from 12 April meeting

Item No: & Recommendation	Status
<p>Item 8. Parramatta Road Corridor Urban Transformation (PRUTS) Recommendation:</p> <ol style="list-style-type: none"> 1. That Council should lobby State government to: <ol style="list-style-type: none"> a) provide assurances that new public transport, school, community and hospital infrastructure will be provided in advance of PRUTS development. This infrastructure must have sufficient capacity to meet the demand that will arise from the growth of residential and employment in the PRUTS corridor; b) implement public and environmental health measures to mitigate the adverse health impacts that will arise from increased congestion in the PRUTS corridor; c) ensure that proposed and existing land zoned for enterprise and business includes provisions for sufficient affordable commercial floor space for those businesses that need such accommodation to operate. This measure is required to offset the upward pressure on land values and property rents caused by PRUTS. 2. That Council continue to maintain communication with Group regarding implementation of PRUTS and proposed developments in this corridor. 3. That Council at the 24 May EDSRG meeting provide a presentation on the Sydenham to Bankstown Corridor Project. 	<p>Council intends to incorporate these recommendations into the report on PRUTS going to the June Council.</p> <p>This will be along the following lines: the IWC EDSRG has made the following series of recommendations on the implementation of PRUTS this in line with Council's own concerns about the implications of the Strategy.</p> <p>Presentation scheduled for 24 May meeting</p>
<p>Item 9. Community Strategic Plan Consensus:</p> <ol style="list-style-type: none"> 1. A working committee was formed to respond to the ten questions in the CSP discussion paper relating to business and industry. 2. Working committee to meet on Wednesday 3 May 10am-11.30am at Leichhardt Town Hall Conference Room on the ground floor Norton Street. 3. The ten questions will be sent out for feedback by 1 May 2017, to allow the working committee to formulate a response to be put to the 24 May EDSRG meeting. 	<p>Working committee has met.</p> <p>Information was sent to all members for their feedback on 13 April.</p> <p>Draft response at Item 7 on 24 May</p>

Item No: 6

Subject: The Sydenham to Bankstown Urban Renewal Corridor Strategy

Prepared by: Bernadette Selfe, Business Relations Coordinator

SUMMARY:

Provide the Economic Development Strategic Reference Group with an overview of the Sydenham to Bankstown Urban Renewal Corridor Strategy and an opportunity for questions and answers.

RECOMMENDATION:

That the Economic Development Strategic Reference Group note the information provide in the presentation on the Sydenham to Bankstown Urban Renewal Corridor Strategy.

Background

The Sydenham to Bankstown Urban Renewal Corridor Strategy is a State government adopted guide for the renewal of the corridor.

Presentation

At the meeting, the EDSRG will hear a presentation including:

- An overview of the the Sydenham to Bankstown Urban Renewal Corridor Strategy
- Key facts about the three precincts in the Inner West Council area that will be redeveloped under the Strategy

Conclusion

The redevelopment of the Sydenham to Bankstown Urban Renewal Corridor Strategy will provide additional dwellings and increase jobs. The project will change the face of established suburbs. The project would benefit from a precinct plan and framework that invests in the design and livability that is properly funded by State government . The Economic Development Strategic Reference Group will be interested in the economic and business development impacts of the Strategy.

Attachments

Nil

Item No: 7

Subject: Inner West's first Community Strategic Plan

Prepared by: Bernadette Selfe, Business Relations Coordinator

SUMMARY:

The Economic Development Strategic Reference Group (EDSRG) is a key stakeholder in the development of the Inner West's first Community Strategic Plan (CSP). Input to the CSP is one of the core roles of the Group.

The EDSRG established a working committee to prepare the Group's formal submission on Priority 6 – Local Business and Industry of the CSP.

The Committee focused on high level goals and objectives that aim to support, attract and grow local businesses and optimise the economic potential of the whole LGA. The working committee has finalised their submission that will be submitted to Council.

RECOMMENDATION:

That the response prepared by the working committee be received and noted for submission to Council.

Background

The Community Strategic Plan (CSP) is the most important plan that sits above all Council's other plans and policies. A successful CSP is one in which the whole community feels ownership including local business operators. The Economic Development Strategic Reference Group (EDSRG) is a key stakeholder who's expertise and local knowledge position them well to provide input into the development of the plan.

The EDSRG established a working committee to prepare the Group's formal submission on Priority 6 – Local Business and Industry of the CSP. The working committee addressed ten key questions.

The work of the Committee focused on was high level key goals and objectives that aim to support, attract and grow local businesses and optimise the economic potential of the whole LGA.

Financial Implications

The CSP is developed in conjunction with a Resourcing Strategy that ensures outcomes can be delivered with the level of resources that will realistically be available.

Conclusion

Input to the CSP is one of the core roles of the EDSRG. The Group's submission will be included in the decisions made about the CSP to the maximum extent possible.

Attachments

1. EDSRG's submission on CSP Issues Paper from a Local Business and Industry perspective

Attachment 1**Economic Development Strategic Reference Group
Feedback on
Community Strategic Plan****From a Local Business and Industry perspective****1. What does an ideal Inner West look like, 10-15 years from now?**

Ten to fifteen years from now an ideal Inner West would be a welcoming place where a sense of local identity is cherished, where each village economy thrives and maintains its distinctive look and feel, where all people feel valued and respected and where the desired lifestyle is achieved and maintained through highly collaborative processes that engage all stakeholders.

Response:

- a) Need to cater for changing demographics brought about by gentrification, such as, young families, creative/professionals and loss of some of the former cultural diversity (Greek, Italian)
- b) Residents and visitors are looking for a wider and more varied offering in retail, entertainment, dining experiences and other attractions
- c) It is a major benefit to have more people who live in the area also working in the area. Too many people leave the area to work and cannot contribute to day to day demand for goods and services during the day
- d) Maintain diversity in each central business location that maintains character, style and attraction for locals
- e) Streetscapes need to change in certain areas; need for seating and places for people to gather

2. What are the top goals or objectives for the Inner West?**Response:**

- a) Maintaining the individuality of the various precincts and shopping strips; villages with their own identities with policies in place to protect this identity
- b) Put the economy first by creating more jobs across a broad range of occupations
- c) Support innovative industries that enhance local employment opportunities
- d) Creating a liveable community with the economy being a driving force for social and environmental improvements
- e) Whole of community contribution to achieving aims; business, residents and government working together

3. What do we need to do to achieve these objectives?**Response:**

- a) Increase flexibility in zonings to cater for the new and emerging creative industries
- b) Engage key stakeholders a lot better e.g. landlords and commercial real estate agents

4. Who is responsible for the above and what are we asking them to do?

Who	What
Council	Flexible planning and regulations Consultation Communication and promotion of services to be more effective Council needs more hi tech communication – electronic billboards (Concern that the IWC website is not doing enough to inform existing and prospective businesses)
Community	Support local businesses Business needs to adapt to changing demands e.g. vegan, Business community needs to work more collaboratively with residents and other stakeholders to achieve common goals, encourage clustering, send consistent marketing messages and develop promotional themes
State Government	More flexible business advisory services that better target needs such as visual marketing, on line trading and basic business skills before businesses commence operation Listen more closely to council in relation to major infrastructure projects Promote Office of the Commissioner for Small Business for the resolution of disputes
Other	Non-government agencies that promote community inclusiveness, such as, aged, youth, refugees, NESB, access, need to be more responsive and work more closely with businesses

5. What are the key issues influencing economic growth?

Response:

- Reflected many of the issues covered earlier such as individual village identity, local jobs, user friendly spaces in CBDs
- Rising energy costs
- Uncooperative landlords in particular absentee landlords
- Traffic congestion
- Lack of adequate parking
- Start-up businesses lack of understanding of council requirements, what is expected in running a good business and just general business skills

6. What is the business sentiment? For example, are businesses planning to grow, stabilise or reduce operations, jobs and turnover over the coming 5 -10 years?

Response:

- Business confidence is relatively high with most businesses expecting to grow
- Appears to be a lack of planning around growth and even at start-up. For instance, how many businesses have an actual business plan, have been trained properly, have long term visions and provide adequate and suitable training for staff

7) What can be undertaken to support mainstreet and town centre vitality?***Response:***

- a) See earlier responses re village feel and character
- b) Reduction of overdevelopment and/or inappropriate development
- c) Council auspiced shop front staffed by individuals with genuine business experience (not career public servants) to provide greater customer service for relocating and existing businesses and the general dissemination of information and advice. State government business advisory services could also be located as in Bankstown Business Advisory Centre
- d) Street furniture should reflect the village character, bins, signage, seating and footpaths should be maintained to the highest standards
- e) Regulatory services need to be more reasonable (issuing fines for very minor problems where all else is in excellent order)
- f) Better coordinated strategic marketing and promotional activities

8) How can we create vibrant night-time economies?***Response:***

- a) Parking regulations need to be more flexible after hours to eliminate meter feeding and remove the spectre of draconian enforcement officers
- b) Parking stations for each major business area either above ground but preferably below ground
- c) Project required to investigate businesses interested in being part of the night time economy and how they will work together to handle the different challenges associated with it.

9) How do you think Council can better support small businesses?***Response:***

- a) Proactive planning not reactive planning to cater for the knowledge economy, night economy and changing consumer demands
- b) Major improvement to parking availability in major centre
- c) Planning, regulations, better business support agencies
- d) Establish the shop front mentioned earlier with information that is easily accessed in relation to what is required to establish and maintain a business and a type of prospectus that defines the villages and what businesses would be well received in that area

10) What could be done to create new jobs, particularly for young people in the LGA?***Response:***

- a) Encourage the establishment of Innovative industries that attract young people interested in the new economy.

(end attachment 1)

Item No: 8

Subject: Disability Employment Program

Prepared by: Bernadette Selfe, Business Relations Coordinator

SUMMARY:

Provide the Economic Development Strategic Reference Group with an overview of Council's Disability Employment Program and an opportunity for questions and answers on how businesses may be able to support the program.

RECOMMENDATION:

That the Economic Development Strategic Reference Group note the information provide in the presentation on the Disability Employment Program.

That the Economic Development Strategic Reference Group identifies or suggests any businesses that may be interested in supporting the program.

Background

Council has a Disability Employment Program as part of the program Council recently formed a partnership with Petersham TAFE to provide training. The program offers for example Responsible Service of Alcohol training that enables people with mild intellectual disabilities to increase their chances of becoming employed in the hospitality industry.

Presentation

At the meeting, the EDSRG will hear a presentation including:

- An overview of the Disability Employment Program

Conclusion

The Disability Employment Program aims to help people with mild intellectual disabilities increase their chances of gaining employed. The program can assist link local businesses with people looking to work.

Attachments

Nil

Item No: 9

Subject: Draft Community Engagement Framework

Prepared by: Bernadette Selfe, Business Relations Coordinator

SUMMARY:

Community engagement is a high priority for the Inner West Council and a Community Engagement Framework will guide how the community participates in and influences Council's decision-making. Feedback is sought from the members of all Council's Strategic Reference Groups during the public exhibition period which closes on 28/5/17

RECOMMENDATION:

That the Economic Development Strategic Reference Group note the process for developing the draft Community Engagement Framework

That the Economic Development Strategic Reference Group provides feedback on the draft Community Engagement Framework.

Background

Council has developed a draft Community Engagement Framework that defines how Council will plan, implement and evaluate community engagement. The Framework will strengthen local democracy through guiding how Council will engage so that a broad range of perspectives are sought and the community has a strong voice in Council's decision-making.

The development of Inner West Council's Draft Community Engagement Framework was informed by engagement with staff and the Local Representation Advisory Committee (former Councillors); and the engagement frameworks of the three former Councils. The International Association for Public Participation (IAP2) Framework considered best practice internationally and within Australia underpins the framework and forms the foundation of the Inner West Council draft Community Engagement Framework.

Feedback is sought from the members of all Council's Strategic Reference Groups during the public exhibition period which closes on 28/5/17

All feedback will be considered and a final Community Engagement Framework report will be put to Council for adoption in June 2017.

Conclusion

The Framework will strengthen local democracy through guiding how Council will engage. This will help ensure that a broad range of perspectives are sought and the community has a strong voice in Council's decision-making including representation from local business and industry.

Attachments

1 Draft Community Engagement Framework - pdf

Item No: 10

Subject: Draft Mobile Food Vending Policy

Prepared by: Kieren Lawson, Student Strategic Planner

SUMMARY:

The Inner West Council has developed a draft mobile food vending policy to provide direction and controls of mobile food vans operations across the the whole LGA. It was found that mobile food vendors encourage a diverse mix of night time uses with broad community appeal, contributing to the vibrancy and vitality of the Inner West. Improvements to the facilitation of food trucks in the LGA would be achieved through the development of a Mobile Food Vending Policy and commencement of a planning proposal to list mobile food vendors as Exempt Development under Schedule 2 of all 3 LEPs covering the Inner West LGA. The draft Mobile Food Vending policy includes aims and objectives, assessment requirements and location considerations for mobile food vending vehicles in the LGA. Feedback is sought from Council's Economic Development Strategic Reference Group on this draft policy.

RECOMMENDATION:

That the Economic Development Strategic Reference Group provides feedback on the draft mobile food van policy.

That the Group support Council commencing a planning proposal to list mobile food vendors operating on Council-owned roads as Exempt Development under Schedule 2 of the MLEP 2011, LLEP 2013 & ALEP 2013 of the Inner West LGA.

That the Group note that the final Mobile Food Vending Policy be reviewed 12 months following its commencement.

Background

On 19 April 2016, former Marrickville Council passed a motion that Council implement a food truck policy to support the LGA's night-time economy. Council completed preliminary research on mobile food vending in mid-2016 by looking at a number of domestic and international food vending policies, land use and policy provisions for mobile food vending in NSW and suitability of mobile food vending in the Inner West LGA.

It was found that mobile food vendors have the ability to trade at times where there are no other affordable food options late at night, or in areas that may be underutilised or in need of activation. They encourage a diverse mix of night time uses with broad community appeal, contributing to the vibrancy and vitality of the Inner West as a dining and entertainment destination. This draft Mobile Food Vending Policy sets out the relevant legislative parameters to supplement the provisions of the *Local Government Act 1993*, *Local Government (General) Regulation 2005*, *Food Act 2003*, *Food Regulation 2010*, *Environmental Planning & Assessment Act 1979* & LEPs for the Inner West LGA.

Improvements to the assessment and facilitation of mobile food vendors in the Inner West LGA would be made by listing mobile food vending vehicles as Exempt Development under Schedule 2 of the existing MLEP 2011, LLEP 2013 and ALEP 2013. There will be no exemption from the need to obtain activity approval under Section 68 of the *Local Government Act* and Council's *Mobile Food Vending Policy*.

Draft Mobile Food Vending Policy

Inner West Council's draft Mobile Food Vending Policy covers a number of provisions relating to the facilitation of mobile food vendors in the LGA guided by a number of aims and objectives. The policy provides details on the statutory framework for the lodgement, assessment, approval and operations of mobile food vending vehicles. Requirements of this framework include:

- Classification of the types of mobile food vendors – i.e. Food Vans and Food Trucks;
- Existing Exempt Development provisions for mobile food and drink outlets under *SEPP (Exempt and Complying Development Codes) 2008*;
- Activity applications requirements for mobile food vendors under Section 68 *Local Government Act 1993*;
- Supplementary document requirements for lodgement including Certificate of Insurances, Vehicle Registration, Trade Waste Permit from Sydney Water, Plan of Management, Vehicle fit out, proposed menu and food safety requirements.
- Operation requirements for mobile food vendors on either public or private land;
- Suitability of mobile food vendors with regards to land use zoning under one of the existing 3 LEPs of Inner West Council.
- Assessment and Operation requirements of mobile food vendors as per the requirements of NSW Food Authority requirements under *Food Act 2003*, *Food Regulation 2010* and *Mobile Food Vendor Guidelines 2017*;
- Mobile food vendors be awarded activity approval for a maximum of 12 months, and
- Approval and post-approval conditions.

These provisions are supported by additional Council standards relating to safety and accessibility, community amenity, hygiene and cleanliness and trade restrictions for mobile food vendors. Council is carefully ensuring the operation do not adversely impact on any of the surrounding sensitive land uses, in particular residential amenity and existing trading takeaway food and drink premise. Geographical considerations and location restrictions for mobile food vendors include:

- Must be located on the street into a lawful parking spot and trade onto the footpath, and may not park on footpath or on driveways;
- May operate in industrial zones to provide for workers in areas lacking an operating food and drink premises, particularly in early morning and night-time settings,
- Must not operate within 100 metres of an existing food and drink premises to protect the viability of these uses;
- Must not be located within the LGA's town centres;
- Must not be located on a classified road corridor;
- Must not be located within 100 metres of an operating food and drink premises ancillary to a recreational facility;
- A letter drop is required for operation in recreational areas adjacent to residential zones;
- Must not operate within low density residential zones, but may operate if their permissible satisfies Council's assessment under development near zone boundaries;
- If approved adjacent to residential zones, operating hours are limited between 7:00am – 7:00pm,
- May only operate as part of a temporary event if the event is approved in its entirety subsequent to assessment under temporary event assessment conditions.

Conclusion

Council is working hard to align policies, programs and services of the three former councils as part of the integration process. The development of a mobile food van policy will enable Council to better manage enquiries and monitor the use of mobile food vans across the LGA. Council recommends the final Mobile Food Vending Policy be reviewed 12 months following commencement of the policy.

Draft Mobile Food Vending Policy**1. Introduction**

Inner West Food Trucks will be one of the strategic directions Council is developing to become a competitive and innovative local government area. The popularity of food trucks highlights public demand for a sophisticated world-class street food scene, and the Inner West Local Government Area is experiencing the emergence an alternative late night culture.

Food trucks will provide the community with high quality and affordable food options with their individual quirky designs adding a uniqueness and texture to the area's urban landscape. This, in addition to other night-time economy objectives, helps create a welcoming environment for residents, workers and visitors alike.

Food trucks will create a more diverse Inner West by trading late at night, providing alternative non-alcohol night-time activities, and converting traditional day time spaces into new uses at night.

Mobile food vending vehicles have the ability to trade at times where there are no other affordable food options late at night, or in areas that may be under-utilised and in need of activation. The food truck concept also provides a brand new economic market for start-up businesses that can service the community in various and flexible ways. The new business model for food truck operation within the Inner West Local Government Area will be directly aligned with, and supportive of, best practice strategies for an emerging night time economy.

The purpose of the policy is to support and encourage the creation of a new economy within the Inner West's Local Government Area. The intention is to encourage a food truck program that includes a variety of new and unique cuisines which is accessible to the public both late at night and in precincts where there are no alternatives.

2. Purpose of Policy

The Inner West Council supports the operation of Mobile Food Vending Vehicles to support the emerging night time economy and encourage diversity in takeaway food options at underprovided locations and times within the Inner West Local Government Area. Inner West Council is committed to sustainable economic growth and providing multiple night time experiences at appropriate locations.

The purpose of this Policy is to provide the framework for the operation of Mobile Food Vending Vehicles within the Inner West Local Government Area. The Policy sets out the relevant legislative requirements for safe food handling and preparation practices and establishes vending parameters.

The purpose of this Policy is to supplement provisions of the *Local Government Act 1993*, the *Local Government (General) Regulation 2005*, the *Food Act 2003* or the *Food Regulation 2010*.

3. Aims & Objectives

Aims of this policy are:

1. To encourage the creation of a new and vibrant economy within the Inner West Local Government Area
2. To provide high quality, healthy and affordable food options within the Inner West late at night.
3. To encourage a diversity of night time activity that contributes to the vibrancy and vitality of the Inner West as a dining and entertainment destination

4. To encourage a diverse mix of night time uses with broad community appeal that reflect the wide variety of food options and needs of people who live and work in the Inner West as well as people, friends and relatives who visit.

Objectives of this policy include:

- a) To ensure Mobile Food Vending Vehicles operate in accordance with the rules and restrictions within lawful car parking spaces on Council owned roads;
- b) To ensure Mobile Food Vending Vehicles operate in accordance with the Plans of Management and the development consent for approved off-street trading sites in public places;
- c) Ensure that food sold through Mobile Food Vending Vehicles is safe and fit for human consumption;
- d) Provide guidance and assistance for people wanting to operate Mobile Food Vending Vehicles within the Inner West Local Government Area;
- e) Ensure the construction, fitting out and facilities for cleaning utensils, articles, fittings and appliances in the vehicles are adequate;
- f) Minimise any potential adverse impacts of Mobile Food Vending Vehicles;
- g) Ensure the safe operation of Mobile Food Vending Vehicles for staff and patrons;
- h) Ensure that trading does not place the public at risk;
- i) Ensure the operation of Mobile Food Vending Vehicles does not increase litter or waste around the trading location;
- j) Ensure that the operation of the Mobile Food Vending Vehicles do not adversely impact on any of the surrounding sensitive land uses, and in particular residential amenity;
- k) Ensure that trading improves the mix and diversity of takeaway food available, and having regard to existing comparable trading takeaway food and drink premise

4. Definitions

The *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* 'CODES SEPP' defines mobile food and drink outlets as carrying out of the retail sale of food, drinks and related products on land from a mobile outlet such as a food truck, van, cart or other similar vehicle. The mobile food vending vehicles are identified as either:

1. **Food Vans**- Serve food that is not potentially hazardous does not have a kitchen but may, or that involve low risk practices such as frothing milk and can only trade on Council owned roads with a maximum stopping time of 15 minutes. Menu items include coffee, ice-creams, pre-packaged sweets.
2. **Food Trucks** - Have no menu restriction (other than consent requirements), and allows for the service of potentially hazardous food from a mobile kitchen, includes gourmet menu that may hot or cold e.g. tacos, burgers.

5. Legal Framework

The operation of mobile food and drinks outlets is considered an activity under the *Local Government Act 1993 (LG Act)* and would need approval via an Activity Application submitted in accordance with Section 68 of the LG Act. If the application does not satisfy the development standards in *CODES SEPP 2008 - Part 2, Division 1, Subdivision 27A - Mobile food and drink outlets*, a development application for the use of mobile food vending vehicles is required.

A report is in preparation for the Local Representation Advisory Committee (LRAC) and Council recommending that Council commence preparation of a planning proposal listing mobile food vending vehicles operating on Council-owned roads within lawful parking spaces (excluding any classified road defined in the *Roads Act 1993*) as Exempt Development under Schedule 2 of Marrickville LEP 2011, Leichhardt LEP 2013 and Ashfield LEP 2013. There will no exemptions from the need to obtain activity approval under Council's Mobile Food Vending Vehicles Policy.

1. Lodgement Requirements

When mobile food vending vehicles want to operate on public land, they must obtain owners consent from the local government authority when operating on public land. When they are operating on private land, they must obtain consent from the property owner. If the application is part of a temporary event or regular market, they must obtain additional consent from the community organisers. Activity Applications for mobile food vending vehicles must fulfil the requirements of Council's Activity Application checklist and Mobile Food Vending Vehicles checklist (see below).

Lodgement Checklist for Mobile Food Vending Vehicles

- ☐ Review NSW Food Authority Mobile Food Vendor guidelines (2017) and IWC local approvals policy
- ☐ Ensure menu is made up of only low risk not potentially hazardous foods as defined by the NSW Food Authority
- ☐ Statement that address matters for consideration under *Local Government Act 1993*
- ☐ Speak to Health and Building staff at IWC
- ☐ Fill in the Food Van Application Form including all supporting documents:
 - Certificates of Insurances
 - Vehicle Registration
 - Trade Waste Permit from Sydney Water
 - Plan of management
 - Vehicle build and layout plans
 - Brief menu description
 - Food Safety Supervisor Certificate
- ☐ IWC will contact you to arrange fee payment after you have lodged your application
- ☐ Complete neighbourhood notification
- ☐ A health and building officer will contact you to arrange a vehicle inspection
- ☐ IWC will send you an approval notice with an approval sticker for your vehicle
- ☐ Make sure you have read and understood all conditions of your approval
- ☐ Attach the approval sticker to your vehicle in place where it can be seen by customers and officers
- ☐ Commence trading in accordance with approval

2. Assessment Framework

Assessment of food truck applications will be considered under the *CODES SEPP 2008* and *Local Government Act 1993*. The application will also need to address the guidelines provided by the *NSW Food Authority Mobile Food Vendor Guidelines (2017)* and *Inner West Council Mobile Food Vending Vehicles Policy (2017)*. An Activity Application under Section 68 of the *Local Government Act 1993* is required to seek approval for food trucks if the use is to be located on public land on a temporary basis for an extended period, or as part of a temporary event/festival/market/street party. Applications must:

- a) Demonstrate compliance with Part 2, Division 1, and Subdivision 27A of the *CODES SEPP 2008* relating to mobile food and drink outlets, otherwise complete a Development Application. The DA Stage will be removed if IWC complete a planning proposal that allows for that operation of mobile food vendors on Council-owned roads as Exempt Development under Schedule 2 MLEP 2011, LLEP 2013, ALEP 2013,
- b) Ensure use is compliant with land use zoning across Inner West Council area under MLEP 2011, LLEP 2013, ALEP 2013,
- c) Respond to the assessment criteria for Activity Applications in Sections 68 & 89 of the *Local Government Act*,
- d) Ensure menu includes only low risk and not potentially hazardous food as defined by NSW Food Authority,
- e) Liaise with Health & Building staff at IWC,

- f) Complete Food Truck Application form including supporting documentation such as Certificates of Insurance, Vehicle Registration, Trade Waste Permit from Sydney Water, Plan of Management, Vehicle fit out plans and finishes, brief menu description, Food Safety Supervisor Certificate,
- g) Application fee payment upon lodgement (also includes first inspection),
- h) Health & building assessor will contact to arrange inspection of food truck,
- i) Issue of approvals notice, understand and complete all conditions of approval,
- j) Attach approvals sticker.

3. Post Approval

An approval sticker will be provided to all mobile food vending vehicles when final approval has been issued. Approvals shall take effect from date stated and shall expire 12 months after approval unless another time is specified. This must be attached and displayed on the vehicle. Approvals are specific to each vehicle and are not transferable between owners or vehicles. Any changes or modification must be applied to in writing to Council. Failure to adhere to legislative requirements or conditions of approval may result in modification, suspension or revocation of approval in addition to prosecution or the issue of fines.

6. Council Standards

Inner West Council Mobile Food Vending Policy will supplement Council's standards including those in Inner West Council's MLEP 2011, LLEP 2013 and ALEP 2013, *Environmental Planning and Assessment Act 1979*, *Local Government Act 1993*, the *Local Government (General) Regulation 2005*, the *Food Act 2003* or the *Food Regulation 2010*.

1. Safety and Accessibility

- a) Provide a safe, clear and continuous access for all pedestrians along and nearby footpaths
- b) Ensure finishes and fit out of vehicles meet safety standards with regard to the abovementioned legislation.
- c) Mobile Food Vending vehicles include allergen information on their products. Particularly cereals containing gluten, crustaceans, fish and fish products, egg and egg products, milk and milk products, peanuts and peanut products, sesame seeds and their products, soybean and soybean products, tree nuts and tree nut products
- d) Mobile Food Vendors not cause obstruction to existing traffic flows and sightlines
- e) Ensure mobile food vending vehicles are maintained for safe operation.

2. Community Amenity

- a) Ensure operation minimises adverse noise to residential areas,
- b) Advertising, Signage and Lighting for vehicles must be in accordance with their approval, and not include 3rd party signage,
- c) Hours of Operation outside those specified in the CODES SEPP are to be requested as part of an activity application and be complementary to the existing amenity of current land uses
- d) Instances of poor behaviour or operation must be reported to Council within 48 hours,
- e) Food trucks must provide an inviting, clean, safe space areas

3. Hygiene and Cleanliness

- a) Mobile food vendors are subject to regular vehicle inspections – assessing their vehicles, operation, hygiene and food handling, contact information and checklist for mobile food vendor vehicles.
- b) Operation in accordance with approved waste management requirements.
- c) Trade waste be provided by private bin facilities and not public bins

- d) Vehicles be fitted with temperature gauges, sinks, washing facilities, ventilation and lighting;
- e) No animals to be allowed inside vehicles,
- f) Meet requirements under *Food Act 2003, Food Regulation 2010, Food Standards Code and Mobile Food Vending Guidelines 2017*

4. Trader Restrictions

- a) Traders must not compromise existing take away food and drink premises and must be located more than 100m away from an operating premises
- b) Traders must not be located within Inner West Council's town centres;
- c) Traders must not be located on Classified road corridors;
- d) Traders must not be located within 100 metres of a Council recreational facility (e.g. Aquatic Centre) that includes a retail food and drink premises;
- e) Traders must not be located within 100 metres of an operating food and drink premises that is part of organised recreation or sport to protect the financial viability of these clubs associations;
- f) Must not be located in low density residential zones, but may exercise development near zone boundaries if the street is zoned low density residential but adjacent to a permissible zone.
- g) Mobile food vending approvals will be subject to review 12 months following approval,

7. Locations

This policy outlines some of the limitations and considerations for the locations of food trucks in order to maintain vibrancy and diversity in the LGA while also maintaining the iconic Inner West community feel. In parts of the LGA, food trucks could potentially detract from the local community, therefore, the locations of food trucks and vans needs to be well planned and considered. Mobile food vendors may pull up to a kerb, into a lawful parking spot, and to trade onto the footpath. Vehicles must not park on footpath or on driveways.

1. Classified Roads

Council has considered the role of mobile food vendors adjacent to classified road corridors under *Part 3, Division 17, Subdivision 2 of SEPP (Infrastructure) 2007*. This assessment has highlighted that mobile food vendor vehicles do not satisfy the safety and amenity conditions for development within these corridors. Mobile food vendors are therefore **prohibited to operate in the following corridors** within the LGA:

- a) Parramatta Road
- b) Victoria Road, Rozelle
- c) Princes Highway, St Peters & Tempe
- d) King Street, Newtown
- e) Enmore Road between King Street and Stanmore Road/Edgeware Road
- f) Old Canterbury Road, Lewisham & Dulwich Hill
- g) Stanmore Road/New Canterbury Road, Petersham & Dulwich Hill
- h) Railway Road/Railway Parade (upper)/Buckley Street/Sydenham Road/Livingstone Road, Petersham (between Frazer Street & New Canterbury)/ Gordon Street and Railway Terrace (between New Canterbury & Old Canterbury Road), Lewisham
- i) Liverpool Road, Ashfield
- j) Milton Street (between Liverpool Road and Georges River Road), Frederick Street, Ashfield
- k) Wattle Street, Haberfield, City West Link, Leichhardt and Rozelle
- l) Tebbutt Street/Foster Street/Darley Road, Leichhardt

- m) James Street/Perry Street/Balmain Road (between Wharf Road and Manning Street), Lilyfield & Rozelle
- n) Johnson Street, Annandale
- o) The Crescent, Annandale

2. Commercial Zones

Mobile food vending vehicles must not operate within our B1, B2 & B4 zones as their operation would lead to unfair competition between mobile retail and established commercial uses. Council pride itself on our vibrant inner city suburban villages that have existing retail uses, including pubs, restaurants, cafes and take away premises. Allowing food trucks to operate in these areas would reduce the commercial viability of these centres. These centres include:

- a) Annandale Shopping Village
- b) Ashfield Town Centre
- c) Balmain Town Centre
- d) Dulwich Hill Town Centre
- e) Haberfield Neighbourhood Centre
- f) King Street/Enmore Road Newtown
- g) Leichhardt Town Centre
- h) Marrickville Metro
- i) Marrickville Town Centre
- j) Petersham Town Centre
- k) Rozelle Shopping Village
- l) South Dulwich Hill Shopping Village
- m) Stanmore Town Centre
- n) Summer Hill Shopping Village

Mobile food vending vehicles must also not operate within 100 metres from an operating take away food business unless outside its existing hours of operation. Mobile Food Vendors must also not be located within 100 metres of a Council recreational facility (e.g. Aquatic Centre) that includes a retail food and drink premises as this has potential to reduce the financial viability of Council's assets and leisure centres. Mobile Food Vending Vehicles however could aid in activating the streets and providing services to workers in B5, B6 and B7 areas which currently have lack of retail facilities.

3. Industrial Zones

Food vans and trucks are identified as a suitable use in IN1 and IN2 zones in order to provide for the workers in areas that are lacking in take away food and drink facilities, particularly in early morning and a night-time settings. This could provide activation for the streets in industrial zones and could potentially bring vibrancy to areas that are currently underutilised. It needs to be determined which industrial areas will thrive if food trucks and vans are introduced. Indicators such as number of employees, size of area and current street activation should be discussed when considering specific industrial locations where Mobile Food Vending Vehicles should operate. Suitable locations may include Sydenham Creative Hub (but not located on a classified road), Carrington Road, Marrickville and Lilyfield Road, Lilyfield & Rozelle.

4. Recreational Zones

The Inner West's recreation areas have seen substantial improvements in recent years consequent to the work of our environmental services, asset management and cultural and recreation teams. These areas tend to be located outside our town centres and are often not within accessible walking distance to our commercial precincts. Mobile food vendors have potential to activate spaces within our recreation areas, as they provide a similar experience to that of food and drink premises and kiosks, both of which are permitted under the RE1 zone

with consent. Whilst food trucks in these areas is encouraged, measures are included to ensure their use does not adversely impact on the financial viability of food and drink premises ancillary to an organised sport or recreation club. Operation restrictions in recreational zones include:

- a) Trucks cannot be parked in parkland;
- b) The quantity of food trucks in recreational spaces is carefully monitored and restricted;
- c) Food trucks are supported in recreational zones and are approved on a first in first served basis;
- d) A letter drop is required if recreational space is adjacent to residential zones;
- e) Traders must not be located within 100 metres of an operating food and drink premises that is part of organised recreation or sport to protect the financial viability of these clubs associations;
- f) If approved adjacent to a residential zone, the operating hours are limited between 7am-7pm, and
- g) Extra consideration is given to safety and accessibility, community amenity and appropriate locations under Council's vendor standards.

Locations within the Inner West Council that may be suitable include:

1. Algie Park, Haberfield
2. Ashfield Park (but not adjacent to Parramatta Road)
3. Birchgrove park
4. Blackmore Oval, Leichhardt
5. Callan Park (including Bridgewater Park, Constellation Playground, King George Park, Glover Street Sporting Ground, but not Balmain Road Sporting Ground)
6. Camperdown Memorial Park, Camperdown
7. Camperdown oval, Camperdown
8. Centenary Park, Croydon
9. Cohen Park, Annandale
10. Cooks River Foreshore (including Steel Park, HJ Mahoney Memorial Park), Marrickville and Dulwich Hill
11. Darrell Jackson Gardens, Summer Hill
12. Easton Park, Rozelle
13. Elkington Park, Balmain
14. Hammond Park, Ashfield (but not adjacent to Frederick Street)
15. Hawthorne Canal reserve, Leichhardt and Haberfield (maybe restrictions on heritage)
16. Henson Park, Marrickville
17. Jack Shanahan Park, Dulwich Hill
18. Johnson Park, J.F. Laxton Reserve & Arlington Recreation Reserve, Dulwich Hill
19. Mackey Park, Marrickville
20. Marrickville Park (but not adjacent to Livingstone Road/Sydenham Road)
21. Petersham Park
22. Pratten Park, Ashfield
23. Richard Murden Reserve, Haberfield
24. Sydenham Green (but not adjacent to Railway Road)
25. Tempe Lands and Recreational Reserve (but not adjacent to Princes highway)
26. White Creek Valley Park, Annandale
27. Wicks Park, Marrickville (but not adjacent to Sydenham Road)

5. Residential Zones

Mobile food vendors such as food trucks and food vans operate contrary to the objectives of residential zones and are therefore not supported in the IWC LGA. If a mobile food

vendor wishes to operate adjacent to residential zones, they must complete “neighbourhood notification” as a means of consideration to the surrounding community.

However, there is potential for further investigation into their permissibility within high density areas such as Lewisham West, Dulwich Hill. Mobile food vendors are likely to activate the public domain in these spaces as they would support active transport both within these areas and between higher density residential areas and transport modes. Although not constructed for permanent retail use due to vehicles mobility, their operation has potential to satisfy the objectives of the zone. Food trucks and food vans may provide facilities or services to meet the day to day needs of residents in well-connected neighbourhoods that support the use of public transport, walking and cycling. Operation will be restricted to between 7am-7pm. Consent for the operation of food trucks is subject to a limited timeframe and issued for a maximum 12 months at a time. Operators severely compromise renewing their consent if found to be poor operators who act contrary to their conditions of operation and/or inflict adverse amenity impacts on the surrounding community.

6. Temporary Events

Food trucks that wish to be used for temporary events such as markets, festivals and street parties must submit applications under the *Local Government Act 1993*. If the application is part of an event or partial road closure, you must apply at least 8 weeks before your proposed commencement date of operation. The assessment of the food truck component of these events must address the following matters under Section 68 and Section 89 of the LG Act. Activity Applications such as markets, festivals and street parties will often require a detailed assessment against a number of local and state planning controls (e.g. SEPP (Miscellaneous Consent Provisions), as well as additional policies from Council. A food truck may only commence operation in the location if the Activity Application is approved in its entirety.

8. Actions following draft policy

- Consult Economic Development SRG – 24th May 2017
- Consult existing food truck operators on desired areas – May 2017
- Report to LRAC – 13th June 2017
- Submit revised Food Truck Policy
- Report to Council – 27th June 2017
- Commence preparation of planning proposal for mobile food vending vehicles as exempt development pending Council’s resolution – July 2017

(end of Attachement 1 Draft Mobile Food Vending Policy)