

## 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 26 November 2024 at 6:00 PM to consider the matters contained in the attached Agenda.

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

### **Public Forum**

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

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

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

Tommaso Briscese  
**General Manager**

## Councillors



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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 26 November 2024 immediately after the Public Forum commencing at 6.00pm.**

### **1. Prayer**

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

### **2. Acknowledgement of Country**

### **3. Statement of Ethical Obligations**

### **4. Recording of Meeting**

### **5. Apologies**

### **6. Declarations of Interest**

### **7. Declaration of Political Donations**

### **8. Confirmation of Minutes**

*Minutes of the Council Meeting held on Tuesday, 22 October 2024 and the Extraordinary Council Meeting held on Wednesday, 30 October 2024, copies of which were previously circulated to all councillors be hereby confirmed as a true and correct record.*

### **9. Mayoral Minutes**

### **10. Reports to Council**

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**12. Conclusion of the Meeting**



## Reports to Council

### **(Item 62/24) Councillor representation on committees and other bodies**

File No: 24/41583

Report by Director Corporate Services

#### Summary

To determine the formation of Committees to assist Council in their decision making on various community, technical and management issues, as well as determine Council representation on such Committees and other industry bodies of relevance to the exercise of Council functions.

#### **Operational Plan Objective**

- P.49            Ensure transparency and accountability in decision making
- C.11.2        Provide opportunity for engagement with the community to inform Council's decision-making

#### **Background**

Council has sponsored and / or provided representation to various types of bodies that may have an important bearing on the way Council may exercise its functions. They fall within three main categories—community based advisory committees, technical and management advisory committees and independent industry bodies.

#### **Community Based Advisory Committees**

Community based advisory committees sponsored by Burwood Council typically consist of a combination of interested representatives from the community, elected members of Council and expert staff. It is customary for a councillor to serve as the chairperson of each such committee. These committees provide recommendations to Council on matters of interest that fall within the subject scope of the relevant committee.

The committees have no delegated authority or independent decision-making powers, so are not permitted to act autonomously. They are obliged to forward any recommendations on proposed action to elected Council and must gain approval before engaging in any action not already approved.

The following community based advisory committees of Council currently exist:

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

#### **Technical and Management Advisory Committees**

Technical and management advisory committees may consist of various combinations of councillors, council officers and external experts who provide advice to Council on matters requiring technical expertise. Three such committees are currently active:

- Burwood Council Audit Risk and Improvement Committee (ARIC)
- Burwood Local Traffic Committee
- General Manager's Contract Review Panel

The Burwood Council ARIC provides independent assurance and assistance to Council in the effective discharge of its responsibilities for financial reporting, risk management, internal controls

and governance as well as internal and external audit. It is subject to requirements under the NSW *Local Government Act 1993*.

The Burwood Local Traffic Committee (BLTC) deals with roads and traffic management responsibilities delegated to Council by the NSW Government under road transport legislation. The Council must refer all traffic related matters to the BLTC prior to exercising its delegated functions. Council is not bound by the advice given by the BLTC. However, if Council seeks to act contrary to the advice of the BLTC, it must notify Roads and Maritime Services and the NSW Police and wait 14 days before proceeding, pending any return advice on a notification.

The General Manager's Contract Review Panel is charged with responsibility for oversight of performance of the General Manager and contractual arrangements governing this. It does not act autonomously and must forward its recommendations for action to the full body of elected Council before action can proceed. Council has a legislative obligation to provide proper oversight and review of the performance of the General Manager in accordance with guidelines published by the NSW Office of Local Government.

### Independent Industry Bodies

These are entities that are independent of Council but which provide for ongoing Council representation under their terms of reference. Standing arrangements for councillor representation exists for the following entities and / or their standing committees:

- Sydney Eastern City Planning Panel
- Southern Sydney Regional Organisation of Councils (SSROC) – Full Committee
- SSROC – Sustainability Standing Committee
- SSROC – Program Delivery Standing Committee

### Historical representation arrangements

The following table indicates the councillor appointments to committees and other bodies as established during the previous term of council:

	Committee/Board	Chairperson	Delegate(s)	Alternate(s)
1.	Burwood Anzac Commemorative Service Committee	1 Councillor	N/A	1 Councillor
2.	Burwood Local Traffic Committee	Mayor	N/A	1 Councillor
3.	General Manager's Contract Review Panel	Mayor	2 Councillors	1 Councillor
4.	Audit, Risk and Improvement Committee	N/A	1 Councillor <i>The Mayor is ineligible to be a Councillor Member</i>	Nil – based on the ARIC Charter and OLG Guidelines for ARICs
5.	Multicultural Advisory Committee	1 Councillor	N/A	1 Councillor
6.	National Servicemen's Association Committee	1 Councillor	N/A	1 Councillor
7.	Sandakan Community Educational Committee	1 Councillor	N/A	1 Councillor
8.	Sydney Eastern City Planning Panel	N/A	Mayor Deputy Mayor	All Councillors other than the Mayor and Deputy Mayor
9.	SSROC – Full Committee	N/A	Mayor Deputy Mayor	2 Councillors

	Committee/Board	Chairperson	Delegate(s)	Alternate(s)
10.	SSROC – Sustainability Committee	N/A	2 Councillors who will not be expected to serve on other SSROC Committees	Nil – based on existing convention
11.	SSROC – Program Delivery Committee	N/A	2 Councillors who will not be expected to serve on other SSROC Committees	Nil – based on existing convention

### **Proposal**

It is proposed Council addresses these appointments as follows:

1. That, to maintain continuity in advocacy and third party support of key Council functions, Council confirms its representation arrangements for the independent industry bodies that are currently in place. In particular, respond to the Sydney and Regional Planning Panels Secretariat request for confirmation of Council's nominations for the Sydney Eastern City Planning Panel. (Note that the standard term for nominated members for that Panel is 3 years unless otherwise advised by council.) Continue, as part of its membership, to offer councillor representatives for the Southern Sydney Regional Organisation of Councils (SSROC) committees so that Burwood's interests continue to be represented in SSROC decisions.

Provision is also being made for the Chair of the Design Review Panel and the Chair of the Local Planning Panel to be the Alternate members for Burwood Council in those instances where councillors cannot participate because of a conflict of interest (for example, where the proposal relates to Council-owned land or contains a Voluntary Planning Agreement).

2. That Council nominate one councillor and at least one alternate councillor to serve as the single voting Council representative on the Burwood Local Traffic Committee, under the delegated authority of the NSW Minister for Transport.
3. That Council makes provision for councillor participation at each ARIC meeting in the capacity outlined in the prevailing ARIC Charter. Given that the current independent members of ARIC have been appointed until 2027 – a period that closely aligns to that of the current term of Council – consider making a councillor appointment for the duration of the current term of Council.
4. That Council consider its position on the composition, representation requirements and terms of appointment for the General Manager's Contract Review Panel.
5. That Council consider its position on its sponsorship or support for various community based committees and the nature of councillor involvement with these entities.

### **Planning or Policy Implications**

Timely nominations for the Sydney Eastern City Planning Panel and SSROC are vital to sustaining regional planning and co-operative local government programs, respectively. Timely nominations for the ARIC and the BLTC are needed to fulfil statutory obligations under the *Local Government Act 1993* and road transport legislation, respectively.

## **Financial Implications**

The current budget has provision for support of existing arrangements until the end of the current financial year. Potential budgetary impacts of any changes in the policy position of Council around sponsorship and support of discretionary committees will need to be considered separately once any change options are made clear.

In relation to the Sydney Eastern City Planning Panel, since 2022, after consultation with the Department of Planning, Council approved the payment of a fee to Councillors appearing at the Panel meeting, noting this is an additional duty that extends beyond what might be considered day to day business. The proposed fee for the term is \$950 per meeting, which can be accommodated within the existing budget for the number of anticipated attendances required each year.

The Alternate representatives on the Sydney Eastern City Planning Panel, being the Chairs of the BLPP and DRP, will continue to be paid the base meeting rate of \$1,500, plus an hourly rate of \$214 per hour (plus GST) in excess of 7 hours for attendance, based on the fees paid to expert local planning panel members.

In relation to other committees of council, no additional fee is proposed for councillors, given committee work of that nature is part of the regular civic duties of an elected councillor.

## **Recommendation(s)**

That Council:

1. Determines councillor representation arrangements for the Sydney Eastern City Regional Planning Panel for a term of up to 3 years.
2. Determines that the Chair of the Design Review Panel and the Chair of the Local Planning Panel also be nominated as Alternates for the Sydney Eastern City Regional Planning Panel, in the event that any elected councillor representative cannot attend due to a conflict of interests.
3. Council adopts remuneration rates for Burwood Council representation at the Sydney Eastern City Regional Planning Panel as follows:
  - a. Local Planning Panel Chair and Design Review Panel – base meeting rate of \$1,500 (plus GST) for up to 7 hours of work
  - b. Local Planning Panel Chair and Design Review Panel as Alternates – \$214 per hour (plus GST) for every hour in excess of 7 hours that may be required for completion of assessment and determination work
  - c. Councillor representatives – \$950 per meeting
4. Determines councillor representation and the length of term for such representation for the SSROC Full Committee, SSROC Sustainability Committee and SSROC Program Delivery Committee.
5. Determines councillor representation for the Burwood Council Audit Risk and Improvement Committee (ARIC) consistent with requirements under the prevailing ARIC Charter adopted by Council.
6. Determines its position on the composition, representation requirements and terms of appointment for the General Manager's Contract Review Panel.
7. Determines councillor representation and role arrangements for community based advisory committees.

## **Attachments**

There are no attachments for this report.

## **(Item 63/24) Multicultural Advisory Committee - Recommendations for Community Representatives**

File No: 24/14298

Report by Director Community Life

### **Summary**

Council's Multicultural Advisory Committee (MAC) was established in 2015 to provide community views to Council in relation to matters that impact culturally and linguistically diverse (CALD) communities in the Burwood Local Government Area (LGA) and to enable the dissemination of relevant information to local multicultural communities.

In accordance with the Committee's Terms of Reference, community representatives are appointed for a two-year term through an open Expression of Interest process. The previous Committee term concluded in July 2024, and an open Expression of Interest process has now been undertaken, resulting in 15 nominations.

This report presents the recommended community representatives for Council's consideration and adoption. Additionally, it includes a recommendation to increase the number of community representatives on the Committee from eight (8) to ten (10).

### **Operational Plan Objectives**

A.5 Implement the Multicultural Burwood Strategy 2024 to 2028.

A.104 Facilitate interagency networks and advisory committees to provide opportunities for collaboration and participation.

### **Background**

Burwood is one of the top 5 most culturally diverse LGAs in Australia. According to the 2021 Census, 58% of residents in the LGA were born overseas. Similarly, 63% of residents in Burwood speak a language other than English at home. The current top 5 countries of birth include: China (18%), Nepal (8%), India (3%), Vietnam (3%) and Korea (South) (2%). Emerging communities within the Burwood LGA also include the Malaysian, Vietnamese and Filipino communities.

The Multicultural Advisory Committee provides community views to Council in relation to matters that may have an impact on CALD communities in the Burwood LGA and to enable the dissemination of relevant information to local multicultural communities. Previously, Committee members were instrumental in shaping and supporting the development of Council's *Multicultural Strategy 2024-2028*, adopted earlier this year. Looking ahead, the Committee will continue to play an integral role in collaborating with Council to support the effective implementation of the Strategy as well as other key projects.

In accordance with the Committee's Terms of Reference, membership of the MAC currently includes:

- The Mayor or other appointed Councillor to represent Council as Chairperson.
- An alternate Councillor delegate appointed to attend if the Mayor or other appointed Councillor cannot attend a meeting.
- Eight (8) community representatives appointed for a two-year term via an Expression of Interest process. Community representatives should come from a culturally and linguistically diverse (CALD) background, preferably in a leadership role representing one of the key language or cultural groups in Burwood LGA.

Membership can be altered at any time by resolution of Council.

An open Expression of Interest process was undertaken from 25 September 2024 to 22 October 2024 via Council's *Participate Burwood* platform to invite nominations for community representatives for the upcoming two-year term. A total of fifteen (15) nominations were received.

All nominations were reviewed by a panel of Council officers against the selection criteria outlined in the Committee's Terms of Reference. The assessment focused on identifying candidates who most strongly met the criteria and ensuring representation of a variety of cultural and linguistic backgrounds.

The selection criteria for community representatives stipulate that individuals must:

- Reside, work (in a paid or voluntary capacity) or have an active interest in the Burwood LGA and represent a CALD community, preferably representing one of the key language or cultural groups in a leadership role.
- Demonstrate a high level of understanding, experience and/or expertise in multicultural issues in the Burwood LGA.
- Be available to attend meetings and demonstrate a willingness to volunteer time to work on initiatives.
- Participate in relevant working parties.
- Undertake to communicate and engage with the community represented.
- Be willing to work within the Terms of Reference.

Committee membership is required to be formalised by a resolution of Council.

### **Proposal**

Given considerable interest was received through the Expression of Interest process, and to promote broader community representation and an ongoing dialogue with a greater diversity of communities, it is recommended that the Terms of Reference be amended to increase the number of community representatives from eight (8) to ten (10). The revised Terms of Reference, reflecting this amendment, are included under Attachment 1 for Council's consideration and adoption.

After careful consideration of each nomination received, it is recommended that Council approve the appointment of the following individuals to the Committee for the period of December 2024 to December 2026:

- Rong Fu
- Yiming Yang
- Loriebeth Orteza
- John You
- Elizabeth Wang
- Trilochan Pokharel
- Bob Dong Bo
- Aditi Kamath
- Ronna Guzman
- Hwa-Sur Hahn

The recommended community representatives will bring a diverse range of skills, expertise, and experiences to the Committee. Their cultural backgrounds reflect both the largest demographic groups within our community and emerging communities. Notably, four (4) of the applicants have

previously served as MAC members, offering a reasonably balanced distribution of experienced Committee members and new Committee members.

It is further recommended that the five (5) unsuccessful applicants be placed on an eligibility list should a position on the Committee become vacant during the two-year term.

### **Consultation**

From 25 September 2024 to 22 October 2024 (28 days), Expressions of Interest were sought on Council's Participate Burwood platform and the opportunity to self-nominate was promoted through Council's e-news, social media platforms, community networks and the Burwood Strathfield Multicultural Interagency. There were a total of 58 views of the project page during this period.

### **Planning or Policy Implications**

The MAC is an important mechanism for consultation, advice and feedback on inclusion and diversity. The MAC will play a key role in guiding the implementation of Council's *Multicultural Strategy 2024-2028*, which will strengthen how Council engages, serves and collaborates with Burwood's culturally and linguistically diverse communities.

### **Financial Implications**

The appointment of two additional community representatives on the Committee has no financial implications. Council has allocated \$1,545 in the adopted *Operational Plan Budget 2024-2025* to support the activities of the Multicultural Advisory Committee.

### **Conclusion**

The MAC was established to provide community views to Council in relation to matters that may have an impact on CALD communities in the Burwood LGA. Following an open Expression of Interest process, it is recommended that Council amend the Committee Terms of Reference to accommodate ten (10) community representatives from the previous eight (8). It is further recommended that Council appoint the ten (10) community representatives listed in this report to the Committee for the period of December 2024 to December 2026.

### **Recommendation(s)**

That Council:

1. Adopt the Multicultural Advisory Committee revised Terms of Reference (included under attachment 1) to increase the number of community representatives from eight (8) to ten (10).
2. Appoint the community representatives listed in the report for membership on the Burwood Multicultural Advisory Committee for a two-year term.
3. Advise all applicants in writing of the outcome of their nomination and place unsuccessful applicants on an eligibility list should a position on the Committee become vacant during the December 2024 to December 2026 term of the Multicultural Advisory Committee.
4. Advise unsuccessful applicants of other opportunities in which they can engage with Council based on their areas of interest.

### **Attachments**

1 [📎](#) Multicultural Advisory Committee - Revised Terms of Reference - 26 November 2024



## MULTICULTURAL ADVISORY COMMITTEE REVISED TERMS OF REFERENCE

### **Purpose**

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The Multicultural Advisory Committee (MAC) has been established to provide community views to Council in relation to matters that may have an impact on culturally and linguistically diverse communities in the Burwood Local Government Area (LGA) and to enable the dissemination of relevant information to local multicultural communities.

The Committee has the following functions:

- Raise emerging issues associated with multicultural needs in the Burwood LGA and recommend goals and actions.
- Provide informed and timely advice on Council matters relating to multicultural communities in the Burwood LGA.
- Actively participate in the development of Council's multicultural programs and policies.
- Monitor the implementation of Council's Multicultural Strategy (or equivalent).
- Provide a two-way mechanism for communication between Council and multicultural communities in the Burwood LGA.

In accordance with the Burwood2036 Community Strategic Plan the MAC is an important mechanism for consultation, advice and feedback on inclusion and diversity.

### **Chairperson and Committee Members**

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Membership is limited to the representatives listed below:

- The Mayor or other appointed Councillor will represent Council as Chairperson.
- An alternate Councillor delegate appointed to attend if the Mayor or other appointed Councillor cannot attend a meeting.
- Ten community representatives will be appointed for a two-year term via an Expression of Interest process. Community representatives will come from a culturally and linguistically diverse (CALD) background, preferably in a leadership role representing one of the key language or cultural groups in Burwood LGA.
- Council Officer(s) will attend meetings as non-voting members to assist the work of the Committee.

Membership can be altered at any time by resolution of Council.



## Nominations

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Nominations for community representative positions on the Committee will be invited through Council's website and communications channels, including but not limited to Participate Burwood, social media and e-news.

## Selection Criteria

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Applications will be assessed in accordance with the selection criteria below (adapted from Community Advisory Committees Procedure for Selection of Community Representatives).

Applicants must:

1. Reside, work (in a paid or voluntary capacity) or have an interest in the Burwood LGA and represent a CALD community, preferably representing one of the key language or cultural groups in a leadership role.
2. Demonstrate a high level of understanding, interest, experience and/or expertise in multicultural issues in the Burwood LGA.
3. Be available to attend meetings and demonstrate a willingness to volunteer time to work on initiatives.
4. Participate in relevant working parties.
5. Undertake to communicate and engage with the community represented.
6. Be willing to work within the Terms of Reference.

Representatives of political parties are excluded.

Recommendations for appointment to the Committee will be submitted to Council for approval. The Committee does not have the authority to co-opt anyone else to its membership without the approval of Council.

## Committee Proceedings

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- a. Meetings shall be held at least bi-monthly.
- b. Meeting agendas shall be compiled by the Executive Assistant Community Life listing all items of business and must be issued to the Committee Members at least five working days prior to the scheduled meeting date.
- c. Meetings shall be held at Council Offices or another location approved by the Chairperson.
- d. Meetings will not proceed unless the Chairperson and at least four of the community representatives are in attendance within 30 minutes of the scheduled start time.
- e. Apologies must be given in advance for non-attendance. Where three consecutive absences have occurred, the General Manager can recommend to Council that a Committee Member's membership be cancelled.
- f. Recommendations at meetings will be arrived at by way of consensus.
- g. Committee meetings shall be conducted in a spirit of cooperation and mutual respect, and members must adhere to Council's Code of Conduct (to be circulated).
- h. Council officers will attend the Committee in a support role.
- i. Technical experts and specialists may be invited to attend meetings to provide advice when required.
- j. Senior representatives from local multicultural community services may also be invited to attend the Committee from time to time.

### Minutes

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Minutes of the meetings will be taken by the Executive Assistant Community Life who will attend meetings as a non-Committee member.

### Review

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The Terms of Reference will be reviewed every four years.

## **(Item 64/24) Burwood Council Annual Report 2023 - 2024 (Including State of Our City Report)**

File No: 24/48215

Report by Director People & Performance

### **Summary**

Burwood Council's Annual Report for the financial year 2023 – 2024 has been prepared in accordance with the *Local Government Act 1993* (the Act) and the Office of Local Government's Annual Report requirements.

The State of Our City Report has also been prepared in accordance with Section 428 of the Act and included alongside Council's Annual Report.

### **Operational Plan Objective**

P.43 – Plan, monitor and report on the delivery of services and initiatives in accordance with the Integrated Planning and Reporting Framework under the Local Government Act.

### **Background**

The report is prepared annually to comply with Sections 428 and 406 of the Act and Clause 217 of the *Local Government (General) Regulation 2021* and must be provided to the Minister for Local Government by 30 November each year.

The focus of the Annual Report is Council's progress in implementing its Delivery Program and Operational Plan. The report addresses each of the strategic directions outlined in the Community Strategic Plan and has been prepared as a key reporting mechanism in accordance with the requirements of the State Government Integrated Planning and Reporting Framework.

This report is the second Annual Report of the Delivery Program 2022 – 2026 and details the highlights and milestones achieved during 2023/24 towards the implementation the Community Strategic Plan, Burwood2036.

The purpose of the State of Our City Report is to provide the newly elected Council with an update on how effective Council has been at delivering on the outcomes required of the Community Strategic Plan over the previous term of Council. The State of Our City Report is prepared every four years (at the end of the previous term of Council) and is to be endorsed at the second meeting of the new Council along with the Annual Report.

### **Consultation**

As per Section 428 of the Local Government Act 1993, the Annual Report will be posted on Council's website and provided to the Minister. The State of Our City Report will be posted on Council's website.

### **Planning or Policy Implications**

No Planning or Policy implications.

### **Financial Implications**

No Financial implications.

***Recommendation(s)***

That Council endorse the Burwood Council Annual Report 2023 – 2024 and State of Our City Report (2021 – 2024).

**Attachments**

- 1⇒ Burwood Council Annual Report 2023-2024 (*see separate Attachments Paper*)
- 2⇒ Burwood Council - State of Our City Report 2021 - 2024 (*see separate Attachments Paper*)

## **(Item 65/24) Revision of Charter – Audit, Risk and Improvement Committee**

File No: 24/41586

Report by Director Corporate Services

### **Summary**

Councils are required to have in place an Audit, Risk and Improvement Committees (ARICs) to provide independent review and advice and to support continuous improvement. The Burwood ARIC operates in accordance with a Charter, which is reviewed annually by the ARIC to ensure it remains relevant and effective. At its September 2024 meeting, the ARIC recommended Council adopt some minor revisions to the Charter.

### **Operational Plan Objective**

A.107 Convene the Audit, Risk and Improvement Committee (ARIC) to provide independent oversight and support continuous improvement

### **Background**

Burwood Council has had an ARIC for over a decade. Its original ARIC Charter was based on best practice at the time.

The current ARIC Charter was adopted by a resolution of Burwood Council on 15 February 2022. In preparation for the transition to the new Office of Local Government *Guidelines for Risk Management and Internal Audit for Local Government in NSW* (the Guidelines), that Charter had been significantly revised and was largely based on the Terms of Reference included in the draft version of the Guidelines that was in circulation at that time.

The final version of those Guidelines was released in November 2023 and the *Local Government (General) Regulation 2021* was amended to require councils to give consideration to those Guidelines.

### **Proposal**

The current Charter has been reviewed against the final version of the Guidelines. Minor changes are proposed to ensure the Charter is more clearly consistent with the final version of the Guidelines. Some minor typographical and formatting errors have also been identified and rectified.

The only substantive changes are:

- The Charter makes it clear the standard term of appointment for members is 4 years, which is consistent with the Guidelines. The previous Charter was adopted during the transition away from the previous Charter that required 3-year terms to the 4-year period contained in the Guidelines.
- The Charter also makes it clear that part-term appointment can be made to fill the remainder of a term that has been vacated by a member before their term expires. This is consistent with, and supports, existing provisions relating to the spread of start/end dates for individual terms to ensure Council does not find itself in the position where its ARIC consists of entirely new members with no practical knowledge of Burwood Council.
- The Charter rewords the provisions relating to holding separate annual meetings with External Audit and the Head of Internal Audit, replacing the mandatory annual requirement with a provision enabling such a meeting to be requested by the ARIC at any time. It is noted the existing Charter already makes provision for the ARIC to request a meeting with the General Manager or Mayor at any time.
- References to international internal audit standards have been updated to reflect the move to the new *Global Internal Audit Standards* released in 2024.

All proposed changes are shown in track changes in the Draft Charter appearing at [Attachment 1](#).

### **Consultation**

The ARIC considered the proposed changes to the Charter at its meeting on 3 September 2024. The proposed changes were supported and recommended for presentation to Council for adoption.

### **Planning or Policy Implications**

No Planning or Policy implications.

### **Financial Implications**

No Financial implications.

### **Conclusion**

Councils are required to have an ARIC and are required to consider the Guidelines and model terms of reference in those Guidelines when determining how that ARIC operates. Following release of the final version of those Guidelines, and review of the Charter by the ARIC, minor revisions of the Charter are recommended.

### **Recommendation(s)**

That Council adopt the proposed revised version of the Audit, Risk and Improvement Committee Charter that appears as [Attachment 1](#) to the 22 October 2024 report "Revision of Charter – Audit, Risk and Improvement Committee".

### **Attachments**

1 [↓](#) Draft ARIC Charter - 2024 Review



**Burwood** Inc.1874

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

## **AUDIT, RISK AND IMPROVEMENT COMMITTEE CHARTER**

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PO Box 240, BURWOOD NSW 1805  
2 Conder Street, BURWOOD NSW 2134  
Phone: 9911-9911 Fax: 9911-9900  
Email: [council@burwood.nsw.gov.au](mailto:council@burwood.nsw.gov.au)  
Website: [www.burwood.nsw.gov.au](http://www.burwood.nsw.gov.au)

Public Document  
Adopted by Council: XXXX  
Ref. No.: 24/35115  
Version No.: 7.2  
Ownership: Governance & Risk

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## Context

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Burwood Council has established its Audit, Risk and Improvement Committee in compliance with section 428A of the *Local Government Act 1993* (the Act) and relevant supporting clauses of the *Local Government (General) Regulation 2021*. This Charter set out the Committee's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

## Objective

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The objective of the Burwood Council Audit, Risk and Improvement Committee is to provide independent assurance to Burwood Council. This is done by monitoring, reviewing and providing advice about the Burwood Council's governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

## Independence

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The Committee is to be independent to ensure it has no real or perceived bias or conflicts of interest that may interfere with its ability to:

- act independently, and
- provide Burwood Council with robust, objective and unbiased advice and assurance.

The Committee is to provide an advisory and assurance role only. It is to have no administrative functions, delegated financial responsibilities or any management functions of Burwood Council.

The Committee will provide independent advice to Burwood Council that is informed by:

- the Council's internal audit and risk management activities, and
- information and advice provided by officers of Council, relevant external bodies and subject matter experts.

The Committee must at all times ensure that it maintains a direct reporting line to and from Burwood Council's internal audit function. It must also act as a mechanism for internal audit to report to the governing body of Burwood Council and the General Manager on matters affecting the performance of the internal audit function.

## Authority

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Burwood Council authorises the Committee, for the purposes of exercising its role and responsibilities, to:

- access any information it reasonably needs from Burwood Council
- use any Burwood Council resource it reasonably needs
- have direct and unrestricted access to the General Manager and senior management of the Council
- seek the General Manager's permission to meet with any other council officers i.e. employees and delegates (including volunteers, consultants, contractors or any other service provider involved in exercising a Council function)
- discuss any matters with the external auditor or other external parties
- request the attendance of any employee or delegate at committee meetings, and
- obtain external legal or other professional advice in accordance with the prevailing procurement practices and budgetary arrangements of Council.



Information and documents pertaining to the Committee are confidential and are not to be made publicly available. The Committee may only release Council information to external parties that are assisting the Committee to fulfil its responsibilities with the approval of the General Manager.

Exceptions to the prohibition on information release to external parties are:

- where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention, and / or
- meeting any overriding release obligations compelled by statute, or
- meeting release obligations under Council policy, where this does not compromise the integrity and confidentiality of the work of the Committee or the internal audit function of Council.

## Composition and tenure

The Committee consists of one independent voting chair, two independent voting members and one optional non-voting councillor member, in accordance with the *Guidelines for Risk Management and Internal Audit in Local Councils in NSW*. As required by the Guidelines, the Mayor is ineligible to be a Councillor Member.

The governing body is to appoint the Chair and members of the Committee. ~~Current committee members are:~~

~~Mr Daniel Carbone ————— Independent Chair (voting)~~

~~Mr Jesse Jo ————— Independent Member (voting)~~

~~Ms Simone Schwarz ————— Independent Member (voting)~~

~~Cr Ned Cutcher (Alternate Cr Hugo Robinson) ————— Councillor Member (non-voting)~~

All new committee members are to meet the independence and eligibility criteria prescribed in the *Guidelines for Risk Management and Internal Audit in Local Councils in NSW*. ~~Once existing terms of membership expire, members will be appointed for a four-year period.~~

Chairs and Independent Members are appointed for a 4-year term, unless they are appointed to fill a vacancy that occurs mid-term, in which case an appointment may be made for a shorter period, being the remainder of the term for the role that has been vacated.

Members can be reappointed for a further term, but the total period of continuous membership cannot exceed eight years. This includes any term as Chair of the Committee. Members who have served an eight-year term (either as Member or Chair) must have a two-year break from serving on the Committee before being appointed again. To preserve the Committee's knowledge of Burwood Council, ideally, no more than one member should leave the Committee because of rotation on any one year.

The terms and conditions of each member's appointment are to be disclosed in a letter of appointment. New members will be thoroughly inducted to their role and receive relevant information and briefings on their appointment to assist them to meet their committee responsibilities.

Prior to approving the reappointment or extension of the term of a Chair or an Independent Member, the governing body of Burwood Council is to undertake an assessment of that

person's performance. Reappointment of the Chair and Independent Members is also to be subject to the individual still meeting the independence and eligibility requirements.

Members of the Committee must possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial management of Burwood Council, the environment in which Burwood Council operates, and the contribution that the Committee makes to the Council. At least one member of the Committee must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment. All members should have sufficient understanding of Burwood Council's financial reporting responsibilities to be able to contribute to the Committee's consideration of the Council's annual financial statements.

## Role

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In accordance with section 428A of the Act, the role of the Committee is to review and provide independent advice to the Council regarding the following aspects of Council's operations:

- compliance
- risk management
- fraud control
- financial management
- governance
- implementation of the strategic plan, delivery program and strategies
- service reviews
- collection of performance measurement data by Burwood Council and
- internal audit.

The Committee must also provide information to the Council for the purpose of improving Council's performance of its functions.

The Committee's specific audit, risk and improvement responsibilities under section 428A of the Act are outlined in Schedule 1 of this Charter.

The Committee will act as a forum for the Council's internal audit function and oversee its planning, monitoring and reporting to ensure that it operates effectively.

The Committee will have no power to direct external audit or the way it is planned or undertaken, but will act as a forum for the consideration of external audit findings.

The Committee is directly responsible and accountable to the governing body of Burwood Council for the exercise of its responsibilities. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of the Council rests with the governing body of Burwood Council and the General Manager.

The responsibilities of the Committee may be revised or expanded in consultation with, or as requested by, the governing body of Burwood Council from time to time.

## Responsibilities of members

### Independent members

The Chair and members of the Committee are expected to understand and observe the requirements of the *Guidelines for risk management and internal audit for local government in NSW*. Members are also expected to:

- make themselves available as required to attend and participate in meetings
- contribute the time needed to review and understand information provided to it
- apply good analytical skills, objectivity and judgement
- act in the best interests of Burwood Council
- have the personal courage to raise and deal with tough issues, express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of inquiry
- maintain effective working relationships with Burwood Council
- have strong leadership qualities (Chair)
- lead effective Committee meetings (Chair), and
- oversee the Council's internal audit function (Chair).

### Councillor Member

To preserve the independence of the Committee, the Councillor Member of the Committee is a non-voting member. Their role is to:

- relay to the Committee any concerns the governing body may have regarding the Council and issues being considered by the Committee
- provide insights into local issues and the strategic priorities of Burwood Council that would add value to the Committee's consideration of agenda items
- advise the governing body (as necessary) of the work of the Committee and any issues arising from it, and
- assist the governing body to review the performance of the Committee.

Issues or information the Councillor Member raises with or provides to the Committee must relate to the matters listed in Schedule 1 of this Charter and issues being considered by the Committee.

The Councillor Member of the Committee must conduct themselves in a non-partisan and professional manner. The Councillor Member of the Committee must not engage in any conduct that seeks to politicise the activities of the Committee or the internal audit function, or that could be seen to do so.

If the Councillor Member of the Committee engages in such conduct or in any other conduct that may bring the Committee and its work into disrepute, the Chair of the Committee may recommend to the Council that the Councillor Member be removed from membership of the Committee. Where the Council does not agree to the Committee Chair's recommendation, the Council must give reasons for its decision in writing to the Chair.

### Conduct

Independent members are required to comply with the *Code of Conduct for Council Committee Members, Delegates of Council, Council Advisers, Volunteers, Contractors and Members of Wholly Advisory Committees* (the *Code of Conduct*).

Complaints or breaches of *Code of Conduct* by an independent committee member are to be dealt with in accordance with the *Procedures for the Administration of the Code of Conduct*. The General Manager must consult with the governing body before taking any disciplinary action against an independent committee member in response to a breach of the *Code of Conduct*.

**Conflicts of interest**

Once a year, Committee members will provide written declarations to the Council stating that they do not have any conflicts of interest that would preclude them from being members of the Committee.

Independent members are 'designated persons' within the meaning of the Act and must also complete and submit returns of their interests.

Committee members and observers must declare any pecuniary or non-pecuniary conflicts of interest they may have at the start of each meeting or as soon as they become aware of the conflict of interest. Where a committee member or observer declares a pecuniary or a significant non-pecuniary conflict of interest, they must remove themselves from Committee deliberations on the issue. Details of any conflicts of interest must also be appropriately minuted.

**Standards**

Committee members are to conduct their work in accordance with the [International Global Internal Audit Standards for the Professional Practice of Internal Auditing](#) (issued by the Institute of Internal Auditors) and current Australian risk management standards, where applicable.

**Work plans**

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The work of the Committee is to be thoroughly planned and executed. The Committee must develop a strategic plan every four years to ensure that all matters listed in Schedule 1 of this Charter are reviewed by the Committee and the internal audit function. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The Committee may, in consultation with the governing body, vary the strategic work plan at any time to address new or emerging risks. The governing body may also, by resolution, request the Committee to approve a variation to the strategic work plan. However, any decision to vary the strategic work plan must be made by the Committee.

The Committee must also develop an annual work plan to guide its work, and the work of the Governance & Risk unit of Council in managing the internal audit function, over the forward year.

The Committee may, in consultation with the governing body, vary the annual work plan to address new or emerging risks. The governing body may also, by resolution, request the Committee to approve a variation to the annual work plan. However, any decision to vary the annual work plan must be made by the Committee.

When considering whether to vary the strategic or annual work plans, the Committee must consider the impact of the variation on the internal audit function's existing workload and the completion of pre-existing priorities and activities identified under the work plan.

**Assurance reporting**

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The Committee must regularly report to the Council to ensure it is kept informed of matters considered by the Committee and any emerging issues that may influence the strategic direction of the Council, or the achievement of the Council's goals and objectives.

The Committee will provide an update to the governing body and the General Manager of its activities and opinions after every Committee meeting. [Generally, this will be achieved by sharing the approved Minutes of the meeting with the governing body through the confidential Councillor Portal.](#)

The Committee will provide an annual assessment to the governing body and the General Manager each year on the Committee's work and its opinion on how the Council is performing.

The Committee will provide a comprehensive assessment every council term of all the matters listed in Schedule 1 to the governing body and General Manager.

The Committee may at any time report to the governing body or the General Manager on any other matter it deems of sufficient importance to warrant their attention. The Mayor and Chair of the Committee may also meet at any time to discuss issues relating to the work of the Committee.

Should the governing body require additional information, a request for the information may be made to the Chair by resolution. The Chair is only required to provide the information requested by the governing body where the Chair is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Act. Individual councillors are not entitled to request or receive information from the Committee.

## Administrative arrangements

### Meetings

The Committee will meet at least five times per year, including a special meeting to review the Council's financial statements.

The Committee can hold additional meetings when significant unexpected issues arise, or if the Chair is asked to hold an additional meeting by a committee member, the General Manager or the governing body.

Committee meetings can be held in person, by telephone, by videoconference or via a hybrid of the aforementioned methods. Proxies are not permitted to attend meetings, if a member cannot attend.

A quorum will consist of a majority of independent voting members. Where the vote is tied, the Chair has the casting vote.

The Chair of the Committee will decide the agenda for each committee meeting. Each Committee meeting is to be minuted to preserve a record of the issues considered and the actions and decisions taken by the Committee.

The General Manager, Director Corporate Services and Head of Internal Audit (being the Manager Risk & Governance, who has been given that responsibility in line with their role description) are to attend committee meetings as non-voting observers. The external auditor (or their representative) is to be invited to each Committee meeting as an independent observer. The Chair can request the Council's ~~Chief Finance Officer~~ ~~Manager~~, Coordinator Enterprise Risk ~~Services~~, other Director, any councillors, any managers or other officers of the Council and any subject matter expert to attend Committee meetings. Where requested to attend a meeting, those persons must attend the meeting where possible and provide any information requested. Observers have no voting rights and can be excluded from a meeting by the Chair at any time.

The Committee can hold closed meetings whenever it needs to discuss confidential or sensitive issues with only voting members of the Committee present.

The Committee ~~must~~ may request to meet separately with the Head of Internal Audit and the Council's external auditor ~~at least once per year~~.

**Dispute resolution**

Members of the Committee and the Council's Leadership Team should maintain an effective working relationship and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the Committee and the General Manager or Directors, the dispute is to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Secretary of the Department of Planning and Environment in writing.

**Secretariat**

The General Manager will nominate an officer to provide secretariat support to the Committee. The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the Chair at least one week before the meeting and ensure that minutes of meetings are prepared and maintained. Minutes must be approved by the Chair and circulated within two weeks to each member.

**Resignation and dismissal of members**

Where the Chair or a Committee member is unable to complete their term, or does not intend to seek reappointment after the expiry of their term, they should give six weeks notice to the Chair and the governing body prior to their resignation to enable the Council to ensure a smooth transition to a new Chair or Committee member.

The governing body can terminate via resolution the engagement of any Chair or independent committee member before the expiry of their term where the individual has:

- breached the *Code of Conduct*
- performed unsatisfactorily or not to expectations
- declared, or is found to be in, a position of a conflict of interest that is unresolvable
- been declared bankrupt or found to be insolvent
- experienced an adverse change in business status
- been proven to be in a serious breach of their obligations under any legislation, or
- experienced an adverse change in capacity or capability.

The position of a Councillor Member on the Committee can be terminated at any time by the governing body by resolution.

**Review arrangements**

At least once every council term the governing body must conduct an external review of the effectiveness of the Committee.

This Charter is to be reviewed annually by the Committee and once each council term by the elected body of Burwood Council. Any substantive changes are to be approved by the governing body.

**Further information**

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For further information on the Burwood Council Audit, Risk and Improvement Committee contact the Manager Governance & Risk by email at [Governance@burwood.nsw.gov.au](mailto:Governance@burwood.nsw.gov.au) or by phone on +61 2 9911 9911.

Reviewed by Chair of the Audit, Risk and Improvement Committee **signed**

[date]

Reviewed by Burwood Council in accordance with a resolution of the governing body

[signed]

[date]

[resolution reference]

| Next review date: ~~February 2024~~October 2025

## Schedule 1

### Burwood Council Audit, Risk and Improvement Committee responsibilities

Responsibilities of the Committee related to each matter listed in section 428A of the Act are detailed in this schedule.

#### Audit

##### Internal audit

- Provide overall strategic oversight of internal audit activities
- Act as a forum for communication between the governing body, the General Manager, Leadership Team, the internal audit function and external audit
- Coordinate, as far as is practicable, the work programs of internal audit and other assurance and review functions
- Review and advise Burwood Council:
  - on whether the Council is providing the resources necessary to successfully deliver the internal audit function
  - if the Council is complying with internal audit requirements, including conformance with the [Global Internal Audit Standards](#)~~International Professional Practices Framework~~ of the Institute of Internal Auditors
  - if the Council's *Internal Audit Charter* is appropriate and whether the internal audit policies and procedures and audit / risk methodologies used by the Council are suitable
  - of the strategic four-year plan and annual work plan of internal audits to be undertaken by the Council's internal audit function
  - if Council's internal audit activities are effective, including the performance of the head of the internal audit function and the internal audit function
  - of the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised
  - of the implementation by Council of these corrective actions
  - on the appointment of the head of the internal audit function and external providers, and
  - if the internal audit function is structured appropriately and is supported with sufficient skills and expertise to meet its responsibilities

##### External audit

- Act as a forum for communication between the governing body, General Manager, Leadership Team, the internal audit function and external audit
- Coordinate, as far as is practicable, the work programs of internal audit and external audit
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided
- Review all external plans and reports in respect of planned or completed audits and monitor council's implementation of audit recommendations
- Provide advice to the governing body and / or the General Manager on action taken on significant issues raised in relevant external audit reports and better practice guides

#### Risk

##### Risk management

Review and advise the Council on:



- if the Council has in place a current and appropriate risk management framework that is consistent with prevailing Australian risk management standards
- whether the Council is providing the resources necessary to successfully implement its risk management framework
- whether the Council's risk management framework is adequate and effective for identifying and managing the risks the Council faces - including those associated individual projects, programs and other activities
- if risk management is integrated across all levels of the Council and across all processes, operations, services, decision-making, functions and reporting
- of the adequacy of risk reports and documentation, for example, the Council's risk register and risk profile
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if Council has taken steps to embed a culture that is committed to ethical and lawful behaviour
- if there is a positive risk culture within the Council and strong leadership that supports effective risk management
- of the adequacy of staff training and induction in risk management
- how the Council's risk management approach impacts on the Council's insurance arrangements
- of the effectiveness of Council management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

#### **Internal controls**

Review and advise the Council on:

- whether Council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective
- whether Council has in place relevant policies and procedures and that these are periodically reviewed and updated
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with
- if the Council's monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately

#### **Compliance**

Review and advise the Council of the adequacy and effectiveness of the Council's compliance framework, including:

- if the Council has appropriately considered legal and compliance risks as part of the Council's risk management framework
- how the Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.

#### **Fraud and corruption**

Review and advise the Council of the adequacy and effectiveness of the Council's fraud and corruption prevention framework and activities, including whether the Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

**Financial management**

Review and advise the Council:

- if the Council is complying with accounting standards and external accountability requirements
- of the appropriateness of the Council's accounting policies and disclosures
- of the implications for Council of the findings of external audits and performance audits and Council's responses and implementation of recommendations
- whether the Council's financial statement preparation procedures and timelines are sound
- the accuracy of the Council's annual financial statements prior to external audit, including:
  - management compliance / representations
  - significant accounting and reporting issues
  - the methods used by the Council to account for significant or unusual transactions and areas of significant estimates or judgements
  - appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in the Council's annual report is consistent with signed financial statements
- if the Council's financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
  - appropriate authorisation and approval of payments and transactions
  - adequate segregation of duties
  - timely reconciliation of accounts and balances
  - review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of the Council are adequate
- if Council's grants and tied funding policies and procedures are sound.

**Governance**

Review and advise the Council regarding its governance framework, including the Council's:

- decision-making processes
- implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key role and responsibilities
- committee structure
- management oversight responsibilities
- human resources and performance management activities
- reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge.

**Improvement****Strategic planning**

Review and advise the Council:

- of the adequacy and effectiveness of the Council's Integrated Planning & Reporting (IP&R) processes
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether the Council is successfully implementing and achieving its IP&R objectives and strategies.

**Service reviews and business improvement**

- Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies)
- Review and advise the Council:
  - if the Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
  - if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
  - how the Council can improve its service delivery and the Council's performance of its business and functions generally.

**Performance data and measurement**

Review and advise the Council:

- if the Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators that Council uses are effective, and
- of the adequacy of performance data collection and reporting.

**(Item 66/24) Code of Conduct Complaints Statistics 2023-2024**

File No: 24/45621

Report by Director Corporate Services

**Summary**

To report to Council a summary of Code of Conduct Complaint statistics in accordance with the requirements set out in clause 11.1 of the Procedures for the Administration of the Code of Conduct.

**Operational Plan Objective**

C.11 Effective, innovative and collaborative leadership is underpinned by open, transparent and responsible governance

**Background**

Part 11 of the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* (the Procedures) require that Council's Complaints Coordinator must report annually to the Council and to the Office of Local Government on a range of complaint statistics within three months from the end of September. These requirements are duly reflected in the locally adopted version of the Procedures approved by Council.

The Procedures mandate the format of this statistical report for all councils to ensure consistency. The prescribed annual reporting period is from 1 September to 31 August each year. The report was lodged with the Office of Local Government on 28 October 2024, as required under the Procedures and is replicated below:

Number of Complaints				
1			The total number of complaints <b>received</b> in the reporting period about councillors and the General Manager (GM) under the code of conduct from the following sources:	
	i		Community	0
	ii		Other Councillors	0
	iii		General Manager	0
	iv		Other Council Staff	0
2			The total number of complaints <b>finalised</b> about councillors and the GM under the code of conduct in the following periods:	
	i		3 Months	0
	ii		6 Months	0
	iii		9 Months	0
	iv		12 Months	0
	v		Over 12 months	0

Overview of Complaints and Cost				
3	a		The number of complaints <b>finalised at the outset</b> by alternative means by the GM or Mayor	0
	b		The number of complaints <b>referred to the Office of Local Government (OLG)</b> under a special complaints management arrangement	0
	c		The number of code of conduct complaints <b>referred to a conduct reviewer</b>	0
	d		The number of code of conduct complaints <b>finalised at preliminary assessment</b> by conduct reviewer	0
	e		The number of code of conduct complaints <b>referred back to GM or Mayor</b> for resolution after preliminary assessment by conduct reviewer	0
	f		The number of finalised code of conduct complaints <b>investigated by a conduct reviewer</b>	0
	g		Cost of dealing with code of conduct complaints via preliminary assesment	0
	h		Progressed to <b>full investigation by a conduct reviewer</b>	0
	i		The number of finalised complaints investigated where there was found to be <b>no breach</b>	0
	j		The number of finalised complaints investigated where there was found to be <b>a breach</b>	0
	k		The number of complaints referred by the GM or Mayor <b>to another agency</b> or body such as the ICAC, the NSW Ombudsman, OLG or the Police	
		i	ICAC	0
		ii	NSW Ombudsman	0
		iii	OLG	0
		iv	Police	0
		v	Other Agency (please specify)	0
	l		The number of complaints being investigated that are <b>not yet finalised</b>	0
	m		The <b>total cost</b> of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs	
Preliminary Assessment Statistics				
4	The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:			
	a		To take no action (clause 6.13(a) of the 2020 Procedures)	0
	b		To resolve the complaint by alternative and appropriate strategies (clause 6.13(b) of the 2020 Procedures)	0
	c		To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies (clause 6.13(c) of the 2020 Procedures)	0
	d		To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police (clause 6.13(d) of the 2020 Procedures)	0

	e		To investigate the matter (clause 6.13(e) of the 2020 Procedures)	0
	f		Other action (please specify)	0
Investigation Statistics				
5	The number of investigated complaints resulting in a determination that there was <b>no breach</b> , in which the following recommendations were made:			
	a		That the council revise its policies or procedures	0
	b		That a person or persons undertake training or other education (clause 7.40 of the 2020 Procedures)	0
6	The number of investigated complaints resulting in a determination that there <b>was a breach</b> in which the following recommendations were made:			
	a		That the council revise any of its policies or procedures (clause 7.39 of the 2020 Procedures)	0
	b		In the case of a breach by the GM, that action be taken under the GM's contract for the breach (clause 7.37(a) of the 2020 Procedures)	0
	c		In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 (clause 7.37(b) of the 2020 Procedures)	0
	d		In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 and that the matter be referred to OLG for further action (clause 7.37(c) of the 2020 Procedures)	0
7			Matter referred or resolved after commencement of an investigation (clause 7.20 of the 2020 Procedures)	0
Categories of misconduct				
8	The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:			
	a		General conduct (Part 3)	0
	b		Non-pecuniary conflict of interest (Part 5)	0
	c		Personal benefit (Part 6)	0
	d		Relationship between council officials (Part 7)	0
	e		Access to information and resources (Part 8)	0
Outcome of determinations				
9	The number of investigated complaints resulting in a determination that there was a breach in which the council:			
	a		Adopted the independent conduct reviewers recommendation	0
	b		Failed to adopt the independent conduct reviewers recommendation	0
10	The number of investigated complaints resulting in a determination where:			

	a		The external conduct reviewers decision was overturned by OLG	0
	b		Council's response to the external conduct reviewers recommendation was overturned by OLG	0
11			Date Code of Conduct data was presented to council	26-Nov-24

### **Confidentiality**

It should be noted that Clause 12.1 of the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* requires that information about Code of Conduct complaints and their management and investigation, is to be treated as confidential and is not to be publicly disclosed or discussed except as may be otherwise specifically required or permitted under the Procedures.

### **Recommendation(s)**

That Council notes the Statistical Report on Code of Conduct Complaints relating to Councillors and the General Manager for the period 1 September 2023 to 31 August 2024.

### **Attachments**

There are no attachments for this report.

**(Item 67/24) Budget Review for Quarter Ending 30 September 2024**

File No: 24/47775

Report by Director Corporate Services

**Summary**

The 2024-2025 Budget was adopted at the Council Meeting held on 25 June 2024 with a surplus of \$30,319, with the operating result before capital grants and contributions forecast to be a deficit of \$1,522.

The following Statement of Budget Income and Expenditure identifies a forecast surplus of \$29,645 as at 30 September 2024, with the operating result before capital grants and contributions forecast to be a deficit of \$2,873.

**Operational Plan Objective**

2.3.1 Identify and maintain additional revenue sources to ensure financial sustainability

**Background**

Included in this report is the budget forecast of Income Statement which is based on external and internal reporting consolidations to improve the transparency and consistency of reported information. This statement forms part of a group of statements which must be reported to Council on a quarterly basis in accordance with Clause 202(3) of the Local Government (General) Regulation 2021. These statements are known as the Quarterly Budget Review Statements (QBRs).

Council's budget is prepared on a program basis and forecasts expected operating and capital income and expenditure for the year. To fund the budget, Council also utilises funds held in reserve that have accumulated in prior years such as Section 7.12 Local Infrastructure Contributions and Internally Restricted Reserves.

The Local Government Code of Accounting Practice and Financial Reporting requires Council to prepare its General Purpose Annual Financial Reports in accordance with the Australian Accounting Standards. The major implications are that Council must adopt a general purpose format for financial reporting.

This requires Council to:

- implement full accrual accounting, including capitalisation of infrastructure assets
- prepare consolidated financial statements incorporating all functions and entities under the control of Council
- adapt to a change in accounting focus from the fund result for the year (i.e. the movement in working funds) to the gain/(loss) from ordinary activities

Each of these requirements is applied at the time of preparing the Annual Financial Reports at 30 June each year. However, with respect to the budget process Council is still focusing on the funding result of reporting. The financial result for the year is determined and audited and the Financial Reports and Auditor's Report are included in Council's Annual Report.



## Summary of Movements

A summary of Councils revised budget for 2024/25 and a summary of budget movements have been included in this report:

	Original Budget 2024/25	Recommended September Changes	Revised Budget
Income – Operating	(63,981)	(722)	(64,703)
Expenditure – Operating	65,503	2,073	67,576
<b>Surplus/(Deficit) – before capital grants and contributions</b>	<b>1,522</b>	<b>1,351</b>	<b>2,873</b>
Income – Capital	(31,841)	(677)	(32,518)
<b>Surplus/(Deficit)</b>	<b>(30,319)</b>	<b>674</b>	<b>(29,645)</b>
Expenditure - Capital	33,922	1,915	35,837
Reserve Transfers	5,245	(2,589)	2,656

### Income – Operational

- \$648,000 increase in Operating Grants and Contributions
  - o \$150,000 increase due to grant received for Burwood Culture Streets – Open Street Program
  - o \$200,000 increase due to grant received for AI Implementation Planning
  - o \$296,000 increase due to grant received for Flood Management Program
- \$74,000 increase in Interest and Investment Revenue
  - o \$74,000 increase due to positive market conditions

### Expenditure – Operational

- \$74,000 increase in Employee Benefit and On-Costs
  - o \$74,000 increase due to adjustments to labour as a result of restructures funded from increase in interest revenue
- \$1,999,000 increase in Material and Services
  - o \$880,000 increase due to carryover for IT projects funded from internal reserves
  - o \$50,000 increase due to carryover for WHS initiatives funded from internal reserves
  - o \$250,000 increase due to carryover for Croydon TOD SEPP funded from internal reserves
  - o \$150,000 increase due to grant received for Burwood Culture Streets – Open Street Program
  - o \$200,000 increase due to grant received for AI Implementation Planning
  - o \$405,000 increase due to carryover for Flood Management Program funded from grant and internal reserves
  - o \$40,000 increase due to carryover for development of the Reconciliation Action Plan funded from internal reserves

### Income – Capital

- \$677,000 increase in Capital Grants and Contributions
  - o \$345,000 increase due to grants received for Flockhart Park playground
  - o \$330,000 increase due to contribution received for road opening permit

### Expenditure – Capital

- \$1,915,000 increase in Material and Services

- \$200,000 increase due to carryover for completion of Burwood Park Nature Play, Pond and Sensory Garden funded from S7.12.
- \$423,000 increase due to carryover for a street sweeper funded from internal reserve
- \$20,000 increase due to escalation of plant costs funded from internal reserve
- \$150,000 increase due to carryover for stormwater projects funded from internal reserve
- \$20,000 increase due to carryover for IT projects funded from internal reserves
- \$733,000 increase due to carryover and grant funding received for Flockhart Park playground and wayfinding funded from internal reserves and grant income
- \$330,000 increase due to work require for road opening funded from contributions received
- \$11,000 increase due to carryover for Open Space Canopy Enhancement maintenance funded from internal reserve
- \$30,000 increase due to carryover for asset condition assessments funded from internal reserve
- \$20,000 increase due to carryover for Coronation/Georges Gateway funded from internal reserve

#### Reserve Transfers

- \$2,589,000 increase in Reserve Transfers
  - \$200,000 increase in transfer from s7.12 due to carryover for completion of Burwood Park Nature Play, Pond and Sensory Garden
  - \$423,000 increase transfer from plant and vehicle reserve due to carryover for a street sweeper
  - \$20,000 increase transfer from plant and vehicle reserve due to escalation of plant costs
  - \$150,000 increase transfer from project carryover reserve due to carryover for stormwater projects
  - \$900,000 increase transfer from IT reserve due to carryover for IT projects
  - \$50,000 increase transfer from WHS incentive rebate reserve due to carryover for WHS initiatives
  - \$250,000 increase transfer from project carryover reserve due to carryover for Croydon TOD SEPP
  - \$109,000 increase transfer from project carryover reserve due to carryover for Flood Plan Management program
  - \$40,000 increase transfer from project carryover reserve due to carryover for development of the Reconciliation Action Plan
  - \$387,000 increase transfer from project carryover reserve due to carryover for Flockhart Park playground and wayfinding
  - \$11,000 increase transfer from project carryover reserve due to carryover for Open Space Canopy Enhancement maintenance
  - \$30,000 increase transfer from project carryover reserve due to carryover for asset condition assessments
  - \$20,000 increase transfer from project carryover reserve due to carryover for Coronation/Georges Gateway

## Income Statement as at 30 September 2024

	Original Budget 2024/25	Approved Changes			Revised Budget	Recommended September Changes	Projected Year End	Actual YTD 2024/25
		September Review	December Review	March Review				
INCOME FROM CONTINUING OPERATIONS								
Rates & Annual Charges	(40,841)				(40,841)	0	(40,841)	(40,695)
User Charges & Fees	(9,176)				(9,176)	0	(9,176)	(3,389)
Other Revenues	(6,452)				(6,452)	0	(6,452)	(1,307)
Grants & Contributions - Operating Purposes	(2,674)				(2,674)	(648)	(3,322)	(170)
Grants & Contributions - Capital Purposes	(31,841)				(31,841)	(677)	(32,518)	(561)
Interest & Investment Revenue	(2,282)				(2,282)	(74)	(2,356)	(734)
Other Income	(2,196)				(2,196)	0	(2,196)	(426)
Net Gain from the disposal of assets	(360)				(360)	0	(360)	0
Net share of interest in Joint Ventures					0	0	0	0
TOTAL INCOME FROM CONTINUING OPERATIONS	(95,822)	0	0	0	(95,822)	(1,398)	(97,220)	(47,282)
EXPENSES FROM CONTINUING OPERATIONS								
Employee Benefits & On-Costs	25,259				25,259	74	25,333	5,394
Materials & Services	27,470				27,470	1,999	29,469	6,181
Borrowing Costs	295				295	0	295	(2)
Depreciation & Amortisation	11,090				11,090	0	11,090	2,773
Other Expenses	1,389				1,389	0	1,389	96
Loss on Disposal of Assets					0	0	0	0
Fair Value Decrement on Investment Properties					0	0	0	0
TOTAL EXPENSES FROM CONTINUING OPERATIONS	65,503	0	0	0	65,503	2,073	67,576	14,441
(SURPLUS) DEFICIT FROM CONTINUING OPERATIONS	(30,319)	0	0	0	(30,319)	674	(29,645)	(32,841)
(SURPLUS) DEFICIT FROM CONTINUING OPERATIONS BEFORE CAPITAL AMOUNTS	1,522	0	0	0	1,522	1,351	2,873	(32,280)

## Capital as at 30 September 2024

	Original Budget 2024/25	Approved Changes			Revised Budget	Recommended September Changes	Projected Year End	Actual YTD 2024/25
		September Review	December Review	March Review				
CAPITAL EXPENDITURE								
General Manager - Project Allocation	150				150	(22)	128	5
Westinvest	23,558				23,558	0	23,558	348
Property	0				0	0	0	1
Information Technology	460				460	20	480	102
Library & Community Hub	190				190	0	190	22
Streetscapes	323				323	31	354	48
Roads	2,134				2,134	30	2,164	5
Footpaths	529				529	0	529	229
Kerb & Gutter	453				453	0	453	146
Drainage	2,489				2,489	150	2,639	7
Town Centre Beautification	504				504	0	504	43
Park Improvements	277				277	275	552	122
Playgrounds	498				498	658	1,156	528
Traffic & Transport	232				232	0	232	34
Fleet Acquisition & Sales	1,353				1,353	443	1,796	53
Civil Construction & Maintenance	0				0	0	0	4
Civil Construction & Maintenance - Restorations	772				772	330	1,102	6
TOTAL CAPITAL EXPENITURE	33,922	0	0	0	33,922	1,915	35,837	1,704
CAPITAL FUNDING								
General Funds	6,839				6,839		6,839	1,254
Capital Grants and Contributions	23,277				23,277	330	23,607	354
Sale of Assets	360				360		360	0
Developer Contributions	1,504				1,504	200	1,704	43
Internal Reserves	1,942				1,942	1,385	3,327	53
TOTAL CAPITAL FUNDING	33,922	0	0	0	33,922	1,915	35,837	1,704

## Cash and Investments as at 30 September 2024

	Opening Balance as at 1 July 2024	Original Budget 2024/25	Approved Changes			Revised Budget	Recommended September Changes	Projected Year End	Actual YTD 2024/25
			September Review	December Review	March Review				
Total Cash, Cash Equivalent and Investment Securities	53,767					63,028	(2,589)	60,439	63,334
<b>EXTERNAL RESTRICTIONS</b>									
Developer Contributions	19,938	6,921	0	0	0	26,859	(200)	26,659	19,938
Unexpended Grants	27					27	0	27	27
Domestic Waste Reserve	2,943	(119)				2,824	0	2,824	2,943
Stormwater Management Charge	0					0	0	0	0
<b>TOTAL EXTERNAL RESTRICTIONS</b>	<b>22,908</b>	<b>6,802</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>29,710</b>	<b>(200)</b>	<b>29,510</b>	<b>22,908</b>
<b>INTERNAL RESTRICTION</b>									
Plant & Vehicle Replacement	1,961	(448)				1,513	(443)	1,070	1,961
Employees Leave Entitlements	1,171					1,171	0	1,171	1,171
Financial Assistance Grant	1,268					1,268	0	1,268	1,268
Election Reserve	401	(250)				151	0	151	401
WHS Incentive Rebate Reserve	401	(80)				321	(50)	271	401
Information Technology	900	(460)				440	(900)	(460)	900
Parking Meters	39	100				139	0	139	39
Property Reserve	466	100				566	0	566	466
Woodstock Community Building	287					287	0	287	287
Future Property Investment	1,157	70				1,227	0	1,227	1,157
Project Carryovers	996					996	(996)	0	996
Deposits & Bonds	5,649					5,649	0	5,649	5,649
LATMs	294					294	0	294	294
Insurances	100	50				150	0	150	100
Operations Centre		100				100	0	100	0
Local Environmental Plan	556	(250)				306	0	306	556
Property Maintenance	1,271					1,271	0	1,271	1,271
Park Upgrades	165					165	0	165	165
Enfield Aquatic Centre Maintenance / Capital Improv	263					263	0	263	263
Business Continuity	600					600	0	600	600
Contract Liabilities (AASB 15 / AASB 1058)	3,129					3,129	0	3,129	8,099
Contract Liabilities - Revenue Receivd InAdv	1,116					1,116	0	1,116	1,116
Infrastructure - SRV	677	(489)				188	0	188	677
Miscellaneous	60					60	0	60	60
<b>TOTAL INTERNAL RESTRICTIONS</b>	<b>22,927</b>	<b>(1,557)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,370</b>	<b>(2,389)</b>	<b>18,981</b>	<b>27,897</b>
<b>TOTAL RESTRICTIONS</b>	<b>45,835</b>	<b>5,245</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51,080</b>	<b>(2,589)</b>	<b>48,490</b>	<b>50,805</b>
<b>UNRESTRICTED CASH</b>	<b>7,932</b>	<b>(5,245)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,948</b>	<b>0</b>	<b>11,948</b>	<b>12,530</b>

Council's Current Unrestricted Cash is distorted as Council has received a high volume of rate revenue as at 30 September 2024. The Unrestricted Cash figure will fluctuate during the year as it will be used to fund planned expenditure.

### Cash

The bank reconciliation has been completed as at 30 September 2024.

### Investments

Council's investments have been made in accordance with its Investment Policy and the Investment Guidelines issued by the Minister for Local Government at the time of their placement. As at 30 September 2024, Council's cash and investment portfolio stood at \$64,430,010. Council's Investments are tabled on a monthly basis as a separate report.

## Balance Sheet as at 30 September 2024

	Opening Balance as at 1 July 2024	Actual YTD 2024/25
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash & cash equivalents	5,217	10,784
Investments	23,500	27,500
Receivables	7,704	32,356
Inventories	68	0
Other	928	99
<b>Total Current Assets</b>	<b>37,417</b>	<b>70,740</b>
<b>Non-Current Assets</b>		
Investments	25,050	25,050
Infrastructure, property, plant & equipment	520,538	519,469
Investment property	23,570	23,570
Intangible assets	224	224
Right of use assets	495	495
<b>Total Non-Current Assets</b>	<b>569,877</b>	<b>568,809</b>
<b>TOTAL ASSETS</b>	<b>607,294</b>	<b>639,548</b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Payables	12,014	6,441
Contract Liabilities	4,159	9,215
Lease Liabilities	260	260
Borrowings	525	451
Provisions	4,970	4,975
<b>Total Current Liabilities</b>	<b>21,928</b>	<b>21,341</b>
<b>Non-Current Liabilities</b>		
Lease Liabilities	267	267
Borrowings	3,860	3,860
Provisions	114	114
<b>Total Non-Current Liabilities</b>	<b>4,241</b>	<b>4,241</b>
<b>TOTAL LIABILITIES</b>	<b>26,169</b>	<b>25,582</b>
<b>NET ASSETS</b>	<b>581,125</b>	<b>613,966</b>
<b>EQUITY</b>		
Retained Earnings	269,545	302,386
Revaluation Reserve	311,580	311,580
<b>TOTAL EQUITY</b>	<b>581,125</b>	<b>613,966</b>

## Key Performance indicators

Performance Indicator	2024/25 Original Budget	2024/25 Budget Sept Review	Local Government Bench Mark	December quarter Comments
<b>Operating Performance Ratio</b>	-2.4%	-4.4%	Greater or equal to break-even	Tracking below budget
<b>Unrestricted Current Ratio</b>	3.59	5.74	Greater or equal to 1.5:1	Currently trending above the benchmark.
<b>Debt Service Result</b>	11.69	10.35	Greater than Zero	Tracking as per Budget.
<b>Rates and Annual Charges Outstanding %</b>	4.10%	65.22%	Less than or equal to 75%	For the year to 30 September Council has received \$15,201,000 in payment of Rates, Annual Charges and Interest levied.
<b>Building and Infrastructure Renewals Ratio</b>	187%	203%	>100% or 1:1	Ratio increased due due to capital works projects carried over from 2022-23 financial year.

## Contracts Listing

Contractors	Contract details and purpose	Contract Value GST excl	Commencement Date	Duration of Contract	Budgeted (Y/N)
James Bennett Pty Ltd	Library Resources - Books and DVDs. Shelf ready services	\$152,454	1/7/2024	12 Months	Y
Integrated Environmental Pty Ltd	Park expansion - Henley Park and Russel St Reserve	\$479,750	11/9/2024	3 Months	Y

### Notes:

1. Minimum reporting level is 1% of estimated income from continuing operations or \$50,000 whichever is the lesser.
2. Contracts to be listed are those entered into during the quarter and have yet to be fully performed, excluding contractors that are on Council's preferred supplier list
3. Contacts for employment are not required to be included.
4. Where a contract for services, etc. was not included in the budget, an explanation is to be given (or reference made to an explanation in another Budget Review Statement)

## Legal Expenses

Type	Individual Matter	Expenditure Year to Date	Cost Recovery / Fines Year to Date
Advice	35 Stanley Street, Burwood	867	
Advice	Advice on Fire Safety Issues. Marsden Hotel.	608	
Advice	Contract negotiations Visy Recycling	11,309	
Advice - Deed	Public Art - General	891	
Advice - Lease Preparation	1a Railway Parade, Burwood	1,555	
Advice - Lease Preparation	49 Belmore Street Burwood / Blair & Henley Parks licence agreement	10,078	
Land & Environment Court	1 Ilfracombe Avenue Burwood	11,442	
Land & Environment Court	1 Lea Street Croydon	5,843	
Land & Environment Court	19 Grosvenor St Croydon	2,233	
Land & Environment Court	2 Culdees Road Burwood Heights	2,024	
Land & Environment Court	36 Oxford Street Burwood	10,882	
Land & Environment Court	48 Fitzroy Street Burwood	6,349	
Land & Environment Court	50-52 Belmore Street Burwood	2,229	
Land & Environment Court	68-72 Railway Parade Burwood and 2-10 Oxford Street Burwood	857	
Land & Environment Court	L&E Appeal - 35 Young Street	2,084	
Land & Environment Court	Legal-18-20 Boundary St & 19 Grosvenor St	-570	
Local Court	105 to 115 Liverpool Road Burwood	2,088	
Local Court	12 Minna Street Burwood	5,175	
Local Court	211A Burwood Road Burwood		12,130
Local Court	50-52 Belmore Street Burwood	1,325	
Local Court	Grant Park- Shelley Street, Enfield	1,384	
Local Court	Melinda Seeto Realty Pty Ltd	1,296	
Local Court	Railway Crescent, Burwood	2,360	
Local Court	Shop 2 38-40 Railway Parade Burwood		7,160
Supreme Court	4 Mitchell Street Enfield	56,215	
		<b>138,524</b>	<b>19,290</b>

Annual Adopted Budget	857,250
Adopted/Proposed Variation	
Annual Budget	857,250

## Conclusion

The current forecast budget result and the variation identified as part of the 30 September 2024 Quarter review have been undertaken by the Executive Team and the Finance Manager. There were also minor income and expenditure changes made throughout the budget which has increased the revised projected deficit.

The following statement, by the Responsible Accounting Officer, is made in accordance with Clause 203(2) of the Local Government (General) Regulation 2021.

*“It is my opinion that the Quarterly Budget Review Statement for Burwood Council for the quarter ended 30 September 2024 indicates that Council's projected financial position will be satisfactory at year end 30 June 2025, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.”*

### **Recommendation(s)**

1. That the Budget Review Statement of the 2024-25 Budget as at 30 September 2024, including the statement by the Responsible Accounting Officer, Finance Manager, be received and noted.
2. That in accordance with Clauses 203 and 211 of the Local Government (General) Regulation 2021, the revised estimates of income and expenditure for 2024-25 surplus of \$29,645,000, as shown in the report be approved and that Council's budget be adjusted accordingly and that the expenditure and income variations projected in the report and the transfers to and from External and Internal restricted Reserves be approved.

### **Attachments**

There are no attachments for this report.

## (Item 68/24) Investment Report as at 31 July 2024, 31 August 2024 and 30 September 2024

File No: 24/47712

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.

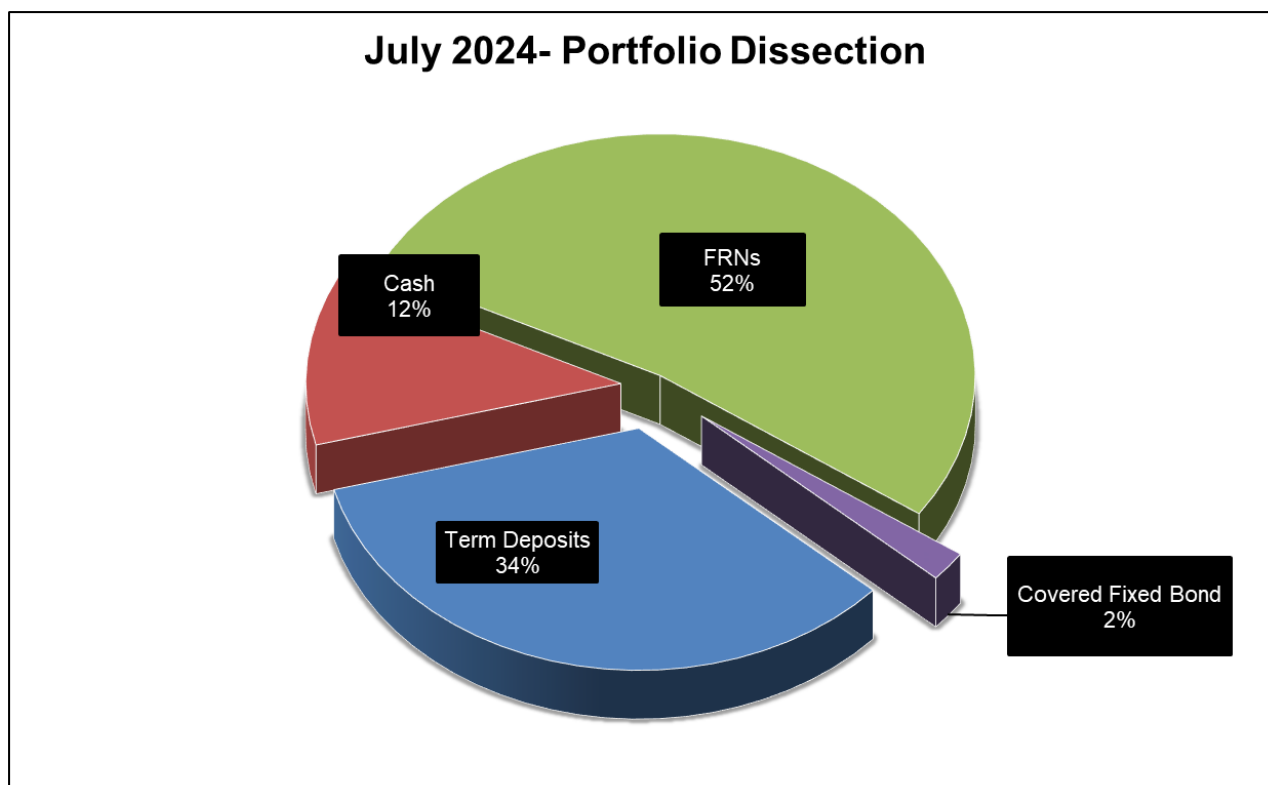
### **Background**

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 July 2024 is:





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

Purchase Date	Financial Institution	Principal Amount	Interest Rate	Investment Days	Maturity Date
10 Oct 23	NAB	4,000,000	5.17%	365	09 Oct 24
02 Nov 23	CBA	3,000,000	5.40%	364	31 Oct 24
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
	<b>Total</b>	<b>17,000,000</b>			

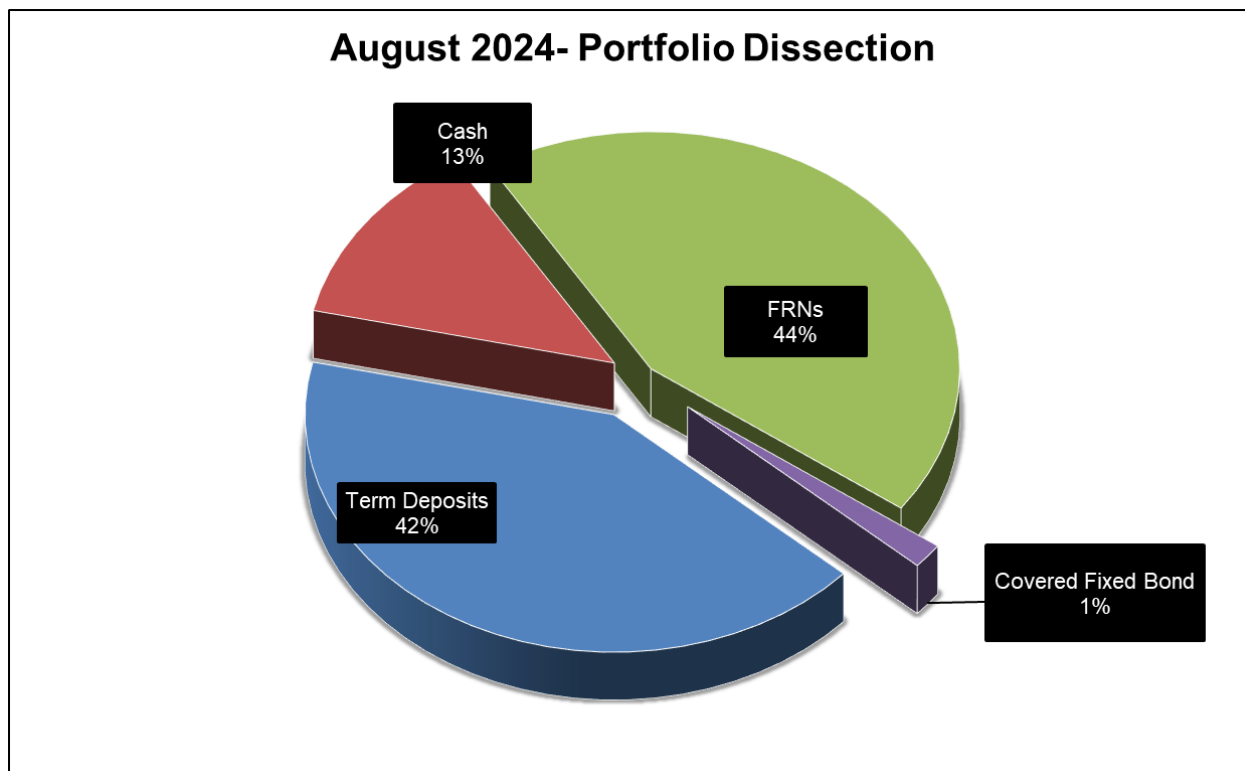
As at 31 July 2024 Council held the following covered fixed bonds:

Purchase Date	Financial Institution	Principal	Interest	Investment	Maturity
17 Oct 22	SunCorp	1,000,000	4.85%	1,096	17 Oct 25
	<b>Total</b>	<b>1,000,000</b>			

As at 31 July 2024 Council held the following Floating Rate Notes:

Purchase Date	Financial Institution	Principal Amount	Current Coupon Rate	Investment Days	Maturity Date
16 Jun 21	MyState Bank Ltd	2,500,000	5.0209%	1,461	16 Jun 25
24 Aug 21	National Australia Bank	1,500,000	4.7503%	1,826	24 Aug 26
11 Aug 22	Westpac	1,800,000	5.1704%	1,096	11 Aug 25
18 Aug 22	Commonwealth Bank of Australia	2,400,000	5.3625%	1,826	18 Aug 27
13 Oct 22	MyState Bank Ltd	1,500,000	5.7533%	1,096	13 Oct 25
17 Oct 22	Suncorp-Metway Limited	800,000	5.3261%	1,096	17 Oct 25
07 Nov 22	Sumitomo Mitsui Banking Sydney	2,000,000	5.5181%	1,096	07 Nov 25
13 Jan 23	Commonwealth Bank of Australia	3,000,000	5.6033%	1,826	13 Jan 28
19 Jan 23	Rabobank U.A Australia Branch	1,500,000	5.6450%	1,826	19 Jan 28
10 Feb 23	Newcastle Permanent Building Society	1,000,000	5.3818%	1,461	10 Feb 27
03 Mar 23	HSBC Sydney Branch	2,000,000	5.3992%	1,827	03 Mar 28
16 Mar 23	United Overseas Bank Sydney	2,000,000	5.1009%	1,096	16 Mar 26
18 May 23	Suncorp-Metway Limited	1,500,000	5.3925%	1,096	18 May 26
16 Jun 23	QPCU Limited T/A QBANK	2,750,000	6.0709%	1,096	16 Jun 26
	<b>Total</b>	<b>26,250,000</b>			

Its investment portfolio as at 31 August 2024 is:



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

Purchase Date	Financial Institution	Principal Amount	Interest Rate	Investment Days	Maturity Date
10 Oct 23	NAB	4,000,000	5.17%	365	09 Oct 24
02 Nov 23	CBA	3,000,000	5.40%	364	31 Oct 24
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
<b>Total</b>		<b>25,000,000</b>			

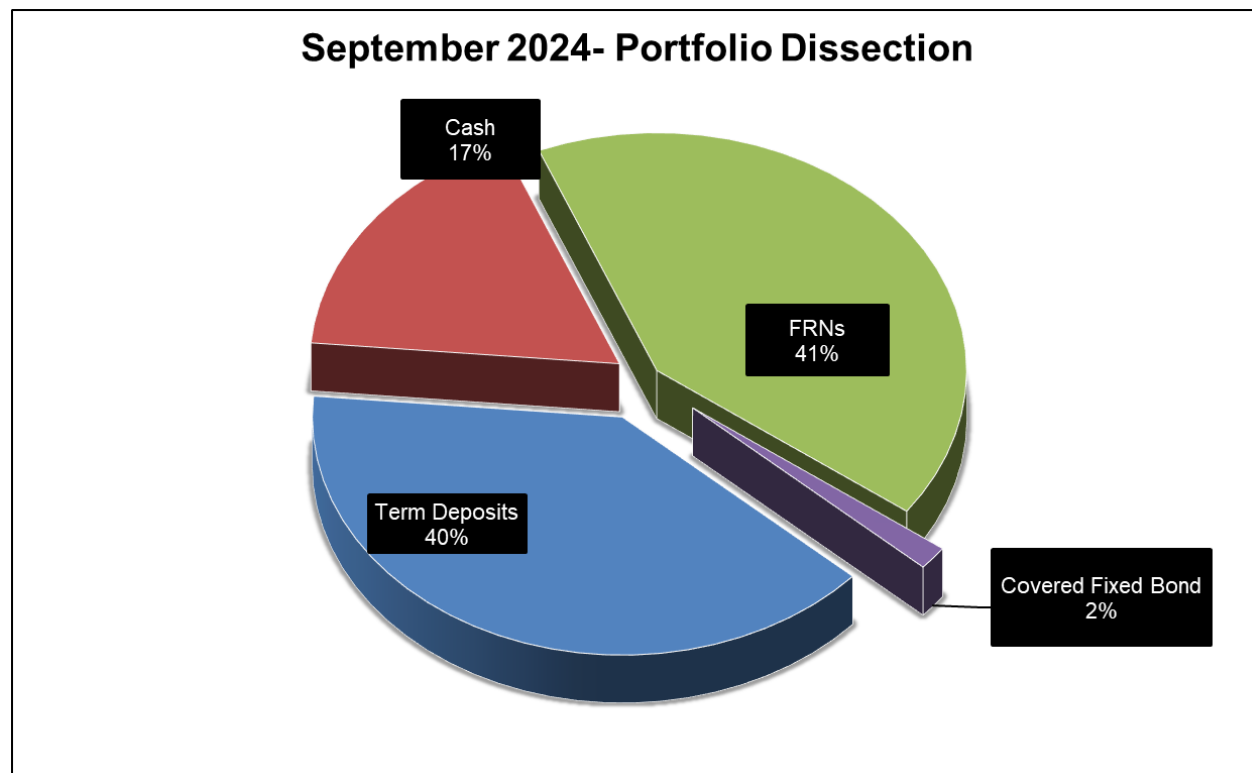
As at 31 August 2024 Council held the following covered fixed bonds:

Purchase	Financial Institution	Principal	Interest	Investment	Maturity
17 Oct 22	SunCorp	1,000,000	4.85%	1,096	17 Oct 25
<b>Total</b>		<b>1,000,000</b>			

As at 31 August 2024 Council held the following Floating Rate Notes:

Purchase Date	Financial Institution	Principal Amount	Current Coupon Rate	Investment Days	Maturity Date
16 Jun 21	MyState Bank Ltd	2,500,000	5.0209%	1,461	16 Jun 25
24 Aug 21	National Australia Bank	1,500,000	4.7611%	1,826	24 Aug 26
11 Aug 22	Westpac	1,800,000	5.1729%	1,096	11 Aug 25
18 Aug 22	Commonwealth Bank of Australia	2,400,000	5.3842%	1,826	18 Aug 27
13 Oct 22	MyState Bank Ltd	1,500,000	5.7533%	1,096	13 Oct 25
17 Oct 22	Suncorp-Metway Limited	800,000	5.3261%	1,096	17 Oct 25
07 Nov 22	Sumitomo Mitsui Banking Sydney	2,000,000	5.4903%	1,096	07 Nov 25
13 Jan 23	Commonwealth Bank of Australia	3,000,000	5.6033%	1,826	13 Jan 28
19 Jan 23	Rabobank U.A Australia Branch	1,500,000	5.6450%	1,826	19 Jan 28
10 Feb 23	Newcastle Permanent Building Society	1,000,000	5.3729%	1,461	10 Feb 27
03 Mar 23	HSBC Sydney Branch	2,000,000	5.3992%	1,827	03 Mar 28
16 Mar 23	United Overseas Bank Sydney	2,000,000	5.1009%	1,096	16 Mar 26
18 May 23	Suncorp-Metway Limited	1,500,000	5.4142%	1,096	18 May 26
16 Jun 23	QPCU Limited T/A QBANK	2,750,000	6.0709%	1,096	16 Jun 26
	<b>Total</b>	<b>26,250,000</b>			

Its investment portfolio as at 30 September 2024 is:



As at 30 September 2024 Council held the following term deposits:

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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
	<b>Total</b>	<b>25,000,000</b>			

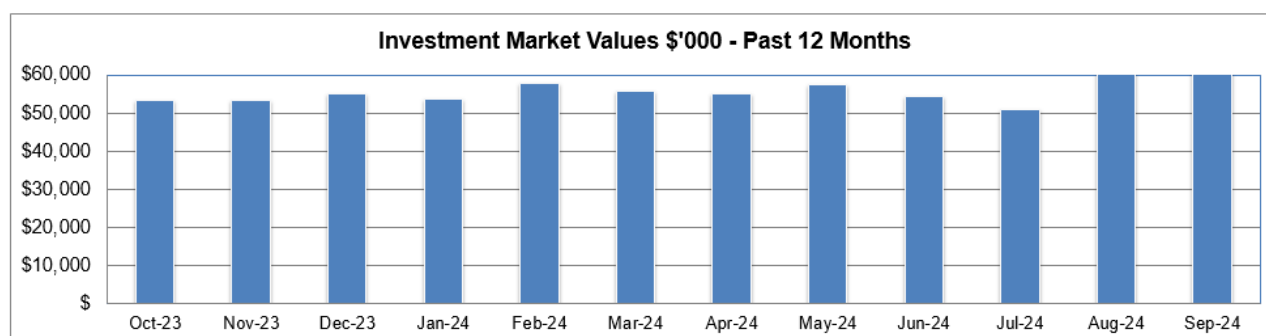
As at 30 September 2024 Council held the following covered fixed bonds:

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

As at 30 September 2024 Council held the following Floating Rate Notes:

Purchase Date	Financial Institution	Principal Amount	Current Coupon Rate	Investment Days	Maturity Date
16 Jun 21	MyState Bank Ltd	2,500,000	5.0661%	1,461	16 Jun 25
24 Aug 21	National Australia Bank	1,500,000	4.7611%	1,826	24 Aug 26
11 Aug 22	Westpac	1,800,000	5.1729%	1,096	11 Aug 25
18 Aug 22	Commonwealth Bank of Australia	2,400,000	5.3842%	1,826	18 Aug 27
13 Oct 22	MyState Bank Ltd	1,500,000	5.7533%	1,096	13 Oct 25
17 Oct 22	Suncorp-Metway Limited	800,000	5.3261%	1,096	17 Oct 25
07 Nov 22	Sumitomo Mitsui Banking Sydney	2,000,000	5.4903%	1,096	07 Nov 25
13 Jan 23	Commonwealth Bank of Australia	3,000,000	5.6033%	1,826	13 Jan 28
19 Jan 23	Rabobank U.A Australia Branch	1,500,000	5.6450%	1,826	19 Jan 28
10 Feb 23	Newcastle Permanent Building Society	1,000,000	5.3729%	1,461	10 Feb 27
03 Mar 23	HSBC Sydney Branch	2,000,000	5.4496%	1,827	03 Mar 28
16 Mar 23	United Overseas Bank Sydney	2,000,000	5.1461%	1,096	16 Mar 26
18 May 23	Suncorp-Metway Limited	1,500,000	5.4142%	1,096	18 May 26
16 Jun 23	QPCU Limited T/A QBANK	2,750,000	6.1161%	1,096	16 Jun 26
	<b>Total</b>	<b>26,250,000</b>			

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 & 3. Definitions on the types of investments are detailed in Attachment 4.

### **Investment Performance and Market Commentary**

At the Reserve Bank of Australia (RBA) meeting on the 24 September 2024, the Board decided to leave the official cash rate at 4.35 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. But inflation is still some way above the midpoint of the 2–3 per cent target range. In underlying terms, as represented by the trimmed mean, inflation was 3.9 per cent over the year to the June quarter, broadly as forecast in the May Statement on Monetary Policy (SMP). Headline inflation declined in July, as measured by the monthly CPI indicator. Headline inflation is expected to fall further temporarily, as a result of federal and state cost of living relief. However, our current forecasts do not see inflation returning sustainably to target until 2026. In year-ended terms, underlying inflation has been above the midpoint of the target for 11 consecutive quarters and has fallen very little over the past year.

The central forecasts published in August were for underlying inflation to return to the target range of 2–3 per cent late in 2025 and approach the midpoint in 2026. This reflected a judgement that the economy's capacity to meet demand was somewhat weaker than previously thought, evidenced by the persistence of inflation and ongoing strength in the labour market.

Since then, GDP data for the June quarter have confirmed that growth has been weak. Earlier declines in real disposable incomes and the ongoing effect of restrictive financial conditions continue to weigh on consumption, particularly discretionary consumption. However, growth in aggregate consumer demand, which includes spending by temporary residents such as students and tourists, remained more resilient.

Wage pressures have eased somewhat but labour productivity is still only at 2016 levels, despite the pickup over the past year.

Broader indicators suggest that labour market conditions remain tight, despite some signs of gradual easing. Over the three months to August, employment grew on average by 0.3 per cent per month. The unemployment rate remained at 4.2 per cent in August, up from the trough of 3.5 per cent in mid-2023. But the participation rate remains at record highs, vacancies remain elevated and average hours worked have stabilised.

Taken together, the latest data do not change the Board's assessment at the August meeting that policy is currently restrictive and working broadly as anticipated. But there are uncertainties. The central projection is for household consumption growth to pick up in the second half of the year as the headwinds to income growth recede – but there is a risk that this pickup is slower than expected, resulting in continued subdued output growth and a sharper deterioration in the labour market. More broadly, there are uncertainties regarding the lags in the effects of monetary policy and how firms' pricing decisions and wages will respond to the slower growth in the economy at a time of excess demand, and while conditions in the labour market remain tight.

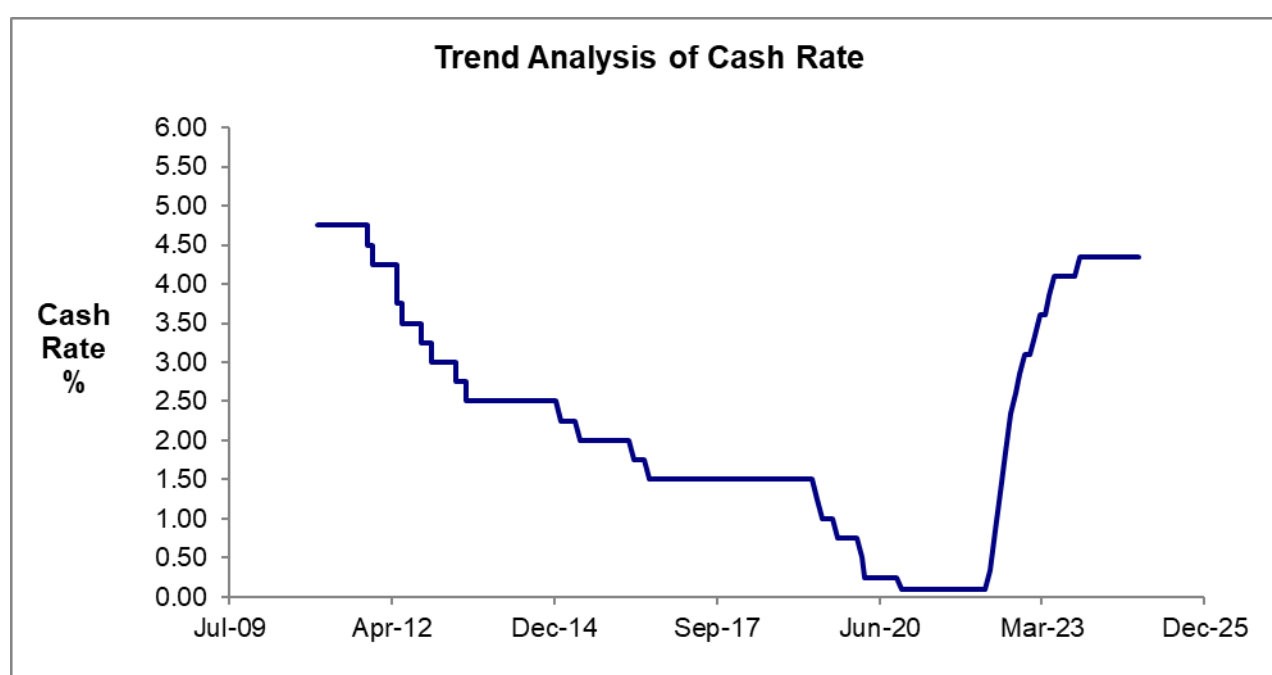
There also remains a high level of uncertainty about the outlook abroad. Some central banks have eased policy, although they note that they are removing only some restrictiveness and remain alert to risks on both sides, namely weaker labour markets and stronger inflation. The outlook for the Chinese economy has softened and this has been reflected in commodity prices. Geopolitical uncertainties remain pronounced.

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 remain the case.

While headline inflation will decline for a time, underlying inflation is more indicative of inflation momentum, and it remains too high. The most recent projections in the August SMP show that it will be some time yet before inflation is sustainably in the target range. Data since then have reinforced the need to remain vigilant to upside risks to inflation and the Board is not ruling anything in or out. Policy will need to be sufficiently restrictive until the Board is confident that inflation is moving sustainably towards the target range.

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 July 2024, 31 August 2024 and 30 September 2024 be received and endorsed.
2. That the Certificate of the Responsible Accounting Officer be received and noted.

### **Attachments**

- 1 [Investment Register July 2024](#)
- 2 [Investment Register August 2024](#)
- 3 [Investment Register September 2024](#)
- 4 [Investment Types](#)

# Item Number 68/24 - Attachment 1

## Investment Register July 2024

### BURWOOD COUNCIL INVESTMENT PORTFOLIO as at 31 July 2024

Investment Adviser	Issuer	ADI or N-ADI	Investment Name	Type	Rating S&P	Invested Amount	Market Value as at 31/05/2024	Market Value as at 30/06/2024	Market Value as at Reporting Date	% of Total Invested
<b>Cash</b>										<b>11.39</b>
Council	Commonwealth Bank	ADI	Operating Account	Cash	AA-	2,163,859	4,717,361	1,698,928	2,163,859	4.26
Council	Commonwealth Bank	ADI	Cash Deposit Account	At Call	AA-	0	-	-	-	0.00
Council	Commonwealth Bank	ADI	Online Saver	At Call	AA-	3,620,734	2,584,700	3,594,249	3,620,734	7.12
Council	AMP Bank Limited	ADI	AMP Business Saver	At Call	BBB-	1,279	1,272	1,275	1,279	0.00
Council	AMP Bank Limited	ADI	AMP Notice Account	Notice 30 days	BBB-	3,766	3,733	3,750	3,766	0.01
<b>Term Deposits - Less than Three Months</b>										<b>-</b>
<b>Term Deposits - Longer than Three Months</b>										<b>0.00</b>
<b>Term Deposits - Covered Fixed Bond</b>										<b>34.25</b>
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	4,000,000	4,132,570	4,149,576	4,167,140	8.20
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	3,000,000	3,041,336	3,053,862	3,066,805	6.03
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Term Deposit	AA-	-	4,132,630	4,149,562	-	0.00
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Term Deposit	AA-	4,000,000	4,005,699	4,022,795	4,040,460	7.95
Council	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	3,000,000	3,093,649	3,106,964	3,120,723	6.14
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	3,000,000	-	3,001,356	3,015,370	5.93
Council	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	-	4,101,631	-	-	0.00
<b>Term Deposits - Covered Fixed Bond</b>										<b>2.00</b>
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Fixed Bond (4.85%) Semi Annual	AA-	1,000,000	1,005,490	1,007,890	1,016,530	2.00
<b>Floating Rate Notes</b>										<b>52.36</b>
Council	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +65 bps)	BBB	2,500,000	2,520,025	2,499,150	2,511,050	4.94
Council	National Australia Bank	ADI	National Australia Bank	Floating Rate Notes (90 day BBSW +41 bps)	AA-	1,500,000	1,495,965	1,501,905	1,509,390	2.97
Council	Westpac Banking Corporation Ltd	ADI	Westpac Banking Corporation Ltd	Floating Rate Notes (90 day BBSW +80 bps)	AA-	1,800,000	1,813,068	1,820,214	1,828,080	3.60
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +102 bps)	AA-	2,400,000	2,426,616	2,436,504	2,451,888	4.82
Council	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +130 bps)	BBB	1,500,000	1,518,135	1,524,615	1,510,980	2.97
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Floating Bond (90 day BBSW +88 bps)	AA-	800,000	809,648	812,888	805,920	1.59
Council	Sumitomo Mitsui Banking Corporation Sydney	ADI	Sumitomo Mitsui Banking Corporation Sydney	Floating Rate Notes (90 day BBSW +110 bps)	A	2,000,000	2,023,020	2,031,020	2,040,900	4.01
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +112 bps)	AA-	3,000,000	3,061,410	3,075,030	3,051,150	6.00
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	1,527,945	1,533,840	1,524,765	3.00
Council	Newcastle Permanent Building Society	ADI	Newcastle Permanent Building Society	Floating Rate Notes (90 day BBSW +138 bps)	BBB	1,000,000	996,690	1,001,220	1,006,980	1.98
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	2,039,560	2,020,420	2,034,180	4.00
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	2,027,440	2,009,600	2,019,680	3.97
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Floating Bond (90 day BBSW +105 bps)	AA-	1,500,000	1,514,475	1,520,550	1,528,815	3.01
Council	QPCU Limited T/A QBANK	ADI	QPCU Limited T/A QBANK	Floating Rate Notes (90 day BBSW +170 bps)	BBB-	2,750,000	2,806,980	2,779,480	2,795,870	5.50
<b>Grand Total</b>						<b>50,039,638</b>	<b>57,401,056</b>	<b>54,356,643</b>	<b>50,836,314</b>	<b>100.00</b>

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


**BURWOOD COUNCIL  
INVESTMENT PORTFOLIO  
as at 31 August 2024**

Investment Adviser	Issuer	ADI or N-ADI	Investment Name	Type	Rating S&P	Invested Amount	Market Value as at 30/06/2024	Market Value as at 31/07/2024	Market Value as at Reporting Date	% of Total Invested
<b>Cash</b>										<b>12.72</b>
Council	Commonwealth Bank	ADI	Operating Account	Cash	AA-	2,163,859	1,698,928	2,163,859	4,098,590	6.74
Council	Commonwealth Bank	ADI	Cash Deposit Account	At Call	AA-	0	-	-	-	0.00
Council	Commonwealth Bank	ADI	Online Saver	At Call	AA-	3,620,734	3,594,249	3,620,734	3,634,111	5.97
Council	AMP Bank Limited	ADI	AMP Business Saver	At Call	BBB-	1,279	1,275	1,279	1,257	0.00
Council	AMP Bank Limited	ADI	AMP Notice Account	Notice 30 days	BBB-	3,766	3,750	3,766	3,782	0.01
<b>Term Deposits - Less than Three Months</b>										<b>-</b>
										<b>0.00</b>
<b>Term Deposits - Longer than Three Months</b>										<b>41.89</b>
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	4,000,000	4,149,576	4,167,140	4,184,704	6.88
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	3,000,000	3,053,862	3,066,805	3,079,749	5.06
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Term Deposit	AA-	-	4,149,562	-	-	0.00
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Term Deposit	AA-	4,000,000	4,022,795	4,040,460	4,058,126	6.67
Council	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	3,000,000	3,106,964	3,120,723	3,134,482	5.15
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	3,000,000	3,001,356	3,015,370	3,029,384	4.98
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Term Deposit	AA-	4,000,000	-	-	4,001,670	6.58
Council	National Australia Bank	ADI	Commonwealth Bank	Term Deposit	AA-	4,000,000	-	-	4,004,932	6.58
<b>Term Deposits - Covered Fixed Bond</b>										<b>1.68</b>
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Fixed Bond (4.85%) Semi Annual	AA-	1,000,000	1,007,890	1,016,530	1,022,100	1.68
<b>Floating Rate Notes</b>										<b>43.71</b>
Council	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +65 bps)	BBB	2,500,000	2,499,150	2,511,050	2,522,200	4.14
Council	National Australia Bank	ADI	National Australia Bank	Floating Rate Notes (90 day BBSW +41 bps)	AA-	1,500,000	1,501,905	1,509,390	1,497,435	2.46
Council	Westpac Banking Corporation Ltd	ADI	Westpac Banking Corporation Ltd	Floating Rate Notes (90 day BBSW +80 bps)	AA-	1,800,000	1,820,214	1,828,080	1,811,952	2.98
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +102 bps)	AA-	2,400,000	2,436,504	2,451,888	2,429,376	3.99
Council	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +130 bps)	BBB	1,500,000	1,524,615	1,510,980	1,517,940	2.49
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Floating Bond (90 day BBSW +88 bps)	AA-	800,000	812,888	805,920	809,296	1.33
Council	Sumitomo Mitsui Banking Corporation Sydney	ADI	Sumitomo Mitsui Banking Corporation Sydney	Floating Rate Notes (90 day BBSW +110 bps)	A	2,000,000	2,031,020	2,040,900	2,021,500	3.32
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +112 bps)	AA-	3,000,000	3,075,030	3,051,150	3,064,050	5.04
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	1,533,840	1,524,765	1,528,320	2.51
Council	Newcastle Permanent Building Society	ADI	Newcastle Permanent Building Society	Floating Rate Notes (90 day BBSW +138 bps)	BBB	1,000,000	1,001,220	1,006,980	998,060	1.64
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 +73 bps)	AA-	2,000,000	2,020,420	2,034,180	2,043,120	3.36
Council	United Overseas Bank Ltd Sydney Branch	ADI	United Overseas Bank Ltd Sydney Branch	Floating Rate Notes (90 day BBSW +73 bps)	AA-	2,000,000	2,009,600	2,019,680	2,028,080	3.33
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Floating Bond (90 day BBSW +105 bps)	AA-	1,500,000	1,520,550	1,528,815	1,515,540	2.49
Council	QPCU Limited T/A QBANK	ADI	QPCU Limited T/A QBANK	Floating Rate Notes (90 day BBSW +170 bps)	BBB-	2,750,000	2,779,480	2,795,870	2,813,855	4.62
<b>Grand Total</b>						<b>58,039,638</b>	<b>54,356,643</b>	<b>50,836,314</b>	<b>60,853,610</b>	<b>100.00</b>

Credit Ratings	
<b>AAA</b>	Extremely strong capacity to meet financial commitments Highest Rating
<b>AA</b>	Very strong capacity to meet financial commitments.
<b>A</b>	Strong capacity to meet financial commitments but somewhat susceptible to adverse economic conditions and changes in circumstances.
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**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 September 2024

**BURWOOD COUNCIL  
INVESTMENT PORTFOLIO  
as at 30 September 2024**

Investment Adviser	Issuer	ADI or N-ADI	Investment Name	Type	Rating S&P	Invested Amount	Market Value as at 31/07/2024	Market Value as at 31/08/2024	Market Value as at Reporting Date	% of Total Invested
<b>Cash</b>										<b>17.40</b>
Council	Commonwealth Bank	ADI	Operating Account	Cash	AA-	555,967	2,163,859	2,163,859	555,967	0.86
Council	Commonwealth Bank	ADI	Cash Deposit Account	At Call	AA-	0	-	-	-	0.00
Council	Commonwealth Bank	ADI	Online Saver	At Call	AA-	10,647,537	3,620,734	3,620,734	10,647,537	16.53
Council	AMP Bank Limited	ADI	AMP Business Saver	At Call	BBB-	1,261	1,279	1,279	1,261	0.00
Council	AMP Bank Limited	ADI	AMP Notice Account	Notice 30 days	BBB-	3,799	3,766	3,766	3,799	0.01
<b>Term Deposits - Less than Three Months</b>										<b>-</b>
										<b>0.00</b>
<b>Term Deposits - Longer than Three Months</b>										<b>39.73</b>
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	4,000,000	4,167,140	4,184,704	4,201,701	6.52
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	3,000,000	3,066,805	3,079,749	3,092,275	4.80
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Term Deposit	AA-	4,000,000	4,040,460	4,058,126	4,075,222	6.33
Council	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	3,000,000	3,120,723	3,134,482	3,147,797	4.89
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	3,000,000	3,015,370	3,029,384	3,042,945	4.72
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Term Deposit	AA-	4,000,000	-	4,001,670	4,018,372	6.24
Council	National Australia Bank	ADI	Commonwealth Bank	Term Deposit	AA-	4,000,000	-	4,004,932	4,021,370	6.24
<b>Term Deposits - Covered Fixed Bond</b>										<b>1.59</b>
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Fixed Bond (4.85%) Semi Annual	AA-	1,000,000	1,016,530	1,022,100	1,025,970	1.59
<b>Floating Rate Notes</b>										<b>41.28</b>
Council	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +65 bps)	BBB	2,500,000	2,511,050	2,522,200	2,502,250	3.88
Council	National Australia Bank	ADI	National Australia Bank	Floating Rate Notes (90 day BBSW +41 bps)	AA-	1,500,000	1,509,390	1,497,435	1,504,050	2.33
Council	Westpac Banking Corporation Ltd	ADI	Westpac Banking Corporation Ltd	Floating Rate Notes (90 day BBSW +80 bps)	AA-	1,800,000	1,828,080	1,811,952	1,819,656	2.82
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +102 bps)	AA-	2,400,000	2,451,888	2,429,376	2,438,456	3.79
Council	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +130 bps)	BBB	1,500,000	1,510,980	1,517,940	1,524,960	2.37
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Floating Bond (90 day BBSW +88 bps)	AA-	800,000	805,920	809,296	812,760	1.26
Council	Sumitomo Mitsui Banking Corporation Sydney	ADI	Sumitomo Mitsui Banking Corporation Sydney	Floating Rate Notes (90 day BBSW +110 bps)	A	2,000,000	2,040,900	2,021,500	2,030,240	3.15
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +112 bps)	AA-	3,000,000	3,051,150	3,064,050	3,076,710	4.78
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	1,524,765	1,528,320	1,533,630	2.38
Council	Newcastle Permanent Building Society	ADI	Newcastle Permanent Building Society	Floating Rate Notes (90 day BBSW +138 bps)	BBB	1,000,000	1,006,980	998,060	1,005,840	1.56
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	2,034,180	2,043,120	2,024,500	3.14
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	2,019,680	2,028,080	2,011,280	3.12
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Floating Bond (90 day BBSW +105 bps)	AA-	1,500,000	1,528,815	1,515,540	1,522,155	2.36
Council	QPCU Limited T/A QBANK	ADI	QPCU Limited T/A QBANK	Floating Rate Notes (90 day BBSW +170 bps)	BBB-	2,750,000	2,795,870	2,813,855	2,788,308	4.33
<b>Grand Total</b>						<b>63,458,564</b>	<b>50,836,314</b>	<b>58,905,508</b>	<b>64,430,010</b>	<b>100.00</b>

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

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### 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 69/24) Outcome of Property Acquisitions**

File No: 24/39790

Report by Director Corporate Services

### **Summary**

This report provides a summary of outcomes in relation to the property acquisition campaigns for 50 The Boulevarde, Strathfield and 95 Burwood Road, Burwood, as authorised by Council resolution 84/24 on 13 August 2024.

### **Operational Plan Objective**

A.102 Comply with financial management responsibilities to promote transparency and accountability.

A.104 Manage Council's property portfolio to optimise financial returns from Council owned properties.

A.74 Undertake initiatives that support new economic growth in the Burwood North Precinct and Burwood Town Centre.

### **Background**

At its Meeting of 13 August 2024 (84/24) it was resolved that Council:

1. *Notes that thorough due diligence is to be conducted by Council staff, including financial analysis, property valuations, and alignment with Council's asset management strategy.*
2. *Authorises the General Manager, or their delegate, to:*
  - a) *Brief the Mayor/Deputy Mayor on the outcome of the due diligence and to determine the course of action*
  - b) *Negotiate and finalise the acquisition of the two properties for a total sum not exceeding the total amount as detailed in this report, subject to satisfactory completion of all necessary due diligence and endorsement by the Mayor/Deputy Mayor.*
  - c) *Execute all required documentation to effect the purchase, including but not limited to contracts of sale and settlement documents.*
3. *Endorses the divestment of Lot 15 DP1177555 to fund the purchase of the properties identified in this report.*
4. *Directs that the funding for this acquisition be sourced from Voluntary Planning Agreement Funds to cover any timing and monetary shortfall of the property acquisitions.*
5. *Requires the General Manager to provide a detailed report to the incoming Council at its first ordinary meeting following the election on the outcome of the acquisitions.*

Following the Council Meeting, due diligence was undertaken on both 50 The Boulevarde, Strathfield and 95 Burwood Road, Burwood.

As part of the due diligence process, several key steps were taken. Market valuations were obtained for both properties to determine their current market value and ensure that the proposed purchase prices align with fair market rates. Comprehensive building and pest inspections were conducted on both properties to assess their structural integrity, identify any potential issues, and estimate future maintenance or renovation costs. Legal advice was sought regarding the contracts of sale and potential subsequent leases, including a thorough review of property titles, zoning regulations, and any encumbrances or restrictions that might affect the properties' intended use or value.

A Meeting was held with the Mayor and the General Manager on 3 September 2024 to discuss the acquisition of the two properties and the outcomes of the due diligence process undertaken and to determine whether Council should participate in the sale process for the properties.

The property at 50 The Boulevard, Strathfield, was identified as a solid investment return and it was decided to align Council's maximum purchase price with the market valuation, while 95 Burwood Road, Burwood, was agreed to be a strategic opportunity in the heart of the Burwood CBD, with the potential for Council to capitalise on this property in future strategic ventures. Given its strategic significance, it was agreed that Council would be willing to pay a premium above the market valuation, in line with current market premiums for properties recently sold on Burwood Road and the original report to Council.

At the meeting it was also decided that the General Manager, or their delegate, appoint a buyer's agent to represent Council during this sale process, including bidding at auction.

### **Outcome of Auctions**

#### **50 The Boulevard, Strathfield**

The property went to Auction on 7 September 2024 and Council was unsuccessful in securing it. Bidding reached well above Council's maximum, with the property selling at Auction for \$6,600,000.

#### **95 Burwood Road, Burwood**

The property went to Auction on 12 September 2024. Council was successful and secured the property within the agreed bid range, with a final purchase price of \$7,850,000. The property settled successfully on 24 October 2024.

### **Consultation**

Consultation was limited to internal stakeholders due to the confidential nature of the property acquisitions.

### **Planning or Policy Implications**

The acquisition of 95 Burwood Road, Burwood aligns with Council's strategic asset management policy. It provides an opportunity for future use for the benefit of the community. The specific use and development of the property will be subject to further planning and community consultation as appropriate.

It is proposed that 95 Burwood Road, Burwood be classified as operational land. This classification has several important planning and policy implications and is based on strategic considerations that align with Council's long-term objectives and asset management strategies. This classification provides Council with greater investment flexibility and the ability to adapt to changing community needs or market conditions.

### **Financial Implications**

The total cost of the acquired 95 Burwood Road, Burwood property is \$7,850,000 plus legal costs (estimated to be \$15,000) and authority costs (to be determined).

Council resolved at its meeting of 13 August 2024 to divest its previous Administration offices located at 1-17 Elsie Street (Lot 15 in DP1177555) to fund these acquisitions, and that any timing or monetary shortfall in funding the new acquisitions would be covered by available Voluntary Planning Agreement (VPA) funds.

Given that the total expenditure is less than the initially approved budget for the two properties, Council is able to fund the purchase through a combination of internal and external Council reserves without impacting other commitments.

It's worth noting that Council is currently in active discussions to secure a Lessee for the remaining portion of the Level 2 Elsie Street Suite which could provide additional income to offset the costs.

### **Proposal**

It is proposed that Council note the outcomes of the property acquisition process for 50 The Boulevarde, Strathfield and 95 Burwood Road, Burwood and note the acquisition of 95 Burwood Road, Burwood for the amount of \$7,850,000 plus associated costs.

The acquisition of this property purchase will be funded through a combination of internal and external Council reserves.

Given these circumstances, it is proposed that Council pause on the divestment of its previous Administration offices located at 1-17 Elsie Street (identified as Lot 15 in DP1177555) and instead commence a review of Council's entire property portfolio, identifying potential opportunities for divestment on non-strategic property assets and reporting the findings of the review to Council during the first quarter of 2025.

That the land 95 Burwood Road, Burwood (identified as Lot 1 in Deposited Plan 86626) be classified as operational land.

### **Conclusion**

The acquisition of 95 Burwood Road, Burwood represents a significant strategic investment for Council. While the attempt to acquire 50 The Boulevarde, Strathfield was unsuccessful, the overall outcome aligns with Council's prudent approach to property investment and asset management.

This acquisition enhances Council's property portfolio, providing a sound investment, and opportunities for future community benefit in the heart of the Burwood CBD.

### **Recommendation(s)**

That Council:

1. Note the outcomes of the property acquisition process for 50 The Boulevarde, Strathfield and 95 Burwood Road, Burwood.
2. Approve the revised funding strategy, using a combination of internal and external Council reserves to fund the acquisition of 95 Burwood Road, Burwood, instead of progressing the divestment of the 1-17 Elsie Street property (identified as Lot 15 in DP1177555).
3. Resolves to classify the land, 95 Burwood Road, Burwood (identified as Lot 1 in Deposited Plan 86626) as operational land.

### **Attachments**

There are no attachments for this report.

## Reports of Committees

### **(Item RC7/24) Burwood Local Traffic Committee Meeting October 2024**

File No: 24/41634

Report by Director City Assets

#### **Summary**

Attached are the Minutes of the Burwood Local Traffic Committee from meeting of October 2024. The Minutes are hereby submitted to the Ordinary Council Meeting for consideration and adoption by Council.

#### **Operational Plan Objective**

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

#### ***Recommendation(s)***

That the minutes of the Burwood Local Traffic Committee of October 2024 be noted and the recommendations of the Committee as detailed below be adopted as a resolution of the Council.

#### **(Item LTC30/24) Byer Street, Enfield - Work Zone Application**

##### ***Recommendation***

The Council approve the installation of a 11 metre long "Work Zone – 7:00am – 6:00pm Monday to Friday and from 7:00am to 4:00pm Saturday directly fronting on 12 Byer Street, Enfield for a period of 52 weeks.

#### **(Item LTC31/24) Wentworth Road, Strathfield - Work Zone Application**

##### ***Recommendation(s)***

The Council approve the installation of a 14m long "Work Zone – 7:00am – 6:00pm Monday to Friday and from 7:00am to 4:00pm Saturday directly fronting on 41 Wentworth Road, Strathfield for period of 52 weeks.

#### **(Item LTC32/24) Burleigh Street, Burwood - Proposed Modifications to Existing Loading Zone & Installation of Half Hour Parking Spaces**

##### ***Recommendation***

That Council approve the reduction of the existing 'Loading Zone' on the western side of Burleigh Street to 7.5 metres and installation of '1/2P 9 am – 6 pm, Mon – Sat, and Public Holidays' restrictions for a length of 18 metres on the south side to the driveway of 7-9 Burleigh Street.

#### **(Item LTC34/24) Waimea Street, Burwood - Work Zone Application**

##### ***Recommendation(s)***

That Council approve the installation of a Work Zone – 7:00am – 5:00pm Monday to Saturday directly fronting on Waimea Street which is the northern frontage of No. 80 Shaftesbury Road, Burwood, for a length of 16m and for a period of 30 weeks.

#### **Attachments**

- 1 [Burwood Local Traffic Committee Agenda - 03.10.2024](#)
- 2 [Burwood Local Traffic Committee Minutes - 03.10.2024](#)



## **NOTICE OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING**

The meeting of the Burwood Local Traffic Committee will be held at electronically on Thursday 3 October 2024 at 9:00 AM to consider the matters contained in the attached Agenda.

The 3 October 2024 meeting of the Burwood Local Traffic Committee will be held electronically with the agenda emailed to members for review. The minutes from the 1 August 2024 meeting have also been emailed to members for confirmation. All comments are required to be returned to Council by 9:30 am Friday 4 October 2024.

Tommaso Briscese  
**General Manager**

2 Conder Street Burwood NSW 2134, PO Box 240 Burwood NSW 1805  
phone: 9911 9911 facsimile: 9911 9900  
email: [council@burwood.nsw.gov.au](mailto:council@burwood.nsw.gov.au)  
website: [www.burwood.nsw.gov.au](http://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, 5 September 2024, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.*

4. General Business

(Item LTC30/24)	Byer Street, Enfield - Work Zone Application.....	3
(Item LTC31/24)	Wentworth Road, Strathfield - Work Zone Application.....	5
(Item LTC32/24)	Burleigh Street, Burwood - Proposed Modifications to Existing Loading Zone & Installation of Half Hour Parking Spaces .....	7
(Item LTC34/24)	Waimea Street, Burwood - Work Zone Application.....	10



## General Business

### (Item LTC30/24) Byer Street, Enfield - Work Zone Application

File No: 24/38326

Report by Traffic Engineer & Design

#### Summary

Council has received an application to install a 'Work Zone' along the frontage of No.12 Byer Street, Enfield, for demolition and construction of detached secondary dwelling

#### Background

Development consent was provided for demolition of existing dwelling at No. 12 Byer Street, Enfield, in April 2024. A 'Work Zone' has been requested along the eastern side of Byer Street, Enfield, for a length of 11m, directly in front of the site. This area will be used to deliver materials, parking and other construction works and is expected to be required for 52 weeks. Works on site are scheduled to commence on 27<sup>th</sup> October 2024.



#### Proposal

It is proposed to install a 'Work Zone' directly fronting the site per the diagram below to facilitate the construction and ensure access to the site is not impeded. The 'Work Zone' will be restricted in hours to 7:00 am – 6:00pm Monday to Friday and from 7:00am to 4:00pm on Saturdays, matching the hours stipulated on the development consent. The 'Work Zone' has been requested for a period of 52 weeks, which will then be reviewed to determine if it is still required.



The proposed arrangement will result in a loss of two on-street parking spaces during the restricted times. Outside of the restricted parking times, these areas will be available to the public.

### **Consultation**

A review of parking occupancy within the street has been undertaken, which has shown that the street is not highly occupied. The street is used primarily by residents and their visitors only. As such, no resident consultation was considered necessary as the proposed 'Works Zone' restrictions will be directly outside the development site and will be restricted to development consent hours only.

### **Financial Implications**

The "Work Zone" fees will be charged to the developer as per Council's Fees and Charges.

### **Recommendation**

The Council approve the installation of a 11 metre long "Work Zone – 7:00am – 6:00pm Monday to Friday and from 7:00am to 4:00pm Saturday directly fronting on 12 Byer Street, Enfield for a period of 52 weeks.

### **Attachments**

There are no attachments for this report.

**(Item LTC31/24) Wentworth Road, Strathfield - Work Zone Application**

File No: 24/38369

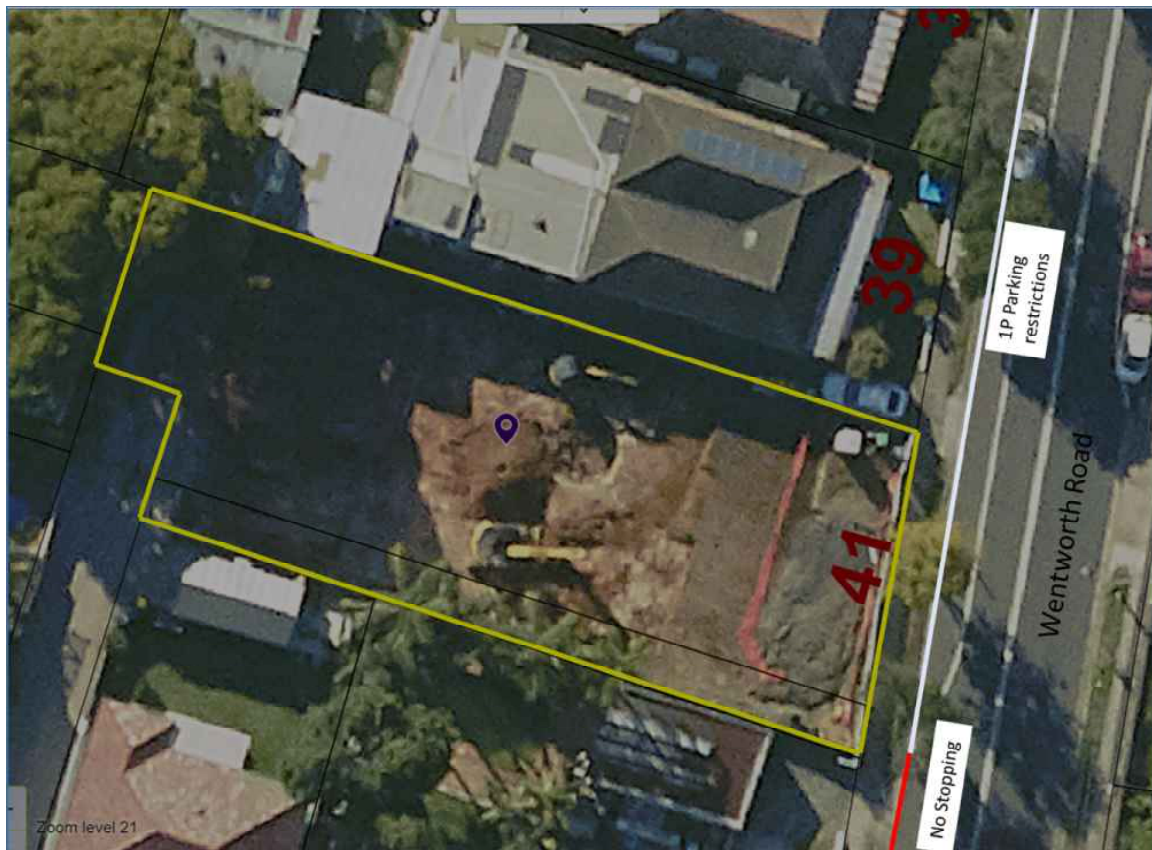
Report by Traffic Engineer &amp; Design

**Summary**

Council has received an application to install a 'Work Zone' along the frontage of No.41 Wentworth Road, Strathfield, for demolition of existing structure and construction of two storey dwelling house with a basement and front fence.

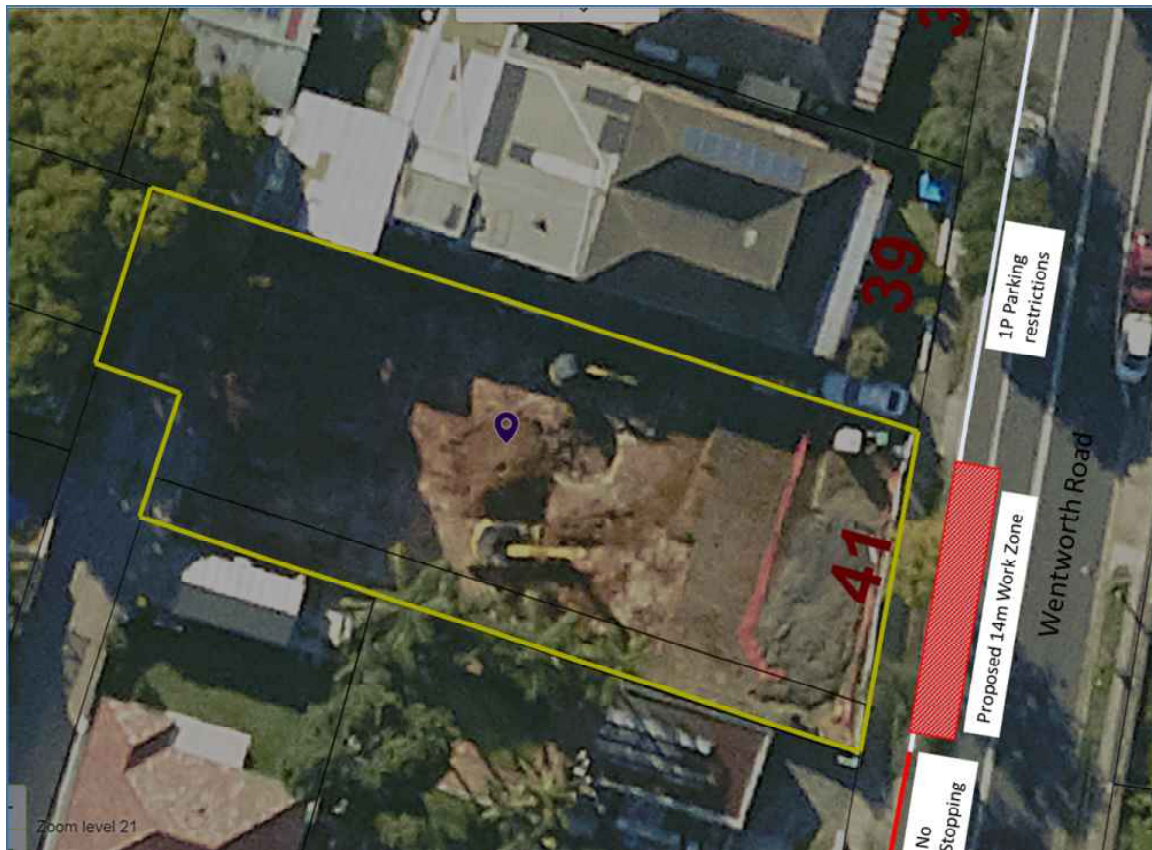
**Background**

Development Consent was provided for demolition of existing dwelling at No. 41 Wentworth Road, Strathfield in April 2023. To facilitate the construction works, a 'Work Zone' has been requested along the western side of Wentworth Road, Strathfield, for a length of 14m, directly in front of the site. This area will be used to deliver materials, parking and other construction activity and is expected to be required for 52 weeks. Demolition work on the site is already underway, with construction scheduled to begin on 27th October 2024.

**Proposal**

It is proposed to install a 'Work Zone' directly fronting the site per the diagram below to facilitate the construction and ensure access to the site is not impeded. The 'Work Zone' will be restricted in hours to 7:00 am – 6:00pm Monday to Friday and from 7:00am to 4:00pm on Saturdays, matching the hours stipulated on the development consent. The 'Work Zone' has been requested for a period of 52 weeks, which will then be reviewed to determine if it is still required.





The proposed arrangement will result in a loss of two on-street parking spaces during the restricted times. Outside of the restricted parking times, these areas will be available to the public.

### **Consultation**

The street is used primarily by residents and their visitors only. As such, no resident consultation was considered necessary as the proposed 'Works Zone' restrictions will be directly outside the development site and will be restricted to development consent hours only.

### **Financial Implications**

The "Work Zone" fees will be charged to the developer as per Council's Fees and Charges.

### **Recommendation(s)**

The Council approve the installation of a 14m long "Work Zone – 7:00am – 6:00pm Monday to Friday and from 7:00am to 4:00pm Saturday directly fronting on 41 Wentworth Road, Strathfield for period of 52 weeks.

### **Attachments**

There are no attachments for this report.

## (Item LTC32/24) Burleigh Street, Burwood - Proposed Modifications to Existing Loading Zone & Installation of Half Hour Parking Spaces

File No: 24/38390

Report by Traffic Engineer &amp; Design

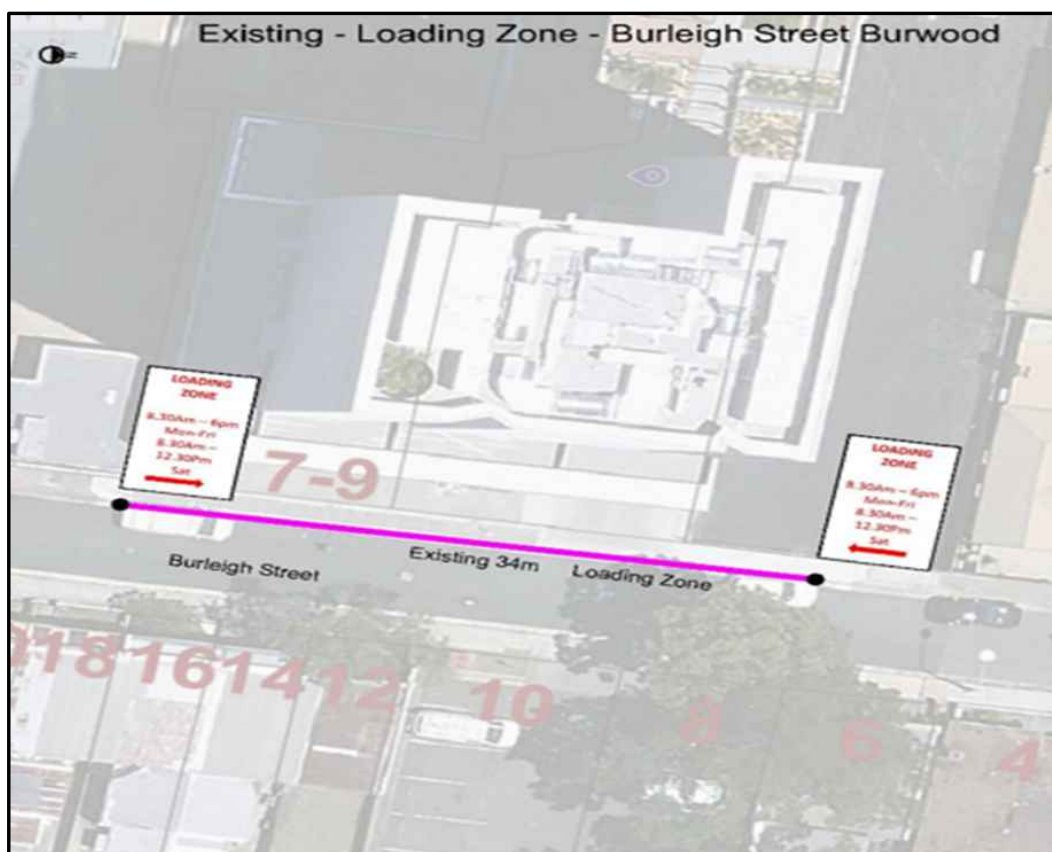
### Summary

It is proposed to modify existing "Loading Zone" restrictions along the western side of Burleigh Street and introduce "1/2P Parking" restrictions along the frontage of 7-9 Burleigh Street, Burwood in order to improve the sightlines for motorists exiting the property driveway and make better use of the on-street parking area.

### Background

Burleigh Street is a narrow one-way road, located between Belmore Street and Railway Parade. Currently, there is 40 metres of 'Loading Zone 8.30am – 6pm Mon – Fri 8.30am- 12.30pm Sat' restrictions along the western side of Burleigh Street, with 34m of it located across the frontage of 7-9 Burleigh Street.

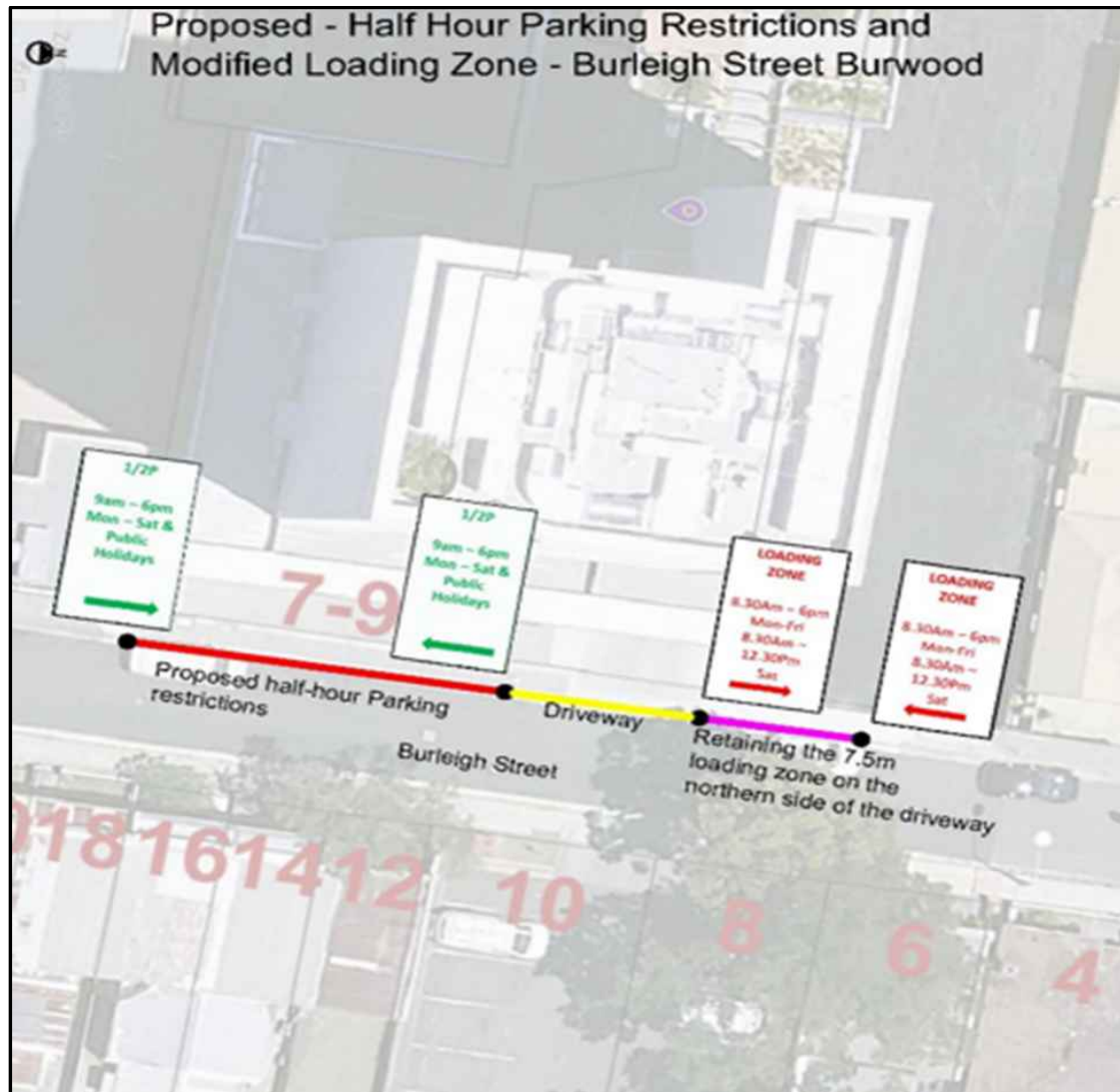
Council has received concerns that trucks that are routinely parking in the available 'Loading Zone' space immediately south of the driveway obstructs the visibility of approaching traffic for vehicles exiting the mixed use development at #7-9. This development has provided on-site loading facilities, reducing the demand for on-street 'Loading Zone' facilities in this area.



### Proposal

To address this concern, it is proposed to reduce the existing 'Loading Zone' from 34 meters to 7.5 meters and introducing 18 metres of new '1/2P 9 am – 6 pm, Mon – Sat, and Public Holidays' parking restrictions as shown below.

Removal of the 'Loading Zone' south of the access driveway will improve sightlines when a smaller vehicle is parked in this location as opposed to a larger deliver vehicle. The remaining 'Loading Zone' will still cater to deliveries for this precinct in combination with other 'Loading Zone' areas in Ford Lane, Railway Parade and Pilchers Lane.



### **Consultation**

A consultation was conducted with 124 properties near the site, including the residents of 7-9 Burleigh Street, Burwood. Of the 124 surveys sent out, only six responses were received, all strongly in agreements with the proposal.

### **Financial Implications**

The approximate cost of the works is \$800 and will be funded from the Traffic Facilities Budget 2024/2025.

***Recommendation***

That Council approve the reduction of the existing 'Loading Zone' on the western side of Burleigh Street to 7.5 metres and installation of '1/2P 9 am – 6 pm, Mon – Sat, and Public Holidays' restrictions for a length of 18 metres on the south side to the driveway of 7-9 Burleigh Street.

**Attachments**

There are no attachments for this report.



**(Item LTC34/24) Waimea Street, Burwood - Work Zone Application**

File No: 24/38991

Report by Traffic Engineer &amp; Design

**Summary**

Council has received an application to install a 'Work Zone' along Waimea Street which is the northern frontage of No. 80 Shaftesbury Road, Burwood, to facilitate a new dual occupancy residential dwellings.

**Background**

A Complying Development Certificate (CDC) was provided to construct dual occupancy dwelling at No. 80 Shaftesbury Road, Burwood, in June 2024. Given the proximity of the site to the intersection, there is no opportunity to have 'Work Zone' installed along the Shaftesbury Road frontage. As such a 'Work Zone' has been requested along the southern side of Waimea Street, Burwood, for a length of 16m, directly in front of the site. This area will be used to deliver materials, parking and other construction works and is expected to be required for 30 weeks. Works on site are scheduled to commence on 27<sup>th</sup> October 2024.

The parking along the site frontage on Waimea Street is the combination of '1P Parking' and 'No Stopping' restrictions, as shown below.

**Proposal**

It is proposed to install a 'Work Zone' directly fronting the site per the diagram below to facilitate the construction and ensure access to the site is not impeded. The 'Work Zone' will be restricted in hours to 7:00 am – 5:00pm Monday to Saturday, matching the hours stipulated on the Complying



Development Certificate (CDC). The 'Work Zone' has been requested for a period of 30 weeks, which will then be reviewed to determine if it is still required.



The proposed arrangement will result in a loss of two on-street parking space during the restricted times. Outside of the restricted parking times, these areas will be available to the public.

### **Consultation**

A review of parking occupancy within the street has been undertaken, which has shown that the street is not highly occupied. The street is used primarily by residents and their visitors only. As such, no resident consultation was considered necessary as the proposed 'Works Zone' restrictions will be directly outside the development site and will be restricted to development consent hours only.

### **Financial Implications**

The "Work Zone" fees will be charged to the developer as per Council's Fees and Charges.

### **Recommendation(s)**

That Council approve the installation of a Work Zone – 7:00am – 5:00pm Monday to Saturday directly fronting on Waimea Street which is the northern frontage of No. 80 Shaftesbury Road, Burwood, for a length of 16m and for a period of 30 weeks.

### **Attachments**

There are no attachments for this report.



**Burwood**<sup>Inc.1874</sup>

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

## BURWOOD LOCAL TRAFFIC COMMITTEE

MINUTES OF THE MEETING OF THE BURWOOD LOCAL TRAFFIC COMMITTEE held at the ELECTRONICALLY on Thursday 3 October 2024 commencing at 9:00 AM.

### Attendance

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

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

### Apologies

There were no apologies.

### Declarations of Interest

There were no declarations of interests by Panel Members.

### Confirmation of Minutes

That the minutes of the ordinary meeting of the Burwood Local Traffic Committee held on Thursday 5 September 2024, as circulated, be confirmed and signed as a true record of the proceedings of the meeting.

**General Business**

**(Item LTC30/24) Byer Street, Enfield - Work Zone Application**

File No: 24/38326

**Summary**

Council has received an application to install a 'Work Zone' along the frontage of No.12 Byer Street, Enfield, for demolition and construction of detached secondary dwelling

***Recommendation***

The Council approve the installation of a 11 metre long "Work Zone – 7:00am – 6:00pm Monday to Friday and from 7:00am to 4:00pm Saturday directly fronting on 12 Byer Street, Enfield for a period of 52 weeks.

**(Item LTC31/24) Wentworth Road, Strathfield - Work Zone Application**

File No: 24/38369

**Summary**

Council has received an application to install a 'Work Zone' along the frontage of No.41 Wentworth Road, Strathfield, for demolition of existing structure and construction of two storey dwelling house with a basement and front fence.

***Recommendation(s)***

The Council approve the installation of a 14m long "Work Zone – 7:00am – 6:00pm Monday to Friday and from 7:00am to 4:00pm Saturday directly fronting on 41 Wentworth Road, Strathfield for period of 52 weeks.

**(Item LTC32/24) Burleigh Street, Burwood - Proposed Modifications to Existing Loading Zone & Installation of Half Hour Parking Spaces**

File No: 24/38390

**Summary**

It is proposed to modify existing "Loading Zone" restrictions along the western side of Burleigh Street and introduce "1/2P Parking" restrictions along the frontage of 7-9 Burleigh Street, Burwood in order to improve the sightlines for motorists exiting the property driveway and make better use of the on-street parking area.

***Recommendation***

That Council approve the reduction of the existing 'Loading Zone' on the western side of Burleigh Street to 7.5 metres and installation of '1/2P 9 am – 6 pm, Mon – Sat, and Public Holidays' restrictions for a length of 18 metres on the south side to the driveway of 7-9 Burleigh Street.

**(Item LTC34/24) Waimea Street, Burwood - Work Zone Application**

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File No: 24/38991

**Summary**

Council has received an application to install a 'Work Zone' along Waimea Street which is the northern frontage of No. 80 Shaftesbury Road, Burwood, to facilitate a new dual occupancy residential dwellings.

**Recommendation(s)**

That Council approve the installation of a Work Zone – 7:00am – 5:00pm Monday to Saturday directly fronting on Waimea Street which is the northern frontage of No. 80 Shaftesbury Road, Burwood, for a length of 16m and for a period of 30 weeks.

**(Item RC8/24) Burwood Local Traffic Committee Meeting November 2024**

File No: 24/48776

Report by Director City Assets

**Summary**

Attached are the Minutes of the Burwood Local Traffic Committee from meeting of November 2024. The Minutes are hereby submitted to the Ordinary Council Meeting for consideration and adoption by Council.

**Operational Plan Objective**

C.4.1 Plan and manage transport infrastructure to meet current and future community needs

A.40 Investigate traffic hot spots and implement solutions such as pedestrian refuges, roundabouts or traffic calming devices.

**Recommendation(s)**

That the minutes of the Burwood Local Traffic Committee of November 2024 be noted and the recommendations of the Committee as detailed below be adopted as a resolution of the Council.

**(Item LTC35/24) Burwood Road, Enfield - Work Zone Application****Recommendation(s)**

That Council approve the installation of a 'Work Zone – 7:00am to 5:00pm on Monday to Saturday' directly fronting 53 Burwood Road, Enfield, for a length of 10m and a period of 28 weeks.

**(Item LTC36/24) Breast Cancer Screening Services Dates 2025****Recommendation(s)**

That Council approve the road occupancy for a Breast Screen NSW mobile lab unit at the following locations:

- a) Park Avenue, Burwood from Friday 14 February 2025 to Friday 14 March 2025.
- b) Lyons Street, Strathfield from Friday 08 August 2025 to Friday 19 August 2025.

**(Item LTC37/24) Hextol Street, Croydon Park - Changes to Parking Restrictions****Recommendation(s)**

That Council approves the conversion of 6.0 metres of kerbside parking space to the east of the driveway of 1 Hextol Street from unrestricted parking to 'No Parking'.

**(Item LTC38/24) Baker Street, Enfield - Changes to Parking Restrictions****Recommendation(s)**

It is recommended that Council approves the conversion of 6.0 metres of kerbside parking space between the driveway of 39 Shelley Street to the existing 'No Stopping' sign to the south from unrestricted parking to 'No Parking 8.00am to 9.30am and 2.30pm to 4pm, School Days Only'.

**(Item LTC39/24) Railway Parade, Burwood - Changes to Parking Restrictions****Recommendation(s)**

That Council approve the introduction of 40m of 'No Parking' restrictions along the southern side of Railway Parade to facilitate the two new driveways in front of 52-60 Railway Parade.

**(Item LTC40/24) Portland Street, Enfield - Changes to Parking Restrictions**

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***Recommendation(s)***

That Council approves the conversion of one parking bay on the eastern side of Portland Street near King Street to 'No Parking Council Vehicles Excepted'.

**(Item TIN1/24) Dates for 2025 Burwood Local Traffic Committee Meetings**

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No Decision – Information Item Only

**Attachments**

- 1 [!\[\]\(661ad2fdbe8fa1392f2b194cfa45d124\_img.jpg\)](#) Burwood Local Traffic Committee Minutes - 19.11.2024
- 2 [!\[\]\(4193cdf1061c98ac39c3073e7f9019f2\_img.jpg\)](#) Burwood Local Traffic Committee Agenda - 19.11.2024



## BURWOOD LOCAL TRAFFIC COMMITTEE

MINUTES OF THE MEETING OF THE BURWOOD LOCAL TRAFFIC COMMITTEE held at the ELECTRONICALLY on Thursday 7 November 2024 commencing at 9:00 AM.

### Attendance

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

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

### Apologies

There were no apologies.

### Declarations of Interest

There were no declarations of interests by Panel Members.

### Confirmation of Minutes

That the minutes of the ordinary meeting of the Burwood Local Traffic Committee held on Thursday 3 October 2024, as circulated, be confirmed and signed as a true record of the proceedings of the meeting.

**General Business**

**(Item LTC35/24) Burwood Road, Enfield - Work Zone Application**

File No: 24/42926

**Summary**

Council has received an application to install a Work Zone along the Burwood Road frontage of 53 Burwood Road, Enfield, to facilitate the construction of a new double storey residential dwelling.

***Recommendation(s)***

That Council approve the installation of a 'Work Zone – 7:00am to 5:00pm on Monday to Saturday' directly fronting 53 Burwood Road, Enfield, for a length of 10m and a period of 28 weeks.

**(Item LTC36/24) Breast Cancer Screening Services Dates 2025**

File No: 24/43051

**Summary**

This report is to inform and seek the Council's approval to allow a mobile breast screen unit to occupy parking spaces along Park Avenue, Burwood and Lyons Street, Strathfield.

***Recommendation(s)***

That Council approve the road occupancy for a Breast Screen NSW mobile lab unit at the following locations:

- a) Park Avenue, Burwood from Friday 14 February 2025 to Friday 14 March 2025.
- b) Lyons Street, Strathfield from Friday 08 August 2025 to Friday 19 August 2025.

**(Item LTC37/24) Hextol Street, Croydon Park - Changes to Parking Restrictions**

File No: 24/43956

**Summary**

Council is proposing changes to parking restrictions in Hextol Street near the intersection with Burwood Road to assist with traffic entering and exiting the street.

***Recommendation(s)***

That Council approves the conversion of 6.0 metres of kerbside parking space to the east of the driveway of 1 Hextol Street from unrestricted parking to 'No Parking'.



**(Item LTC38/24) Baker Street, Enfield - Changes to Parking Restrictions**

File No: 24/43960

**Summary**

It is proposed to modify parking restrictions at Baker Street near its intersection with Shelley Street to improve vehicle sightlines and manoeuvrability during school periods.

**Recommendation(s)**

It is recommended that Council approves the conversion of 6.0 metres of kerbside parking space between the driveway of 39 Shelley Street to the existing 'No Stopping' sign to the south from unrestricted parking to 'No Parking 8.00am to 9.30am and 2.30pm to 4pm, School Days Only'.

**(Item LTC39/24) Railway Parade, Burwood - Changes to Parking Restrictions**

File No: 24/46093

**Summary**

It is proposed to modify parking restrictions on Railway Parade to accommodate the two temporary driveways constructed in front of the development site at 52-60 Railway Parade.

**Recommendation(s)**

That Council approve the introduction of 40m of 'No Parking' restrictions along the southern side of Railway Parade to facilitate the two new driveways in front of 52-60 Railway Parade.

**(Item LTC40/24) Portland Street, Enfield - Changes to Parking Restrictions**

File No: 24/46224

**Summary**

It is proposed to modify parking restrictions at Portland Street near its intersection with King Street to improve access for Council service vehicles maintaining Henley Park.

**Recommendation(s)**

That Council approves the conversion of one parking bay on the eastern side of Portland Street near King Street to 'No Parking Council Vehicles Excepted'.

**Information Items**

**(Item TIN1/24) Dates for 2025 Burwood Local Traffic Committee Meetings**

File No: 24/46593

**No Decision – Information Item Only**



## **NOTICE OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING**

The meeting of the Burwood Local Traffic Committee will be held at electronically on Tuesday 19 November 2024 at 9:00 AM to consider the matters contained in the attached Agenda.

The minutes from the October 2024 meeting have also been emailed to members for confirmation. All comments are required to be returned to Council by 9:30 am Wednesday 20 November 2024.

Tommaso Briscese  
**General Manager**

2 Conder Street Burwood NSW 2134, PO Box 240 Burwood NSW 1805  
phone: 9911 9911 facsimile: 9911 9900  
email: [council@burwood.nsw.gov.au](mailto:council@burwood.nsw.gov.au)  
website: [www.burwood.nsw.gov.au](http://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, 3 October 2024, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.*

### **4. General Business**

(Item LTC35/24)	Burwood Road, Enfield - Work Zone Application .....	3
(Item LTC36/24)	Breast Cancer Screening Services Dates 2025.....	5
(Item LTC37/24)	Hextol Street, Croydon Park - Changes to Parking Restrictions .....	7
(Item LTC38/24)	Baker Street, Enfield - Changes to Parking Restrictions.....	9
(Item LTC39/24)	Railway Parade, Burwood - Changes to Parking Restrictions .....	12
(Item LTC40/24)	Portland Street, Enfield - Changes to Parking Restrictions.....	14

### **5. Information Items**

(Item TIN1/24)	Dates for 2025 Burwood Local Traffic Committee Meetings .....	16
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## General Business

### (Item LTC35/24) Burwood Road, Enfield - Work Zone Application

File No: 24/42926

Report by Traffic Engineer & Design

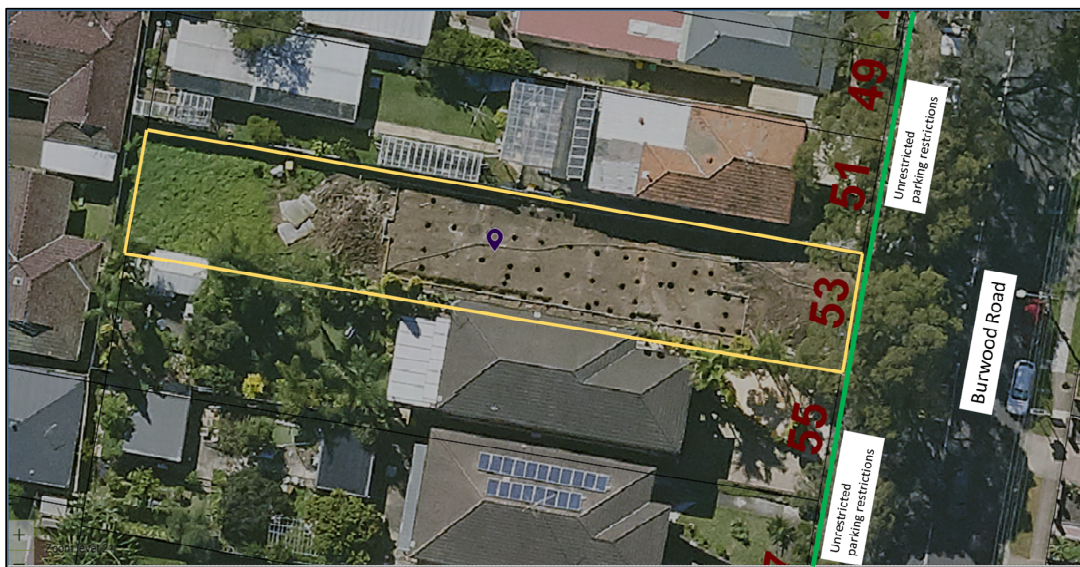
#### Summary

Council has received an application to install a Work Zone along the Burwood Road frontage of 53 Burwood Road, Enfield, to facilitate the construction of a new double storey residential dwelling.

#### Background

A Complying Development Certificate (CDC) was provided to construct a double storey residential dwelling at 53 Burwood Road, Burwood, in November 2023. During the construction works, a 10m long Work Zone has been requested along the site frontage. This area will be used to deliver materials and other construction related activities for a period of 28 weeks. Works on site are scheduled to commence on 27<sup>th</sup> November 2024.

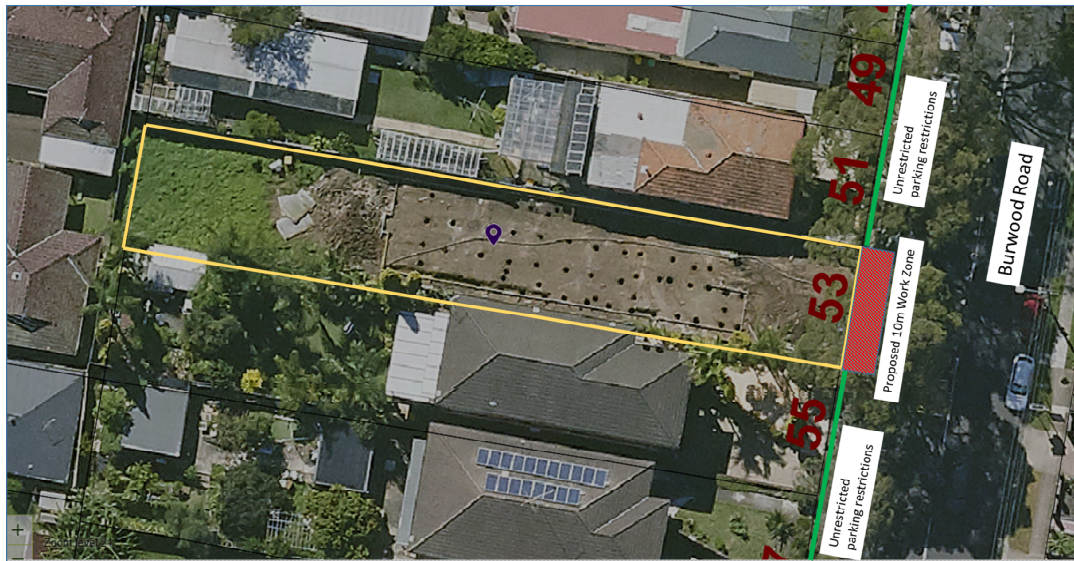
The parking along the site frontage on Burwood Road, Enfield is currently unrestricted, as shown below.



#### Proposal

It is proposed to install a 'Work Zone' directly fronting the site per the diagram below to facilitate the construction and ensure access to the site is not impeded. The Work Zone will apply 7:00am to 5:00pm on Monday to Saturday and no construction is to be carried out at any time on a Sunday or public holiday, matching the hours stipulated on the Complying Development Certificate (CDC). The Work Zone has been requested for a period of 28 weeks, which will then be reviewed to determine if it is still required.

The proposed arrangement will result in a loss of two on-street parking spaces during the restricted times. Outside the restricted parking times, these areas will be available to the public.



### **Consultation**

A review of parking occupancy within the street has been undertaken, which has shown that the street is not highly occupied. The street is used primarily by residents and their visitors only. As a result, no resident consultation was considered necessary as the proposed 'Works Zone' restrictions will be directly outside the development site and will be restricted to development consent hours only.

### **Financial Implications**

The "Work Zone" fees will be charged to the developer as per Council's Fees and Charges.

### **Recommendation(s)**

That Council approve the installation of a 'Work Zone – 7:00am to 5:00pm on Monday to Saturday' directly fronting 53 Burwood Road, Enfield, for a length of 10m and a period of 28 weeks.

### **Attachments**

There are no attachments for this report.



**(Item LTC36/24) Breast Cancer Screening Services Dates 2025**

File No: 24/43051

Report by Traffic Engineer &amp; Design

**Summary**

This report is to inform and seek the Council's approval to allow a mobile breast screen unit to occupy parking spaces along Park Avenue, Burwood and Lyons Street, Strathfield.

**Background**

Breast Screen NSW has requested approval to locate a mobile lab unit on the following locations:

1. Park Avenue, near the corner of Burwood Road from Friday 14 February 2025 to Friday 14 March 2025.
2. Lyons Street, Strathfield beside Westpac bank from Friday 08 August 2025 to Friday 19 August 2025.

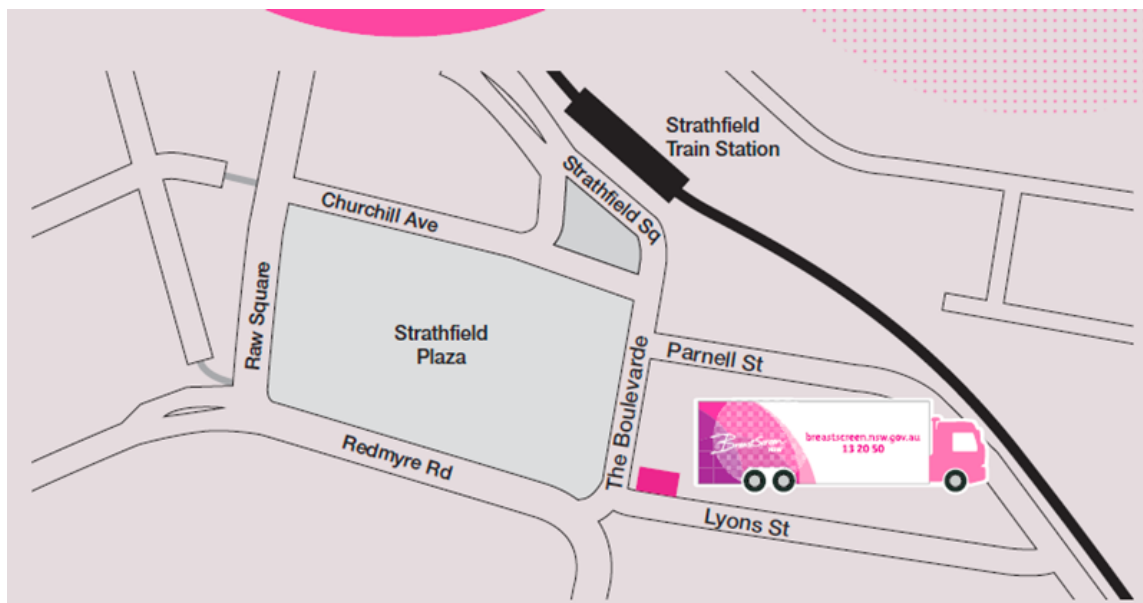
The service is part of a Government funded program implemented by Breast Screen NSW for the early detection of breast cancer and is available free to all women over forty years of age.

**Proposal**

Park Avenue, Burwood location was used in previous years by the Breast Screen NSW mobile unit. This location is proposed to dedicate the first five angle parking spaces on the northern side of Park Avenue immediately west of Burwood Road. This location provides maximum visibility with little disruption to on street parking within the area.



Lyons Street, Strathfield location was used in previous years by the Breast Screen NSW mobile unit and this location is selected for a number of reasons including being close to shops and public transport and providing a culturally sensitive location for the community.



### **Consultation**

Adjacent business owners to be informed by the applicant prior to the mobile unit setting up on the location.

### **Financial Implications**

The cost of the service is funded by Breast Screen NSW

### **Recommendation(s)**

That Council approve the road occupancy for a Breast Screen NSW mobile lab unit at the following locations:

- a) Park Avenue, Burwood from Friday 14 February 2025 to Friday 14 March 2025.
- b) Lyons Street, Strathfield from Friday 08 August 2025 to Friday 19 August 2025.

### **Attachments**

There are no attachments for this report.



## (Item LTC37/24) Hextol Street, Croydon Park - Changes to Parking Restrictions

File No: 24/43956

Report by Traffic Engineer

### Summary

Council is proposing changes to parking restrictions in Hextol Street near the intersection with Burwood Road to assist with traffic entering and exiting the street.

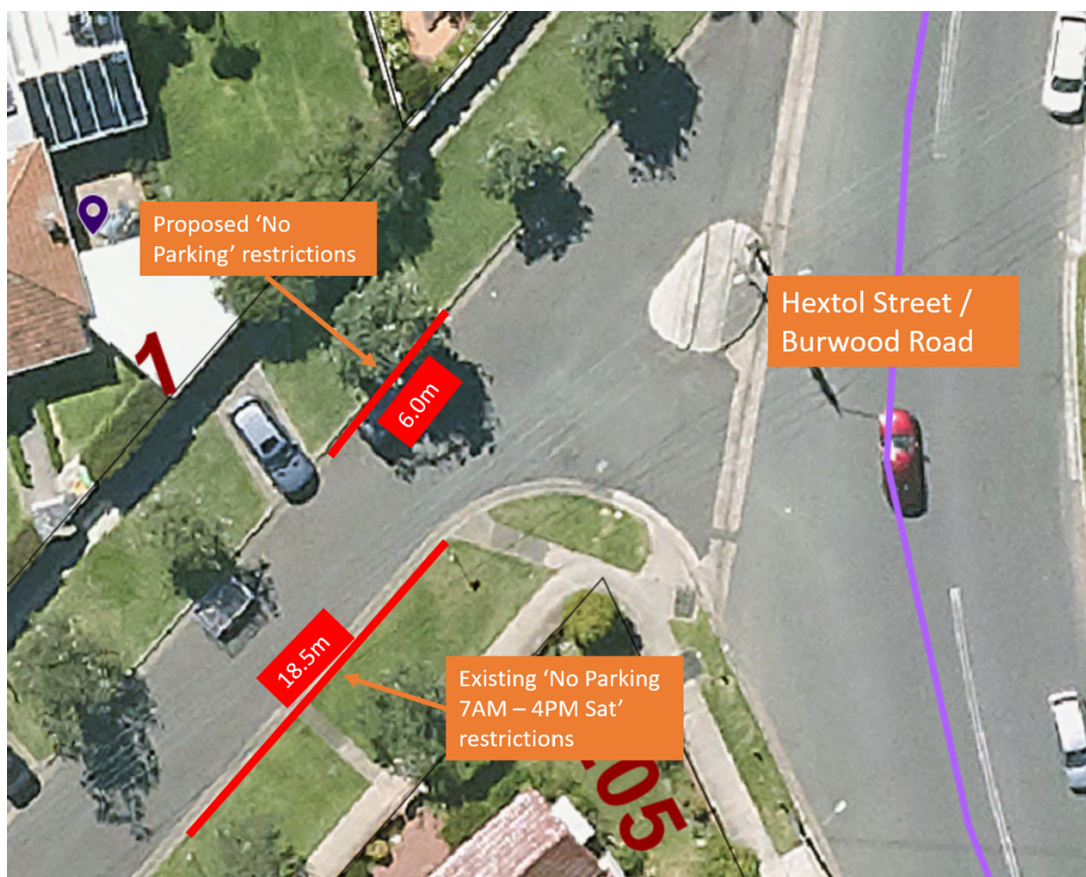
### Background

Council has received concerns from local residents of difficulty navigating the Hextol Street / Burwood Road intersection when vehicles are parked on both sides of Hextol Street near the entrance at Burwood Road.

The Hextol Road carriageway at this point is 6.14 metres wide. There is unrestricted parking on the north side, with 18.5 metres of 'No Parking 7AM – 4PM Sat' on the south side.

### Proposal

It is proposed to convert the 6.0 metres of kerbside parking space to the east of the driveway of 1 Hextol Street from unrestricted parking to 'No Parking'. The proposal will ensure the intersection will remain clear for entering and exiting traffic, however will lead to the loss of one on-street parking space.



**Consultation**

Consultation was undertaken by letterbox drop 10 residents of in the vicinity of the affected area. 1 response was obtained, which was in favour of the proposal.

**Financial Implications**

It is estimated that the cost of works to install new posts and signs will be \$400.00 and will be funded from the 2024/25 Traffic Facilities budget.

**Recommendation(s)**

That Council approves the conversion of 6.0 metres of kerbside parking space to the east of the driveway of 1 Hextol Street from unrestricted parking to 'No Parking'.

**Attachments**

There are no attachments for this report.

**(Item LTC38/24) Baker Street, Enfield - Changes to Parking Restrictions**

File No: 24/43960

### Report by Traffic Engineer

## Summary

It is proposed to modify parking restrictions at Baker Street near its intersection with Shelley Street to improve vehicle sightlines and manoeuvrability during school periods.

## Background

Baker Street is heavily used by parents doing pick-up and drop-off at St Joseph's to the north. Burwood Council has received concerns from local residents of difficulty navigating the Baker Street / Shelley Street intersection during school hours due to tight intersection geometry and high parking demand.

Baker Street at this intersection is 8 metres wide, with two-way traffic and unrestricted parking on both sides. Statutory 'No Stopping' restrictions currently already exist for a length of 10 metres on the western side of Baker Street at intersection with Shelley Street, as well as on the northern and southern sides of Shelley Street in accordance with NSW Road Rules.





**Proposal**

It has been proposed to convert 6.0 metres of kerbside parking space between the driveway of 39 Shelley Street to the existing 'No Stopping' sign to the south from unrestricted parking to 'No Parking 8:00am to 9.30am and 2.30pm to 4pm', school days only.

The proposal would ensure the intersection will remain clear for sightlines and vehicle manoeuvring, but lead to the loss of one on-street parking space during school zone periods.

**Consultation**

Consultation was undertaken by letterbox drop 18 residents of in the vicinity of the affected area. A total of 2 responses were obtained. The results are as follows:

Strongly in favour	In favour	Neutral	Against	Strongly against
-	-	-	1	1

Reasons cited include an existing lack of residential parking, and that restriction times were too long. It is noted that the restrictions will only apply during school zone periods. Resident parking outside of these times is unaffected.

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 Council approves the conversion of 6.0 metres of kerbside parking space between the driveway of 39 Shelley Street to the existing 'No Stopping' sign to the south from unrestricted parking to *'No Parking 8.00am to 9.30am and 2.30pm to 4pm, School Days Only'*.

**Attachments**

There are no attachments for this report.

## (Item LTC39/24) Railway Parade, Burwood - Changes to Parking Restrictions

File No: 24/46093

Report by Traffic Engineer

### Summary

It is proposed to modify parking restrictions on Railway Parade to accommodate the two temporary driveways constructed in front of the development site at 52-60 Railway Parade.

### Background

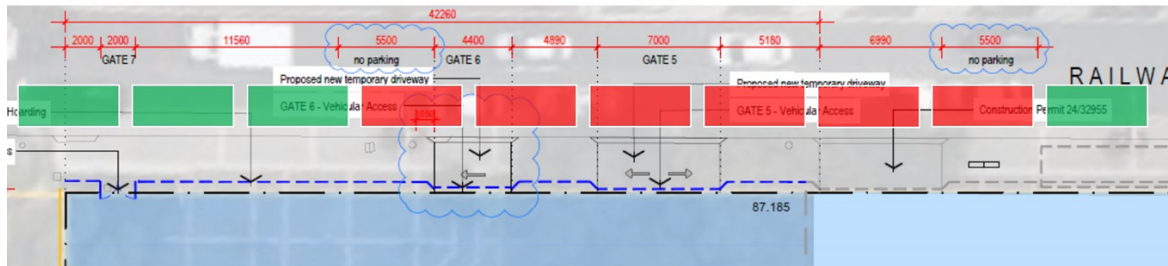
The project at 52-60 Railway Parade is currently at the demolition stage, and a temporary driveway at 'Gate 4' has been constructed fronting Railway Parade to assist with vehicle access.

Parking on the south side of Railway Parade was previously restricted to '2P Ticket 9am – 7pm Mon – Sat & Public Holidays.



### **Proposal**

The developer proposes to construct an additional two temporary driveways 'Gate 5' and 'Gate 6' to assist with the demolition of the western building. They have also requested additional 40 metres of 'No Parking' restrictions along the affected frontage to facilitate the new driveways.



Given the locations of the driveways and the kerbside distance between them, there is only a loss of one on-street space (the eastern most bay). The other kerbside parking spaces are considered 'No Parking' as they are either fully or partly impacted by the new driveways as shown.

This location will also form part of a future Work Zone application for the site once the developer can no longer have construction related vehicles enter the site.

### **Consultation**

No consultation was undertaken for this proposal.

### **Financial Implications**

The developer has agreed to pay for the loss of parking in accordance with Councils fees and charges, as well as the relocation of the parking meter.

### **Recommendation(s)**

That Council approve the introduction of 40m of 'No Parking' restrictions along the southern side of Railway Parade to facilitate the two new driveways in front of 52-60 Railway Parade.

### **Attachments**

There are no attachments for this report.



## (Item LTC40/24) Portland Street, Enfield - Changes to Parking Restrictions

File No: 24/46224

Report by Traffic Engineer

### Summary

It is proposed to modify parking restrictions at Portland Street near its intersection with King Street to improve access for Council service vehicles maintaining Henley Park.

### Background

Portland Street is a north-south road in Enfield which runs from Cobden Street to Georges River Road. North of its intersection with King Street, Portland Street runs along Henley Park and has unrestricted kerbside parking on the west side, and perpendicular on-street parking on the east side.

### Proposal

To ensure Council's works vehicles have continual access to Henley Park for maintenance works, Council proposes the conversion of one parking bay on Portland Street near King Street to 'No Parking Council Vehicles Excepted'.



The proposal will result in the loss of one unrestricted parking space.



**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 conversion of one parking bay on the eastern side of Portland Street near King Street to 'No Parking Council Vehicles Excepted'.

**Attachments**

There are no attachments for this report.

**Information Items****(ITEM TIN1/24) DATES FOR 2025 BURWOOD LOCAL TRAFFIC COMMITTEE MEETINGS**

File No: 24/46593

REPORT BY TRAFFIC ENGINEER, ASSETS &amp; INFRASTRUCTURE

**Summary**

The purpose of this report is to propose dates for the 2025 Burwood Local Traffic Committee Meetings.

**Proposal**

The following dates are proposed for the 2025 Burwood Local Traffic Committee Meetings:

February	Thursday 6 February 2025
March	Thursday 6 March 2025
April	Thursday 3 April 2025
May	Thursday 1 May 2025
June	Thursday 5 June 2025
July	Thursday 3 July 2025
August	Thursday 7 August 2025
September	Thursday 4 September 2025
October	Thursday 2 October 2025
November	Thursday 6 November 2025

All meetings to be conducted digitally unless informed otherwise.

**No Decision – Information Item Only**

**Attachments**

There are no attachments for this report.