



**Burwood** Inc.1874  
Burwood . Burwood Heights . Croydon . Croydon Park . Enfield . Strathfield

## 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 11 February 2025 at 6:00 PM to consider the matters contained in the attached Agenda.

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

### **Public Forum**

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

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

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

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 11 February 2025 immediately after the Public Forum commencing at 6.00pm.**

**1. Prayer**

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

**2. Acknowledgement of Country**

**3. Statement of Ethical Obligations**

**4. Recording of Meeting**

**5. Apologies**

**6. Declarations of Interest**

**7. Declaration of Political Donations**

**8. Confirmation of Minutes**

*Minutes of the Council Meeting held on Tuesday, 10 December 2024 and the Extraordinary Council Meeting held on Wednesday, 29 January 2025, 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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**11. Notices of Motion**

(Item NM1/25)	Australia Day Citizenship Ceremony and Distribution of Australian Flags.....	79
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## **12. Confidential Items**

(Item MM1/25)      General Manager Contract Renewal

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

## **13. Conclusion of the Meeting**

## Reports to Council

### (Item 2/25) Western Sydney Infrastructure Grants Program – Quarterly Progress Report

File No: 24/49059

Report by General Manager

#### Summary

This report provides Council with a high-level progress update on the delivery of the Western Sydney Infrastructure Grants Program currently underway, and is the first in a series of ongoing quarterly reports.

#### **Operational Plan Objective**

- 1.1.1 Provide a diverse range of strategies and initiatives that meet the needs of the community
- 2.2.2 Strategic partnerships that will benefit the area and community
- 3.1.2 Partnerships and opportunities to create new open spaces
- 4.2.1 Quality local infrastructure that caters to population growth
- 5.1.1. A stimulated local economy and activated Burwood CBD

#### Background

In 2022, the New South Wales Government announced the Western Sydney Infrastructure Grants Program, formally known as WestInvest. This program was established to support the delivery of transformational infrastructure projects aimed at enhancing communities, improving liveability, and driving economic recovery.

A total of \$2 billion was made available, with \$400 million allocated between fifteen eligible Local Government Areas based on population size. The remaining \$1.6 billion was distributed through a competitive community grant round open to councils and other non-government organizations, including community groups, not-for-profits, and Local Aboriginal Land Councils.

Burwood Council was successful in securing over \$110 million in funding to deliver 11 city-shaping projects over the next four years, receiving the highest amount of funding per capita in the community competitive round.

The 11 successful projects are:

1. Enfield Aquatic Centre Redevelopment
2. Burwood Urban Park Arts and Cultural Centre
3. Burwood Main Street Transformation
4. Deane Street Precinct Transformation
5. Strathfield Placemaking Project
6. Paisley Road Beautification
7. Henley Park Sports Field Upgrade
8. Burwood Park Inclusive Play Space
9. Woodstock Park Sensory Garden
10. Burwood Library Pod
11. Park Expansions at Portland and Russell Street

#### Proposal

Following the delivery of a number of preliminary briefings and updates on the preparation of applications and the successful receipt of funding, Council committed to keeping Councillors informed with regular updates on key project milestones for this program. During this time, Council has also been in the process of executing deeds of agreement with the State Government.

As such, this report is the first in a series of quarterly updates that will be presented to Council, providing information on key activities and deliverables.

### **Consultation**

All projects have either undergone or will undergo community consultation specific to their draft design and delivery. This consultation will take various forms, including seeking feedback through Council's engagement platform, Participate Burwood, engaging relevant stakeholders and hosting information sessions.

Ongoing monitoring and evaluation reviews will continue, including post-project completion assessments. Regular engagement with the Western Sydney Infrastructure Grants Program office will also be maintained throughout this period, including fortnightly check-ins, quarterly reporting, site visits for each project, and the submission of multiple acquittals at agreed milestones.

### **Financial Implications**

Eight of the eleven projects are fully funded by the Western Sydney Infrastructure Grants program, while the remaining three are primarily funded through the grant with additional co-contributions from Council, which have already been budgeted.

These co-funded projects include the Burwood Urban Park Arts and Cultural Centre, Enfield Aquatic Centre, and Burwood Park Upgrade. All applications have been assessed by the Western Sydney Infrastructure Grants office, and countersigned Deeds have been issued, with milestone one funding received by Council.

As the projects and budgets were originally developed over two years ago, cost escalation is a challenge faced by all grant recipients. However, each project includes a budget allocation for escalation and contingency to account for unforeseen developments. Additionally, value engineering remains an option for any projects that encounter financial constraints, though this is not expected to be a significant issue in most cases. Any foreseeable risks associated with project budgets are flagged with the State Government as part of Council's quarterly reporting to the Department of Premier and Cabinet.

### **Conclusion**

The Western Sydney Infrastructure Grants program represents a significant investment in Burwood's future, delivering eleven transformational projects that will enhance community infrastructure, improve public spaces, and support economic growth.

With funding secured and project planning well underway, Council remains committed to ensuring successful delivery through ongoing monitoring, stakeholder engagement, and careful budget management.

Regular updates will continue to be provided to Councillors, ensuring transparency and accountability as these projects progress. Through collaboration with the community and key stakeholders, Burwood is well-positioned to maximise the benefits of this program and create lasting positive impacts for residents, businesses, and visitors alike.

### **Recommendation(s)**

That Council notes the contents of this report, including updates on the progress of the Western Sydney Infrastructure Grants program.

### **Attachments**

- 1 [Western Sydney Infrastructure Grant Program - Key Milestones - Quarterly Report - February 2025](#)



Western Sydney Infrastructure Grant Program  
Quarterly Report – February 2025

Project Name	Project Description and Benefits	Key Milestones
Park Expansions at Portland and Russell Street	<p>Three Council-owned houses have been demolished to increase usable, shaded green space for the public to use across the two sites. Specifically, this project:</p> <ul style="list-style-type: none"> <li>• Expands Russell Street Reserve by 50%</li> <li>• Improves Portland Street access into Henley Park and Enfield Aquatic Centre</li> <li>• Delivers an additional 1,450m<sup>2</sup> of green open space</li> <li>• Increases tree coverage across the two sites</li> </ul>	<ul style="list-style-type: none"> <li>• Demolition and turf installation completed, with fencing removed at the Portland Street site. Some final maintenance is taking place at Russell Street, with this expected to be finalised by mid-February 2025.</li> <li>• All NSW State Government site visits have taken place, with the successful inspections subsequently resulting in the release of the next instalment of grant funds.</li> </ul>
Henley Park Sports Field Upgrade	<p>The two sports fields have gone without upgrades for over 30 years, and the existing drainage system no longer adequately supports the needs of local sporting groups. As such, the project will deliver:</p> <ul style="list-style-type: none"> <li>• New turf and a state-of-the-art drainage and irrigation system</li> <li>• Safer playing fields and reduced risk of injury to players</li> <li>• Tiered seating to create a more modern and comfortable viewing experience for the anticipated increase in spectators</li> <li>• New picnic and BBQ facilities to improve the amenities and open up the space for a wider variety of events and community engagements</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed design and community consultation completed.</li> <li>• Site investigations have been undertaken</li> <li>• Council is in the process of procuring a contractor for the construction phase of this project.</li> </ul>
Woodstock Park Sensory Garden	<p>The new sensory garden at Woodstock Park has been designed to appeal to the five senses and promote inclusion and participation for local residents of all ages and abilities, whilst respecting the character and history of the area.</p>	<ul style="list-style-type: none"> <li>• Community consultation completed</li> <li>• Site investigations have been undertaken</li> <li>• Detailed design is complete</li> </ul>

Item Number 2/25 - Attachment 1

Western Sydney Infrastructure Grant Program - Key Milestones - Quarterly Report - February 2025

	<p>The improvements will complement the adjacent Woodstock Community Centre, Fitzroy Hall, BBQ facilities, accessible toilet and other amenities and include:</p> <ul style="list-style-type: none"> <li>• Accessible sensory garden and paths</li> <li>• Shaded areas and picnic tables</li> <li>• Raised planters, new tree planting and more open space</li> </ul>	<ul style="list-style-type: none"> <li>• Council is in the process of procuring a contractor for the construction phase of this project.</li> </ul>
Burwood Park Inclusive Play Space	<p>The project will upgrade the existing, aged playground into a modern, fully accessible play space fit for all ages and abilities. The project also includes installation of the following:</p> <ul style="list-style-type: none"> <li>• BBQs, picnic shelters and park furniture</li> <li>• Increased shade, landscaping and tree planting</li> <li>• Outdoor chess board</li> <li>• Accessible toilet block</li> <li>• Improved signage</li> </ul> <p>The enhanced facilities will improve the experience and comfort of those visiting the playground, encourage more formal or informal gatherings and events at the park and encourage more frequent and longer time spent in Burwood Park at both day time and evening, providing increased economic benefits to the areas many local businesses</p>	<ul style="list-style-type: none"> <li>• Site investigations have been undertaken</li> <li>• Detailed design is complete</li> <li>• Council is in the process of procuring a contractor for the construction phase of this project.</li> </ul>
Deane Street Precinct Transformation	<p>Prioritising pedestrian's and local businesses, this project will transform the area around Deane Street and Burwood Station into an inviting public plaza that includes seating, landscaping, tree coverage, public art and a bicycle parking and repair station. Specifically, this project will:</p> <ul style="list-style-type: none"> <li>• Increase space for non-road users by 200m<sup>2</sup></li> <li>• Create additional off-road space in one of the busiest areas in the LGA</li> <li>• Install new lighting and seating to ensure a safe and welcoming space, day and night</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement is taking place for the Project Management Consultancy, closing late February 2025.</li> <li>• Discussions have taken place with key stakeholders to keep them informed of developments.</li> <li>• Road closure approval obtained from Transport NSW</li> </ul>



Item Number 2/25 - Attachment 1

Western Sydney Infrastructure Grant Program - Key Milestones - Quarterly Report - February 2025

	<ul style="list-style-type: none"> <li>• Create a new amphitheatre with terraces and a stage performance area making this area space to spend time in, not just pass through</li> <li>• Facilitate a range of alfresco dining options</li> <li>• Convert nearby George Street to two-way to ensure traffic is not unduly impacted.</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic discussions have commenced with Transport NSW and the WSIG office regarding the potential for a second entry to Burwood Station on Deane Street. Implementing this change would require a formal project scope amendment. However, if the opportunity is realised and approved by both entities, it would provide significant transport and connectivity benefits for the more than one million residents and visitors who enter and exit the station each month.</li> <li>• Preparation for engagement and consultation activities has commenced to ensure community and stakeholder input is integrated into the project planning and delivery process.</li> </ul>
Strathfield Place Making Project	<p>Bells Lane in Strathfield will be converted into a laneway and shared pedestrian zone to create a new food and cultural hotspot for the area. The new pavement space will allow for increased alfresco dining and support the growth of local businesses and a strong night-time economy.</p> <p>The project will:</p> <ul style="list-style-type: none"> <li>• Improve walkability and pedestrian safety, increase outdoor dining options and create new opportunities for passive recreation</li> <li>• Increase pedestrian safety through traffic calming measures, upgraded footpaths and road narrowing</li> <li>• Incorporate streetscape improvements, public art, tree planting and sculptural lighting installations</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement is taking place for the Project Management Consultancy, closing late February 2025.</li> <li>• Discussions have taken place with key stakeholders to keep them informed of developments.</li> <li>• Preparation for engagement and consultation activities has commenced to ensure community and stakeholder input is integrated into the project planning and delivery process.</li> </ul>
Burwood Main Street Transformation	<p>This project will provide major upgrades to Burwood Road and the surrounding area that will take into account the high level of footfall and support local businesses and the wider night-time economy. It will improve the amenity, walkability and vibrancy</p>	<ul style="list-style-type: none"> <li>• Procurement is taking place for the Project Management Consultancy, closing late February 2025.</li> </ul>

	<p>of Burwood Road by increasing pedestrian access, comfort, safety and connection to the high street, making it a great place to spend time in, not just walk through.</p> <p>The project will deliver the following infrastructure:</p> <ul style="list-style-type: none"> <li>• Footpath widening, parklets and in-built dining and seating areas to create outdoor dining and breakout spaces</li> <li>• Multipurpose poles with suspended catenary lighting and flags</li> <li>• Turf and garden areas and street tree planting, utilising Water Sensitive Urban Design initiatives</li> <li>• Lighting projection infrastructure on Burwood Road and the Railway Parade underpass to promote an activated, vibrant and safe environment both during the day and night.</li> <li>• Public art murals in prominent locations</li> <li>• Smart parking sensors</li> <li>• A digital community information display screen outside Burwood Station to give increased access to relevant information</li> <li>• Widened footpaths in key locations along Burwood Road to maximise space for cafes and restaurants</li> </ul>	<ul style="list-style-type: none"> <li>• Discussions have taken place with key stakeholders to keep them informed of developments.</li> <li>• Urban Property Group has been successfully selected following an Expression of Interest (EOI) process which sought to select a suitable property for the delivery of a landmark skyscraper mural in Burwood. The site at 180 – 186 Burwood Road, Burwood has been identified as the property of interest for this project.</li> <li>• Preparation for engagement and consultation activities has commenced to ensure community and stakeholder input is integrated into the project planning and delivery process.</li> </ul>
<p>Burwood Library Pod</p>	<p>Operating as an autonomous, 24/7 lending service equipped with RFID technology, the Burwood Library Pod will deliver greater access to the library and its collection, adding an additional and convenient location for borrowing and returning books and other items without the need to visit the main Library on Conder Street.</p> <p>This project will take advantage of modern technology to increase access to library services and resources by placing an Automated Library Vending Machine (ALVM) in Henley Park close to the Enfield Aquatic Centre, playground and basketball courts.</p> <p>The Library Pod will house up to 600 books for loan at any one time, which will be curated based on community profile and library membership data as well as ongoing community feedback and usage statistics. It will also provide free Wi-Fi access so</p>	<ul style="list-style-type: none"> <li>• The project timelines have been updated to align with the milestones of the Enfield Aquatic Centre Redevelopment, enabling concurrent delivery since both projects are being delivered at the same site. This adjustment allows for greater efficiency in both planning and execution. The variation has been approved by the NSW State Government.</li> </ul>

	community members are able to join the library and borrow books instantly, download eBooks for free and access the Internet	
Paisley Road Beautification	<p>The project will rejuvenate the commercially and strategically important road connecting Burwood and Croydon Stations into a safe, walkable and accessible corridor. The upgrades will ensure that the new corridor is accessible for all mobility levels, encouraging active travel and increasing footfall for local businesses.</p> <p>Works will include:</p> <ul style="list-style-type: none"> <li>• Footpath and road paving upgrades</li> <li>• Replacing roadside kerbs and gutters</li> <li>• Improved landscaping with new tree planting and associated increase in shaded space for pedestrians</li> <li>• Installation of pedestrian crossings</li> </ul>	<ul style="list-style-type: none"> <li>• The project is due to formally commence in July 2025 as per Council’s deed of agreement.</li> <li>• The Project Control Group has been established.</li> </ul>
Burwood Urban Park Arts and Cultural Centre	<p>This ambitious and transformative project will fund the creation of a new arts and cultural centre in the heart of the Burwood LGA, including dedicated performance and rehearsal spaces, studio space, community lounge, flexible multipurpose spaces and a café. The economic benefits will be seen through increased visitation to the area, the addition of a new café, and opportunities for artists and performers.</p> <p>The Centre will provide something currently missing in the Burwood LGA and wider area, by offering ample space for performances, community events, exhibitions, and strengthen Burwood’s local arts and cultural sector</p> <p>In addition to the above, the work will include:</p> <ul style="list-style-type: none"> <li>• A new urban park including a public plaza, sloping green lawn area, trees, landscaping, interactive water play features and public art</li> <li>• An underground public car park</li> <li>• A total of 1,875m<sup>2</sup> of additional community floor space</li> <li>• 2,200m<sup>2</sup> of new green space right at the heart of the town centre</li> <li>• 25 bike parking spaces</li> </ul>	<ul style="list-style-type: none"> <li>• Demolition works are taking place at the adjacent site at 42-60 Railway Parade.</li> <li>• Once completed, demolition works associated with the delivery of the Burwood Urban Park Arts and Cultural Centre are anticipated to commence in May 2025.</li> <li>• Detailed Design and site investigations have been completed.</li> </ul>

<p>Enfield Aquatic Centre Redevelopment</p>	<p>The project will transform Sydney’s oldest freshwater Olympic pool and deliver a state-of-the-art aquatic and leisure facility. This will deliver significant health and wellbeing benefits to the community through year- round swimming and modern amenities that will ensure facilities are accessible for all abilities and ages.</p> <p>Specifically, the redevelopment will deliver:</p> <ul style="list-style-type: none"> <li>• A new entrance and customer service point</li> <li>• A café with internal kiosk service point</li> <li>• Upgrade to the 50m outdoor pool and concourse, including heating provisions</li> <li>• Upgrade to the toddler and children’s pool</li> <li>• An innovative energy co-generation system to heat and power the centre to assist in managing Council’s energy consumption, reduce carbon footprint and operational costs</li> <li>• Provision of accessible covered access between pools</li> <li>• Redesign, relocation and upgrade of toddler pool</li> <li>• New shading, seating and external showers</li> <li>• Improved landscaping inspired by the area’s Indigenous heritage</li> <li>• New fully accessible amenities with parent change rooms</li> <li>• Increased capacity for recreational swimming, learn to swim classes and support the growth of local swimming clubs</li> <li>• Redesigned and upgraded wider facilities that will help to manage overcrowding in the busy periods, and offer a more modern set of amenities to swimmers and others using the facilities</li> <li>• Expanded local employment opportunities via the increased facilities, new café and ongoing maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Geotechnical site investigations are complete, with no significant contamination issues detected</li> <li>• Procurement is taking place for a number of services required for project delivery, such as Project Management Consultancy and Land Survey</li> <li>• Discussions have taken place with key stakeholders to keep them informed of developments</li> </ul>
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## **(Item 3/25) Operational Land Classification of certain Council Owned Land**

File No: 24/20102

Report by Director City Strategy

### **Summary**

This report seeks Council's endorsement to commence a Planning Proposal process under the Environmental Planning and Assessment Act 1979 to update the provisions of Burwood Local Environmental Plan 2012 (BLEP), to include additional permitted uses and accurately reclassify and list certain Council-owned public land from Community Land to Operational Land under the Local Government Act 1993 (LG Act). This update will not alter the current use or operational practice of each site but rectify any historical anomalies in land use and land classifications.

### **Operational Plan Objective**

- A.102 Comply with financial management responsibilities to promote transparency and accountability.
- A.104 Manage Council's property portfolio to optimise financial returns from Council-owned properties.
- C.5 Public and open spaces are high quality, welcoming, accessible, shaded, enjoyable places seamlessly connected with their surroundings
- C.9 Safe, clean and activated streets, centres and public places are enjoyed by people day and night
- C.10 A well-informed community active in civic life, local planning and decision making
- C.11 Effective, innovative and collaborative leadership is underpinned by open, transparent and responsible governance

### **Background**

Under the Local Government Act 1993 (LG Act), all Council-owned public land must be classified as either Community Land or Operational Land, which determines how the land is to be managed.

Community Land is intended for public use, such as parks, reserves, sportsgrounds, and bushland. It cannot be sold and requires a Plan of Management. Leases over 21 years need Ministerial consent. Some land must remain public and community land due to legal obligations like trust deeds or previous dedications.

Operational Land is used for Council functions such as offices, depots, car parks, or commercial investments. It may also be held as a temporary asset and can be developed, leased, or sold as needed.

Public land is classified through either an LEP or Council resolution. If land remains unclassified for three months after acquisition, it defaults to Community Land.

Land classification distinguishes public-use land from land that can be managed more freely. To change a Community Land classification, Council must amend the Burwood Local Environmental Plan 2012 (BLEP), including public exhibition and a hearing.

In compliance with Ministerial Directions for Local Planning Panels, the proposal was reviewed by the Burwood Local Planning Panel in November 2024 in order to provide advice as necessary to the Council.

## **Proposal**

This report proposes updating the Burwood Local Environmental Plan 2012 (BLEP) through a Planning Proposal under the Environmental Planning and Assessment Act 1979 (EPA Act) to accurately reclassify certain Council-owned public land from Community Land to Operational Land under the Local Government Act 1993 (LG Act) in addition to updating land use permissibility.

The reclassification will be carried out by amending the BLEP through the local plan-making process under the EPA Act while ensuring compliance with the LG Act's public land management requirements.

The Planning Proposal is proposed to include:

- A. Reclassification of Items 1-16, 18-27, 29 & 31 below as 'Operational Land' under the LG Act and list these sites under Schedule 4; Part 1 of BLEP as Land classified, or reclassified, as operational land – no interests changed.
- B. Reclassification of Items 17, 28 & 30 below as 'Operational Land' under the LG Act and list these sites under Schedule 4; Part 1 of BLEP for the purposes of subdividing the land.

Once the land is subdivided, the community land part of the site will return to a classification of Community via a separate report to Council, and the Operational part of the site will continue to be classified as Operational. The relevant items are identified as follows:

- Item 17, Unity Place;
  - Item 28, 39 Minna Street and Jackson Reserve; and
  - Item 30, Woodstock Park.
- C. Inclusion of additional Permitted Uses of Items 3, 6, 13, 18 & 26 under the Planning Proposal to amend Schedule 1, Additional Permitted Uses, of the Burwood LEP, as the use of the land for its current use and purpose is not permitted under the current zone of the land. The relevant items are identified as follows:
    - Item 3, Beresford Car Park, 50 Beresford Avenue, Croydon Park to include an additional permitted 'car park' land use;
    - Item 6, Council Depot, 8 Kingsbury Street, Croydon Park to include an additional permitted 'depot' land use;
    - Item 13, Fitzroy Street Car Park, 1a Fitzroy Street, Burwood to include an additional permitted 'car park' land use;
    - Item 18, Meryla Street Car Park, 33-35 Meryla Street, Burwood to include an additional permitted 'car park' land use; and
    - Item 26, 41 Brighton Street, Croydon to include an additional permitted 'dwelling' land use.

This update will not alter current use or operational practice but rectify any historical anomalies in land classifications under Council's Environmental Planning Instrument.

**Items Details**

Details of each site proposed to be classified as “Operational” is provided below.

Item 1	Angelo Street Car Park	
Address	133 Liverpool Road, Burwood	
Title	Lot 1 DP 1135151	
Zoning	Local Centre E1	
Land Use	Car Park	
Description	<p>133 Liverpool Road is a carpark to the side of Angelo Street with access to the bays directly off Angelo Street.</p> <p>As the carpark is in operational use it is appropriate to classify it as operational land.</p>	

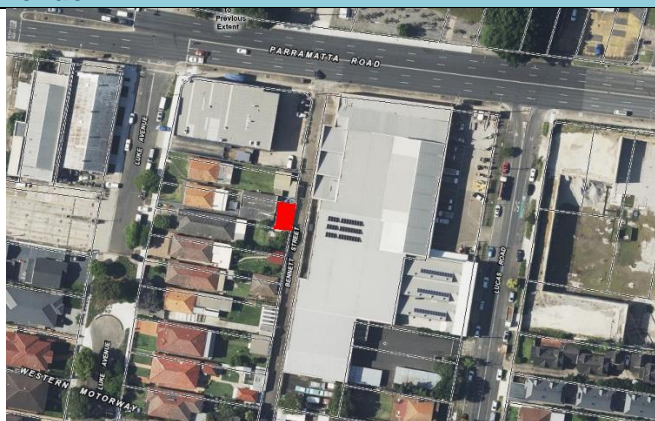


The land was acquired by Council in 1970 and has been used as a car park ever since. The car park has a 2-hour daytime parking restriction and no fee is charged for its use.

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

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

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





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

The exact date and method of acquisition are uncertain due to incomplete historical records. However, Council has exercised ownership and management responsibilities over this land for an


extended period, as evidenced by its continued use as a public right of way/easement.


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

<b>Item 3</b>		<b>Beresford Car Park</b>	
Address	50 Beresford Avenue, Croydon Park		
Title	Lot 1 DP 624841		
Zoning	Low Density Residential R2		
Land Use	Car Park		
Description	<p>50 Beresford Avenue is a small carpark of approx. 13 bays accessed off the laneway that runs parallel to Georges River Road.</p> <p>As the carpark is in operational use it is appropriate to classify it as operational land.</p>		
<p>The land appears to have been acquired by Council in 1979 and has been used as a car park ever since. The car park has a 2-hour daytime parking restriction and no fee is charged for its use. The land is not leased and is not a public reserve.</p> <p>There are no development approval records available. A car park is a prohibited land use in the R2 zone and it is proposed to include the land in Schedule 1 of the LEP, Additional Permitted Uses. It has been used as a car park since before the Burwood LEP commenced in 2012.</p>			

<b>Item 4</b>		<b>Byer Street Car Park</b>	
Address	3B-5 Byer St, Enfield		
Title	Lot 12 DP 11302, Lots 1-2 DP 305673		
Zoning	Local Centre E1		
Land Use	Car Park		
Description	<p>The Byer Street Car Park is a triangular shaped car park accessed off Byer Street.</p> <p>As the carpark is in operational use it is appropriate to classify it as operational land.</p>		
<p>The land was acquired by Council in 1975 and has been used as a car park ever since. The car park has a 2-hour daytime parking restriction and no fee is charged for its use. The land is not leased and is not a public reserve.</p> <p>There are no development approval records available, however the use of land as a car park is permitted with consent in the E1 zone. It has been used as a car park since before the Burwood LEP commenced in 2012.</p>			



<b>Item 5</b>		<b>Land at 34 Cobden Street</b>	
Address	34 Cobden Street, Enfield		
Title	Lot 5 DP 554097		
Zoning	Low Density Residential R2		
Land Use	Road and Park		
Description	<p>The land at 34 Cobden Street, Enfield, is partially used for a road and partially as a small pocket park.</p> <p>The main use of the land is for road transport which is an operational use. As such it is appropriate to classify it as operational land.</p>		
<p>The land was acquired by Council in 1971 and has been used as a road and park ever since. The land is not leased and is not a public reserve.</p> <p>The use of land as for 'road' is permitted without consent and a 'Park' is permitted with consent in the R2 zone. It has been used for these purposes since before the Burwood LEP commenced in 2012.</p>			

<b>Item 6</b>		<b>Council Operations Centre (Depot)</b>	
Address	8 Kingsbury Street, Croydon Park		
Title	Lot 1 DP 228032		
Zoning	General Residential R1		
Land Use	Depot		
Description	<p>The land at 8 Kingsbury Street, Croydon Park is used as Council's Operations Centre (Council Depot).</p> <p>As the Depot is in operational use it is appropriate to classify it as operational land.</p>		
<p>Council records indicate that this parcel of land, which serves as a Council depot, was acquired in 1965 to support Council operations. The presence of a mortgagee on the Certificate of Title suggests that the acquisition likely involved a purchase, possibly financed through a mortgage.</p> <p>While the exact details of the transaction are not fully available in Council's current records, the acquisition of this depot aligns with the period of expansion in local government services and infrastructure in the mid-1960s. The decision to acquire this property demonstrates Council's forward-thinking approach to establishing necessary facilities for its growing operational needs.</p> <p>Since its acquisition in 1965, Council has maintained continuous ownership and use of this land for nearly six decades, utilising it as a crucial depot to support various Council functions and services. This depot has played a vital role in Council's ability to efficiently manage its operations and deliver services to the community.</p> <p>The long-term use of this property as a Council depot underscores its importance in Council's operational infrastructure and highlights Council's commitment to maintaining essential facilities for effective local governance.</p>			

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

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

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

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

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

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

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


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


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

Council's decision to seek reclassification demonstrates its commitment to responsible asset management and its dedication to realising the long-term strategic vision for this important precinct in Burwood. As the premises are and intend to be an operational use it is appropriate to classify it as operational land.

Item 8 Elizabeth Street Car Park	
Address	5-11 Elizabeth Street, 18B Railway Parade and 8-10 Burleigh Street, Burwood
Title	Lot 1 DP 574391 Lot 2 DP 205162 Lots A & B DP420885 Lot 3 DP 511953 Lots A & B DP321515 Lot 1 DP 305065
Zoning	Mixed Use MU1
Land Use	Car Park
Description	<p>The Elizabeth Street Car Park is a town centre car park located behind buildings fronting Railway Parade and accessed off Burleigh and Elizabeth Streets</p> <p>As the carpark is in operational use it is appropriate to classify it as operational land.</p>
<p>The properties located at 5-11 Elizabeth Street and 8-10 Burleigh Street, were acquired by Council at various times as part of its long-term strategic vision for the area. These properties were individually purchased over a period of time, reflecting Council's forward-thinking approach to land assembly for future community needs.</p> <p>The acquisitions of these properties occurred progressively between 1976 – 2023.</p> <p>The strategic nature of these purchases indicates a deliberate and planned approach by Council to secure key sites within the Burwood area.</p> <p>The properties were acquired through direct purchases from private owners, aligning with Council's practice of strategically obtaining land to support future community development and urban planning objectives. This approach allowed Council to gradually assemble a significant land holding in a key location, providing flexibility for future use and development in line with evolving community needs.</p> <p>Council's decision to seek reclassification demonstrates its commitment to responsible asset management and its dedication to realising the long-term strategic vision for this important precinct in Burwood.</p> <p>The land is not leased and is not a public reserve. There are no development approval records available, however the use of land as a car park is permitted with consent in the MU1 zone. It has been used as a car park since before the Burwood LEP commenced in 2012.</p>	



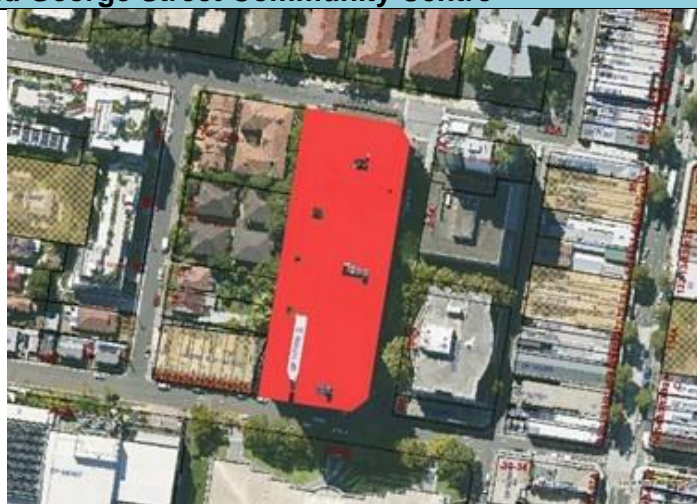
<b>Item 9</b>		<b>Elsie Street Shops</b>	
Address	Shops C1a, C1b, C2 and C3 Elsie Street, Burwood		
Title	Lot 11 DP 1142160		
Zoning	Mixed Use MU1		
Land Use	Shops		
Description	<p>These sites are ground floor shops leased to tenants.</p> <p>As the shops are in operational use it is appropriate to classify them as operational land.</p>		
<p>The land was acquired by Council in 2009 and has been used for shops and offices since the building was constructed in 2009 (DA379/2001).</p> <p>The shops are leased to tenants on standard commercial leases, and is not a public reserve.</p> <p>Consent for the development was issued in 2001, however the use of land as a shop is permitted with consent in the MU1 zone.</p>			


<b>Item 10</b>		<b>Elsie Street Lot 15</b>	
Address	Elsie Street Suite1 Level 2, part Level B3, Shop C9 & loading dock car spaces		
Title	Lot 15 DP 1177555		
Zoning	Mixed Use MU1		
Land Use	Office, Shop, Car Park		
Description	<p>These sites are shops, offices leased to tenants, and a loading dock with two car spaces</p> <p>As the uses are operational uses it is appropriate to classify them as operational land.</p>		
<p>The land was acquired by Council in 2009 and has been used for shops and offices since the building was constructed in 2009 (DA379/2001).</p> <p>The shops are leased to tenants on standard commercial leases, and is not a public reserve.</p> <p>Consent for the development was issued in 2001, however the use of land as a shop is permitted with consent in the MU1 zone.</p>			


<b>Item 11 George Street Car Park</b>	
Address	1-17 Elsie St, Burwood
Title	Lot 13 DP 1142160
Zoning	Mixed Use MU1
Land Use	Car Park
Description	<p>The George Street Car Park is a town centre car park located in the basement of 1-17 Elsie Street, accessed off George Street.</p> <p>As the carpark is an operational use it is appropriate to classify it as operational land.</p>
<p>The land was acquired by Council in 2009 and has been used as a car park since the building was constructed in 2009 (DA379/2001). The land is not leased and is not a public reserve.</p> <p>Consent for the development was issued in 2001, however the use of land as a car park is permitted with consent in the MU1 zone.</p>	



<b>Item 12 Elsie Street Loading Dock and George Street Community Centre</b>	
Address	1-17 Elsie St, Burwood
Title	Lot 33 SP 93494
Zoning	Mixed Use MU1
Land Use	Car Park
Description	<p>The Elsie Street Loading Dock and associated Car Park is located in the basement of 1-17 Elsie Street, accessed off George Street.</p> <p>As the loading dock and carpark is an operational use it is appropriate to classify it as operational land.</p>
<p>The land was acquired by Council in 2009 and has been used as a car park since the building was constructed in 2009 (DA379/2001). The land is not leased and is not a public reserve.</p> <p>Consent for the development was issued in 2001, however the use of land as a car park and a community centre is permitted with consent in the MU1 zone.</p>	





<b>Item 13</b>		<b>Fitzroy Street Car Park</b>	
Address	1a Fitzroy St, Burwood (adjacent to Reed Reserve).		
Title	Lots 1 and 2 DP 8973		
Zoning	Low Density Residential (R2)		
Land Use	Car Park		
Description	<p>These lots form part of the Fitzroy Street Car Park in Croydon Town Centre.</p> <p>As the carpark is an operational use it is appropriate to classify it as operational land.</p>		
<p>The Fitzroy Street Car Park was acquired by Council in the 1970s as part of a strategic initiative to provide public parking facilities in the area. While specific development approval records are not available, the site has been continuously used as a car park since acquisition, and has a 2-hour daytime parking restriction and no fee is charged for its use. This long-standing use predates the current Burwood Local Environmental Plan 2012 and is consistent with the site's current zoning. The land is not leased and is not a public reserve.</p>			

<b>Item 14</b>		<b>462a Georges River Road</b>	
Address	462A (Rear) Georges River Rd, Croydon Park		
Title	Lot 2 in DP 1125122		
Zoning	General Residential (R1)		
Land Use	Municipal Purposes		
Description	<p>The land behind the childcare centre is currently used for Council operational purposes (Storage)</p> <p>As the storage is an operational use it is appropriate to classify the site as operational land.</p>		
<p>The property at 462a Georges River Road, Croydon Park, is currently utilised for Council operational purposes. Historical records and the Certificate of Title suggest that this parcel was originally part of a larger land holding at 462 Georges River Road.</p> <p>It appears that Council subdivided the original property, selling off the front portion which has since been redeveloped into a day care facility. The retained rear portion, now known as 462a Georges River Road, was kept for Council use and is bound by various easements and rights of way, likely established during the subdivision process to ensure access and utilities for both the sold and retained portions of land.</p> <p>While the exact date of the subdivision and partial sale is unknown, this strategic land management decision by Council demonstrates its ability to balance community needs with operational requirements. By retaining a portion of the original property for Council operations while allowing development on another portion, Council has efficiently utilised its land assets.</p> <p>The current use of 462a Georges River Road for Council operational purposes underscores its ongoing importance to Council's service delivery capabilities. The easements and rights of way</p>			

associated with the property reflect the complex nature of urban land use and the need for careful planning in land subdivision and repurposing.

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

<b>Item 15</b>		<b>45 Heydon Street</b>	
Address	45 Heydon St, Enfield		
Title	Lot 121 DP 456968 and Lot 120 DP 456968		
Zoning	Low Density Residential (R2)		
Land Use	Road and Footpath		
Description	<p>The land at 45 Heydon Street, Enfield is used for road purposes.</p> <p>The main use of the land is for road transport which is an operational use it is appropriate to classify it as operational land.</p>		
<p>Acquired by Council in 1974, this land has been consistently utilised as part of the local road network. Its use as a road is permissible without consent under the current R2 zoning, reflecting its ongoing importance in local traffic management and connectivity.</p> <p>The land is not leased and is not a public reserve. It has been used for these purposes since before the Burwood LEP commenced in 2012.</p>			

<b>Item 16</b>		<b>Council Chambers, Customer Service &amp; Library</b>	
Address	2-4 Conder St, Burwood		
Title	Lot 1 DP 1252835		
Zoning	Mixed Use MU1		
Land Use	Office, Shop, Library, Community Facility		
Description	<p>These community and office uses within the Council Administration Centre.</p> <p>As shops and offices an operational uses it is appropriate to classify them as operational land.</p>		
<p>2-4 Conder Street, Burwood (Lot 1 DP 1252835) encompasses the original Council Chambers, a heritage-listed building that still accommodates the Mayor, Councillors, and some administrative staff. This significant site has evolved to meet changing community needs, with a modern extension to the rear housing Council's customer service center, library, and various community facilities. In 2020, the site underwent substantial upgrades, further enhancing its functionality and amenities.</p> <p>The property serves multiple operational functions, including civic administration, community services, and public amenities. A licensed coffee cart operates on the premises, enhancing visitor amenities. Additionally, the site includes a paid public car park that supports access to these essential community facilities.</p>			


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


Item 17		Unity Place (Part)	
Address	Hornsey St, Burwood		
Title	Lot 105 DP1258893		
Zoning	Mixed Use MU1		
Land Use	Council administration, retail and commercial, civic domain, community facility		
Description	<p>These community and office uses within the Council Administration Centre.</p> <p>As shops and offices an operational uses it is appropriate to classify them as operational land.</p>		
<p>Formerly known as Hornsey Street, this area was renamed Unity Place in 2021. The site is subject to a specific Plan of Management which outlines its intended future reclassification to operational land, supporting Council's long-term strategic planning for the precinct</p> <p>The Conder Street and (formerly) Hornsey Street, Burwood location, now known as Unity Place is widely considered the historic and 'spiritual' home of Burwood Council and recognised as the hub of community related activities.</p> <p>Unity Place has allowed Council to achieve its identified strategic objectives through the creation of a modern and industry leading Civic Centre capable of simultaneously hosting Council's administration, library, community and customer service functions at 2 and 8 Conder Street, Burwood. The co-location of various services in a modern, easily accessible and well connected facility has generated multiple synergies and opened up innumerable opportunities to increase service levels and activate adjoining public spaces.</p> <p>The spaces within Lot 105 in DP1258893 of the 39-47 Belmore Street, 6-14 Conder Street and Wynne Avenue, Burwood site, is now addressed as 8 Conder Street and 49 Belmore Street, Burwood and known in its entirety as Unity Place (formerly Hornsey Street, Burwood).</p>			




Item 18		Meryla Street Car Park
Address	33-35 Meryla St, Burwood	
Title	Lots 58 & 57 DP 7805	
Zoning	Low Density Residential (R2)	
Land Use	Car Park	
Description	<p>33-35 Meryla Street is a small town centre carpark.</p> <p>As the carpark is an operational use it is appropriate to classify it as operational land.</p>	
<p>The Meryla Street Car Park has been a long-standing public parking facility in the area, since its acquisition in 1977. Its continuous use as a car park predates the current LEP. The proposed inclusion in Schedule 1 of the LEP will formalise its permissibility in the R2 zone, reflecting its established and ongoing use. The land is not leased and is not a public reserve.</p> <p>There are no development approval records available.</p>		


Item 19		Murphys Lane
Address	17a Wright St, Croydon	
Title	Lot 101 DP 873782	
Zoning	Low Density Residential (R2)	
Land Use	Footpath	
Description	<p>This narrow strip of land is a footpath to the side of Murphys lane.</p> <p>As the footpath is an operational use it is appropriate to classify the land as operational land.</p>	
<p>This land serves as an important pedestrian link, providing access to adjacent properties. Its function as a public footpath is consistent with Council's objectives for local connectivity and aligns with permissible uses in the R2 zone. The footpath leads to the common property for the dwellings to the north. The area of the land is approx. 17sqm.</p> <p>The land is not leased, and is not a public reserve.</p>		

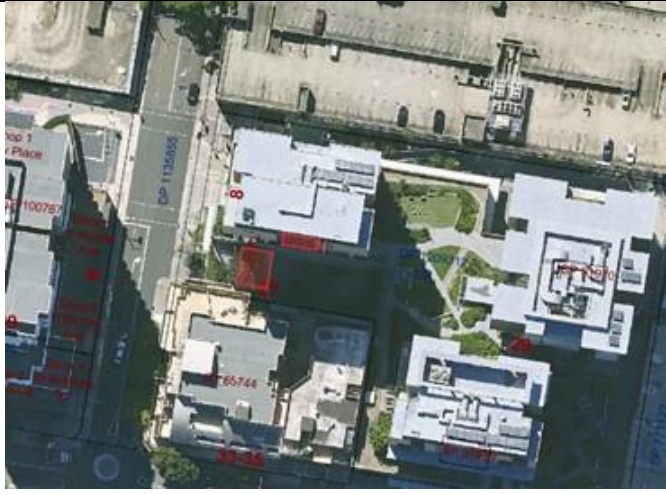
<b>Item 20</b>		<b>Parnell Street Car Park</b>	
Address	1-7 Parnell St, Strathfield		
Title	Lot 1 DP 189327, Lot 26 DP83935 & Lot 2 DP 1099132		
Zoning	Mixed Use MU1		
Land Use	Car Park		
Description	<p>1-7 Parnell Street is a small triangular car park between Parnell Street and the railway reserve.</p> <p>As the carpark is an operational use it is appropriate to classify it as operational land.</p>		
<p>The land was acquired by Council in 1964 and has been used as a car park ever since. The car park has a 10-hour daytime parking restriction and fees are payable and continues to support the parking needs of the surrounding mixed-use area</p> <p>The land is not leased and is not a public reserve.</p> <p>There are no development approval records available, however the use of land as a car park is permitted with consent in the MU1 zone. It has been used as a car park since before the Burwood LEP commenced in 2012.</p>			

<b>Item 21</b>		<b>Railway Square</b>	
Address	1a Railway Pde Burwood		
Title	Lot 2309 DP 1134547		
Zoning	Mixed Use MU1		
Land Use	Open Space and Shop		
Description	<p>Railway Square is a piece of land located between the railway and Railway Parade. A shop is located within the former goods office on the site.</p> <p>As the shop is an operational use it is appropriate to classify as operational land.</p>		
<p>The land consist of a railway post office building which is leased to tenants on standard commercial leases, and the land is not a public reserve. Railway Square serves dual purposes as public open space and a commercial venue. The shop within the former goods office has relevant approvals and its use is permissible under the current zoning. This multi-functional space contributes to the vibrancy and amenity of the local area</p>			

<b>Item 22</b>		<b>Seymour Street Car Park</b>	
Address	62 Seymour Street, Croydon Park		
Title	Lot 10 DP 1901		
Zoning	Local Centre E1		
Land Use	Car Park		
Description	<p>62 Seymour Street is a 16-bay carpark to the rear of buildings that front Georges River Road, with access to the car park off Seymour Street.</p> <p>As the carpark is an operational use it is appropriate to classify it as operational land.</p>		
<p>This car park has been a long-standing feature of the local area, supporting nearby businesses and residents. Its use is consistent with the E1 zoning and continues to play a vital role in local parking provision. The land is not leased and is not a public reserve.</p> <p>It has been used as a car park since prior to the Burwood LEP commencing in 2012.</p>			


<b>Item 23</b>		<b>Tangarra Street Car Park</b>	
Address	12 Tangarra St, Croydon Park		
Title	Lot 1 DP 580519		
Zoning	Local Centre E1		
Land Use	Car Park		
Description	<p>12 Tangarra Street is a carpark to the side of Tavistock Street with access to the bays directly off Tavistock Street.</p> <p>As the carpark is an operational use it is appropriate to classify it as operational land.</p>		
<p>The Tangarra Street Car Park has provided important parking facilities for the local community for many years. Its ongoing use as a car park is consistent with the current E1 zoning and local planning objectives. The land is not leased and is not a public reserve.</p> <p>There are no development approval records available. It has been used as a car park since prior to the Burwood LEP commencing in 2012.</p>			


<b>Item 24</b>		<b>Victoria Street</b>	
Address	65a Victoria St, Burwood		
Title	Lot B 370257		
Zoning	Mixed Use (MU1)		
Land Use	Car Park		
Description	<p>65a Victoria Street is a parcel of land used for a road and a footpath.</p> <p>The main use of the land is for road transport which is an operational use it is appropriate to classify it as operational land.</p>		
<p>This land forms an integral part of the local road network, serving both vehicular and pedestrian traffic. Its use as a road and footpath is consistent with the MU1 zoning and supports local connectivity and accessibility. The land is not leased and is not a public reserve.</p> <p>The use of land as for 'roads' is permitted without consent in the MU1 zone. It has been used for these purposes since before the Burwood LEP commenced in 2012.</p>			


<b>Item 25</b>		<b>Wynne Avenue Car Park</b>	
Address	27-31 Belmore St Burwood		
Title	Lot 6 SP 91971B		
Zoning	Mixed Use MU1		
Land Use	Car Park		
Description	<p>The Wynne Avenue Car park is a car park in the basement of 27-31 Belmore Street, accessed off Wynne Avenue.</p> <p>As the carpark is an operational use it is appropriate to classify it as operational land.</p>		
<p>The land was acquired by Council in 2019 and has been used as a car park ever since. The car park has a 10-hour daytime parking restriction and fees are payable.</p> <p>The land is not leased and is not a public reserve.</p> <p>The Wynne Avenue Car Park is a key piece of parking infrastructure in the area. While specific approval details are not available, its use is consistent with the current MU1 zoning and continues to meet local parking needs.</p>			

<b>Item 26</b>		<b>41 Brighton Street</b>	
Address	41 Brighton St, Croydon		
Title	Lot 2 DP 304375 (subject to Sydney Water easement)		
Zoning	Public Recreation (RE1)		
Land Use	Dwelling		
Description	41 Brighton Street is a residential dwelling.  As the residential dwelling is an operational use it is appropriate to classify it as operational land.		
<p>This property, while zoned RE1, has historically been used for residential purposes since its acquisition in 1975. The proposed inclusion in Schedule 1 of the LEP aims to regularise this long-standing use while maintaining Council's flexibility for future planning in the area. The land has been treated as community land and a Plan of Management exists for the land.</p> <p>The land is leased under a standard residential lease arrangement, and the land is not a public reserve. There are no development approval records available. A dwelling is a prohibited land use in the RE1 zone and it is proposed to include the land in Schedule 1 of the LEP, Additional Permitted Uses.</p>			

<b>Item 27</b>		<b>43 Brighton Street</b>	
Address	43 Brighton St, Croydon		
Title	Lot 13 DP 18849; Lot 2 DP 629656; and Lot 3 DP 304375		
Zoning	Public Recreation (RE1)		
Land Use	Childcare Centre Recreation Facilities (Outdoor)		
Description	43 Brighton Street is childcare centre and a tennis centre.  As the uses are operational use it is appropriate to classify it as operational land.		
<p>The land was acquired by Council by way of transfer in the 1970's. This site accommodates both a childcare centre and tennis facilities, providing operational and community services. These uses are permissible under the current RE1 zoning and have been established features of the local area for many years. The land has been treated as community land and a Plan of Management exists for the land.</p> <p>The land is leased under a standard commercial lease arrangement, and the land is not a public reserve. There are no development approval records available. Childcare centres and Recreation Facilities (Outdoor) are permitted with consent' in the RE1 zone. It has been used as a childcare centre and a tennis centre since before the Burwood LEP commenced in 2012.</p>			

<b>Item 28</b>		<b>Jackett Reserve and 39 Minna Street</b>	
Address	39 Minna Street, Burwood (also known as 8 Belgrave Street) in Jackett Reserve		
Title	Lot 6 & 7 Sec 2 DP233 and Lot 2 DP 201156		
Zoning	Public Recreation (RE1)		
Land Use	Park and Childcare Centre		
Description	39 Minna Street is a childcare centre within Jackett Reserve.		
<p>The acquisition date for this land is not specified in Council records. It has been used as a park and childcare centre for many decades. There are no development approval records available. Childcare centres and Recreation Facilities (Outdoor) are permitted with consent in the RE1 zone. It has been used for these purposes since before the Burwood LEP commenced in 2012. The land has been treated as community land and a Plan of Management exists for the land.</p> <p>It is proposed to reclassify the land to operational for the purposes of subdivision. Following subdivision the Childcare centre will remain operational land as it is an operational use, and the park will return to community land as a park is a community land use.</p> <p>There are no development approval records available. Childcare centres and Recreation Facilities (Outdoor) are permitted with consent' in the RE1 zone. It has been used as a childcare centre and park since before the Burwood LEP commenced in 2012.</p>			

<b>Item 29</b>		<b>SES Building</b>	
Address	32-34 Cheltenham Rd Croydon		
Title	Lot 3 DP 1198616		
Zoning	Low Density Residential (R2)		
Land Use	Emergency Services Facility		
Description	32-34 Cheltenham Road is an operations building for the State Emergency Service  As the residential dwelling is an operational use it is appropriate to classify it as operational land.		
<p>Council records do not provide a specific acquisition date for this land. It has been used as an emergency services facility for many years. There are no development approval records available. Emergency Services Facilities are permitted with consent in the R2 zone. It has been used as an emergency services facility since before the Burwood LEP commenced in 201. The land has been treated as community land and a Plan of Management exists for the land.</p> <p>The land is leased to the SES under a memorandum of understanding agreement, and the land is not a public reserve. There are no development approval records available. Emergency Service Facilities are permitted with consent' in the R2 zone. It has been used as an emergency services facility since before the Burwood LEP commenced in 2012.</p>			

<b>Item 30</b>		<b>Woodstock Childcare Centre</b>	
Address	22 Church St Burwood (incorporating 92 Fitzroy Street Burwood)		
Title	PART Lot 2 DP 605138 (Council),		
Zoning	Low Density Residential (R2)		
Land Use	Childcare Centre		
Description	This is the childcare centre at 92 Fitzroy Street.  As the uses are operational use it is appropriate to classify it as operational land.		
<p>The acquisition date for this land is not specified in Council records. It has been used as a childcare centre since 2007 and has been leased to a childcare operator since this time.</p> <p>Childcare centres are permitted with consent in the R2 zone. It has been used as a childcare centre since before the Burwood LEP commenced in 2012. The land has been treated as community land and a Plan of Management exists for the land.</p> <p>It is proposed to reclassify the land to operational for the purposes of subdivision. Following subdivision the Childcare centre will remain operational land as it is an operational use, and the remainder will return to community land as it is a community land use.</p> <p>There are no development approval records available, but it is believed that consent occurred in 2006-2007.</p>			

<b>Item 31</b>		<b>Burwood Council Offices</b>	
Address	8 Conder Street Burwood		
Title	Lot 105 in DP1258893		
Zoning	Mixed Use MU1		
Land Use	Office, Shop, Community Facility		
Description	As the uses are operational use it is appropriate to classify it as operational land.		
<p>The Burwood Council Administration Centre site was dedicated to Council in 2020 as part of a comprehensive redevelopment project by way of a Voluntary Planning Agreement. The mixed-use nature of the site, incorporating office, retail, and community facilities, aligns with the strategic objectives for the area and has relevant development approvals in place. The Burwood Council Offices site incorporates a mix of administrative, retail, and community uses. These uses are permissible under the current MU1 zoning and reflect the site's importance as a civic and community hub. This site is central to Council's operations and service delivery. Classifying it as operational land will facilitate more efficient management and potential future adaptations to meet changing administrative and community service needs.</p>			

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

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

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

In support of the Planning Proposal:

- **Attachment 1** contains the draft Planning Proposal Report in the format required by the Department of Planning, Housing and Industry (DPHI). This report contains detailed information on the planning proposal and for each item proposed to be reclassified.
- **Attachment 2** is a Practice Note produced by the Department which explains the process of classifying land and indicates the information that should be provided in the Planning Proposal report at Attachment 1.
- **Attachment 3** is a copy of the Local Environment Plan Making Guideline produced by the Department which explains the local plan making process

The Planning Proposal intends to classify 31 items from “Community Land” to “Operational Land.” These items comprise a range of locations that are owned by Council and used for operational purposes and should be classified as operational land under the Burwood Local Environmental Plan 2012.

A Ministerial Direction requires all planning proposals to be considered by the Local Planning Panel for advice prior to consideration of the planning proposal by Council. The role of the Local Planning Panel is to provide advice to Council to assist their consideration of the planning proposal. Should Council resolve to support the planning proposal it will be forwarded to DPHI for their consideration to grant Gateway approval. If approved, the Gateway determination will include details of necessary community consultation, following which the planning proposal will again be considered by Council.

This planning proposal does not involve actual development, such as a rezoning or change of planning controls, and will not alter current use or operational practice but rectify any historical anomalies in land classifications under Council’s Environmental Planning Instrument via a change to the classification of land under the LG Act.

The professional and independent advice of the Burwood Local Planning Panel (BLPP) has been included in this subsequent report to Council as well as the minutes of the Local Planning Panel meeting.

At its Meeting of 12 November 2024, the Burwood Local Planning Panel considered the draft Planning Proposal Report in relation to the Reclassification of certain Council-Owned Land and advised Council to proceed with the proposed reclassification as outlined in the attached Planning Proposal Report subject to the following advice:

1. *That the draft Planning Proposal Report be expanded to research the matter in which each property came into Council’s ownership.*
2. *Should the Council’s ownership have come by way of dedication or gift or resumption for a specific purpose and therefore whether the property is subject to a trust for public purposes, not necessarily a statutory trust.*
3. *If the land is subject to a trust for public purposes that land should remain community land.*



4. *Given that the Council has chosen to use the LEP process, the draft Planning Proposal Report is to clearly articulate a planning purpose for the LEP.*
5. *Where the Council considers that land is currently used for an operational purpose that use should be detailed sufficiently to differentiate it from a community purpose.*

Following the BLPP's advice, Council conducted additional research through its Local Heritage Library, further assessing its historical records to thoroughly investigate how the properties came into Council's ownership. After exhausting all available information sources, Council is satisfied it has fulfilled the BLPP's recommendations on this matter. A copy of the relevant BLPP minutes is contained in **Attachment 4**.

### **Community Consultation**

Consultation on this planning proposal will be undertaken during a formal 28 day exhibition period in accordance with the Environmental Planning and Assessment Regulations and Council's Community Engagement Strategy, should DPHI determine to grant Gateway approval for the planning proposal. Following the exhibition period Council will undertake a public hearing as required for reclassification planning proposals.

A public hearing must be undertaken when reclassifying public land from community to operational (EP&A Act s.57 & LG Act s.29). This gives the community an opportunity to expand on written submissions and discuss issues with an independent person in a public forum. After the exhibition period has ended, at least 21 days public notice is to be given before the hearing. This allows the person chairing the hearing sufficient time to consider written submissions and all issues raised. There are specific requirements for the independence of the person chairing the hearing, their preparation of a public hearing report and council making the report publicly available (LG Act s.47G).

### **Planning or Policy Implications**

The proposed reclassification of certain Council-owned land from Community to Operational aligns with key strategic objectives outlined in Council's Property Strategy and Operational Plan. It supports the goals under Council's Community Strategic Plan of complying with financial management responsibilities to promote transparency and accountability (A.102) and managing Council's property portfolio to optimise financial returns from Council-owned properties (A.104).

This reclassification aims to accurately reflect the current and intended use of these properties, many of which have dual operational and community functions. This update will not alter current use or operational practice but rectify any historical anomalies in land classifications under Council's Environmental Planning Instrument. It is crucial to emphasise that this proposal does not seek to reclassify land that is clearly and solely for community use, such as community centres. This careful approach is designed to maintain the integrity of genuine community spaces whilst addressing the restrictions of attracting commercial operations to activate community land for the community.

By reclassifying these selected properties, Council will gain greater flexibility in their management, allowing for more efficient use in line with Council's strategic goals. This proposal aligns with best practices in local government asset management, ensuring that land classification accurately reflects its use and potential. The reclassification will provide Council with the tools to better serve the community's needs while maintaining responsible stewardship of public assets.

### **Financial Implications**

The proposed reclassification has several potential financial implications that align with Council's commitment to responsible asset management. Primarily, reclassification to Operational land will enhance revenue opportunities by allowing Council to attract market rates for leasing and licensing of these properties. It will also permit Council to enter into longer-term leases beyond the current 21-year limit for Community land, potentially attracting more stable, long-term tenants and allowing

consistency in community service offerings, such as childcare centres, whereby they become restricted in making much needed fit-out improvements given the restricted lease terms.

This optimised approach to property management could increase revenue from these assets. Importantly, the revenue generated from these properties can be redirected towards community needs and services, creating a positive cycle of community benefit. This aligns with Council's goal of using its resources efficiently to support and enhance community services and infrastructure.

The reclassification may also lead to a reduced administrative burden as Operational land classification can streamline some aspects of property management compared to the specific requirements for Community land.

This reclassification does not alter the current use of these properties or change Council's commitment to maintaining these assets for community benefit. Instead, it provides Council with an ability to rectify historical anomalies and the flexibility to make strategic decisions about these assets in the future, always prioritising the community's best interests. The potential financial benefits of this reclassification could provide additional resources for enhancing community services and infrastructure, supporting Council's ongoing commitment to serving the needs of our residents.

### **Conclusion**

This report proposes updating the Burwood Local Environmental Plan 2012 (BLEP) through a planning proposal under the Environmental Planning and Assessment Act 1979 (EPA Act) to reclassify certain Council-owned public land from Community Land to Operational Land under the Local Government Act 1993 (LG Act). This change will not affect current use or operations but will correct historical classification anomalies in the Council's Environmental Planning Instrument.

If Council supports the proposal, it will be submitted to the Department of Planning, Housing and Infrastructure (DPHI) for Gateway approval. If approved, Council will commence community consultation and a public hearing in accordance with legislative requirements before the proposal returns to Council for further consideration.

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

1. That Council resolves to support the preparation and submission to the NSW Department of Planning, Housing and Infrastructure (DPHI) a request for Gateway Determination of a Planning Proposal to update the *Burwood Local Environmental Plan 2012 (BLEP)* to:
  - a) Reclassify certain Council-owned land from Community Land to Operational Land under the *Local Government Act 1993 (LG Act)* and Schedule 4 of BLEP to correctly reflect the use of specified sites as listed in this report.
  - b) Include additional permitted land uses under Schedule 1 of BLEP for certain Council-owned land to correctly reflect the use of specified sites as listed in this report.
2. That subject to a DPHI Gateway Determination, a minimum 28 day community consultation and engagement process be undertaken and a public hearing be undertaken in accordance with the Environmental Planning and Assessment Act 1979 and Local Government Act 1993.
3. That the General Manager be delegated to undertake minor modifications to any numerical, typographical, interpretation and formatting errors, if required.
4. That the results of the Gateway request, community consultation and engagement process and public hearing be reported back to Council.

**Attachments – See separate Attachments Paper**

- 1 [↔](#) Draft Planning Proposal Report - Reclassification of Certain Council owned land - February 2025
- 2 [↔](#) DPHI Practice Note Reclassification Public Land via LEP
- 3 [↔](#) DPHI LEP Making Guideline
- 4 [↔](#) BLPP Minutes November 2024

## **(Item 4/25) Half-Yearly Report - June to December 2024**

File No: 25/2427

Report by Director People & Performance

### **Summary**

A report on the progress of Council's Delivery Program 2022 – 2026 is to be presented to Council on a half-yearly basis in accordance with legislative requirements of the State Government's Integrated Planning and Reporting (IP&R) Framework.

### **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**

Council's Integrated Planning & Reporting (IP&R) documentation reports information in a transparent and streamlined process to provide easy access to information for residents.

Reflecting the IP&R Framework, reporting follows the structure of the Delivery Program 2022 – 2026 and Operational Plan 2024 – 2025, which delivers upon the strategic goals identified by the community in the Burwood2036 Community Strategic Plan.

This Half-Yearly Report is the first report for the Operational Plan 2024 – 2025 covering the period from 1 July 2024 to 31 December 2024.

The strategic goals are divided into five themes:

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

Each strategic goal is divided into actions which represent the specific initiatives Council proposes to implement to achieve the identified targets. The Delivery Program includes a total of 149 actions which are incorporated into the Operational Plan.

### **Reporting Structure**

Key users are required to provide a rating status and comment for each strategic action they are responsible for as follows:

<b>Completed</b>	An action has been completed during the reporting period.
<b>On Track</b>	The action is on track for completion as scheduled.
<b>Not Due to Start</b>	The action is not due to start during the reporting period.
<b>Monitor</b>	The action is underway, but may not be completed in time or it has been postponed.

These requirements support and promote a continuous risk evaluation process for staff and management which allows the identification of risks and opportunities at an early stage in the delivery of activities/projects.

## Measuring our Success

For the period 1 July 2024 to 31 December 2024, Council has registered the following progress:

Status	Number
Completed	21
On Track	106
Not Due to Start	5
Monitor	8
<b>Total</b>	<b>140</b>

Some significant milestones during this timeframe include:

- In September 2024, the Local Government elections were held, and our Councillors were elected for a new four-year term.
- Council's focus on creating an inclusive Burwood continued with key actions from the Disability Inclusion Action Plan rolled out and International Day for People with Disability celebrated in early December 2024.
- Over 60% of the actions set out in the Multicultural Burwood Plan have been delivered including Aboriginal Cultural Awareness Training and the Culture Talks Forum.
- Implementation of the Year 1 actions from the Burwood Youth Action Plan commenced including a webpage on Council's website designed for young people in collaboration with the Burwood Youth Advisory Group.
- The trial of the Burwood Library After Dark service commenced providing after-hours access to community members participating in the trial.
- The use of Council's facilities and sporting fields continued to be strong with 2,744 bookings of community centres, halls and the Community Hub, and 1,399 sporting field bookings.
- October 2024 saw Council celebrate Small Business Month hosting a free networking event in the Library and Community Hub with over 50 local business owners in attendance.
- The Mobile Play Van had approximately 2,370 families visit with a total number of 5,720 attendees.
- The draft of Council's inaugural Reflect Reconciliation Plan was developed in consultation with First Nations stakeholders, community members, local schools, services and staff.
- Council delivered the final scheduled events and activities for the Burwood Council Sesquicentenary including a Special Council Meeting held on Wednesday, 24 July 2024.
- Significant progress was made on the delivery of Council's Western Sydney Infrastructure Grant (WSIG) Program projects with the commencement and completion of key milestones including community consultation, progression from draft to detailed design and preparation for major construction.
- New creative programs were rolled out in the Library and Community Hub including 'Creative Kids' and 'Creative Seniors'.
- 740 program classes were made available at the Enfield Aquatic Centre and 2,646 student bookings were received for Council's Learn to Swim Program.
- The implementation of Council's Child Safe Standards continued with actions including the inclusion of Child Safety obligations in the Councillor induction, update of the 'Children in the

Library Corporate Practice' and physical improvements to improve child safety in Council facilities.

- A number of key events were delivered to the Burwood community including Burwood Culture Streets, an expanded Greek Street Fair, Christmas in Croydon and Carols in the Park.
- 12 additional Chinatown Night Markets road closure activations were delivered on Clarendon Place.
- 108 Burwood residents received their Australian citizenship at two ceremonies held during the reporting period.
- The Flockhart Park Playground upgrade and installation of five new Outdoor Fitness Stations were completed with funding from the NSW Government's Infrastructure Grants program.
- The WSIG park expansion projects at Portland and Russell streets were completed.
- 15 applications for Council's Shopfront Improvement Program were approved with a total funding amount of \$44,703 being made available.
- The Burwood Art Prize opened in November 2024 with an overall prize pool of \$25,000 (previously \$14,000) with sponsorship of \$10,000 from the Anson Group.
- Seven public art projects were completed including the Burwood Mayoral Portraits, Burwood Uniting Church Mural and the Happy Nest on the Burwood Nest.
- A comprehensive audit of Burwood's cultural assets was completed with more than 2,000 cultural assets identified.
- 10 new mobile Customer Service pop-up stalls across various locations were held, and Council's overall customer experience rating was 8.0 out of 10 from 6,776 ratings.
- The implementation of a single Enterprise Resource Planning (ERP) solution continued enhancing service delivery and increasing efficiencies.
- 159 projects were exhibited on Participate Burwood with 26,776 views by 11,501 visitors; 916 project contributions by 556 contributors were received.

### **Consultation**

Once the Half-Yearly Report is endorsed by Council, it will be made available to the public on Council's website.

### **Planning or Policy Implications**

In accordance with s 404 of the *Local Government Act 1993* the General Manager must provide progress reports to Council, at least every six months, as to its progress with respect to the principal activities detailed in Council's Delivery Program. Burwood Council's Operational Plan 2024 to 2025 requires that public information is made available in a timely manner.

### **Financial Implications**

No Financial implications.

**Conclusion**

Council's Delivery Program 2022 – 2026, Operational Plan 2024 – 2025 and the Half Yearly Report 1 July 2024 to 31 December 2024 provides Council with ongoing updates on the progress of the objectives identified in Council's Delivery Program and Operational Plan.

***Recommendation(s)***

That Council endorse the Half-Yearly Report 1 July 2024 to 31 December 2024.

**Attachments – See separate Attachments Paper**

1⇒ Burwood Council - Half-Yearly Report - December 2024

## **(Item 5/25) Councillor Expenses and Facilities Policy - Adoption**

File No: 25/5374

Report by Acting Director Corporate Services

### **Summary**

Section 252 (1) of the *Local Government Act 1993* (the Act) requires that the Council must, within the first 12 months of each term of Council, adopt a policy concerning the payment of expenses incurred and facilities provided to the Mayor and Councillors. The revised *Councillor Expenses and Facilities Policy* has been publicly exhibited and is now presented to Council for adoption.

### **Operational Plan Objective**

P.49 Ensure transparency and accountability in decision making

### **Background**

The Policy had been revised to ensure compliance with the Act, the *Local Government (General) Regulation 2021*, the Office of Local Government (OLG) Guidelines, and the OLG Councillor Expenses and Facilities Policy Better Practice Template.

At its meeting of 10 December 2024, Council resolved to place the revised *Councillors Expenses and Facilities Policy* on public exhibition for a period of 28 days.

### **Consultation**

The draft *Councillors Expenses and Facilities Policy* was on public exhibition for 45 days from 17 December 2024 to 31 January 2025, allowing additional time for consideration and comment.

Council advertised the draft policy:

- via Participate Burwood on Council's website, and
- in multiple editions of the Burwood Community Update e-Newsletter.

No submissions were received.

### **Planning or Policy Implications**

The policy is consistent with OLG Guidelines and the OLG Councillor Expenses and Facilities Policy Better Practice Template.

The revised policy does not propose major changes and many of the existing expense limits have been retained. Other provisions, such as those relating to ICT equipment, telephony expenses and e-parking permits, have been updated to reflect current requirements. No further changes are proposed.

The proposed policy is provided at [Attachment 1](#). Once adopted, the new *Councillors and Expenses Policy* will supersede the current policy.

### **Financial Implications**

The proposed limits contained within the proposed policy are consistent with existing budgets.



**Conclusion**

The proposed *Councillor Expenses and Facilities Policy* is in line with modern local government practices supporting transparency and accountability around the allocation and use of funds.

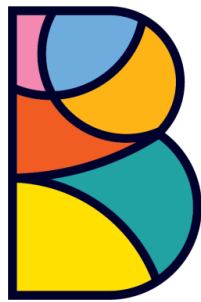
***Recommendation(s)***

That Council:

1. Adopts the revised *Councillor Expenses and Facilities Policy* appearing at Attachment 1 to this report.
2. Retires the *Councillor Expenses and Facilities Policy* adopted by Council on 28 June 2022.

**Attachments**

- 1 [↓](#) Draft Councillor Expenses and Facilities Policy



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## **COUNCILLOR EXPENSES AND FACILITIES POLICY**

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Public Document  
Adopted by Council: [Minute No. ]  
Ref. No.: 24/52566  
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Councillor Expenses and Facilities Policy

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**Policy Summary**

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to councillors to help them undertake their civic duties.

It ensures accountability and transparency, and seeks to align councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2021* (the Regulation), and complies with the Office of Local Government’s Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

Expense or facility	Maximum amount	Frequency
General travel expenses	\$1,000 for each councillor An additional \$1,000 for the Mayor	Per financial year
Interstate, overseas and long distance intrastate travel expenses	\$8,000 per councillor	Per term
Accommodation and meals	As per the <i>NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009</i> , adjusted annually	Per meal/night
Professional development	\$5,300 per councillor  Option: On one occasion only, a councillor may use their full allowance to undertake the <i>Company Director Course</i> delivered by the Australian Institute of Company Directors. The allowance will be topped-up for that year only to cover the full cost of the course.	Per financial year  Once only
Conferences and seminars	\$8,000 per councillor	Per term
Functions (council approved)	Maximum \$250 for entry costs	Per function
ICT and equipment expenses	iPad with a data plan issued to Mayor and all councillors  iPhone and accessories valued up to \$2,600 issued to the Mayor  iPhone and accessories valued up to \$2,600 issued to each councillor	Per term  Yearly  Every two years

Expense or facility	Maximum amount	Frequency
	\$1,200 calls and data for the Mayor	Per financial year
	\$700 calls and data per non-mayoral councillor	Per financial year
	\$4,400 per councillor for other ICT and office equipment	Per term
Carer expenses	\$2,000 per councillor	Per financial year
Home office expenses	\$500 per councillor	Per financial year
Business cards	\$400 per councillor	Per financial year
Access to facilities in a Councillor common room	Provided to all councillors	Not relevant
Council vehicle, fuel card and cleaning	Provided to the Mayor	Not relevant
Car parking – a ‘works permit’ and access to shared parking spaces at Council offices	Provided to all councillors	Not relevant
Furnished office	Provided to the Mayor	Not relevant
Appropriate staff to support the Mayor and Councillors	Provided to the Mayor and councillors	Not relevant

Additional costs incurred by a councillor in excess of these limits are considered a personal expense that is the responsibility of the councillor.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

**Definitions**

accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a councillor
appropriate refreshments	Means food and beverages, excluding alcohol, provided by council to support councillors undertaking official business
Act	Means the Local Government Act 1993 (NSW)
Clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted

Councillor Expenses and Facilities Policy

Councillor	Means a person elected or appointed to civic office as a member of the governing body of council who is not suspended, including the Mayor
council approved meeting or event	<p>Means the meeting or event meets one of the following criteria (based on Councillors' legislative role and responsibilities):</p> <ul style="list-style-type: none"> <li>▪ a leadership role in guiding the development and implementation of the Community Strategic Plan and Council's Delivery and Operational Programs</li> <li>▪ direct and control the affairs of the Council in accordance with the Act</li> <li>▪ furthered the optimum allocation of the Council's resources for the benefit of the area</li> <li>▪ related to the creation and review of the Council's policies and objectives and criteria relating to the exercise of the Council's regulatory functions</li> <li>▪ related to a review of the performance of the Council and its delivery of services and the delivery program and revenue policies of the Council</li> </ul> <p>Specific examples include:</p> <ul style="list-style-type: none"> <li>▪ meeting with the Member for Strathfield at Parliament House or electorate office regarding the Burwood Local Government Area</li> <li>▪ meetings with adjacent Councils to discuss the development of policy relating to joint project delivery</li> </ul>
General Manager	Means the General Manager of Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
long distance intrastate travel	Means travel to other parts of NSW of more than three hours' duration by private vehicle
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
official business	<p>Means functions that the Mayor or councillors are required or invited to attend to fulfil their legislated role and responsibilities for council or result in a direct benefit for council and/or for the local government area, and includes:</p> <ul style="list-style-type: none"> <li>▪ meetings of council and committees of the whole</li> <li>▪ meetings of committees facilitated by council</li> <li>▪ civic receptions hosted or sponsored by council</li> <li>▪ meetings, functions, workshops and other events to which attendance by a councillor has been requested or approved by council</li> </ul>
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a councillor or the Mayor
Regulation	Means the Local Government (General) Regulation 2021 (NSW)

year	Means the financial year, that is the 12-month period commencing on 1 July each year
------	--

## Part A — Introduction

### 1. Introduction

- 1.1. The provision of expenses and facilities enables councillors to fulfil their civic duties as the elected representatives of Burwood Council.
- 1.2. The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to councillors. The minimum and maximum fees a council may pay each councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range

### 2. Policy objectives

- 2.1. The objectives of this policy are to:
  - enable the reasonable and appropriate reimbursement of expenses incurred by councillors while undertaking their civic duties
  - enable facilities of a reasonable and appropriate standard to be provided to councillors to support them in undertaking their civic duties
  - ensure accountability and transparency in reimbursement of expenses and provision of facilities to councillors
  - ensure facilities and expenses provided to councillors meet community expectations
  - support a diversity of representation
  - fulfil the council's statutory responsibilities.

### 3. Principles

- 3.1. Council commits to the following principles:
  - **Proper conduct:** councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
  - **Reasonable expenses:** providing for councillors to be reimbursed for expenses reasonably incurred as part of their role as councillor
  - **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor
  - **Equity:** there must be equitable access to expenses and facilities for all councillors
  - **Appropriate use of resources:** providing clear direction on the appropriate use of council resources in accordance with legal requirements and community expectations
  - **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to councillors.

### 4. Private or political benefit

- 4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.



- 4.2. Private use of council equipment and facilities by councillors may occur from time to time. For example, telephoning home to advise that a council meeting will run later than expected.
- 4.3. Such incidental private use does not require a compensatory payment back to Council.
- 4.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of council facilities does occur, councillors must reimburse the Council.
- 4.5. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
  - production of election material
  - use of council resources and equipment for campaigning
  - use of official council letterhead, publications, websites or services for political benefit
  - fundraising activities of political parties or individuals, including political fundraising events.
- 4.6. Where a service is partly used for official council business, councillors must claim only that part directly related to their civic duties as a councillor. Individual councillors must, therefore, make a reasonable estimate as to their private and civic duties use (in percentage terms) for such accounts.

## Part B — Expenses

### 5. General expenses

- 5.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 5.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

### 6. Specific expenses

#### General travel arrangements and expenses

- 6.1. All travel by councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.2. Each councillor may be reimbursed up to a total of \$1,000 per year, and the Mayor may be reimbursed an additional \$1,000 per year, for travel expenses incurred while undertaking official business, professional development, attending approved conferences or seminars, or attending council approved meetings or events within NSW.

This includes reimbursement:

- for public transport fares
  - for the use of a private vehicle or hire car
  - for parking costs for Council and other meetings
  - for tolls
  - by Cab Charge card or equivalent
  - for documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.3. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the *Local Government (State) Award*, subject to consideration being given to comparative methods of travel such as air travel or the use of a pool or hire car, taking into account the nature and destination of the trip, to ensure the best use of Council resources.

- 6.4. Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.
- 6.5. If a Cab Charge or a ride-sharing program is used, the councillor must not include a tip for the driver at Council's expense.
- 6.6. Councillors will need to complete a Cab Charge Advice Form for each charge used. The form can be found on the Councillor Portal. Cab Charge must not be used for travel that is considered to be of a personal nature.
- 6.7. A councillor may also use a Council-owned pool vehicle (if one is available) to facilitate the councillor's travelling requirements, for the following purposes:
- travel to and from approved seminars and conferences
  - travel to and from Council business within the Metropolitan Area, subject to the General Manager's written approval in consultation with the Mayor

Councillors will provide a copy of a current and valid driver's licence to the Manager Governance & Risk, indicating that they are licensed to drive a vehicle.

Councillors will pick up and return the vehicle to the Council. Except in cases of an emergency, the vehicle is not to be driven by anyone other than the councillor(s) who have requested the vehicle. Council will meet the cost of fuel and all normal running expenses.

#### **Interstate, overseas and long distance intrastate travel expenses**

- 6.8. In accordance with Section 4, Council will scrutinise the value and need for councillors to undertake overseas travel. Council should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the council and the local community. This includes travel to sister and friendship cities.
- 6.9. Total interstate, long distance intrastate and overseas travel expenses for each councillor will be capped at a maximum of \$8,000 per term.
- 6.10. Councillors seeking approval for any interstate, overseas or long distance intrastate travel must submit a case to the General Manager prior to travel.
- 6.11. All travel requests submitted under section 6.10 will be considered at an open meeting of the council prior to travel, through a report from the General Manager.
- 6.12. The case should include:
- objectives to be achieved in travel, including an explanation of how the travel aligns with current council priorities and business, the community benefits that will accrue as a result, and its relevance to the exercise of the councillor's civic duties
  - who is to take part in the travel
  - duration and itinerary of travel
  - a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 6.13. For journeys by air, the class of air travel is to be economy class.
- 6.14. Bookings for approved air travel are to be made through the General Manager's office.
- 6.15. For air travel that is reimbursed as council business, councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

#### **Travel expenses not paid by Council**

- 6.16. Council will not pay any traffic or parking fines or administrative charges for road toll accounts.
- 6.17. Should a councillor choose to use their own vehicle for travel on Council business or to approved conferences and seminars, Council will not accept responsibility for the cost of any breakdowns or damage to the vehicle as a result of such travel. Such costs are the

individual councillor's responsibility. For example, Council will not pay for extra accommodation costs associated with vehicle breakdowns.

- 6.18. Claims for motor vehicle accidents/incidents involving councillors' private vehicles during a council approved trip will be assessed on a case by case basis.

#### **Accommodation and meals**

- 6.19. Council will reimburse costs for accommodation and meals while councillors are undertaking prior approved travel or professional development outside metropolitan Sydney.
- 6.20. The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the *NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009*, as adjusted annually.
- 6.21. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the General Manager, being mindful of Clause 6.20.
- 6.22. Councillors will not be reimbursed for alcoholic beverages.

#### **Refreshments for council related meetings**

- 6.23. Appropriate refreshments will be available for council meetings, council committee meetings, councillor briefings, approved meetings and engagements, and official council functions as approved by the General Manager.
- 6.24. As an indicative guide for the standard of refreshments to be provided at council related meetings, the General Manager must be mindful of Part B Monetary Rates of the *NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009*, as adjusted annually.

#### **Professional development**

- 6.25. Council will set aside \$5,300 per councillor annually in its budget to facilitate professional development of councillors through programs, training, education courses and membership of professional bodies.
- 6.26. On one occasion only, a councillor may opt to use the full \$5,300 allowance referred to in clause 6.25 to undertake the *Company Director Course* delivered by the Australian Institute of Company Directors. Given the relevance of the skills developed through that course, Council will top-up the professional development allowance for that councillor for that year only to cover the cost of that course. Council will pay for attendance either by online mode or in person at the Sydney-based 5-day intensive. (At the time of adoption of this policy, the online mode cost \$11,200 and the Sydney-based intensive cost \$12,600).
- 6.27. In the first year of a new council term, Council will provide a comprehensive induction program for all councillors that considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 6.28. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the councillor's civic duties, the councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 6.29. Approval for professional development activities is subject to a prior written request to the General Manager outlining the:
- details of the proposed professional development
  - relevance to council priorities and business
  - relevance to the exercise of the councillor's civic duties.

**Conferences and seminars**

- 6.30. Council is committed to ensuring its councillors are up to date with contemporary issues facing council and the community, and local government in NSW.
- 6.31. Council will set aside \$8,000 per Councillor per term to facilitate councillor attendance at conferences and seminars.
- 6.32. This expenditure relates to relevant local governance conference and seminars and related educational tours, either within NSW, interstate, or overseas such as:
- The Australian Local Government Association (ALGA) and Local Government NSW (LG NSW) Annual Conferences
  - Special “one off” conferences
  - Visits to other Councils to research best practice solutions
  - Others as approved by Council resolution.
- 6.33. Attendance at the ALGA and LG NSW annual conferences will be approved by council at an open meeting of council.
- 6.34. Councillors seeking approval to attend another conference or seminar must submit a case to the General Manager. The case should cover the following factors:
- relevance of the topics and presenters to current council priorities and business and the exercise of the councillor’s civic duties
  - cost of the conference or seminar in relation to the total remaining budget.
- 6.35. Requests submitted under section 6.34 may be considered at an open meeting of the council, through a report from the General Manager.
- 6.36. Council will meet the reasonable cost of registration fees, transportation, meals and accommodation associated with attendance at conferences approved by the General Manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.19–6.22.
- 6.37. Council will not meet the following costs:
- laundry or dry cleaning services
  - use of the bar fridge other than water and non-alcoholic beverages
  - expenses incurred for movies provided in a hotel room
  - expenses incurred at bars (including the bar located at the hotel)
  - any tips for service provided by the councillors.
- 6.38. On returning from the seminar or conference, councillors, or a member of staff accompanying the councillor/s, may provide a written report to the next available Council meeting on the aspects of the seminar or conference relevant to Council business and/or the local community. This report is not required for the Local Government NSW Annual Conference or the Australian Local Government Association Annual Conference.

**Council approved functions**

- 6.39. Entry costs for attending official Council approved functions in the Sydney Metropolitan Area will be reimbursed to a maximum of \$250 per function.
- 6.40. Parking fees will be reimbursed to a maximum of \$100 per function and will be deducted from the general travel expense limits outlined at Clause 6.2.
- 6.41. Council approved functions are those where the councillor receives an official invitation addressed specifically to the councillor in his/her capacity as an elected representative of Burwood Council and is relevant to the Burwood Local Government Area.
- 6.42. Councillor expenses may not be used to support attendance by councillors at political fund-raising functions.

**Accompanying person's expenses**

- 6.43. Council will meet certain expenses incurred by a councillor on behalf of an accompanying person up to an annual limit of \$600, providing they are properly and directly related to the role of the councillor as follows:
- Attendance at official Council functions that are of a formal and ceremonial nature, as considered appropriate, when accompanying councillors within the local government area or outside the local government area but within the State when representing the Mayor. Examples include, but are not limited to, Australia Day Award ceremonies, Citizenship ceremonies, Civic receptions and charitable functions for charities formally supported by Council.
  - Limited expenses of accompanying persons associated with attendance at the Local Government NSW and the Australian Local Government annual conferences. These expenses are limited to the cost of registration and the official conference dinner. Travel expenses, any additional accommodation expenses, and the cost of partner tours, etc., are the responsibility of individual councillors.
- 6.44. In relation to seminars and conferences attended by a councillor, all costs for an accompanying person, including any additional accommodation costs must be met by the councillor or accompanying person.
- 6.45. The payment of expenses for accompanying persons attending appropriate functions as permitted above will be confined specifically to the ticket, meal and/or the direct cost of attending the function. Peripheral expenses incurred by spouses such as grooming, special clothing and transport will not be reimbursed.

**Information and communications technology (ICT) expenses**

- 6.46. Council will provide the councillors with a package of ICT devices and services for use during each term of council, as determined by the General Manager.
- 6.47. These devices and services are provided for councillors to undertake their civic duties, such as:
- receiving and reading council business papers
  - relevant phone calls and correspondence
  - diary and appointment management.
- 6.48. Council will issue the Mayor and councillors with an iPad to a specification determined by the General Manager but including WiFi capability and a data SIM each term. It is the intention that the iPad will be used as the primary means of accessing council business papers.
- 6.49. The iPad and data services will be managed, paid for and maintained centrally by council to a Fairplay Policy Data Plan (or equivalent) to a maximum of \$700 per councillor per year. As at November 2024, this plan was valued at \$672 per councillor per year.
- 6.50. At the start of each term, council will issue the Mayor with an iPhone and accessories up to a value of \$2,600 and to a specification determined by the General Manager. The Mayor will be reimbursed for the cost of calls and data used for council business to a maximum of \$1,200 per year. The Mayor's phone may be replaced yearly, if required.
- 6.51. At the start of each term, council will issue each councillor, other than the Mayor, with an iPhone and accessories up to a value of \$2,600 and to a specification determined by the General Manager. This will include a call and data plan managed and paid for centrally by Council. Councillors' iPhones may be replaced once every two years, if required.
- 6.52. In addition, council will reimburse councillors for expenses associated with other ICT or home office equipment up to a limit of \$4,400 per term for each councillor. It is noted that council's IT staff will not maintain or support the additional items purchased under this clause.

- 6.53. Councillors will be issued with a Council email address and access to the Council's email system for their civic duties.
- 6.54. Councillors will have access to a secure Councillor Portal where business papers, forms, access to policy documents and other key information will be made available.
- 6.55. IT equipment provided under this policy will be depreciated over a 3-year period.
- 6.56. At the conclusion of their Council term, Councillors will have the option to purchase devices they have been using. The buyout cost will be calculated as the original purchase price, less depreciation. If the item is more than three years old, it may be purchased for a nominal fee of \$50.

#### **Maintenance and replacement of ICT devices during the term**

- 6.57. Councillors are expected to take the utmost care for any equipment provided to them.
- 6.58. Any scheduled or regular maintenance of Council provided facilities, including software upgrades or replacement of equipment due to technical redundancy, are carried out at Council's expense by Council staff.
- 6.59. The Mayor's iPhone may be replaced yearly, with the approval of the General Manager.
- 6.60. An iPhone for a non-mayoral councillor may be replaced every 2 years, with the approval of the General Manager.
- 6.61. In the event that a piece of equipment is faulty or damaged, it will either be repaired or replaced following an assessment of the cost.
- 6.62. Any other repairs, unscheduled maintenance or negligently broken, stolen or lost equipment, must be paid for by the councillor personally.
- 6.63. Councillors must report the theft of any equipment issued immediately to the Police and to the Manager Governance & Risk.

#### **Special requirements and carer expenses**

- 6.64. Council encourages wide participation and interest in civic office. It will seek to ensure council premises and associated facilities are accessible, including provision for sight or hearing impaired councillors and those with other disabilities.
- 6.65. Transportation provisions outlined in this policy will also assist councillors who may be unable to drive a vehicle.
- 6.66. In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a councillor with a disability to perform their civic duties.
- 6.67. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of \$2,000 per annum for attendance at official business, plus reasonable travel from the principal place of residence.
- 6.68. Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.69. In the event of caring for an adult person, councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner

#### **7. Insurances**

- 7.1. In accordance with Section 382 of the Act, Council is insured through CivicRisk Mutual with a range of insurance covers. Councillors are included as a named insured in all Council's insurance policies.

- 7.2. Insurance protection is only provided if a claim arises out of or in connection with the councillor's performance of his or her civic duties, or exercise of his or her functions as a councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 7.3. Council will pay the insurance policy excess in respect of any claim that is indemnified by Council. In the case of allegations against the councillor that are not indemnified by Council, the excess must be paid by the individual councillor.
- 7.4. Appropriate travel insurances will be provided for any councillors travelling on approved interstate and overseas travel on council business.

## 8. Legal assistance

- 8.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
  - a councillor defending an action arising from the performance in good faith of a function under the Act provided that the outcome of the legal proceedings is favourable to the councillor
  - a councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the councillor
  - a councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the councillor.
- 8.2. In the case of a Code of Conduct complaint made against a councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the councillor.
- 8.3. Legal expenses incurred in relation to proceedings arising out of the performance by a councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a councillor acted corruptly would not be covered by this section.
- 8.4. Council will not meet the legal costs:
  - of legal proceedings initiated by a councillor under any circumstances
  - of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
  - for legal proceedings that do not involve a councillor performing their role as a councillor.
- 8.5. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a council meeting prior to costs being incurred.

## Part C — Facilities

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### 9. General facilities for all councillors

#### Facilities

- 9.1. Council will provide the following facilities to councillors to assist them to effectively discharge their civic duties:
  - a councillor common room appropriately furnished to include multi-function device (including photocopier and printer), desk, pigeon hole message boxes and appropriate refreshments (excluding alcohol)

- personal protective equipment for use during site visits
  - a name badge that may be worn at official functions.
- 9.2. Councillors will be provided with a security pass for entrance to the councillors' common room and the public areas of the council administration building.
- 9.3. Councillors may book meeting rooms for official business in a specified council building at no cost. Rooms may be booked through the Executive Assistant to the Mayor and Councillors.
- 9.4. The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.
- 9.5. The councillor common room and facilities, including multi-function devices, are not to be used for private purposes and, in no circumstances, are they to be used to produce electoral material.

### 10. Car parking

- 10.1. Councillors are provided with a Parking Permit (a 'Works Permit') to be used when performing their Civic Duties in areas where parking restrictions (time limited or metered) apply. This permit is issued as an e-permit, meaning it is linked to the vehicle registration and there is no physical permit required.
- 10.2. Where councillors have access to more than one vehicle, they may be issued with a maximum of two permits, with each permit identifying the applicable registration number for the vehicle. Parking Permits are valid for a period of 12 months.
- 10.3. The conditions of use for Parking Permits are as follows:
- Vehicles with a valid Parking Permit are exempt from time limits and parking charges in locations signposted as ¼, ½, 1, 2, 4, 6 or 10 Hour Parking (ticket, metered or free), including all Burwood Council operated off-street car parks.
  - The Parking Permits are not an exemption from other restrictions including, but not limited to, "NO STOPPING", "NO STANDING", "NO PARKING", "LOADING ZONE", "TRUCK ZONE", "WORKS ZONE", "BUS ZONE" or "CLEARWAY".
  - The Permits are not valid for use in parking spaces approved by the General Manager and designated for Law Enforcement Vehicles.
  - Incorrect use of a Parking Permit may result in parking infringement notices (fines).
  - All Parking Permits remain the property of Burwood Council.
  - Permit Parking must be strictly used for civic duties only.
- 10.4. Councillors will also be issued with a fob that provides access to 6 car parking spaces allocated for councillors in the secure basement parking area of the Council administration building for use while attending council meetings and other Council business.

### Home office and stationery expenses

- 10.5. Each councillor may be reimbursed up to \$500 per year for costs associated with the maintenance of a home office, such as minor items of consumable stationery, greeting cards for council events, and toner cartridges.
- 10.6. In addition, council will provide councillors with business cards to a value of \$400 per year.
- 10.7. Council will pay for postage of official correspondence provided that all mail is directed through council's mailing system and a copy of correspondence is maintained on relevant council records.
- 10.8. Councillors are not permitted to personalise Council's letterhead in any way that may portray the councillor as acting on behalf of Council.



- 10.9. Council funds are not to be used to promote groups or affiliations and they are not to be displayed or promoted on correspondence as this practice is considered to be electioneering.
- 10.10. Councillors, excluding the Mayor, are prohibited from using any of Council's intellectual property, including, but not limited to, Council's name and logo on any personalised stationery. Photographs for which Council is the copyright owner must not be used on personalised stationery without the written approval of the General Manager. The only exception is the Mayoral Letterhead, as this is produced by Council.

#### **Administrative support**

- 10.11. Council will provide administrative support to councillors to assist them with their civic duties only. Administrative support may be provided by the Executive Assistant to the Mayor and Councillors or by another member of council's administrative staff as arranged by the General Manager or their delegate.
- 10.12. As per Section 4, council staff are expected to assist councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning or providing administrative support for services they receive in their ordinary capacity as a resident of the Burwood Council local government area.
- 10.13. All interactions are to be undertaken in accordance with the *Interaction Between Council Officials Policy*.

#### **11. Additional facilities for the Mayor**

- 11.1. Council will provide to the Mayor a maintained vehicle to a similar standard of other council vehicles, with a fuel card and a regular carwash service. The vehicle will be supplied for use on business, professional development and attendance at the Mayor's office.
- 11.2. Council will provide the Mayor with a furnished office incorporating a computer configured to council's standard operating environment, telephone and meeting space.
- 11.3. Appropriate refreshment supplies for the Mayoral office will be provided up to a value of \$500 per year (excluding alcohol).
- 11.4. In performing his or her civic duties, the Mayor will be assisted by the Executive Assistant to the Mayor and Councillors who will provide administrative and secretarial support, or by another member of council's administrative staff as determined by the General Manager.
- 11.5. As per Section 4, staff in the Mayor's office are expected to work on official business only, and not for matters of personal or political interest, including campaigning or providing administrative support for services they receive in their ordinary capacity as a resident of the Burwood Council local government area.
- 11.6. All interactions are to be undertaken in accordance with the *Interaction Between Council Officials Policy*.
- 11.7. Council provides and maintains Mayoral Robes and the Mayoral Chain of Office for use by the Mayor at official, civic and ceremonial services.

#### **Part D — Processes**

#### **12. Approval, payment and reimbursement arrangements**

- 12.1. Expenses should only be incurred by councillors in accordance with the provisions of this policy.
- 12.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 12.3. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:

- local travel relating to the conduct of official business
- carer costs
- ICT expenditure under Clause 6.52
- home office and stationery expenses.

12.4. Final approval for payments made under this policy will be granted by the General Manager or their delegate.

#### **Direct payment**

12.5. Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Manager Governance & Risk for assessment against this policy using the approved form, with sufficient information and time to allow for the claim to be assessed and processed.

#### **Reimbursement**

12.6. All claims for reimbursement of expenses incurred must be made using the approved form provided on the Councillor Portal and must be supported by appropriate receipts and/or tax invoices.

12.7. Reimbursement claims should be submitted to the Governance team ([Governance@burwood.nsw.gov.au](mailto:Governance@burwood.nsw.gov.au)) within the three month claim deadline.

#### **Advance payment**

12.8. The payment of expenses in advance will not be considered.

#### **Notification**

12.9. If a claim is approved, council will make payment directly or reimburse the councillor through accounts payable.

12.10. If a claim is refused, council will inform the councillor in writing that the claim has been refused and the reason for the refusal.

#### **Reimbursement to council**

10.1. If council has incurred an expense on behalf of a councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:

- council will invoice the councillor for the expense, and
- the councillor will reimburse council for that expense within 14 days of the invoice date.

10.2. If the councillor cannot reimburse council within 14 days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the councillor's allowance.

#### **Timeframe for reimbursement**

10.3. Unless otherwise specified in this policy, councillors must provide all claims for reimbursement within the financial year in which the expense was incurred. Claims made after this time cannot be approved.

10.4. Expenses incurred close to the end of a financial year should be immediately submitted for reimbursement to ensure funds are expended from the appropriate year's budget and council can meet the Annual Reporting requirements in line with the Act.

### **13. Disputes**

13.1. If a councillor disputes a determination under this policy, the councillor should discuss the matter with the General Manager.

- 13.2. If the councillor and the General Manager cannot resolve the dispute, the councillor may submit a notice of motion to a council meeting seeking to have the dispute resolved. Any decision by Council is final.

#### 14. Return or retention of facilities

- 14.1. All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a councillor or Mayor ceasing to hold office or at the cessation of their civic duties. This includes items purchased under clause 6.52.
- 14.2. All equipment not returned within 30 days must be paid for by the councillor at depreciated cost.
- 14.3. The prices for all equipment purchased by councillors under Clause 14.2 will be recorded in Council's annual report.

#### 15. Publication

- 15.1. This policy will be published on council's website.

#### 16. Reporting

- 16.1. Council will report on the provision of expenses and facilities to councillors as required by the Act and Regulations. This includes providing a statement of the total payment of expenses and provision of facilities for Councillors in the Annual Report, including costs for:
- provision of dedicated office equipment allocated to Councillors
  - total telephony costs for all Councillors
  - attendance by Councillors at Conferences and Seminars
  - professional development
  - interstate visits by Councillors, including transport, accommodation and other out of pocket travelling expenses
  - overseas visits by Councillors, including transport, accommodation and other out of pocket travelling expenses
  - expenses of any spouse, partner or other person who accompanied a Councillor that were met by Council
  - expenses involved in the provision of care for a child or an immediate family member of a Councillor.

#### 17. Breaches

- 17.1. Suspected breaches of this policy are to be reported to the General Manager.
- 17.2. Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

#### Related Information

- Local Government Act 1993, sections 252 and 253
- Local Government (General) Regulation 2021, sections 217 and 403
- Burwood Council Code of Conduct for Councillors
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009
- Councillor Handbook, 2024
- Local Government Circular 21-12 "Electoral Matter" and use of council resources prior to local government elections
- Local Government Circular 17-17 Councillor Expenses and Facilities Policy – Better Practice Template

**Review**

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As required by section 252 of the Act, this policy will be reviewed in the first 12 months of each new term of Council.

**Contact**

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Coordinator Governance, Ph. 9911 9908

## **(Item 6/25) Budget Review for Quarter Ending 31 December 2024**

File No: 25/3892

Report by Acting Director Corporate Services

### **Summary**

The 2024–2025 Budget was adopted at the Council Meeting held on 25 June 2024 with a deficit of \$1,522,000, with the operating result including capital grants and contributions forecast to be a surplus of \$30,319,000.

The following Statement of Budget Income and Expenditure identifies a forecast deficit of \$2,898,000 as at 31 December 2024, with the operating result including capital grants and contributions forecast to be a surplus of \$29,670,000.

### **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 that 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 '000	Recommended September Changes '000	Recommended December Changes '000	Revised Budget '000
Income – Operating	(63,981)	(722)	(105)	(64,808)
Expenditure – Operating	65,503	2,073	130	67,706
<b>(Surplus)/Deficit– before capital grants and contributions</b>	<b>1,522</b>	<b>1,351</b>	<b>25</b>	<b>2,898</b>
Income – Capital	(31,841)	(677)	(51)	(32,568)
<b>(Surplus)/Deficit</b>	<b>(30,319)</b>	<b>674</b>	<b>(26)</b>	<b>(29,670)</b>
Expenditure - Capital	33,922	1,915	139	35,976
Reserve Transfers	5,245	(2,589)	(113)	2,543

#### Income – Operational

- \$50,000 increase in Fees and Charges, including;
  - o \$50,000 increase restoration income
- \$55,000 increase in Operating Grants and Contributions, including;
  - o \$35,000 increase due to grant received for Cyber Security Awareness

#### Expenditure – Operational

- \$130,000 increase in Material and Services, including;
  - o \$35,000 increase due to grant received for Cyber Security Awareness
  - o \$50,000 increase for Wangal Park offset by increased income received from restorations income

#### Income – Capital

- \$51,000 increase in Capital Grants and Contributions, including;
  - o \$51,000 increase due to additional grant funds received for Roads to Recovery

#### Expenditure – Capital

- \$139,000 increase in Material and Services, including;
  - o \$51,000 increase due to additional grant funding received for Roads to Recovery
  - o \$88,000 increase for completion of the replacement parking meters funded from reserves

#### Reserve Transfers

- \$113,000 increase in Reserve Transfers, including;
  - o \$88,000 increase in transfer from parking meter reserve for replacement of parking meters

## Income Statement as at 31 December 2024

	Original Budget 2024/25 '000	Approved Changes			Revised Budget '000	Recommended December Changes '000	Projected Year End '000	Actual YTD 2024/25 '000
		September Review '000	December Review '000	March Review '000				
<b>INCOME FROM CONTINUING OPERATIONS</b>								
Rates & Annual Charges	(40,841)	0			(40,841)	0	(40,841)	(40,917)
User Charges & Fees	(9,176)	0			(9,176)	(50)	(9,226)	(5,882)
Other Revenues	(6,452)	0			(6,452)	0	(6,452)	(3,338)
Grants & Contributions - Operating Purposes	(2,674)	(648)			(3,322)	(55)	(3,377)	(924)
Grants & Contributions - Capital Purposes	(31,841)	(677)			(32,518)	(51)	(32,568)	(7,800)
Interest & Investment Revenue	(2,282)	(74)			(2,356)	0	(2,356)	(1,613)
Other Income	(2,196)	0			(2,196)	0	(2,196)	(1,073)
Net Gain from the disposal of assets	(360)	0			(360)	0	(360)	(131)
Net share of interest in Joint Ventures		0			0	0	0	0
<b>TOTAL INCOME FROM CONTINUING OPERATIONS</b>	<b>(95,822)</b>	<b>(1,398)</b>	<b>0</b>	<b>0</b>	<b>(97,220)</b>	<b>(156)</b>	<b>(97,376)</b>	<b>(61,678)</b>
<b>EXPENSES FROM CONTINUING OPERATIONS</b>								
Employee Benefits & On-Costs	25,259	74			25,333	0	25,333	11,794
Materials & Services	27,470	1,999			29,469	130	29,599	12,929
Borrowing Costs	295	0			295	0	295	125
Depreciation & Amortisation	11,090	0			11,090	0	11,090	5,545
Other Expenses	1,389	0			1,389	0	1,389	1,099
Loss on Disposal of Assets		0			0	0	0	0
Fair Value Decrement on Investment Properties		0			0	0	0	0
<b>TOTAL EXPENSES FROM CONTINUING OPERATIONS</b>	<b>65,503</b>	<b>2,073</b>	<b>0</b>	<b>0</b>	<b>67,576</b>	<b>130</b>	<b>67,706</b>	<b>31,492</b>
<b>(SURPLUS) DEFICIT FROM CONTINUING OPERATIONS</b>	<b>(30,319)</b>	<b>674</b>	<b>0</b>	<b>0</b>	<b>(29,645)</b>	<b>(26)</b>	<b>(29,670)</b>	<b>(30,186)</b>
<b>(SURPLUS) DEFICIT FROM CONTINUING OPERATIONS BEFORE CAPITAL AMOUNTS</b>	<b>1,522</b>	<b>1,351</b>	<b>0</b>	<b>0</b>	<b>2,873</b>	<b>25</b>	<b>2,898</b>	<b>(22,386)</b>

## Capital as at 31 December 2024

	Original Budget 2024/25 '000	Approved Changes			Revised Budget '000	Recommended December Changes '000	Projected Year End '000	Actual YTD 2024/25 '000
		September Review '000	December Review '000	March Review '000				
<b>CAPITAL EXPENDITURE</b>								
General Manager - Project Allocation	150	(22)			128	0	128	16
Westinvest	23,558	0			23,558	0	23,558	1,232
Property	0	0			0	0	0	786
Information Technology	460	20			480	0	480	140
Library & Community Hub	190	0			190	0	190	59
Streetscapes	323	31			354	88	442	119
Roads	2,134	30			2,164	51	2,215	357
Footpaths	529	0			529	0	529	449
Kerb & Gutter	453	0			453	0	453	211
Drainage	2,489	150			2,639	0	2,639	16
Town Centre Beautification	504	0			504	0	504	243
Park Improvements	277	275			552	0	552	258
Playgrounds	498	658			1,156	0	1,156	601
Traffic & Transport	232	0			232	0	232	76
Fleet Acquisition & Sales	1,353	443			1,796	0	1,796	460
Civil Construction & Maintenance	0	0			0	0	0	4
Civil Construction & Maintenance - Restorations	772	330			1,102	0	1,102	1,267
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>33,922</b>	<b>1,915</b>	<b>0</b>	<b>0</b>	<b>35,837</b>	<b>139</b>	<b>35,976</b>	<b>6,294</b>
<b>CAPITAL FUNDING</b>								
General Funds	6,839				6,839		6,839	3,091
Capital Grants and Contributions	23,277	330			23,607	51	23,658	2,499
Sale of Assets	360				360		360	0
Developer Contributions	1,504	200			1,704		1,704	243
Internal Reserves	1,942	1,385			3,327	88	3,415	460
<b>TOTAL CAPITAL FUNDING</b>	<b>33,922</b>	<b>1,915</b>	<b>0</b>	<b>0</b>	<b>35,837</b>	<b>139</b>	<b>35,976</b>	<b>6,294</b>

## Cash and Investments as at 31 December 2024

	Opening Balance as at 1 July 2024 '000	Original Budget 2024/25 '000	Approved Changes			Revised Budget '000	Recommended December Changes '000	Projected Year End '000	Actual YTD 2024/25 '000
			September Review '000	December Review '000	March Review '000				
Total Cash, Cash Equivalent and Investment Securities	53,767					63,028	(113)	62,915	63,222
<b>EXTERNAL RESTRICTIONS</b>									
Developer Contributions	19,938	6,921	(200)			26,859	0	26,859	19,938
Unexpended Grants	27		0			27	0	27	27
Domestic Waste Reserve	2,943	(119)	0			2,824	0	2,824	2,943
Stormwater Management Charge	0		0			0	0	0	0
<b>TOTAL EXTERNAL RESTRICTIONS</b>	<b>22,908</b>	<b>6,802</b>	<b>(200)</b>	<b>0</b>	<b>0</b>	<b>29,710</b>	<b>0</b>	<b>29,710</b>	<b>22,908</b>
<b>INTERNAL RESTRICTION</b>									
Plant & Vehicle Replacement	1,961	(448)	(443)			1,070	0	1,070	1,961
Employees Leave Entitlements	1,171		0			1,171	0	1,171	1,171
Financial Assistance Grant	1,268		0			1,268	0	1,268	1,268
Election Reserve	401	(250)	0			151	0	151	401
WHS Incentive Rebate Reserve	401	(80)	(50)			271	(25)	246	401
Information Technology	900	(460)	(900)			(460)	0	(460)	900
Parking Meters	39	100	0			139	(88)	51	39
Property Reserve	466	100	0			566	0	566	466
Woodstock Community Building	287		0			287	0	287	287
Future Property Investment	1,157	70	0			1,227	0	1,227	1,157
Project Carryovers	996		(996)			0	0	0	996
Deposits & Bonds	5,649		0			5,649	0	5,649	5,649
LATMs	294		0			294	0	294	294
Insurances	100	50	0			150	0	150	100
Operations Centre		100	0			100	0	100	0
Local Environmental Plan	556	(250)	0			306	0	306	556
Property Maintenance	1,271		0			1,271	0	1,271	1,271
Park Upgrades	165		0			165	0	165	165
Enfield Aquatic Centre	263		0			263	0	263	263
Business Continuity	600		0			600	0	600	600
Contract Liabilities (AASB 15 / AASB 1058)	3,129		0			3,129	0	3,129	2,423
Contract Liabilities - Revenue Receivd InAdv	1,116		0			1,116	0	1,116	1,116
Infrastructure - SRV	677	(489)	0			188	0	188	677
Miscellaneous	60		0			60	0	60	60
<b>TOTAL INTERNAL RESTRICTIONS</b>	<b>22,927</b>	<b>(1,557)</b>	<b>(2,389)</b>	<b>0</b>	<b>0</b>	<b>18,981</b>	<b>(113)</b>	<b>18,868</b>	<b>22,221</b>
<b>TOTAL RESTRICTIONS</b>	<b>45,835</b>	<b>5,245</b>	<b>(2,589)</b>	<b>0</b>	<b>0</b>	<b>48,690</b>	<b>(113)</b>	<b>48,577</b>	<b>45,128</b>
<b>UNRESTRICTED CASH</b>	<b>7,932</b>	<b>(5,245)</b>	<b>2,589</b>	<b>0</b>	<b>0</b>	<b>14,338</b>	<b>0</b>	<b>14,338</b>	<b>18,094</b>

Council's Current Unrestricted Cash is distorted as Council has received a high volume of rate revenue as at 31 December 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 31 December 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 31 December 2024, Council's cash and investment portfolio stood at \$63,222,023. Council's Investments are tabled on a monthly basis as a separate report.



## Balance Sheet as at 31 December 2024

	Opening Balance as at 1 July 2024 '000	Actual YTD 2024/25 '000
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash & cash equivalents	5,217	14,672
Investments	23,500	23,500
Receivables	7,704	22,765
Inventories	68	0
Other	928	114
<b>Total Current Assets</b>	<b>37,417</b>	<b>61,051</b>
<b>Non-Current Assets</b>		
Investments	25,050	25,050
Infrastructure, property, plant & equipment	520,538	521,286
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>570,626</b>
<b>TOTAL ASSETS</b>	<b>607,294</b>	<b>631,676</b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Payables	12,014	7,129
Contract Liabilities	4,159	3,539
Lease Liabilities	260	260
Borrowings	525	203
Provisions	4,970	4,995
<b>Total Current Liabilities</b>	<b>21,928</b>	<b>16,124</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>20,365</b>
<b>NET ASSETS</b>	<b>581,125</b>	<b>611,311</b>
<b>EQUITY</b>		
Retained Earnings	269,545	299,731
Revaluation Reserve	311,580	311,580
<b>TOTAL EQUITY</b>	<b>581,125</b>	<b>611,311</b>

## Key Performance indicators

Performance Indicator	2024/25 Original Budget	2024/25 Budget Sept Review	2024/25 Budget Dec Review	Local Government Bench Mark	December quarter Comments
Operating Performance Ratio	-2.4%	-6.5%	-4.5%	Greater or equal to break-even	Tracking below budget
Unrestricted Current Ratio	3.59	5.74	7.41	Greater or equal to 1.5:1	Currently trending above the benchmark.
Debt Service Result	11.69	8.71	10.32	Greater than Zero	Tracking as per Budget.
Rates and Annual Charges Outstanding %	4.10%	65.22%	43.82%	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.
Building and Infrastructure Renewals Ratio	187%	219%	205%	>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)
Umbaco Landscape Architects Pty Ltd	Detailed design and tender specification for Woodstock Sensory Garden Project	\$58,465	11/12/2024	9 months	Y
Otium Planning Group Pty Ltd	EAC – Market Demand and Operational Needs	\$59,800	19/12/2024	6 months	Y
Douglas Partners Pty Ltd	EAC Geotech Investigation	\$66,520	19/12/2024	9 months	Y
EBCON Pty Ltd	Footpath restorations work on Shaftesbury Road	\$159,278	13/11/2024	4 months	Y
Re.Cycle Operations Pty Ltd	Recycling Processing Services	\$2,100,000	31/10/2024	1 year	Y
Integrated Environmental Pty Ltd	Park Expansions Project	\$513,935	21/12/2024	3 months	Y
Planet Civil Pty Ltd trading as Planet Civil	Mitchell Street Road Re-Sheet	\$582,329	19/12/2024	2 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	Advice on Fire Safety Issues. Marsden Hotel.	608	
Advice	35 Stanley Street, Burwood	1,427	
Advice	Contract negotiations Visy Recycling	14,046	
Advice - Deed	Public Art - General	891	
Advice - Lease Preparation	1a Railway Parade, Burwood	1,555	
Advice - Lease Preparation	Elsie Street Burwood	1,898	
Advice - Lease Preparation	49 Belmore Street Burwood / Blair & Henley Parks licence agreement	22,939	
Land & Environment Court	Legal-18-20 Boundary St & 19 Grosvenor St	-570	
Land & Environment Court	16 The Strand Croydon	692	
Land & Environment Court	68-72 Railway Parade Burwood and 2-10 Oxford Street Burwood	857	
Land & Environment Court	2 Culdees Road Burwood Heights	2,024	
Land & Environment Court	50-52 Belmore Street Burwood	2,229	
Land & Environment Court	19 Grosvenor St Croydon	2,233	
Land & Environment Court	55 Croydon Avenue Croydon	3,732	
Land & Environment Court	40 Claremont Road Burwood Heights	4,100	
Land & Environment Court	1 Lea Street Croydon	5,843	
Land & Environment Court	19-25 Stanley Street Burwood	6,110	
Land & Environment Court	40-44 Claremont Road, Burwood Heights	6,720	
Land & Environment Court	19 Stanley Street Burwood	6,943	
Land & Environment Court	L&E Appeal - 35 Young Street	8,383	
Land & Environment Court	1 Ilfracombe Avenue Burwood	15,480	
Land & Environment Court	36 Oxford Street Burwood	32,816	
Land & Environment Court	48 Fitzroy Street Burwood	40,845	
Local Court	168 Investment Pty Ltd	1,174	
Local Court	Melinda Seeto Realty Pty Ltd	1,296	3,109
Local Court	Kuttuly TY Pty Ltd	1,368	2,255
Local Court	19A Cheltenham Road Croydon	1,400	
Local Court	105 to 115 Liverpool Road Burwood	2,088	
Local Court	50-52 Belmore Street Burwood	2,625	
Local Court	Railway Crescent, Burwood	3,865	1,250
Local Court	Grant Park- Shelley Street, Enfield	4,379	
Local Court	12 Minna Street Burwood	12,496	
Local Court	Shop 2 38-40 Railway Parade Burwood		7,160
Local Court	211A Burwood Road Burwood		12,130
Supreme Court	13 Appian Way Burwood	2,916	
Supreme Court	4 Mitchell Street Enfield	68,691	
Voluntary Planning Agreement	17 George Street and 28 Victoria Street	396	
Voluntary Planning Agreement	180-186 Burwood Road Burwood	1,037	
		<b>285,531</b>	<b>25,904</b>

Annual Adopted Budget	<b>857,250</b>
Adopted/Proposed Variation	
Annual Budget	<b>857,250</b>

## Conclusion

The current forecast budget result and the variation identified as part of the 31 December 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 31 December 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 31 December 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 \$29,670,000, 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 7/25) Investment Report as at 30 November 2024 and 31 December 2024

File No: 25/3901

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.

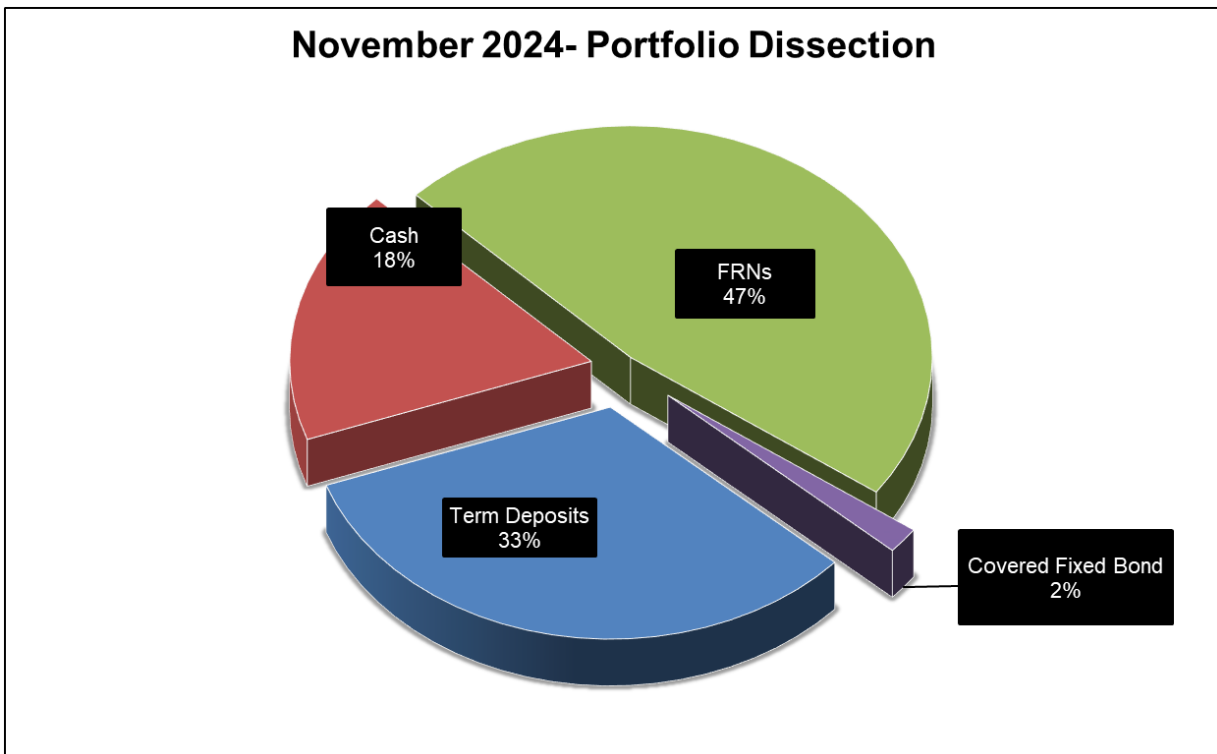
## Background

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 30 November 2024 is:



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

Purchase Date	Financial Institution	Principal Amount	Interest Rate	Investment Days	Maturity Date
22 Feb 24	NAB	3,000,000	5.08%	365	21 Feb 25
21 May 24	SunCorp	4,000,000	5.20%	300	17 Mar 25
27 Jun 24	NAB	3,000,000	5.50%	364	26 Jun 25
22 Aug 24	NAB	4,000,000	5.00%	365	22 Aug 25
28 Aug 24	SunCorp	4,000,000	5.08%	184	28 Feb 25
	<b>Total</b>	<b>18,000,000</b>			

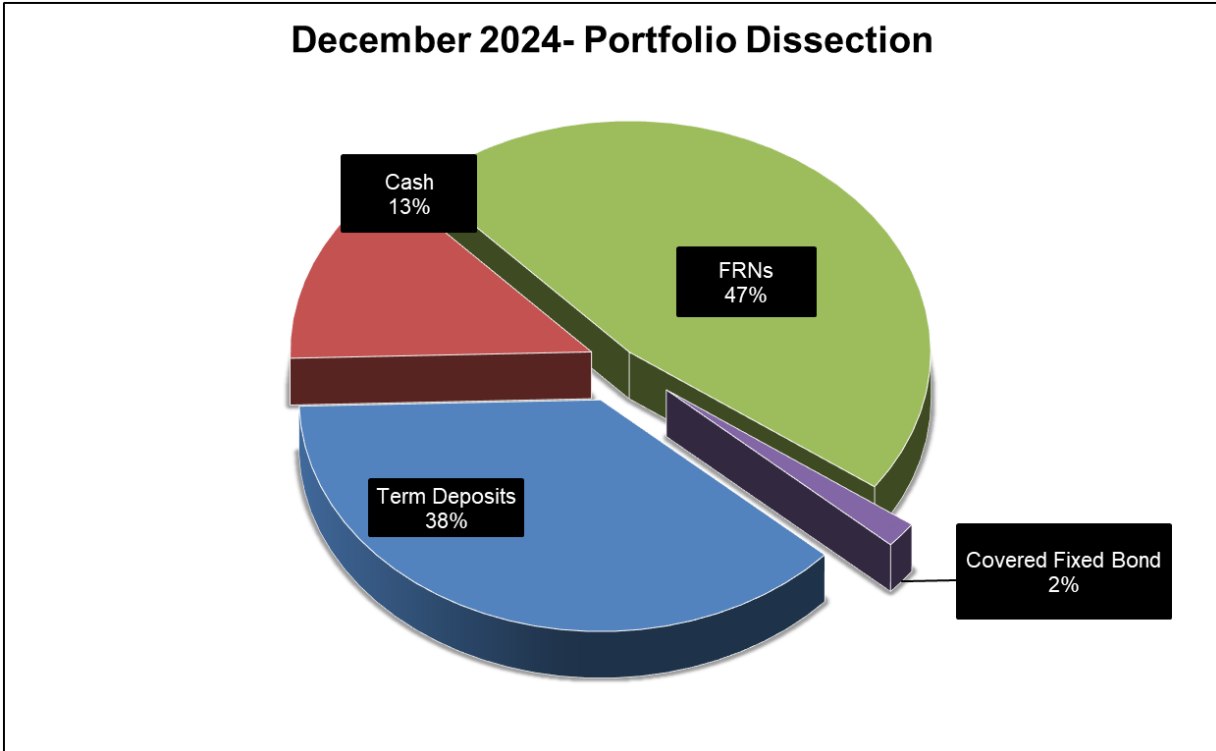
As at 30 November 2024 Council held the following covered fixed bonds:

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 November 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	4.8251%	1,826	24 Aug 26
11 Aug 22	Westpac	1,800,000	5.2131%	1,096	11 Aug 25
18 Aug 22	Commonwealth Bank of Australia	2,400,000	5.4463%	1,826	18 Aug 27
13 Oct 22	MyState Bank Ltd	1,500,000	5.7150%	1,096	13 Oct 25
17 Oct 22	Suncorp-Metway Limited	800,000	5.2517%	1,096	17 Oct 25
07 Nov 22	Sumitomo Mitsui Banking Sydney	2,000,000	5.5150%	1,096	07 Nov 25
13 Jan 23	Commonwealth Bank of Australia	3,000,000	5.5650%	1,826	13 Jan 28
19 Jan 23	Rabobank U.A Australia Branch	1,500,000	5.5600%	1,826	19 Jan 28
10 Feb 23	Newcastle Permanent Building Society	1,000,000	5.4131%	1,461	10 Feb 27
03 Mar 23	HSBC Sydney Branch	2,000,000	5.4496%	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	5.4763%	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>			

Its investment portfolio as at 31 December 2024 is:



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

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

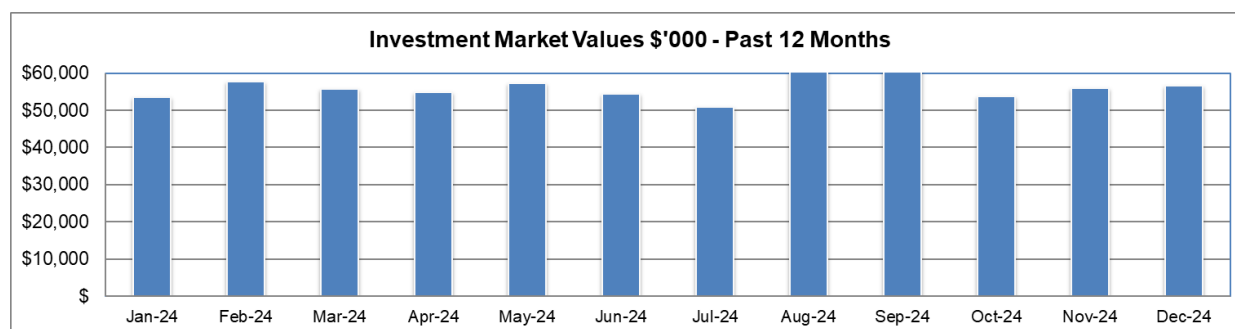
As at 31 December 2024 Council held the following covered fixed bonds:

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 31 December 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	5.1099%	1,461	16 Jun 25
24 Aug 21	National Australia Bank	1,500,000	4.8251%	1,826	24 Aug 26
11 Aug 22	Westpac	1,800,000	5.2131%	1,096	11 Aug 25
18 Aug 22	Commonwealth Bank of Australia	2,400,000	5.4463%	1,826	18 Aug 27
13 Oct 22	MyState Bank Ltd	1,500,000	5.7150%	1,096	13 Oct 25
17 Oct 22	Suncorp-Metway Limited	800,000	5.2517%	1,096	17 Oct 25
07 Nov 22	Sumitomo Mitsui Banking Sydney	2,000,000	5.5150%	1,096	07 Nov 25
13 Jan 23	Commonwealth Bank of Australia	3,000,000	5.5650%	1,826	13 Jan 28
19 Jan 23	Rabobank U.A Australia Branch	1,500,000	5.5600%	1,826	19 Jan 28
10 Feb 23	Newcastle Permanent Building Society	1,000,000	5.4131%	1,461	10 Feb 27
03 Mar 23	HSBC Sydney Branch	2,000,000	5.4773%	1,827	03 Mar 28
16 Mar 23	United Overseas Bank Sydney	2,000,000	5.1899%	1,096	16 Mar 26
18 May 23	Suncorp-Metway Limited	1,500,000	5.4763%	1,096	18 May 26
16 Jun 23	QPCU Limited T/A QBANK	2,750,000	6.1599%	1,096	16 Jun 26
	<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. Definitions on the types of investments are detailed in Attachment 3.

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

At the Reserve Bank of Australia (RBA) meeting on the 10 December 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. Measures of underlying inflation are around 3½ per cent, which is still some way from the 2.5 per cent midpoint of the inflation target.

The most recent forecasts published in the November *Statement on Monetary Policy* (SMP) do not see inflation returning sustainably to the midpoint of the target until 2026. The Board is gaining some confidence that inflationary pressures are declining in line with these recent forecasts, but risks remain.

While underlying inflation is still high, other recent data on economic activity have been mixed, but on balance softer than expected in November.

Growth in output has been weak. National accounts for the September quarter show that the economy grew by only 0.8 per cent over the past year. Outside of the COVID-19 pandemic, this is



the slowest pace of growth since the early 1990s. Past declines in real disposable income and the ongoing effect of restrictive financial conditions continued to weigh on household consumption spending, particularly on discretionary items.

A range of indicators suggest that labour market conditions remain tight; while those conditions have been easing gradually, some indicators have recently stabilised. The unemployment rate was 4.1 per cent in October, up from 3.5 per cent in late 2022. That said, employment grew strongly over the three months to October, the participation rate remains close to record highs, vacancies are still relatively high and average hours worked have stabilised. At the same time, some cyclical labour market indicators, including youth unemployment and underemployment rates, have recently declined.

Wage pressures have eased more than expected in the November SMP. The rate of wages growth as measured by the Wage Price Index was 3.5 per cent over the year to the September quarter, a step down from the previous quarter, but labour productivity growth remains weak.

Taking account of recent data, the Board's assessment is that monetary policy remains restrictive and is working as anticipated. Some of the upside risks to inflation appear to have eased and while the level of aggregate demand still appears to be above the economy's supply capacity, that gap continues to close.

The central projection is for growth in household consumption to increase as income growth rises. September quarter data suggest that both incomes and consumption had recovered a little slower than forecast, but more recent information has suggested a pick-up in consumption in October and November. There is a risk that any pick-up in consumption is slower than expected, resulting in continued subdued output growth and a sharper deterioration in the labour market. More broadly, there are uncertainties regarding the lags in the effect of monetary policy and how firms' pricing decisions and wages will respond to the slow growth in the economy and weak productivity outcomes at a time of excess demand, and while conditions in the labour market remain tight.

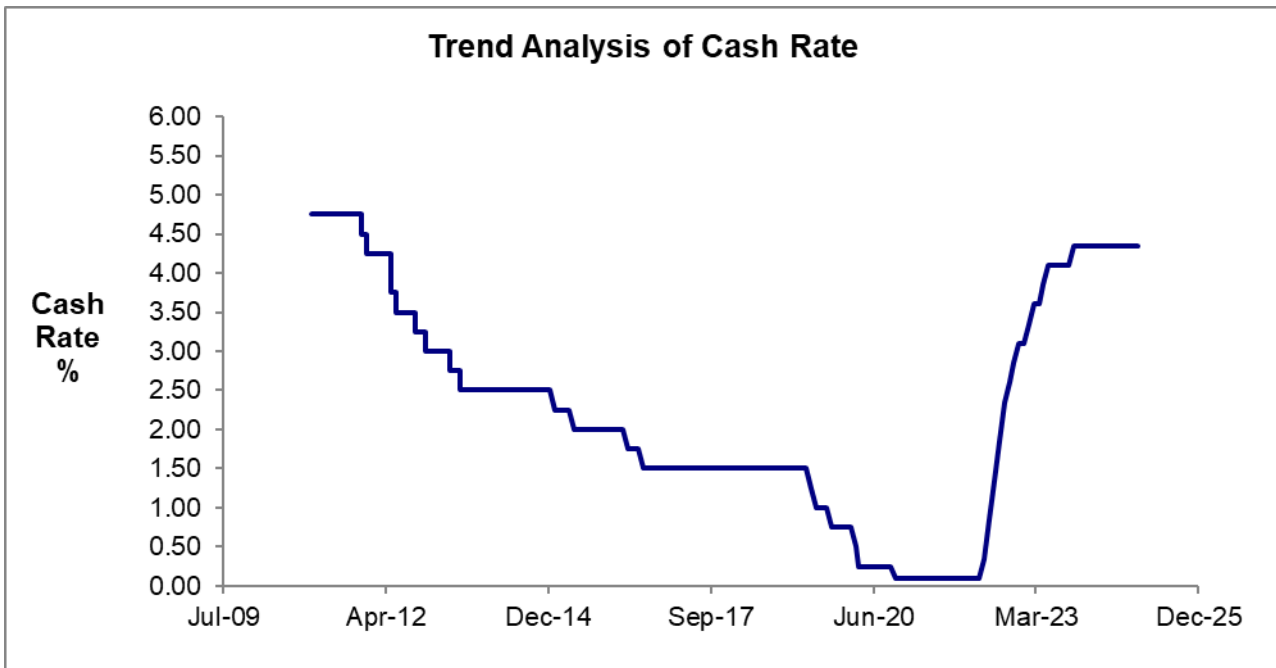
There remains a high level of uncertainty about the outlook abroad. Most central banks have eased monetary policy as they become more confident that inflation is moving sustainably back towards their respective targets. They note, however, that they are removing only some restrictiveness and remain alert to risks in both directions, namely weaker labour markets and stronger inflation. 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 remains the case.

While headline inflation has declined substantially and will remain lower for a time, underlying inflation is more indicative of inflation momentum, and it remains too high. The November SMP forecasts suggest that it will be some time yet before inflation is sustainably in the target range and approaching the midpoint. Recent data on inflation and economic conditions are still consistent with these forecasts, and the Board is gaining some confidence that inflation is moving sustainably towards target.

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 30 November 2024 and 31 December 2024 be received and endorsed.
2. That the Certificate of the Responsible Accounting Officer be received and noted.

**Attachments**

- 1 [↓](#) Investment Register November 2024
- 2 [↓](#) Investment Register December 2024
- 3 [↓](#) Investment Types

Item Number 7/25 - Attachment 1

Investment Register November 2024

BURWOOD COUNCIL  
INVESTMENT PORTFOLIO  
as at 30 November 2024

Investment Adviser	Issuer	ADI or N-ADI	Investment Name	Type	Rating S&P	Invested Amount	Market Value as at 30/09/2024	Market Value as at 31/10/2024	Market Value as at Reporting Date	% of Total Invested
<b>Cash</b>										<b>17.86</b>
Council	Commonwealth Bank	ADI	Operating Account	Cash	AA-	2,393,657	555,967	3,158,748	2,393,657	4.27
Council	Commonwealth Bank	ADI	Cash Deposit Account	At Call	AA-	0	-	-	-	0.00
Council	Commonwealth Bank	ADI	Online Saver	At Call	AA-	7,603,690	10,647,537	4,572,258	7,603,690	13.57
Council	AMP Bank Limited	ADI	AMP Business Saver	At Call	BBB-	1,268	1,261	1,264	1,268	0.00
Council	AMP Bank Limited	ADI	AMP Notice Account	Notice 30 days	BBB-	3,832	3,799	3,815	3,832	0.01
<b>Term Deposits - Less than Three Months</b>										<b>-</b>
<b>Term Deposits - Longer than Three Months</b>										<b>32.86</b>
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	-	4,201,701	-	-	0.00
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	3,000,000	3,092,275	3,105,219	3,117,745	5.57
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Term Deposit	AA-	4,000,000	4,075,222	4,092,888	4,109,984	7.34
Council	Commonwealth Bank	ADI	Commonwealth Bank	Term Deposit	AA-	-	3,147,797	-	-	0.00
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	3,000,000	3,042,945	3,056,959	3,070,521	5.48
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Term Deposit	AA-	4,000,000	4,018,372	4,035,630	4,052,331	7.23
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	4,000,000	4,021,370	4,038,356	4,054,795	7.24
<b>Term Deposits - Covered Fixed Bond</b>										<b>1.80</b>
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Fixed Bond (4.85%) Semi Annual	AA-	1,000,000	1,025,970	1,003,410	1,007,630	1.80
<b>Floating Rate Notes</b>										<b>47.49</b>
Council	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +65 bps)	BBB	2,500,000	2,502,250	2,513,750	2,524,000	4.51
Council	National Australia Bank	ADI	National Australia Bank	Floating Rate Notes (90 day BBSW +41 bps)	AA-	1,500,000	1,504,050	1,511,085	1,498,725	2.68
Council	Westpac Banking Corporation Ltd	ADI	Westpac Banking Corporation Ltd	Floating Rate Notes (90 day BBSW +80 bps)	AA-	1,800,000	1,819,656	1,827,396	1,810,944	3.23
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +102 bps)	AA-	2,400,000	2,439,456	2,450,880	2,426,280	4.33
Council	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +130 bps)	BBB	1,500,000	1,524,960	1,510,605	1,516,890	2.71
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Floating Bond (90 day BBSW +88 bps)	AA-	800,000	812,760	805,520	808,624	1.44
Council	Sumitomo Mitsui Banking Corporation Sydney	ADI	Sumitomo Mitsui Banking Corporation Sydney	Floating Rate Notes (90 day BBSW +110 bps)	A	2,000,000	2,030,240	2,039,420	2,019,420	3.61
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +112 bps)	AA-	3,000,000	3,076,710	3,049,470	3,059,760	5.46
Council	Rabobank U.A. Australia Branch	ADI	Rabobank U.A. Australia Branch	Floating Rate Notes (90 day BBSW +118 bps)	A	1,500,000	1,533,630	1,520,955	1,528,170	2.73
Council	Newcastle Permanent Building Society	ADI	Newcastle Permanent Building Society	Floating Rate Notes (90 day BBSW +138 bps)	BBB	1,000,000	1,005,840	1,012,520	1,003,200	1.79
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	2,024,500	2,036,400	2,043,700	3.65
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	2,011,280	2,021,020	2,028,180	3.62
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Floating Bond (90 day BBSW +105 bps)	AA-	1,500,000	1,522,155	1,529,175	1,514,490	2.70
Council	OPCU Limited T/A QBANK	ADI	OPCU Limited T/A QBANK	Floating Rate Notes (90 day BBSW +170 bps)	BBB-	2,750,000	2,788,308	2,805,853	2,817,073	5.03
<b>Grand Total</b>						<b>55,252,446</b>	<b>64,430,010</b>	<b>53,702,594</b>	<b>56,014,906</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

Item Number 7/25 - Attachment 2

Investment Register December 2024

BURWOOD COUNCIL  
INVESTMENT PORTFOLIO  
as at 31 December 2024

Investment Adviser	Issuer	ADI or N-ADI	Investment Name	Type	Rating S&P	Invested Amount	Market Value as at 31/10/2024	Market Value as at 31/10/2024	Market Value as at Reporting Date	% of Total Invested
<b>Cash</b>										<b>13.43</b>
Council	Commonwealth Bank	ADI	Operating Account	Cash	AA-	1,283,595	3,158,748	2,393,657	1,283,595	2.26
Council	Commonwealth Bank	ADI	Cash Deposit Account	At Call	AA-	0	-	-	-	0.00
Council	Commonwealth Bank	ADI	Online Saver	At Call	AA-	6,328,730	4,572,258	7,603,690	6,328,730	11.16
Council	AMP Bank Limited	ADI	AMP Business Saver	At Call	BBB-	1,271	1,264	1,268	1,271	0.00
Council	AMP Bank Limited	ADI	AMP Notice Account	Notice 30 days	BBB-	3,848	3,815	3,832	3,848	0.01
<b>Term Deposits - Less than Three Months</b>										<b>-</b>
<b>Term Deposits - Longer than Three Months</b>										<b>37.90</b>
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	3,000,000	3,105,219	3,117,745	3,130,688	5.52
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Term Deposit	AA-	4,000,000	4,092,888	4,109,984	4,127,649	7.28
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Term Deposit	AA-	3,000,000	-	-	3,008,011	5.30
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	3,000,000	3,056,959	3,070,521	3,084,534	5.44
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Term Deposit	AA-	4,000,000	4,035,630	4,052,331	4,069,589	7.18
Council	National Australia Bank	ADI	National Australia Bank	Term Deposit	AA-	4,000,000	4,038,356	4,054,795	4,071,781	7.18
<b>Term Deposits - Covered Fixed Bond</b>										<b>1.79</b>
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Fixed Bond (4.85%) Semi Annual	AA-	1,000,000	1,003,410	1,007,630	1,012,550	1.79
<b>Floating Rate Notes</b>										<b>46.88</b>
Council	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +65 bps)	BBB	2,500,000	2,513,750	2,524,000	2,503,775	4.41
Council	National Australia Bank	ADI	National Australia Bank	Floating Rate Notes (90 day BBSW +41 bps)	AA-	1,500,000	1,511,085	1,498,725	1,504,815	2.65
Council	Westpac Banking Corporation Ltd	ADI	Westpac Banking Corporation Ltd	Floating Rate Notes (90 day BBSW +90 bps)	AA-	1,800,000	1,827,396	1,810,944	1,818,018	3.21
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +102 bps)	AA-	2,400,000	2,450,880	2,426,280	2,437,464	4.30
Council	MyState Bank Ltd	ADI	MyState Bank Ltd	Floating Rate Notes (90 day BBSW +130 bps)	BBB	1,500,000	1,510,605	1,516,890	1,523,430	2.69
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Floating Bond (90 day BBSW +88 bps)	AA-	800,000	805,520	808,624	811,824	1.43
Council	Sumitomo Mitsui Banking Corporation Sydney	ADI	Sumitomo Mitsui Banking Corporation Sydney	Floating Rate Notes (90 day BBSW +110 bps)	A	2,000,000	2,039,420	2,019,420	2,027,720	3.58
Council	Commonwealth Bank of Australia	ADI	Commonwealth Bank of Australia	Floating Rate Notes (90 day BBSW +112 bps)	AA-	3,000,000	3,049,470	3,059,760	3,073,800	5.42
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	1,520,955	1,528,170	1,533,705	2.70
Council	Newcastle Permanent Building Society	ADI	Newcastle Permanent Building Society	Floating Rate Notes (90 day BBSW +138 bps)	BBB	1,000,000	1,012,520	1,003,200	1,007,690	1.78
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	2,036,400	2,043,700	2,026,080	3.57
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	2,021,020	2,028,180	2,010,780	3.55
Council	Suncorp-Metway Limited	ADI	Suncorp-Metway Limited	Covered Floating Bond (90 day BBSW +105 bps)	AA-	1,500,000	1,529,175	1,514,490	1,520,865	2.68
Council	QPCU Limited T/A QBANK	ADI	QPCU Limited T/A QBANK	Floating Rate Notes (90 day BBSW +170 bps)	BBB-	2,750,000	2,805,853	2,817,073	2,788,775	4.92
<b>Grand Total</b>						<b>55,867,445</b>	<b>53,702,594</b>	<b>56,014,906</b>	<b>56,710,988</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

**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 8/25) Amendment of Council Meeting dates for 2025**

File No: 25/5623

Report by Acting Director Corporate Services

### **Summary**

This report proposes to reschedule the Council Meeting of 24 June 2025 to avoid a conflict with the Australian Local Government Association (ALGA) National Assembly, which is a key industry forum attended by Burwood councillors each year.

### **Operational Plan Objective**

A.110 Deliver a progressive and accountable framework to support Councillors and Burwood Local Planning Panel

### **Background**

At its Meeting on 22 October 2024, Council adopted a meeting schedule for 2025. At that time, ALGA had not yet announced the dates for its National Assembly in Canberra. ALGA have now confirmed that the Assembly will be held between 24 and 27 June 2025, which will clash with the Council meeting currently scheduled for 6pm on Tuesday 24 June 2025.

### **Proposal**

To avoid the clash with the ALGA National Assembly, it is proposed to reschedule the June meeting of Council to 6pm on Monday 23 June 2025.

Moving the meeting forward by one day still allows sufficient time between the May and June meetings for the draft Operational Plan and Budget to be publicly exhibited for the statutory 28-day period before being brought back to Council for adoption prior to 30 June 2025.

### **Planning or Policy Implications**

The revised meeting date continues to meet the statutory requirement to hold 10 ordinary meetings a year, each in a different month.

### **Financial Implications**

No Financial implications.

### **Conclusion**

Rescheduling the June meeting of Council to 23 June 2025 will enable participation by councillors in the ALGA National Assembly.

### **Recommendation(s)**

That the Council meeting currently scheduled for 6pm on Tuesday 24 June 2025 be rescheduled to 6pm on Monday 23 June 2025.

### **Attachments**

There are no attachments for this report.

## Notices of Motion

### (Item NM1/25) Australia Day Citizenship Ceremony and Distribution of Australian Flags

File No: 25/6120

Notice of Motion by Councillor David Hull

#### Summary

Australia Day on 26 January is an opportunity for the residents and community of Burwood to unite in acknowledgement and celebration of our national achievement and show our pride in Australia as a free, prosperous and egalitarian liberal democracy.

Australia Day also represents a unique opportunity for new citizens to pledge their loyalty to Australia, its democracy and our Australian values on our National Day. The link between Australia Day and citizenship ceremonies is as old as the concept of Australian citizenship itself.

In the past, it is clear that when Burwood Council has held its Council's Australia Day celebrations on 26 January, those events have been well attended by the community of Burwood. In recognition of the significance of our National Day, Burwood Council should hold its signature Australia Day Citizenship Ceremony and official celebration on 26 January each year.

It is noted that:

- In 2022, Federal legislation was changed to allow Councils to hold Australia Day citizenship ceremonies three days either side of 26 January;
- it has been reported in the media that in 2025 a small minority (around 15%) of Councils in Australia decided to hold their Australia Day citizenship ceremonies on a date other than 26 January (including Burwood Council in this instance);
- the above developments have generated debate and community disquiet; and
- significantly, recent national polling indicates that a clear majority of voters surveyed strongly support retaining 26 January as the official day to celebrate Australia Day. (Source: *Sydney Morning Herald*, 24 January 2025, David Crowe, Olivia Ireland, "Australia Day roars back in favour: poll", pp. 1, 6.)

In light of the above, it is timely that Council send a clear message to the residents of Burwood that they can have the confidence and certainty that Council will hold its signature Australia Day Citizenship Ceremony, together with Council's official celebration of Australia Day, on 26 January each year from 2026.

It is also clear that the community of Burwood who attend Council's Australia Day celebrations are keen to show their enthusiasm for our Australian National Flag. Therefore, it is appropriate that Council allocate a generous number of Australian Flags to allow Council to give away Australian Flags to the community of Burwood on Australia Day.

#### **Operational Plan Objective**

- 1.1 A welcoming community that cares and looks after each other
  - 1.1.1 Support and deliver initiatives that encourage social inclusion and community connections
- 5.2 Effective, innovative and collaborative leadership is underpinned by open, transparent and responsible governance
  - 5.2.3 Build and maintain strong partnerships and advocate on behalf of the community

**Councillor David Hull to move:**

That Council:

1. Holds its signature Australia Day Citizenship Ceremony, together with Council's official celebration of Australia Day, on 26 January each year from 2026.
2. Allocates a generous number of Australian Flags to allow Council to give away Australian Flags to the community of Burwood on Australia Day each year.

**Council officer's comments:**

This year, Council delivered a weekend long series of Australia Day celebrations, including:

- **Australian Citizenship and Awards Ceremony** held on Friday 24 January 2025 from 9am – 11am at Burwood Park. This event was attended by 250 community members and welcomed our newest Australians and honoured the recipients of the Burwood Citizen of the Year Awards.
- **Global Village Music Concert** held on Saturday 25 January 2025 from 6pm – 9pm at Burwood Park. This event featured a vibrant showcase of world-class music and performances as part of the Burwood Summer Program.
- **Australia Day Pool Party** held on Sunday 26 January 2025 from 8am – 4pm at Enfield Aquatic Centre. The event featured a range of family friendly activities, entertainment, a community BBQ, and free entry to the Centre for the day.

The Australian Citizenship and Awards Ceremony was held on Friday 24 January 2025, rather than Sunday 26 January 2025, in response to feedback from past participants and key stakeholders involved in the delivery of the event. Feedback from conferees and their guests was highly positive, with many appreciating the flexibility to travel over the long weekend with their families. Council also observed higher registration rates and reduced non-attendance among conferees. Whilst not a primary concern, hosting the event on a standard business day resulted in significant cost savings for Council.

In relation to the second recommendation, Council is able to procure additional Australian Flags as giveaways for the community on Australia Day each year within the existing budget.

***Recommendation(s)***

That Council:

1. Holds its signature Australia Day Citizenship Ceremony, together with Council's official celebration of Australia Day, on 26 January each year from 2026.
2. Allocates a generous number of Australian Flags to allow Council to give away Australian Flags to the community of Burwood on Australia Day each year.

**Attachments**

There are no attachments for this report.