

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 20 May 2025 at 6:00 PM to consider the matters contained in the attached Agenda.

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

Public Forum

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

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

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

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General Manager

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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 20 May 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 29 April 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

(Item 21/25)	Draft Integrated Planning and Reporting Documents - Community Strategic Plan: Burwood 2036, Delivery Program 2025 - 2029 and Operational Plan 2025 - 2026, Burwood Resourcing Strategy 2025 - 2035 and Fees and Charges 2025 - 2026 - Public Exhibition	5
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11. Reports of Committees

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12. Confidential Items

(Item 27/25) Precinct Plan for Elizabeth Street Car Park and Burleigh Street
Burwood

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (c) of the Local Government Act, 1993, as the matter involves information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

13. Conclusion of the Meeting

Reports to Council

(Item 21/25) Draft Integrated Planning and Reporting Documents - Community Strategic Plan: Burwood 2036, Delivery Program 2025 - 2029 and Operational Plan 2025 - 2026, Burwood Resourcing Strategy 2025 - 2035 and Fees and Charges 2025 - 2026 - Public Exhibition

File No: 25/19220

Report by Director People & Performance

Summary

This report presents the recently reviewed and updated suite of Council's Integrated Planning and Reporting (IP&R) documents, including the:

- *Draft Community Strategic Plan – Burwood 2036;*
- *Draft Delivery Program 2025-2029 and Draft Operational Plan 2025-2026;*
- *Draft Fees & Charges 2025-2026; and*
- *Draft Resourcing Strategy 2026-35.*

Following a period of review, community engagement, service and financial planning and projection, the above documents have been drafted for public exhibition and community feedback. Once the public exhibition period has concluded, necessary amendments will be made and the final documents will be reported to Council for adoption in June 2025 along with the associated Resourcing Strategy documents.

Operational Plan Objective

2.1.3 Ensure transparency and accountability in decision making.

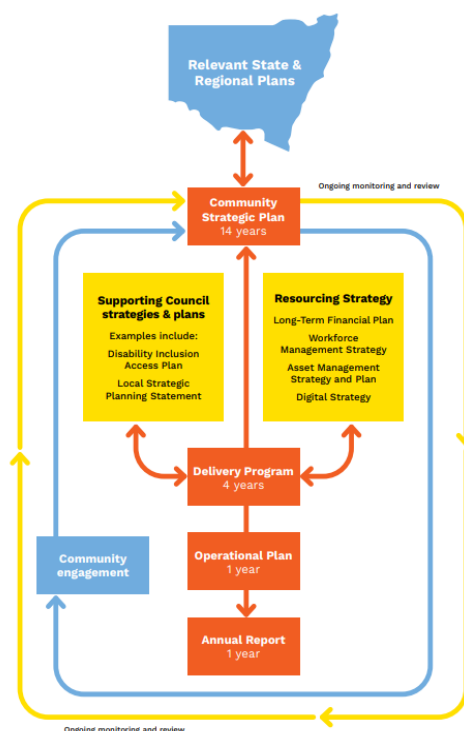
Background

In accordance with the *Local Government Act (1993)*, the Integrated Planning and Reporting (IP&R) is a framework that each Council in NSW must implement to ensure long term planning for the area is based on community aspirations, priorities and needs along with sound data and information. The framework (shown on the following page) requires Council to have in place a cascading set of plans for the community and Council that translates community aspirations and priorities into action.

Introduced in 2010, the IP&R framework enables NSW councils to draw their various plans together, to understand how they interact and inform one another, and get the maximum benefit by planning holistically for the future.

In summary, Council must have in place:

- A Community Strategic Plan representing the highest level of strategic planning undertaken by Council, with a ten-year plus timeframe. Implementation of this Plan requires Council, government agencies, business and the community to all work towards achieving the



desired community vision. All other Council plans must support achievement of the Community Strategic Plan.

- A four-year Delivery Program translating community priorities into principal activities Council will focus on during its term in office to help move towards the community vision in the Community Strategic Plan.
- An annual Operational Plan showing the specific projects and activities Council will undertake throughout the year, including the Council's annual budget, Statement of Revenue Policy and other statutory information.
- A Resourcing Strategy showing how Council will resource its strategic priorities identified in the other IP&R documents. The Resourcing Strategy includes 3 inter-related elements: Council's Long Term Financial Plan (required to undergo the public exhibition process), along with the Workforce Management Plan and Asset Management Plan along with community endorsed changes to Council's strategic direction and priorities). Council has also developed a Digital Resource Plan as a fourth element to the Resourcing Strategy.
- A reporting framework against these plans, including the Annual Report back to the community on the work undertaken by Council in a given year to deliver on the commitments of the Delivery Program via that year's Operational Plan. Councils are also required to report on their financial and asset performance against the annual budget and longer-term plans.

Proposal

Every council must review their Community Strategic Plan before 30 June in the year following an ordinary election of Council. In line with this requirement, Council commenced the review of its IP&R documents in 2024 in preparation for the newly elected Council. The review process involved community engagement, which is summarised in the subsequent section of this report.

The overall review process and community engagement findings have resulted in:

- A revised *Draft Community Strategic Plan – Burwood 2036*, encompassing a refreshed vision for the future of Burwood and review of priorities to guide progress towards the vision and new measures across the community outcome areas, including baselines and targets to strengthen the monitoring of progress. The *Draft Community Strategic Plan – Burwood 2036* is included under Attachment 1 of this report.
- A new *Draft Delivery Program 2025 – 2029 and Draft Operational Plan 2025 – 26*, outlining Council's four-year principal activities alongside Council's annual actions with associated targets and responsible service areas. This combined document also includes Council's four-year budget forecast, annual budget and Statement of Revenue Policy. The *Draft Delivery Program 2025 – 2029 and Draft Operational Plan 2025 – 26* is included under Attachment 2 of this report. Council's *Draft Fees and Charges* have also been updated and are presented as a separate document under Attachment 3.
- A new *Resourcing Strategy 2025-2035*, Council's integrated approach to planning for and allocating the resources required to deliver the services and infrastructure our community needs at the right time over the next ten years. The Resourcing Strategy is made up of four key and integrated plans and strategies and is included under attachment 4.
 - The Long Term Financial Plan
 - Asset Management Strategy and Strategic Asset Management Plan
 - Workforce Management Plan
 - Digital Strategy

Progress on these important plans will be reported to Council and the community through Council's reporting framework consisting of the *State of the City Report* detailing performance against the

Community Strategic Plan and Delivery Program; and six monthly and annual reports on the Operational Plan, clearly outlining to the community the extent to which Council is delivering on these integrated plans.

If endorsed by Council, the draft documents will undergo public exhibition for 28 days (from 21 May 2025 to 17 June 2025) for the community's review and feedback. Once the public exhibition period has concluded, necessary amendments will be made and the final documents will be reported to Council for adoption in June 2025.

Consultation

Community Engagement Undertaken

The revised *Draft Community Strategic Plan: Burwood2036* and other draft IP&R documents have been shaped by the people who participated in Council's community engagement activities in 2021 and early 2022 when first developing the CSP, and more recently in 2024 and 2025. Participants came from diverse cultural and linguistic backgrounds, across all age groups and parts of the Burwood LGA. It is thanks to those that participated and contributed their ideas and aspirations, who have made it possible for this Plan to be prepared. We engaged our community in the following ways:

Comprehensive community engagement to develop the plan in 2021-22 involved:

- The completion of the Community Satisfaction Survey (2021) with 400 community members, to understand the community's current priorities and overall level of satisfaction with Council's performance.
- The completion of Customer Experience Surveys (2021) with 300 community members to understand customer experience and areas for improvement across frontline service locations including the Customer Service Centre, Burwood Library and Community Hub and Enfield Aquatic Centre.
- The implementation of the Towards Burwood 2036 Community Engagement Program (from July to September 2021) involving 367 community members in the development of the revised vision, strategic directions and priorities for Burwood 2036.
- An additional 8 place-based community engagement programs delivered throughout the year involving more than 1000 community members to inform the development of key projects and provide input into specific deliverables outlined in the *Draft Delivery Program 2022 – 2026 and Operational Plan 2022 - 2023*.

Engagement with 114 community members to further review the plan in 2024-25:

- A Towards Burwood2036 online survey
- A series of focus groups involving community leaders and advisory group members.
- A series of drop in sessions and intercept surveys at key places of interest including the Library and Hub, Enfield Aquatic Centre and Burwood Park.
- Councillor workshop
- Internal staff workshops

The completion of the Community Satisfaction Survey (2023) with 300 community members was also undertaken and considered as part of this Plan, to understand the community's current priorities and overall level of satisfaction with Council's performance.

Public Exhibition Process

This report recommends that the *Draft Community Strategic Plan – Burwood 2036*, *Draft Delivery Program 2025-2029 and Draft Operational Plan 2025-2026*, *Draft Fees & Charges 2025-2026* and *Draft Resourcing Strategy 2025-2035* be placed on public exhibition for a period of 28 days to

enable further input from the community. During the public exhibition period (21 May 2025 to 17 June 2025), the draft documents will be made available on the Council Website at www.burwood.nsw.gov.au and feedback will be sought via Council's online engagement platform Participate Burwood. Council will also utilise its social media and e-news channels to promote the public exhibition period, including the face-to-face drop-in sessions.

Draft documents will also be circulated to Council's Audit, Risk and Improvement Committee who have responsibility for oversight of the implementation of the Community Strategic Plan, Delivery Program and other Council strategies.

Feedback and public comments arising from the public exhibition period will be reported back to Council in June 2025 along with any recommended amendments. These amendments will be incorporated into the final documents prior to their adoption by Council.

Planning or Policy Implications

The requirements for IP&R are set out in the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Integrated Planning and Reporting (IP&R) Guidelines issued by the Office of Local Government were last updated in September 2021 to reflect legislative changes enacted through the *Local Government Amendment (Governance and Planning) Act 2016*. These Guidelines explain what councils must do to ensure they comply with their planning and reporting requirements set out in the Act and have been utilised by Council to develop the draft IP&R documents included under Attachments 1 to 4 of this report.

The revised *Draft Community Strategic Plan – Burwood 2036* along with the *Draft Delivery Program 2025-29* and *Operational Plan 2025-26* form the primary policy documents of Council. These documents set out the long term community vision, strategic directions, strategies, principal activities, actions and targets that Council commits to delivering over their respective timeframes. Changes to these documents by way of addition or deletion of activities can only be made via Council resolution and all other plans of Council must link to the IP&R framework and associated documents.

Financial Implications

In accordance with the Integrated Planning and Reporting Guidelines for Local Government in NSW (2021), the Draft Long-Term Financial Plan must be used to inform decision making during the preparation and finalisation of the Community Strategic Plan and the development of the Delivery Program. In preparing the *Draft Long-Term Financial Plan 2025 - 2035*, *Draft Budget 2025/35*, *Statement of Revenue Policy* and *Draft Fees and Charges 2025/26*, due regard has been given to promoting the financial sustainability of Council.

Budget

In order to resource the activities identified in the Delivery Program and in the Operational Plan, Council has to develop a four-year Budget and an annual Budget, which in turn are part of Council's Ten Year Long Term Financial Plan. The draft operating result for in the 2025/26 financial year is budgeted to be a surplus of \$37,000 before capital grants and contribution.

A full schedule of the user fees and charges proposed for the year is included in the Draft Revenue Policy. The proposed fees have been set in accordance with Council's pricing policy, which requires consideration of a number of factors including community service obligations, the cost of service provision, whether the goods or services are provided on a commercial basis, and the capacity of the user to pay.

Statement of Revenue Policy

Pursuant to Section 491 of the Act, Council may obtain income from:

- Rates
- Charges
- Fees
- Grants
- Borrowings
- Investments

Rates

Revenue will be raised by way of general residential and non-residential rates, based on land values of all rateable properties in the Council area. Council reviewed its rating category allocations to ensure charges are shared equitably and reflect the benefits delivered through Council spending. Following the review, business rating categories received a marginally higher share of the increase than residential categories.

Council's Rating Policy is based on a minimum rate/ad-valorem structure comprising:

- Ordinary Rate – Residential
- Minimum Rate – Residential
- Ordinary Rate – Residential Town Centre
- Minimum Rate – Residential Town Centre
- Ordinary Rate – Business A
- Ordinary Rate – Business B
- Ordinary Rate – Business C
- Ordinary Rate – Business D
- Ordinary Rate – Business Town Centre Minor Business
- Minimum Rate – Business A, B, C, D and Town Centre Minor Business

The Estimated Rate Yield for 2025-2026 with the IPART - Rate Peg increase of 7.6% and proposed rates are shown in the following table:

2025/2026 RATING STRUCTURE WITH +7.6% IPART Rate Peg and Other Mandatory Adjustments						
RATE TYPE	CATEGORY	TOTAL NUMBER OF ASSESSMENTS	RATE IN THE DOLLAR	NUMBER MIN. RATE ASSESSMENTS	MINIMUM RATE \$	NOTIONAL YIELD \$
Ordinary	Residential	10,600*	0.00110838	4,709*	\$1,299.37	\$18,885,530
Ordinary	Business A	444*	0.00215712	164*	\$1,420.92	\$1,964,546
Ordinary	Business B	41	0.00318608	3	\$1,420.92	\$724,895
Ordinary	Business C	29	0.00318201	2	\$1,420.92	\$587,182
Ordinary	Business D	42	0.00723609	4	\$1,817.72	\$3,249,194
Ordinary	Residential Town Centre	3,821	0.00075054	3,787	\$1,657.03	\$6,531,099
Ordinary	Town Centre - Minor Business	484	0.00256837	302	\$1,817.72	\$2,250,852
Total		15,461		8,971		\$34,193,298

*Pursuant to Section 518B of the *NSW Local Government Act 1993* inter alia land valuations carrying a Mixed Development Apportionment Factor (MDAF) are rated proportionally between Ordinary – Residential and Ordinary – Business A minimum/ad-valorem rates according to the MDAF percentages supplied by the NSW Valuer General.

Rateable properties that fall within the Burwood Town Centre Boundary area and are residentially occupied are categorised Residential Town Centre.

Rateable properties that fall outside the Burwood Town Centre Boundary and are residentially occupied are categorised Residential.

Rateable business properties are categorised as Town Centre Minor Business, Business A, Business B, Business C or Business D.

The rates for 2025-2026 will be levied on land valuations supplied by the NSW Valuer General with a base date of 1 July 2022.

Pursuant to Section 566 of the *Local Government Act 1993* interest will accrue on all overdue rates and charges.

In accordance with Section 566(3) of the Act, the Minister has determined the maximum rate of interest payable on overdue rates and charges for the period 1 July 2025 to 30 June 2026 (inclusive) will be 10.5% per annum.

Council Additional Pensioner Rebate

Since 2018-2019 Burwood Council has offered extra pensioner rate rebates to eligible pensioners, in addition to other pensioner rates concessions. The amount of the Council additional rebate for the 2025-26 rating year will be \$125.

Charges

Stormwater Management Service Charge

The Stormwater Management Service Charge (SMSC) was introduced in the 2013-14 financial year to establish a sustainable funding source for providing improved stormwater management across the Burwood Local Government area. In summary, the proposed Stormwater Management Services Charges are:

- Residential property: \$25 per annum (approximately 48 cents per week)
- Residential strata property: \$12.50 per annum (approximately 24 cents per week)
- Business property: \$25 per annum plus an additional \$25 for each 350m² or part thereof by which the parcel of land exceeds 350m²
- Business strata property: the above divided pro-rata between each strata title lot according to the unit entitlement with a minimum of \$5

The yield of the Stormwater Management Service Charges is estimated to be \$301,370.

Residential Waste Service Charge

Residential waste service charges are made on an annual basis and are equal to the cost of providing residential waste removal and disposal, recycling and waste management education.

The *standard* Residential Waste service consists of a 120 litre waste bin, a 240 litre recycling bin, a 240 litre green waste bin and two general clean-ups per annum.

In 2025-2026 it is proposed that the *standard* Residential Waste Service Charge will be set at \$604.00, representing an increase of \$23.25 compared to the 2024-2025 Residential Waste Service Charge.

The yield of the Residential Waste Service Charges is estimated to be \$9,694,385.

Conclusion

The *Draft Community Strategic Plan – Burwood 2036* and the associated draft IP&R documents included with this report have been updated to reflect the current vision, aspirations and priorities of the community following a period of review and community engagement. Together the documents will form the primary corporate planning and policy documents of Council and set out

the long term strategic directions, strategies, principal activities, actions and targets that Council commits to delivering over their respective timeframes.

This report seeks Council's endorsement to place the draft documents on public exhibition for a period of 28 days for consultation with the community. Council welcomes feedback from the community on these draft documents and will actively seek the community's input during the public exhibition period. Upon conclusion of the public exhibition period, the final documents will be reported to Council for adoption in June 2025 along with the associated Resourcing Strategy documents.

Recommendation(s)

That Council:

1. Endorse the *Draft Community Strategic Plan: Burwood 2036* and place the document on public exhibition for a period of 28 days.
2. Endorse the *Draft Delivery Program 2025-2029* and *Draft Operational Plan 2025-2026*, incorporating the *Draft Budget 2025-2026* and *Draft Statement of Revenue Policy 2025-2026* and place the documents on public exhibition for a period of 28 days.
3. Endorse the *Draft Resourcing Strategy 2025-35* and place the document on public exhibition for a period of 28 days.
4. Endorse the *Draft Schedule of Fees and Charges 2025-2026* and place the document on public exhibition for a period of 28 days.

Attachments – See separate Attachments Paper

- 1 Draft Burwood Community Strategic Plan: Burwood 2036
- 2 Draft Burwood Delivery Program 2025 - 2029 and Operational Plan 2025 – 2026
- 3 Draft Burwood Resourcing Strategy - May 2025
- 4 Draft Fees and Charges - 2025 - 2026

(Item 22/25) Community Grants Program 2024/25

File No: 25/7531

Report by Director Community Life

Summary

This report provides recommendations for the allocation of funding under Council's Community Grants Program 2024/25 for consideration and approval by Council. Funding recommendations are outlined under Attachment 1 of this report.

A brief outcomes summary report outlining the community impact of the Community Grants Program 2023/24 is also included under Attachment 3 for Council's information.

Operational Plan Objective

A.3 Deliver capacity building and funding initiatives to support the community sector, including the annual Community Grants, ClubGRANTS and the Councillor's Donation Programs.

Background

Burwood Council's annual Community Grants Program provides funding for programs, projects and events that address the identified social, cultural, recreational and environmental needs of the community and provide benefits to the residents of the Burwood Local Government Area.

This year the total pool of funds available under the Program is \$60,000 with organisations able to apply for funding of up to \$5,000 per application.

Proposal

The Community Grants Program 2024/25 opened on 6 January 2025 and closed on Monday 15 March 2025. A total of 28 applications were received requesting a total of \$177,273.

An Internal Assessment Panel comprising staff from Council's Community and Culture Team along with Council's Safety Liaison Officer assessed the applications received in accordance with the Community Grants Program Guidelines included under Attachment 2 of this report. The recommendations for funding were subsequently reviewed by the Director Community Life to ensure alignment with the Program Guidelines, Council's strategic priorities and identified community needs.

A total of 16 applications are recommended for funding as outlined in the Assessment Panel Ranking Table included under Attachment 1. The Community Grants Program is a competitive process and reasons for not recommending funding for the remaining applications are also summarised in the attachment, including any projects deemed ineligible.

Following Council's decision, all applicants will be notified of the outcome of their application. Unsuccessful applicants will be offered an opportunity for feedback and support, including information about other available grant opportunities, such as the Burwood ClubGRANTS Program, which closes on 31 May 2025.

Consultation

The Community Grants Program was actively promoted through Council's website, e-news and social media platforms, Council's Multicultural Advisory Committee, Disability Inclusion Advisory Panel, local community and interagency networks, and Council's community organisation databases from December 2024 to March 2025.

Grant Support Program

To support applicants, Council delivered a suite of grant supports including:

- Grants Information Sessions - two information sessions were provided on 5 and 18 February 2025 (one face to face day time session and one online evening session). An interpreter was available upon request for each session. Participants received information about funding priorities, assessment criteria, how to address the guidelines and provide realistic budgets, and the grant assessment process. Ten (10) participants attended the information sessions, with positive feedback received from attendees.
- Grant Writing Workshop - a 3-hour, grant writing workshop was held on 27 February 2025. Participants were provided with practical skills support and resources to develop and write their grant applications. Ten (10) organisation representatives attended the workshop with 100% of attendees 'Satisfied' or 'Highly Satisfied' with the workshops and support provided.
- 1:1 Feedback/Advisory Desks - phone or face-to-face sessions were available enabling applicants to get feedback on their draft application, discuss their project idea, check eligibility or ask questions. Four (4) organisations accessed the advisory desk service.
- Grant Enquiries via Email/Phone – Eight (8) organisations were supported with phone or email enquiries.

Planning or Policy Implications

All applications submitted under the Community Grants Program 2024/25 have been assessed in accordance with the eligibility, funding priorities and assessment criteria outlined in the Community Grants Program Guidelines included under Attachment 2. The report recommendations also meet the legislative requirements prescribed under Section 356 of the *Local Government Act 1993*.

Financial Implications

Funding of \$60,000 for the Community Grants Program is available within the approved Operational Budget 2024/25.

Based on feedback from previous funding recipients, the Internal Assessment Panel recommends that Council fully funds applications wherever possible to enable groups to deliver their project as outlined in their application. Given that the funding pool is limited, only one application is recommended for partial funding following an assessment of the budget submitted.

Options

Council can opt to endorse the funding recommendations of the Internal Assessment Panel or amend the funding allocations. A funding source must be identified should Council opt to grant additional funds beyond the \$60,000 funding pool available.

Conclusion

The 16 applications recommended for funding under the Community Grants Program 2024/25 aim to deliver significant community benefits across the Burwood Local Government Area. The recommendations of the Internal Assessment Panel are submitted for Council's consideration and adoption.

Recommendation(s)

That Council:

1. Approves the 16 applications recommended for funding as outlined under Attachment 1 and allocates \$60,000 from the Community Grants Program budget 2024/25.
2. Advises all applicants of the outcome of their application and provides feedback and support to applicants that were unsuccessful.

Attachments

- 1 [↓](#) Schedule of Community Grants Program 2024/25 Applications - Internal Assessment Panel Rankings and Recommendations
- 2 [↓](#) Community Grants Program Guidelines 2024-25
- 3 [↓](#) Community Grants Program 2023/24 Outcomes Summary Report

Item Number 22/25 - Attachment 1

Schedule of Community Grants Program 2024/25 Applications - Internal Assessment Panel Rankings and Recommendations

Burwood 2024/2025 Community Grants - Assessment Panel Rankings and Funding Recommendations									
#	Organisation Name	Project Title	Project Summary	Project Beneficiaries	Local residents (%)	Total Amount Requested (\$)	Amount Recommended (\$)	Ranking	Internal Assessment Panel Comments
APPLICATIONS RECOMMENDED FOR FUNDING									
1	Asian Women at Work Inc.	Learning English Through Singing	The project uses music to help local migrant women improve their English, build confidence, and connect with others. Through group singing and cultural exchange, the program supports language development and reduces social isolation, especially among Chinese, Vietnamese, and Nepalese women. The project will deliver the program over 20 sessions and will involve 30 participants.	30	90%	\$ 5,000	\$ 5,000	1	The project meets the Social Inclusion and Participation and Community Cohesion and Connection funding priorities and will increase participation in community life by socially isolated migrant women. The project addresses barriers to English language acquisition, confidence, and cultural connection by using music as a creative and culturally inclusive approach to learning. Aligns with: <i>Burwood 2036; Multicultural Burwood 2024-2028; Safer Burwood 2023-2027; Creative Burwood 2025-2035</i> .
2	Lifestart Disability Services Ltd	Lifestart Community Picnic for Children with Disability	The project will deliver a free, inclusive community picnic for children with disabilities and their families in Burwood, coinciding with International Day of People with Disability. The event will feature accessible activities such as a petting zoo, jumping castle, live performances by children with disability, and a quiet sensory space supported by allied health professionals. The project will increase the participation of children with disabilities and help families connect with others and access local support services.	350	75%	\$ 4,989	\$ 4,989	2	The project meets the Social Inclusion and Participation and Community Cohesion and Connection funding priorities and will increase participation by children and young people with disability and their families. The project addresses challenges related to social isolation, sensory sensitivity, and accessibility. Aligns with: <i>Burwood 2036; Disability Inclusion Action Plan 2022-2026; Safer Burwood 2023-2027</i> .
3	Nepalese Hindu Society of Australia	Grant Application for Teej Festival 2025	The Teej Festival 2025 is a free, inclusive cultural event celebrating Nepalese heritage, women’s empowerment, and community connection. The festival will be held in Burwood Park and bring together around 2,500 people from Nepalese and diverse cultural backgrounds, promoting social inclusion, cultural expression, and cross-cultural exchange. The event will feature traditional music, dance, storytelling, food, and interactive activities focused on women’s well-being. It will reduce social isolation, particularly for migrant women and families, build partnerships with local groups, and celebrate cultural diversity in Burwood.	2500	48%	\$ 3,000	\$ 3,000	3	The project meets the Social Inclusion and Participation and Community Cohesion and Connection funding priorities and will foster increased participation by migrant women, families, and young people and delivers cultural outcomes. Aligns with: <i>Burwood2036; Multicultural Burwood 2024-2028; Youth Action Plan 2024-2027; and Creative Burwood 2025-2035</i> .
4	Inner West Neighbour Aid Incorporated	Building Bonds: Seniors and Students Connecting	The project will bring together local seniors and young people through a weekly intergenerational program at Croydon Park Club, in partnership with MLC School. Through gentle exercise and movement sessions, shared lunches, and interactive afternoon sessions like brain training games, storytelling, creative activities and guest speakers, the project will support social connection, reduce isolation, and promote healthy ageing. Students will be encouraged to lead the afternoon program once a month. The project will enable seniors to stay independent, connected and visible in the community while inspiring young people to contribute meaningfully to their local community.	30	70%	\$ 2,000	\$ 2,000	4	The project meets the Social Inclusion and Participation funding priority and will strengthen intergenerational connections, reduce social isolation among seniors and deliver health and wellbeing benefits, and promote youth engagement through volunteering and shared activities. Aligns with: <i>Burwood2036; Youth Action Plan 2024-2027</i> .

Item Number 22/25 - Attachment 1

Schedule of Community Grants Program 2024/25 Applications - Internal Assessment Panel Rankings and Recommendations

#	Organisation Name	Project Title	Project Summary	Project Beneficiaries	Local residents (%)	Total Amount Requested (\$)	Amount Recommended (\$)	Ranking	Internal Assessment Panel Comments
5	The Greek Orthodox Parish and Community of Burwood and District	The Cottage Kitchen - serving free home made meals for those in need	The project will deliver free, home-cooked meals to vulnerable local residents each week, including frail seniors, people experiencing illness, and those facing poverty and food insecurity due to the cost of living crisis. The Cottage Kitchen currently provides over 120 meals each Monday, with extra meals available during the week for those in need. Meals are available for pick-up or delivered by volunteers to those with mobility issues, who also receive a regular welfare check, fostering connection and combating isolation. Grant funding will help purchase ingredients to meet growing demand.	300	70%	\$ 5,000	\$ 3,171	5	The project meets the Social Inclusion and Participation and Health and Wellbeing funding priorities and will increase food security, reduce isolation, and improve the wellbeing of vulnerable, and low-income residents. The project responds to increased demand, the rising cost of living and will increase the capacity of the service and provide critical support to local residents. Aligns with: <i>Burwood2036; Safer Burwood 2023-2027; Multicultural Burwood 2024-2028; Disability Inclusion Action Plan 2022-2026; Youth Action Plan 2024-2027.</i> Note: The Panel identified that the budget related to food materials only, and the project can be delivered with reduced funding. Partial funding of \$3,171 is recommended, taking into account recent donations received by the organisation.
6	St. Merkorious Charity Association Inc.	Serving Burwood Community Corrections	The project is a partnership between St Merkorious and Burwood Community Corrections enhancing community safety by addressing food insecurity among Corrections clients. Meals will be delivered twice weekly, providing 60 hot meals and 10 hampers each week over 40 weeks. By addressing basic needs, the project supports improved health, encourages attendance at rehabilitation and education programs, and helps reduce recidivism among vulnerable individuals, including those facing financial hardship, mental health issues, and addiction. The project will also engage local volunteers, fostering community awareness and connection.	2800	40%	\$ 5,000	\$ 5,000	6	The project meets the Community Safety and Social Inclusion and Participation funding priorities by addressing the root causes of reoffending, strengthening local partnerships, and creating safer pathways for vulnerable individuals. Aligns with: <i>Burwood 2036; Safer Burwood 2023-2027; Youth Action Plan 2024-2027.</i>
7	St Pauls Burwood Parish	Parish Pantry	The Parish Pantry at St Paul's provides free food and meals to local residents experiencing poverty and hardship - particularly the elderly, sick, and those facing financial stress. Run by volunteers, the service now delivers over 5,000 meals weekly in response to growing demand from people facing financial stress, illness, or isolation. Grant funding will help purchase food to meet this urgent and increasing need.	225	100%	\$ 5,000	\$ 5,000	7	The project meets the Social Inclusion and Participation and Community Cohesion and Connection funding priorities and will increase food security, reduce isolation, and improve the wellbeing of vulnerable, and low-income residents. The project responds to increased demand, the rising cost of living and will increase the capacity of the service to provide critical support to local residents. Aligns with: <i>Burwood2036; Safer Burwood 2023-2027; Multicultural Burwood 2024-2028; Disability Inclusion Action Plan 2022-2026; Youth Action Plan 2024-2027.</i>
8	Days for Girls Australia Limited	Burwood Library Monthly Sewing Bee (run by Days for Girls)	The project brings together older, isolated people, primarily women - many from culturally diverse backgrounds - as well as younger unemployed women from the Burwood area to connect, build friendships, and gain skills through a monthly sewing group. In a safe and welcoming environment, participants sew reusable items for the charity Days for Girls, helping to fight period poverty locally and globally. The project promotes social inclusion, personal wellbeing, friendship and skill development, as well as cross cultural understanding while also supporting sustainability by ensuring 100% of materials are reused.	40	80%	\$ 2,500	\$ 2,500	8	The project meets the Social Inclusion and Participation funding priority and will strengthen intergenerational connections, reduce social isolation among seniors and deliver health and wellbeing benefits, and promote youth engagement through volunteering and shared activities. Aligns with: <i>Burwood2036; Multicultural Burwood 2024-2028; Safer Burwood 2023-2027.</i>
9	Wrap with Love Inc	Wrap with Love	The project brings together local volunteers, many of whom are socially isolated, to knit and crochet squares that are joined to create warm wraps (blankets) for people in need across Australia and overseas. The group meets weekly at Burwood Library, providing a safe and welcoming space for friendship, connection, and purpose. Key outcomes include reduced social isolation, strengthened community connections, and practical support for vulnerable individuals experiencing homelessness, disadvantage, domestic violence or extreme weather through the distribution of wraps. Funding will support the purchase of yarn used to create the wraps.	57	98%	\$ 1,000	\$ 1,000	9	The project meets the Social Inclusion and Participation and Community Cohesion and Connection funding priorities and benefits local residents by reducing social isolation and fostering meaningful connections in a safe, welcoming environment. Aligns with: <i>Burwood2036; Multicultural Burwood 2024-2028; Safer Burwood 2023-2027.</i>

Item Number 22/25 - Attachment 1

Schedule of Community Grants Program 2024/25 Applications - Internal Assessment Panel Rankings and Recommendations

#	Organisation Name	Project Title	Project Summary	Project Beneficiaries	Local residents (%)	Total Amount Requested (\$)	Amount Recommended (\$)	Ranking	Internal Assessment Panel Comments
10	Chinese Australian Services Society Limited	Journey of Memory - Expo for Chinese Australians Experiencing Memory Loss, Cognitive Impairment and Dementia	The 'Journey of Memory Expo' is a one-day event designed to provide accessible, culturally appropriate information about memory loss, dementia, and available services to Chinese Australians in Burwood. The event will offer bilingual education sessions, workshops on brain health and ageing well, carer support resources, and gentle exercise activities. All sessions will be translated into Chinese to ensure accessibility for Mandarin and Cantonese speakers. The expo aims to raise awareness, reduce stigma, and connect community members with services that support people living with dementia and their carers.	70	70%	\$ 5,000	\$ 5,000	10	The project meets the Health and Wellbeing and Social Inclusion and Participation funding priorities and addresses barriers to health literacy, service navigation, and strengthens partnerships with service providers, building culturally competency and strengthening service delivery in the Burwood LGA. Aligns with: <i>Burwood2036; Multicultural Burwood 2024-2028; Disability Inclusion Action Plan 2022-2026.</i>
11	Sydney Chinese Drum Art Troupe Incorporated	Drum Up with the Troupe	The project will deliver a community inter-cultural program offering free weekly and monthly workshops and learning activities in Burwood Park. The project will invite people of diverse ages and backgrounds to join in activities like Chinese waist drumming, dancing, singing, Tai Chi, Chinese language, cooking and Aboriginal arts (facilitated by an Aboriginal elder). The project will recruit ten new participants each week and expand activities to other areas. Participants will be mentored by current Troupe members, with opportunities to build skills, confidence and connection. A large Cultural Day in December 2025 will showcase cultural diversity through performances, food, and interactive activities. The project aims to promote wellbeing, cultural exchange, and inclusion across the Burwood community.	1000	80%	\$ 2,800	\$ 2,800	11	The project meets the Social Inclusion and Participation and Community Cohesion and Connection funding priorities and supports social connectedness and cross-cultural understanding. Aligns with: <i>Burwood2036; Multicultural Burwood 2024-2028; Creative Burwood 2025-2035, and Reconciliation Action Plan 2025 - 2027.</i>
12	The Benevolent Society	Empowered Caring: Knowledge, Health & Boundaries for Stronger Lives	The project will deliver a dedicated wellbeing workshop for 150 unpaid carers in the Burwood area - most of whom are women - providing a safe space to reflect on their personal needs, strengthen mental wellbeing, and connect with others in similar roles. Aligned with International Women's Day, the workshop will focus on setting healthy personal boundaries in their caring roles, recognising personal strengths, and building resilience through interactive activities like SWOT analysis, vision boards, strengths bingo, and peer discussions. The project responds to the high levels of isolation and burnout experienced by carers and will empower them with tools for self-care, confidence, and community connection.	150	100%	\$ 4,820	\$ 4,820	12	The project meets the Community Cohesion and Connection and Health and Wellbeing funding priorities and will improve the mental health, confidence, and community participation of unpaid carers. The project addresses barriers to social inclusion and emotional support and delivers outcomes including improved mental wellbeing, strengthened peer networks, and greater community recognition of carers' contributions - particularly in alignment with International Women's Day. Aligns with: <i>Burwood2036; Multicultural Burwood 2024-2028; Safer Burwood 2023-2027; Disability Inclusion Action Plan.</i>
13	Chinese Australian Services Society Limited	Cohesion Through Connection Project in Burwood	The project will deliver 20 sessions of social activities, educational workshops, and multicultural celebrations for local seniors and residents from culturally diverse backgrounds. These will include community gatherings, group exercise, English and smartphone classes, information sessions on mental health and hate crime, volunteer training, and cultural sharing activities such as Lunar New Year. The project aims to overcome language barriers and reduce isolation, improve access to services, and foster a sense of belonging and connection across the community.	400	80%	\$ 5,000	\$ 5,000	13	The project meets the Social Inclusion and Participation and Community Cohesion and Connection funding priorities and will addresses barriers related to language and social exclusion, and delivers outcomes benefiting local residents. Aligns with: <i>Burwood 2036; Multicultural Burwood 2024-2028; Safer Burwood 2023-2027.</i>

Item Number 22/25 - Attachment 1

Schedule of Community Grants Program 2024/25 Applications - Internal Assessment Panel Rankings and Recommendations

#	Organisation Name	Project Title	Project Summary	Project Beneficiaries	Local residents (%)	Total Amount Requested (\$)	Amount Recommended (\$)	Ranking	Internal Assessment Panel Comments
14	Reverse Garbage Co-operative Ltd	Meaningful Volunteer Work for Community Service Orders in Burwood and Sustainable Education for Students	The project will provide volunteer opportunities for individuals involved in the Department of Communities and Justice's Community Service Orders (CSO) program by offering a safe, non-judgmental space to engage in meaningful work at Reverse Garbage. Participants will assist in preparing donated waste materials for sustainability education programs, gaining new skills that support their rehabilitation and enhance future employment opportunities. Running for 12 months, the project will engage 288 offenders, while also benefiting 10 local Burwood schools and the broader community through hands-on workshops focused on reuse and sustainability. This initiative promotes social reintegration, skills development, and community involvement, contributing to both the personal growth of offenders and environmental education in Burwood.	288 clients, 10 schools	60%	\$ 5,000	\$ 5,000	14	The project meets the Social Inclusion and Participation and Community Cohesion and Connection funding priorities and addresses barriers to rehabilitation, social reintegration, and employment for disadvantaged individuals to gain skills, build confidence, and contribute meaningfully to sustainability education and environmental initiatives in Burwood. Aligns with: <i>Burwood 2036; Safer Burwood; Multicultural Burwood 2024-2028; Youth Action Plan 2024-2027.</i>
15	Narcotics Anonymous Burwood Womens Meeting	Narcotics Anonymous Womens Meeting Tuesday night 6.30pm	The project will provide a free, weekly Tuesday night Women's Narcotics Anonymous meeting at Burwood Park Community Centre, supporting women in the Burwood LGA who are recovering from drug addiction, mental health challenges and domestic violence. As many of the women attending are just beginning their recovery journey, they are often without full-time employment and caring for children, making it difficult to contribute to the full \$30 weekly hire fee. This grant will help subsidise venue costs and establish a permanent, accessible support group for women to access peer support, build resilience, and work towards long-term recovery through a 12-step program.	50	100%	\$ 2,340	\$ 2,340	15	The project meets the Social Inclusion and Participation and Health and Wellbeing funding priorities and will support women in the Burwood LGA facing complex barriers such as addiction, mental health challenges, and experiences of domestic violence. Aligns with: <i>Burwood2036; Safer Burwood 2023-2027; Disability Inclusion Action Plan 2022-2026; Multicultural Burwood 2024-2028.</i>
16	Climate Action Burwood Canada Bay	Helping to Build a Sustainable Community	The project will deliver a series of hands-on events to help Burwood residents to better understand and embrace home electrification and renewable energy. Through activities like induction cooking demonstrations, free energy consultations, and expert-led information evenings, the project will provide clear, practical guidance on how households - especially renters and apartment dwellers - can reduce costs, improve health, and benefit the environment. These events will directly address community confusion around energy options and empower people with the knowledge to make sustainable choices. Key outcomes include increased awareness, informed decision-making, and stronger community engagement in climate action.	300	100%	\$ 3,380	\$ 3,380	16	The project meets the Health and Wellbeing funding priority and addresses barriers to understanding savings, health and environment benefits of renewable energy and home electrification. Aligns with: <i>Burwood 2036; Multicultural Burwood 2024-2028; Sustainable Burwood.</i>
Total Funding Recommended for Allocation				8,890		\$ 61,829	\$ 60,000		

Item Number 22/25 - Attachment 1

Schedule of Community Grants Program 2024/25 Applications - Internal Assessment Panel Rankings and Recommendations

#	Organisation Name	Project Title	Project Summary	Project Beneficiaries	Local residents (%)	Total Amount Requested (\$)	Amount Recommended (\$)	Ranking	Internal Assessment Panel Comments
APPLICATIONS NOT RECOMMENDED FOR FUNDING (FUNDING POOL EXHAUSTED)									
17	Dancing Hearts Services Incorporated	Dancing Hearts Ballet	The project will deliver a weekly ballet class for seniors aged 55+. Designed to support healthy ageing, the program provides a fun, inclusive, and low-impact way for seniors to stay active, improve mobility, and connect with others in the community. The project addresses the needs of older residents in the Burwood LGA.	20	70%	\$ 2,000	\$0	17	The project meets the Social Inclusion and Participation and Health and Wellbeing funding priorities and delivers outcomes for 20 local seniors. The budget does not include venue hire costs (estimated at \$1,575), raising questions about the viability of the project as proposed. The proposal also includes participant fees totalling \$2,700, making it unclear whether this is intended to be a free or fee-based program. Feedback: Council will provide the applicant with feedback on their application, other grant opportunities and explore other opportunities for support or partnership.
18	Global Chinese Christian Unity Federation	Love Our Nations	The project is a cultural celebration that promotes inclusion, belonging, and the preservation of heritage. The event will bring together the Chinese community from different backgrounds through traditional folk songs, dances, instrumental music, and contemporary performances that reflect the rich diversity of China's regions. By sharing customs and stories across generations, the event helps foster cultural pride, connection, and a sense of community.	300	60%	\$ 5,000	\$0	18	The project meets the Social Inclusion and Participation and Community Cohesion and Connection funding priorities and promotes cultural pride through a community celebration of Chinese heritage. The panel notes the majority of the budget is allocated to ineligible staffing costs, as well as promotion and venue costs. It is also unclear how the event will actively engage the broader community beyond the participating performers and outcomes were vague and difficult to measure. Feedback: Council will provide the applicant with feedback on their application and other potential grant opportunities.
19	Canterbury Bankstown Chamber of Commerce Inc.	CEO for a Day! For Burwood Youth	The project offers 15 Year 10-12 students from local high schools a one-day shadowing experience with local CBCC Members, CEOs, business or community leaders. The program allows participants to gain insights into leadership, decision-making, and the professional world, while developing skills in resilience, adaptability, and communication. By fostering personal growth, promoting networking, and encouraging life skills such as teamwork and effective communication, the program aims to strengthen the sense of community and support for young people facing social isolation and economic challenges.	15	100%	\$ 5,000	\$0	19	The project meets the Social Inclusion and Participation and Community Cohesion and Connection funding priorities and mentoring outcomes for 15 young people. The panel notes mentorship occurs outside Burwood LGA, project/admin costs are high, and there is limited evidence of local connections. Aligns with: <i>Burwood 2036; Youth Action Plan 2024-2027</i> . Feedback: Council will provide the applicant with feedback on their application, other grant opportunities such as ClubGRANTS, and explore other opportunities to collaborate with Council's Youth Community Projects Officer to strengthen local partnerships and future project delivery.
20	Sydney u3a	Providing a program for seniors to participate in stimulating and active pursuits to enhance their health and engagement in the community	The project supports and expands the range of educational and social courses provided for older adults in Burwood. Additional funding will expand the current offerings and introduce new courses such as mathematics, writing, music appreciation, backgammon, and photography. These low-cost courses promote lifelong learning, social connection, and wellbeing for seniors in the Burwood community.	160	25%	\$ 4,500	\$0	20	The project meets the Social Inclusion and Participation and Health and Wellbeing funding priorities and supports lifelong learning, social connection, and wellbeing for older adults in Burwood. The panel notes that 89% of the grant is allocated to venue hire, with limited direct local benefit (only 25% of participants are local residents). Aligns with: <i>Burwood2036; Creative Burwood 2025 - 2035</i> . Feedback: Council will offer feedback to the applicant, explore options for partnership support, and direct them to other appropriate grant opportunities, such as ClubGRANTS.
21	Lions Club of Burwood and Strathfield Inc	Diabetes Awareness Forum	The Lions Club will host a 'Diabetes Awareness Forum' to educate the community about diabetes. The forum will focus on raising awareness for those living with diabetes, pre-diabetics, and individuals at risk. It will engage expert speakers from endocrinology, nutrition, and food management to discuss the effects of diabetes and provide guidance on how to manage the condition. The event aims to empower attendees with information to improve their health and well-being.	100	80%	\$ 5,000	\$0	21	The project addresses the Health and Wellbeing funding priority and benefits Burwood residents at risk of or living with the diabetes. Aligns with: <i>Burwood2036</i> . Feedback: Council will provide the applicant with feedback on application and explore opportunities to partner on health promotion, including possible collaboration with SLHD, Diabetes Australia, or ClubGRANTS.

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Schedule of Community Grants Program 2024/25 Applications - Internal Assessment Panel Rankings and Recommendations

#	Organisation Name	Project Title	Project Summary	Project Beneficiaries	Local residents (%)	Total Amount Requested (\$)	Amount Recommended (\$)	Ranking	Internal Assessment Panel Comments
22	Sydney Olympic Peninsula Multicultural Community Association	Cultural Odyssey 2.0: Traditions, Well-being, Safety!	The project promotes Chinese cultural heritage, well-being and safety through activities such as traditional dance, Chinese painting, painting classes, dumpling-making, Chinese medicine, Mandarin citizenship sessions, police talks, and health seminars. Aimed at migrant seniors and children living, working or studying in Burwood, the project supports cultural learning, community connection, and healthier, safer living.	500	80%	\$ 5,000	\$0	22	The project addresses the Social Inclusion and Participation, Community Safety funding priorities. The Panel notes only 10% and 30% of participants are local residents, and some activities duplicate existing Council or partner services. Aligns with: <i>Burwood2036; Multicultural Burwood.</i> Feedback: Council will offer feedback to the applicant, direct them to other appropriate grant opportunities, such as ClubGRANTS, and explore other opportunities to collaborate with Council's Safety Liaison Officer to strengthen local partnerships and future project delivery.
23	Epilepsy Action Australia	Epilepsy Allies: Navigating Epilepsy Together	The project will distribute multilingual epilepsy education materials (in English, Mandarin, and Arabic) to improve awareness, understanding, and support targeted to the estimated 402 people living with epilepsy in Burwood. The program will provide tailored seizure first-aid resources and individual nurse consultations. The project will target people with epilepsy, their families, particularly from culturally diverse communities and local professionals.	402	100%	\$ 3,665	\$0	23	The project addresses the Health and Wellbeing and Social Inclusion and Participation funding priorities, targeted to Burwood residents living with the epilepsy. Aligns with: <i>Burwood2036.</i> Feedback: Council will offer feedback to the applicant and direct them to other appropriate grant opportunities, such as ClubGRANTS.
24	All Together Thriving Ltd	Move Cancer out of the Burwood area!	The project will deliver a 4-week Cancer Wellness Program in the Burwood area, supporting 8 cancer patients, survivors, carers, and family members through tailored exercise, nutrition, mindfulness, and peer support sessions. The program aims to help participants manage treatment side effects such as fatigue, anxiety, and depression, while reducing the risk of cancer recurrence. All sessions will be led by individuals with lived experience of cancer, with options for ongoing wellness and personal training services to help participants stay active and connected.	5 - 8	100%	\$ 5,000	\$0	24	The project addresses the Health and Wellbeing funding priority and benefits 5 - 8 Burwood residents with cancer. The Panel notes low participant numbers and the project's proposed dates fall outside the grant period. Aligns with: <i>Burwood2036.</i> Feedback: Council will offer feedback to the applicant and direct them to other appropriate grant opportunities, such as ClubGRANTS.
25	Little Helpers on the Run	Kindness Through Creativity: Connecting Generations	The project engages children and seniors in creating personalised thank-you cards for community helpers like doctors, teachers, and emergency workers. The cards are shared during special occasions, promoting gratitude, kindness and creativity. Cards are also turned into digital art to inspire a wider audience. Funding will be used to print the cards.	1000	90%	\$ 5,000	\$0	25	The project addresses the Social Inclusion and Participation funding priority. 100% of the grant is allocated to printing costs, with limited demonstrated community benefit and minimal in-person interaction to support genuine intergenerational exchange. Feedback: Council will provide feedback to the applicant on their application and suggest alternative grant opportunities.
26	Australia Spirit Light Volleyball Club Incorporated	Lightvolley Ball for the community to involved and be active	The project uses volleyball to foster community connection, inclusion, and wellbeing by providing accessible volleyball training and competitions for underrepresented groups, including women and people from culturally diverse backgrounds. The project seeks funding to cover insurance costs, venue hire, promotion and catering.	30	100%	\$ 5,000	\$0	26	The project addresses the Health and Wellbeing and Community Cohesion and Connection funding priorities. Aligns with: <i>Burwood2036; Multicultural Burwood, Safer Burwood.</i> The application lacks clarity in project activities, outcomes, and budget, with a primary focus on insurance costs and total expenses listed at \$3,500 despite requesting \$5,000; project dates fall outside grant guidelines. The application also states that the project will be delivered in an indoor sports centre, although there are currently no such facilities within the Burwood LGA. Feedback: Council will provide feedback to the applicant and advise on other suitable grant opportunities.

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Schedule of Community Grants Program 2024/25 Applications - Internal Assessment Panel Rankings and Recommendations

#	Organisation Name	Project Title	Project Summary	Project Beneficiaries	Local residents (%)	Total Amount Requested (\$)	Amount Recommended (\$)	Ranking	Internal Assessment Panel Comments
27	Sydney Olympic Football Club Limited	O-Lym-Pic Clinics: Building Future Champions	The project will run 2-day football clinics during each school holiday for children aged 12–16, blending elite sports training with personal development. The project will be delivered from the organisation's sportsgrounds in Belmore. Led by professional players and coaches, including current Matildas, the program builds skills, confidence, teamwork, and resilience through interactive sessions on mindset, fitness, and game play. With six clinics each year and up to 60 participants per session, the program aims to support young people's physical and emotional growth while connecting them to role models and pathways in sport.	15 - 360	10 - 30%	\$ 4,750	\$0	27	The project addresses the Health and Wellbeing funding priority. Aligns with: <i>Burwood2036; Youth Action Plan 2024-2027</i> . The application lacks clarity on budget and local delivery, with limited benefit to Burwood residents as only up to 30% of participants will be from the area and the program is based in Belmore. Feedback: Council will provide feedback to the applicant and advise on other suitable grant opportunities.
28	SHER Foundation Ltd	Empowering CALD Men's Mental Health through Online Up-skilling	The project will provide a 2-hour online workshop for 25 men from culturally diverse backgrounds living in Burwood, focused on improving digital job skills, mental wellbeing, and social connection. Participants will create resumes, set up LinkedIn profiles, learn workplace communication, and engage in peer discussions around mental health and confidence. The program offers culturally safe support, practical tools, and referrals to local services - helping build employment readiness, inclusion, and community connection.	25	100%	\$ 3,700	\$0	28	The project addresses the Social Inclusion and Participation and Community Cohesion and Connection funding priorities. Aligns with: <i>Burwood2036; Multicultural Burwood, Safer Burwood</i> . The application lacks clarity in its budget and activities, as well as lack of evidence of existing Burwood connections. The Panel also noted the limited impact of a single online workshop. Feedback: Council will provide the applicant with feedback on their application and identify other grant opportunities including Burwood ClubGRANTS.
						\$ 177,273	\$ 60,000		



Burwood Community Grants Program Guidelines 2024/2025

GRANTS OPEN: Monday 6 January 2025

GRANTS CLOSE: Monday 24 March 2025



Burwood Council
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Applications for Community Grants will be accepted online from 6 January 2025 to 24 March 2025, 4pm.

1. Introduction

Burwood Council's annual Community Grants Program provides funding for projects that address identified need and deliver social, cultural, recreational and/or environmental benefits to residents of the Burwood Local Government Area (LGA).

The Community Grants Program assists Council to achieve strategic objectives outlined in the Community Strategic Plan, Burwood2036, and other related community strategies and plans.

Council encourages projects that:

- promote the social inclusion, connection and capacity of Burwood's diverse community including people of all ages and abilities
- are collaborative and community-led.

2. Funding Available

The total annual funding pool available in 2024/25 is \$60,000.

The maximum amount per application is \$5,000.

3. Who is eligible to apply?

To be eligible for funding, applicants must:

- Be a legally registered, incorporated not-for-profit organisation (or group).
- Unincorporated groups may be sponsored (auspiced) by an incorporated not-for-profit organisation.
- Have a current registered Australian Business Number (ABN).
- Be currently located or delivering services/projects in the Burwood Local Government Area.
- Be able to provide proof of public liability insurance (minimum of \$20 million cover).
- Be able to demonstrate they have acquitted any previous grants from Council.

Note:

- Individuals are not eligible to apply.
- Funded projects must be carried out in the 12 months after payment is made unless an extension is pre-approved by Council.
- Recipients that do not submit an acquittal form may not be eligible for future Council grants.



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4. Assessment Criteria

DESCRIPTION	WEIGHTING
<p>PROJECT</p> <ul style="list-style-type: none"> • Project has clear aims • Project has clearly identified project activities • Evidence of community need for project • Addresses at least one of the funding priorities (see next page) • Project provides a clear benefit to the local community and residents of Burwood LGA are the primary beneficiaries • Project does not duplicate existing programs or services 	40%
<p>OUTCOMES</p> <ul style="list-style-type: none"> • Project outcomes are identified • Project outcomes are achievable and link to project activities • Degree to which the project benefits the residents of the Burwood LGA • Project promotes community development and partnership opportunities 	20%
<p>BUDGET</p> <ul style="list-style-type: none"> • Budget has clear costings, is realistic and cost-effective to achieve identified outcomes 	15%
<p>CAPACITY</p> <p>Demonstrated ability of applicant to:</p> <ul style="list-style-type: none"> • Manage funds • Deliver projects • Engage capable workers, volunteers and/or partners • Engage community members targeted in application 	25%

5. Funding Priorities

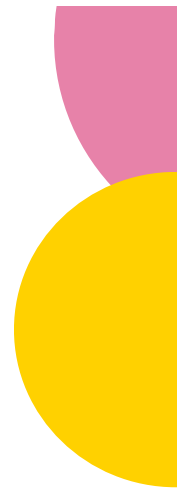
STRATEGIC GOALS	PRIORITY AREAS FOR FUNDING
A welcoming community that cares and looks after each other	<p>SOCIAL INCLUSION AND PARTICIPATION, including projects that:</p> <ul style="list-style-type: none"> • improve access to services and/or increased participation in community life especially by isolated, marginalised or vulnerable community members • support and increase participation in volunteering • support the participation of children and families, seniors, people with disability and their carers in local activities/services • increase the participation of women and girls • improve access to services that address homelessness and the drivers of homelessness • improve employment and education outcomes for young people and other priority groups <p>COMMUNITY COHESION AND CONNECTION, including projects that:</p> <ul style="list-style-type: none"> • strengthen cross-cultural or intercultural understanding and connection • acknowledge, respect and engage First Nations peoples, their culture and heritage • use arts and cultural activities for community development outcomes • strengthen the capacity of local organisations to work collaboratively to address issues affecting our local communities
A healthy and active lifestyle where people experience a sense of connection and wellbeing	<p>COMMUNITY SAFETY:</p> <ul style="list-style-type: none"> • Projects that improve community safety outcomes, including domestic and family violence prevention/support or online safety <p>HEALTH AND WELLBEING, including projects that:</p> <ul style="list-style-type: none"> • prevent and raise awareness of mental health • promote physical activity, health and wellbeing • use sport and recreation activities for community development outcomes • engage the community in local environmental initiatives and sustainability principles and practices for community development outcomes



Burwood
Inc.1874

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6. Relevant Council Plans and Strategies

- Burwood2036, Community Strategic Plan: bit.ly/4f95rGu
- Multicultural Burwood 2024 - 2028 and Culturally Diverse Communities of Burwood Research Paper: bit.ly/3ZsyJKf
- Safer Burwood 2023 – 2027: bit.ly/3ZrHsN2
- Burwood Youth Action Plan 2024 – 2027: bit.ly/3ZJwcNi
- Burwood Disability Inclusion Action Plan 2022 – 2026: bit.ly/4gc4kHy
- Burwood Community Engagement Strategy 2023 - 2026: bit.ly/4g1fVZI

7. What is not eligible?

Grants will NOT be provided for:

- Recurrent salary costs or contributions to salary costs of existing positions in an organisation.
- Political purposes or religious instruction.
- Money that has already been spent or projects already undertaken.
- Projects being conducted by individual persons, commercial enterprises or government agencies.
- A core service that is funded by another source e.g. Federal or State Government.
- Projects that require ongoing funding from Burwood Council beyond the current year.

(Note: Grants are designed to provide one-off funding and there will be no commitment from Council for ongoing funding for the same project in the future.)

8. How to apply?

Applications must be:

- Made through Council's online grant system
<https://burwood.smartygrants.com.au>
- Completed in full and received by Council by the closing date - late applications will not be considered.

For applications requiring an Auspice, a letter of agreement / endorsement must be submitted with the application. Alternatively, the application can be made by the auspicing organisation.



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9. Assessment and Notification Process

1. All applications will be assessed by an Internal Assessment Panel made up of Council staff with subject matter expertise.
2. Recommendations of the Internal Assessment Panel will be made with reference to the eligibility and Assessment Criteria. Priority of applications will be determined by the following:
 - Alignment with one of the priority areas for funding.
 - Innovative or new programs that address an identified community need.
 - Partnership projects that strengthen the capacity of organisations to work collaboratively to address issues affecting the community or that enhance the capacity of the local community to address local issues.
 - Projects and activities that will have medium to longer-term benefits.
3. Recommendations for funding allocations will be reported to a Council Meeting for determination in the fourth quarter of the financial year (March to June). Council has the final decision-making authority for the determination of funding allocations.
4. Following the decision at a Council meeting, all applicants will be notified of the outcome of their application. The decision will also be included in the Council Meeting Minutes.
5. Grant recipients must enter into a funding agreement with Council and meet all requirements of project delivery, any funding conditions and acquittal.

10. Timeframes

6 January 2025	Applications open (@ 9am)
24 March 2025	Applications close (@ 4pm)
March - April 2025	Assessment of applications
May 2025	Funding Recommendations reported to Council
May - June 2025	Funding applicants notified
June 2025	Grants Presentation and funding received by successful applicants
1 July 2025 – 30 June 2026	Projects implemented
30 July 2026	Funding acquittal reports due (or within 4 weeks of completion)

11. Grants Support Program

The following supports are available to assist applicants with preparing their application, using the online grants portal, discuss their project idea, budget or any questions.

Places are limited and pre-booking is essential.

If you require an interpreter at a session please let us know when you register.

GRANT SUPPORT PROGRAM	DATES	TIMES
Information Sessions: IN PERSON ONLINE Bookings: bit.ly/3ZISa2V	Wed, 5 February 2025 Tues, 18 February 2025	2 - 3.30 pm 6 - 7:00 pm
Grant Writing Workshop IN PERSON Bookings: bit.ly/3BuDfzV	Thurs, 27 February 2025	5 - 8:00 pm
1:1 Feedback/Advisory Desk: IN PERSON BY PHONE/ONLINE Bookings: bit.ly/3BxLz1T	Wed, 5 March 2025 Tues, 18 March 2025	11am - 4 pm 2 - 6:30 pm

Enquiries

Phone: 9911 9943

or Council Switch: 9911 9911 and ask for Community and Culture team

Email: grants@burwood.nsw.gov.au

Or contact us via these free services:

Telephone Interpreting Service (TIS): 13 14 50 - ask them to call Council on (02)

9911 9943 or (02) 9911 9911

Voice Relay: 1300 555 727

Text to Speech: 133 677



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**Community Grants Program 2023/2024
OUTCOMES REPORT**

April 2025

Introduction

This report provides information on the outcomes of projects funded through the 2023/2024 Burwood Community Grants Program.

As of April 2025, 11 of the 12 funded projects through the 2023/24 Grants Program have submitted acquittal or progress reports. One organisation has sought an extension for the delivery and acquittal of their grant.

Background

Burwood Council's Community Grants Program aims to support local, not profit organisation to deliver projects that provide social, cultural, recreational and/or environmental benefits to our local community.

An annual funding pool of \$55,000 was available for the 2023/24 Community Grants Program.

Incorporated, not-for-profit community organisations could apply for up to a maximum of \$5,000 per grant.

An Overview of Community Grants Program Outcomes



Grant Applications and Funding Allocations

- 37 applications were received worth \$267,543
- There was a 32% success rate with 12 projects funded (13 projects were unsuccessful, 12 were ineligible)
- Council provided \$52,500 in funding to successful projects
- Average amount awarded per project was \$4,375
- Lowest amount funded was \$2,500
- Highest amount funded was \$5,000

Scope and Influence of Grants Program on Target Groups¹

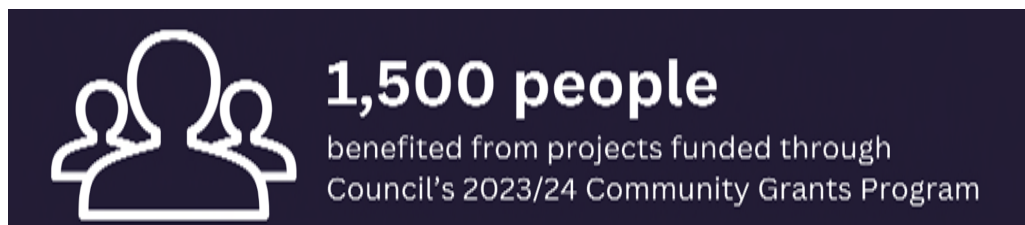
The following target groups and individual participants benefited through the 12 projects funded by the 2023/24 Community Grants Program:

How many projects funded for this target group



Project focus:

- 2 projects supporting vulnerable residents with cost of living pressures
- 5 projects focused on health, wellbeing or mental health challenges
- 2 projects supported isolated or new arrivals through English language classes, intercultural connections
- 3 projects promoting social inclusion through development of language development, life skills or creative expression
- 3 projects using arts and cultural activities, including 2 projects showcasing Burwood's local cultural heritage and delivering cultural experiences, aligned with the 150 year celebrations



¹ Note: projects may target more than one target group or issue
Burwood 2023 2024 Community Grants Program Outcomes Summary Report

Grant Project Case Studies

Below are case studies showing the outcomes of two example projects funded through the 2023/2024 Community Grants Program.

CASE STUDY 1:

Funded Organisation: St Anthony's Family Care

Amount Funded: \$5,000

Project description:

The project engaged local young adults with disabilities (aged 16 to 25 years) in a 10-week program to increase their independence through cooking and living skills sessions.

The program was incorporated into the existing Forge Day program, so the young adults were able to learn in a safe, supportive, and familiar environment.

Project Outcomes:

- 12 young people with disabilities participated in weekly cooking classes with a qualified facilitator and members of the Disability Support Team.
- Benefits included:
 - Increased independence in daily life
 - Improved fine and gross motor skills
 - Enhanced life skills such as time management and planning which are transferrable to other aspects of life
 - The opportunity to connect with others, increased friendship networks, and a sense of community and improved self-esteem.
- Each lesson:
 - Incorporated information and guidance on nutrition as part of the menu. For example, the benefits of breakfast and exploring fresh and fun breakfast ideas.
 - Included the option to sit and enjoy the meal they created.
 - Included discussions around meal preparation, grocery shopping, food budgeting, nutrition, and taste.
- The menu also included options reflecting Burwood's multi-cultural community.

“Cooking is an important part of independent life skills in our program that is popular with our participants and their families.

From practical skills to the sensory experience, cooking in a group setting brings everyone together in a fun atmosphere”.

Evan Kallipolitis, Disability Services Manager




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**FORGE COOKING CLASSES
ARE IN SESSION!**

Don't miss the fun!
 Thanks to a generous community grant from Burwood Council we've received funding to run **Interactive Cooking Classes** for our participants!

Run by Jennie Thompson (founder of The Cooks Workshop) we will be conducting fortnightly classes on Thursdays. Jennie combines her love of cooking and working with people with disabilities into a program where making delicious and nutritious food is accessible for all.

This is a great opportunity for participants to learn and practice their cooking skills safely!

CASE STUDY 2:



Funded Organisation: St Vincent de Paul Society

Amount Funded: \$5,000

Project description:

The project assisted key vulnerable and elderly clients in the Burwood LGA with practical assistance and information to help them mitigate the impacts of extreme weather conditions such as poorly insulated buildings with little heating or cooling.

Climate support packs provided water bottles, hot and cold packs, window covering, thermometer, assistance with purchase of fans and heaters. Emergency contact lists, and planning and assistance with forms for vouchers, subsidies and rebates, were also provided.

Project Outcomes:

- 25 vulnerable and elderly residents received climate packs to assist with extreme temperatures
- 5 households were provided with curtains, heaters and handyman services
- 18 individuals were offered swimming lessons and equipment/gear to enable them to participate and stay safe in the water to build confidence and capacity to access the Enfield Aquatic Centre on hot days
- Benefits included:
 - Greater safety for vulnerable clients during periods of extreme weather to minimise client risk when exposed to extreme weather events.
 - Greater client awareness and confidence in accessing key services and resources.
 - Equitable client access to critical resources during periods of extreme weather.
 - Improved community connectivity between volunteers (conference members) and clients living within the Burwood LGA

(Item 23/25) Swimming Pool Policy and Inspection Program - Post Exhibition

File No: 25/22196

Report by Director City Strategy

Summary

Council at its meeting held on 25 March 2025 considered a report (25/12241) in relation to a *draft Swimming Pool Policy* and a *draft Swimming Pool Barrier Inspection Program* and resolved that:

Council endorse the draft Swimming Pool Policy and a draft Swimming Pool Barrier Inspection Program for public exhibition for a period of 28 days.

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

The *draft Swimming Pool Policy* and the *draft Swimming Pool Barrier Inspection Program* were placed on public exhibition from 28 March 2025 to 25 April 2025 with three (3) submissions being received.

As the submissions do not provide any relevant amendments to either document this report recommends that the exhibited versions of the *draft Swimming Pool Policy* and the *draft Swimming Pool Barrier Inspection Program* be adopted.

Background

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

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

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

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

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

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

Swimming pool inspections are to be conducted by qualified Council officers or private certifiers to assess whether pool barriers comply with the Act. Inspections result in either a Certificate of Compliance or a Certificate of Non-Compliance, which are recorded in the NSW Swimming Pool Register and Council records. In the event of non-complying pool barriers, the inspecting officer or certifier can require upgrades to meet Australian Standards, and should the pool owner fail to comply, regulatory action in terms of Notices, Directions (Orders) and Fines can be issued by Authorised Council Officers.

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

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

Consultation

The draft Policy and Program were publically exhibited for 28 days between 28 March 2025 and 25 April 2025 on Council's *Participate Burwood* website. Pool owners (as identified by the NSW Pool Registration website) were notified in writing of the exhibition. As a result of the consultation, three (3) submissions were received as detailed below:

No.	Summary of Issues Raised	Response
1	There are already NSW private swimming pool regulations. Enforcement of these regulations are required.	Opinion noted. The draft Policy and Program include enforcement provisions.
2	Request to include additional exemptions for swimming pools to allow 'grandfathering' of previous legislative requirements.	Opinion noted. Council has the legislative responsibility to ensure that non-compliant Swimming Pools are brought into Compliance with the current provisions of the Swimming Pool Act, Regulation and Australian Standards. No additional exemptions are considered warranted.
3	Request for additional provisions or measures to ensure children are supervised around swimming pools in private dwellings.	Opinion noted. As part of the Policy and Program Council will adopt educational and awareness campaigns.

As the submissions received do not provide any relevant amendments to either document it is recommended that the exhibited versions of the *draft Swimming Pool Policy* and the *draft Swimming Pool Barrier Inspection Program* be adopted.

This report has addressed the issues raised and recommends that the exhibited version of the Policy and Program be adopted by Council unchanged.

Next Steps

Section 161 of the Local Government Act, 1993 provides the following options for Council to progress the adoption of the Draft Policy:

- (1) *After considering all submissions received by it concerning the draft local policy, the Council may decide –*
 - (a) *To amend its draft local policy; or*
 - (b) *To adopt it without amendment; or*
 - (c) *Not to adopt it, except where the adoption of criteria is mandatory.*
- (2) *If the Council decides to amend its draft local policy, it may publicly exhibit the amended draft local policy in accordance with this Part or, if the Council is of the opinion that the amendments are not substantial, it may adopt the amended draft policy without public exhibition.*

It is recommended that Council adopt the *draft Swimming Pool Policy* and a *draft Swimming Pool Barrier Inspection Program* contained in Attachment 1 and 2, without amendment.

Planning or Policy Implications

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

Financial Implications

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

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

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

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

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

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

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

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

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

Conclusion

To ensure a strong framework for meeting its obligations under the *Swimming Pools Act 1992*, Council has drafted a *Swimming Pool Policy*. This Policy, along with the Act, requires Council to develop and implement a *Swimming Pool Barrier Inspection Program* and conduct inspections under this program. The *Swimming Pool Barrier Inspection Program* will ensure Council meets its statutory obligations under the Act and Regulations while also promoting awareness of pool safety and restricting young children's access to swimming pools.



Under *Swimming Pools Regulation 2018* (Part 5 – Inspection and Certificates, Section 16 – Community Engagement), the local community must be consulted in the development and review of the inspection program. The draft Policy and Program were publically exhibited for 28 days in line with this requirement. As a result of the exhibition three (3) submissions were received however the submissions did not provide any relevant amendments to either document.

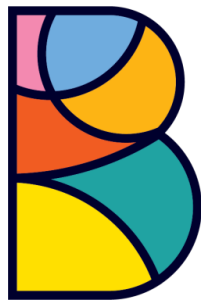
It is recommended that the exhibited versions of the *draft Swimming Pool Policy* and the *draft Swimming Pool Barrier Inspection Program* be adopted.

Recommendation(s)

1. That Council adopt the *Swimming Pool Policy* and the *Swimming Pool Barrier Inspection Program*, contained in Attachment 1 and 2 to this report.
2. That the General Manager be endorsed to make minor modifications to any numerical, typographical, interpretation and formatting errors, and legislative updates to the *Swimming Pool Policy* and the *Swimming Pool Barrier Inspection Program*.

Attachments

- 1  Swimming Pool Policy Draft 2025
- 2  Swimming Pool Barrier Inspection Draft Program 2025



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SWIMMING POOL POLICY

PO Box 240, BURWOOD NSW 1805
2 Conder Street, BURWOOD NSW 2134
Phone: 9911-9911 Fax: 9911-9900
Email: council@burwood.nsw.gov.au
Website: www.burwood.nsw.gov.au

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

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Purpose

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

Scope

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

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

Policy Statement

In undertaking its obligations under the Act, Council will;

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

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

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

Definitions of Terms

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

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

Swimming Pool Policy

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

Review

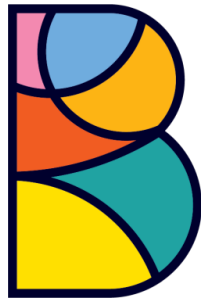
Corporate policy is to be reviewed within four years unless governed by legislation.

Responsibilities

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

Contact

Manager City Development and Executive Building Surveyor



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SWIMMING POOL BARRIER INSPECTION PROGRAM

Swimming Pool Barrier Inspection Program:

PO Box 240, BURWOOD NSW 1805
2 Conder Street, BURWOOD NSW 2134
Phone: 9911-9911 Fax: 9911-9900
Email: council@burwood.nsw.gov.au
Website: www.burwood.nsw.gov.au

Corporate Document
Endorsed by ##: ##
Ref. No.: ##
Version No.: 1
Ownership: City Development

Swimming Pool Barrier Inspection Program

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Purpose

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

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

Inspection Program

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

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

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

1. High Risk Pools

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

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

2. Council identified High Risk Pools

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

3. Reports of Unsafe Pools

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

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

4. Applications for Certificates of Compliance

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

Swimming Pool Barrier Inspection Program

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

5. Exemptions

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

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

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

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

6. Random checks

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

Education Program

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

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

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

Workplace Health and Safety

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

Review

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

Contact

Manager City Development and Executive Building Surveyor

(Item 24/25) Budget Review for Quarter Ending 31 March 2025

File No: 25/18398

Report by 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 March 2025, 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 Council's revised budget for 2024/25 and a summary of budget movements have been included in this report:

	Original Budget 2024/25 '000	September Changes '000	December Changes '000	Recommended March Changes '000	Revised Budget '000
Income – Operating	(63,981)	(722)	(105)	0	(64,808)
Expenditure – Operating	65,503	2,073	130	0	67,706
(Surplus)/Deficit– before capital grants and contributions	1,522	1,351	25	0	2,898
Income – Capital	(31,841)	(677)	(51)	0	(32,569)
(Surplus)/Deficit	(30,319)	674	(26)	0	(29,670)
Expenditure - Capital	33,922	1,915	139	0	35,976
Reserve Transfers	5,245	(2,589)	(113)	0	2,543

Note all changes made during the quarter related to reallocation of budgets within the same area.

Income Statement as at 31 March 2025

	Original Budget 2024/25 '000	Approved Changes			Revised Budget '000	Recommended March Changes '000	Projected Year End '000	Actual YTD 2024/25 '000
		September Review '000	December Review '000	March Review '000				
INCOME FROM CONTINUING OPERATIONS								
Rates & Annual Charges	(40,841)	0	0		(40,841)	7	(40,834)	(41,005)
User Charges & Fees	(9,176)	0	(50)		(9,226)	(7)	(9,233)	(8,210)
Other Revenues	(6,452)	0	0		(6,452)	0	(6,452)	(5,060)
Grants & Contributions - Operating Purposes	(2,674)	(648)	(55)		(3,377)	0	(3,377)	(2,129)
Grants & Contributions - Capital Purposes	(31,841)	(677)	(51)		(32,568)	0	(32,568)	(12,772)
Interest & Investment Revenue	(2,282)	(74)	0		(2,356)	0	(2,356)	(2,376)
Other Income	(2,196)	0	0		(2,196)	0	(2,196)	(1,641)
Net Gain from the disposal of assets	(360)	0	0		(360)	0	(360)	(356)
Net share of interest in Joint Ventures		0	0		0	0	0	0
TOTAL INCOME FROM CONTINUING OPERATIONS	(95,822)	(1,398)	(156)	0	(97,376)	0	(97,376)	(73,548)
EXPENSES FROM CONTINUING OPERATIONS								
Employee Benefits & On-Costs	25,259	74	0		25,333	0	25,333	17,106
Materials & Services	27,470	1,999	130		29,599	0	29,599	20,085
Borrowing Costs	295	0	0		295	0	295	205
Depreciation & Amortisation	11,090	0	0		11,090	0	11,090	8,566
Other Expenses	1,389	0	0		1,389	0	1,389	1,100
Loss on Disposal of Assets		0	0		0	0	0	0
Fair Value Decrement on Investment Properties		0	0		0	0	0	0
TOTAL EXPENSES FROM CONTINUING OPERATIONS	65,503	2,073	130	0	67,706	0	67,706	47,063
(SURPLUS) DEFICIT FROM CONTINUING OPERATIONS	(30,319)	674	(26)	0	(29,670)	0	(29,670)	(26,485)
(SURPLUS) DEFICIT FROM CONTINUING OPERATIONS BEFORE CAPITAL AMOUNTS	1,522	1,351	25	0	2,898	0	2,898	(13,714)

Capital as at 31 March 2025

	Original Budget 2024/25 '000	Approved Changes			Revised Budget '000	Recommended March Changes '000	Projected Year End '000	Actual YTD 2024/25 '000
		September Review '000	December Review '000	March Review '000				
CAPITAL EXPENDITURE								
General Manager - Project Allocation	150	(22)	0		128	(10)	118	16
Westinvest	23,558	0	0		23,558	0	23,558	1,828
Property	0	0	0		0	0	0	7,852
Information Technology	460	20	0		480	0	480	349
Library & Community Hub	190	0	0		190	0	190	93
Streetscapes	323	31	88		442	0	442	76
Roads	2,134	30	51		2,215	30	2,245	1,011
Footpaths	529	0	0		529	45	574	449
Kerb & Gutter	453	0	0		453	(45)	408	224
Drainage	2,489	150	0		2,639	0	2,639	286
Town Centre Beautification	504	0	0		504	0	504	355
Park Improvements	277	275	0		552	(30)	522	341
Playgrounds	498	658	0		1,156	0	1,156	645
Traffic & Transport	232	0	0		232	10	242	112
Fleet Acquisition & Sales	1,353	443	0		1,796	0	1,796	1,036
Civil Construction & Maintenance	0	0	0		0	0	0	4
Civil Construction & Maintenance - Restorations	772	330	0		1,102	0	1,102	1,407
TOTAL CAPITAL EXPENITURE	33,922	1,915	139	0	35,976	0	35,976	16,086
CAPITAL FUNDING								
General Funds	6,839				6,839	0	6,839	11,458
Capital Grants and Contributions	23,277	330	51		23,658	0	23,658	3,236
Sale of Assets	360				360	0	360	0
Developer Contributions	1,504	200			1,704	0	1,704	355
Internal Reserves	1,942	1,385	88		3,415	0	3,415	1,036
TOTAL CAPITAL FUNDING	33,922	1,915	139	0	35,976	0	35,976	16,086

Council's Current Unrestricted Cash is distorted as Council has received a high volume of rate revenue as at 31 March 2025. 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 March 2025.

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 March 2025, Council's cash and investment portfolio stood at \$57,296,587. Council's Investments are tabled on a monthly basis as a separate report.

Cash and Investments as at 31 March 2025

	Opening Balance as at 1 July 2024 '000	Original Budget 2024/25 '000	Approved Changes			Revised Budget '000	Recommended March 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			(113)		63,028	0	63,028	57,297
EXTERNAL RESTRICTIONS									
Developer Contributions	19,938	6,921	(200)	0		26,859	0	26,859	19,938
Unexpended Grants	27		0	0		27	0	27	27
Domestic Waste Reserve	2,943	(119)	0	0		2,824	0	2,824	2,943
Stormwater Management Charge	0		0	0		0	0	0	0
TOTAL EXTERNAL RESTRICTIONS	22,908	6,802	(200)	0	0	29,710	0	29,710	22,908
INTERNAL RESTRICTION									
Plant & Vehicle Replacement	1,961	(448)	(443)	0		1,070	0	1,070	1,961
Employees Leave Entitlements	1,171		0	0		1,171	0	1,171	1,171
Financial Assistance Grant	1,268		0	0		1,268	0	1,268	1,268
Election Reserve	401	(250)	0	0		151	0	151	401
WHS Incentive Rebate Reserve	401	(80)	(50)	(25)		246	0	246	401
Information Technology	900	(460)	(900)	0		(460)	0	(460)	900
Parking Meters	39	100	0	(88)		51	0	51	39
Property Reserve	466	100	0	0		566	0	566	466
Woodstock Community Building	287		0	0		287	0	287	287
Future Property Investment	1,157	70	0	0		1,227	0	1,227	1,157
Project Carryovers	996		(996)	0		0	0	0	996
Deposits & Bonds	5,649		0	0		5,649	0	5,649	5,649
LATMs	294		0	0		294	0	294	294
Insurances	100	50	0	0		150	0	150	100
Operations Centre		100	0	0		100	0	100	0
Local Environmental Plan	556	(250)	0	0		306	0	306	556
Property Maintenance	1,271		0	0		1,271	0	1,271	1,271
Park Upgrades	165		0	0		165	0	165	165
Enfield Aquatic Centre	263		0	0		263	0	263	263
Business Continuity	600		0	0		600	0	600	600
Contract Liabilities (AASB 15 / AASB 1058)	3,129		0	0		3,129	0	3,129	1,359
Contract Liabilities - Revenue Receivd InAdv	1,116		0	0		1,116	0	1,116	1,116
Infrastructure - SRV	677	(489)	0	0		188	0	188	677
Miscellaneous	60		0	0		60	0	60	60
TOTAL INTERNAL RESTRICTIONS	22,927	(1,557)	(2,389)	(113)	0	18,868	0	18,868	21,157
TOTAL RESTRICTIONS	45,835	5,245	(2,589)	(113)	0	48,577	0	48,577	44,064
UNRESTRICTED CASH	7,932	(5,245)	2,589	0	0	14,451	0	14,451	13,232

Balance Sheet as at 31 March 2025

	Opening Balance as at 1 July 2024 '000	Actual YTD 2024/25 '000
ASSETS		
Current Assets		
Cash & cash equivalents	5,217	3,747
Investments	23,500	28,500
Receivables	7,704	16,405
Inventories	68	0
Other	928	190
Total Current Assets	37,417	48,842
Non-Current Assets		
Investments	25,050	25,050
Infrastructure, property, plant & equipment	520,538	528,306
Investment property	23,570	23,570
Intangible assets	224	224
Right of use assets	495	248
Total Non-Current Assets	569,877	577,398
TOTAL ASSETS	607,294	626,240
LIABILITIES		
Current Liabilities		
Payables	12,014	6,862
Contract Liabilities	4,159	2,474
Lease Liabilities	260	267
Borrowings	525	102
Provisions	4,970	4,951
Total Current Liabilities	21,928	14,656
Non-Current Liabilities		
Lease Liabilities	267	0
Borrowings	3,860	3,860
Provisions	114	114
Total Non-Current Liabilities	4,241	3,974
TOTAL LIABILITIES	26,169	18,630
NET ASSETS	581,125	607,610
EQUITY		
Retained Earnings	269,545	296,030
Revaluation Reserve	311,580	311,580
TOTAL EQUITY	581,125	607,610

Key Performance Indicators

Performance Indicator	2024/25 Original Budget	2024/25 Budget Sept Review	2024/25 Budget Dec Review	2024/25 Budget Mar Review	Local Government Bench Mark	December quarter Comments
Operating Performance Ratio	-2.4%	-6.5%	-4.5%	-4.5%	Greater or equal to break-even	Tracking below budget
Unrestricted Current Ratio	3.59	5.74	7.41	7.29	Greater or equal to 1.5:1	Currently trending above the benchmark.
Debt Service Result	11.69	8.71	10.29	10.32	Greater than Zero	Tracking as per Budget.
Rates and Annual Charges Outstanding %	4.10%	65.22%	43.82%	43.73%	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%	207%	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)
Altus Group Consulting Pty Limited	Consultant for Cost planning and cost management - EAC	\$148,500	17/02/2025	31/03/2029	Y
Auscage Pty Ltd	Henley Park Sports field - Picnic Area Upgrade	\$279,321	18/03/2025	Completed	Y
Cunneen & Company Pty Ltd	Manufacture and install wayfinding and regulatory signage in Wangal Park.	\$105,040	7/01/2025	30/06/2025	Y
Cyberlinx Pty Ltd	Implementation of Tenable Vulnerability Scanner	\$68,742	12/03/2025	31/05/2025	Y
EBCON Pty Ltd	Kerb and Gutter Program 5 - (Georges River Rd to Launcelot A	\$70,002	24/03/2025	30/04/2025	Y
Growth Civil Landscapes Pty Ltd	Burwood Park Inclusive Playspace	\$1,662,646	27/02/2025	30/10/2025	Y
KJ Civil & Paving Pty Ltd	Burwood Road Drainage Upgrade	\$446,125	18/03/2025	30/04/2025	Y
Never Stop Water Pty. Ltd.	WSIG - Henley Park Sportsfield Upgrade	\$1,129,374	17/01/2025	12/11/2025	Y
Park Agility Pty Ltd	Dynamic wayfinding signage	\$57,102	4/02/2025	30/06/2025	Y
Perfection Landscape Services Pty Ltd	Construction - Woodstock Park Sensory Garden	\$758,010	27/02/2025	31/08/2025	Y
Planet Civil Pty Ltd trading as Planet Civil	Railway Parade Road Slabs	\$63,590	4/02/2025	Completed	Y
Planet Civil Pty Ltd trading as Planet Civil	Wentworth Road - Road Repair and Concrete Works	\$92,380	25/03/2025	Completed	Y
Planet Civil Pty Ltd trading as Planet Civil	Roads Program - Road Re-Sheet	\$837,109	26/03/2025	30/05/2025	Y
UAP Australia Pty Ltd	Retention PO for Payment	\$67,500	20/03/2025	Completed	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
Local Court	105 to 115 Liverpool Road Burwood	2,088	
Local Court	12 Minna Street Burwood	12,496	
Local Court	168 Investment Pty Ltd	1,174	
Local Court	19A Cheltenham Road Croydon	1,400	321
Local Court	211A Burwood Road Burwood		12,130
Local Court	50-52 Belmore Street Burwood	2,625	
Local Court	Grant Park Shelley Street Enfield Paul Mapapalangi - dog attack	4,379	
Local Court	Kuttuly TY Pty Ltd	1,368	2,255
Local Court	Melinda Seeto Realty Pty Ltd	1,296	3,109
Local Court	Railway Crescent, Burwood	3,865	1,250
Local Court	Sandbox Collective Pty Ltd	90	
Local Court	Shop 2 38-40 Railway Parade Burwood		7,160
District Court	Yunfeng Du - parking offence	3,040	
Land & Environment Court	1 Ilfracombe Avenue Burwood	15,480	
Land & Environment Court	1 Lea Street Croydon	5,843	
Land & Environment Court	16 The Strand Croydon	692	
Land & Environment Court	18 - 20 Boundary and 19 Grosvenor St Croydon	5,813	
Land & Environment Court	18-20 Boundary Street Croydon and 19 Grosvenor Street Croydon	-570	
Land & Environment Court	19 Grosvenor St Croydon	2,651	
Land & Environment Court	19 Stanley Street Burwood	8,841	
Land & Environment Court	19-25 Stanley Street Burwood	6,110	
Land & Environment Court	2 Culdees Road Burwood Heights	2,024	
Land & Environment Court	22 Austin Avenue Croydon	14,129	
Land & Environment Court	2A Appian Way Burwood	1,316	
Land & Environment Court	31 Wentworth Road Strathfield	380	
Land & Environment Court	35 Young Street Croydon	12,586	
Land & Environment Court	36 Oxford Street Burwood	32,816	
Land & Environment Court	40 Claremont Road Burwood Heights	4,100	
Land & Environment Court	40-44 Claremont Road Burwood Heights	5,845	
Land & Environment Court	48 Fitzroy Street Burwood	40,845	
Land & Environment Court	50-52 Belmore Street Burwood	2,229	
Land & Environment Court	55 Croydon Avenue Croydon	3,732	
Land & Environment Court	68-72 Railway Parade Burwood and 2-10 Oxford Street Burwood	857	
Supreme Court	13 Appian Way Burwood	5,009	
Supreme Court	4 Mitchell Street Enfield	94,321	
Council Legal Services	Various	215,719	208,638
		514,588	234,863

Annual Adopted Budget	857,250
Adopted/Proposed Variation	-50,000
Annual Budget	807,250

Conclusion

The current forecast budget result and the variation identified as part of the 31 March 2025 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 March 2025 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 March 2025, 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 25/25) Western Sydney Infrastructure Grants Program – Quarterly Progress Report

File No: 25/22312

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 marks the second instalment in an ongoing series of quarterly reports.

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.

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. Culture House (formerly known as 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

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.

Quarterly 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 [Quarterly Report - WSIG Project Details and Progress Updates - May 2025](#)



Western Sydney Infrastructure Grants Program
Quarterly Report – May 2025

Project Name	Value	Project Description and Benefits	Key Milestones
Park Expansions at Portland and Russell Street	\$814,641	<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"> • Expands Russell Street Reserve by 50% • Improves Portland Street access into Henley Park and Enfield Aquatic Centre • Delivers an additional 1,450m² of green open space • Increases tree coverage across the two sites 	<ul style="list-style-type: none"> • Project is in final stages of completion, with only signage and benches left to be installed • Work should be fully complete by early June, with an opening event earmarked to take place later that month.
Henley Park Sports Field Upgrade	\$2,734,347	<p>The two sports fields have not been upgraded for over 30 years and the current drainage is insufficient to meet the needs of local sporting groups. The project will deliver:</p> <ul style="list-style-type: none"> • New turf and a state-of-the-art drainage and irrigation system • Safer playing fields and reduced risk of injury to players • Tiered seating to create a more modern and comfortable viewing experience for the anticipated increase in spectators • New picnic and BBQ facilities to improve the amenities and open up the space for a wider variety of events and community engagements 	<ul style="list-style-type: none"> • Primary contractor selected and work commenced on site 7 April 2025. • Project is expected to be completed by the end of November 2025.



Western Sydney Infrastructure Grants Program
Quarterly Report – May 2025

Woodstock Park Sensory Garden	\$1,168,806	<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> <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"> • Accessible sensory garden and paths • Shaded areas and picnic tables • Raised planters, new tree planting and more open space 	<ul style="list-style-type: none"> • Primary contractor selected and work commenced on site on 14 April 2025. • Project is expected to be completed by the end of July 2025.
Burwood Park Inclusive Play Space	\$2,576,367	<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"> • BBQs, picnic shelters and park furniture • Increased shade, landscaping and tree planting • Outdoor chess board • Accessible toilet block • Improved signage <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"> • Primary contractor selected and work commenced on site on 30 April 2025. • Project is expected to be completed by the end of October 2025.



Western Sydney Infrastructure Grants Program
Quarterly Report – May 2025

Deane Street Precinct Transformation	\$3,897,739	<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"> • Increase space for non-road users by 200m2 • Create additional off-road space in one of the busiest areas in the LGA • Install new lighting and seating to ensure a safe and welcoming space, day and night • Create a new amphitheatre with terraces and a stage performance area making this area space to spend time in, not just pass through • Facilitate a range of alfresco dining options • Convert nearby George Street to two-way to ensure traffic is not unduly impacted. 	<ul style="list-style-type: none"> • Appointment of a Project Management Consultant underway to lead the delivery of the project. Preparation has commenced on the development of Council's community and stakeholder engagement program for this project, with preliminary consultation expected to commence in June 2025.
Strathfield Place Making Project	\$2,173,927	<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 dinning 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"> • Improve walkability and pedestrian safety, increase outdoor dining options and create new opportunities for passive recreation 	<ul style="list-style-type: none"> • Appointment of a Project Management Consultant underway to lead the delivery of the project. Preparation has commenced on the development of Council's community and stakeholder engagement program for this project, with preliminary consultation expected to commence in June 2025.



Western Sydney Infrastructure Grants Program
 Quarterly Report – May 2025

		<ul style="list-style-type: none"> • Increase pedestrian safety through traffic calming measures, upgraded footpaths and road narrowing • Incorporate streetscape improvements, public art, tree planting and sculptural lighting installations 	
Burwood Main Street Transformation	\$6,585,215	<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 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"> • Footpath widening, parklets and in-built dining and seating areas to create outdoor dining and breakout spaces • Multipurpose poles with suspended catenary lighting and flags • Turf and garden areas and street tree planting, utilising Water Sensitive Urban Design initiatives • 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. • Public art murals in prominent locations • Smart parking sensors • A digital community information display screen outside Burwood Station to give increased access to relevant information • Widened footpaths in key locations along Burwood Road to maximise space for cafes and restaurants 	<ul style="list-style-type: none"> • Appointment of a Project Management Consultant underway to lead the delivery of the project. Preparation has commenced on the development of Council's community and stakeholder engagement program for this project, with preliminary consultation expected to commence in June 2025.



Western Sydney Infrastructure Grants Program
Quarterly Report – May 2025

Burwood Library Pod	\$876,150	<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 community members are able to join the library and borrow books instantly, download eBooks for free and access the Internet</p>	<ul style="list-style-type: none"> • Project timelines have been updated with the funding body to reflect that this will be delivered alongside the Enfield Aquatic Centre • Project Management Consultancy appointed and on boarded. • Community consultation to commence in late May 2025. • Procurement pathway and strategy endorsed by the Project Control Group (PCG).
Paisley Road Beautification	\$3,938,967	<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"> • Footpath and road paving upgrades • Replacing roadside kerbs and gutters 	<ul style="list-style-type: none"> • Engagement has commenced with a range of key stakeholders including Augrid, Sydney Trains, Telstra and Sydney Water • Contract will soon be awarded for the detailed design process, which is expected to run until the end of November 2025.



Western Sydney Infrastructure Grants Program
Quarterly Report – May 2025

		<ul style="list-style-type: none"> Improved landscaping with new tree planting and associated increase in shaded space for pedestrians Installation of pedestrian crossings 	
Culture House (Formerly Burwood Urban Park Arts and Cultural Centre)	\$40,450,422	<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"> A new urban park including a public plaza, sloping green lawn area, trees, landscaping, interactive water play features and public art An underground public car park A total of 1,875m² of additional community floor space 2,200m² of new green space right at the heart of the town centre 25 bike parking spaces 	<ul style="list-style-type: none"> 100% detailed design package has been completed. The scope of work for the works-in-kind design package is currently being finalised and will be issued to Holdmark at the end of May 2025.
Enfield Aquatic Centre Redevelopment	\$56,379,027	<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-</p>	<ul style="list-style-type: none"> Project Management Consultancy appointed and on boarded Community consultation to commence in late May 2025.



**Western Sydney Infrastructure Grants Program
Quarterly Report – May 2025**

		<p>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"> • A new entrance and customer service point • A café with internal kiosk service point • Upgrade to the 50m outdoor pool and concourse, including heating provisions • Upgrade to the toddler and children’s pool • 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 • Provision of accessible covered access between pools • Redesign, relocation and upgrade of toddler pool • New shading, seating and external showers • Improved landscaping inspired by the area’s Indigenous heritage • New fully accessible amenities with parent change rooms • Increased capacity for recreational swimming, learn to swim classes and support the growth of local swimming clubs • 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 • Expanded local employment opportunities via the increased facilities, new café and ongoing maintenance 	<ul style="list-style-type: none"> • Procurement pathway and strategy endorsed by the Project Control Group (PCG). • Council is currently in the process of appointing the architectural services consultant.
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(Item 26/25) Petition

File No: 25/22355

Report by Director Corporate Services

Summary

Council received a petition regarding road re-sheeting works undertaken in Mitchell Street, Croydon Park, from Monday to Friday between 8pm to 5am. The petition sought an adjustment of work hours to minimise disruption for residents.

Operational Plan Objective

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

Background

Date Received	Petition Subject	No. of Households and Businesses within the LGA	No. of Households outside the LGA	Responsible Council Directorate
16/01/2025	Petition – Night road works on Mitchell Street, Croydon Park	11	0	City Assets

Comment

The Petition was referred to the Civil Construction & Maintenance team, who had already been in direct communication with residents on the matter.

Transport for NSW (TFNSW) mandates the work hours for road works within 100m of traffic lights, to address traffic safety considerations and the need to minimise disruption during peak daytime traffic flows. As a result, the timing of works in that area was beyond Council's control.

However, in discussion with residents, once the work nearest the traffic lights was completed, Council was able to reduce the night work hours for the remaining works so that work would finish by 1am. Council communicated this change to residents in the area by way of a letter drop. The night works were subsequently completed on 14 February 2025.

A redacted version of the petition has been shared with Councillors on the secure Councillor Portal.

Recommendation(s)

That Council receive and note the petition.

Attachments

There are no attachments for this report.

Reports of Committees

(Item RC5/25) Burwood Local Traffic Committee - May 2025

File No: 25/23217

Report by Director City Assets

Summary

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

Operational Plan Objective

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

Recommendations

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

(Item LTC14/25) Morwick Street, Strathfield - Electric Vehicle Kerbside Charging

Recommendation

That Council approve the installation of 'No Parking, EV excepted while charging' parking restrictions for a length of 6.0 metres with markings to comply with TfNSW requirements at 31 Morwick Street, Strathfield.

(Item LTC16/25) Portland Street, Enfield - Changes to Parking Restrictions

Recommendation

That Council approves the extension of the '2P 8am – 6pm Mon-Fri, 8am – 1pm Sat-Sun' parking restrictions on the east side of Portland Street across the frontage of the recently demolished #4 Portland Street.

(Item LTC18/25) Shaftesbury Road, Burwood - Removal of GoGet Carshare Space

Recommendation

That Council approve the removal of the car share bay outside 75A Shaftesbury Road, Burwood and re-instate previous parking restrictions at this location being '1P 8am – 6pm Mon-Fri, 8am – 1pm Sat, Permit Holders Excepted Area 15'

(Item LTC17/25) Victoria Street, Burwood - Changes to Bus Layover

Recommendation

That Council approve the conversion of the existing 'Bus Zone' on the northern side of Victoria Street between Burwood Road and Shaftesbury Road to 20 metres of 'No Parking Taxis Excepted' and 60 metres of 'No Stopping' restrictions.

Attachments

- 1 [↓](#) Burwood Local Traffic Committee Agenda - 14.05.2025
- 2 [↓](#) Burwood Local Traffic Committee Minutes - 14.05.2025



NOTICE OF BURWOOD LOCAL TRAFFIC COMMITTEE MEETING

The 14 May 2025 meeting of the Burwood Local Traffic Committee will be held electronically with the agenda emailed to members for review. The minutes from the April 2025 meeting have also been emailed to members for confirmation. All comments are required to be returned to Council by close of business 14 May 2025

Tommaso Briscese
General Manager

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phone: 9911 9911 facsimile: 9911 9900
email: council@burwood.nsw.gov.au
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Agenda

1. Acknowledgement of Country

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

2. Apologies

3. Confirmation of Minutes

That the Minutes of the Burwood Local Traffic Committee held on Thursday, 10 April 2025, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.

4. General Business

(Item LTC14/25)	Morwick Street, Strathfield - Electric Vehicle Kerbside Charging	3
(Item LTC16/25)	Portland Street, Enfield - Changes to Parking Restrictions.....	5
(Item LTC17/25)	Victoria Street, Burwood - Changes to Bus Layover.....	7
(Item LTC18/25)	Shaftesbury Road, Burwood - Removal of GoGet Carshare Space.....	9

General Business

(Item LTC14/25) Morwick Street, Strathfield - Electric Vehicle Kerbside Charging

File No: 25/15496

Report by Traffic Engineer

Summary

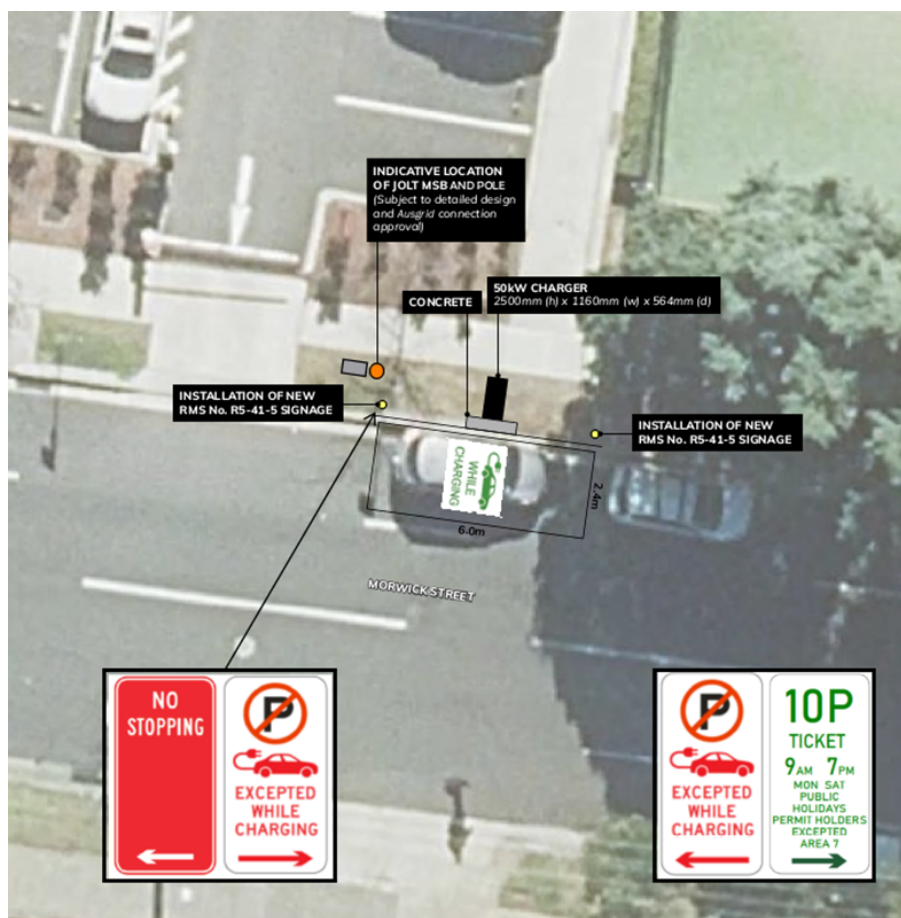
Burwood Council has partnered with JOLT to deliver kerbside electric vehicle charging points at 31 Morwick Street, Strathfield.

Background

The NSW State Government's electric vehicle kerbside charging grant provides co-funding for Councils and charge point operators to install and operate kerbside electric vehicle (EV) charging infrastructure.

Proposal

Burwood Council has partnered with JOLT to deliver kerbside electric vehicle charging points at 31 Morwick Street, Strathfield. One EV bay will be installed, with a 50kW charger installed on the nearby nature strip. The bay will be signposted 'No Parking, EV excepted while charging' with markings to comply with TfNSW requirements.



Consultation

Letter consultation was undertaken with residents in the vicinity of each proposed location. Results of the consultation are summarised below:

Location	Letters Issued	Responses	Summary
31 Morwick Street, Strathfield	120	7	x1 Strongly in favour x1 In favour x5 Strongly against

Responses against the proposal centre around the areas being high density residential with high parking demand. It is noted that these attributes are also what incentivises installation of EV chargers at this location and will encourage use. As such the location is supported for conversion.

Financial Implications

There are no financial implications for Council in relation to the installation of signage at the proposed locations, with all costs to be borne by JOLT. A commercial agreement between Council and JOLT has been prepared which factors in loss of revenue due to the loss of on-street metered parking spaces.

Recommendation

That Council approve the installation of 'No Parking, EV excepted while charging' parking restrictions for a length of 6.0 metres with markings to comply with TfNSW requirements at 31 Morwick Street, Strathfield.

Attachments

There are no attachments for this report.

(Item LTC16/25) Portland Street, Enfield - Changes to Parking Restrictions

File No: 25/19281

Report by Traffic Engineer

Summary

Burwood Council is proposing to extend the 2P parking restrictions on the east side of Portland Street outside the Enfield Aquatic Centre.

Background

Currently, parking on the east side of Portland Street is '2P 8am – 6pm Mon-Fri, 8am – 1pm Sat-Sun', with 12.5m unrestricted parking across the frontage of #6 Portland Street. Recently the houses at #4 and #6 Portland Street were demolished as part of the WestInvest Program in order to expand Henley Park and increase open space.

The Enfield Aquatic Centre generates over 152,000 visitations per annum. The Learn to Swim Program has 1,800+ students currently enrolled, who attend the Centre on a weekly basis. Approximately 30 school swimming carnivals operate from the centre per annum, involving 6,000+ students. A number of seniors and people with disability also attend the centre for rehabilitation and gentle exercise. Throughout the year Council runs a range of incentives for these target groups.

The summer of 2025 is expected to generate the largest visitation on record with a number of initiatives planned to promote community use prior to the closure of the 50 metre pool for a period of time whilst the redevelopment project is taking place. The extension of 2P parking provisions to include these parking spaces on Portland Street, which are located directly in front of the Enfield Aquatic Centre, would facilitate improved access for the community in this prime location.

Proposal

Following the recent demolition of #4 and #6 Portland Street, it is proposed to extend the 2P parking 12.5m to the north across the frontage of #6 Portland Street.

The proposed changes will result in the conversion of 2 parking spaces from unrestricted to '2P 8am – 6pm Mon-Fri, 8am – 1pm Sat-Sun'. The existing 'No Stopping' restrictions are not proposed to be modified.



Consultation

Consultation was undertaken with 7 residents in the vicinity of the proposed changes. One response was received that was strongly in favour of the proposal.

Financial Implications

The proposed works are expected to cost \$500+GST and to be funded from the 2024/25 Traffic Facilities Budget.

Recommendation(s)

That Council approves the extension of the '2P 8am – 6pm Mon-Fri, 8am – 1pm Sat-Sun' parking restrictions on the east side of Portland Street across the frontage of the recently demolished #4 Portland Street.

Attachments

There are no attachments for this report.

(Item LTC17/25) Victoria Street, Burwood - Changes to Bus Layover

File No: 25/19572

Report by Traffic Engineer

Summary

It is proposed to remove the existing 'Bus Zone' on Victoria Street between Burwood Road and Shaftesbury Road which is used as a layover area only to improve traffic flow.

Background

Victoria Street is located in the Burwood Town Centre and runs east-west between Burwood Road and Shaftesbury Road. Along its northern side there is an existing 80 metres dedicated to bus layover signposted as 'Bus Zone' and 20 metres dedicated to a taxi zone / kiss and ride. On its southern side is currently a combination of work zones and no stopping restrictions due to construction works. Post-construction, part of the kerbside area will revert to metered parking as it was prior to the introduction of the Work Zone. Both sides of Victoria Street are also utilised as access points to the Westfield carpark and adjacent properties.



Given the narrow width of Victoria Street buses parked on the northern side of the street severely limit the available space for traffic, particularly when other buses travel down the street and are required to cross over the double centre lines.

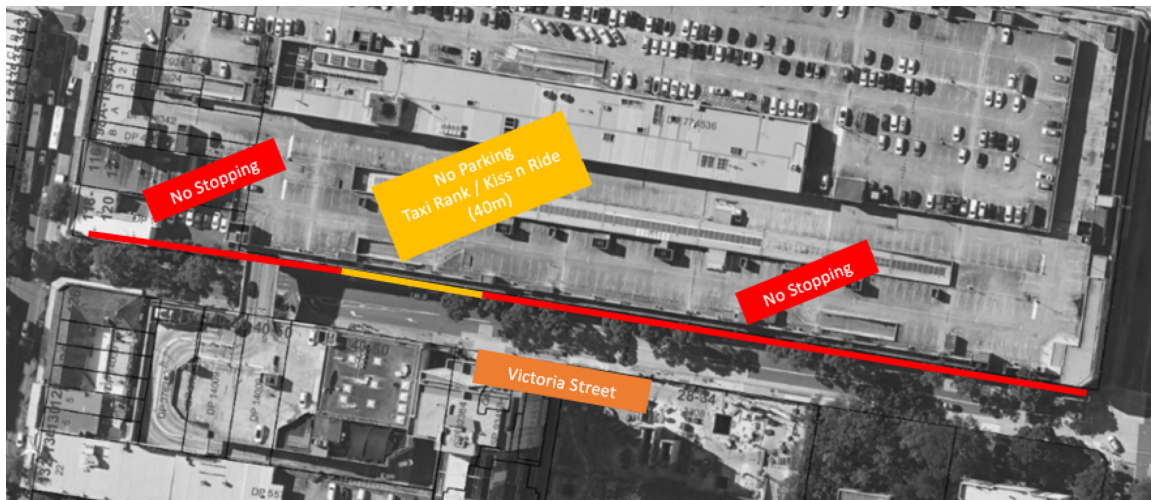
Traffic on Victoria Street is exceptionally busy during peak hours, creating significant delays for vehicles attempting to exit onto Shaftesbury Road. To address this issue, TfNSW are regularly engaged by Westfield to adjust the phasing of the traffic signals at the intersection of Victoria Street and Shaftesbury Road to reduce congestion. Westfield management have also begun to engage additional traffic control to assist with the queuing of vehicles within the site's car park during peak trading times.

Victoria Street is undergoing significant development, with new commercial and residential projects, including a medical centre, contributing to increased foot and vehicular traffic. Improving the amenity of this street is vital to ensure it meets the needs of residents, visitors, and businesses.

Proposal

It is proposed that the existing 'No Parking Taxis Excepted' kiss and ride area be extended from 20m in length to 40m to provide additional pick up and drop off facilities in the town centre, and the remainder converted to 'No Stopping' to reduce traffic congestion.

Relocation of the bus layover area would improve the traffic flow in Victoria Street and enhance the area to support its growth, and improve the overall experience for everyone who frequents this vibrant part of our community.



It is noted that for a period in 2023 access to Victoria Street was not permitted for through traffic entering from Burwood Road, including buses, which required the layover area to be relocated away from Victoria Street. The layover relocation did not affect local services.

Some alternate locations for a bus layover area include:

- 1 Railway Parade, Burwood is an existing layover area that is currently underutilised.
- The Burwood Bus Depot, located approximately 700 meters from the Victoria St layover area.
- Loftus Street, Concord is within walking distance of the Burwood Depot.
- In the long term, Burton Street in Concord may also be considered as part of the upcoming Burwood North Metro Station development.

Consultation

Consultation has been undertaken with Westfield and they are in support of the proposal. Council has also made representation to the relevant State Government Ministers for their consideration.

Financial Implications

The proposed works are expected to cost \$750+GST and to be funded from the 2024/25 Traffic Facilities Budget.

Recommendation

That Council approve the conversion of the existing 'Bus Zone' on the northern side of Victoria Street between Burwood Road and Shaftesbury Road to 20 metres of 'No Parking Taxis Excepted' and 60 metres of 'No Stopping' restrictions.

Attachments

There are no attachments for this report.

(Item LTC18/25) Shaftesbury Road, Burwood - Removal of GoGet Carshare Space

File No: 25/21398

Report by Traffic Engineer

Summary

GoGet has notified Council that they will be removing their car share vehicle on the dedicated car share bay on 75A Shaftesbury Road, Burwood.

It is therefore proposed to remove of the dedicated car share bay and re-instating previously existing parking restrictions.

Background

GoGet approached Council in 2021 to install a dedicated car share bay outside of 75A Shaftesbury Road, Burwood in an existing 1P parking area. This was approved in the March Council meeting in 2021. Following a decline in utilisation, GoGet has advised that they will be removing their car share vehicle from this bay.

Proposal

It is proposed to remove the car share bay and re-instate previous parking restrictions at this location being '1P 8am – 6pm Mon-Fri, 8am – 1pm Sat, Permit Holders Excepted Area 15' in line with adjacent existing parking restrictions.

Consultation

No consultation was required or undertaken. GoGet will undertake notification of users who book this vehicle of its removal.

Financial Implication

The proposal is estimated to cost \$400.00 and be funded from the 2024/25 Traffic Facilities Maintenance budget.

Recommendation(s)

That Council approve the removal of the car share bay outside 75A Shaftesbury Road, Burwood and re-instate previous parking restrictions at this location being '1P 8am – 6pm Mon-Fri, 8am – 1pm Sat, Permit Holders Excepted Area 15'

Attachments

There are no attachments for this report.



BURWOOD LOCAL TRAFFIC COMMITTEE

MINUTES OF THE MEETING OF THE BURWOOD LOCAL TRAFFIC COMMITTEE held at the ELECTRONICALLY on May 2025.

Attendance

Cr John Faker (Mayor) Chairperson
Mr German Barragan, Transport for NSW
Ms Fiona McCulloch, representative for State Member for Strathfield
Mr Michael Pruss, Transit Systems
Mr Michael Takla, Transit Systems
Snr Constable Germaine Grant, NSW Police Service
Mr George El Kazzi, Director City Assets
Mr Roberto di Federico, Manager Traffic and Transport
Mr Jeremy Tinslay, Traffic Engineer

Apologies

There were no apologies.

Declarations of Interest

There were no declarations of interests by Panel Members.

Confirmation of Minutes

That the minutes of the ordinary meeting of the Burwood Local Traffic Committee held on 10 April 2025, as circulated, be confirmed and signed as a true record of the proceedings of the meeting.

General Business

(Item LTC14/25) Morwick Street, Strathfield - Electric Vehicle Kerbside Charging

File No: 25/15496

Summary

Burwood Council has partnered with JOLT to deliver kerbside electric vehicle charging points at 31 Morwick Street, Strathfield.

Recommendation

That Council approve the installation of 'No Parking, EV excepted while charging' parking restrictions for a length of 6.0 metres with markings to comply with TfNSW requirements at 31 Morwick Street, Strathfield.

(Item LTC16/25) Portland Street, Enfield - Changes to Parking Restrictions

File No: 25/19281

Summary

Burwood Council is proposing to extend the 2P parking restrictions on the east side of Portland Street outside the Enfield Aquatic Centre.

Recommendation

That Council approves the extension of the '2P 8am – 6pm Mon-Fri, 8am – 1pm Sat-Sun' parking restrictions on the east side of Portland Street across the frontage of the recently demolished #4 Portland Street.

(Item LTC18/25) Shaftesbury Road, Burwood - Removal of GoGet Carshare Space

File No: 25/21398

Summary

GoGet has notified Council that they will be removing their car share vehicle on the dedicated car share bay on 75A Shaftesbury Road, Burwood.

It is therefore proposed to remove of the dedicated car share bay and re-instating previously existing parking restrictions.

Recommendation

That Council approve the removal of the car share bay outside 75A Shaftesbury Road, Burwood and re-instate previous parking restrictions at this location being '1P 8am – 6pm Mon-Fri, 8am – 1pm Sat, Permit Holders Excepted Area 15'

(Item LTC17/25) Victoria Street, Burwood - Changes to Bus Layover

File No: 25/19572

Summary

It is proposed to remove the existing 'Bus Zone' on Victoria Street between Burwood Road and Shaftesbury Road which is used as a layover area only to improve traffic flow.

Transit Systems comments:

Transit Systems will not be supporting item LTC 17/25 Victoria Street, Burwood – Change to Bus Layover for May 2025 agenda.

There are 7 route services that terminate at bus stop ID: 213474 (Westfield Burwood, Victoria St East), layover further up on Victoria St East or Shaftesbury Rd to then commence the return trip from Bus stop ID: 213433 (Westfield Burwood, Burwood Rd)

The currently setup of approximately 80m on each road (Victoria St East and Shaftesbury Rd) can barely accommodate the 7 services. The removal of layover on Victoria St East, will be a substantial burden on Transit Systems to continue supplying its route services.

A 2-kilometre return trip to layover at Burwood depot with a minimum of 10 minutes return travel time is not a viable permanent option, it was used in the past on temporary basis as contingency during which impacted heavily on meeting out KPIs

TfNSW comments:

Initial discussions with TfNSW Bus Planning team and Bus Operators indicate opposition to the bus zone removal. TfNSW to defer its vote until Council can organise a meeting with relevant stakeholders to discuss their objections.

NSW Police comments:

Further consultation is needed with Transit Systems Bus Transport Company regarding this proposal as it directly affects their running of the bus services in the area. If the bus layover is to be moved it must have the full support of Transit Systems. Also the new location for the layover must be supported by Transit Systems. Police are aware that parking spaces are at a premium in Burwood however a balance must be struck in relation to parking spaces and the efficient running of the public transport system.

Member for Strathfield comments:

Supportive of the proposal to remove the Bus Layover from Victoria St Burwood.

Council response:

Given the split vote the recommendation will remain as is, with Council to write to TfNSW and Police advising them of the intent to proceed with the recommendation as reported to the Committee per the requirements of the guide to the delegation to councils for the regulation of traffic.

Recommendation

That Council approve the conversion of the existing 'Bus Zone' on the northern side of Victoria Street between Burwood Road and Shaftesbury Road to 20 metres of 'No Parking Taxis Excepted' and 60 metres of 'No Stopping' restrictions..