



Burwood Inc.1874

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

ORDINARY MEETING

Notice is hereby given that a meeting of Burwood Council will be held in the Conference Room, Level 1, 2 Conder Street, Burwood on Tuesday 25 July 2023 at 6:00pm 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. In the event there are no speakers registered, the Public Forum will not be held and the Council Meeting will commence promptly at 6:00pm.

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General Manager

Councillors



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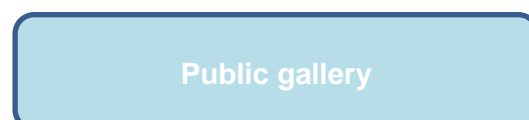
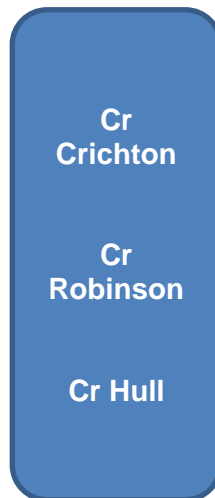


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Council meeting room



Agenda

For an Ordinary Meeting of Burwood Council to be held in the Conference Room, Level 1, 2 Conder Street, Burwood on Tuesday 25 July 2023 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. Apologies

5. Declarations of Interest

6. Declaration of Political Donations

7. Confirmation of Minutes

8. Mayoral Minutes

9. General Business

| | | |
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(Item 46/23) Request for Sponsorship - TVB Anywhere Moon Festival 2023

File No: 23/26269

Report By Director Community Life

Summary

Council has received a proposal from TV Media Australia Pty Ltd (known as TVB Anywhere), a national Asian TV and online platform with over 60 Chinese and Vietnamese channels in Australia, to host the TVB Anywhere Moon Festival 2023 in Burwood Park on Saturday 9 September 2023.

TVB Anywhere have requested that Council again come on board as one of the major sponsors of the 2023 event and are seeking in-kind support for a number of areas including event site/venue fee waivers, waste management, audio visual equipment and other related event costs.

This report recommends that Council approve an in-kind contribution of \$5,835 in support of the TVB Anywhere Moon Festival in 2023.

Operational Plan Objectives

- A.29 Deliver Council's ongoing program of community events that celebrate local community and culture.
- A.30 Support external partners to deliver community events.

Background

Council has received a proposal from TVB Anywhere, a national Asian TV and online platform with over 60 Chinese and Vietnamese channels in Australia, to host the TVB Anywhere Moon Festival 2023 in Burwood Park on Saturday 9 September 2023.

The TVB Anywhere Moon Festival is an event that caters for the diverse Asian community in Sydney and is open to the broader community. The Festival has been held in Burwood Park since 2013 and has attracted a large number of visitors and participants each year.

As per previous years, TVB Anywhere have requested to utilise Burwood Park as the event venue due to the large Asian population present in the Burwood Local Government Area and surrounding catchment area.

TVB Anywhere is seeking in kind support for a number of areas including event site fee waivers, waste services, audio visual equipment and other related event costs. The requested contribution, including cash and in-kind components, has been estimated at a cost of approximately \$18,000.

TVB Anywhere has previously obtained event sponsorship from Council via both cash and in-kind support. Most recently in 2022, Council resolved to provide a partial in-kind contribution of \$11,672 and requested that the organiser cover the remaining charges.

Proposal

That Council consider the request for sponsorship presented by TVB Anywhere and determine a preferred option to support the initiative.

A copy of the full proposal is enclosed under Attachment 1.

Consultation

Advice was sought from Council's Events Producer, Parks Team and Community Facilities and Park Bookings Officer to ascertain the community, financial and park impacts of the proposed event.

Planning or Policy Implications

The proposal is consistent with Council's Sponsorship Policy adopted in 2014. The proposal is also consistent with Council's Operational Plan objectives as it provides opportunities for people to participate in activities and events that celebrate our diverse community and involves Council providing support to external partners to deliver community events.

Financial Implications

This report recommends that Council approve an in-kind contribution of \$5,835 in support of the TVB Anywhere Moon Festival in 2023.

The following table provides a breakdown of the costs associated with the proposed in kind contribution:

| | |
|---|-------------------|
| Waste Charges; Bin Hire, Litter Picking and Garbage Truck | \$2,586.00 |
| Burwood Park Event Fee Hire including bump in / bump out | \$2,380.00 |
| Burwood Park Pavilion Hire Event Fee Hire | \$200.00 |
| Burwood Park Community Centre Event Fee Hire | \$544.00 |
| Use of electricity per day | \$125.00 |
| Total | \$5,835.00 |

Council has available funding allocated in the 2023-2024 Events Budget to cover the costs associated with the above contribution.

It should be noted that Council is unable to provide audio-visual equipment and technical production support as Council contracts these services for large scale outdoor events and does not have sufficient budget available to meet this component of the sponsorship request. Burwood Council will also be unable to provide staff to open and close the park gate to monitor access for delivery and set up of equipment. Furthermore, Burwood Council will be unable to print and distribute event notification letters to residents and business owners within the Burwood Local Government, rather Council can help with online promotion.

The organisers will also be required to pay the following bonds for use of Burwood Park and Burwood Park Community Centre for their event. The bonds are refundable on the condition that the facility and park are left in a satisfactory state.

| | |
|------------------------------------|-------------------|
| Burwood Park Outdoor Event bond | \$3,000.00 |
| Burwood Park Community Centre bond | \$500.00 |
| Burwood Park Amusement Hire bond | \$300.00 |
| Total | \$3,800.00 |

In return for the above in kind support, Council will receive the following deliverables or special conditions being met by TVB Anywhere:

- Acknowledgement of Burwood Council as the event partner and display of the Burwood Council logo in all promotional material and media coverage.
- Inclusion of Burwood Council's logo in all event signage and banners at the Event on Saturday 9 September 2023.

- Opportunity for the Mayor of Burwood to open the event in Burwood Park on Saturday 9 September 2023 and deliver an address.
- Provide Burwood Council with a space to have a community engagement stall during the event free of charge.
- Provide Burwood Council with an opportunity to review the proposed stallholder list prior to finalisation to ensure alignment with Council policy and/or values.
- Provide airtime for six days of Community Service Announcements for up to 1 minute and 30 seconds each in length on the TVB Anywhere television channels profiling Burwood Council initiatives during 2023-2024 at a frequency of three times daily at 7.00am, 6.00pm and 9.30pm, on six separate dates, totalling **\$16,380** (dates to be confirmed at a later date). The advertisement video will be provided by Burwood Council.
- Provide airtime for four days of advertisements on the TVB Anywhere television channels for up to 1 minute 30 seconds each in length advertising a key Burwood Council event specified by Council. The advertisement video will be provided by Burwood Council. These advertisements must be aired at a frequency of four times daily at the times of 7.00am, 3.30pm, 6.00pm and 9.30pm, on four separate dates prior and close to the event date, totalling **\$13,560**.
- Film at Burwood Council's Carols in the Park event and include this footage on news coverage on the TVB Anywhere television channels after the event on the following Wednesday at 7.00am, 3.30pm, 6.00pm and 9.30pm, totalling **\$5,500**.
- Provide airtime for four days of advertisements on the TVB Anywhere television channel for up to 1 minute 30 seconds each in length advertisement Burwood Council's Lunar New Year event in 2024 (dates to be notified at a later date). These advertisements must be aired at a frequency of four times daily at the times of at 7.00am, 3.30pm, 6.00pm and 9.30pm on four separate dates, totalling **\$13,560**. The advertisement video will be provided by Burwood Council. The dates of the four advertisements should be prior to Burwood Council's Lunar New Year 2024 event as well as on the actual Lunar New Year (dates to be notified at a later date).
- Film at Burwood Council's Lunar New Year 2024 event and include this footage on news coverage on the TVB Anywhere television channels on the day after the event (dates to be notified at a later date) at 7.00am, 3.30pm, 6.00pm and 9.30pm, totalling **\$5,500**.
- Ensure the Event continues rain, hail or shine, unless extreme conditions persist, in which case the event should be cancelled. A weather consult must take place 24 hours prior to the event by TVB Anywhere in conjunction with Burwood Council, with a final decision to be made by 9am on Friday 8 September 2023. If the event is cancelled after this time, TVB Anywhere will be responsible for any cancellation fees for the hire of the Audio Technician and Audio System.
- Be responsible for securing funding and sponsorship for the event.
- Complete a terrorist self-assessment and risk assessment and provide it to Council at least four weeks prior to the event.
- Inform Burwood Police Area Command (PAC) of the Event and liaise directly with Burwood PAC regarding any event requirements. TVB Anywhere will be responsible for any costs associated with Police assistance on the day of the event.
- Have at least 4 x security guards on the Event Day and ensure they will be onsite from 'bump-in' to 'bump-out' on the Event day and at least 1 x security overnight on Friday 8 September 2023 if equipment is left unattended in Burwood Park.

The overall value of the above deliverables to be provided by TVB Anywhere is **\$54,500** (as per the value supplied by TVB Anywhere).

Options

Council could opt to:

1. Approve an in-kind contribution of \$5,835 based on Council's budget allocation and request that the organisers cover the remaining costs.
2. Support the proposed event by providing cash and in-kind contributions valued at \$18,000 (inclusive of audio-visual equipment and technical production support) and identify a funding source to cover the additional \$12,165.
3. Decline the proposal for support.

Conclusion

The proposal from TVB Anywhere to host the TVB Anywhere Moon Festival 2023 aims to engage the main Asian demographic groups of Burwood and surrounding suburbs as well as the broader community through an open and inclusive cultural event.

Since 2013, this event has been held annually in Burwood Park with Council financial and in kind support. It is important to consider that repeated financial and in kind support has led to a regular annual expectation from the organisers that Council will continue to provide support. As such, Council will continue to consider requests from other community and cultural organisations to maintain a fair, transparent and consistent approach.

Recommendation

That Council approve an in-kind contribution of \$5,835 based on Council's allocated event budget in support of the TVB Anywhere Moon Festival to be held on Saturday 9 September 2023.

Attachments

1 [↓](#) TVB Anywhere Moon Festival Proposal to Burwood Council - 25 July 2023



Proposal of TVB Anywhere Moon Festival 2023

From TV Media Australia Pty. Ltd., (ABN 50 627 515 922)

to Burwood Council

Event Description



TVB Anywhere Moon Festival (hereafter called 'The Event') is an annual carnival of TV Media Australia Pty. Ltd., (hereafter called 'TVB Anywhere'). The Event has been held at Burwood Park for the eighth year running. The event has been very well received and the number of attendees exceeded our expectations in the past years. We would like to propose to work with Burwood Council again.

Proposed Date: Saturday 9th August 2023

Time: 10.00 am to 5.00pm

Location: Burwood Park, corner of Burwood Road and Park Avenue, Burwood NSW

Target Audience: Locals from the municipality, TVB viewers and visitors from greater Sydney area

TVB Anywhere Responsibilities

It is proposed that TVB Anywhere will:

- Acknowledge Burwood Council as the event partner and display the Burwood Council logo in all promotional material and media coverage.
- Include Burwood Council's logo in all event signage and banners at the Event on Saturday 9th September 2023.
- Cover the cost of bonds associated with the hire of Burwood Park and the Burwood Park Pavilion, and use of marquee facilities for the event, totalling **\$9,500**. This bond amount will be returned after the Event, provided all related facilities are left in a satisfactory condition.
- Invite the Mayor of Burwood to open the Event in Burwood Park on Saturday 9th September 2023 and deliver an address.
- Provide airtime for six days of Community Service Announcements for up to 1 minute and 30 seconds each in length on the TVB Anywhere television channels profiling Burwood Council initiatives during 2023-2024 at a frequency of three times daily at 7.00am, 6.00pm and 9.30pm, on six separate dates, totalling **\$16,380** (dates to be confirmed at a later date). The advertisement video will be provided by Burwood Council.



- Provide airtime for four days of advertisements on the TVB Anywhere television channels for up to 1 minute 30 seconds each in length advertising Burwood Council's Burwood Festival 2022. The advertisement video will be provided by Burwood Council. These advertisements must be aired at a frequency of four times daily at the times of 7.00am, 3.30pm, 6.00pm and 9.30pm, on four separate dates prior and close to the event date, totalling **\$13,560**.
- Film at Burwood Council's Carols at the Park and includes this footage on news coverage on the TVB Anywhere television channels after the event on the following Wednesday at 7.00am, 3.30pm, 6.00pm and 9.30pm, totalling **\$5,500**.
- Provide airtime for four days of advertisements on the TVB Anywhere television channel for up to 1 minute 30 seconds each in length advertisement Burwood Council's Lunar New Year event (dates to be notified at a later date). These advertisements must be aired at a frequency of four times daily at the times of at 7.00am, 3.30pm, 6.00pm and 9.30pm on four separate dates, totalling **\$13,560**. The advertisement video will be provided by Burwood Council. The dates of the four advertisements should be prior to Burwood Council's Lunar New Year 2024 event as well as on the actual Lunar New Year (dates to be notified at a later date).
- Film at Burwood Council's Lunar New Year 2024 event and include this footage on news coverage on the TVB Anywhere television channels on the day after the event (dates to be notified at a later date) at 7.00am, 3.30pm, 6.00pm and 9.30pm, totalling **\$5,500**.
- Ensure the Event should continue rain, hail or shine, unless extreme conditions persist, in which case the event should be cancelled. A weather consult must take place 24 hours prior to the event by TVB Anywhere in conjunction with Burwood Council, with a final decision to be made by 9am on Friday 8th September 2023. If the event is cancelled after this time, TVB Anywhere will be responsible for any cancellation fees for the hire of the Audio Technician and Audio System.
- Be responsible for securing funding and sponsorship for the event.
- Complete a terrorist self-assessment and risk assessment and provide it to Council at least four weeks prior to the event.



- Inform Burwood Police Area Command (PAC) of the Event and liaise directly with Burwood PAC regarding any event requirements. TVB Anywhere will be responsible for any costs associated with Police assistance on the day of the event.
- Have at least 4 x security guards on the Event Day and ensure they will be on site from 'bump-in' to 'bump-out' on the Event day and at least 1 x security overnight on Friday 8th September 2023 if equipment are left unattended in Burwood Park.

Request to Burwood Council

We propose that Burwood Council again to be one of the major sponsors of the 2023 event and that the Council permits us to use Burwood Park and associated facilities with the same level of support in staging and services as previous years including the following:

- Waive fees associated with the hire of Burwood Park from 8.00am on Friday 8th September to 11.59pm on Saturday 9th September 2023. The booking on Friday 8th September is restricted to event set-up only.
- Waive fees associated with the hire of the Burwood Park Community Centre to be used from 9.00am on Friday 8th September to 8pm on Saturday 9th September 2023.
- Waive fees associated with electricity usage, use of stalls within Burwood Park (based on an estimate of 50 stalls to be provided by TV Media Australia Pty Ltd), use of marquees within Burwood Park (based on an estimate of two to be provided by TV Media Australia Pty Ltd), installation of banners sized 3m width x 1m height in Burwood along Burwood Road opposite Wiley Avenue and other suitable locations, and administration for the event.
- Waive fees associated with the hire of the Burwood Park Pavilion to be used as the stage on the Event Day, Saturday 9th September 2023 from 6am to 8pm.
- Provide an Audio Technician and Audio System for use with the Burwood Park Pavilion on event day, Saturday 8th September 2023.



- Provide three Council Officers to monitor rubbish clean up on the day of the event, Saturday 9th September 2023.
- Provide garbage truck hire for rubbish removal after the Event on Saturday 9th September 2023.
- Provide designated parking area on 9th September 2023 on Park Ave and Comer Street.
- Provide Depot staff to open and close park gate and monitor access for delivery and set up of equipment on Friday 8th September and Saturday 9th September 2023.
- Print and distribute event notification letters to residents and business owners within the Burwood Local Government Area (LGA).
- Advertise the event on its display screens at the Burwood Library & Community Hub, Burwood Council.
- Waive the fee for a Council Health Inspector to be onsite to conduct health inspections on Food and Drink stallholders.

We look forward to hearing from you and hope to work with Burwood Council again.

Yours sincerely,

A handwritten signature in black ink, appearing to read "J. Cheung".

Jacky Cheung

Executive Director, TV Media Australia Pty. Ltd.



Appendix - TVB Anywhere Channels List

1. TVB (Hong Kong)
2. TVBJ
3. TVBN
4. Entertainment News
5. TVB Finance & Information Channel
6. Asian Action
7. TVB Live Shows
8. Horse Racing Channel 88
9. TVB Xing He Channel
10. Classic Movies
11. Mainland News Channel
12. Phoenix InfoNews Channel
13. Phoenix Chinese Channel (Australia)
14. TVBS News
15. TVBS Asia
16. CCTV-4 - Chinese International Channel
17. CGTN Documentary
18. CCTV Entertainment Channel
19. CCTV Opera Channel
20. Yunnan International Channel
21. Hunan TV International
22. ZTV International
23. JSBC International
24. Shanghai Dragon TV
25. BTV International
26. The World Channel of TJTV
27. The International Channel of Shandong TV Station (TSTV)
28. Anhui Broadcasting Corporation International (ABC International)
29. The Shenzhen TV International (SZTV International)
30. The Southern Television Satellite Channel
31. Fujian Straits TV
32. Chongqing TV International (CTVI)
33. Guangxi TV International
34. Sichuan TV International Channel
35. Great Wall Elite
36. Fishing Channel
37. Tea Channel

(Item 47/23) Christmas Closure

File No: 23/28107

Report By Director People & Performance

Summary

This report outlines the proposed Christmas/New Year closedown period and the plans to ensure that an appropriate level of service to the Burwood community is maintained.

Operational Plan Objective

C.11.4 – Build and maintain strong partnerships and advocate on behalf of the community.

P.55 – Maintain a high-quality workforce that is committed to delivering on our community's and Council's vision and goals.

A.135 – Implement year 2 actions of the Workforce Management Plan.

Background

Since the 2021/2022 Christmas and New Year period, Council has had a closedown period of two weeks in place. During this time appropriate staffing levels have been maintained to meet the community's needs particularly in the Operations area and at the Enfield Aquatic Centre with specific hours of operations.

Customer Service

For the last two years, Council's Customer Service Centre has been closed from the last business day prior to Christmas Day until the first business day after New Year's Day. During this time calls were diverted to Council's after-hours call centre provider. Last year an average of 24 calls per day were received by Council's after-hours call centre provider. It is noted that a Council staff member was also monitoring the after-hours calls received during this closedown period to ensure any urgent issues were actioned appropriately.

During the second week of the closedown period, Council has had a skeleton staff in place working in Council's call centre. No face-to-face customer service is provided during this period, but community members are able to contact Council Officers via phone or through our online services. During the second week of the 2022/2023 closedown period, an average of 84 calls per day were received via the call centre.

During 2023, Council has received a daily average of 129 calls per day through the call centre.

Library and Community Hub

The Community Hub and Library has also been closed for two weeks from the last business day before Christmas Day for the last two years. No services were provided during this time period.

From August to November 2023, Council will be offering expanded opening hours for the Community Hub as follows:

- Tuesday, Wednesday and Thursday until midnight

It is noted that Council did not receive any complaints from the community regarding the 2022/2023 close-down period.

Additional Leave (Concession) Days

For the closedown period over the last two years, it was agreed that eligible employees would receive up to an additional three paid leave (concession) days to cover this period in addition to the employee *Local Government (State) 2023 Award* entitlements. It is noted that these three paid leave (concession) days are not an employee entitlement and do not form part of employees' terms

and conditions of employment. Employees who were required to work during this period received up to three 'time in lieu' days to take at a later date, pro-rata for part-time employees.

The provisions upon which the paid leave (concession) days were made available to staff in 2022/2023 Christmas/New Year period were as follows:

- All eligible employees who had more than 12 months of service were afforded three (3) paid leave (concession) days between the Christmas and New Year period on the condition that they reduced their annual leave balance to no more than 8 weeks by 30 June 2023.
- All eligible employees who had less than 12 months of service were afforded two (2) paid leave (concession) days between the Christmas and New Year period on the condition that they reduced their annual leave balance to no more than 8 weeks by 30 June 2023.

As part of our continued focus on employee wellbeing, including ensuring our staff maintain a positive work/life balance, Council has been actively managing the leave balances of our employees and will continue to do so. Implementing a period of closedown over the Christmas and New Year period of up to and including two weeks will further support the rest and recovery of a workforce that is essential to the community it serves.

Proposal

It is proposed to once again implement an annual closedown for a period of two weeks in line with the *Local Government (State) Award 2023*. The closedown period is proposed as follows:

- Saturday, 23 December 2023 up to and including Sunday, 7 January 2024.

During this period, Enfield Aquatic Centre will be open as per normal operating hours except for public holidays and Christmas Day where the Centre will operate as follows:

- Public holidays – 8am to 4pm
- Christmas Day – closed

Adjusted hours of work will be implemented for the Community Safety and Operations Teams.

Council's after-hours service will take calls from the community between Saturday, 23 December 2023 and Tuesday, 2 January 2024 inclusive. The after-hours service will also take calls from the community on Saturday, 6 January and Sunday, 7 January 2024.

The Customer Service team will operate Council's call centre from Wednesday, 3 January 2024 to Friday, 5 January 2024. The Customer Service desk will be closed during this time, but customer service will be provided via phone or Council's online services.

All other support functions will review their minimal requirements over this period.

It is proposed that Council resolve to provide eligible employees with up to an additional three paid leave (concession) days on the following basis:

- All staff on our payroll who have accrued leave and have more than 12 months' service will be afforded three (3) paid leave (concession) days during the closedown period on the condition that they reduce/maintain their annual leave balance to no more than 8 weeks by 30 June 2024.
- All staff on our payroll who have accrued leave and have less than 12 months' service will be afforded two (2) paid leave (concession) days during the closedown period on the condition that they reduce/maintain their annual leave balance to no more than 8 weeks by 30 June 2024.

If these recommendations are resolved, notification and consultation will commence with employees and the relevant Unions to allow for forward leave planning.

Consultation

Council will provide suitable notification to the community of the operational hours for Council services and facilities during the 2023/2024 closedown period through its website, social media channels and appropriate signage at all of its Service Centres.

Notification of Development Applications and Planning Proposals during Christmas/New Year Period

Notification of development applications and planning proposals over the Christmas/New Year period will be undertaken in accordance with the requirements of Schedule 1 of the Environmental Planning and Assessment Act 1979.

In this regard, for any development application that is submitted between 20 December 2023 and 10 January 2024 (inclusive), the public notification period will be extended to exclude this period from the notification timeframe.

For any planning proposal that is on exhibition over the Christmas/New Year period, the timeframe for notification will exclude the calculation of the period between 20 December 2023 and 10 January 2024 (inclusive).

A period of notification and consultation will commence with employees relating to *Local Government (State) Award 2023* Leave Provisions.

Planning or Policy Implications

No Planning or Policy implications.

Financial Implications

The closedown period will result in an approximate leave liability reduction of up to \$150,000.

Conclusion

This proposal is an extension of the previous Christmas/New Year closedown periods and any service delivery impact will be adequately managed through suitable notification to the community. Employee impacts will be managed through the extensive notification period and consultation options as per the *Local Government (State) Award 2023*.

Recommendation(s)

1. That Council endorse the Christmas/New Year closedown period from Saturday, 23 December 2023 up to and including Sunday, 7 January 2024.
2. That Council resolve to provide eligible employees with up to an additional three paid leave (concession) days during this closedown period as per the conditions set out in this report.
3. That the General Manager ensures suitable notification is provided to the community of the operational hours for Council services and facilities during the 2023/2024 closedown period.
4. That the General Manager ensures suitable consultation and notification is provided to employees as per the requirements set out in the *Local Government (State) Award 2023*.

Attachments

There are no attachments for this report.

(Item 48/23) Adoption - Revised Agency Information Guide - Government Information (Public Access) Act 2009

File No: 23/25276

Report By Director Corporate Services

Summary

Council is obliged under Sections 20 and 22 of the *Government Information (Public Access) Act 2009* (the GIPAA) to adopt and publish an agency information guide that is to be remade at intervals of not more than 12 months. A revised draft of the *Burwood Council Agency Information Guide* is attached for adoption.

Operational Plan Objective

A.105 Ensure all public information is accessible and made available in a timely manner

Background

All NSW Government agencies, including local government authorities, are subject to the provisions of the *Government Information (Public Access) Act 2009* and various supporting statutory instruments. The legislation provides the democratic framework governing the right to information created and collected by government in NSW. It is founded on core principles of transparency and accountability.

An important element of the right to know is providing citizens with a means to understand key details about the relevant government agency and how it operates. The information agency guide (the Guide) is a cornerstone of this. Mandatory elements of the Guide are that it:

- a) describes the structure and functions of the agency, and
- b) describes the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public, and
- c) specifies any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions, and
- d) identifies the various kinds of government information held by the agency, and
- e) identifies the kinds of government information held by the agency that the agency makes (or will make) publicly available, and
- f) specifies the manner in which the agency makes (or will make) government information publicly available, and
- g) identifies the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

Discussion

The Guide was last reviewed and adopted in November 2021, meaning it is overdue for review. In all other respects, Council continues to be fully compliant with the requirements of the GIPAA and continues to progress satisfactorily with proactive release requirements.

During the review of the Guide, Governance officers considered the 'best practice' examples of other councils pointed to by the IPC, as well as any recent changes to Burwood Council operations that should be reflected in the Guide. The revised draft features the following changes:

- The layout has been changed to make some of the dense content easier for the reader to understand, including using tables and colour for emphasis.

- Information about the structure and function of Council, Councillors, the Mayor and the General Manager has been included.
- Information about the organisation structure has been updated.
- Reference to the Sustainability & Environment Committee has been included.
- Information that is 'open access information' and that must be proactively available free-of-charge has been presented as a separate table, together with information about how to access that information, including links to website content where relevant. This inclusion was based on feedback from the IPC review of the draft Guide.
- Reference to government open data initiatives, generally, and how to find out more about open data, have been included to inform readers of the open data concept that is promoted under GIPAA. It is noted that the nature of the data held by Council means there has been little scope for involvement in open data initiatives of its own or via collective repositories such as www.data.nsw.gov.au. The statements about open data contained in the draft Guide are similar to those in the guides of other councils that are held up as 'best practice'.

Consultation

A copy of the revised guide has been provided to the Information and Privacy Commission (IPC), as required by section 22 of the GIPAA. The subsequent advice from the IPC was overwhelmingly positive. The few suggestions provided by the IPC have been considered and incorporated into the draft Guide, where relevant.

Financial Implications

There are no new financial implications for the remaking of the Guide. Work to revise the Guide is part of the normal continuous improvement program on the 'right to know' program sponsored by the Governance business unit of Council.

Implementation

Once Council approval is secured, the Guide will be published on the Council website and drawn to the attention of all staff. The Guide will then be subject to fresh review as part of continuous improvement in the lead up to preparation of the next version in 2024.

Conclusion

Council is required to adopt and publish an agency information guide that is to be remade at intervals of not more than 12 months.

Recommendation(s)

That Council adopts the revised *Agency Information Guide – Government Information (Public Access) Act 2009* for publication on its website.

Attachments

1 [↓](#) Draft Agency Information Guide 2023



Burwood
Inc.1874

Agency Information Guide

Government Information (Public Access) Act 2009



About this Guide

The purpose of the document is to provide members of the community, Council officers, and the public with information concerning:

- the structure and functions of Burwood Council
- the way in which the functions of Burwood Council affect members of the community
- the avenues available to the public to participate in policy development and the exercise of Burwood Council's functions
- the type of information held and made public by Burwood Council
- how this information is made available.

This Guide has been created by Burwood Council in accordance with section 20 of the *Government Information (Public Access) Act 2009* (the GIPA Act) and is revised annually.

The Guide is available:

- on Council's website burwood.nsw.gov.au
- at Council's Administration Office: 2 Conder Street, Burwood NSW 2134

This Guide was adopted by Council on XXX (Minute No. XX/XXX)

Ref No 23/12699. Version No.: 11

Ownership: Governance & Risk





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Introduction to Burwood Council

Burwood Council was established in March 1874 as a quiet village, with 1,200 residents and 300 buildings. Today, the Burwood local government area is home to 40,217 residents. Burwood is set to grow significantly in the next 25 years, taking advantage of the area's strong local economy and excellent transport infrastructure.

The Burwood local government area comprises six suburbs across 7 square kilometres and is the second smallest local government area in NSW. Suburbs include Burwood, Burwood Heights, Enfield, Strathfield, Croydon and Croydon Park. Council's colourful logo reflects this vibrant community. The letter "B" signifies the six suburbs that make up the area, while the colour scheme signifies harmony and friendship (pink), trust and stability (light blue), creativity and vibrancy (orange), heritage and heart (red), the natural environment (green) and energy and optimism (yellow).

The northern border of Burwood Council is Parramatta Road, which was also the original



journey way for generations of First Nations Peoples. The southernmost point of Burwood Council is the Cooks River, which stretches inland to the Parramatta River, known as Burramattagal in Dharug, meaning "Place of the Eels".

Burwood Council acknowledges the Wangal Clan of the Eora Nation, the traditional custodians of the Burwood local area, and pays respect to their elders past, present and emerging. Council acknowledges and respects their cultural heritage, beliefs and ongoing relationship with the land.

See the Burwood Council website for more information about the history of Burwood.

Structure of Council

The elected body of Council comprises 7 councillors including a popularly elected mayor serving a term of four years. Impacts of the COVID-19 pandemic lead to the unusual situation where a delay in the election scheduled for 2020 was delayed by more than year. This has resulted in a shorter term of office for the current term of Council. The next general election is to proceed as planned in September 2024.

Role of Councillors

Councillors are collectively responsible for providing effective civic leadership that is focused on agreed strategic directions. These directions are expressed through Community Strategic Plans, as well as supporting plans and strategies developed by Council in response to community needs and priorities. Council also takes account of regional planning imperatives established by the NSW Government as well as relevant national priorities affecting local government.

Individually, each councillor is obliged to:

- be an active and contributing member of the governing body

- make considered and well informed decisions
- participate in the development of the integrated planning and reporting framework
- represent the collective interests of residents, ratepayers and the local community
- facilitate communication between the local community and the governing body
- uphold and represent accurately the policies and decisions of the governing body
- acquire and maintain the skills necessary to perform effectively as a councillor
- be accountable to the local community for the performance of the council.

Collectively, Councillors responsibilities extend to directing and controlling the affairs of Council as follows:

- operating in a financially sustainable manner

- acting in accordance with integrated planning and reporting principles
- keeping the overall performance of the Council under review
- making decisions necessary for proper exercise of regulatory functions
- consulting regularly with community organisations and other key stakeholders
- ensuring that Council acts honestly, efficiently and appropriately.

The Mayor

The Mayor is an elected Councillor with the same responsibilities as a Councillor. In addition to their existing role, the Mayor also:

- Exercises urgent policy making decisions of the governing body of Council during Council Meeting
- Exercises other functions of the Council as determined by the Council
- Presides at the meetings of the Council
- Carries out civic and ceremonial functions of the Mayoral office

Burwood Council's current elected members

| | | |
|--|--|--|
| |  <p>Cr John Faker Mayor</p> | |
|  <p>Cr Heather Crichton</p> |  <p>Cr George Mannah Deputy Mayor</p> | |
|  <p>Cr Pascale Esber</p> |  <p>Cr Ned Cutcher</p> | |
|  <p>Cr Hugo Robinson</p> |  <p>Cr David Hull</p> | |

The General Manager

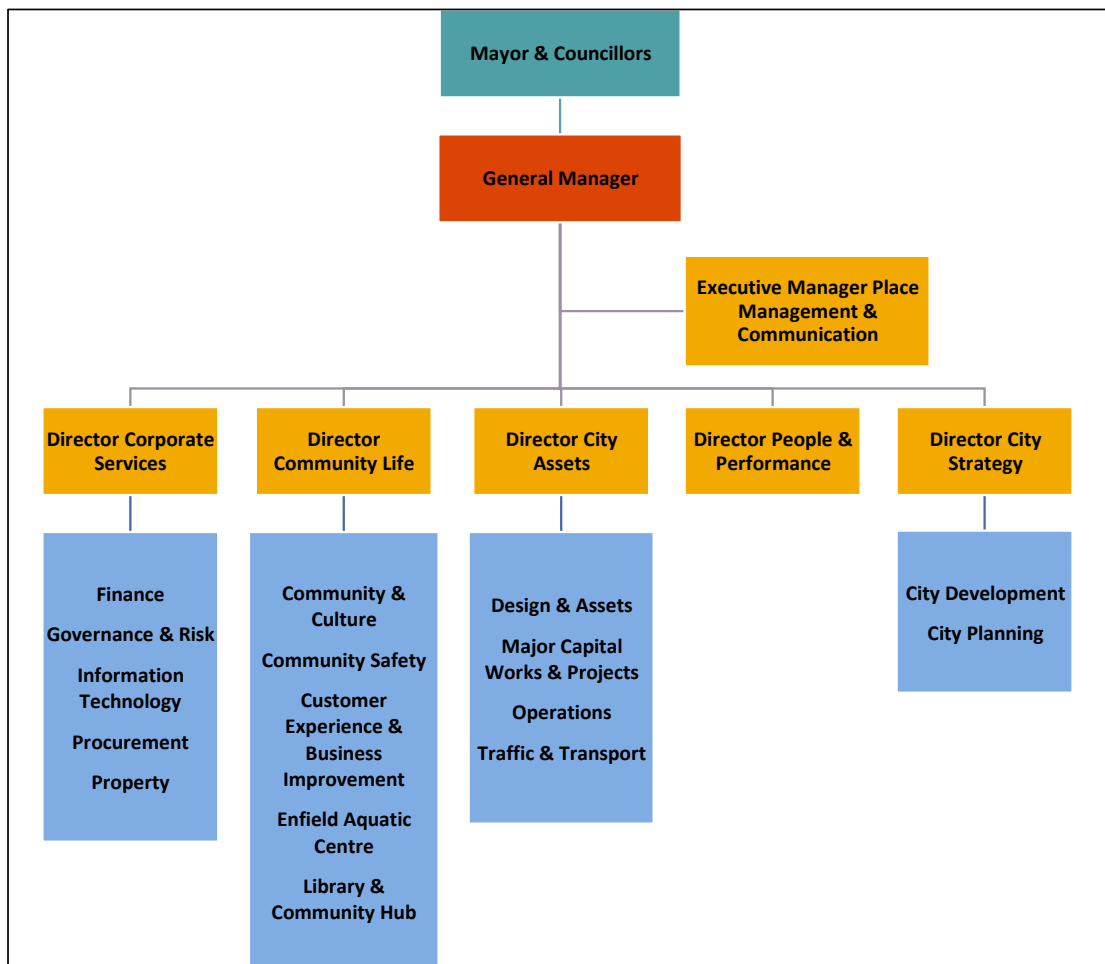
The General Manager is responsible for executing decisions of the elected Council and is the only member of Council staff appointed by the Council. The General Manager is the link between the Mayor, Councillors and members of Council staff.

Under the Act, the responsibilities of the General Manager extend to effective and efficient operation of the Council and its day to day functions.

The General Manager can appoint, direct and dismiss staff in accordance with the organisational structure policies and resources approved by Council.

Organisational Chart

Burwood Council is divided into five directorates. The chart below demonstrates the structure of each directorate.



Functions of Council

Burwood Council has a leading role in planning for and sustaining the local area environment within the Burwood local government area.

Significant policy, planning and strategic issues are considered and decisions are made by the elected members at a meeting of the Council. Decisions regarding issues of an operational nature or less significance are made under delegated authority by the General Manager or relevant council officers.

Functions under Local Government Act 1993 and other legislation

The actions of all NSW councils are guided by the *Local Government Act 1993*. While Council

has functions conferred or imposed on it by the *Local Government Act 1993*, it also has functions and obligations under a range of other legislation.

Table 1 below summarises the key functions under the *Local Government Act 1993*, while Table 2 indicates other legislation that touches on local government.

The role of Council, however, extends well beyond these statutory considerations. Council provides an important focus and rallying point for the community. Council can be the vehicle for harnessing local concerns about specific issues, or for pursuing the community’s visions and ideas.

Table 1 – Functions under the Local Government Act 1993

| | |
|---|--|
| <p>Service Functions</p> <ul style="list-style-type: none"> ▪ Provision of community, recreation, education and information services ▪ Environmental protection, waste removal and disposal ▪ Land and property planning and development ▪ Economic development ▪ Civil infrastructure planning, construction and maintenance | <p>Enforcement Functions</p> <ul style="list-style-type: none"> ▪ Proceedings for breaches under various legislation that it administers including the <i>Local Government Act 1993</i> and the <i>Environmental Planning and Assessment Act 1979</i> ▪ Prosecution of offences ▪ Debt recovery of statutory rates and charges for provision of key services |
| <p>Regulatory Functions</p> <ul style="list-style-type: none"> ▪ Rates ▪ Charges ▪ Fees ▪ Borrowings ▪ Investments | <p>Administrative Functions</p> <ul style="list-style-type: none"> ▪ Employment of council officers ▪ Strategic and management planning ▪ Financial reporting ▪ Annual reporting |
| <p>Revenue Functions</p> <ul style="list-style-type: none"> ▪ Approvals ▪ Orders ▪ Building Certificates | <p>Ancillary Functions</p> <ul style="list-style-type: none"> ▪ Resumption of land ▪ Powers of entry and inspection |

Table 2 – Other key legislation that confers functions and obligations on Council

This list is not exhaustive.

| A-E | F-Q | R-Z |
|--|--|---|
| Biodiversity Conservation Act 2016 | Food Act 2003 | Recreation Vehicles Act 1983 |
| Biosecurity Act 2015 | Government Information (Public Access) Act 2009 | Road Transport Act 2013 |
| Boarding Houses Act 2012 | Graffiti Control Act 2008 | Roads Act 1993 |
| Building Professionals Act 2005 | Heritage Act 1977 | Rural Fires Act 1997 |
| Children’s Guardian Act 2019 | Library Act 1939 | State Emergency and Rescue Management Act 1989 |
| Civil Liability Act 2002 | Local Land Services Act 2013 | State Emergency Services Act 1989 |
| Community Land Development Act 1989 | Major Events Act 2009 | State Records Act 1998 |
| Companion Animals Act 1998 | Privacy and Personal Information Protection Act 1998 | Swimming Pools Act 1992 |
| Contaminated Land Management Act 1997 | Protection of the Environment Operations Act 1997 | Unclaimed Money Act 1995 |
| Conveyancing Act 1919 | Public Health Act 2010 | Valuation of Land Act 1916 |
| Crown Land Management Act 2016 | Public Spaces (Unattended Property) Act 2022 | Waste Avoidance and Resource Recovery Act 2001 |
| Crown Lands Act 1989 | Public Interest Disclosure Act 1994 | Work Health and Safety Act 2011 |
| Environmental Planning and Assessment Act 1979 | | Workplace Injury Management and Workers Compensation Act 1998 |

How Council functions affect members of the public

The primary responsibilities of Burwood Council are the planning and maintenance of the Local Government Area. Decisions made by

the Council and the activities of Council directly impact on its residents, land owners and business operators.

The table below outlines how the broad functions of Council affect the public.

| | |
|---|--|
| Service Functions | These functions directly affect the public as Council provides services and facilities to the public. These include provision of human services such as libraries, community centres, recreation facilities, infrastructure and waste services. |
| Regulatory Functions | <p>These functions:</p> <ul style="list-style-type: none"> ▪ place restrictions on developments and buildings to ensure that they meet certain requirements ▪ may affect the amenity of the community ▪ ensure the lives and safety of people are not endangered. <p>Members of the public must be aware of and comply with such regulations.</p> |
| Community Planning and Development Functions | <p>These functions affect areas such as cultural development, social planning and the community profile. They include:</p> <ul style="list-style-type: none"> ▪ the preparation and implementation of the Community Strategic Plan ▪ advocating and planning for the needs of our community ▪ initiating partnerships ▪ participating on regional, State or Commonwealth working parties ▪ providing support to the community and sporting organisations through provision of grants, training and information ▪ facilitating opportunities for people to participate in the life of the community through the conduct of a range of community events. |
| Revenue Functions | These functions affect the public directly in that revenue from rates and other charges paid by the public is used to fund services and facilities provided to the community. |
| Enforcement Functions | These functions only affect those members of the public who are in breach of certain legislation. This includes matters such as the non-payment of rates and charges, unregistered dogs and parking offences. |
| Administrative Functions | These functions do not necessarily affect the public directly but have an indirect impact on the community through the efficiency and effectiveness of the service provided. |
| Ancillary Functions | These functions affect only some members of the public and include the resumption of land or the power for Council to enter onto a person’s land. In these circumstances, only the owner of the property would be affected. |

Integrated Planning and Reporting Framework

Council plans do not exist in isolation but rather, they are connected. Councils in NSW use the legislated Integrated Planning and Report Framework (IP&R) to develop a long term plan for the social, environmental and economic health, sustainability and prosperity of their areas.

The Framework, shown in the diagram below, allows Council to integrate various plans and to strategise its works and services based on community priorities that have been identified through consultation and engagement.

Burwood2036 is the 10-year Community Strategic Plan for Burwood Council. *Burwood2036* was developed as part of the intensive and ongoing community consultation with members of the local community. It identifies the community’s vision, long-term goals, strategies to get there and how to measure progress towards that vision.

The purpose of the plan is to turn community aspirations into reality, and make sure Council’s priorities are set according to our residents’ needs.





Participation in Local Government

Council meetings

Members of the public are able to observe Council meetings, generally held every 4th Tuesday of the month at the Council Chambers, 2 Conder Street, Burwood. An option to observe the meeting online is also provided. The Agenda for each meeting is published on Council's website 3 business days prior to the meeting.

Public forums

Prior to each Council Meeting, there is an opportunity to convene a public forum where members of the public may briefly address councillors on items that will be dealt with at the meeting that follows. The forum commences at 6pm, with the Council meeting commencing immediately after all speakers are heard. Members of the public wishing to address the forum must register in advance, with registrations closing at 2pm on the day of the forum.

Council sponsored committees

Residents are also able to participate directly in Council's affairs by joining one of the advisory committees that provide advice on various Council services and facilities. Advisory Committee membership includes Councillors, community groups and community individuals and provides an opportunity for involvement in policy formulation.

In order to deal with a range of issues, Burwood Council has the following advisory Committees:

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

Community engagement opportunities

Burwood Council is committed to being a better practice leader in community engagement. This emphasises skills in listening to, learning from and partnering with the community.

The Participate Burwood platform was created to enable community members to participate in Council's decisions about projects, planning and building matters, services and plans. Participate Burwood provides for two-way engagement between Council and the community. Information about proposals, draft policies and other initiatives is made available through Participate Burwood and community members can also use the platform to make submissions to Council that will help shape those proposals, policies and initiatives.

Every two years, Council conducts a community satisfaction survey. The survey informs Council about community experiences and priorities, as well as views about current service delivery standards and how services may need to change in the future.

Public input into policy formulation

All significant strategies and policies of Burwood Council are placed on exhibition in draft form so that members of the public may view and provide feedback should they wish to. Exhibition documents are available at Council's customer service counter and on Participate Burwood on Council's website.

Burwood Local Planning Panel (BLPP)

The BLPP is a panel of independent experts and community members that determines certain development applications on behalf of Burwood Council. Directions from the NSW Minister for Planning outline when a development application must be referred to the BLPP. The BLPP is also responsible for providing advice to Council on other planning matters, including planning proposals.

The BLPP is only obliged to hold a public meeting when a development application has attracted 10 or more unique submissions of objection. As this need arises, a public meeting is scheduled immediately before the panel meeting at which the determination is due to be made. Members of the public wishing to address the panel must register to speak by 2pm on the day of the meeting. After having heard from all registered speakers, the BLPP makes its determination without members of the public present.

Complaints and feedback

Council welcomes constructive feedback about the exercise of its functions and its delivery of services to the community.

Feedback and complaints can be provided verbally or in writing using any of the contact methods mentioned at the end of this Information Guide.

Information held by Burwood Council

Format of information held by Council

Electronic documents

Council's core business system software applications are used to log and monitor requests for Council services. Those systems contain information about properties, including rates, records of applications and customer requests. Digital records are also held in Council's finance and payroll system and corporate business systems.

Physical files

While Council is gradually back-capturing physical paper files into digital format, a significant collection of records still exists in hard copy. These are primarily older records that pre-date Council's digital content systems. Those physical files are maintained in an appropriate off-site storage facility and are retrieved as needed. The majority of those

records contain building development and construction information.

State Records

Access to records over 20 years of age and any transferred archives is covered in the NSW State Records Access Directions (State Records website: www.records.nsw.gov.au).

There are a range of processes associated with implementing appraisal decisions. These include the retention, deletion or destruction of records in or from recordkeeping systems. They may also include the migration or transmission of records between recordkeeping systems, and the transfer of custody or ownership of records – Australian Standard AS 4390 Part 1 Clause 4.9.

Major business system classification groups for organising records include:

- **Development and Building Controls** - the function of regulating and approving applications for the development, use or subdivision of land or premises and related building and construction works.
- **Parks and Reserves** - the function of acquiring, managing, designing and constructing parks, reserves and open spaces, either owned, controlled or managed by the organisation.
- **Traffic and Transport** - the function of planning for and managing transport infrastructure and the efficient movement and parking of traffic.

Ways of accessing Council information

Under the *Government Information (Public Access) Act 2009* (GIPA), members of the public have a right to access to certain information held by Council, unless there is an overriding public interest against its disclosure.

Ways to Access Council Information

There are four main ways in which Council may provide access to Information:

1. Mandatory Proactive Release (also referred to as Open Access Information)
2. Proactive Release
3. Informal Release
4. Formal Access Application

Mandatory Proactive Release and Open Access Information

Section 18 of the GIPA Act provides that certain information is “Open Access Information”. This means that information will be released without the need for a Formal Access Application and are generally available on Council’s website, where practicable. This includes:

- this Agency Information Guide
- information about Council contained in any document tabled in Parliament by or on behalf of Council, other than any document tabled by order of either House of Parliament
- Council’s policy documents
- Council’s disclosure log of Formal Access Applications
- Council’s register of contracts
- Councils record of the open access information that it not does make publicly available on the basis of an overriding public interest against disclosure
- the information prescribed as Open Access Information by Schedule 1 of the GIPA Regulations. See the table in Appendix 1 commencing on page 18.

Proactive Release

In addition to the information that Council must disclose, Council will make as much other information as possible publicly available under its Proactive Release Program, unless there is an overriding public interest against disclosure. Council’s Proactive Release Program is formally reviewed annually.

Information released under this program may include frequently requested information or information of public interest that has been released as a result of other requests. Council maintains a register of informal requests for information received to readily identify the type of information frequently requested with the view of making such information publicly available on its website.

Informal Release

Burwood Council endeavours, wherever possible and appropriate, to deal with requests for information informally. You are encouraged to seek information first by looking at the information already available on Council’s website, including Development Application related documents published on Council’s DA Tracker.

If the information is not already available on the website, you are encouraged to submit an informal request. Not all applications can be treated informally but the vast majority can be.

An informal application does not generally require payment of an application fee. However, where the nature of the request requires it to be treated as a Formal application, the standard application and processing fees will apply.

Formal Access to Information

In accordance with the GIPA Act, Council only requires a Formal Access Application if it would not be possible or practical to manage a request informally. Examples of when a Formal Access Application may be required include where the information requested:

- is of a sensitive nature
- contains personal, confidential or commercially sensitive information about a third party
- requires Council to conduct third party consultations with other government agencies
- would involve a considerable amount of time and resources to assemble
- is of uncommon complexity
- relates to development applications made or decided **before 1 July 2010**.

A Formal Access Application is only valid if it:

- is in writing
- specifies it is made under the GIPA Act
- provides sufficient detail to enable Council to identify the information requested
- is accompanied by the \$30 application fee.



A Formal Access Application Form has been provided to help applicants ensure their application is valid. It can be lodged online from Council's website [here](#).

Formal Access Application decision are reviewable in accordance with the GIPA Act.

Application and processing fees

Application Fee

An Application Fee of \$30 is payable for all Formal Access Applications. Council does not waive this fee.

There is no Application Fee payable for an Informal Request.

Processing Fee

Under section 64(4) of the GIPA Act, a processing fee may be charged for the time spent in searching, assessing and copying of records. The total fee is dependent on the size and complexity of the request.

Council will consider a 50% reduction in processing fees on the following grounds:

- the applicant can show financial hardship by producing evidence that they hold a concession card, are a full time student or are from a not for profit organisation
- the information applied for is of special benefit to the public.

The total processing fee will be advised after the request has been determined and must be paid before the information will be released to the applicant.

Processing times for requests

Processing an access application takes time. This includes time to search records systems, retrieve archived files from off-site storage, conduct any required consultation, assess the identified information in accordance with the "public interest test", consider any privacy or copyright requirements, and collate the material for a response to the applicant.

Formal Access Applications

As required by the GIPA Act, Council will notify applicants of the decision on a Formal Access Application within 20 working days. Council may request the applicant to agree to extend the time by up to 15 working days where consultation with a third party is required or if Council needs to retrieve records from archives.

Informal Requests

While there is no mandated timeframe for responding to an informal access to information request, Council aims to also process these requests within 20 working days.

Deemed refusal

If Council does not decide the applicant's access application within the above timeframes, it is deemed 'refused'. Council will refund the application fee and the applicant may seek an internal or external review (see Rights of Review and Appeal) of this refusal. This will not apply if an extension of time has been arranged or payment of an advance deposit is pending.

Decision that information is already available to applicant

Council can decide that information is already available to an applicant only if the information is:

- made publicly available by Council or some other agency in accordance with a legislative instrument other than the GIPA Act, whether or not availability of the information is by inspection only and whether or not availability is subject to a charge, or
- available to the application from, or for inspection at, Council free of charge in accordance with the GIPA Act or Council's policies and practices, or
- contained in a document that is usually available for purchase.

Council is not required to provide access to information that the Council has decide is

already available to the applicant, but notice of the decision must indicate how the information can be accessed by the applicant.

Can Council refuse to deal with an access application?

Council may refuse to deal with an application (in whole or part) for the following reasons only:

- Dealing with an application would require an unreasonable and substantial diversion of Council resources
- Council has already decided a previous application for the information concerned made by the applicant and there are no reasonable grounds that Council would make a different decision on the application
- The applicant has failed to pay an advance deposit that is payable in connection with the application
- The information is or has been the subject of a subpoena or other order of a court for the production of documents and is available to the applicant as a result of having been produced in compliance with the subpoena or other order.

In deciding whether dealing with an application would require an unreasonable and substantial diversion of Council's resources, Council is not required to have regard to any extension by agreement between the applicant and the Council of the period within which the application is required to be decided.

In deciding whether dealing with an application would require an unreasonable and substantial diversion of Council's resources, Council is entitled to consider two or more applications (including any previous application) as the one application if Council determines that the applications are related and are made by the same applicant or by persons who are acting in concert in connection with those applications.

Before refusing to deal with an access application because dealing with it would require an unreasonable and substantial diversion of Council's resources, Council must give the applicant a reasonable opportunity to amend the application. The period within which the application is required to be decided stops running while the applicant is being given an opportunity to amend the application.

Notice of Council's decision to refuse to deal with an access application must state Council's reasons for the refusal.

An applicant is not entitled to a refund of the application fee when Council refuses to deal with the application.

Copyright

Under the *Copyright Act 1968*, a copy of third party documents cannot be provided without the consent of the owner of the document. Copyright is the exclusive right to make copies, license and otherwise exploit a literary, musical, or artistic work, whether printed, audio, video, etc. Works granted such right by law are protected for the lifetime of the author or creator and for a period of 70 years after his or her death.

The GIPA Act does not override copyright requirements.

In terms of information held by Burwood Council, copyright frequently applies to building plans, technical documents and third-party reports. As a result, Council usually cannot reproduce copies of these documents. Copyright owner details will be provided, where available, so that applicants can seek written permission for their reproduction. However, in the absence of the consent of the copyright holder, Council can make these documents available for viewing at Council's offices.

A decision to defer access

Council may defer the application if the information or document has by or under the

GIPA Act or some other legislative instrument, required to be published but is yet to be published for public information. If access is deferred by Council, then Council will notify the applicant and include the reason for deferral and the date on which the applicant will be given access.

A decision to defer access is reviewable (see Rights of Review and Appeal).

Rights of Review and Appeal

Where a member of the public is refused access under the GIPA Act, Council officers will provide details of the reasons for refusal to the applicant in writing.

An applicant who has been refused access by Council to information requested under a Formal Access Application has 3 options of review available:

1. **Internal Review:** Applicants can apply to Council for an internal review. The review is conducted by someone more senior than the original decision maker and a fee of \$40 is applicable. Applicants have 20 working days after receiving notice of a decision to ask for an internal review. The Internal Review Application form is available on Council's website [here](#).
2. **IPC review:** If an applicant is not satisfied with the internal review or does not want one to be conducted by Council, they can ask for a review by the Information and Privacy Commissioner (IPC). Applicants have eight weeks from being notified of a decision to ask for this review.
3. **NCAT review:** If an applicant is not satisfied with the decision of the information and Privacy Commission or the internal reviewer, or if they do not want to take those options, they can apply to the NSW Civil and Administrative

Tribunal (NCAT) for a review of the decision.

There are no rights of review in respect of Informal Requests. However, the applicant may make a Formal Access Application at any time.

Open data

'Open data' is information stored digitally by an organisation that could be made freely available to anyone to use, rearrange and publish without copyright restrictions applying. The concept of open data falls within the objectives of the GIPA Act.

Members of the public are encouraged to contact Council with suggestions for information that can be considered for authorised proactive release as open data.

For open, accountable, fair and transparent government decisions, advocating for accessing government data may:

- improve relations between government and citizens
- empower citizens
- create opportunities through better engagements
- assist in solving problems.

For further information on Open Data, visit www.data.nsw.gov.au

Key points of contact

The types / classes of information listed as available in this document is not exhaustive. Enquiries about accessing information can be made through Council's Customer Service Centre during office hours. These enquiries can be directed to Council's Governance Officer, if other officers do not provide information during the normal course of service provision associated with a function of Council. For Access to Information on Council's website visit www.burwood.nsw.gov.au.

Public Officer

The Manager Governance & Risk has been appointed as the Public Officer for Burwood Council. Amongst other duties, the Public Officer may deal with requests from the public concerning the Council’s affairs and has the responsibility of assisting people to gain access to public documents of the Council. The Public Officer is also responsible for determining Internal Reviews of Formal Access Applications and for the amendment of records.

Level 15, McKell Building
 2–4 Rawson Place
 Haymarket NSW 2000
 Tel: 1800 472 679
ipcinfo@ipc.nsw.gov.au

Right to Know officers

The Governance team handles access to information applications and inquiries. The primary contact is the Governance Officer.

Council contacts

The Public Officer and the Right to Know officers can be contacted at:

2 Conder Street, Burwood NSW 2134
governance@burwood.nsw.gov.au
 Tel: 9911 9911

Information and Privacy Commission

The information and Privacy Commission (IPC) oversees the GIPA Act. The IPC provides information about the right to access information and can be contacted at:

Frequently asked questions

To assist those seeking to access information held by Council, a series of FAQs have been provided on Council’s website. These address common queries around the process for accessing information, as well as commonly requested types of information and particular limitations around the release of certain information.

Related Information

- Burwood Council Proactive Release Program
- *Government Information (Public Access) Act 2009*
- *Government Information (Public Access) Regulation 2018*
- *Privacy and Personal Information Protection Act 1998*
- *Health Records and Information Privacy Act 2002*
- *Local Government Act 1993*
- *Environmental Planning & Assessment Act 1979*



Appendix: Open access information prescribed under Schedule 1 of the GIPA Regulation 2018 and where to access it

| | Type of Open Access Information | How to access |
|---------------------------|---|---------------|
| Information About Council | <p><i>The current version and most recent previous version of the following records:</i></p> <ul style="list-style-type: none"> ○ The model code of Conduct prescribed under Section 440(1) of the Act and Council’s adopted Codes of Conduct under section 440(3) of the Act Website ○ Code of Meeting Practice Website ○ Annual Financial Report Website ○ Annual Report Website ○ Annual Reports of bodies exercising functions delegated by Council Website ○ Auditors Report Website ○ Agendas and Business Papers for any meeting of Council or any Committee of Council Website ○ Community Strategic Plan, Resourcing Strategy, Delivery Program and Operational Plan Website ○ Department representative reports presented at a meeting of Council Website ○ EEO Management Plan Website ○ Minutes of any meeting of Council or any Committee of Council Website ○ Policy concerning the payment of expenses incurred by, and the provision of facilities to, Councillors Website | |
| | <p><i>Information contained in the following records (historical and current):</i></p> <ul style="list-style-type: none"> ○ Register of current Declarations of Disclosures of Political donations Website ○ Register of Delegations by the General Manager Website ○ Register of Delegations from Council to General Manager Website ○ Register of Graffiti removal works Open Access request ○ Register of Investments <i>Included in Council Meeting Agenda each month: Website</i> ○ Register of Voting on Planning Matters Website ○ Returns of the interests of Councillors, designated persons and delegates Website | |

| | Type of Open Access Information | How to access |
|------------------------|--|---|
| | <p>Information contained in <u>the current version</u> of the following records:</p> <ul style="list-style-type: none"> ○ Land register ○ Register of investments ○ Register of Delegations by the General Manager ○ Register of Delegations from Council to General Manager ○ Register of graffiti removal work kept in accordance with section 13 of the Graffiti Control Act 2008 ○ Register of current declarations of disclosures of political donations kept in accordance with section 328A of the LGA ○ the register of voting on planning matters kept in accordance with section 375A of the LGA | <p>Website Included in Council Meeting Agenda each month: Website Website Website Open Access request Website Website</p> |
| Plans and Policies | <p>Information contained in the <u>current version and the most recent previous</u> version of the following:</p> <ul style="list-style-type: none"> ○ Local Policies adopted by Council concerning approvals and orders ○ Plans of Management of Community Land ○ Environmental Planning Instruments, Development Control Plans and Contribution Plans | <p>Website Website Website</p> |
| Information about DA's | <p>Information contained in the following records <u>(historical and current)</u> Development Applications and any associated documents received in relation to a proposed development including:</p> <ul style="list-style-type: none"> ○ Acoustic Consultant Reports ○ Construction Certificates ○ Heritage Consultant Reports ○ Home Warranty Insurance documents ○ Land Contamination Consultant Reports ○ Occupation Certificates ○ Records of decisions on Development Applications including decisions on appeals ○ Records describing general nature of documents that Council decides to exclude from public view including internal specifications and configurations, and commercially sensitive information ○ Structural certification documents ○ Submissions received on Development Applications ○ Town Planner Reports ○ Tree Inspections Consultant Reports | <p>DA Tracker or Open Access request DA Tracker or Open Access request DA Tracker or Open Access request DA Tracker or Open Access request DA Tracker or Open Access request DA Tracker or Open Access request DA Tracker or Open Access request DA Tracker or Open Access request DA Tracker or Open Access request DA Tracker or Open Access request DA Tracker or Open Access request DA Tracker or Open Access request</p> |

| | Type of Open Access Information | How to access |
|--|---|---|
| | <p>The above does not apply to so much of the information referred to above as consists of:</p> <ul style="list-style-type: none"> ○ The plans and specifications for any residential part of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected ○ Commercial information, if the information would likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret. ○ Development applications made before 1 July 2010 and any associated documents received (whether before, on or after that date) in relation to the application. | <p>to above as consists of:</p> <ul style="list-style-type: none"> Formal Access request Formal Access request Formal Access request |
| <p>Approvals, Orders and Other Documents</p> | <p><i>Information contained in the following records (historical and current)</i></p> <ul style="list-style-type: none"> ○ Applications for approvals under Part 1 Chapter 7 of the Local Government Act 1993 ○ Applications for approvals under any other Act and any associated documents received ○ Compulsory Acquisition Notices ○ Leases and Licenses for use of Public Land classified as Community Land. Performance improvement orders issued to Council under Part 6 of Chapter 13 of the Local Government Act 1993 ○ Orders given under Part 2 of Chapter 7 of the Local Government Act 1993 and any reasons given under section 136 of the Local Government Act 1993 ○ Orders given under the Authority of any other Act ○ Plans of land proposed to be compulsorily acquired by Council ○ Records of approvals granted or refused, any variation from Council Policies with reasons for the variation, and decision made on appeals concerning approvals ○ Records of Building Certificates under the Environmental Planning and Assessment Act 1979 | <ul style="list-style-type: none"> Open Access request Open Access request Open Access request Open Access request Open Access request Open Access request Open Access request Open Access request Open Access request |

(Item 49/23) Investment Report as at 30 June 2023

File No: 23/10126

Report By Director Corporate Services

Summary

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

Operational Plan Objective

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

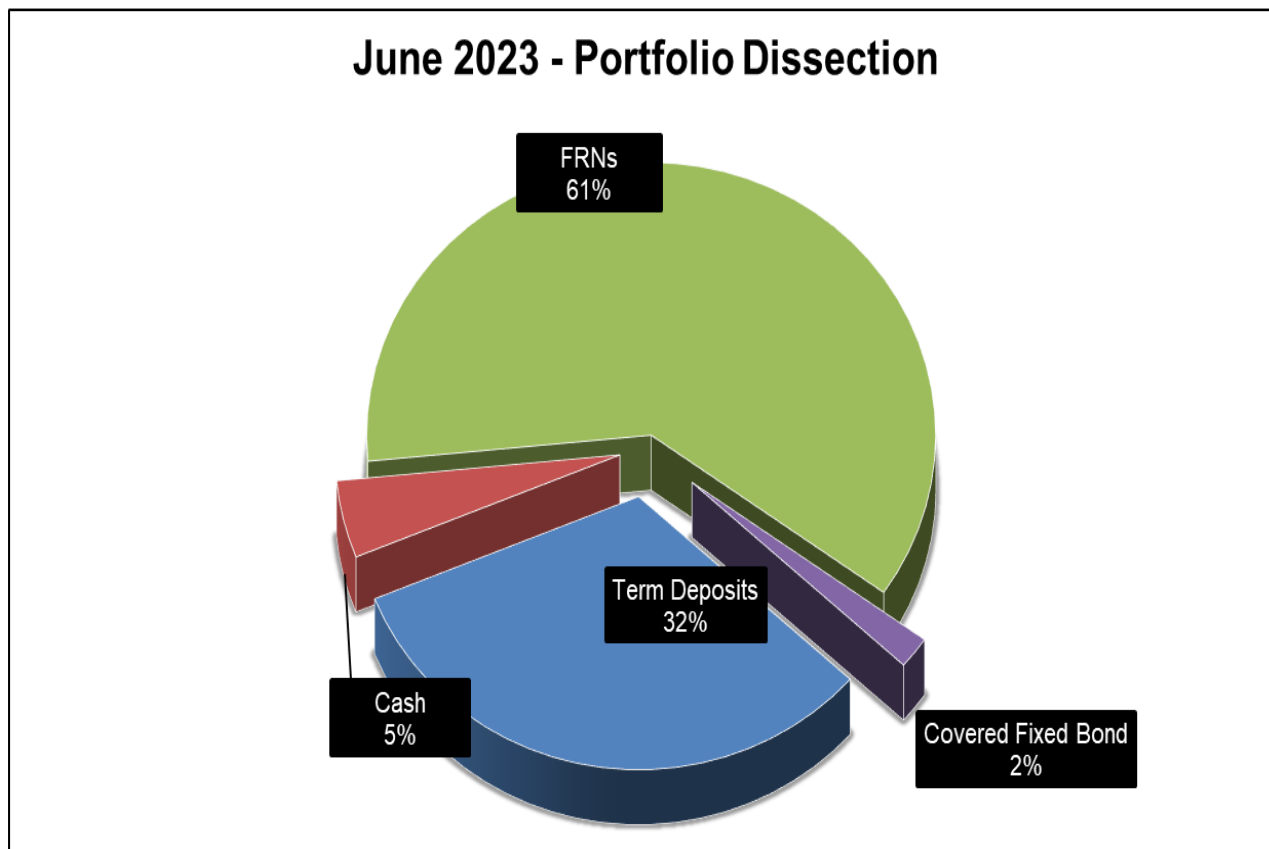
Background

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

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

Investment Portfolio

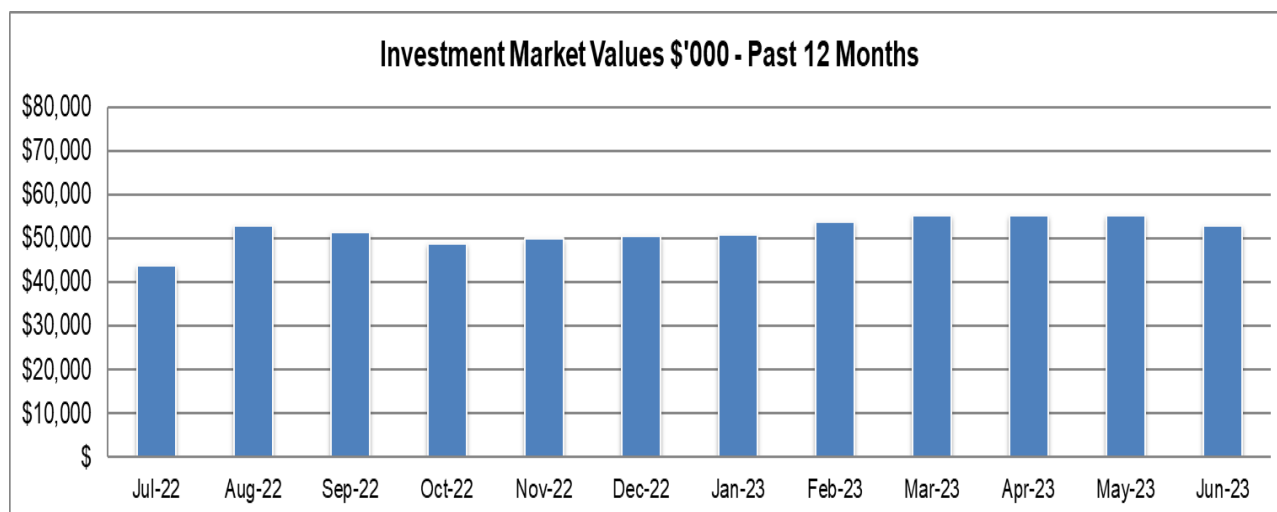
Council has a diversified investment portfolio and has a number of direct investments in term deposits. Its investment portfolio as at 30 June 2023 is:



As at 30 June 2023 Council held the following term deposits:

| Purchase Date | Financial Institution | Principal Amount | Interest Rate | Investment Days | Maturity Date |
|---------------|-----------------------|-------------------|---------------|-----------------|---------------|
| 31 Aug 21 | Westpac | 3,000,000 | 0.75% | 1,095 | 30 Aug 24 |
| 11 Apr 23 | Commonwealth Bank | 4,000,000 | 4.08% | 90 | 10 Jul 23 |
| 03 May 23 | AMP | 3,000,000 | 5.00% | 184 | 03 Nov 23 |
| 15 May 23 | Commonwealth Bank | 4,000,000 | 4.71% | 91 | 14 Aug 23 |
| 27 Jun 23 | AMP | 3,000,000 | 5.60% | 175 | 19 Dec 23 |
| | | | | | |
| Total | | 17,000,000 | | | |

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



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

Council's investment balances as at reporting date and for the previous two months are detailed in Attachment 1. Definitions on the types of investments are detailed in Attachment 2.

Investment Performance and Market Commentary

At the Reserve Bank of Australia (RBA) meeting on the 4 July 2023, the Board decided to hold the official cash rate at 4.10 per cent. According to the RBA Governor "... The Board has indicated that Interest rates have been increased by 4 percentage points since May last year. The higher interest rates are working to establish a more sustainable balance between supply and demand in the economy and will continue to do so. In light of this and the uncertainty surrounding the economic outlook, the Board decided to hold interest rates steady this month. This will provide some time to assess the impact of the increase in interest rates to date and the economic outlook.

Inflation in Australia has passed its peak and the monthly CPI indicator for May showed a further decline. But inflation is still too high and will remain so for some time yet. High inflation makes life difficult for everyone and damages the functioning of the economy. It erodes the value of savings, hurts household budgets, makes it harder for businesses to plan and invest, and worsens income inequality. And if high inflation were to become entrenched in people's expectations, it would be very costly to reduce later, involving even higher interest rates and a larger rise in unemployment. For these reasons, the Board's priority is to return inflation to target within a reasonable timeframe.

Growth in the Australian economy has slowed and conditions in the labour market have eased, although they remain very tight. Firms report that labour shortages have lessened, yet job vacancies and advertisements are still at very high levels. Labour force participation is at a record

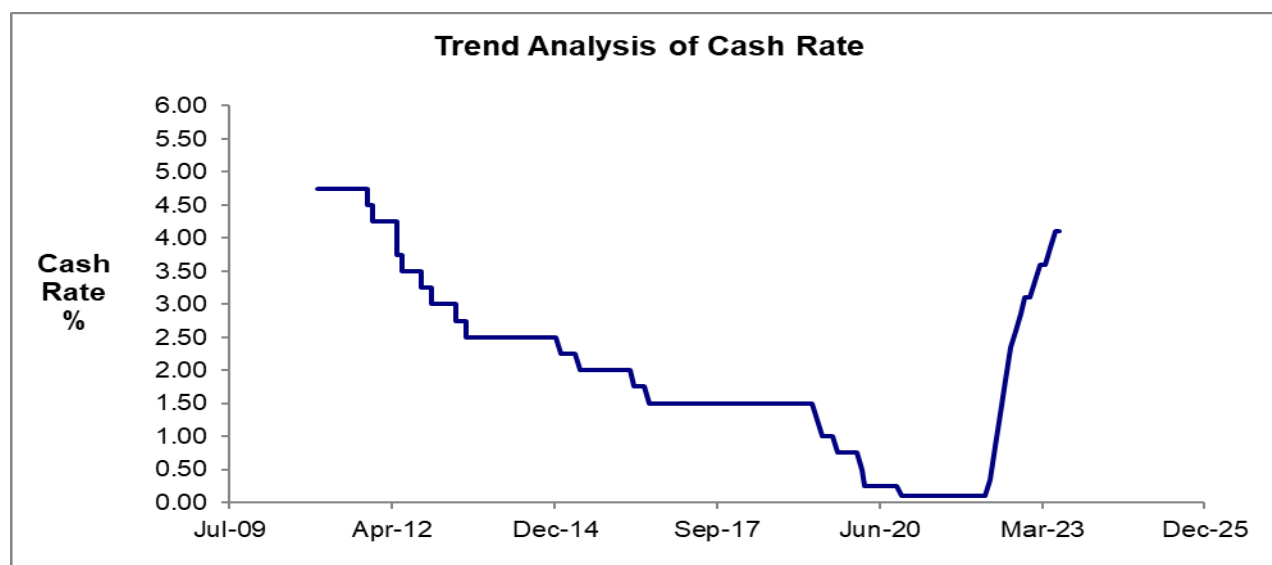
high and the unemployment rate remains close to a 50-year low. Wages growth has picked up in response to the tight labour market and high inflation. At the aggregate level, wages growth is still consistent with the inflation target, provided that productivity growth picks up.

The Board remains alert to the risk that expectations of ongoing high inflation will contribute to larger increases in both prices and wages, especially given the limited spare capacity in the economy and the still very low rate of unemployment. Accordingly, it will continue to pay close attention to both the evolution of labour costs and the price-setting behaviour of firms.

The Board is still expecting the economy to grow as inflation returns to the 2–3 per cent target range, but the path to achieving this balance is a narrow one. A significant source of uncertainty continues to be the outlook for household consumption. The combination of higher interest rates and cost-of-living pressures is leading to a substantial slowing in household spending. While housing prices are rising again and some households have substantial savings buffers, others are experiencing a painful squeeze on their finances. There are also uncertainties regarding the global economy, which is expected to grow at a below-average rate over the next couple of years.

The Board expects that further tightening of monetary policy may be required to ensure that inflation returns to target in a reasonable timeframe, but that will depend upon how the economy and inflation evolve. The Board will be paying close attention to developments in the global economy, trends in household spending and the outlook for inflation and the labour market. The Board remains resolute in its determination to return inflation to target and will do what is necessary to achieve that. Statement by Philip Lowe, Governor: Monetary Policy Decision – 4 July 2023”.

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



Recommendation(s)

1. That the investment report for 30 June 2023 be received and endorsed.
2. That the Certificate of the Responsible Accounting Officer be received and noted.

Attachments

- 1 [↓](#) Investment Register as at 30 June 2023
- 2 [↓](#) Types of Investment

**BURWOOD COUNCIL
INVESTMENT PORTFOLIO
as at 30 June 2023**

| Investment Adviser | Issuer | ADI or N-ADI | Investment Name | Type | Rating S&P | Invested Amount | Market Value as at 30/04/2023 | Market Value as at 31/05/2023 | Market Value as at Reporting Date | % of Total Invested |
|---|---|--------------|---|---|------------|-------------------|-------------------------------|-------------------------------|-----------------------------------|---------------------|
| Cash | | | | | | | | | | |
| Council | Commonwealth Bank | ADI | Operating Account | Cash | AA- | 523,217 | 2,610,474 | 3,062,494 | 523,217 | 4.58 |
| Council | Commonwealth Bank | ADI | Online Saver | At Call | AA- | 1,901,792 | 1,362,793 | 250,332 | 1,901,792 | 0.99 |
| Council | AMP Bank Limited | ADI | AMP Business Saver | At Call | BBB- | 1,263 | 1,259 | 1,261 | 1,263 | 3.59 |
| Council | AMP Bank Limited | ADI | AMP Notice Account | Notice 30 days | BBB- | 3,564 | 3,539 | 3,551 | 3,564 | 0.01 |
| Term Deposits | | | | | | | | | | |
| 32.23 | | | | | | | | | | |
| Council | Westpac | ADI | Westpac | Term Deposit | AA- | 3,000,000 | 3,003,760 | 3,000,000 | 3,001,849 | 5.66 |
| Council | AMP Bank Limited | ADI | AMP Business Saver | Term Deposit | BBB- | 3,000,000 | - | 3,011,507 | 3,023,836 | 5.70 |
| Council | AMP Bank Limited | ADI | AMP Business Saver | Term Deposit | BBB- | 3,000,000 | - | - | 3,001,381 | 5.66 |
| Council | National Australia Bank | ADI | National Australia Bank | Term Deposit | AA- | - | 4,024,685 | 4,039,123 | - | 0.00 |
| Council | Commonwealth Bank | ADI | Commonwealth Bank | Term Deposit | AA- | - | 4,033,360 | - | - | 0.00 |
| Council | Commonwealth Bank | ADI | Commonwealth Bank | Term Deposit | AA- | 4,000,000 | 4,008,766 | 4,023,068 | 4,036,910 | 7.61 |
| Council | Commonwealth Bank | ADI | Commonwealth Bank | Term Deposit | AA- | 4,000,000 | 4,034,438 | 4,008,259 | 4,023,744 | 7.59 |
| Council | National Australia Bank | ADI | National Australia Bank | Term Deposit | AA- | - | 3,015,912 | 3,017,951 | - | 0.00 |
| Term Deposits - Covered Fixed Bond | | | | | | | | | | |
| 1.89 | | | | | | | | | | |
| Council | Suncorp-Metway Limited | ADI | Suncorp-Metway Limited | Covered Fixed Bond (4.85%) Semi Annual | AA- | 1,000,000 | 1,015,910 | 1,011,380 | 1,002,350 | 1.89 |
| Floating Rate Notes | | | | | | | | | | |
| 61.30 | | | | | | | | | | |
| Council | MyState Bank Ltd | ADI | MyState Bank Ltd | Floating Rate Notes (90 day BBSW +130 bps) | BBB | 1,500,000 | 1,509,060 | 1,514,640 | 1,520,205 | 2.87 |
| Council | Suncorp-Metway Limited | ADI | Suncorp-Metway Limited | Covered Floating Bond (90 day BBSW +88 bps) | AA- | 800,000 | 804,616 | 806,824 | 809,760 | 1.53 |
| Council | Suncorp-Metway Limited | ADI | Suncorp-Metway Limited | Covered Floating Bond (90 day BBSW +105 bps) | AA- | 1,500,000 | - | 1,505,820 | 1,513,320 | 2.85 |
| Council | Rabobank U.A Australia Branch | ADI | Rabobank U.A Australia Branch | Floating Rate Notes (90 day BBSW mid + 118 bps) | A | 1,500,000 | 1,515,510 | 1,519,080 | 1,526,655 | 2.88 |
| Council | Commonwealth Bank of Australia | ADI | Commonwealth Bank of Australia | Floating Rate Notes (90 day BBSW +112 bps) | AA- | 3,000,000 | 3,039,450 | 3,047,730 | 3,062,700 | 5.78 |
| Council | The Hongkong and Shanghai Banking Corporation Limited Sydney Branch | ADI | The Hongkong and Shanghai Banking Corporation Limited Sydney Branch | Floating Rate Notes (90 day BBSW +105 bps) | AA- | 2,000,000 | 2,016,540 | 2,021,900 | 2,007,080 | 3.79 |
| Council | United Overseas Bank Ltd Sydney Branch | ADI | United Overseas Bank Ltd Sydney Branch | Floating Rate Notes (90 day BBSW +73 bps) | AA- | 2,000,000 | 2,009,740 | 2,016,000 | 2,002,760 | 3.78 |
| Council | Newcastle Permanent Building Society | ADI | Newcastle Permanent Building Society | Floating Rate Notes (90 day BBSW +138 bps) | BBB | 1,000,000 | 987,100 | 980,070 | 985,770 | 1.86 |
| Council | Sumitomo Mitsui Banking Corporation Sydney | ADI | Sumitomo Mitsui Banking Corporation Sydney | Floating Rate Notes (90 day BBSW +110 bps) | A | 2,000,000 | 2,033,800 | 2,018,400 | 2,026,080 | 3.82 |
| Council | National Australia Bank | ADI | National Australia Bank | Floating Rate Notes (90 day BBSW +41 bps) | AA- | 1,500,000 | 1,493,730 | 1,484,940 | 1,490,655 | 2.81 |
| Council | MyState Bank Ltd | ADI | MyState Bank Ltd | Floating Rate Notes (90 day BBSW +65 bps) | BBB | 2,500,000 | 2,491,100 | 2,501,175 | 2,483,100 | 4.68 |
| Council | QPCU Limited T/A QBANK | ADI | QPCU Limited T/A QBANK | Floating Rate Notes (90 day BBSW +170 bps) | BBB- | 2,750,000 | - | - | 2,756,188 | 5.20 |
| Council | Westpac Banking Corporation Ltd | ADI | Westpac Banking Corporation Ltd | Floating Rate Notes (90 day BBSW +80 bps) | AA- | 1,800,000 | 1,823,058 | 1,810,728 | 1,816,560 | 3.43 |
| Council | Commonwealth Bank of Australia | ADI | Commonwealth Bank of Australia | Floating Rate Notes (90 day BBSW +102 bps) | AA- | 2,400,000 | 2,435,160 | 2,417,712 | 2,427,144 | 4.58 |
| Council | Commonwealth Bank of Australia | ADI | Commonwealth Bank of Australia | Floating Rate Notes (90 day BBSW +93 bps) | AA- | 2,000,000 | 2,020,660 | 2,006,220 | 2,012,680 | 3.80 |
| Council | Commonwealth Bank of Australia | ADI | Commonwealth Bank of Australia | Floating Rate Notes (90 day BBSW +113 bps) | AA- | 4,000,000 | 4,030,320 | 4,043,640 | 4,057,560 | 7.65 |
| Grand Total | | | | | | 52,679,836 | 55,324,742 | 55,123,804 | 53,018,121 | 100.00 |

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

Certificate of Responsible Accounting Officer

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

W. Armitage

Wayne Armitage

Chief Finance Officer

Types of Investment

Types of Investments

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

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

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

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

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

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

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

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

(Item 50/23) Mayoral Civic Recognition, Condolences and Small Donations - Period Ending 30 June 2023

File No: 23/29415

Report By General Manager

Summary

The Civic Recognition, Condolences and Small Donations Policy was reviewed by Council and adopted on 28 June 2022. As part of the Policy requirements, a list of donations and gifts made is to be reported to Council on a six monthly basis. The attached table details all the Discretionary Grants and Gifts for the period 29 November 2022 to 30 June 2023.

Operational Plan Objective

- C.10 A well informed community active in civic life, local planning and decision making.
C.11.1 Conduct Council business with transparency, accountability, compliance and probity that ensures community confidence in decision making.

Background

The Mayor is allocated an annual budget of \$15,000 to extend civic leadership by supporting, through the allocation of small donations on behalf of Council, organisations or individuals for one or more of the following purposes:

1. Personal development and achievements of individual community members representing NSW or higher in their chosen fields, including sporting, academic, cultural and artistic endeavours who require financial assistance to attend events or activities or compete in their chosen field
2. Relief and other emergency organisations
3. Charitable organisations (registered) that provide benefits to the Burwood Local Government Area
4. Locally based groups and organisations located in the Burwood Local Government Area that have not applied under the Community Grants Program and are established as not-for-profit, community based groups, which includes P and C associations
5. Mayor's discretion for requests of a humanitarian nature.
6. When invited to an event that occurs for charity purposes, to make a donation, whether it be a gift hamper or monetary donation

Financial assistance for all categories is capped at \$1,000.

A budget allocation of \$2,500 is available per financial year for gifts for condolences, milestones and civic recognition, with all gifts capped at \$150, unless approved at an open meeting of Council.

Financial Implications

Within the approved budget allocation

Recommendation(s)

That Council receive and note this report.

Attachments

- 1 [↓](#) Mayoral Discretionary Grants - Small Donations and Gifts - 2022-2023

| Discretionary Grants - Small Donations Polic | | | | | | | | | | |
|--|---|---|--|---|--|--|---|---|--------------------|----------------------|
| Date | Name/Organisation | Purpose | Criteria 1 - Individual Residing Burwood | Criteria 2 - Relief and other Emergency Organisations - natural disasters | Criteria 3 - Charitable Organisations (Registered) - Provide benefits to Burwood | Criteria 4 - Groups and Organisations - Located in the Burwood and Provide Services to Burwood | Criteria 5 - Mayoral Discretion - Humanitarian Nature | Criteria 6 - Mayoral Discretion - Charity Event | Amount Donated \$ | Budget Allocation \$ |
| | | | | | | | | | | \$ 15,000.00 |
| 22-Aug-22 | Blue Peony Foundation Ltd | Mayoral Donation towards the event for displaced ukrainians on Sunday 25 July | | | | | | \$ 200.00 | \$ 200.00 | |
| 25-Aug-22 | Business and Professional Women Strathfield | Mayoral Donation to help with fees associated with the Community Expo being held | | | | \$ 410.00 | | | \$ 410.00 | |
| 25-Aug-22 | Rotary Club of Five Dock | Mayoral Donation to Ferragasto Ball Fundraiser Event - 6 August 2022 | | | | | | \$ 250.00 | \$ 250.00 | |
| 21-Mar-23 | Inner West Eisteddfod Inc | Mayoral Donation to Inner West Eisteddfod for the 2023 Performance Concert | \$250.00 | | | | | | \$250.00 | |
| 27-Apr-23 | St Merkorious Charity Association Inc | Mayoral Donation to cover cost towards the purchase of a new printer for the charity | | | \$1,000.00 | | | | \$1,000.00 | |
| 20-Jun-23 | Holy Innocents Catholic Primary School | Mayoral Donation to contribute to line marking within the playground for students to engage with during lunch breaks | | | | \$ 1,000.00 | | | \$ 1,000.00 | |
| 28-Jun-23 | Ryan Lee | Donation to help towards attendance at the Summer FISU world university games in Chengdu where he will be representing Australia in Taekwondo | \$ 200.00 | | | | | | \$ 200.00 | |
| 29-Jun-23 | Emily Conti | Donation to help towards attendance at the 16th IDBF World Dragon Boat Racing Championship in Thailand | \$ 200.00 | | | | | | \$ 200.00 | |
| | | | | | | | | Total Donated | \$ 3,510.00 | |
| | | | | | | | | Total Budget Remaining | | \$ 11,490.00 |

(Item 51/23) Petitions

File No: 23/30432

Report By Director Corporate Services

Summary

In late May, Council received a petition regarding development in the Enfield area that has been approved via the Complying Development Certificate process.

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 Division |
|----------------------|---|--|--|-------------------------------------|
| 23/05/2023 | Petition – overdevelopment of Heydon Street Enfield and surrounding streets | 12 | 0 | City Strategy |

Comment

The Petition was referred to the appropriate Council Officers for attention and a response was provided to the head petitioner in accordance with Council's *Petitions Policy*. A letter was sent to the Minister for Planning raising the concerns about the Complying Development Certificate process outlined by the petitioners. Council also undertook to investigate specific parking and noise issues in that area, subject to more specific information being provided.

A redacted version of the petition will be shared with Councillors on the secure Councillor Portal.

Recommendation(s)

That Council receives and notes the Petition.

Attachments

There are no attachments for this report.