

# *Burwood Council*

heritage ▪ progress ▪ pride

## ORDINARY MEETING

Notice is hereby given that a meeting of the Council of Burwood will be held in the Council Chamber, Suite 1, Level 2, 1-17 Elsie Street, Burwood on Tuesday 28 February 2017 at 6.00pm to consider the matters contained in the attached Agenda.

Michael McMahon  
**GENERAL MANAGER**

### Our Mission

**Burwood Council will create a quality lifestyle for its citizens  
by promoting harmony and excellence in the delivery of its services**

## CONFLICT OF INTERESTS

**What is a "Conflict of Interests"** - A conflict of interests can be of two types:

**Pecuniary** - an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.

A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to a matter or if the interest is of a kind specified in Section 448 of the Local Government Act.

**Non-pecuniary** – are private or personal interests the Council official has that do not amount to a pecuniary interest as defined in the Local Government Act. These commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

**Who has a Pecuniary Interest?** - A person has a pecuniary interest in a matter if the pecuniary interest is the interest of:

- The person, or
- The person's spouse or de facto partner or a relative of the person, or a partner or employer of the person, or
- A company or other body of which the person, or a nominee, partner or employer of the person, is a member.

**No Interest in the Matter** - However, a person is not taken to have a pecuniary interest in a matter:

- If the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative, partner, employer or company or other body, or
- Just because the person is a member of, or is employed by, a Council or statutory body or is employed by the Crown.
- Just because the person is a member of, or a delegate of the Council to, a company or other body that has a pecuniary interest in the matter so long as the person has no beneficial interest in any shares of the company or body.

N.B. "Relative", in relation to a person means any of the following:

- a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descends or adopted child of the person or of the person's spouse;
- b) the spouse or de facto partners of the person or of a person referred to in paragraph (a)

### Disclosure and participation in meetings

- A Councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- The Councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:
  - (a) at any time during which the matter is being considered or discussed by the Council or Committee, or
  - (b) at any time during which the Council or Committee is voting on any question in relation to the matter.

**No Knowledge** - A person does not breach the Act if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

### What interests do not have to be disclosed (S 448 Act)?

- (a) an interest as an elector,
- (b) an interest as a ratepayer or person liable to pay a charge,
- (c) an interest in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this Part,
- (d) an interest in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to a relative of the person by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this Part,
- (e) an interest as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not),
- (f) an interest of a member of a council committee as a person chosen to represent the community or as a member of a non-profit organisation or other community or special interest group if the committee member has been appointed to represent the organisation or group on the committee,
- (g) an interest in a proposal relating to the making, amending, altering or repeal of an environmental planning instrument other than an instrument that effects a change of the permissible uses of:
  - (i) land in which the person or a person, company or body referred to in section 443 (1) (b) or (c) has a proprietary interest (which, for the purposes of this paragraph, includes any entitlement to the land at law or in equity and any other interest or potential interest in the land arising out of any mortgage, lease, trust, option or contract, or otherwise), or
  - (ii) land adjoining, adjacent to or in proximity to land referred to in subparagraph (i), if the person or the person, company or body referred to in section 443 (1) (b) or (c) would by reason of the proprietary interest have a pecuniary interest in the proposal,
- (h) an interest relating to a contract, proposed contract or other matter if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company,

- (i) an interest of a person arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because a relative of the person is a shareholder (but not a director) of the corporation or is a member (but not a member of the committee) of the association or is a partner of the partnership,
- (j) an interest of a person arising from the making by the council of a contract or agreement with a relative of the person for or in relation to any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
  - (i) the performance by the council at the expense of the relative of any work or service in connection with roads or sanitation,
  - (ii) security for damage to footpaths or roads,
  - (iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council or by or under any contract,
- (k) an interest relating to the payment of fees to councillors (including the mayor and deputy mayor),
- (l) an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252,
- (m) an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of mayor,
- (n) an interest of a person arising from the passing for payment of a regular account for wages or salary of an employee who is a relative of the person,
- (o) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor or member of a council committee,
- (p) an interest arising from appointment of a councillor to a body as representative or delegate of the council, whether or not a fee or other recompense is payable to the representative or delegate.

A Councillor is not prevented from taking part in the consideration or discussion of, or from voting on, any of the matters/questions detailed in Section 448 of the Local Government Act.

**Non-pecuniary Interests** - Must be disclosed in meetings.

If you are a Council official, other than a member of staff of Council and you have disclosed that a significant non-pecuniary conflict of interests exists, you must manage it in one of two ways:

- a) Remove the source of the conflict by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another Council official;
- b) Have no involvement in the matter, by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in Section 451(2) of the Act apply.

If you determine that a non-pecuniary conflict of interests is less than significant and does not require further action, you must provide an explanation of why you consider that the conflict does not require further action in the circumstances.

**Disclosures to be Recorded** - A disclosure (and the reason/s for the disclosure) made at a meeting of the Council or Council Committee must be recorded in the minutes of the meeting.

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# AGENDA

**FOR AN ORDINARY MEETING OF BURWOOD COUNCIL  
TO BE HELD ON TUESDAY 28 FEBRUARY 2017 IN THE COUNCIL CHAMBERS, 1-17 ELSIE STREET,  
BURWOOD COMMENCING AT 6.00 PM.**

**I DECLARE THE MEETING OPENED AT (READ BY MAYOR)**

**ACKNOWLEDGEMENT OF COUNTRY (READ BY MAYOR)**

*"I would like to acknowledge the Wangal people who are the Traditional Custodian of this Land. I would also like to pay respect to the Elders both past and present of the Wangal Nation and extend that respect to other Aboriginals present".*

**PRAYER (READ BY MAYOR)**

*"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."*

**TAPE RECORDING OF MEETING (READ BY MAYOR)**

*"Members of the Public are advised that Meetings of Council and Council Committees are audio recorded for the purpose of assisting with the preparation of Minutes."*

*The tape recordings will be subject to the provisions of the Government Information (Public Access) Act 2009 (GIPA).*

*Tapes are destroyed two (2) months after the date of the recording"*

**APOLOGIES/LEAVE OF ABSENCES**

**DECLARATIONS OF INTERESTS BY COUNCILLORS**

**DECLARATION OF POLITICAL DONATIONS (READ BY MAYOR)**

*"Councillors & Members of the Gallery*

*As a result of recent changes to the Legislation that governs the legal process for the determination of Development Applications before Council, a person who makes a relevant application to Council or any person with a financial interest in the application must now disclose any reportable political donation or gift made to any local Councillor or employee of Council. Council will now require in its Development Application Forms this disclosure to be made.*

*Council is also required to publish on its website all reportable political donations or gifts. Should any person having business before Council this evening and being an applicant or party having a financial interest in such application feel that they have not made the appropriate disclosure, Council now invites them to approach the General Manager and to make their disclosure according to Law."*

**RECORDING OF COUNCILLORS VOTING ON PLANNING DECISIONS**

*In accordance with Section 375A of the Local Government Act a division must be called for and taken on every Environmental Planning & Assessment decision. The names of those Councillors supporting and those opposed to the decision are to be recorded in the meeting minutes and the register retained by the General Manager.*

**OPEN FORUM ACKNOWLEDGMENT (READ BY MAYOR)**



*The Mayor to ask each speaker to confirm that they had read the guidelines about addressing the Council and acknowledge that they had been informed that the meeting was being recorded and that the Council accepts no responsibility for any defamatory comments made. Speakers should refrain from providing personal information unless it is necessary to the subject being discussed, particularly where the personal information relates to persons not present at the meeting*

## **OPEN FORUM COMMENCES**

## **CONFIRMATION OF MINUTES**

### **Recommendation**

That the Minutes of the following Meeting of Burwood Council:

A. Council Meeting held on 6 December 2016

copies of which were previously circulated to all Councillors be and hereby confirmed as a true and correct record of the proceedings of that meeting.

## **ADDRESS BY THE PUBLIC ON AGENDA ITEMS ACKNOWLEDGMENT (READ BY MAYOR)**

*The Mayor to ask each speaker to confirm that they had read the guidelines about addressing the Council and acknowledge that they had been informed that the meeting was being recorded and that the Council accepts no responsibility for any defamatory comments made.*

## **ADDRESS BY THE PUBLIC ON AGENDA ITEMS COMMENCES**

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## **QUESTIONS WITHOUT NOTICE**

*Councillors are requested to submit any Questions Without Notice in writing.*

## **(ITEM 1/17) DRAFT VOLUNTARY PLANNING AGREEMENT - NO. 185F BURWOOD ROAD, BURWOOD**

File No: 17/3874

REPORT BY DEPUTY GENERAL MANAGER LAND, INFRASTRUCTURE & ENVIRONMENT

### **Summary**

A draft Voluntary Planning Agreement (VPA) and Explanatory Note (EN) prepared in connection with a Section 96 application at No. 185F Burwood Road, Burwood have been publicly notified in accordance with the relevant legislation. The VPA provides for the developer to pay a monetary contribution to Council in lieu of one parking space on-site. Council's endorsement is sought to enter into the VPA after the granting of the Section 96 application.

### **Background**

The Section 96 application seeks to modify Development Application BD.2015.131, which involves alterations and additions to create a two level boarding house above ground floor offices and the deletion of one car parking space that was approved as part of the original development.

### **Draft VPA and EN**

A draft VPA and EN have been prepared in conjunction with the Section 96 application. The draft VPA will provide a monetary contribution in lieu of one parking space on-site. The Burwood Development Control Plan (BDGP) provides that in the Burwood Town Centre, if a developer is unable to provide the required parking on-site because it is a "difficult site", Council can use its discretion to allow for a monetary contribution to be made in lieu of the parking shortfall.

Council's Schedule of Fees and Charges stipulates the cost of each parking space at the rate of \$49,500 for the 2016-2017 financial year. This contribution must be used by Council to fund the provision of additional car parking spaces within the Burwood Town Centre.

The draft VPA and EN were referred to Council's solicitors for their advice and vetting. The documents have been modified in negotiation with the Applicant in response to the legal advice. Further minor revisions of the draft VPA may be necessary prior to execution, e.g. updating footer or insertion of dates. Any changes will not alter the purpose or intention of the VPA.

### **Consultation**

Following the modification and negotiation of the document contents, the draft VPA and EN were publicly notified from 30 November 2016 to 11 January 2017. The public notice was placed in the local newspaper and on Council's website. Hard copies were also made available to view at Council's Customer Service Centre. No submissions have been received.

### **Planning or Policy Implications**

Council has in place a *Planning Agreement Policy*. The Policy contains an acceptability test which stipulates the matters that Council should consider when determining whether or not to enter into a VPA. Consideration of these matters against the draft VPA is outlined below:

1. The VPA is directed towards a proper or legitimate planning purpose. The planning purpose of the VPA is to provide funds to Council to be used to provide additional car parking spaces to redress the parking shortfall within the development. The VPA is generally consistent with Council's DCP in allowing monetary contributions in lieu of the on-site parking provision for boarding houses within the Burwood Town Centre. The contribution received under the VPA would assist in Council's provision of public car parking.

2. The VPA would result in a public benefit. The VPA would seek to provide public car parking, being made available to the general public, in place of parking within a private development site, which could not be provided.
3. The VPA provides a reasonable means of achieving the relevant purpose. The VPA provides for the provision of additional parking by Council, instead of that parking being provided privately by the developer, and in doing so, facilitating an outcome which is more beneficial to the public.
4. The VPA would be taken into consideration in assessing the Section 96 application, which is the subject of a separate planning assessment. If the VPA is not entered into, approval would not be granted for the proposed modification and the applicant must comply with the original approval.
5. The VPA would produce outcomes that meet the general values and expectations of the community, and protect the overall public interest. The provision of safe and practical public parking by Council is an expectation of the community. The VPA provides Council with the financial resources to assist in this provision.
6. The VPA promotes Council's strategic objectives as outlined in Clause 2.1 of Council's *Planning Agreements Policy*, particularly:
  - Objective 'a' – *to provide an enhanced and more flexible development contributions system for Council*. The VPA encourages flexibility by enabling a monetary contribution towards public amenities, as opposed to strict compliance with on-site parking requirements, to the mutual benefit of the developer and the community.
  - Objective 'b' – *to supplement or replace, as appropriate, the application of s94 and s94A of the Act to development*. The use of the VPA in this instance supplements Council's Section 94A Plan because the existing plan cannot be used to obtain contributions in the case of parking shortfall.
  - Objective 'e' – *to lever planning benefits from development wherever possible*. The VPA would facilitate the provision of public car parking in place of private parking, which represents a public benefit.
7. The VPA conforms to the fundamental principles governing the Council's use of planning agreements as set out in Clause 2.2 of the *Planning Agreements Policy*, particularly:
  - Principle 'a' – *planning decisions may not be bought or sold through planning agreements*. Council is not obliged to support the subject application and, instead, would determine the proposed modification on its merit.
  - Principle 'd' – *Council will not use planning agreements for any purpose other than a proper planning purpose*. The manner in which the VPA is proposed to be used is generally in accordance with Council's DCP.
8. There are not considered to be any circumstances that may preclude the Council from entering into the VPA should it determine to do so.

### **Financial Implications**

The VPA would provide Council a total monetary contribution of \$49,500 for the provision of public parking. Council would be obliged under legislation to allocate the contribution, and any return on its investment, to the provision of, or the recoupment of the cost of providing public car parking.

The provision of public parking by Council would not coincide with the completion of the subject development, and would be undertaken at a time determined by Council at its discretion.

**Conclusion**

Council's endorsement is sought to enter into a VPA for No. 185F Burwood Road, Burwood. The VPA would provide Council with a monetary contribution of \$49,500 for allocation towards public parking. This approach is provided for in Council's DCP. It is recommended that arrangements be made for the execution of the VPA by Council authorising the signing of the agreement, after the approval of the Section 96 application, which would include a condition requiring that the VPA is to be entered into.

**Recommendation(s)**

1. That Council enter into the VPA for No. 185F Burwood Road Burwood, involving the provision of a monetary contribution of \$49,500 to Council in lieu of one parking space on-site, after the granting of consent for the Section 96 application, which would include a condition requiring that the VPA be entered into.
2. That Council authorise the General Manager to sign the VPA and any related documentation under his Power of Attorney.
3. That Council authorise the General Manager to endorse minor revisions of the VPA documents prior to execution.
4. That the Developer pay the monetary contribution to Council, on or before, the execution of the VPA by Council.

**Attachments**

- 1 Voluntary Planning Agreement and Explanatory Note

Deed of Voluntary Planning Agreement In-Lieu of Parking.DOC

**DEED OF PLANNING AGREEMENT**

**PARTIES**

Burwood Council (ABN 84 362 114 428) of Suite 1, Level 2, 1-17 Elsie Street, Burwood, New South Wales ("Council")

and

Guy Lorello 185F Burwood Road, Burwood ("Developer")

**BACKGROUND**

- A. The Developer was granted the development consent on 26 July 2016.
- B. The Developer has lodged the Modification Application to the development consent.
- C. The Developer has offered under the Modification Application to provide a Monetary Contribution for a public purpose.

**OPERATIVE PROVISIONS**

**1. OPERATION OF THIS AGREEMENT**

This agreement operates from the date that it is executed by both parties and ends on the first to occur of the following:

- (1) It is terminated by operation of law.
- (2) All the obligations on the parties under this agreement are performed or satisfied by the parties.
- (3) The parties agree in writing that the Development will not proceed and the Developer surrenders the Development Consent to Council.
- (4) The Development Consent lapses within the meaning of Section 95 of the Act.

**2. PLANNING AGREEMENT UNDER THE ACT**

This agreement is a planning agreement:

- (1) Within the meaning set out in section 93F of the Act; and
- (2) Governed by Subdivision 2 of Division 6 of Part 4 of the Act.

**3. APPLICATION OF THIS AGREEMENT**

This agreement applies to both the Land and the Development.

**4. DEFINITIONS AND INTERPRETATION**

- 4.1 In this agreement the following definitions apply:

**Act** means the Environmental Planning and Assessment Act 1979 (NSW).

**Agreement** means this Deed which witnesses the parties' Voluntary Planning Agreement herein. Wherever the word "agreement" appears herein and the context permits, it shall be read as a reference to this deed.

**Assign or Assignment** as the context requires refers to any assignment, sale, transfer, disposition, declaration of trust over or other assignment of a legal and/or beneficial interest.

**Dealing**, in relation to the Land, means without limitation, selling, transferring, assigning, mortgaging, charging, encumbering or otherwise dealing with the Land.

**Development** means the development and/or use of the Land in accordance with the Development Consent, as modified by the Modification Application.

**Development Application** has the same meaning as in the Act.

**Development Consent** means the Development Consent granted by Council in favour of the Developer, DA 131/2016

**Monetary Contribution** means a monetary contribution in the sum of \$49,500 exclusive of GST required to be made by the Developer.

**GST** has the same meaning as in the GST Law.

**GST Law** has the meaning given to that term in A New Tax System (Goods and Services Tax) Act 1999 (Cth) and any other Act or regulation relating to the imposition or administration of the GST.

**Land** means the land contained in certificate of title folio identifiers:

Site address No 185F Burwood Road, Burwood described as Lot 12 in DP 16560.

**Law** means all legislation, regulations, by-laws, common law and other binding order made by any statutory or government authority or agency.

**Modification Application** means the application submitted by the Developer on 29/7/16 under section 96 of the Act to amend the Development Consent.

**Planning Legislation** means the Act, the Local Government Act 1993 (NSW) and the Roads Act 1993 (NSW).

**Regulation** means the Environmental Planning and Assessment Regulation 2000.

4.2 In the interpretation of this agreement, the following provisions apply unless the context otherwise requires:

- (a) Headings are inserted for convenience only and do not affect the interpretation of this agreement.
- (b) A reference in this agreement to a business day means a day other than a Saturday or Sunday on which banks are open for business generally in Sydney.
- (c) If the day on which any act, matter or thing is to be done under this agreement is not a business day, the act, matter or thing must be done on the next business day.
- (d) A reference in this agreement to dollars or \$ means Australian dollars and all amounts payable under this agreement are payable in Australian dollars.

## ATTACHMENT 1

### ITEM 1/17 Draft Voluntary Planning Agreement - No. 185F Burwood Road, Burwood.DOC Voluntary Planning Agreement and Explanatory Note

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- (e) A reference in this agreement to any law, legislation or legislative provision includes any statutory modification, amendment or re-enactment, and any subordinate legislation or regulations issued under that legislation or legislative provision.
- (f) A reference in this agreement to any agreement, deed or document is to that agreement, deed or document as amended, novated, supplemented or replaced.
- (g) A reference to a clause, part, schedule or attachment is a reference to a clause, part, schedule or attachment of or to this agreement.
- (h) An expression importing a natural person includes any company, trust, partnership, joint venture, association, body corporate or governmental agency.
- (i) Where a word or phrase is given a defined meaning, another part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning.
- (j) A word which denotes the singular denotes the plural, a word which denotes the plural denotes the singular, and a reference to any gender denotes the other genders.
- (k) References to the word 'include' or 'including' are to be construed without limitation.
- (l) A reference to this agreement includes the agreement recorded in this agreement.
- (m) A reference to a party to this agreement includes a reference to the servants, agents and contractors of the party, and the party's successors and assigns.
- (n) Any schedules and attachments form part of this agreement.

#### **5. DEVELOPMENT CONTRIBUTIONS TO BE MADE UNDER THIS AGREEMENT**

The Developer must pay the Monetary Contribution to Council on or before the date of this agreement.

#### **6. APPLICATION OF THE DEVELOPMENT CONTRIBUTIONS**

Council will use its reasonable endeavours to ensure that the Monetary Contribution is used to provide and expand public parking supply, however, Council is under no obligation to do so and may use that contribution for improving the quality of the existing public parking, on the upgrade of infrastructure facilities or the provision of services in any other part of the Burwood Local Government Area.

#### **7. APPLICATION OF S94 AND S94A OF THE ACT TO THE DEVELOPMENT**

This agreement does not exclude the application of section 94, section 94A and section 94EF of the Act to the Development.

#### **8. REGISTRATION OF THIS AGREEMENT**

This agreement will not be registered on the title of the Land pursuant to section 93H of the Act.

#### **9. DEVELOPER WARRANTIES**

The Developer warrants to Council that:

- (1) It is able to fully comply with its obligations under this agreement;
- (2) It has full capacity to enter into this agreement; and



- (3) There is no legal impediment to it entering into this agreement, or performing the obligations imposed on it under this agreement.

**10. ASSIGNMENT AND SECURITY**

**10.1 Prohibition**

Neither party may assign their rights under this agreement without the prior written consent of the other party.

**10.2 Assignment of the Land**

The Developer must not assign its interest in the Land unless:

- (1) Council consents to the Assignment, acting reasonably;
- (2) The proposed assignee enters into an agreement to the satisfaction of Council under which the assignee agrees to be bound by terms equivalent to the terms of this agreement; and
- (3) The Developer is not in breach of any terms of this agreement.

**11. DISCRETION**

**11.1 Consent authority**

The parties acknowledge that Council is a consent authority with statutory rights and obligations pursuant to the terms of the Planning Legislation.

**11.2 Agreement does not fetter discretion**

This agreement is not intended to operate to fetter, in any unlawful manner:

- (1) The power of Council to make any Law; or
- (2) The exercise by Council of any statutory power or discretion.

**11.3 Severance of provisions**

- (1) No provision of this agreement is intended to, or does, constitute any unlawful fetter on any Discretion. If, contrary to the operation of this clause, any provision of this agreement is held by a court of competent jurisdiction to constitute an unlawful fetter on any Discretion, the parties agree:
  - (a) They will take all practical steps, including the execution of any further documents, to ensure the objective of this clause is substantially satisfied;
  - (b) in the event that paragraph (1) (a) cannot be achieved without giving rise to an unlawful fetter on a Discretion, the relevant provision is to be severed and the remainder of this agreement has full force and effect; and
  - (c) to endeavour to satisfy the common objectives of the parties on relation to the provision of this agreement which is held to be an unlawful fetter to the extent that it is possible having regard to the relevant court judgment.
- (2) Where the Law permits Council to contract out of a provision of that Law or gives Council power to exercise a Discretion, then if Council has in this agreement

contracted out of a provision or exercised Discretion under this agreement, then to the extent of this agreement is not to be taken to be inconsistent with the Law.

**11.4 No obligations**

Nothing in this agreement will be deemed to impose any obligation on Council to exercise any of its functions under the Act in relation to the Development Consent, the Modification Application, the Land or the Development in a certain manner.

**12. DISPUTE RESOLUTION**

**12.1 Notice of Dispute**

If a party believes that there is a dispute in respect of this agreement (Dispute) then:

- (1) That party must give notice (Dispute Notice) in writing to the other party stating that there is a Dispute; and
- (2) The Dispute Notice must outline:
  - (a) What the party believes the Dispute to be;
  - (b) What the party wants to achieve;
  - (c) What the party believes will settle the Dispute; and
  - (d) Who will be the party's representatives to negotiate the Dispute.

**12.2 Consultation between the Representatives**

Within fifteen (15) Business Days of a notice served in accordance with clause 14.1(1) the representatives (Representatives) of each of the parties must meet in order to resolve the Dispute.

**12.3 Exclusivity of dispute resolution procedure**

- (1) Both parties must adhere to the dispute resolution procedure set out in this agreement.
- (2) The only time that either party may depart from the dispute resolution procedure set out in this clause is when urgent interlocutory relief is required to restrain a breach or threatened breach of this agreement.

**12.4 Settlement of Dispute**

If the parties cannot resolve the Dispute after adhering to the dispute resolution procedure set out in this agreement, then either party may seek any other avenues available to it in order to resolve the Dispute.

**13. DEFAULT IN PERFORMANCE**

**13.1 Events of Default**

The Developer commits an event of default if it breaches a term of this agreement (Event of Default).

**13.2 Consequences of Events of Default**

Without limiting any other provision of this agreement, the parties may enforce this agreement in any Court of competent jurisdiction.

For the avoidance of doubt, nothing in this agreement prevents:

- (1) a party from bringing proceedings in the Land and Environment Court to enforce any aspect of this agreement or any matter to which this agreement relates; or
- (2) the Council from exercising any function under the Act or any other Act or Law relating to the enforcement of any aspect of this agreement or any matter to which this agreement relates.

**14. NOTICES**

- 14.1 Any notice, consent, information, application, communication or request under this agreement must be in writing and signed by or on behalf of the person giving it, addressed to the person to whom it is to be given and sent in one of the following ways:

- (1) Delivered or posted to that Party at its address set out below.
- (2) Faxed to that Party at its fax number set out below.
- (3) Emailed to that Party at its email address set out below.

Council

Attention: Michael Gerard McMahon

Address: Suite 1, Level 2, 1-17 Elsie Street, Burwood

Fax Number: 02 9911 9900

Email: [mgm@burwood.nsw.gov.au](mailto:mgm@burwood.nsw.gov.au)

Developer

Attention: Guy Lorello

Mob: 0425 111 111

E-mail: [guy@rhburwood.com.au](mailto:guy@rhburwood.com.au)

- 14.2 If a party gives the other party three (3) business days notice of a change of its address or fax number, any notice, consent, information, application, communication or request is only given or made by that other party if it is delivered, posted or faxed to the latest address or fax number.

- 14.3 Any notice, consent, information, application, communication or request is to be treated as given or made at the following time:

- (1) If delivered to a person's address, on the day of delivery if a business day, otherwise on the next business day.
- (2) If sent by pre-paid mail, on the third business day after posting.

- (3) If transmitted by facsimile or other electronic means to a person's address and a correct and complete transmission report is received, on the day of transmission if a Business Day, otherwise on the next Business Day.

- 14.4 For the purpose of this clause, the address of a person is the address set out in this agreement or other address of which that person may from time to time give notice to each other person.

**15. APPROVALS AND CONSENT**

Except as otherwise set out in this agreement, and subject to any statutory obligations, a party may give or withhold an approval or consent to be given under this agreement in that party's absolute discretion and subject to any conditions determined by the party. A party is not obliged to give its

**16. COSTS**

- 16.1 The Developer must reimburse Council for all costs incurred by Council arising out of the negotiation, preparation, execution of this agreement.
- 16.2 All stamp duty (including fines, penalties and interest, payable in connection with this agreement and any instrument executed or any transaction evidenced by this agreement must be borne by the Developer.

**17. ENTIRE AGREEMENT**

This agreement contains everything to which the parties have agreed in relation to the matters it deals with. No party can rely on an earlier document, or anything said or done by another party, or by a director, officer, agent or employee of that party, before this agreement was executed, except as permitted by law.

**18. FURTHER ACTS**

Each party must promptly execute all documents and do all things that another party from time to time reasonably requests to affect, perfect or complete this agreement and all transactions incidental to it.

**19. GOVERNING LAW AND JURISDICTION**

This agreement is governed by the law of New South Wales. The parties submit to the exclusive jurisdiction of the courts of New South Wales and any courts that may hear appeal from those courts in respect of any proceedings in connection with this agreement. The parties may not seek to have any proceedings removed from the jurisdiction of New South Wales on the grounds of forum non conveniens.

**20. JOINT AND INDIVIDUAL LIABILITY AND BENEFITS**

Except as otherwise set out in this agreement, any agreement, covenant, representation or warranty under this agreement by two (2) or more persons binds them jointly and each of them individually, and any benefit in favour of two (2) or more persons is for the benefit of them jointly and each of them individually.

**21. SEVERABILITY**

If a clause or part of a clause of this Agreement can be read in a way that makes it illegal, unenforceable or invalid, but can also be read in a way that makes it legal, enforceable and valid, it must be read in the latter way. If any clause or part of a clause is illegal, unenforceable or invalid, that clause or part is to be treated as removed from this Agreement, but the rest of this Agreement is not affected.

**22. AMENDMENT**

This agreement may only be amended or supplemented in writing signed by the parties and in accordance with the requirements of the Act and/or the Regulation.

**23. WAIVER**

The non-exercise of or delay in exercising any power or right of a party does not operate as a waiver of that power or right, nor does any single exercise of a power or right preclude any other or further exercise of it or the exercise of any other power or right. A power or right may only be waived in writing, signed by the parties to be bound by the waiver.

**24. GST**

24.1 Any consideration expressed in this agreement is, unless otherwise specified, GST exclusive and does not include any amount for, or on account of, GST.

24.2 If any supply under or in connection with this agreement constitutes a taxable supply made for GST exclusive consideration, the supplier may, subject to issuing a tax invoice, recover from the recipient of the supply an amount on account of the GST payable in respect of the taxable supply (GST amount).

The GST amount is:

- (i) Equal to the value of the supply calculated in accordance with GST Act multiplied by the applicable GST rate; and
- (ii) payable at the same time and in the same manner as any monetary consideration for the supply concerned but no later than the end of the tax period to which the GST payable on the relevant taxable supply is attributable under the GST Act.

The supplier of a taxable supply made under or in connection with this agreement must issue a tax invoice for the supply in accordance with the GST Act to the recipient of the supply.

24.3 Despite any other provision of this agreement, any amount payable under or in connection with this agreement, which is payable by reference to a cost, expense or amount paid or incurred by a party will be reduced by an amount equal to any input tax credit to which that party, or the representative member of a GST group of which the party is a member, is entitled in respect of that cost, expense or amount.

24.4 Words and expressions used in this clause have the meaning given to them in the GST Act.

**25. COUNTERPARTS**

This agreement may be executed in any number of counterparts and all of those counterparts taken together constitute one and the same instrument.

ATTACHMENT 1

ITEM 1/17 Draft Voluntary Planning Agreement - No. 185F Burwood Road, Burwood.DOC  
Voluntary Planning Agreement and Explanatory Note

EXECUTION PAGE

Executed as a deed

Dated:

Signed, sealed and delivered by the Developer in accordance with section 127(1) of the Corporations Act by authority of its directors.

Director/Secretary (Signature) Director (Signature)

Name of Director/ Secretary (Print Name) Name of Director (Print Name)

**Signed** for and on behalf of **Burwood Council** by its attorney, **Michael Gerard McMahon**, under power of attorney dated 6 July 2011 registered book 4615 number 590, in the presence of:

)  
)  
)  
)  
)  
)

.....  
Signature of Witness

.....  
Signature of Attorney

.....  
(Print) Name of Witness

Michael Gerard McMahon  
.....  
(Print) Full Name of Attorney

Level 2, 1 – 17 Elsie Street, Burwood, New South Wales, 2134

.....  
(Print) Address

By executing this document, the attorney certifies that he has not received notification of revocation of the power of attorney.

## EXPLANATORY NOTE

Planning Agreement for the provision of Monetary Contribution in lieu of shortfall of onsite parking at 185F Burwood Road, Burwood Under Section 93F of the Environmental Planning and Assessment Act 1979 (NSW) (EP&A Act)

### 1. PARTIES

The parties to the Planning Agreement are:

- (1) Burwood Council (Council)
- (2) Guy Lorello (Developer)

### 2. DESCRIPTION OF SUBJECT LAND

The land to which the Planning Agreement relates is as follows:

Lot 12 DP 16560

Location: 185F Burwood Road, Burwood NSW

### 3. DESCRIPTION OF PROPOSED CHANGE TO DEVELOPMENT

The Developer has lodged a section 96 Application to modify Development Consent No. 131/2015 – 185F Burwood Road, Burwood - Alterations & Additions to existing building to create a two level boarding house by the deletion of one (1) car parking space that was approved as part of the above mentioned development.

### 4. SUMMARY OF OBJECTIVES, NATURE AND EFFECT OF THE PLANNING AGREEMENT

The intent of the Planning Agreement is to ensure that the parking needs of the incoming population into the Burwood Local Government Area are met.

The Monetary Contribution to be provided by the Developer under the Planning Agreement is an amount of \$ 49,500.00 in lieu of the additional car parking spaces otherwise required.

### 5. ASSESSMENT OF THE MERITS OF THE PLANNING AGREEMENT

#### 5.1 The planning purposes served by the Planning Agreement

The Planning Agreement serves the following planning purpose:

The Monetary Contributions paid by the Developer under this Planning Agreement will be used by Council to develop public car parking facilities within the Burwood Town Centre.

Whether the Planning Agreement provides for a reasonable means of achieving that purpose:

The Burwood Development Control Plan (BDCP) provides that in the Burwood Town Centre, if a developer is unable to provide the required parking on site because it is a difficult site (which is also described in the BDCP), Council can use its discretion to allow for a monetary contribution to be made in lieu pursuant to provisions pursuant to Section 3.7 Transport and Parking in Centres and Corridors of Burwood Development C P3 - Other parking not provided on site.

In respect to the subject Section 96 application the Council has determined that the site having a total site area of 137.9m<sup>2</sup> and being constrained by an existing building is a small difficult site by virtue of the fact that imposed conditions on the DA and compliance with BCA

requirements it is difficult to retain the one car parking space on the site as approved as it would considerably reduce the amount of the commercial space that can be retained at ground level detrimentally affecting the functionality and viability of the Real Estate Agency that has been operating on the site for some 36 years.

The Monetary Contribution received in lieu of the onsite parking shortfall will be used to develop public carparking facilities within the Burwood Town Centre.

## **5.2 Promotion of the public interest**

The Planning Agreement promotes the public interest by:

Ensuring the orderly use and development of the Land by ensuring that the location and design of public car parking facilities function effectively and safely. The Planning Agreement provides for the provision of public car parking in lieu of private onsite parking.

The Planning Agreement promotes one (1) or more of the objects of the EP&A Act as follows:

- (i) The proper management and development of the Land for the purpose of promoting the social and economic welfare of the community and a better environment;
- (ii) The provision and co-ordination of community services and facilities; and
- (iii) Opportunities for public involvement and participation in environmental planning and assessment.

The VPA would seek to provide public car parking, being made available to the general public, in place of resident/staff parking within a private development, which would only be available to the private premises. In this way, the VPA results in a public benefit

## **5.3 Promotion of the Council's charter**

The Planning Agreement promotes one (1) or more of the elements of Council's charter under Section 8 of the Local Government Act 1993 (NSW) as follows [italicised sections come directly from the Charter]:

Council undertakes to provide adequate, equitable and appropriate services for the community. The Planning Agreement provides the monetary resources for Council to assist in the provision of additional public car parking and ensure that those facilities are managed efficiently and effectively. Council is the custodian and trustee of public assets and has a responsibility to effectively plan for, account for, and manage the assets.

Council undertakes to involve councillors, members of the public, users of facilities and services, and council staff in its activities. The Planning Agreement process provides an opportunity for the community and stakeholders to be involved and interested people are invited to make comment during the exhibition period. The public exhibition and the consideration of this matter at Council meetings are intended to keep the local community informed.

Council seeks to ensure that it acts consistently and without bias, which is why Council's provisions for Planning Agreements which allow for contributions in lieu of parking is set out in its Development Control Plan.



**5.4 Capital Works Program**

Whether Council has a capital works program, and if so, whether the Planning Agreement conforms with that capital works program:

Council has in place a capital works program, but the program does not, to date, identify additional public car parking facilities within the Burwood Town Centre. The capital works program is subject to annual review and any proposal for additional public car parking would be initiated where sufficient funds are available.

## **(ITEM 2/17) FEES AND CHARGES 2016/2017 - PROPOSED FEE FOR EAC LEARN TO SWIM PROGRAM - RESULTS OF PUBLIC EXHIBITION**

Trim Folder: 17/3838

REPORT BY DEPUTY GENERAL MANAGER CORPORATE, GOVERNANCE & COMMUNITY

### **Summary**

Council resolved at its meeting of 25 October, 2016 to place its proposed family discounts fee and charge for the Enfield Aquatic Centre Learn to Swim Program on public exhibition for a period of 28 days in accordance with Sections 610F and 705 of the *Local Government Act 1993* (the Act). No submissions were received within the exhibition period and the proposed fee is now put to Council for approval.

### **Background**

On 25 October 2016, Council considered a report on the proposed family discounts fee and charge and resolved for it to be placed on public exhibition. This was advertised for a period of 28 days and no submissions were received within the exhibition period.

Family discounts will apply to the Learn to Swim and Infants Aquatics Program (including private lessons). The discounts will be 10% for the second child in a family enrolling in the program and 20% for the third and any subsequent children. The discounts will not apply to the Squad Program as access to this program is by way of a multi-visit pass.

### **Consultation**

In accordance with Sections 610F and 705 of the Act, the proposed fee and charge was advertised through public exhibition for submissions for 28 days from 13 December, 2016 to 24 January, 2017.

### **Planning or Policy Implications**

Council's Schedule of Fees and Charges for the period 2016-2017 will be amended in accordance with this report.

### **Financial Implications**

Budgets will be monitored throughout the remainder of the financial year and any reductions in income reported to Council through quarterly budget reviews.

### **Conclusion**

It is recommended that Council adopt the proposed Enfield Aquatic Centre family discounts fee and charge and that the new fee and charge be incorporated into Council Schedule of Fees and Charges for the 2016/2017 financial year.

### **Recommendation**

1. That Council adopts the family discounts fee and charge for the Learn to Swim and Infants Aquatics Program (including private lessons but excluding the Squad Program) at the Enfield Aquatic Centre, that is 10% discount for the second child in a family enrolling in the program and 20% discount for the third and any subsequent children.
2. That the fee and charge be incorporated into Council Schedule of Fees and Charges for the 2016/2017 financial year.

**Attachments**

There are no attachments for this report.

## (ITEM 3/17) DELIVERY PROGRAM 2013/17 - QUARTERLY REPORT FOR THE PERIOD ENDING 31 DECEMBER 2016

File No: 17/2763

REPORT BY DEPUTY GENERAL MANAGER CORPORATE, GOVERNANCE &amp; COMMUNITY

### **Summary**

Following the introduction of the Integrated Planning and Reporting framework in 2009, Section 404(5) of the *Local Government Act 1993* requires that the General Manager provide progress reports to the Council, at least every six months, as to its progress with respect to the principal activities detailed in its Delivery Program.

As per Burwood Council's Delivery Program 2013/17 (Strategic Goal 2.1.2), a review of the Program is to be presented to Council on a quarterly basis.

### **Background**

The report reflects the structure of the Delivery Program 2013/17 and Operational Plan 2016/17, which in turn follow the targets identified by the Community in 2010 and 2013 as part of the Burwood2030 Community Strategic Plan.

The strategic goals are divided into five themes:

- A Sense of Community
- Leadership Through Innovation
- A Sustainable Natural Environment
- Accessible Services and Facilities
- A Vibrant Economic Community

Each strategic goal is divided into actions, which represent the specific initiatives Council proposes to implement to achieve the identified targets. The Delivery Program includes a total of 243 actions, allocated into quarters as part of the annual Operational Plan.

The reporting structure features:

- planned action
- identified performance measure
- target (indicating in which quarter Council plans to start or deliver the service)
- status (a management assessment of the project/activity)
- comment

### **Reporting Structure**

Key users are required to provide a rating (Status) and a comment for each strategic action they are responsible for. The rating options are as follows:

On Track	The activity/project has been completed on time, or is ongoing and progressing regularly
Watch	The activity/project is underway, but has not been completed on time, or its completion date has been postponed
No Activity	The activity/project has not started
Not Due	No activity is planned for that specific quarter

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

## Measuring our success

For the period 1 July – 31 December 2016, Council has registered the following progress:

Status	Number
On Track	234
Watch	2
No Activity	0
Not Due	7
<b>Total</b>	<b>243</b>

In addition to the full Quarterly Review report (see attached) the General Manager and Executive Team provide to Council and the public an exception report highlighting and explaining the top 5 actions that have been rated as “Watch” or “No Activity” based on a management risk assessment.

For the reporting period 1 July – 31 December 2016 there were zero “No Activity” items, two “Watch” item and seven “Not Due” items.

Below is a summary of the “Watch” items:

Strategic Goal	Action	Target	Comment
2.3.1 Attract, engage, develop and retain the best and most highly skilled staff to strengthen workforce capability	2.3.1.2 Survey staff on employee relations and learning needs	Conduct employee survey every two years and action top five areas for improvement	Council's Employee Opinion survey was due to be conducted in November 2016 however has been put on hold as a consequence of the pending Council amalgamation with Canada Bay and Strathfield Councils. The situation will be reviewed during the 3rd quarter.
2.3.2 Implement best practice Human Resource policies and strategies	2.3.2.1 Implement, educate and communicate to staff and stakeholders on policy, procedure, entitlements and workplace change	Consolidate and implement strategies for: <ul style="list-style-type: none"> <li>- Succession Planning</li> <li>- Employee Reward and Recognition</li> <li>- Performance Management System</li> </ul>	<p>This quarter focussed on the completion of the 2016/2017 goal setting process within the Competency and Performance Management (CaP) System.</p> <p>All employees are required to review their workplace responsibilities, how they deliver services and their demonstrated behaviours during this process and plan for the 2016/2017 period.</p>

## Consultation

Once the Plan is endorsed by Council, the Delivery Program Quarterly Report will be made available to the public on Council's Website, and in hard copy at the Library and Community Hub, and at the Customer Service Centre.

## Planning or Policy Implications

In accordance with Section 404(5) of the *Local Government Act 1993* the General Manager must provide progress reports to the Council, at least every six months, as to its progress with respect to the principal activities detailed in its Delivery Program.

Burwood Council's Delivery Program 2013/17 (Strategic Goal 2.1.2) requires that a review of the Program is to be presented to Council on a quarterly basis.

**Financial Implications**

No Financial implications.

***Recommendation(s)***

That Council endorse the Delivery Program 2013/17 Quarterly Report for the period ending 31 December 2016.

**Attachments**

- 1 Delivery Program 2013/2017 Quarterly Report - 31 December 2016



*Burwood Council*  
heritage • progress • pride

**Operational Plan 2016-17**  
Quarterly Report  
For the period ending 31 December 2016



**HOW TO READ THE OPERATIONAL PLAN 2016-17 – QUARTERLY REPORT FOR THE PERIOD ENDING 31 DECEMBER 2016**

**Themes**

The Operational Plan is divided into five themes:

- **A Sense of Community**
- **Leadership Through Innovation**
- **A Sustainable Natural Environment**
- **Accessible Services and Facilities**
- **A Vibrant Economic Community**

**Strategic Goals**

Each theme is divided into strategic goals, which address the priorities identified by the community during the Burwood2030 Community Strategic Plan consultation.

**Responsibility**

Identifies the team in Council responsible for the delivery of the specific strategic goal.

**Service**

The services Council carries out on an ongoing basis.

**Action**





The specific initiative that Council proposes to implement to achieve a strategic goal.

**Service Standard**

The performance indicator against which the actions will be measured.

**Quarter**

Indicates in which of the quarters Council plans to start or deliver the service.

-  Denotes Council has commenced the action or that the action is ongoing
-  Denotes Council has completed the action
-  Denotes no activities are scheduled for that quarter
-  Denotes the action will commence and be completed in the same quarter

Council's management team supports and promotes a continuous risk evaluation process, which allows the identification of risks and opportunities at an early stage in the delivery of activities/projects.

The quarterly report includes a status rating for each of the strategic actions.

The status options are as follows:

**On Track** The activity/project has been completed on time, or is ongoing and progressing regularly

**Watch** The activity/project is underway, but has not been completed on time, or its completion date has been postponed

**No Activity** The activity/project has not started

**Not Due** No activity is planned for that specific quarter



# ATTACHMENT 1

## ITEM 3/17 Delivery Program 2013/17 - Quarterly Report for the period ending 31 December 2016.DOC

### Delivery Program 2013/2017 Quarterly Report - 31 December 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
1 - A Sense of Community							
1.1 - A safe community for residents, workers and visitors							
1.1.1 - Maintain clean and attractive streets and public spaces.							
Lead Assets, Landscape, Architecture, Urban Design & Contracts Secondary Works, Operation & Parks	Capital Works	Complete Capital Works on time, within budget and to standards, including Welkate Program, Road Resurfacing, kerb & gutter and stormwater.	95% Completed.	●	On Track	Capital Works Projects completed during this quarter include: Footpath paving repairs to the area surrounding the street trees along Burwood Rd between Park Ave and Railway Pde. Road resurfacing works at Monash Pde, Royce Ave and Roslisme Ave. Footpath and kerb and gutter reconstruction at Quandong Ave between Liverpool Rd and Seale St. Footpath and kerb and gutter reconstruction at Roslisme Ave between Cheltenham Rd and Royce Ave. Road resurfacing at Railway Pde between Wynne Ave and Burwood Rd. Footpath reconstruction at Baker St between Liverpool Rd and Ann St. Upgrade of pedestrian glass fencing along Burwood Rd between Wilga St and Victoria St. Road resurfacing of Post Office Lane between Fitzroy St and Malvern Ave. Construction of new fencing at Jackson Reserve. Installation of new clock and sand stone plinth with plaques at The Strand, Croydon.	
	Stormwater Drainage Network	Maintain, clean stormwater drainage network.	Inspect pits in critical locations (hot spots) twice a year.	●	On Track	Council actively inspects pits identified as being hot spot or critical and schedule cleaning of these pits as required	
	Lead Works, Operation & Parks Secondary Works, Operation & Parks	Blocked drainage pits cleaned.	Within seven working days after being reported.	●	On Track	Reactively Council responds to Customer requests within the stipulated timeframes. Pro-actively, Council inspects pits determined as being high risk or critical and schedule for cleans routinely	
	Shopping Precincts	Clean footpaths in CBD areas of Strathfield, Croydon Park, Croydon, Burwood and Enfield.	Daily	●	On Track	Footpaths in CBD areas are cleaned daily.	
	Lead Assets, Landscape, Architecture, Urban Design & Contracts Secondary Works, Operation & Parks	Remove dumped rubbish from shopping precincts, carparks and streets.	Collected within two working days from request.	●	On Track	Dumped rubbish in CBDs is collected within two days in accordance with the agreed level of service	
Lead Works, Operation & Parks Secondary Works, Operation & Parks	Maintain planter boxes along footpaths in CBD areas.	Monthly.	●	On Track	Litter and rubbish in planter boxes in CBD areas serviced by Safe and Clean contractors and Council street cleaning staff		
	Street Cleaning	Street sweeping	Streets swept within a three week cycle with urgent requests responded to within three working days.	●	On Track	Replanting of planter boxes completed in October 2016 before Burwood Festival 2016 Burwood road network of 91 lineal kms is swept over a 3 week sweeping cycle, or 30 lineal kms per week on a set routine. Three sub areas totalling approx. 30 lineal kms completed every week of the 3 week cycle  In addition to the weekly average an additional 13 lineal kms of reactive sweeping activities attending to CRMs, known hotspots and residents requests is undertaken. Our current service level of sweeping is 2 weeks.	

**ITEM 3/17 Delivery Program 2013/17 - Quarterly Report for the period ending 31 December 2016.DOC**  
**Delivery Program 2013/2017 Quarterly Report - 31 December 2016**

Operational Plan Quarterly Report – Quarter 2, 2016/17

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# ATTACHMENT 1

## ITEM 3/17 Delivery Program 2013/17 - Quarterly Report for the period ending 31 December 2016.DOC

## Delivery Program 2013/2017 Quarterly Report - 31 December 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
	Street Lighting		Effectively maintain liaison with Energy Australia in regards to the design, supply, maintenance, alteration and upgrading of street lighting services.	Quarterly Planning Meetings and reporting of outages within twenty four hours.	●	On Track	Street lighting outages have been investigated within a 24 hour period of initial report, with Ausgrid being notified upon completion of preliminary audit where necessary. The average repair time confirmed in Ausgrid's Performance Management Plan for its public lighting assets is 3.5 days from receipt of fault report. This is within the minimum Ausgrid service standard of < 8 days.
			Attend to queries in regards to street lighting, negotiate and follow up with Energy Australia.	100% of resident queries / complaints investigated and attended to within fourteen days including response.	●	On Track	Street lighting investigations and night audits have been undertaken for the following locations within the Burwood LGA, Lees Avenue, Seaborn Street, Sibley Street, Railway Parade, Baker Street, Cheltenham Road and Henley Park. 100% of all required upgrades and maintenance works that were required have been completed successfully and within Ausgrid's minimum service standards of < 8 days.
	Lead Works, Operation & Parks Secondary Works, Operation & Parks	Clean-up Service	Provide a service to remove household items.	Provision of two Clean-up Services per annum – one scheduled & one at call.	●	On Track	All booked and scheduled area clean ups are completed and up to date.
		Public Litter Bins	Provide waste collection for public areas.	Public waste bins in CBD areas (Be Tidy Bins) emptied daily and as required in high traffic areas.	●	On Track	All Be tidy bins are emptied 7 days a week
				Wash public waste bins monthly.	●	On Track	Be tidy bin surrounds are washed monthly and as required
	Lead Assets, Landscape, Architecture, Urban Design & Contracts Secondary Works, Operation & Parks	Infrastructure Maintenance Work	Measure, evaluate asset condition and develop forward programs.	Infrastructure Assets Maintenance Program, including roads, footpaths, kerb and gutter and drainage, developed by 30 April each year for the following financial year and forward programs reported quarterly.	○	On Track	Council has completed new road infrastructure condition data capture and assessment following the previous data capture and assessment that was done in 2012. This new condition data is currently being imported into Council's New Asset Management Software ASSET-TIC which was procured and is being implemented and configured to prioritise, schedule and formulate forward capital and maintenance works programs.

# ATTACHMENT 1

## ITEM 3/17 Delivery Program 2013/17 - Quarterly Report for the period ending 31 December 2016.DOC

## Delivery Program 2013/2017 Quarterly Report - 31 December 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
1.1.2 - Work with key partners and the community to reduce crime and improve community safety.	Lead: Works, Operation & Parks Secondary: Works, Operation & Parks		Road and footpath Repairs – Low Risk Condition Notification.	100% investigated, assessed and programmed within two working days.	●	On Track	Reactively Council responds to Customer Requests within the stipulated time frames. Pro-actively, Council's Civil Team and Contractors are tasked with making safe identified defects whilst working within the area. Defects investigated, assessed and programmed within 2 working days.
				100% investigated, assessed and programmed within four working days.	●	On Track	Reactively Council responds to Customer Requests within the stipulated time frames. Pro-actively, Council's Civil Team and Contractors are tasked with making safe identified Defects whilst working within the area, defects investigated assessed and programmed within 4 working days.
	Lead: Compliance Secondary: Compliance	City Safe Program	Maintain a strategic CCTV capability	Authorised requests for footage completed within two working days.	●	On Track	Council work closely with Police producing CCTV footage for crime offences listed in the Code of Practice. This relationship involves producing CCTV footage in a timely manner, ensuring the CCTV program is maintained and operational, attending court when required and participating in police operations.
1.1.3 - Support and implement programs that aim to reduce anti-social behaviour such as graffiti and littering.	Lead: Community and Library Services Secondary: Compliance	Community Development (Community Safety)	Meet and discuss crime activity and trends with Police	Meet on a monthly basis.	●	On Track	Council Officer work closely with Police to discuss crime trends and develop initiative to reduce crime statistics. This relationship consists of the Manager Compliance meeting with Police on a regular basis and participation by Police in the quarterly Safety Cross Functional Team.
			Work in partnership with the Police on community safety and crime prevention issues and attend key meetings, including safety precinct committees and Liquor Accord	Attend all scheduled meetings and have a proactive representation in the Accord.	●	On Track	Monthly meetings between Council staff and Burwood Local Area Command officers were introduced as a new initiative in 2016. The aims of the meetings are to analyse crime statistics and identify crime hot spots. An initiative arising from the meetings is a campaign to address stealing from motor vehicles.
							Another initiative will be to develop safety resources for local residents.
1.1.3 - Support and implement programs that aim to reduce anti-social behaviour such as graffiti and littering.	Lead: Compliance Secondary: Compliance	Networking	Attend SSROC Compliance meetings to promote networking between Councils.	Attend all scheduled meetings.	●	On Track	In addition, staff attended the local Safety Precinct meeting on 18 January 2017, during which traffic issues were raised which have been referred to the appropriate section in council for action. Staff also attended the most recent Liquor Accord meeting, primarily for information share.
							SSROC Compliance Group have meetings scheduled every quarter. These meetings are initiated amongst Councils in the SSROC group allowing a different host for each meeting. A representative for Burwood Council attends each quarterly meeting.
	Lead: Community and Library Services Secondary: Compliance	Crime & Safety	Implement recommendations from Council's Crime Prevention Plan and Graffiti Management Strategy.	Recommendations adopted by Council are implemented.	●	On Track	The results from the recently completed community graffiti survey have assisted staff to allocate resources towards appropriate graffiti management approaches. This includes developing a program to encourage business owners to help in reducing graffiti vandalism on shops and private buildings.

# ATTACHMENT 1

## ITEM 3/17 Delivery Program 2013/17 - Quarterly Report for the period ending 31 December 2016.DOC

### Delivery Program 2013/2017 Quarterly Report - 31 December 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
<b>1.2 - High quality activities, facilities and services</b>							
<b>1.2.1 - Engage the community in decision making processes about activities, facilities and services.</b>							
	Lead: Community and Library Services	Community Development (Youth Services)	Co-ordinate and support Burwood Youth Advisory Group (BYAG) to plan and implement annual Youth Week.	Youth Week event delivered by BYAG annually.	○	On Track	Planning is well under way for Youth Week 2017 and Council will be holding two activities this year. Council has partnered with Burwood Community Welfare Services (BCWS) to deliver a six week self-esteem program for young people aged between 12-24 years. The program, 'Within The Mirror What Do You See', will take place from early March to mid-April 2017 and explore the meaning of self-esteem and confidence, emotions and feelings, mental health, body image, resilience and mindfulness techniques. On the completion of the program a one day self defence workshop will be held for those participants during Youth Week. Council will be facilitating a 'Do it for Cancer' fundraising and awareness raising event in partnership with the Cancer Council NSW during Youth Week 2017. The event will centre around local community members pledging their support by taking a stand and temporarily colouring or shaving their head. Polaroid photos of each participating community member will be displayed on a public canvases with an inspiring message from each person written below their image. A raffle will take place on the day to raise much needed funds for the cause, along with the distribution of information on cancer and its effect on individuals and families. The event will be run by young people for young people.
<b>1.2.2 - Pursue partnerships and opportunities to access additional funding to maintain, upgrade and develop new recreational facilities and meeting places for the community.</b>							
	Lead: Community and Library Services Secondary: Landscape & Urban Design	Grant Funding	Consult and engage young people on their needs and issues, in conjunction with the Burwood Youth Advisory Group (BYAG)  Actively apply for grants to provide community and recreational facilities.	Survey conducted in conjunction with Community Survey, every two years.	○	On Track	The Youth Survey has been completed and the results are now being analysed. A report on future directions for local youth services is on track to be completed by mid-2017.  Council has been successful in receiving funding of \$1,000,000 for the embellishment of Wangal Park. This funding has been initiated by the Federal Minister Mr. Craig Launder M.P. The timeline for the construction of the various park facilities will be determined and construction works will be staged as applicable.  Council has applied for Federal Government funding of \$1,300,000 for the upgrade of facilities in Blair Park to include new sports field flood lighting. If funding is approved a timeline for the construction of the various park upgrade facilities will be determined and construction works will be staged as applicable.  The works are under way at Wangal Park for the \$354,962.50 grant under the Metropolitan Greenspace Program. This work includes the design and construction of the shared pedestrian and bicycle path and solar lights.  Council applied for a Public Reserve Management Fund Program Grant for the part funding of the multi-purpose entertainment facility in Burwood Park. This grant has been successful to a value of \$174,350 and the construction works are now



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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
1.2.4 - Support existing sport and recreation groups to provide services and facilities.	Lead: Customer Service & Records	Community Facilities	Offer community facilities.	Number and value of grants approved.	●	On Track	completed with the facility open to the public. Council will apply for further grant funding for suitable projects as opportunities arise.
	Lead: Parks		Offer parks for hire.	Parks available for hire.	●	On Track	The Community Development team received notification of two successful grants during the quarter. \$750 has been obtained for the purchase and distribution of Graffiti Removal Kits for local businesses, and \$1691 has been provided for the 2017 Youth Week activities.
							The Community Hub, Fitzroy Centre, George Street Centre, Woodstock Community Centre and Burwood Park Community Centre were all available for hire. Park hire for sporting activities and events processed as per Council procedures and invoiced as per Councils adopted Fees and Charges. The pavilion stage area at Burwood Park is now available for hire to the public.
1.2.5 - Upgrade existing playground areas and park structures to cater for wider community and provide pet friendly facilities.	Lead: Landscape & Urban Design	Playgrounds & Pet Friendly Parks	Investigate opportunities for further pet friendly areas as requested by the community.	Incorporated into specific Plans of Management and Capital Works Program as necessary.	●	On Track	A tender for the design and construction of new play equipment in Henley Park and Russell Street Reserve is open. Staff are investigating a suitable location for the installation of an outdoor Chess Set in Henley Park. The adopted Henley Park and Grant Park Plan of Management includes provision for dog off-leash areas.
1.2.6 - Upgrade existing playground areas and park structures to cater for wider community	Lead: Landscape & Urban Design Secondary: Community Services	Park Equipment Upgrading	Ensure accurate assessment of park equipment and future requirements to provide a basis for capital works budget.	Replace play equipment according to Playground Replacement Schedule.	●	On Track	A tender for the design and construction of new play equipment for two locations in Henley Park and for one in Russell Street Reserve is open. Staff are investigating a suitable location for the installation of an outdoor Chess Set in Henley Park. A lighting designer has been commissioned to design new sports field lighting for Blair Park. Once design has been finalised tenders will be posted to supply and install the new floodlighting.
1.2.7 - Develop and encourage volunteer opportunities	Lead: Community and Library Services	Community Development (Volunteering)	Work with CHSP/CCSP and other agencies to support volunteering, including partnering with culturally specific organisations to increase the number of volunteers of CALD background.	Strategic partnerships established and CALD volunteer members increased	●	On Track	During the quarter, Volunteer Network had 223 enquiries regarding volunteering, conducted 12 volunteer interviews and referred 222 volunteers to not for profit organisations in the Inner West Area. Staff received 65 enquiries regarding volunteering specifically in the Burwood LGA. Strategic partnerships were established and maintained during the quarter with TAFENSW South Western Sydney Institute and Access Sydney Community Transport to increase the number of volunteers from CALD backgrounds.

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
1.2.8 - Develop appropriate and relevant training in order to build CHSP/CCSP (Commonwealth Home Support Programme/Community Care Support Program) capacity across the Inner West area.	Lead: Community and Library Services	Home and Community Care (HACC) Services	Continue to provide a Volunteer Network Service for the CHSP/CCSP (Commonwealth Home Support Programme/Community Care Support Program) sector on behalf of the Ashfield, Burwood, Strathfield and Canada Bay LGAs.	Number of volunteers within the Burwood Local Government area increased annually.	●	On Track	This will lead to an increase in CALD volunteer numbers over time.
	Lead: Community and Library Services	Home and Community Care (HACC) Services	Work with CHSP/CCSP funded service providers across the Inner West area on training and development.	Training sessions and CHSP/CCSP forums conducted monthly.	●	On Track	Volunteer Network continued to promote volunteer opportunities through the GoVolunteer and Volunteer Network websites and advertised volunteering through the local media. During the quarter, there were 223 enquiries regarding volunteering, 12 volunteer interviews and 222 volunteers were referred to not for profit organisations in the Inner West Area. There were also 65 enquiries regarding volunteering specifically in the Burwood LGA.
	Lead: Community and Library Services	Community Development (Podiatry Services)	Facilitate Podiatry client assessments and re-assessments and access to clinic services.	Increase number of Podiatry clients, as per funding requirements (1,150 clients).	●	On Track	The Inner West Sector Support Development and Training Officer mentored CHSP/CCSP services in relation to Commonwealth and State Government Referrals, changes to service provision, policy implementation, workforce development and issues of cultural diversity. The Officer also worked in partnership with a number of service providers and peak bodies to deliver an Aged Care Symposium, My Aged Care Information sessions and aged care expos.
	Lead: Community and Library Services	Community Development (Podiatry Services)	Facilitate Podiatry client assessments and re-assessments and access to clinic services.	Increase number of Podiatry clients, as per funding requirements (1,150 clients).	●	On Track	In addition, 12 service specific training sessions were provided to 130 CHSP/CCSP service providers and volunteers.
	Lead: Community and Library Services	Community Development (Podiatry Services)	Facilitate Podiatry client assessments and re-assessments and access to clinic services.	Increase number of Podiatry clients, as per funding requirements (1,150 clients).	●	On Track	Referrals to the Inner West Home & Community Podiatry Service continued to be received through My Aged Care, as per the new process, although the rate of referral is still slow. The client level was at 1232 at the end of December 2016 and some capacity remains for frail aged clients aged 65 years and over only. The service also provided information presentations to community groups on request.
1.2.10 - Improve online access to services at Council's key facilities.							
	Lead: Information Technology	Information Systems	Provide free Wi-Fi internet facilities to the Public at Council's Library.	Wi-Fi connectivity within Library building available every day during opening hours.	●	On Track	Wi-Fi connectivity within Library building was available every day during opening hours.
1.2.12 - Comply with NSW Health Regulations and Guidelines.							
	Lead: Enfield Aquatic Centre	Enfield Aquatic Centre	Maintain pool water quality.	Swimming Pool water tested every two hours during business hours, with levels kept within NSW Health Guidelines Standards.	●	On Track	The water testing is an ongoing procedure that the staff undertake every two hours, plus external testing every month. Test sheets are checked and signed by shift supervisors to ensure tests have not been missed. The centre is operating with automated dosing units, which controls chlorine and PH levels to keep them within safe parameters.
1.2.13 - Provide new learn-to-swim and lifesaving programs and encourage community participation.							
	Lead: Enfield Aquatic Centre	Enfield Aquatic Centre	Introduce a new Squad Swimming Program.	Increase participation in the Squad Swimming Program by 5% per year.	●	On Track	The squad continued to improve with a new coaching team put in place and implementation of the Dive and Sprint intensive program to assist students prepare for school swimming carnivals.

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
1.2.14 - Implement best practice customer service at Enfield Aquatic Centre.	Lead: Enfield Aquatic Centre	Enfield Aquatic Centre	Maintain standards of Customer Service.	Conduct regular Customer Feedback Surveys across all services and products with an Annual Report submitted to Council's Executive	●	On Track	Centre staff have continued to develop the Learn to Swim (LTS) Program with four new levels being introduced to increase participation. Improvements made to the LTS program has seen numbers continuing to climb, and in the first half of the year there have been 3509 enrolments. In addition, stronger ties were developed with Royal Lifesaving NSW and the Centre is now a recognised five star facility. The Centre has also been a partner in the Keep Watch program that focuses on preventing children drowning.
	Lead: Landscape & Urban Design	Wangal Park	Commission and construct a skate park facility.	Works completed by 31 July 2016.	●	On Track	Council has been successful in receiving a funding commitment of \$1,100,000 for the embellishment of Wangal Park. This funding has been initiated by the Federal Minister Mr. Craig Laundy MP. The timeline for the construction of the skate park facility will be determined. Council will seek other grant funding opportunities for this project as they arise.
	Lead: Community and Library Services	Community Development (Community Profile)	Review and update Community Profile for Burwood LGA in line with 2011 Census for use in support of planning and program development.	Community profile to be updated as new data becomes available.	●	On Track	The Community Profile was kept up to date and will be further enhanced with new demographic information becomes available when the 2016 Census data is released by the ABS in 2017.
1.3 - A well informed, supported and engaged community							
1.3.1 - Maintain up-to-date information on the community profile to support planning and program development							
1.3.2 - Provide information to the community on Council's activities, facilities and services using communications that can be accessed by all people in the community.	Lead: Media Communications & Events	Council's Website	Ongoing maintenance of Council's Website.	Daily updates.	●	On Track	Council's website is maintained daily to provide current news and information on Council's services, policies, events and meetings. In particular, Council provided a dedication section to the community with information on the NSW Government's Stronger Councils reform agenda. Key documents such as public exhibitions, minutes and agendas, Development Applications and employment opportunities at Council are routinely published on the website. In addition, Council's social media pages are monitored and updated daily.
	Lead: Media Communications & Events	Council's Website	Ongoing maintenance of Council's Website.	Provide translation of major sections of website and most important documents.	●	On Track	Council's Business page on its website features a section in Chinese in order to provide information to the diverse business community. Council had 171 views on translation service pages this quarter. What does Burwood Council do? guides are available online in Arabic, Chinese Korean and
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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
1.3.3 - Preserving information.	Lead Customer Service & Records	Records Maintenance	Improve interaction between Council and stakeholders through the web	Increase number of customer visits through the web and report monthly to Executive Team and six monthly to the Community	●	On Track	Italian The documents include information all Council's key services and initiatives including waste facilities, illegal dumping and events. Major sections of Council's website have been translated into Arabic, Chinese, Greek, Italian and Korean. The sections which can be accessed on Council's homepage under the Language Service tab include information on Community Services, Library Services, Regulations, Waste Management and Parking.
			Notify residents of important decisions via media, notice boards, newsletters and other communications tools	As required	●	On Track	Council disseminates news and information to residents through media releases, fortnightly Mayoral Columns, mail outs and advertisements in local papers. Information is made available on Council's website and social media pages which are updated daily. In particular, Council used these methods of communication extensively to raise awareness on the NSW Government's Stronger Councils reform agenda, Burwood Festival, Carols in the Park, White Ribbon Day and other Council events and initiatives.
			Prepare media releases for all major events and initiatives of Council.	Number of releases	●	On Track	Council prepared 13 media releases on key issues and initiatives including the Burwood Festival, Carols in the Park, Enfield Aquatic Centre Master Plan, Burwood Art Prize and community service activities. Media releases were uploaded onto the Council website after distribution.
				Number published	●	On Track	During the quarter, 67 articles were published in local and metropolitan news outlets, an increase by 12%. A majority of the coverage Council received during this quarter was for the Wangal Park opening (Stage 2), Burwood Festival and Carols in the Park.
1.3.4 - Provide information to the community on Library services.			Identify records with historical significance and preserve hard copy records in accordance with legislative requirements.	As per Records Monitoring and Maintenance Program.	●	On Track	The hard copy subdivision files have been appraised and are next to be imaged to ensure the preservation of this collection.

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT			
1.3.5 - Promote Library services to the community.	Lead: Community and Library Services Secondary: Media, Communications & Events	Community Development (Library)	Distribute Library's services information via flyers, email database, website, local media, notice boards.	Increase delivery of information about Library services.	●	On Track	Library Services staff distributed information to the community about available services via a range of channels, including the website, social media, in-house promotions, the Burwood Festival and presentations made to school groups. Library tweets (on Twitter) reached 2,864 tweets with 605 followers.			
	Lead: Community and Secondary Media, Communications & Events	Community Development (Library)	Undertake actions to increase membership of the Library	Number of new members measured and reported every six months.	●	On Track	During the quarter 553 people joined the Library, bringing total membership at the end of December to 21,164. In total, 1,271 people became new members for the period July to December 2016.			
	1.3.7 - Provide a range of services for children and young people.	Lead: Community and Library Services	Community Development (Children and Families Services)	Provide direct services including Mobile Playvan for parents with children from 0-6 years, and youth services 12 – 24yrs in Council facilities.	Mobile Play-van runs twice per week during school terms and one youth developmental project to be delivered per annum.	●	On Track	Mobile Play Van ran successfully throughout term four, only being cancelled twice due to adverse weather. New families attended at nearly every session and there was high attendance at Burwood Park, with over 100 children and carers present at several sessions late in the year. In relation to youth, planning has commenced for 2017 Youth week activities.		
1.4 - A community that celebrates diversity		Lead: Community and Library Services	Community Development (Children and Families Services)	Customer satisfaction measured annually and evaluation reports prepared.	○	On Track	The 2016-17 survey is currently being developed and is on track to be distributed to attendees during term 2, 2017.			
				1.4.1 - Celebrate the achievement of community leaders.	Lead: Media, Communications & Events Secondary: Community Services	Community Leadership Achievements	Acknowledge and celebrate achievements of community leaders/groups.	Number of nominations received for community leader awards.	●	On Track
						Promote community and community leaders' achievements through media articles and Council's publications.	In conjunction with Council's initiatives and awards programs.	○	On Track	Council promotes all achievements through its social media channels and through media releases. This quarter, Council promoted achievements of local volunteers.
1.4.2 - Improve access to information on government services.										
	Lead: Media, Communications & Events	Government Information Services	Inform stakeholders about key services provided by Council.	Keep frequently accessed document list on website up to date.	●	On Track	The Frequently Accessed Documents and Frequently Asked Questions page can be accessed from the quick links section on Council's homepage. The page includes information on the most common enquiries and provides a list in alphabetical order of the most popularly viewed and requested documents. This section is updated regularly to ensure content is up to date. The section of the website received 355 views.			
	Lead: Community and Library Services	Community Development (Library)	Identify government information sources and provide access through library information systems and databases.	Computer terminals available for access.	●	On Track	Library Services continued to maintain 30 public PCs and Wi-Fi access to the internet. Total PC bookings and Wi-Fi logins for the quarter were 8,989 and 13,925 respectively. The Library's 24/7 online services recorded 5,519 logins, including mobile app access. The mobile printing service continued to be popular during the quarter, with 4,312 pages scanned and 248 pages printed.			

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
<b>1.4.3 - Develop strategic relationships with multicultural service providers.</b>							
	Lead Community and Library Services	Community Development (Multicultural Services)	Develop appropriate approaches to linking with the Multicultural Community	New relationships established with multicultural groups	●	On Track	During the quarter a range of programs were conducted in partnership with multicultural service providers. These activities attracted 562 participants and included 'Mental Health First Aid', 'My Aged Care and Medication Management', English Conversation groups for new migrants continued to be in high demand.
			Engage with and develop relationships with multicultural service providers.	Increase the percentage of community cultural groups that participate and engage with the Library	●	On Track	Council Library continued to work with a range of culturally and linguistically diverse groups in the community during the quarter, including the Multicultural Health Service, Sydney Local Health District and Chinese Australian Services Society (CASS)  My Aged Care information sessions for residents in English, Mandarin, Cantonese and Greek were conducted in partnership with Council's CHSP/CCSP Team and the Ethnic Communities Council.
<b>1.4.4 - Promote healthy and active living.</b>							
	Lead Community and Library Services	Events	Facilitate the delivery of programs that promote healthy lifestyle, community wellbeing and active ageing.	Deliver a minimum of one initiative per annum.	●	On Track	A number of senior's activities took place during the quarter, including the Keeping Your Skin Healthy workshop which attracted 29 seniors, a bus trip to the Blue Mountains attended by 45 people and the Seniors Christmas lunch at the RSL with over 90 attendees.  Additionally, the annual Groovability event was held in Burwood Park for over 500 people with a disability and their carers.  While Ribbon Day activities were undertaken with local schools and the event launch was held at Burwood Park. A range of exercise programs and art classes continued to be supported by Council in local community centres.
<b>1.4.5 - Promote sporting activities and the arts to bring people together.</b>							
	Lead Media, Communications & Events	Government Information Services	Invite and engage local artists, crafts groups, local schools' arts departments to join Council's events in the form of display or competitions.	At least one local sporting group at each Council event as relevant and appropriate.	●	On Track	Burwood Council invites local sporting groups to participate in civic events where relevant and appropriate.  During this quarter Burwood Council hosted the Burwood Festival and Carols in the Park events to celebrate the festive season. As part of the Carols event the local First Burwood Scouts Group handed out songbooks and electronic candles for a gold coin donation, with the funds raised going towards their groups' community engagement activities. The group also set up an area to promote scouting and took many enquiries at the event.  Community and sporting groups attended both events.
				Create a designated area for local artists and groups at Council's civic events.	●	On Track	Local artists, community groups and schools are invited to participate in Burwood Council's civic events in the capacity of performers, contributors, organisers, volunteers and ambassadors. The major civic events that took place in this

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
1.4.6 - Promote usage of Library by multicultural groups and residents.	Lead: Community and Library Services	Community Development (Multicultural Services)	Provide book collection items to reflect the needs and interests of the multicultural community	Increase number of foreign languages publications in accordance with Census data and community needs.	●	On Track	A total of 194 items in Korean, Hindi, Italian and Chinese were added to the Library's collections during the quarter. These included books, DVDs, CDs and magazines for both adults and children.
	Lead: Community and Library Services	Community Development (People with a Disability)	Develop a communications strategy in relation to the Disability Action Plan (DAP).	Information sessions held in relation to implementation of the Disability Action Plan, including for Council staff who work with people with disabilities.	●	On Track	Background work was undertaken in preparation for the development of the Disability Inclusion Action Plan (DIAP) which councils are required to finalise by 30 June 2017. This will replace Council's Disability Action Plan.
	Lead: Media, Communications & Events	Community Development (People with a Disability)	Improve accessibility of Council's website.	List of Council services published on Council's Website with text size options available and improve "readability" of documents for visually impaired users.	●	On Track	Council's mobile website provides a simplified interface for visually impaired users. Over 37% of Council's overall website traffic comes from smart phones or tablet devices. Council's website features an identifiable link on each page to increase text size. The website is also available in "Text Version" to provide improved "readability" with a simplified view for visually impaired users. Documents are uploaded on Council's website in both PDF and Word format, as per the Federal Government's Web Content Accessibility Guidelines V2.0. This allows for the use of computerised reading software. Council's new online forms also improve accessibility.
1.4.7 - Improve communications between Council and the community by implementing a range of communication tools including face to face, web based, social media channels and alternative formats to communicate with people with a disability.							
1.4.8 - Continue the publication of Council news in local media including local newspapers.	Lead: Media, Communications & Events	Media	Provide information to the public through publications such as Mayoral columns, Burwood Update resident's newsletter and other publications.	Mayoral column published in the local newspapers a minimum of once a month.	●	On Track	The Mayoral Column appears fortnightly in local publications (Inner West Courier) and includes the following information: <ul style="list-style-type: none"> <li>• Mayor's Message</li> <li>• Latest news and information on events and initiatives</li> <li>• Development applications received and approved by Council</li> <li>• Times and dates of upcoming Council Meetings</li> <li>• Contact information</li> <li>• Council's values</li> <li>• Link to social media pages</li> <li>• The column is also published on the Council website and social media pages</li> </ul> In addition, a Mayoral Column is published in various community papers in Arabic, Chinese,
							quarter, Burwood Festival and Carols in the Park, showcased a range of local performing groups via the stage program, including Burwood Public School, Platinum Vocal Studio, P.L.C Sydney and Burwood Girls High School Ensemble. <p>More than 30 performers from the local combined churches group also formed a stage act for Carols in the Park which told the traditional story of Christmas through a play accompanied by a live band and singers.</p> <p>Members from the local combined churches group also organised and staffed the kids craft activity area.</p>

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
1.4.9 - Promote volunteering opportunities.	Lead: Community and Library Services	Community Development (Volunteering)	Produce timely and appropriate Media Releases.	Burwood Update Residents Newsletter produced quarterly	<div></div>	On Track	Greek and Italian.  The Burwood Update Summer Edition was distributed to 16,000 households and businesses across the LGA.  The Update included the latest news and information on Council's services and initiatives including Carols in the Park, holiday closure times, environment initiatives and upcoming events.  The Update was also made available online and sent to digital newsletter subscribers.
				Newsletter made available in electronic format.	<div></div>	On Track	The Summer Burwood Update and Business newsletters were made available online on Council's website and on social media.
				Within one day	<div></div>	On Track	Media releases are produced and distributed to media outlets within one day. An initial response to all media enquiries is made within the first two hours.
			Advertise volunteering opportunities on multimedia formats.	The number of enquiries, interviews and recruitments increases annually.	<div></div>	On Track	The Volunteer Network continued to advertise volunteering opportunities across a diverse range of media, including the GoVolunteer and Volunteer Network websites. As a result, Volunteer Network had 223 enquiries regarding volunteering, conducted 12 volunteer interviews and referred 222 volunteers to non for profit organisations in the Inner West Area.
1.5 - A sense of community pride	Lead: Strategic Planning	Heritage	Initiate volunteering programs that embrace mentoring and skills development.	The number of enquiries, interviews and recruitments increases annually	<div></div>	On Track	Volunteer Network offered training to volunteers and organisations within the Inner West and produced a six months training calendar. Staff assisted volunteers within Burwood Council to engage in projects that gave them the experience and knowledge to further develop their skills. During the quarter, Volunteer Network had 223 enquiries regarding volunteering, conducted 12 volunteer interviews and referred 222 volunteers to not for profit organisations in the Inner West Area
			Provide comment/input on heritage-related Development Applications (DAs)	100% of DA referrals responded to within fifteen working days.	<div></div>	On Track	In total 25 heritage referrals for the quarter, 11 responded to within 10 working days, 12 responded to within 15 working days, and 2 were over.
			Provide information on heritage of the Burwood area on Council's website and in Council's publications.	Up to date heritage information included on Council's website.	<div></div>	On Track	Up to date heritage information has been included on Council's website. It is updated when new information becomes available.
1.5.2 - Provide leadership on community values.							
	Lead: Media, Communications & Events	Promotion of Values	Incorporate Council's Values in advertising material, publications and signage.	Council's Values included in Council's fortnightly Mayoral Column, quarterly newsletter Burwood Update, Website and on selected advertisements.	<div></div>	On Track	Council's community values: Governance, Service, Sustainability and Respect feature on fortnightly Mayoral Column publications and in other forms of advertising and correspondence wherever possible.
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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
1.5.4 - Identify ways to promote heritage and encourage the preservation of Burwood's historic buildings.							
Lead: Media, Communications & Events Secondary: Strategic Planning	Heritage	Promotion through Heritage Week	Participation in Heritage Week	<div><div></div></div>	On Track	The dates of the National Trust of Australia (NSW) Heritage Festival 2017 are 18 April - 18 May. The theme for the 2017 National Heritage Festival is 'Hearing a Voice', and activities will be incorporated into Burwood Council's 2017 calendar of events in accordance with this theme.	
1.5.5 - Develop campaigns designed to facilitate community and neighbour interaction.							
Lead: Community and Library Services Secondary: Media Communications & Events	Events	Deliver Neighbourhood Week initiative.	One activity held per year	<div><div></div></div>	On Track	Neighbour Day will take place in March 2017. Preliminary discussions with partner agencies indicate that the new services directory for welfare services in Burwood and the Inner West, which is currently in development, will be launched at Neighbour Day.	
1.5.6 - Promote interaction between different groups in the community.							
Lead: Media, Communications & Events Secondary: Community Services	Events	Engage different cultural groups in civic events and commemorative services.	Promotional material sent to community groups in the lead up to each major Council event and commemorative service.	<div><div></div></div>	On Track	<p>Two major civic events were held during this quarter. Burwood Festival and Carols in the Park. To promote this event, 17,000 DL flyers were delivered to all residents and businesses in the Burwood LGA two weeks prior to the events. The events were also promoted on the Council website and Council's Facebook and Twitter pages.</p> <p>After the events, the website was updated with images from the events. The events were also promoted via mentions in the Mayoral Column which appeared in the Inner West Courier newspaper. Details of the events were also included in the quarterly Burwood Update which was sent to 17,000 residents in the Burwood LGA.</p> <p>A letter was also sent to residents and businesses around Burwood Park prior to the event dates, notifying them of the events.</p> <p>During this quarter no Commemorative Services were held. Planning has already begun for the Anzac Commemorative March and Dawn Service which will be held on 25 April 2017.</p>	
1.6 - Improved interactions between young and older people							
1.6.1 - Establish regular interaction between young people and councillors e.g. Annual Youth Council, Youth advisory groups.							
Lead: Community and Library Services	Events	Facilitate informal discussions between youth and Council.	Conduct one event per year for young people.	<div><div></div></div>	On Track	<p>Burwood Council's 'Expect Respect' Young Ambassador project was delivered on 17 November 2016 in conjunction with the Burwood Youth Advisory Group (BYAG), Burwood Police and the West Tigers Rugby League Team. All project partners played a key role in facilitating youth-targeted domestic violence (DV) education and awareness workshops to local year 10 senior high school students.</p> <p>Members of the West Tigers, Council Staff and Police were trained in workshop content prior to</p>	



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## ITEM 3/17 Delivery Program 2013/17 - Quarterly Report for the period ending 31 December 2016.DOC

### Delivery Program 2013/2017 Quarterly Report - 31 December 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
1.6.2 - Provide access to online information services.	Lead Media, Communications & Events	Online Services	Improve accessibility of Council's website.	Run a quarterly information session on Council's website at Seniors' Computer Club.		On Track	A member of the Media Team visited the Senior's Computer Club in October 2016.
	Lead Community and Library Services	Events	Investigate opportunities for activities that support intergenerational engagement.	One intergenerational activity delivered per year		On Track	Seniors Week 2017 planning was progressed during the quarter. The main event will be a High Tea for local seniors to be coordinated and catered by students from Southern Cross Technical College and to be held at the school.
	1.6.4 - Provide opportunities that facilitate interaction between young and older people.						
<p>The student workshops by Council's Youth Officer, Local high schools PLC, Santa Sabina, Southern Cross and Burwood Girls were involved in the project, with each school nominating five to seven students to attend and be trained as Youth Expect Respect Representatives in the lead up to White Ribbon Day.</p> <p>Following the training, students took the information learned at the workshop and highlighted to their school community the importance of youth awareness and understanding of DV, key facts and myths, in the form of a workshop or assembly presentation.</p> <p>The results of Burwood Council's post-workshop survey revealed that 100% of students found the workshop content to be informative and useful, the topics interesting and the learning environment to be a safe space. All participants indicated that they learned new information about DV, sexual assault and consent in relationships and felt more comfortable to seek assistance if they or someone they know is in a DV situation.</p> <p>The workshops were considered a major success, with positive feedback received from all involved, including teachers, students, police officers and members of the West Tigers Rugby League Team.</p> <p>The 'Amazing Race' Youth Scavenger Hunt took place on Sunday 16 October during Burwood's Spring Festival. Members of BYAG worked together to create this activity, integrating stalls and main festival attractions in the hunt. BYAG also integrated into the activity their knowledge of safety and the environment by involving first aid and recycling in the tasks. Over 23 people took part with BYAG facilitating the activity through briefing contestants, staffing checkpoints and encouraging all involved.</p>							

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## ITEM 3/17 Delivery Program 2013/17 - Quarterly Report for the period ending 31 December 2016.DOC

### Delivery Program 2013/2017 Quarterly Report - 31 December 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
<b>2 - Leadership through Innovation</b>							
<b>2.1 - Community confidence in Council's decision making</b>							
<b>2.1.1 - Report decisions back to the community through open forums.</b>							
	Lead: Executive Team	Executive Functions	Conduct workshops, special meetings and/or forums on major initiatives.	Conduct a minimum of four workshops, special meetings and/or forums per annum.	●	On Track	Council held workshops during the reporting period.  16 November - Graduated Learner Scheme Workshop, in conjunction with Canada Bay Council 26 November - Home Orchard Saturday.
<b>2.1.2 - Develop performance measures and provide status updates to the community on key Council projects and plans.</b>							
	Lead: Executive Team Secondary: Executive Manager	Executive Functions	Council's commitments and responsibilities under the Delivery Program, Operational Plan, and Budget are met and relevant Acts are complied with.	Progress report on Delivery Program and Operational Plan presented to the Council and Community on a quarterly basis.	●	On Track	Regular quarterly reports are presented to Council and the community on the progress of Delivery Program 2013-17 and Operational Plan 2016-17. This document represents the quarterly report in relation to the period 1 October - 31 December 2016.
		Statutory Reporting	Annual Report is completed in accordance with the requirements of the Local Government Act.	Lodged by 30 November each year.	○	On Track	The Annual Report for 2015/16 was adopted by Council at the October 2016 meeting, and referred to the Office of Local Government. It was also sent to the State Library for their record.
			Operational Plan is completed in accordance with the requirements of the Local Government Act and placed on Public Exhibition for a period of 28 days prior to formal endorsement.	Adopted by 30 June each year.	○	On Track	The Operational Plan for 2016-17 was adopted by Council at its 24 May 2016 meeting, and is currently being implemented.
<b>2.1.3 - Audit and evaluate projects and plans when they fail to meet stated performance measures.</b>							
	Lead: Executive Team	Executive Functions	Develop a work program covering the Burwood2030 Community Strategic Plan.	Preparing timetables for the delivery of the work program with exception reporting for the Executive.	●	On Track	In accordance with the Integrated Planning and Reporting Framework, the delivery of the goals identified by the community in the Burwood2030 Community Strategic Plan is achieved through Council's four year Delivery Program and the annual Operational Plan. The Delivery Program lists the actions identified as necessary to achieve the community's priorities. The Operational Plan details Council's budget and identifies specific initiatives that are able to be funded each year, including a list of major capital works and their respective values.
<b>2.1.4 - Provide community education on Council policies and regulations.</b>							
	Lead: Governance	Community Education	All Council approved Policies are published on Council's website.	Published within two weeks of approval.	●	On Track	The Related Party Disclosure Policy was adopted by Council 6 December 2016 and published on Council's website for members of the public.
			Ensure that Agendas and Minutes from Council and Building and Development Committee Meetings are published on Council's website.	Published three days prior to each Meeting.	●	On Track	During the December Quarter the following Council Meetings Agendas were published on the website: 25 October 2016 22 November 2016 6 December 2016 During the December Quarter no Building and Development Committee were held.



## ITEM 3/17 Delivery Program 2013/17 - Quarterly Report for the period ending 31 December 2016.DOC

## Delivery Program 2013/2017 Quarterly Report - 31 December 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
<b>2.1.5 - Hold Council Meetings.</b>							
	Lead: Governance	Council Meetings	Ensure Council Meetings are held in accordance with the requirements of the Local Government Act 1993.	Schedule 10 Council Meetings per year.	●	On Track	During the December Quarter the following Council Meetings were held: 25 October 2016 22 November 2016 6 December 2016
<b>2.1.6 - Develop appropriate programs and services to improve communications between different cultural groups and between cultural groups and the Council.</b>							
	Lead: Media, Communications & Events	Communication with Cultural Groups	Engage cultural groups in Council's civic events.	Cultural groups included in performance program at each Council event.	●	On Track	Cultural groups are invited to participate in Council events where relevant and appropriate. During this quarter Burwood Council hosted the Burwood Festival and Carols in the Park. Carols in the Park was held with co-hosts, Burwood Park Outreach (the local combined churches group). Performers from the local combined churches group performed a stage show portraying the traditional meaning of Christmas accompanied by a live band. Other local church members volunteered as balloon benders and in the kids craft workshops and photo booth. Burwood Council also supported the Greek Street Fair during this quarter, which is a popular annual event with the local Greek community.
	Lead: Community and Library Services		Design library programs to bring together community cultural groups and improve communication between those groups and Council.	Minimum 300 activities conducted per year.	●	On Track	During the quarter Library Services held 105 activities with 2,451 people in attendance. Highlights included 'Crocodile Encounters', a popular school holiday show in September, and a puppet show called 'Finding Frank' held to celebrate Children's Week with 78 children attending.  Weekly story time continued to be very popular with up to 48 children and 45 adults attending the sessions.
<b>2.1.7 - Hold regular open forums for face to face discussions between Council and the Community.</b>							
	Lead: Governance Secondary: Governance	Open Forums	Conduct of Open Forum at Council Meetings	An Open Forum is scheduled for each Council Meeting.	●	On Track	Open Forum is conducted at each Council Meeting.
	Lead: Media, Communications & Events Secondary: Governance		Develop a new program of open community forums in conjunction with major projects.	Number of open forums and public attendance.	●	On Track	Three Council Meetings were held during the quarter on 25 October, 22 November and 6 December. All members of the public are welcome to attend.
<b>2.1.8 - Provide language aide services and translate key documents into main community languages.</b>							
	Lead: Media, Communications & Events Secondary: Customer Service & Records	Translations	Promote Council's language aide service, and the available interpreter service.	Visible signage at key Council venues and reminders included in all Council publications in different languages.	●	On Track	Council uses various large screen displays at Railway Square on Burwood Road, Council Chambers and the Library and Community Hub to provide information and promote initiatives in a simple and visual format.  This quarter, Council used these screens to provide information on the Burwood Festival Carols in the Park and the Mayor's End of Year Message.  Signage promoting Council's language aid services is on display at Council's Customer Services and Library and Community Hub. In addition, contact details for Council's interpreter service feature in all Council publications including advertisements, residential newsletters and signage. This

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### Delivery Program 2013/2017 Quarterly Report - 31 December 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
2.1.9 - Maintain the currency, legislative compliance and clarity of Council's Policy Manual.	Lead Governance	Policies, Procedures, Corporate Practices and Plans	Maintain Council's Policy/Procedures/ Corporate Practices/Plans of Management Register	Register updated and reviewed in part at a minimum of three Policy, Corporate Practices and Procedures Panel meetings	●	On Track	The Register was updated for the policies, corporate practices and procedures approved during the December Quarter and also cleansed for out-of-date documents.
			Review Policies/Procedures/Corporate Practices/Plans	Conduct six Policy, Corporate Practices and Procedures Panel meetings per year.	●	On Track	Two meetings were conducted in the December Quarter.
	2.1.10 - Comply with Local Government reforms promoted by the NSW State Government.						
	Lead Executive Manager	Policies, Procedures, Corporate Practices and Plans	Implement the recommendations from The Local Government Independent Review Panel Report.	As required subject to release of reports and guidelines by the NSW State Government.	●	On Track	Following completion of activities and submissions on the Fit for the Future and Boundary Change agendas, Council is currently awaiting the outcome of the legal challenge promoted by Strathfield Council against the merger of Burwood, Canada Bay and Strathfield Councils. Preparatory work for a possible transition is being undertaken.
	Lead Governance		Implement the recommendations from The Local Government Act Review.	As required subject to release of reports and guidelines by the NSW State Government.	●	On Track	The Office of Local Government has issued Circular No. 16-30 dated 2 September 2016 which deals with the Local Government Amendment (Governance Planning) Act. Where amendments to the Act have been made they have been implemented.
2.1.11 - Implement best practice governance strategies.							
	Lead Executive Team	Legislative Requirements	Ensure that new Division of Local Government Guidelines Practice Notices and Model Codes are complied with.	Processes and procedures implemented to comply with new Division of Local Government Guidelines Practice Notices and Model Codes.	●	On Track	Council continues to be briefed on the Local Government reform agenda implemented by the NSW Government. In particular, Councilors were informed of Section 23A Guidelines in relation to restrictions on expenditure, capital works and employment of senior staff released by the State Government.
2.1.12 - Maintain an effective, open complaint handling processes.							
	Lead Executive Manager Secondary Customer Service & Records	Complaint Handling	Ensure methodology to lodge a complaint is simple and clearly advertised to the public.	Complaint and feedback lodging system advertised on Council's website and at Customer Service counter.	●	On Track	All complaints received by Council and actions taken in relation to the complaints are recorded on Council's database system (TRIM) and allocated a log number to track progress of each matter. A further monthly review of the complaints received and outcomes is discussed and monitored by the Executive Team. Data on Code of Conduct complaints and Public Interest Disclosures is regularly reported to Council, the public and external agencies (NSW Ombudsman and Office of Local Government) through annual reports and other frameworks.
			Investigate complaints made.	Complaints are investigated in accordance with Council's Policy/Procedure/Guidelines.	●	On Track	All complaints received by Council are acknowledged, assessed and responded to. All complaints are entered into Council's corporate database to allow for reporting and trend analysis. Council's Executive Team assess whether issues are systemic or recurring, and subsequently implement steps to improve processes and reduce further complaints.

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## ITEM 3/17 Delivery Program 2013/17 - Quarterly Report for the period ending 31 December 2016.DOC

### Delivery Program 2013/2017 Quarterly Report - 31 December 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
2.1.13 - Monitor and manage personal and private information.	Lead Governance	Privacy & Personal Information and Government Information Public Access (GIPA)	Produce a report of all complaints received under the Complaints Management Policy to the Executive Team.	On a monthly basis.	●	On Track	A monthly report on complaints received is presented to the Executive Team. An assessment is undertaken and if necessary the Executive Team recommends steps to improve processes and reduce further complaints. The review of the complaint and any further steps to improve customer relations is undertaken to ensure consistency with the policy.
			Maintain register of all complaints received and action taken.	In accordance with Council's Complaints Handling Policy.	●	On Track	All complaints received by Council and actions taken in relation to the complaints are recorded on Council's database system (TRIM) and allocated a log number to track progress of each matter. A further monthly review of the complaints received and outcomes is discussed and monitored by the Executive Team. Data on Code of Conduct complaints and Public Interest Disclosures is regularly reported to Council, the public and external agencies (NSW Ombudsman and Office of Local Government) through annual reports and other frameworks.
			Comply with statutory requirements under the Privacy & Personal Information Act and the Government Information Public Access (GIPA) Act.	Applications are responded to within the statutory time frame.	●	On Track	No Privacy and Personal Information Applications were received for the September Quarter. During the December Quarter 3 Formal and 93 Informal Applications under the Government Information (Public Access) Act were received. All Applications were processed within the statutory time frame.
2.1.14 - Undertake records management in accordance with State Records Act legislative requirements.	Lead Customer Service & Records	Records Maintenance	Create, scan and process new Development Applications for submission to Council's Building and Development Section for assessment.	Within one day.	●	On Track	During the quarter 52 Development Applications, 56 Complying Development Applications and 8 Pre Development Applications were submitted to Building Development. 76 applications were delivered within the Service Standard.
			Receipt, scan and lodge Government Information Public Access (GIPA) Act applications and submit to Council's Governance Section for response.	Within one day.	●	On Track	During the quarter 76 Informal and 2 Formal GIPA Applications were scanned, registered and submitted to the Governance section within one day.
			Provide required supporting documents in relation to Government Information Public Access (GIPA) Act applications to Council's Governance Section.	Provide Council's Governance Section with relevant files within three days.	●	On Track	Supporting documents and files related to Government Information Public Access (GIPA) Act applications were provided to Governance in accordance with the service standard.
			Retention and disposal of records.	Annually.	●	On Track	Council is in the process of sentencing the remaining 2011 and beginning of 2012 Day Boxes for disposal in accordance with the General retention and disposal authority. Local government records. Finance Records from 1997 to 2008 have been allocated and approved for disposal in accordance with the General Retention and disposal authority. Local government records.

## ITEM 3/17 Delivery Program 2013/17 - Quarterly Report for the period ending 31 December 2016.DOC

## Delivery Program 2013/2017 Quarterly Report - 31 December 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
2.1.15 - Provide an efficient Electronic Document Management System.	Lead: Customer Service & Records	Records Maintenance	Scan, process and distribute incoming daily mail.	Within one day.	●	On Track	Daily mail processed, scanned, registered and distributed.
			Increase user uptake of Electronic Document Management System.	Monthly training and reporting	●	On Track	TRIM (Council's Electronic Document Management System) training has been provided to new staff. Weekly TRIM tips have been posted in the Fruse to help remind staff of the available TRIM features. Total Records created for the quarter 24542.
			To coordinate Council's Tender Process in accordance with: - Local Government Regulation 2005 - Local Government Act 1993 - Tendering Guidelines for NSW Local Government 2009 - Burwood Council Tendering Procedure	Number of Tenders successfully delivered	●	On Track	During the December quarter Council approved one Tender, for the Provision of Asbestos (response and disposal of illegally dumped asbestos) through SSROC.
2.1.16 - Undertake efficient and transparent procurement and purchasing.	Lead: Governance	Procurement and Purchasing	Ensure effective and efficient purchasing and procurement of goods and services across Council.	Implement a Procurement Strategy and update Procurement Policy as required.	●	On Track	In accordance with Council's Corporate Review Practice the Procurement Strategy and Purchasing and Contract Management Corporate Practice are current.
2.1.17 - Provide education to Councilors on changes to legislation.	Lead: Governance	Councilors' Training	Conduct training sessions.	Provide the necessary education resources and tools to Councilors and hold workshops within three months of major changes to legislation.	●	On Track	Changes to legislation were proclaimed in September 2016. Where amendments have been proclaimed Councilors have been provided with either a Council Report or training.
2.2 - Strong partnerships to benefit the community							
2.2.1 - Improve dialogue with neighbouring councils to share resources and assets to improve provision of services.							
	Lead: Executive Team	Resource Sharing	Participation in the Southern Sydney Regional Organisation of Councils (SSROC).	Active participation in relevant SSROC activities.	●	On Track	Council management participates in the following SSROC working groups: - The GM at the delegates' meeting in conjunction with the elected Councilors - General Managers' Meeting which meets each month - Environmental Managers' Group - Waste Management Group - Human Resources Managers' Group - Public Works Management Group - Records Management Group - Regulatory Work Group - Supply Management Group - Shared Services Senior Managers' Group - Library Management Group
2.2.2 - Monitor State and Federal government policies that have the potential to impact Burwood Council.							
	Lead: Executive Team	Policies, Procedures, Corporate Practices and Plans	Prepare updates and regularly brief the Council on changes in relevant State and Federal policies.	Inform the Council as new relevant policies are circulated.	●	On Track	The following circulars have been issued that affect Council: - Induction and Ongoing Professional Development for Mayors and Councilors - Further Phase 1 amendments to the Local Government Act

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### Delivery Program 2013/2017 Quarterly Report - 31 December 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
2.3 - Responsible employer of choice							
2.3.1 - Attract, engage, develop and retain the best and most highly skilled staff to strengthen workforce capability.							
Lead: Organisational Development Secondary: Governance	Staff Relations	Ensure that management induces staff appropriately.	Conduct four induction programs per calendar year.	<div></div>	On Track	There have been no corporate induction held within this quarter as only one permanent employee has been appointed during the quarter.	
		Survey staff on employee relations and learning needs.	Conduct employee survey every two years and action top five areas for improvement.	<div></div>	Watch	Council's Employee Opinion survey is due to be conducted in November 2016 however has been put on hold as a consequence of the pending Council amalgamation with Canada Bay and Strathfield Councils. The situation will be reviewed during the 3rd quarter.	
		Manage the employment relationship between Council, staff, employee associations and key stakeholders.	Maintain ongoing and professional relationships with all employee associations and key stakeholders through regular meetings.	<div></div>	On Track	During this quarter the consultative committee met on 3 occasions and the Work Health and Safety Committee met on 2 occasions this quarter.  Council maintains strong professional working relationships with all employee associations and industry stakeholders. The main focus this quarter has been maintaining informed dialogue with the parties on the progress of the State Governments Local Government Reform agenda.	
		Provide learning and development opportunities to equip staff to undertake their roles effectively.	Develop and implement and annual Organisational Development Learning and Development Plan.	<div></div>	On Track	There have been over 25 training activities and programs coordinated and delivered for Council employees this quarter of which approximately 70 employees have attended.  In addition, externally funded training continued in the area of customer service and leadership and management.  There were also job specific training in the Environmental Health, Advanced GPRs, Service Reviews, Parks and Facilities, Aged Care in the future, Project Management and Software Updates. Accredited training continued at the first aid and WH&S.	
		Manage payroll process.	Delivery of pays on a fortnightly basis.	<div></div>	On Track	Delivery and payment of wages and salaries is undertaken on a fortnightly basis as per the Local Government (State) Award 2014 requirements and Council's procedures in a timely and accurate manner.	
		Ensure that payroll reports meet operational needs and audit requirements by undertaking regular upgrades and reviews.	<div></div>	On Track	Delivery and payment of wages and salaries is undertaken on a fortnightly basis as per the Local Government (State) Award 2014 requirements and Council's procedures in a timely and accurate manner.  All Managers were provided monthly with their staff's Annual and Sick Leave balances for monitoring purposes and all Executive members are to ensure that the Managers take steps to continue with reducing excessive annual leave balances and monitor and address any sick leave issues.		

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## ITEM 3/17 Delivery Program 2013/17 - Quarterly Report for the period ending 31 December 2016.DOC

### Delivery Program 2013/2017 Quarterly Report - 31 December 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
2.3.2 - Implement best practice Human Resource policies and strategies.							
2.3.3 - Provide a safe work environment.	Lead Organisational Development	Risk Management	Manage Council's insurance portfolio including public liability, motor vehicle accidents and property claims.	Coordinate the implementation of the Human Resources Strategy and Workforce Plan and the development of associated policies, guidelines and corporate practices.	●	On Track	The Consultative Committee continues to be the forum of communication to discuss any policy updates, developments and workplace change. Draft Recruitment and Selection Corporate Practice and Flexible Work Practices Corporate Practice have been developed and awaiting further consultation. A number of Corporate Practices are scheduled for review in early 2017.
				Consolidate and implement strategies for: - Succession Planning - Employee Reward and Recognition - Performance Management System	●	Watch	This quarter focussed on the completion of the 2016/2017 goal setting process within the Competency and Performance Management (Cap) System. All employees are required to review their workplace responsibilities, how they deliver services and their demonstrated behaviours during this process and plan for the 2016/2017 period.
				Report to the Executive Team on Council's claims and key aspects of risk management issues and strategies on a quarterly basis.	●	On Track	Throughout the reporting year the Manager Organisation Development provides fortnightly updates to the Executive Committee on any major risk management or significant insurance matters. The Executive was provided with a comprehensive yearly Risk and Insurance report from the Risk Management Coordinator at the August 2016 Executive meeting. This quarters report to the Executive will be submitted in February 2017.
				Conduct and report annually on risk management self-audit and prepare action plan.	○	On Track	Council's positive performance in all areas of risk management and insurance claims management continues. In this quarter 2016/17 Risk Management Action Plan has been considered and approved by the Risk Management Committee although depending on possible amalgamation outcomes. The Risk Management Coordinator commenced discussions with Managers this quarter on
The insurance portfolio is managed in accordance with and in consultation with the Metro Pool Board, brokers' and insurer's advice and is reviewed on annually basis. Metro Pool's insurance portfolio was renewed on 31 October 2016. The pools brokers Willis Towers Watson have undertaken a review of the local and international market to ensure that members obtain the best possible cover and premiums. In this quarter Council completed all forms and questionnaires for renewal for Motor Vehicle cover, Cyber/Fidelity Guarantee, Public Liability/Professional Indemnity / CDO and Property cover and sent to the brokers.							

Operational Plan Quarterly Report – Quarter 2, 2016/17

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### Delivery Program 2013/2017 Quarterly Report - 31 December 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
Operational Plan Quarterly Report – Quarter 2, 2016/17	Work, Health and Safety	Develop, implement and review Council's Work, Health and Safety system, policy, procedures and guidelines, to comply with relevant legislation.	Develop, promote and implement strategic risk management.	Risk Management Committee to meet at least six times each year.	●	On Track	Enterprise Risk Management activities in order to establish any risk management issues in systems, procedures, policies and actions that need to be considered by the Risk Management Committee to avoid any potential claims.  For this current reporting quarter the Committee has met on three occasions. Main discussion was around Enterprise Risk Management in relation to Customer Services, Council's amalgamation activities.  A number of presentations were given to the Committee members: Road Safety Audit- Pedestrian Crossing in Cheltenham Rd, Compliance team software/Pad in action, Street Party risk identification discussions and Climate Change and Trees.  Motor Vehicle and Public Liability claims are discussed at all meetings with particular emphasis on "at fault" motor vehicle accidents as well as any current risks issues that Committee members have raised.
			Review and implement Work, Health and Safety policies, procedures and forms, every two years.	Report risks, hazards, near miss and incidents to ensure appropriate remedial and corrective actions are undertaken by relevant sections of Council.	●	On Track	Pending any amalgamation outcomes, reviews of all Safe Work Method Statements and Safe Operating Procedures continues.  New Evacuation Diagrams have been completed and erected for Enfield Aquatic Centre and staff inducted in procedure.  One new Safe Work Method Statements has been developed for Enfield Aquatic Centre in consultation with the Learn to Swim Coordinator - Platform Set up & Removal, Lifting & Holding in Water.  Investigation was conducted and recorded for the medical incident to establish the cause of the incident and to ensure appropriate corrective action is undertaken to eliminate any causes which might have caused the injury.  Number of incidents (including near misses) for the this quarter were: 0 - Lost Time 0 - Dangerous Occurrences 8 - Notifications 0 - Contractor Notification 2 - Medical Treatments
			Effective management of Workers Compensation administration, Return-to-Work (RTW) programs and health and wellbeing initiatives.	Process workers compensation claims with insurer within prescribed timeframes including case management and monitoring of Return-to-Work (RTW) programs.	●	On Track	All workers compensation claims continue to be effectively managed to ensure timely return to work of injured employees. All claims for workers compensation were processed and reported to Council's insurer StateCover within the prescribed statutory time frames.  Council's Work Health and Safety Coordinator is responsible for ensuring that all Return to Work Programs (RTW) with injured workers, medical
							Tool Box Talks have been conducted this quarter with all outdoor staff in regards to Working in Hot Weather and Heat Stress.

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### Delivery Program 2013/2017 Quarterly Report - 31 December 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
<b>2.4 - Ensure Burwood Council is financially sustainable</b>							
<b>2.4.1 - Maintain an Investment Strategy and Policy.</b>							
Financial Services	Lead: Finance	Policies, Procedures, Corporate Practices and Plans	Prepare and submit monthly investment report.	Report on Investments to Council for each month 100% compliant.		On Track	In accordance with legislative requirements, Investment Reports were tabled for each month to Council.
		Investment Portfolio Management	Quarterly budget reviews completed and reported to Council in accordance with Local Government Regulations.	Investment rate of return of 0.15 basis point or greater above the RBA rate.		On Track	Council invests surplus funds with various Financial Institutions during the year. These invested funds have been receiving at least 0.15 basis points above the RBA official rate. Council ensures that these funds are invested in secured instruments.
			Quarterly budget reviews completed and reported to Council in accordance with Local Government Regulations.	Quarterly budget review statements completed and presented to Council for September, December and March of each year.		On Track	The September 2016 Budget review was undertaken in October 2016 and submitted to the November 2016 Council meeting in accordance with the Office of Local Government's Quarterly Budget Reporting Guidelines. The December 2016 Budget Review will be conducted during January 2017 and submitted to the February Council meeting.
			Audited annual financial reports lodged with DLG in accordance with Local Act 1993 (amended).	Annual financial reports to be lodged with DLG by November each year.		On Track	Annual Financial Statements for the year ended 30 June 2016 were completed by 31 August 2016 and externally audited by 10 September 2016. Council lodged the audited Financial Statements with the Office of Local Government on 6 September 2016 within the prescribed legislative time frame.
			Review financial aspects of the Delivery Program.	Undertake review of financial aspects of the Delivery Program, which will form basis for rolling forecasts under Best Practice principles.		On Track	Council's audited Financial Statements were the 4th set of statements received by the Office of Local Government for the year ended 30 June 2016.
			Address any management items identified as part of the external audit in a timely manner including consideration of cost benefit analysis on control process.	Appropriate strategies are implemented		On Track	The financial aspects of the Delivery Plan are monitored on a monthly basis via input from Council's Executive Committee.  The interim audit for 2016-17 financial year has not been conducted during the first half of the year as a result the Management letter from the External Audit has not received.



## ITEM 3/17 Delivery Program 2013/17 - Quarterly Report for the period ending 31 December 2016.DOC

## Delivery Program 2013/2017 Quarterly Report - 31 December 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
2.4.2 - Investigate opportunities to expand revenue from commercial operations, property portfolio and other income generating assets.	Lead Assets, Property & Building Services Secondary: Finance	Property Portfolio	Participate in the investigation of opportunities to expand revenue from commercial operations, property portfolio and other income-generating assets.	Increase revenue through the maximisation of Council's property investments.	●	On Track	Achieving zero vacancy in all Council's leased properties and rent increases are in line with the market rate.
2.5 - Efficient, effective, customer focused services							
2.5.1 - Monitor and review Council's customer service performance against other Councils.							
	Lead Customer Service & Records	Customer Service Improvement	Participate in an external benchmarking program	Program conducted annually and completed by December.	●	Not Due	Benchmarking program not due this quarter.
2.5.2 - Provide 'One Stop Shop' Customer Service.							
	Lead Customer Service & Records	Customer Service Improvement	Answer Council's incoming telephone calls in line with Customer Service standards.	80% of external telephone calls answered in less than forty seconds.	●	On Track	Of the 9139 calls received during the quarter 85.94% were answered in less than forty seconds.
			Enter Customer Request into CRM System and forward to appropriate team for action.	100% daily.	●	On Track	Of the 2 313 Customer Requests received, 100% were entered into the system on the same day.
			Produce Section 149 Zoning Certificates and refer to Council's Building and Development Section for issuing.	Non-urgent requests within three days. Urgent requests within one day.	●	On Track	During the quarter 98% of the 240 non-urgent and urgent Section 149 certificates received and generated for Building and Development were provided within three days and one day respectively.
			Receipt and lodge Residential and 2P Prime Parking Permit applications in Council's records systems.	Within one day.	●	On Track	During the quarter 728 Residential Parking Permits and 228 Prime Parking Permits were processed and issued on the same day.
			Attend to Customers arriving at Council in line with Customer Service Standards.	80% within five minutes of arrival.	●	On Track	A total of 2 728 customers were served at the counter and 77% were served within five minutes.
2.5.4 - Conduct a comprehensive biannual customer survey regarding satisfaction with Council's performance and service provision.							
	Lead Customer Service & Records Secondary: Media, Communications & Events	Customer Satisfaction survey	Design, implement and report on biannual customer survey	Survey to be undertaken in 2015 and 2017.	○	On Track	Preparatory work is currently being undertaken for the Customer Satisfaction Survey. It is anticipated that the survey will commence in Quarter 3 with a final report released by Quarter 4.
3 - A Sustainable Natural Environment							
3.1 - Maintain and enhance open green spaces and streetscapes							
3.1.1 - Implement strong planning controls to protect open green space.							
	Lead Landscape & Urban Design Secondary: Strategic Planning	Planning Instruments	Review planning provisions and/or development controls, in accordance with Council resolutions, in relation to open space provision.	Planning Policies enhance and protect open and green space where appropriate.	●	On Track	Council's development control plan requires the provision of green open space within new development.  Council also commissioned an Open Space and Community Facilities study to guide its policy decision making on the provision, augmentation or improvement of green open space.
	3.1.2 - Provide adequate funding to maintain open space areas.						

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### Delivery Program 2013/2017 Quarterly Report - 31 December 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
	Lead: Strategic Planning Secondary: Strategic Planning	Section 94 Contribution Plans	Review Contributions Plans Works Schedule to be in line with Council's Capital Works Program.	Contribution Plan provides for open space capital works.		On Track	Council's Contributions Plans provide for capital works. The capital works program is reviewed annually in view of the contribution plans.
	Lead: Landscape & Urban Design Secondary: Strategic Planning	Grant Funding	Apply for Grant funding for open space.	Number and value of grant received.	●	On Track	Council has been successful in receiving funding of \$1,000,000 for the embellishment of Wangal Park. This funding has been initiated by the Federal Minister Mr. Craig Lundy MP. The timeline for the construction of the various park upgrade facilities will be determined and construction works will be staged as applicable.
							Council has applied for Federal Government funding of \$1,300,000 for the upgrade of facilities in Blair Park to include new sports field flood lighting. If funding is approved a timeline for the construction of the various park upgrade facilities will be determined and construction works will be staged as applicable.
							The works are under way at Wangal Park for the \$354,962.50 grant under the Metropolitan Greenspace Program This work includes the design and construction of the shared pedestrian and bicycle path and solar lights.  Council will apply for further grant funding for suitable projects as opportunities arise.
<b>3.1.3 - Pursue partnerships and opportunities to create new open spaces.</b>							
	Lead: Building & Development Secondary: Strategic Planning	Open Space	Negotiate with developers upon redevelopment of sites for additional open space.	Number of planning agreements and/or conditions of consent that provide additional public open space.	●	On Track	There were no VPA's entered into last quarter that related to open space.
<b>3.1.4 - Ensure all public parks and open spaces are accessible, maintained and well managed to meet the current and future recreation needs of the community.</b>							
	Lead: Parks Secondary: Parks	Park Maintenance	Maintenance of parks, including litter collection, cleaning of paths, toilets maintenance, BBQ plates cleaning, tables & benches.	Parks cleaned weekly	●	On Track	Parks and reserves serviced daily/weekly depending on location and usage. Service activities include rubbish/litter removal, toilet and BBQ cleaning, paths sweeping, dog litter bin cleaning, playground inspections.
			Maintenance of flower bed displays in Burwood Park.	Annual flower beds will have three to four displays per year that coincide with Council Events.	●	On Track	Summer planting of annual beds carried out as per schedule.
			Turning Maintenance including sprinkler system.	Comprehensive inspections completed one month prior to relevant sporting seasons commencement.	●	On Track	Fields prepared for summer season activities of cricket and touch football. Synthetic grass cricket pitch replaced on Henley Park field 2.
				Line marking of sporting fields maintained at minimum of 4 weeks cycles	●	On Track	Line markings of cricket pitches and touch football fields carried out within 4 week cycles and as required.
				Sporting fields fertilised during March-April period.	○	On Track	Fertilising of sporting fields will be carried out in autumn prior to start of winter sporting season activities.
				Soil analysis test for turf nutrient requirements undertaken annually in July and August.	○	On Track	Soil samples of playing fields at Henley, Blair, Flockhart and Burwood Parks were taken and a fertilising and amendment program was carried out based on the results of those tests.

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
Operational Plan Quarterly Report – Quarter 2, 2016/17	Lead: Landscape & Urban Design Secondary: Parks	Open Space	Identify actions from Disability Discrimination Action Plan that are relevant to open spaces.	Fields aerated and fertilised where required annually in September-October.	●	On Track	Fields at Henley, Blair, Flockhart and Burwood Park were aerated and fertilised this quarter as per normal schedules.
				Worn down turfied areas re-turfied where required during the September-December period.	●	On Track	Extensive re-turfing of worn playing field areas at Henley and Blair Parks was carried out at the end of the winter sporting activities.
				Fields are sprayed for broad leaf weeds during August-October period and as required for crowfoot infestations.	●	On Track	Fields were sprayed for broad leaf bindii, clover and other broad leaf weeds this quarter.
							Fields were also sprayed for Crowfoot weeds and an insecticide was applied to Blair, Henley and Burwood Parks to treat and prevent Black Beetle insect damage.
							Notification for these works was carried out as per Councils Pesticide Notification Plan. Works were carried out by qualified Council and contract staff.
				Cricket pitches line marked on regular basis.	●	On Track	Cricket pitches line marked during summer competitions.
				Sporting fields oversowed for high traffic areas where required during March-April period.	○	On Track	Fields will be assessed for grass over sowing needs prior to the start of the season.
				Fields mown on a 1-4 weeks cycle subject to season and sporting activities.	●	On Track	Fields generally mown on weekly basis during the peak growing season.
				Fields set up for soccer season and during March-April period.	○	On Track	Fields will be set up for start of winter playing season as per normal schedules.
				Herbicide/insecticide spraying.	●	On Track	Henley, Blair, Burwood, Woodstock and Flockhart Park sprayed for broad leaf weeds by qualified Council and contract staff.
				Major parks (Henley, Blair, Burwood, Woodstock, Flockhart) sprayed during the August to September period and for broad leaf and bindi weeds. Additional spraying undertaken as and when required.			Notification for the works was in accordance Councils Pesticide Notification Plan.
				Pruning of park trees and Phoenix palms.	●	On Track	Palms along frontage of Burwood Park pruned for dead fronds.
				Mowing of parks and playing fields.	●	On Track	Mowing of passive areas of all parks and reserve is carried out on 2-4 week cycle depending on the time of the year and growing conditions.
				Provide playground equipment that comply with the relevant Australian Standards and undertake regular inspections.	●	On Track	Routine visual inspections are carried out by Council staff on a daily and weekly basis dependent on location and usage of the area.
							Contract consultants carry out comprehensive inspections on a quarterly basis.
							Playground repairs are carried out by Council and contract staff.
				Identify actions from Disability Discrimination Action Plan that are relevant to open spaces.	●	On Track	The scheduled replacement play equipment in Henley Park and Russell Street Reserve will be designed to include some equal access play equipment. Access to the play equipment will be via the path network in the parks which are graded for equal access.
				Capital Works Plan to consider the actions of the Plan.			The Wangal Park Masterplan has provisions for equal access throughout the Park. The recently completed path network throughout the park has been designed and constructed to provide equal access.

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT	
3.2 - Improve waste management	Lead: Community and Library Services Secondary: Parks		Identify recreation trends/issues in the population	ABS Census data and SSROC data analysed and trends identified every two years.	<div><div></div></div>	On Track	Other parks' capital works will be considered according to the DDA Plan.	
					<div><div></div></div>		Trends and relevant data continued to be assessed during the quarter. The ABS Census which took place during the quarter will provide further useful information when the results are made available in 2017.	
	3.2.1 - Better promote existing recycling services.	Lead: Environment & Health Secondary: Media, Communications & Events	Education	Provide education and information about Council's recycling services.	Produce website updates, media releases and multi-lingual pamphlets to targeted problem multi-unit dwellings.	<div><div></div></div>	On Track	Recycling information such as a bin bay signage, bin stickers and multi lingual pamphlets were provided to residents in Multi Unit Dwellings (MUDs) as requested by Strata Managers, Body Corporates or tenants/residents during the reporting period.
				Offer free environmental workshops for schools on waste and sustainability.	<div><div></div></div>	On Track	The 'Providing the Links' program continued during the reporting period and provided free presentations to primary schools and childcare centres throughout the Burwood LGA. Presentation topics included recycling, litter, composting and worm farming.	
				Facilitate diversion of e-waste from waste stream through promotion of e-waste drop off centres and e-waste collection events.	<div><div></div></div>	On Track	Regular e-waste drop off days occurred during the October - December reporting period. There were seven drop off days held at Council's Depot in Croydon Park.	
				Conducted twice per year	<div><div></div></div>	On Track	The Single Unit Dwelling (SUD) Recycling Bin Inspection Program (BIP) was undertaken during November 2016. Two areas selected in the LGA had their recycling bins visually inspected over two consecutive recycling fortnights. Two hundred recycling bins were inspected on both the 8th & 22nd November 2016.	
				Provide report from each audit as to trend in levels of contamination found.	<div><div></div></div>	On Track	The top contaminants identified in both areas inspected were soft plastics and bagged recycling. The proportion of contamination that is soft plastic has continued to decrease each year since 2014.	
				Award presentation organised twice per year.	<div><div></div></div>	On Track	Awards were presented to two households from the top performing area, as a result of the Recycling Bin Inspection Program.	
3.2.2 - Encourage a reduction in waste generation through community education.	Lead: Environment & Health Secondary: Media, Communications & Events	Education	Promote waste reduction through programs such as home composting and worm farming	Media release produced twice per year and advertisement flyer available at Customer Service and distributed at Council's initiatives and events.	<div><div></div></div>	On Track	Information pamphlets on a range of topics to assist residents to reduce waste and improve diversion are available on Council's website and at Customer Services Centre. Council's involvement in the Compost Revolution program continues to be heavily promoted. The program focuses on the diversion of organic matter from landfill through activities such as home composting and worm farming. Worm farms and compost bins are available to Burwood residents at a 50% discount through the Compost Revolution program.	

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
3.3 - Educate the community on sustainable practices	3.3.1 - Hold a program of workshops to encourage more sustainable practices around the home and provide these in different languages, as required.	Lead: Environment & Health Secondary: Media, Communications & Events	Workshops  Conduct eco living workshops to promote sustainable practices.	Conduct free workshops for residents on composting and organic gardening.	<div></div>	On Track	One Treading Lightly workshop was held during the reporting quarter.  - Saturday 26 November 2016 - Home Orchard.  The workshop received positive feedback from attendees, who were confident they could apply what they had learnt during the workshop at home.
				Conduct a minimum of four workshops per year in Chinese & English.	<div></div>	On Track	One workshop in English was conducted during the October - December reporting quarter and a Chinese workshop is being planned to engage residents on the Compost Revolution program.
	3.3.2 - Promote public transport and more active forms of transport such as cycling and walking.	Lead: Traffic & Transport Secondary: Environment & Health	Cycleways  Ensure new developments provide bicycle facilities in line with Council's Development Control Plan (DCP).	New major development within the Burwood Town Centre will be required to have bicycle facilities.	<div></div>	On Track	During this Quarter, twenty eight (28) referrals for major developments within the Burwood Local Government Area were received and assessed by the Traffic and Transport Team with bicycle parking facilities required as a condition of consent.
				Relevant information provided in Council's Development Application Starter Kits.	<div></div>	On Track	This information has been included in a Fact Sheet for Residential Development that is on Council's web site.
3.3.3 - Encourage residents to reduce the amount of hard surfaces at their properties (e.g. Concrete yards).	Lead: Building & Development Secondary: Strategic Planning	Planning Instruments	Provide information to residents on the impact of impervious surfaces on the Environment		<div></div>	On Track	
3.3.4 - Focus planning on environmentally sustainable development to reduce impacts on the environment.	Lead: Building & Development Secondary: Strategic Planning	Planning Instruments	Encourage four to five star building designs.	Number of four to five star building designs received for major developments.	<div></div>	On Track	Council received 8 major development applications this quarter for designs with a 4 to 5 star rating.
3.4 - Leadership in environmental sustainability							
3.4.2 - Develop programs that encourage the community to take pride in the cleanliness and maintenance of the Local Government Area.	Lead: Environment & Health Secondary: Media, Communications & Events	Environmental education	Encourage Community ownership of our Council.	Participate in annual 'Clean up Australia Day'.	<div></div>	Not Due	The next Clean Up Australia Day is occurring on Sunday March 5, 2017. Council will assist with any registered sites in the Burwood Local Government Area - providing clean up bags and removal of the waste and recycling collected on the day.
				Run regular campaigns to raise awareness and promote DoB in a Dumpster phone number.	<div></div>	On Track	The DoB in a Dumpster program is promoted through letterbox drops in identified problem areas, media releases in local newspaper, featured in the residential newsletter and signage on depot vehicles and machinery.
				Implement Council's Litter and Illegal Dumping Strategy.	<div></div>	On Track	During the reporting quarter Council continued to use two mobile CCTV cameras in an identified illegal dumping hotspot.
				Trial use of CCTV cameras as a deterrent for illegal dumping.	<div></div>	On Track	



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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
<b>3.4.3 - Invest in green technology and seek opportunities to be a leader in this area.</b>							
Lead: Information Technology		Green technologies & Alternative Energy Sources	Implement strategies to reduce power consumption from Council's equipment	Report on reduction in power consumption on an annual basis.	○	Not Due	This item is due for completion in quarter 4.
<b>3.4.4 - Promote greater use of more efficient green technologies and alternative energy sources.</b>							
Lead: Environment & Health Secondary: Assets, Property & Building Services		Green technologies & Alternative Energy Sources	Support and promote Federal and State Government initiatives in the rollout of green technology grants and rebate schemes.	Report take up of rebates by the community and recorded participation in schemes available through Government information services.	●	On Track	Currently there are no rebate schemes available to residents of a sustainable or resource recovery nature. Therefore no data available on rebate uptake in the Burwood Local Government Area.
			Promote to the community and participate in the annual Earth Hour event.	Participate in Earth Hour.	○	Not Due	The next Earth Hour event is to occur on Saturday 25 March, 2017.
<b>3.4.5 - Develop management plans that improve the performance of Council operations to address global warming.</b>							
Lead: Environment & Health		Develop Management Plans	Monitor actions from: - Green Action Plan - Sustainability Action Plan - Water Savings Action Plan - Cities for Climate Protection program - Local Action Plan - Strategic Waste Action Plan - Litter and Illegal Dumping Plan	Annual report to Council	○	Not Due	The Annual Report was not due during the reporting quarter. The 2015 Annual Report was submitted to the February 2016 Council meeting, with the 2016 Annual Report going to the February 2017 Council meeting.
<b>4 - Accessible Services and Facilities</b>							
<b>4.1 - Effective traffic management and adequate parking provision</b>							
<b>4.1.1 - Investigate an increase in bus priority lanes along local roads.</b>							
Lead: Traffic & Transport		Bus Priority Lanes	Investigate opportunities for bus priority lanes to improve public transport efficiency.	Work with RMS and Transport NSW to identify location for improved bus access.	●	On Track	Sydney buses consulted in relation to the new bus shelter which has now been installed on Burwood Road north of Mitchell Street and the Stop signage on Burwood Road north of Yandaro Street.
<b>4.1.2 - Investigate options for effective traffic management and increased public parking.</b>							
Lead: Building & Development Secondary: Traffic & Transport		Additional parking and traffic management	Encourage opportunities for additional traffic measurement measures and provision of public parking within developments.	Number of developments where traffic management measures and additional parking are provided.	●	On Track	There were 48 DAs referred to Council's Traffic & Transport section for comment during this quarter with 3 DAs referred to Roads & Maritime Services for comment.
<b>4.1.3 - Develop a whole of LGA parking strategy.</b>							
Lead: Traffic & Transport Secondary: Compliance		Parking Strategy	Implement and review Burwood Public Parking Strategy.	Roll out Parking Strategy and undertake a review every 18-24 months to identify areas requiring improvement.	●	On Track	The next review of the Burwood Public Parking Strategy is under way, with consultation having been undertaken with residents of Murray Street with regards to on-street parking. Streets on the periphery of the Parking Strategy have all had parking occupancy audits undertaken to identify additional streets for possible inclusion into the Parking Strategy.

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
<b>4.1.4 - Consult pedestrians as key stakeholders in traffic management planning.</b>	Lead: Traffic & Transport	Assessment of New Developments	Ensure new developments provide sufficient off-street parking in line with Councils DCPs.	Traffic, transport and parking comments provided within 14 days.	●	On Track	During this Quarter, a total of forty eight (48) Development Applications were assessed by the Traffic and Transport Team in accordance with Council's DCP, including sixteen (16) major applications.
	Lead: Traffic & Transport	Traffic Management Planning	Design of traffic facilities such as pedestrian refuges, roundabouts, cycle ways to be produced on time.	Investigate all requests for traffic facilities and design them in accordance with Australian Standards and RMS Guidelines.	●	On Track	Designs were also for a new raised pedestrian crossing in Cheltenham Road and The Strand. All of Council's traffic facilities are designed to relevant Australian Standards and the Roads and Maritime Services (RMS) Guidelines and Technical Directions.
	<b>4.1.5 - Work with RMS and Transport NSW in the development of integrated transport plans.</b>			Local Traffic Committee to meet monthly.	●	On Track	The October and November 2016 Burwood Local Traffic Committee meetings were held successfully with a total of nineteen (19) items for consideration by committee members.
	Lead: Traffic & Transport	Integrated Transport Plans	Work with RMS, STA, NSW Police, Local State Member, Chambers of Commerce and major stakeholders, as part of the Local Traffic Committee to develop and review new traffic and parking initiatives.				
<b>4.1.6 - Expand the Burwood bike plan.</b>	Lead: Traffic & Transport	Cycleways	Apply for grant funding for cycling facilities from external sources	Number and value of grants received	●	On Track	Burwood Council's cycleway network is complete and no new extensions are required to accommodate additional connectivity or demand. No grants have been applied for in this Quarter.
<b>4.2 - Accessible services and facilities that are well utilised</b>							
<b>4.2.1 - Explore options for funding new spaces and upgrading old facilities.</b>	Lead: Assets, Property & Building Services	Grant Funding	Identify appropriate spaces for expansion to include leisure activities.	Submit grant applications.	●	On Track	Continue to monitor the availability of the Grant funding program.
<b>4.2.2 - Install ramps and lifts to improve accessibility of the town centre for seniors, people with a disability and parents with prams.</b>	Lead: Assets, Landscape, Architecture, Urban Design & Contacts Secondary: Community Services	Accessible Infrastructure and Services	Identify appropriate location and build access ramps for prams and wheelchairs.	Capital Works Plan to consider the actions of the Plan.	●	On Track	During this quarter Council has upgraded seven (7) new pram ramps across the LGA. It should be noted that pram ramps are constructed/upgraded in conjunction with capital and maintenance works projects.
<b>4.2.3 - Support the development of increased safe cycleways and collaborate with adjacent councils to improve connections throughout the Inner West.</b>	Lead: Traffic & Transport Secondary: Community Services	Cycleways	Improve access and connections between recreational facilities, open space, and linkages to neighbouring Councils' cycleways.	Regularly meet with local bicycle groups and neighbouring Councils to identify opportunities for new cycleway linkages.	●	On Track	Consultation with neighbouring LGAs has not identified any new requirements for cycleway linkages.
<b>4.2.4 - Develop and implement road safety programs to achieve Council's road safety objectives.</b>	Lead: Traffic & Transport	Road safety	Apply for funding and run targeted programs such as Kiss and Ride area, safety around schools, cyclists safety, child restraints, senior citizens safety, pedestrians safety, speeding, learners drivers.	Run a minimum of three programs per year, subject to funding.	●	On Track	Council has successfully obtained grant funding for "Watch Out Cars About", "Slow Down" and "Buckle Up Bubs and Kids" programs from the Roads and Maritime Services (RMS). These programs will be run throughout the 2016/17 financial year.
<b>4.2.7 - Deliver programs targeted to families and children aged 0-12 years.</b>							

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
	Lead: Community and Library Services	Community Development (Children and Families Services)	Facilitate and deliver inter-agency network meetings for providers of services to Families and Children.	Six inter-agency network meetings held per annum.	●	On Track	The Child and Family Interagency meetings were held bi-monthly at Burwood Council during the quarter, providing a key source of planning and coordination support to local services that work with families and children in the local area.
			Deliver Families and Children events.	One event held per annum.	●	On Track	Council staff worked with the Office of the Children's Guardian (OCG) to hold the official SAFE Series children's book launch during Children's week in October at Burwood Library and Community Hub. The books were launched by the Minister for Family and Community Services.
							Council has been rolling out the books to Burwood early childhood and community services networks to educate children aged six and under about protective behaviours.
							Information sessions on Building Parents Capacity were held during November and December at Burwood Library and Community Hub and were well attended by between 20 and 30 parents at each of the sessions. These sessions aimed to educate parents and provide them with strategies and tips to increase capacity to manage difficult child behaviours in a nurturing and positive way.
			Provide information, training and resources targeted to Families and Children.	Children's directory kept up to date.	●	On Track	The Child and Family Directory and Services Brochure were updated, with the online version available via Council's website.
	Lead: Community and Library Services Secondary: Assets, Landscape, Architecture, Urban Design & Contracts	Accessible Infrastructure and Services	Implement actions from Disability Action Plan including actions that are relevant to community facilities.	Annual progress report presented to Council by 30 June each year.	○	On Track	Actions delivered under the current Disability Action Plan (DAP) continued to be monitored. Outcomes are due to be reported to Council in the second half of the year. The current DAP ends this year and will be reviewed as part of preparation for the legislated Disability Inclusion Action Plan.
<b>4.3 - Safe facilities and services</b>							
	Lead: Assets, Landscape, Architecture, Urban Design & Contracts	Civil Footpath Design	To delineate between pedestrian only and shared footpaths.	Clearly identify shared paths.	●	On Track	Construction of any future shared paths will be designed in accordance with all relevant guidelines & standards such as RMS, Austroads and Council.
	Lead: Assets, Landscape, Architecture, Urban Design & Contracts Secondary: Community Services	Street Lighting	Review Council's Street Lighting Program with a view to balancing safety, environmental and sustainability aspects.	Undertake regular night audits.	●	On Track	Following several successful public lighting trials of new LED technology, Ausgrid has now included a number of LED lights in their default list of approved lanterns for pedestrian (P) category lighting. This LED lighting has been found to improve reliability, increase energy efficiency and lower overall costs for Council. As of 31 December 2016, 237 LED lights have been installed within the Burwood LGA. Ausgrid is now in the process of developing LED lighting for vehicle (V) category lighting which will further assist in reducing costs for Council but more importantly will create lighting consistency and contribute in decreasing



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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
<b>4.4 - Encourage active and healthy lives</b>							
<b>4.4.1 - Support and implement programs for seniors, people with disabilities and their carers.</b>							
Lead: Community and Library Services	Community Development (Ageing)		Provide a range of activities to support health and wellbeing for seniors, people with disabilities and their carers, as per Council's Ageing Strategy.	Agreed number of programs and activities delivered	●	On Track	In October 2016, Council staff organised a health and wellbeing talk on proper skin care for older people. A speaker from the Royal District Nursing Service discussed the changes that take place as a person ages which require proper care of the skin, including using skin products that are best suited for older people.  November 2016 saw the seniors taking a bus trip to the Blue Mountains. Forty-five seniors joined this trip which was well received and appreciated. Staff also organised the annual partnership activity during Carers Week on 22 October 2016. The agencies involved, including Council, combined their resources to run another bus trip to the Blue Mountains that also included free lunch. The Blue Mountains is a favourite destination for seniors.  To celebrate the Christmas holidays, staff organised the Seniors Christmas lunch, which was held on 9 December 2016 at Burwood RSL Club. Most of the seniors brought with them Christmas gifts for a boy or a girl and Burwood Community Welfare Services took the gifts for distribution to families in emergency accommodation or refuges for those affected by domestic violence.  Council staff coordinated the annual Groovability Festival to celebrate International Day of People with a Disability. This event was held at Burwood Park on 1 December 2016 with an estimated crowd of 500 in attendance and was financially supported by a range of sponsors including Burwood RSL.
<b>4.5 - Vibrant and clean streetscape</b>							
<b>4.5.1 - Undertake programs that aim to reduce graffiti and littering in local neighbourhoods and the town centre.</b>							
Lead: Compliance Secondary: Media, Communications & Events	Education		Promote Council's "Dob in a Dumpster" program targeting littering in the LGA.	Leaflets to be distributed on known offending streets highlighting littering trend increases.	●	On Track	Council produce educational articles in local papers as well as target locations identified as developing rubbish dumping issues with leaflets placed in letter boxes seeking assistance and making the local area aware of the issue and council's involvement.  Council produce educational articles throughout the period focusing on key issues such as illegal dumping and Council's Dob in a Dumpster program. This approach aims at educating the broader community to participation in reporting crime and identifying offenders.
Two articles per year to be posted in local media papers educating the community of the program.				●	On Track		

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THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
4.5.2 - Activate streetscapes through local events.	Lead Community and Library Services Secondary Media, Communications & Events		Promote information and phone numbers for the Graffiti Line.	Graffiti Line number maintained in Council's website, newsletters and publications.	●	On Track	The graffiti line continues to be promoted.
	Lead Media, Communications & Events	Events	Produce and promote an annual program of civic events.	Number of events delivered and increase in attendance.	●	On Track	During this quarter Burwood Council delivered two major civic events, Burwood Festival on Sunday, 16 October and Carols in the Park, on Saturday 10 December in Burwood Park. Both events attracted As well as delivering this major civic event, Burwood Council also supported the Greek Street Fair which took place on Sunday 13 November and entertained a crowd of more than 1,000 people, as well as the Experience Croydon Park Festival which took place on Saturday 12 November.
4.5.3 - Encourage architectural integrity and aesthetically appealing buildings.	Lead Strategic Planning Secondary Strategic Planning	Planning Instruments	Review planning provisions and/or development controls, in accordance with Council resolutions, in relation to architectural integrity and aesthetically appealing buildings.	Planning Policies to enhance and promote architectural integrity and aesthetically appealing buildings.	●	On Track	Council has prepared a planning proposal, part of which is to introduce a design excellence provision to enhance and promote aesthetically appealing buildings.
	Lead Building & Development Secondary Strategic Planning	Development Assessment	Assessment of Development Applications to ensure substantial compliance with State Environmental Planning Policy (SEPP) 65 & NSW Residential Flat Design Code (RFDC).	Number of Development Applications assessments.	●	On Track	During this quarter Council applied the residential design quality planning controls to the assessment & determination of 8 major DA proposals, and also referred a further 5 Major DAs, and 2 major pre-DAs to specialist Urban Design Architects to assist in providing high quality urban design outcomes.
4.5.4 - Invest in upgrading the public area south of Burwood railway station.	Lead Assets, Landscape, Architecture, Urban Design & Contracts	Capital Works	Investigate the upgrade of the area south of Burwood railway station.	Include in the future Capital Works Program.	●	On Track	During this Quarter, capital improvement works undertaken in the CBD area south of Burwood Railway Station included road resurfacing at Railway Pde between Wynne Ave and Burwood Rd. Also, Ralan P/L completed the installation of the heritage -Ib Crane and Weigh Bridge on Railway Pde as part of the DA consent for the development at No. 1 Railway Pde.
	Lead Building & Development	Development Assessment	Assess development applications in a timely and professional manner.	Development applications assessment time not to exceed the median and mean assessment time for NSW Department of Local Government Group 2 Councils.	●	On Track	The mean and median turnover figures for the last quarter were 104 & 85 days respectively compared to the Group 2 performance monitoring figures of 66 & 51 days. This included the determination of 8 Major DAs within that period. Council has engaged additional town planning resources to assist with the processing of development applications.
4.5.5 - Provide Development Application assessment as per Environment and Planning Assessment Act.				Number of requests for review of determination of Development Applications pursuant to Section 82A of the Environment and Planning Assessment Act.	●	On Track	There was one request to review a determination pursuant to Section 82A of the Environmental Planning & Assessment Act 1979 and this matter has not been determined at this time.

# ATTACHMENT 1

## ITEM 3/17 Delivery Program 2013/17 - Quarterly Report for the period ending 31 December 2016.DOC

### Delivery Program 2013/2017 Quarterly Report - 31 December 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
4.6 - Minimise risk and ensure continuity of critical business functions							
4.6.1 - Implement best practice records and risk management strategies.							
	Lead: Customer Service & Records Secondary: Information Technology	Management of Council's records systems in accordance with the State Records Act	Monitor Records Management Plan.	Required records are available	<div></div>	On Track	Required records were available within service level time frames.
	Lead: Information Technology Secondary: Information Plans	Policies, Procedures, Corporate Practices and Plans	Manage an Information Business Continuity & Disaster Recovery Plan in relation to Information Communication Technology (ICT).	Test ICT Business Continuity & Disaster Recovery Procedures annually	<div></div>	On Track	Preparations for the tests are under way which will be conducted in the fourth quarter.
4.6.2 - Facilitate training and education awareness programs regarding risk management.							
	Lead: Organisational Development	Risk Management	Develop training and education program in strategic risk management.	All staff are informed and understand risk as it relates to their position and responsibilities.	<div></div>	On Track	In November 2016 Council's risk management staff attended the annual Risk Management Institution of Australia Conference in Melbourne.  During this quarter the Risk Management Coordinator met with the staff of Records section to identify any gaps in Council's Risk Management approach to their business operations.  The Risk Management Coordinator commenced discussions with Managers this quarter on Enterprise Risk Management activities in order to establish any risk management issues in systems, procedures, policies and actions that need to be considered by the Risk Management Committee to avoid any potential claims.
4.6.3 - Maintain an appropriate insurance program.							
	Lead: Organisational Development	Insurance	Manage Council's insurance portfolio.	Review insurance portfolios annually in consultation with Council's brokers for commercial, market and service delivery improvements.	<div></div>	On Track	The insurance portfolio is managed in accordance with and in consultation with the Metro Pool Board, brokers' and insurer's advice and is reviewed on annually basis.  Metro Pool's insurance portfolio was renewed by 31 October 2016. The pools brokers Willis Towers Watson have undertaken a review of the local and international market to ensure that members obtain the best possible cover and premiums. I  In this quarter Council completed all forms and questionnaires for renewal for Motor Vehicle cover, Cyber/Fidelity Guarantee, Public Liability/Professional Indemnity, CDO and Property cover and sent to the brokers.
4.6.4 - Provide suitable reliable information technology hardware and software across the organisation.							
	Lead: Information Technology	Hardware Infrastructure	Develop, implement, manage and support Council's Information Technology Hardware.	Provide management and support to Council's desktops, laptops, servers and network infrastructure to agreed service level.	<div></div>	On Track	No major outages were reported for the quarter.
		Information Systems	Develop, implement, manage and support Council's Information Communications Technology (ICT) Information Systems.	Provide management and support to Council's Information systems and Software Applications to agreed service levels.	<div></div>	On Track	During quarter two there were no reportable outages of Council's Information Systems.

# ATTACHMENT 1

## ITEM 3/17 Delivery Program 2013/17 - Quarterly Report for the period ending 31 December 2016.DOC

### Delivery Program 2013/2017 Quarterly Report - 31 December 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
5 - A Vibrant Economic Community							
5.1 - Support and manage Burwood's major centre status							
5.1.1 - Implement economic development strategies.							
Lead Media Communications & Events	Economic Development	Cooperate and identify partnership opportunities with all local Chambers of Commerce.	Engage local Chambers of Commerce on major Council projects and promote a minimum of two meetings per year between Council management and Chambers' Presidents.	●	On Track	The Economic Development Planning Panel consists of key business community stakeholders that include local business chambers and Council staff. The panel meets every three months to discuss initiatives to support the business community and the local economy.	
			Council held three business workshops (4 October, 17 October and 8 November) which enables business owners to meet and connect with other local businesses, chambers of commerce and industry professionals.			The workshops focused on website building for business, social media and digital retail.	
5.1.2 - Pursue funding for infrastructure that supports commercial activities such as public transport.							
Lead Traffic & Transport	Grant Funding	Apply for grant funding for transport facilities.	Number and value of successful grants.	●	On Track	Submissions for 2017/18 National Black Spot Program were submitted, with three locations identified for potential treatment.	
5.1.3 - Encourage mixed use buildings – commercial and residential to maximise use of buildings in the town centre.							
Lead Strategic Planning	Planning Instruments	Review planning provisions and/or development controls, in accordance with Council resolutions, in relation to mixed use.	Planning Policies to enhance and promote mix use.	●	On Track	Mixed use in town centres is permitted under the Burwood Local Environmental Plan 2012.	
5.2 - Support small business							
5.2.1 - Develop programs to strengthen and sustain small businesses.							
Lead Environment & Health Secondary Media, Communications & Events	Public Health	Implement an inspection program for premises that present a potential public health risk to ensure compliance with the requirements of the Food Act 2003, Food Safety Standards, Public Health Act 1991 & Regulations and the Local Government Act 1993 & Regulations.	Ensure all registered premises are inspected at least once per year and higher risk premises at least twice per year.	●	On Track	The registered premises inspection program is continuing. There were 35 inspections carried out during the reporting quarter.	
		Regulate and enforce the process in accordance with Food Act and Council's Enforcement Policy.	Monitor and record number of improvement Notices, Prohibition Orders, Penalty Notices and Prosecutions issued by Council's Environmental Health Officers.	●	On Track	Enforcement action has been taken where appropriate. There was one improvement Notice issued during the reporting period.	
	Education	Provide enforcement action information to NSW Food Authority to enable timely updating of Name and Shame Register for Food Shops.	Submit Annual Food Activity report to the NSW Food Authority by end of July each year.	○	Not Due	Report due in July 2017	
		Conduct two food handling, hygiene and safety workshops for food shop operators.	Conduct two workshops per year. One of the workshops is to be in a language other than English.	●	Not Due	Workshops will be conducted in Q3 and Q4	
		Provide advice and factsheets to shop keepers in their preferred language about food safety and other health issues.	Environment and Health Officers to maintain supply of fact sheets in other languages for distribution at time of inspection and make them available on Council's website.	●	On Track	Environmental Health officers maintain a supply of a range of fact sheets in multiple languages and distribute to premises as considered necessary.	

## ITEM 3/17 Delivery Program 2013/17 - Quarterly Report for the period ending 31 December 2016.DOC

## Delivery Program 2013/2017 Quarterly Report - 31 December 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
5.2.2 - Support and facilitate opportunities for home based businesses to grow and prosper, develop skills and enhance community capacity.	Lead: Strategic Planning	Planning Instruments	Review of Comprehensive Local Environment Plan (LEP) in response to emerging issues.	As required.	●	On Track	Burwood Local Environmental Plan 2012 is reviewed with amendments made from time to time in response to emerging issues.
	Lead: Media, Communications & Events	Events	Investigate opportunity to hold markets in conjunction with other civic events.	Inclusion of market-type sections at Council's major civic events.	●	On Track	Burwood Council incorporates market-type sections in its major civic events where relevant and appropriate.  Two major civic events were delivered in this quarter, Burwood Festival and Carols in the Park. The events included market stalls with food, merchandise, information and kids activities. Burwood Council also supported the Experience Croydon Park Festival and Greek Street Fair which both included street stalls.
			Develop civic events on weekends.	Majority of civic events held on weekends.	●	On Track	Civic events organised by Burwood Council are held on weekends or relevant public holidays whenever possible to encourage attendance and participation by the local community.  There were two major civic events held this quarter.  - Burwood Festival (Sunday, 16 October) - Carols in the Park (Saturday, 10 December)  In addition, Council launched a new Spring Sessions event calendar with a series of events taking place each Saturday at the Burwood Park Pavilion during October and November. These events included markets, Zumba classes and live entertainment.
5.3 - Increase employment and training opportunities							
5.3.1 - Build links and partnerships with educational institutions for the development of diverse local skills and to increase local provision of employment and training for the community.							
Lead: Organisational Development	Identify Opportunities		Provide opportunities within Council service provision for youth employment, student placements and traineeships where appropriate.	Continue to promote and support local learning institutions with work experience, traineeships and student placements opportunities.	●	On Track	Council hosted two students from Southern Cross Vocational College during this quarter with one student in administration and one student in Events. The administration student worked in various teams within the administration, records and organisation development areas of Council.  Council continues to engage an apprentice in landscaping construction through a group training company and he has now successfully completed his last year of TAFE studies.  The relationship with Southern Cross Vocational College will continue into 2017 with a commitment

Operational Plan Quarterly Report – Quarter 2, 2016/17

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# ATTACHMENT 1

ITEM 3/17 Delivery Program 2013/17 - Quarterly Report for the period ending 31 December 2016.DOC

Delivery Program 2013/2017 Quarterly Report - 31 December 2016

THEMES AND STRATEGIC GOALS	RESPONSIBILITY	SERVICE	ACTION	SERVICE STANDARD (PERFORMANCE MEASURE)	TARGET	STATUS	COMMENT
5.4 - Economic centre growth and preserved residential areas							
5.4.1 - Preserve local heritage through relevant planning strategies.							
Lead Strategic Planning Secondary Building & Development	Heritage Protection	Ensure that all development applications relating to heritage items or Heritage Conservation Areas are referred to the Senior Strategic Planner – Heritage Advisor for comment.	80% of DA's relating to heritage items or Heritage Conservation Areas referred to Strategic Planning for comment to be answered within 10 days. 100% of DA's to be answered within fifteen days.	<div></div>	On Track	25 heritage referrals for the quarter were received, 44% were responded to within 10 working days and 92% responded to within 15 working days.	
to place approximately 6 students throughout the year.							

## (ITEM 4/17) BUDGET REVIEW FOR QUARTER ENDING 31 DECEMBER 2016

File No: 17/3471

REPORT BY CHIEF FINANCE OFFICER

### **Summary**

The 2016-17 Budget was adopted at the Council Meeting held on 24 May 2016 with a surplus of \$44,977. The adopted budget was prepared on the basis of the organisational structure which includes three Divisions (Office of the General Manager, Corporate, Governance and Community, and Land, Infrastructure and Environment).

This report provides Council with the financial results for the period ending 31 December 2016, 2016-17 Financial Year. In accordance with Clause 203(1) of the *Local Government (General) Regulation 2005* (the Regulation) the Responsible Accounting Officer is required to prepare and submit to Council a budget review statement no later than two months after the end of each quarter (except the June Quarter).

The following Statement of Budget Income and Expenditure identifies a forecast funding surplus of \$104,163 as at 31 December 2016 compared to the revised adopted forecast surplus of \$136,112 as at 30 September 2016 which was adopted at the November 2016 Council Meeting. The reasons for the net decrease of \$31,949 are outlined in the report.

### **Background**

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

Council's budget is prepared on a program basis and forecasts expected operating and capital income and expenditure for the year. To fund the budget, Council also utilises funds held in reserve that have accumulated in prior years such as Section 94 Contributions and Internally Restricted Reserves.

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

This requires Council to:

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

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



BURWOOD COUNCIL							
Statement of Budget Income & Expenditure							
as at 31 December 2016							
<b>Income</b>							
Type	Budget	Adopted Variations September	Amended Budget	Recommended Amendments	Forecasted Year End	Reference	Actuals
Rates & Annual Charges	(24,240,908)	(575,621)	(24,816,529)	-	(24,816,529)	1	(24,807,712)
User Charges & Fees	(9,090,845)	(150,200)	(9,241,045)	(76,866)	(9,317,911)	2	(5,075,520)
Interest & Investment Revenue	(1,145,000)	-	(1,145,000)	-	(1,145,000)	3	(576,637)
Other Revenue	(4,054,721)	(8,000)	(4,062,721)	(267,887)	(4,330,608)	4	(1,911,133)
Operating Grants & Contributions	(4,196,672)	198,509	(3,998,163)	(10,790)	(4,008,953)	5	(1,805,805)
Capital Grants & Contributions	(4,314,000)	(1,242,646)	(5,556,646)	(586,642)	(6,143,288)	6	(1,960,152)
Carryover Grants	-	(4,149)	(4,149)	(2,683)	(6,832)	7	(38,425)
<b>Total Income</b>	<b>(47,042,146)</b>	<b>(1,782,107)</b>	<b>(48,824,253)</b>	<b>(944,868)</b>	<b>(49,769,121)</b>		<b>(36,175,386)</b>
<b>Expenditure</b>							
Type	Budget	Adopted Variations September	Amended Budget	Recommended Amendments	Forecasted Year End	Reference	Actuals
Employment Costs	18,858,186	(370,589)	18,487,597	(115,207)	18,372,390	8	7,996,647
Borrowing Costs	340,212	-	340,212	-	340,212	9	170,609
Materials & Contracts	9,890,432	569,539	10,459,971	549,686	11,009,657	10	3,402,609
Depreciation	6,620,000	-	6,620,000	-	6,620,000	11	2,821,163
Other Expenses	8,545,941	106,272	8,652,213	(82,950)	8,569,263	12	3,956,277
<b>Total Expenditure</b>	<b>44,254,771</b>	<b>305,222</b>	<b>44,559,993</b>	<b>351,529</b>	<b>44,911,522</b>		<b>18,347,306</b>
<b>Net Operating Result</b>	<b>(2,787,375)</b>	<b>(1,476,885)</b>	<b>(4,264,260)</b>	<b>(593,339)</b>	<b>(4,857,599)</b>		<b>(17,828,080)</b>
<b>Net Operating Result before Capital Items</b>	<b>1,526,625</b>	<b>(234,239)</b>	<b>1,292,386</b>	<b>(6,697)</b>	<b>1,285,689</b>		<b>(15,867,928)</b>
<b>Funding Statement</b>							
Net Operating Result	(2,787,375)	(1,476,885)	(4,264,260)	(593,339)	(4,857,599)		(17,828,080)
Add Back Non Cash Items							
Depreciation	(6,620,000)	-	(6,620,000)	-	(6,620,000)	13	(2,821,163)
Movement in ELE	-	-	-	-	-		-
<b>Adjusted Net Operating Result</b>	<b>(9,407,375)</b>	<b>(1,476,885)</b>	<b>(10,884,260)</b>	<b>(593,339)</b>	<b>(11,477,599)</b>		<b>(20,649,243)</b>
<b>Source of Capital Funds</b>							
Sale of Assets	(850,000)	(1,723,397)	(2,573,397)	-	(2,573,397)	14	(2,298,761)
Loan Funding	-	(1,330,057)	(1,330,057)	-	(1,330,057)	15	-
Transferred From Section 94	(1,225,000)	(1,378,257)	(2,603,257)	(1,343,237)	(3,946,494)	16	-
Transferred From Reserves	(680,000)	(512,453)	(1,192,453)	(205,000)	(1,397,453)	17	(829)
Add Back Non Cash Property	-	-	-	-	-		-
<b>Funds Available</b>	<b>(12,162,375)</b>	<b>(6,421,049)</b>	<b>(18,583,424)</b>	<b>(2,141,576)</b>	<b>(20,725,000)</b>		<b>(22,948,833)</b>
<b>Funds Utilised:</b>							
Acquisition of Assets	6,591,485	4,606,517	11,198,002	2,093,025	13,291,027	18	4,480,256
Loan Principal Repayment	443,913	-	443,913	-	443,913	19	218,917
Transfer to Section 94	4,282,000	-	4,282,000	-	4,282,000	20	-
Transfer to Reserves	800,000	1,723,397	2,523,397	80,500	2,603,897	21	-
<b>Budget Result</b>	<b>(44,977)</b>	<b>(91,135)</b>	<b>(136,112)</b>	<b>31,949</b>	<b>(104,163)</b>		<b>(18,249,661)</b>

The material variations greater than \$15,000 are detailed in the following section which are cross referenced to the Income and Expenditure type on the face of the above report.

### **Total Income from continuing operations**

Income from continuing operations was originally forecast at \$47,042,146. At the September review this was increased to \$48,824,253. As at December there is a further increase of \$944,868 to \$49,769,121. The major items resulting in this forecast income adjustment include:

#### **Reference 2 – User Charges and Fees**

An overall increase of \$76,866 primarily due to the following:

- An increase in construction Standing Plant Permits of \$25,000 due to the increased building



works within the Burwood Town Centre.

- An increase in Enfield Aquatic Centre income of \$52,500, this has been associated with high volume of admissions due to the extreme weather conditions this summer.
- An increase of \$20,500 in the hire of Council's Community Facilities.
- \$22,000 additional income in Car Parking Rental from Parnell Street Car Park attributed to the rental of the car park for adjacent building construction works.
- A \$53,000 one off profit sharing payment relating to street Bollard advertising as per current contractual arrangements.
- A reduction in operational budget for Private Works income of \$90,816. This budget has been transferred to the Capital Works Restoration/Private Works programme. Reference 6 – Capital Grants and Contributions.

There were other budget movements within the classification of User Charges and Fees which were under \$15,000 resulting in little or no change to the actual overall budget.

#### **Reference 4 – Other Revenue**

An overall increase of \$267,887 primarily attributed to the following:

- \$200,000 additional monies for Parking Fines, due to the State Government increasing the levels in the various fines and the introduction of weekend patrol services.
- \$49,561 additional Risk Management Incentive Bonus from Council's insurers, there is a corresponding expenditure contra Reference 10 – Materials and Contracts.

There were other budget movements within the classification of Other Revenues which resulted in little or no change to the actual overall budget.

#### **Reference 5 – Operating Grants and Contributions**

An increase in Operating Grants and Contributions of \$10,790 relates to:

- A one off grant from the NSW Environment Protection Authority of \$39,000 for Bin Trimming, waste assessments for small to medium sized businesses within the Burwood Local Government area.
- Council also received an amount of \$7,701 from SES for the reimbursement of expenditure incurred by Council on the SES property for the 2015-16 financial year.
- \$13,000 additional Family Leave Subsidy.
- A reduction in operational budget for Private Works income of \$56,743. This budget has been transferred to the Capital Works Restoration/Private Works programme. Reference 6 – Capital Grants and Contributions.

Further grant payments will be brought to account as received. The expenditure items for these grant and contribution monies are distributed within Reference 10 Materials and Contracts, 11 Other Expenses and 18 Acquisitions of Assets.

#### **Reference 6 – Capital Grants and Contributions**

During the quarter there has been a reclassification of Operational Contributions to Capital Contributions of \$147,559 for Private Works/Restorations and Council has received a further amount of \$437,937 in Private Works/Restoration contributions associated with works within the Town Centre. The expenditure items are distributed within Reference 18 – Acquisition of Assets.

### **Reference 7 – Carryover Grants**

A total of \$2,683 Grant monies which were unspent or prepaid in the 2015-16 Financial Year have been brought forward after being approved by the funding authority.

The expenditure items for these grant monies are distributed within Materials and Contractors – Reference 10.

### **Total Expenditure from continuing operations**

Expenditure from continuing operations was originally forecast at \$44,254,771. At the September Review it was increased to \$44,559,993. As at December there is a further increase of \$351,529 to \$44,911,522. The major items resulting in this forecast expenditure adjustment include:

### **Reference 8 – Employment Costs**

An overall decrease in Employee costs of \$115,207 is attributed to, but not limited to, transfers from various Business Units Wages and Salaries components for the funding of Contractors – Temporary Staff who are employed to fill vacant positions within the organisation. Areas which required the transfers during the quarter from Wages and Salaries were Parking Enforcement, Depot and Fleet Operations, Organisation Development, Records and Customer Service.

Note that there is a commensurate offset in Reference 10 – Materials and Contracts.

There were other budget movements within the classification of Employee Costs which resulted in little or no change to the actual overall budget.

### **Reference 10 – Materials and Contracts**

An additional expenditure amount of \$549,686 was attributed to various movements within Business Units throughout the budget. Significant movements and additional funding requests were:

- Contracted Temporary Staff - \$425,280 to fill various positions throughout the organisation. These funds were in part sourced from savings within Wages and Salaries respective budgets. Reference 8 – Employment Costs.
- Town Planning Consultancy and Technical Assistance costs were increased by \$75,000 in accordance with Council Resolution for Council's contribution toward the Parramatta Road Urban Transformation Strategy - WestConnex Project.
- An amount of \$49,561 in Organisational Development Consultants costs associated with a Risk Management Incentive Bonus. Reference 4 – Other Revenue.
- A reduction in operational budget for Private Works expenditure of \$90,816. This budget has been transferred to the Capital Works programme under Restoration/Private Works. Reference 18 – Acquisition of Assets.
- An additional amount of \$25,200 for Cleaning Costs associated with the increased usage of Council's Community Halls. This is partly offset by the increase in Hall Hire income. Refer Reference 2 – User Charges and Fees.
- Additional expenditure of \$39,000 for Bin Trimming, waste assessments for small to medium

sized businesses within the Burwood Local Government area. Reference 5 – Operating Grants and Contributions.

There were other budget movements within the classification of Materials and Contracts. These movements had no significant change to the actual overall budget or were transferred to Other Expenses.

### **Reference 12 – Other Expenses**

There was a reduction in expenditure for the December quarter in Other Expenses which amounted to \$82,950. This was attributed to various movements within Business Units throughout the budget. Significant savings and additional funding requests included:

- An amount of \$25,000 was required for the hire of a Hydra Wash Plant to assist with Street Sweeping and pit clearing.
- There was a savings of \$80,500 within Council's Domestic Waste - Waste Disposal Charges. This saving was transferred to the Domestic Waste Reserve Reference 21 – Transfer to Reserves.
- An amount of \$32,000 in Library Operational expenditure was transferred to Capital expenditure during the quarter. Reference 18 – Acquisition of Assets.
- Additional Waste Disposal Costs were required in the areas of Street Cleaning and Commercial Waste amounting to \$66,800.
- An amount of \$25,000 in environmental monitoring was saved due to the early completion of Wangal Park capping to EPA standard.
- There were small savings in Electricity charges throughout Council's buildings electricity charges amounting to \$44,300.

There were other budget movements within the classification of Other Expenses which were either offset with savings from within respective budgets or transferred to Materials and Contracts.

### **Capital Expenditure**

#### **Reference 18 – Acquisition of Assets**

Council's original adopted 2016-17 Capital Budget, per Delivery Plan, was \$6,591,485. At the September review it was increased to \$11,198,002. As at December there is a further allocation of \$2,093,025 bringing the total Capital Works programme to \$13,291,027.

#### *Capital Plant, Equipment and Other Assets:*

Expenditure to 31 December 2016 represents 33.33% of the revised budget as shown in the table below.

#### *Property Acquisitions/Disposals:*

There have been no property acquisitions or disposals during the December quarter.

#### *Capital Works Program:*

During the December quarter review the Capital Program Working Party assessed and revised the 2016-17 Capital Works Program based on recommendations from the respective Project Managers, the following adjustments have been made:

- \$205,000 increase for Parking Meter Upgrade to 4G compliance. Funding will be sourced from Parking Meter Reserve. Reference 17 – Transfer from Reserve
- Street Tree Lighting of \$100,000 to light up Street Trees along Burwood Road. Funding will be Sourced from Section 94 Burwood Town Centre. Reference 16 – Transfer from Section 94.
- Enfield Aquatic Centre – an amount of \$70,000 for the Design and Development Concept Plan for Stage 1 upgrade and a further \$150,000 for the Design and Development Concept Plan for Stage 2. Funding will be sourced from Public Benefit Monies. Reference 16 – Transfer from Section 94.
- Infrastructure Works – Private Works/Restorations an increase of \$642,733 associated with construction works within the Burwood Town Centre. These works will be partly funded by Capital Contributions and Section 94 monies. Reference 6 Capital Grants and Contributions and Reference 16 – Transferred from Section 94
- An amount of \$397,000 has been included within the budget for additional Traffic Control (Pedestrian Crossing upgrades at Jersey, Paisley and Cheltenham Roads and at the Strand) \$167,000 and an additional \$10,000 for the Burwood Road Crash Resistant Safety Fence. Also included is an amount of \$120,000 for stage 2 Crash Resistant Safety Fence from Victoria to the Church and \$100,000 for Dunn's Lane beautification works. Funding will be sourced from Public Benefit Monies and Section 94 monies. Reference 16 – Transfer from Section 94.
- Library Books and Resources – reallocated from operational expenditure increased by \$34,292. Reference 12 – Other Expenses
- An amount of \$150,000 has been included for the Design and Development of a concept plan for the new VPA delivered space at Conder Street, Burwood.
- An additional amount of \$132,000 toward the upgrade of infrastructure works (Baker and Bay Streets) \$72,000 and \$60,000 toward the restoration of a road failure at 1 Railway Parade. Funding will be sourced from Section 94 monies. Reference 16 – Transferred from Section 94.
- An amount of \$310,000 has been included for the replacement of three Playgrounds (two in Henley Park and one in Russell Street Park). A transfer of \$98,000 from the Capital Parks Improvements to Playground Equipment to assist in the funding of these projects. The balance of Funding will be sourced from Section 94 monies. Reference 16 – Transferred from Section 94.

BURWOOD COUNCIL							
Statement of Capital Income & Expenditure							
Budget Review as at 31 December 2016							
Income							
Adopted Variations							
Capital Expenditure	Budget	September	Amended Budget	Recommended Amendments	Forecasted Year End	Reference	Actuals
Renewal Assets (Replacement):							
Fleet Capital Acquisitions Sales	1,350,000	-	1,350,000	-	1,350,000	18	460,277
Furniture and Equipment	-	-	-	-	-	18	73,401
Grant Funded Capital Works	388,540	-	388,540	-	388,540	18	-
Roads	800,000	593,500	1,393,500	60,000	1,453,500	18	119,951
Traffic Facilities	150,000	140,000	290,000	397,000	687,000	18	291,629
Footpaths	850,000	341,460	1,191,460	32,000	1,223,460	18	125,621
Kerb & Gutter	260,000	53,268	313,268	-	313,268	18	121,125
Drainage	368,445	185,533	553,978	-	553,978	18	2,954
Park Improvements	225,000	2,062,288	2,287,288	(98,000)	2,189,288	18	1,660,699
Playground Equip	80,000	-	80,000	310,000	390,000	18	-
Street Furniture	100,000	40,000	140,000	305,000	445,000	18	282,849
Restorations & Private Works	-	855,183	855,183	642,733	1,497,916	18	592,986
Library Collection	105,500	-	105,500	34,292	139,792	18	43,538
Lib Resources	29,000	-	29,000	-	29,000	18	11,040
IT Projects	290,000	-	290,000	-	290,000	18	60,103
Corporate Projects	500,000	20,000	520,000	40,000	560,000	18	125,403
Council Buildings	500,000	310,785	810,785	150,000	960,785	18	395,930
Enfield Pool	550,000	-	550,000	220,000	770,000	18	92,562
Domestic Waste Collection	45,000	-	45,000	-	45,000	18	30,464
<b>Total Capital Expenditure</b>	<b>6,591,485</b>	<b>4,602,017</b>	<b>11,193,502</b>	<b>2,093,025</b>	<b>13,286,527</b>		<b>4,490,532</b>
<b>Capital Funding</b>							
Rates & other Charges	(4,084,485)	(2,512,136)	(3,543,167)	41,854	(3,501,313)		
Capital Grants & Contributions	18,000	-	18,000	(586,642)	(568,642)		
Loan Funding	-	(1,330,057)	(1,330,057)	-	(1,330,057)		
Domestic Waste Charge	(45,000)	-	(45,000)	-	(45,000)		
Sale of Assets	(850,000)	(1,723,397)	(2,573,397)	-	(2,573,397)		
<b>Reserves:</b>							
Section 94 Funding	(1,150,000)	(1,378,257)	(2,528,257)	(1,343,237)	(3,871,494)		
Reserve Funding	(480,000)	(711,624)	(1,191,624)	(205,000)	(1,396,624)		
<b>Total Capital Funding</b>	<b>(6,591,485)</b>	<b>(7,655,471)</b>	<b>(11,193,502)</b>	<b>(2,093,025)</b>	<b>(13,286,527)</b>		

### Transfers to and From Reserves:

#### Reference 16 – Transferred from Section 94

Additional amounts of Section 94 and Public Benefit monies were required to fund additional Capital Works projects commissioned during the quarter. These projects are highlighted above are Street Tree Lighting, Enfield Aquatic Centre Design and Development of a concept plan for Stages 1 and 2 upgrade, Pedestrian Crossing upgrades, "Crash Resistant" glass fencing along Burwood Road, Dunn's Lane beautification works, Design and Development of a concept plan for the new Council Chambers, upgrade of Infrastructure and the replacement of Playground Equipment.

#### Reference 17 – Transferred from Reserves

An amount of \$205,000 has been included in the budget as part of the funding sources associated with the upgrade of Council's Parking Meters.

#### Reference 21 – Transferred to Reserves

An amount of \$80,500 has been transferred to the Domestic Waste Reserve through Waste Disposal savings during the quarter.

### Cash and Investments Budget Review Statement

Budget Review for quarter ended 31st December 2016						
Cash & Investments						
	Opening Balance as at 1st July 2016 000s	Original Budget 2016-17 000s	Budget Review September 2016-17 000s	Budget Review December 2016-17	Projected Year End Result 000s	Actual YTD figures 000s
Total Cash, Cash Equivalents and Investment Securities	39,449	42,626	41,269	39,799	39,799	44,992
<b>Restrictions</b>						
<b>External Restrictions</b>						
Developers Contributions	11,055	3,057	-1,378	-1,343	11,391	11,391
Specific Purpose Unexpended Grants	791	-	-4	-3	784	784
Loans	1,330	-	-1,330	-	-	-
Stormwater Management	-	-	-	-	-	-
Domestic Waste Management	1,886	200	-	81	2,167	2,167
Total External Restrictions	15,062	3,257	-2,712	- 1,265	14,342	14,342
<b>Internal Restrictions</b>						
Plant & Vehicle Replacement	2,627	40	-	-	2,667	2,667
Employees Leave Entitlements	1,356	-	-	-	1,356	1,356
Carry Over Works	1,078	-	-	-	1,078	1,078
Deposits, Retentions & Bonds	4,144	-	-	-	4,144	4,144
Information Technology	438	-145	-	-	293	293
OHS	30	-	-	-	30	30
Parking Meters Replacement	250	50	-	-205	95	95
Property Sales	500	-	-	-	500	500
Future Property Investment	4,394	-	1,723	-	6,117	6,117
Wangal Park Upgrade	640	-	-640	-	-	-
Woodstock Community Building	667	-	-	-	667	667
Election	220	-200	200	-	220	220
Property Maintenance	560	-	-	-	560	560
Burwood Park Upgrade	1,000	-	-	-	1,000	1,000
Car Park Upgrades	574	-	-	-	574	574
Enfield Aquatic Centre Maintenance/Upgrade	966	75	-	-	1,041	1,041
Road & Footpath Restorations	527	-	-	-	527	527
Insurances	786	100	-	-	886	886
CCTV	178	-	-	-	178	178
Other	189	-	72	-	261	261
Total Internal Restrictions	21,124	-80	1,355	-205	22,194	22,194
Total Restrictions	36,186	3,177	-1,357	-1,470	36,536	36,536
Unrestricted Cash	3,263	3,263	3,263	3,263	3,263	8,456

Council's Current Unrestricted Cash is distorted as Council has received a high volume of rate revenue as at 31 December 2016. The Unrestricted Cash figure will fluctuate during the year as it will be used to fund planned expenditure.

#### *Investments:*

Council's investments have been made in accordance with its Investment Policy and the Investment Guidelines issued by the Minister for Local Government at the time of their placement.

Previous investments which have been affected by the Global Financial Crisis (GFC) are covered by the “Grandfather” clauses of the new investment guidelines issued by the Minister. As at 31 December 2016, Council’s investment portfolio stood at \$44,992,464. Council’s Investments are tabled on a monthly basis as a separate report.

### **Cash:**

Council’s Finance Officers undertake a monthly bank reconciliation, which reconciles funds held in Council’s General Fund Bank Account with those within its ledger. The most recent reconciliation was undertaken on 6 January 2017 for the month ending 31 December 2016. The reconciliation was approved by the Financial Operations Officer and the balance in Council’s General Fund Bank Account totalled \$287,505.56.

### **Key Performance Indicators Statement**

In assessing an organisation’s financial position, there are a number of performance indicators that can assist to easily identify whether or not an organisation is financially sound. These indicators and their associated benchmarks, as stipulated by the Local Government Association of NSW and Shires Association of NSW are set out below.

	Performance Indicator	2016-17 Original Budget	2016-17 Budget Sept Review	2016-17 Budget Dec Review	Local Government or NSW Treasury Corp Bench Mark	September Quarter Comments
1	Operating Performance Ratio	-3.57%	-2.99%	-2.95%	Greater or equal to break-even	Tracking to revised result
2	Consolidated Budget Result	\$44,977 Surplus	\$136,112 Surplus	\$104,163 Surplus	N/A	Current budget tracking to revised result.
3	Unrestricted Current Ratio	3.59:1	3.4:1	3.41:1	Greater or equal to 1.5:1	Above the benchmark due to previous years property sales.
4	Debt Service Result	1.84%	1.81%	1.80%	Greater than Zero	Tracking as per Budget.
5	Rates and Annual Charges Outstanding %	2.38%	64.94%	37.67%	Less than or equal to 5%	For the year to 31 December 2016 Council has received \$15,578,293 in payment of Rates, Annual Charges and Interest levied which equates to 62.33%.
6	Building and Infrastructure Renewals Ratio	103%	132%	188%	>100% or 1:1	Ratio has improved due to additional works commissioned during the quarter.

#### **1. Operating Performance Ratio**

The Operating Performance Ratio measures the ability of Council to contain operating expenditure within operating revenue excluding capital amounts. An indicator of “equal to or greater than zero percent”.

#### **2. Consolidated (Budget) Result**

The Consolidated (Budget) Result is the increase or call on Council funds which shows the source and application of both Operating and Capital Income and Expenditure along with transfers to and from Reserves applicable to those activities. A Surplus is a positive financial indicator.

#### **3. Unrestricted Current Ratio**

The Unrestricted Current Ratio is an industry based liquidity ratio which measures the serviceability of debt. Over time the preferred level of adherence has shifted from 2:1 (or \$2 in cash for every \$1 of debt) to 1.5:1. Some local government practitioners (including independent auditors) consider



1:1 is satisfactory. Council currently projects to have a ratio of 3.41:1 at years end. A ratio greater than 1.5 is a positive financial indicator.

#### 4. Debt Service Result

This ratio measures annual debt service costs (Principal and Interest) against operating result before capital excluding interest and depreciation. NSW Treasury Corporation benchmark suggests an indicator at 2% minimum. A ratio of 2.1 or more is a positive financial indicator.

#### 5. Rates and Annual Charges Outstanding Percentage

This indicator measures the collectability of Council's rates and annual charges revenue and highlights the strengths of collection policies and strategies. A ratio of 5% or less is a positive financial indicator. Currently Council has collected 62.33% of the Rates and Annual Charges raised, based on these figures a collection rate for the year will be in the same percentage band as previous years, below the OLG recommended 5% level.

#### 6. Building and Infrastructure Renewal Ratio

This ratio indicates the rate of renewal/replacement of existing assets as against the depreciation of the same category of Assets. A ratio greater than one is a positive financial indicator.

### Budget Review Contracts and Other Expenses

#### Part A – Contracts Listing

The Procurement section has advised that there was one contract entered into by Council during the quarter ending 31 December 2016 which was required to be reported.

Contractors	Contract Details and purpose	Contract Value	Commencement Date	Duration of contract	Budgeted (Y/N)
AD Envirotech Australia Pty Ltd  Enviropacific Pty Ltd  RMA Contracting Pty Ltd	Provision of Asbestos (response and disposal of illegally dumped asbestos) (SSROC Contract)	\$per annum will be subject to the amount of usage	1 November 2016	24 months	Y

**Part B – Legal Expenses**

<b>Legal Fees - Budget Review Quarter Ending December 2016</b>				
<b>Type</b>	<b>Description</b>	<b>Expenditure YTD (\$)</b>	<b>Recovery YTD \$</b>	<b>Fines YTD \$</b>
Rates Recovery Action	Various Properties	10,392.00	14,094.00	
Legal Advice	2a Chelmsford Avenue Croydon	642.20		
Legal Advice	1-17 Elsie St Property Purchase	1,125.60		
Infringement Notices (Health)	Health Infringements - Paid Fines	91.60		
Legal Advice	Breach of Consent - 1-3 Marmaduke St	504.90		
Legal Advice	20 The Strand Croydon	1,681.65		
Draft Voluntary Planning Agreement	1-3 Elizabeth Street	3,236.00		
Voluntary Planning Agreement	DA 52/2016, 6 Railway Pde Burwood	3,013.01		
Planning Agreement	DA 710/2016, 29 George St Burwood	3,093.05		
Voluntary Planning Agreement	185F Burwood Road Burwood	1,786.65		
Voluntary Planning Agreement	25-29 Mitchell Street Croydon Park	3,018.10		
Voluntary Planning Agreement	DA 098/2016 9-15 George st Burwood	3,028.50		
Voluntary Planning Agreement	4 Railway Parade	3,017.00		
Legal Advice	16 Lyons St, Strathfield & Bells Lane, Road Reserve Widening	1,650.00		
Legal Advice	Waste Disposal Services, Cost Recovery	874.44		
Legal Advice	1 Railway Parade- Positive Covenant Advice	412.00		
Legal Advice	Resource Recovery Order & Exemptions	4,401.00		
Legal Advice	Legal Assistance - Share Cowra Shire Council legal cost	446.98		
Appeal, Land & Environment Court	1-3 Elizabeth Street	10,587.56		
Construction Certificates	1 Railway Parade	5,609.60		
Class 3 Cost	Awarded to BC - 2013 - 1 Railway Pde (Ralan Burwood P/L)	1,559.45		
Appeal, Land & Environment Court	7B-9 Church Street DA 136/2014	1,387.20	3,055.00	
Legal Advice	Removal of Scaffolding, 248-250 Liverpool Rd Enfield	23,423.44		
Legal Advice	Littering Offence - Constantinos Kontos	920.32		
Legal Advice	45 Cheltenham Rd Croydon - breach of EPA act 1979, S125(1) - no consent works & used as boarding house	5,039.27		
Legal Advice	146-150 Liverpool Road Enfield (DA 54/2015)	4,026.48		
Legal Advice	Wynne Ave Carpark	7,832.14		
Legal Advice	2A Shearars Avenue Strathfield - tree works without consent	1,543.10		
Legal Advice	Lease Aquatic Centre	1,308.00		
Legal Advice	Deane Street Closure, Acquisition & Sale	2,500.60		
<b>Total</b>		<b>108,151.84</b>	<b>17,149.00</b>	<b>0.00</b>
<b>Capital Works</b>				
Legal Advice	Contaminated Top Soil - Wangal Park	1,419.00		
<b>Grand Total</b>		<b>109,570.84</b>		
<b>Annual Budget</b>		<b>585,000</b>		

**Conclusion**

The current forecast budget result and the variations identified as part of the 31 December 2016 Quarter review have been undertaken by the Executive Team and the Chief Finance Officer.

During this quarter unspent Grant monies received in 2015-16 which have been approved to be carried forward by the respective funding bodies have been carried forward along with corresponding expenditure. There were minor income and expenditure changes made throughout the budget which had minimal effect on the projected surplus.

There are a number of budget items that will require close monitoring and reviewed over the next six months, including Enforcement Fine income, Car Parking income, Development Application income and legal expenses, Investment income, Temporary Agency Staff expenses, Commercial

Waste activities, Wages and Salaries Overtime, Footpath and Kerb and Gutter Maintenance, Road and Footpath Restoration works and Enfield Aquatic Centre revenue and expenditure.

### **Regulatory Compliance**

In compliance with the requirements of Clause 203(2) of the Regulation, the Responsible Accounting Officer must prepare and submit to Council a budget review statement and form an opinion as to whether the statements indicate that the financial position of the Council is satisfactory. The Chief Finance Officer has been delegated as the Responsible Accounting Officer by the General Manager.

The following is the Responsible Accounting Officer (Chief Finance Officer) opinion:

*"It is my opinion that the Quarterly Budget Review Statement for Burwood Council for the quarter ended 31 December 2016 indicated in the above report, takes into account and reflects the changing economic and other conditions that are currently impacting on Council. Council is in a satisfactory position however, it will be essential for the forecast Surplus to be continually monitored by the Executive and their immediate Managers during the remainder of the financial year, with particular attention being provided to maintaining revenue streams, monitoring expenditure and delivering Council's Capital Works programme to deliver the forecast surplus maintaining Council's strategies to deliver a sustainable Burwood Council."*

### **Recommendation(s)**

1. That the Budget Review Statement of the 2016-17 Budget as at 31 December 2016, including the statement by the Responsible Accounting Officer, Chief Finance Officer, be received and noted.
2. That in accordance with Clauses 203 and 211 of the *Local Government (General) Regulation 2005*, the revised estimates of income and expenditure for 2016-17 surplus of \$104,163, as shown in the report be approved and that Council's adopted budget be adjusted accordingly and that the expenditure and income variations projected in the report be, and are hereby voted.

### **Attachments**

There are no attachments for this report.

**(ITEM 5/17) INVESTMENT REPORT AS AT 30 NOVEMBER 2016**

File No: 16/59387

REPORT BY CHIEF FINANCE OFFICER

**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*.

**Background**

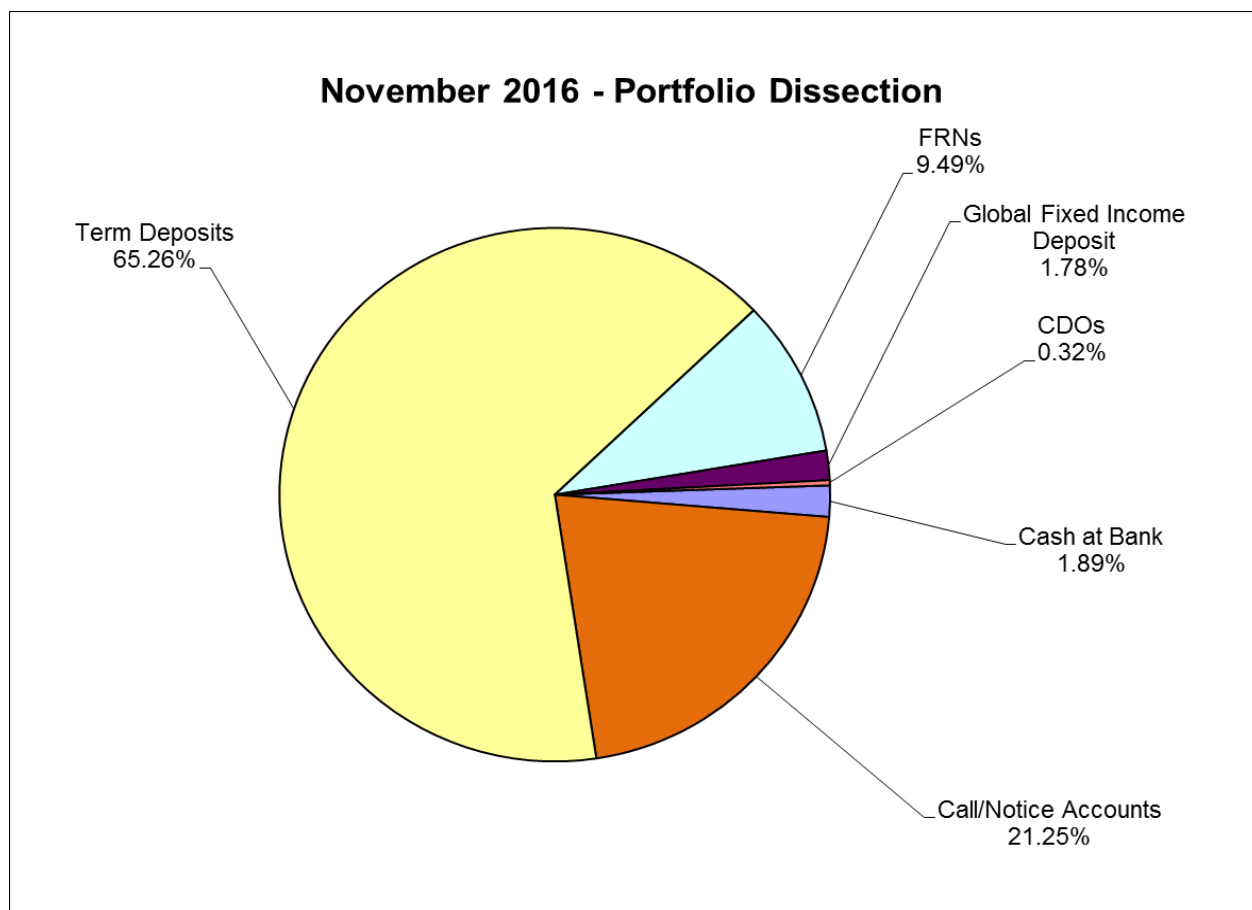
As provided for in Clause 212 of the *Local Government (General) Regulation 2005*, a report listing Council's investments must be presented to Council.

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

In accordance with Council's adopted Investment Policy and in line with Office of Local Government Investment Guidelines the portfolio contains investments which are covered by "grandfather" clauses, including investments in Floating Rate Notes (FRN) and Collateralised Debt Obligations (CDO).

**Investment Portfolio**

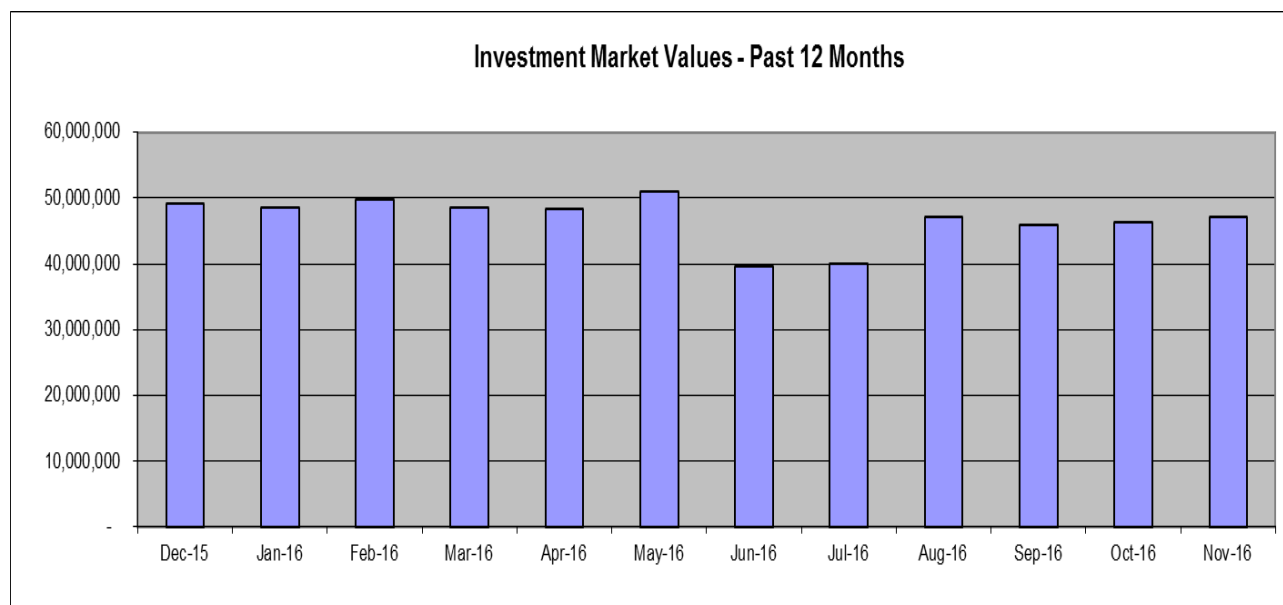
Council has a diversified investment portfolio and has a number of direct investments in term deposits. The investment portfolio as at 30 November 2016 is:



As at 30 November 2016 Council held the following term deposits:

Purchase Date	Financial Institution	Principal Investment Amount	Interest Rate	Investment Days	Maturity Date
06-Sep-16	AMP Bank (Curve)	3,000,000	2.75%	181	06-Mar-2017
12-Jul-16	Bank of Queensland	2,000,000	2.95%	184	12-Jan-2017
27-Jul-16	Bank of Queensland	2,000,000	2.85%	184	27-Jan-2017
19-Oct-16	Bank of Queensland	2,000,000	2.75%	183	20-Apr-2017
05-Sep-16	ING Bank	2,000,000	2.63%	179	03-Mar-2017
31-Oct-16	ME Bank (Curve)	2,000,000	2.65%	120	28-Feb-2017
29-Jul-16	National Australia Bank	3,000,000	2.85%	180	25-Jan-2017
02-Aug-16	National Australia Bank	2,500,000	2.85%	181	30-Jan-2017
30-Aug-16	National Australia Bank	3,000,000	2.60%	181	27-Feb-2017
10-Nov-16	National Australia Bank	2,000,000	2.70%	152	11-Apr-2017
22-Nov-16	National Australia Bank	2,000,000	2.70%	181	22-May-2017
30-Aug-16	Suncorp Bank	2,000,000	2.60%	126	03-Jan-2017
05-Sep-16	Suncorp Bank	2,000,000	2.60%	120	03-Jan-2017
Total		<b>29,500,000</b>			

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



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

Council's investment balances as at reporting date 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**

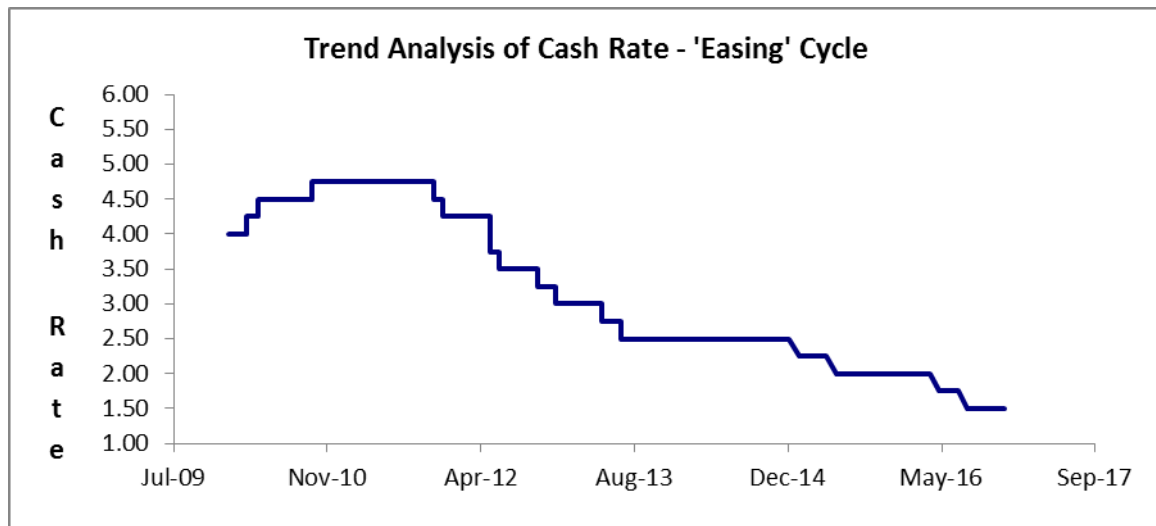
The Reserve Bank of Australia (RBA) at its 6 December 2016 Board Meeting kept the official cash rate at 1.50% per annum. "... The global economy is continuing to grow, at a lower than average pace. Labour market conditions in the advanced economies have improved over the past year, but growth in global industrial production and trade remains subdued.

In Australia, the economy is continuing its transition following the mining investment boom. Some slowing in the year-ended growth rate is likely, before it picks up again. Further increases in exports of resources are expected as completed projects come on line. The outlook for business

investment remains subdued, although measures of business sentiment remain above average.

The Board has judged that having eased monetary policy at its May and August meetings, holding the stance of policy unchanged at this time would be consistent with sustainable growth in the economy and achieving the inflation target over time..." Statement by Philip Lowe, Governor: Monetary Policy Decision – 6 December 2016

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



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

1. That the Investment Report for 30 November 2016 be received and endorsed.
2. That the Certificate of the Responsible Accounting Officer be received and noted.

### **Attachments**

- |   |        |
|---|--------|
| 1 Investment Register - November 2016               | 1 Page |
| 2 Types of Investments - November 2016              | 1 Page |
| 3 TCorp Local Government Commentary - November 2016 |        |

**ITEM 5/17 Investment Report as at 30 November 2016.DOC**  
**Investment Register - November 2016**

**BURWOOD COUNCIL  
INVESTMENT PORTFOLIO  
as at 30 November 2016**

[illegible]

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 favorable 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.

**Wayne Armitage**  
**Chief Finance Officer**



### 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-
- AMP Business Saver and Notice – At Call/Notice AA-
- Macquarie Treasury – At Call account A
- UBS Bank – At Call High Yield account A

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.

3. **Collateralised Debt Obligations (CDO)** A CDO is a structured financial product whose returns are linked to the performance of a portfolio of debt obligations. It is split into tranches, whereby the riskiest or lowest tranche, the "equity tranche", receives the highest returns. Higher rated tranches offer protection against the risk of capital loss, but at proportionately diminishing returns.

The following investments are classified as CDOs:

- Lehman Brothers (Treasury BV) D (Default)



# TCorp Local Government Services

## Economic Commentary – November 2016

For further details please contact: Brian Redican, Chief Economist.  
T: 02 9325 9388 E: brian.redican@tcorp.nsw.gov.au

### The Month in Review

#### Economic and Market Trends

Following the election of Donald Trump as the next US President, many analysts have significantly reassessed the US economic outlook and now expect stronger economic growth, more rapid inflation and higher bond yields. This assessment follows Trump's plans to implement major tax cuts while at the same time boosting spending on defence and infrastructure.

While the shift in views might seem premature given the lack of detail about Trump's policies, it should be noted that the potential stimulus is occurring at a time when growth already appears to be improving. Retail sales have been very strong in September and October, manufacturing activity has picked up and the second estimate of US GDP Growth for Q3 is now tracking at an annualised pace of 3.2%. That said, inflation has underwhelmed in recent months. Core inflation eased from 2.3% in August, to 2.1% in October.

Chinese economic data have generally been positive, with indicators of manufacturing activity picking up solidly in October alongside signs of firm retail spending and improving construction. Rapid growth in house prices has, however, alarmed policymakers who have proceeded to reinstitute some controls on property investment once again. This stop-start approach of policy is likely to continue in Chinese policymaking as they oscillate from a concern that growth is too weak, to worrying about asset price bubbles and debt growth.

Australian economic data remains very mixed, with housing data generally coming in on the healthy side, but signs of weakness in the labour market and retail spending. Employment has fallen by 26,000 over the three months to October, while there were 90,000 fewer full-time workers in October than at the end of 2015.

This labour market weakness also appears to be reflected in an ongoing slowdown in wages growth. The wage cost index rose by 1.9% over the year to September, down from 2.1% previously. This is the slowest pace of wages growth recorded since the index started in 1997, and comes despite some reassuring rhetoric from the Reserve Bank of Australia that wages growth had troughed. Soft wages growth might be one factor undermining consumer spending. Retail sales volumes fell by 0.1% in Q3 after rising only 0.3% in Q2.

In contrast, auction clearance rates in Sydney and Melbourne remain strong while building approvals remain at a high level. The other positive development for the Australian economy in recent months has been the strong gains for coal and iron ore prices. While this is unlikely to trigger firmer mining investment, it will narrow the trade deficit, deliver a boost to corporate earnings and reinvigorate corporate tax receipts for the Commonwealth government.

Global bond yields increased in early November as investors anticipated that the US Federal Reserve would raise the Fed Funds at its December meeting. Donald Trump's victory in the US Presidential election, however, triggered a classic 'risk-off' move in markets. On the day of the election (8th of November), the Australian 10-year bond yield dropped from 2.41% to 2.22% while the US 10-year bond yield fell from 1.89% to 1.73%. This move proved short-lived as markets then redirected their attention to Trump's plans for tax cuts and increased fiscal spending shortly after. As a result, global bond yields increased dramatically in the remainder of the month. Equity markets behaved similarly, falling sharply on the US Election day, only to rally for the remainder of November.

#### Financial/Economic Data November 2016

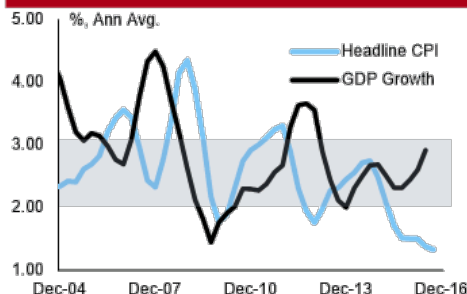
##### RBA Cash Rate



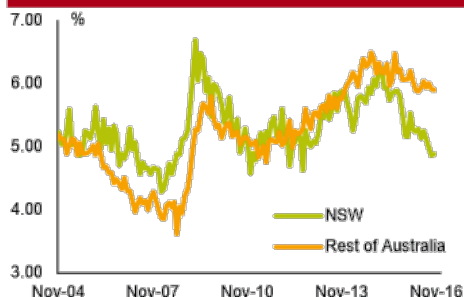
##### Australia Dollar



##### Australian Economy



##### Unemployment Rate

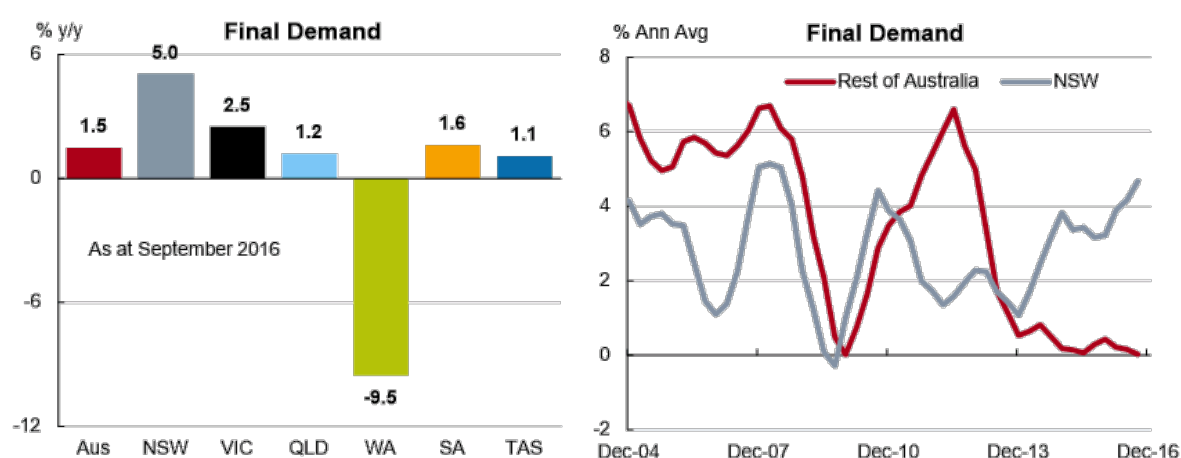




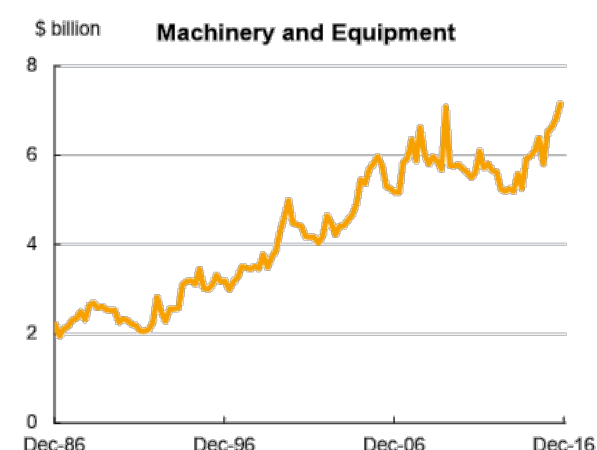
## The State of NSW

### The NSW economy escapes a quarter of contraction

The Statistician revealed that the Australian economy contracted 0.5% (+1.8% y/y) in the September quarter. Over the past 25 years, the Australian economy has only shrunk on four other occasions. Needless to say, it is a rare occurrence. To make things worse, there was not an obvious culprit for the decline in growth. National aggregates of housing construction, government spending and net exports all declined in the quarter, while household expenditure and business investment were subdued. In other words, the weakness was broad-based. It would, however, be remiss not to mention the performance of the NSW economy. Despite the challenging period for the Australian economy, final demand in NSW still managed to increase 0.1% in Q3, taking the annual growth rate to 5% – the fastest growth rate of final demand for NSW in six years.



There were some similarities in growth between NSW and Australia. Household expenditure for the State was also weaker than usual (0.1%) – although still positive for the quarter. State and local Government consumption was also positive, rising 0.2% in Q3. What differentiated it from the nation was the rise in private business investment (0.4%). Non-mining investment in Australia has failed to pick-up as energetically as policymakers have hoped. In NSW the story is different. Businesses are still benefitting from the low level of interest rates and the weaker A\$.



#### Market Movements and Economic Data

Financial Data		30 Nov	Monthly change
Cash Rate	1.50%	0.00	—
Corporate Bond Yield*	3.58%	0.40	▲
Term Deposit**	2.05%	0.00	—
ASX200	5440	2.3%	▲
S&P500	2199	3.4%	▲
AUD/USD	0.739	-2.9%	▼
Economic Data***		30 Nov	Quarterly change
Headline CPI	1.3%	0.3%	▲
Trimmed Mean CPI	1.7%	0.0%	—
GDP Growth	1.8%	-1.3%	▼
House Prices	9.3%	2.3%	▲
Unemployment Rate	5.6%	-0.1%	▼

\*A-rated 5-year rate, source: RBA \*\*Average 90-day rate of the five largest banks for \$10,000, source: RBA \*\*\*National data, y/y, source: ABS, RBA

The dip in growth for the Australian economy is likely to be short-lived. The Statistician stated that inclement weather over the September quarter weighed on export and construction activity. The data, however, suggests that the NSW economy remains resilient even in the face of temporary and structural headwinds.

The information contained in this Report is subject to change without notice. TCorp does not guarantee the accuracy, timeliness, reliability or completeness of the information and will not be liable for any errors, omissions or actions taken in reliance on the information in this Report. You should avoid placing any undue reliance on the forward looking information. Any forward looking information is predictive in nature and may be affected by inaccurate assumptions or by known or unknown risks or uncertainties. The expected results may differ from the results ultimately achieved. Past performance is not a guarantee or indication of future results. This Report is for the recipient only and should not be circulated without TCorp's consent.

**(ITEM 6/17) INVESTMENT REPORT AS AT 31 DECEMBER 2016**

File No: 17/585

REPORT BY CHIEF FINANCE OFFICER

**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*.

**Background**

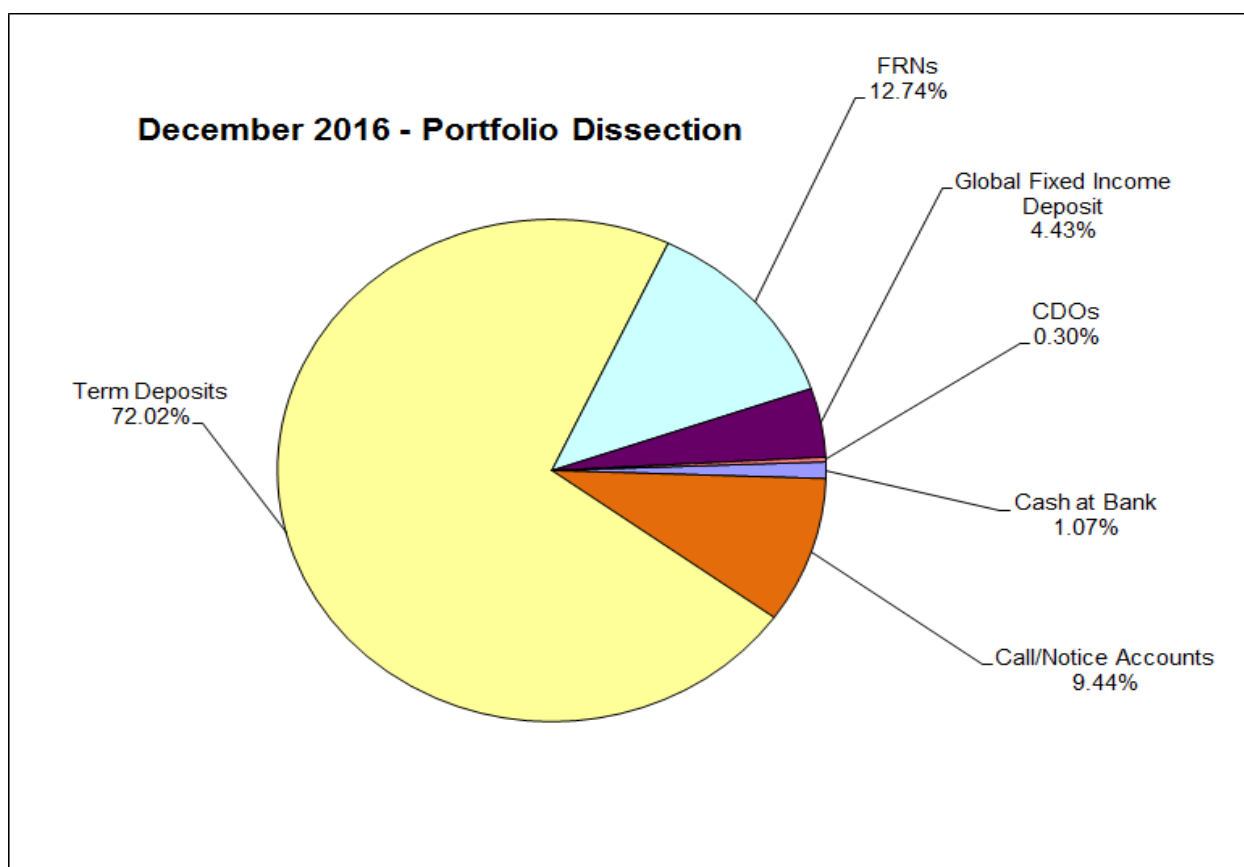
As provided for in Clause 212 of the *Local Government (General) Regulation 2005*, a report listing Council's investments must be presented to Council.

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

In accordance with Council's adopted Investment Policy and in line with Office of Local Government Investment Guidelines the portfolio contains investments which are covered by "grandfather" clauses, including investments in Floating Rate Notes (FRN) and Collateralised Debt Obligations (CDO).

**Investment Portfolio**

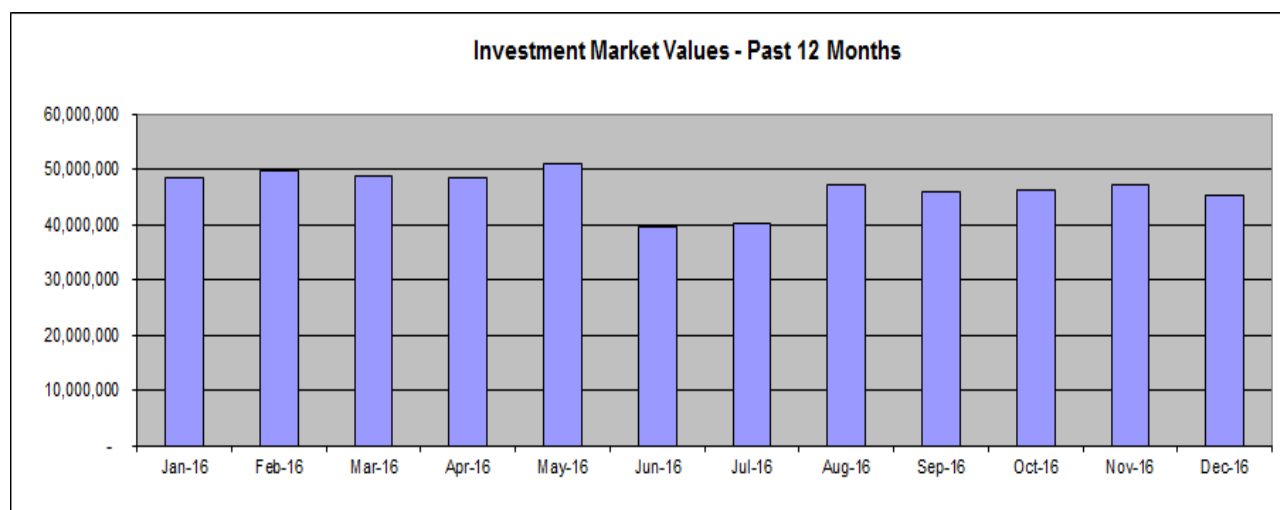
Council has a diversified investment portfolio and has a number of direct investments in term deposits. Its investment portfolio as at 31 December 2016 is:



As at 31 December 2016 Council held the following term deposits:

Purchase Date	Financial Institution	Principal Investment Amount	Interest Rate	Investment Days	Maturity Date
06-Sep-16	AMP Bank (Curve)	3,000,000	2.75%	181	06-Mar-2017
12-Jul-16	Bank of Queensland	2,000,000	2.95%	184	12-Jan-2017
27-Jul-16	Bank of Queensland	2,000,000	2.85%	184	27-Jan-2017
19-Oct-16	Bank of Queensland	2,000,000	2.75%	183	20-Apr-2017
07-Dec-16	BankWest	3,000,000	2.35%	47	23-Jan-2017
05-Sep-16	ING Bank	2,000,000	2.63%	179	03-Mar-2017
31-Oct-16	ME Bank (Curve)	2,000,000	2.65%	120	28-Feb-2017
29-Jul-16	National Australia Bank	3,000,000	2.85%	180	25-Jan-2017
02-Aug-16	National Australia Bank	2,500,000	2.85%	181	30-Jan-2017
30-Aug-16	National Australia Bank	3,000,000	2.60%	181	27-Feb-2017
10-Nov-16	National Australia Bank	2,000,000	2.70%	152	11-Apr-2017
22-Nov-16	National Australia Bank	2,000,000	2.70%	181	22-May-2017
30-Aug-16	Suncorp Bank	2,000,000	2.60%	126	03-Jan-2017
05-Sep-16	Suncorp Bank	2,000,000	2.60%	120	03-Jan-2017
Total		<b>32,500,000</b>			

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



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

Council's investment balances as at reporting date 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**

The Reserve Bank of Australia (RBA) did not hold a meeting in January 2017 due to the Christmas and New Year holiday period. The official interest rate remains at 1.50% per annum.

The RBA cites that CPI inflation is still consistent with the medium-term target, with the latest underlying figures around 2.5%. The RBA ongoing assessment is that inflation will be consistent with the target of 2-3% over the one to two year horizon.

***Recommendations(s)***

1. That the investment report for 31 December 2016 be received and endorsed.
2. That the Certificate of the Responsible Accounting Officer be received and noted.

**Attachments**

- |   |   |         |
|---|---|---------|
| 1 | Investment Register December 2016                 | 1 Page  |
| 2 | Investment Types                                  | 1 Page  |
| 3 | TCorp Local Government Commentary - December 2016 | 2 Pages |

**ITEM 6/17 Investment Report as at 31 December 2016.DOC**  
**Investment Register December 2016**

**BURWOOD COUNCIL,  
INVESTMENT PORTFOLIO  
as at 31 December 2016**

[illegible]

Credit Ratings	
<b>AAA</b>	Extremely strong capacity to meet financial commitments. Highest Rating
<b>AA</b>	Very strong capacity to meet financial commitments.
<b>A</b>	Strong capacity to meet financial commitments, but somewhat susceptible to adverse economic conditions and changes in circumstances.
<b>BBB</b>	Adequate capacity to meet financial commitments, but more subject to adverse economic conditions.
<b>CCC</b>	Currently vulnerable and dependent on favorable business, financial and economic conditions to meet financial commitments.
<b>D</b>	Payment default on financial commitments
<b>+</b>	Means that a rating may be raised. 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 675 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.

**Wayne Armitage**  
**Chief Finance Officer**



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**ITEM 6/17 Investment Report as at 31 December 2016.DOC**  
**Investment Types**


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**Types of Investments**

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

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

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

- Commonwealth Bank of Australia – Online Saver AA-
- AMP Business Saver and Notice – At Call/Notice AA-
- Macquarie Treasury – At Call account A
- UBS Bank – At Call High Yield account A

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.

3. **Collateralised Debt Obligations (CDO)** A CDO is a structured financial product whose returns are linked to the performance of a portfolio of debt obligations. It is split into tranches, whereby the riskiest or lowest tranche, the "equity tranche", receives the highest returns. Higher rated tranches offer protection against the risk of capital loss, but at proportionately diminishing returns.

The following investments are classified as CDOs:

- Lehman Brothers (Treasury BV) D (Default)



# TCorp Local Government Services

Economic Commentary – December 2016

For further details please contact: Gabby Hajj, Economist.  
T: 02 9325 9334 E: gabby.hajj@tcorp.nsw.gov.au

## The Month in Review

### Economic and Market Trends

After a year of speculation, the US Federal Reserve (Fed) finally raised its key policy rate by 25bps to 0.50%-0.75%. The market had fully priced in a 25bps hike – and so the policy move in itself was not a surprise to investors. The surprise, however, came from the Fed's revised macroeconomic forecasts. The Fed is now expecting to hike its policy rate three times in 2017, as opposed to the two times it was forecasting previously. The prospect of even higher interest rates in 2017 caused some volatility in the remainder of the trading session. The Fed also upgraded its GDP growth forecast for 2017 to 2.1% from 2.0%. Despite the lack of policy details from the President-elect, it seems some Fed officials are now incorporating stronger fiscal spending in their GDP growth forecasts. Economic data released in the US in December continued the robust trend seen in 2016. Non-farm payrolls increased by 156,000 in November, the manufacturing diffusion index increased to its highest level in almost 2 years, while core inflation remained above 2.0%.

The European Central Bank (ECB) also met in December to deliberate on monetary policy. While the ECB did not change its policy rate, it announced an extension of its quantitative easing (QE) programme until the end of 2017. However, given that it now plans to reduce its monthly purchases of bonds from €80 billion to €60 billion, most analysts interpreted the announcement as a tapering of the ECB's QE programme. The ECB also broadened the criteria of which bonds it could buy in its QE programme, allaying fears that it could eventually 'run-out' of bonds to buy. While monetary policy in Europe remains expansionary, the reduction of the ECB's QE suggests it has become less inclined to provide ever-increasing monetary stimulus to the European economy. This new attitude toward monetary stimulus has become more prominent among other major central banks.

In domestic news, the Australian economy shrank by -0.5% (1.8% y/y) in the September quarter. This was the weakest performance for the economy since 2011 when extensive flooding temporarily affected production. Unlike that occasion, however, there was no single reason why activity was so weak in Q3. In our view, Australia's trend rate of growth has been lacklustre over the last couple of years. Around this tepid trend pace of growth, however, temporary factors can result in a particularly weak result. For this reason, we do not think the weak growth data signal that the Australian economy is suddenly sliding towards recession.

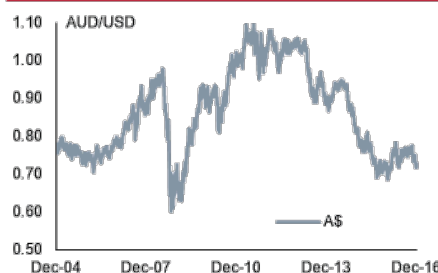
The Fed's upwardly revised policy rate forecasts forced market participants to recalibrate their expectations for interest rates in 2017. The 10-year Australian yield increased 4bps to 2.77%. Equity markets were strong in December, in line with market expectations of stronger global growth in 2017. The ASX200 rallied 4.1%. Currency markets were once more dominated by US\$ strength in December. The A\$ fell 2.4%.

### Financial/Economic Data December 2016

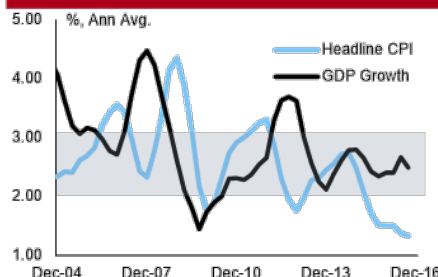
#### RBA Cash Rate



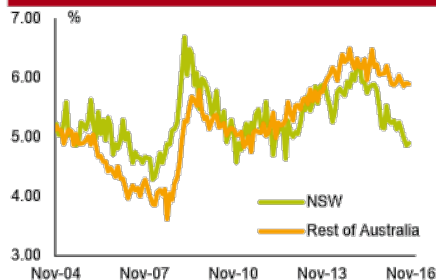
#### Australia Dollar



#### Australian Economy



#### Unemployment Rate

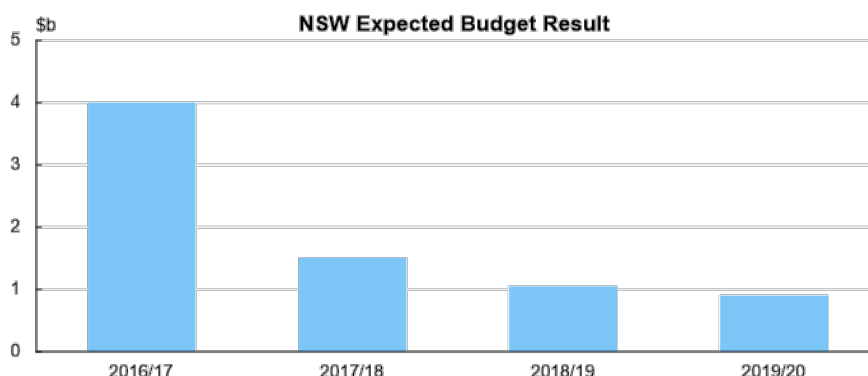




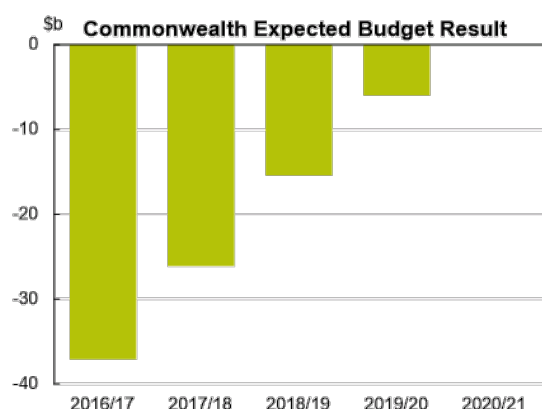
## The State of NSW

### Is NSW still at risk of losing its AAA rating?

The NSW Treasurer's 2016/17 mid-year Budget update released last month was rock solid. The NSW government is now forecasting a \$4 billion surplus this financial year. Budget surpluses are also projected over the next four years, while net debt is expected to be just 1.3% of GSP by June 2017. Needless to say, the NSW's strong fiscal management has secured its AAA credit rating. So is NSW still at risk of losing its AAA rating? The answer, unfortunately, is yes. Because NSW government revenues rely on transfers from the Commonwealth Government, the fiscal health of both are important in the determining NSW's credit rating. This dependency is where the downgrade risk lies.



The Commonwealth Government also released its 2016/17 mid-year Budget update (MYEFO) in December. But while the deteriorating fiscal budget outlook did not trigger a sovereign rating downgrade, the details in the MYEFO suggest that a downgrade is still likely. The Budget deficit for 2016/17 is now expected to be slightly lower (\$36.5 billion) thanks to unexpectedly (and unsustainably) higher bulk commodity prices. However, the MYEFO revealed \$10 billion worth of deficit slippage in the outer years to 2021. Even though the Commonwealth is still forecasting a budget surplus by 2021, the slowdown in nominal GDP growth, the subdued wages growth, and the political gridlock will make achieving such target unlikely. But for the rating agencies, achieving a budget surplus by 2021 is critical for retaining their AAA status for Australia.



#### Market Movements and Economic Data

Financial Data		30 Dec	Monthly change
Cash Rate	1.50%	0.00	—
Corporate Bond Yield*	3.64%	0.06	▲
Term Deposit**	2.05%	0.00	—
ASX200	5666	4.1%	▲
S&P500	2239	1.8%	▲
AUD/USD	0.721	-2.4%	▼
Economic Data***		30 Dec	Quarterly change
Headline CPI	1.3%	0.3%	▲
Trimmed Mean CPI	1.7%	0.0%	—
GDP Growth	1.8%	-1.3%	▼
House Prices	10.8%	3.7%	▲
Unemployment Rate	5.7%	0.1%	▲

\*A-rated 5-year rate, source: RBA \*\*Average 90-day rate of the five largest banks for \$10,000, source: RBA \*\*\*National data, y/y, source: ABS, RBA

A downgrade of the Commonwealth would result in a downgrade for NSW (and the four major Australian banks). Some fear that a lower credit rating would translate to less access to funding, and at higher costs. In this case, however, we believe it is the reason for the downgrade, rather than the downgrade itself, that would matter most for NSW's funding. NSW has the strongest economy and the strongest budget position of any State. Therefore, in the event of a downgrade, the NSW government would likely continue to have easy access to funding at relatively low costs.

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**(ITEM 7/17) INVESTMENT REPORT AS AT 31 JANUARY 2017**

File No: 17/5356

REPORT BY CHIEF FINANCE OFFICER

**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*.

**Background**

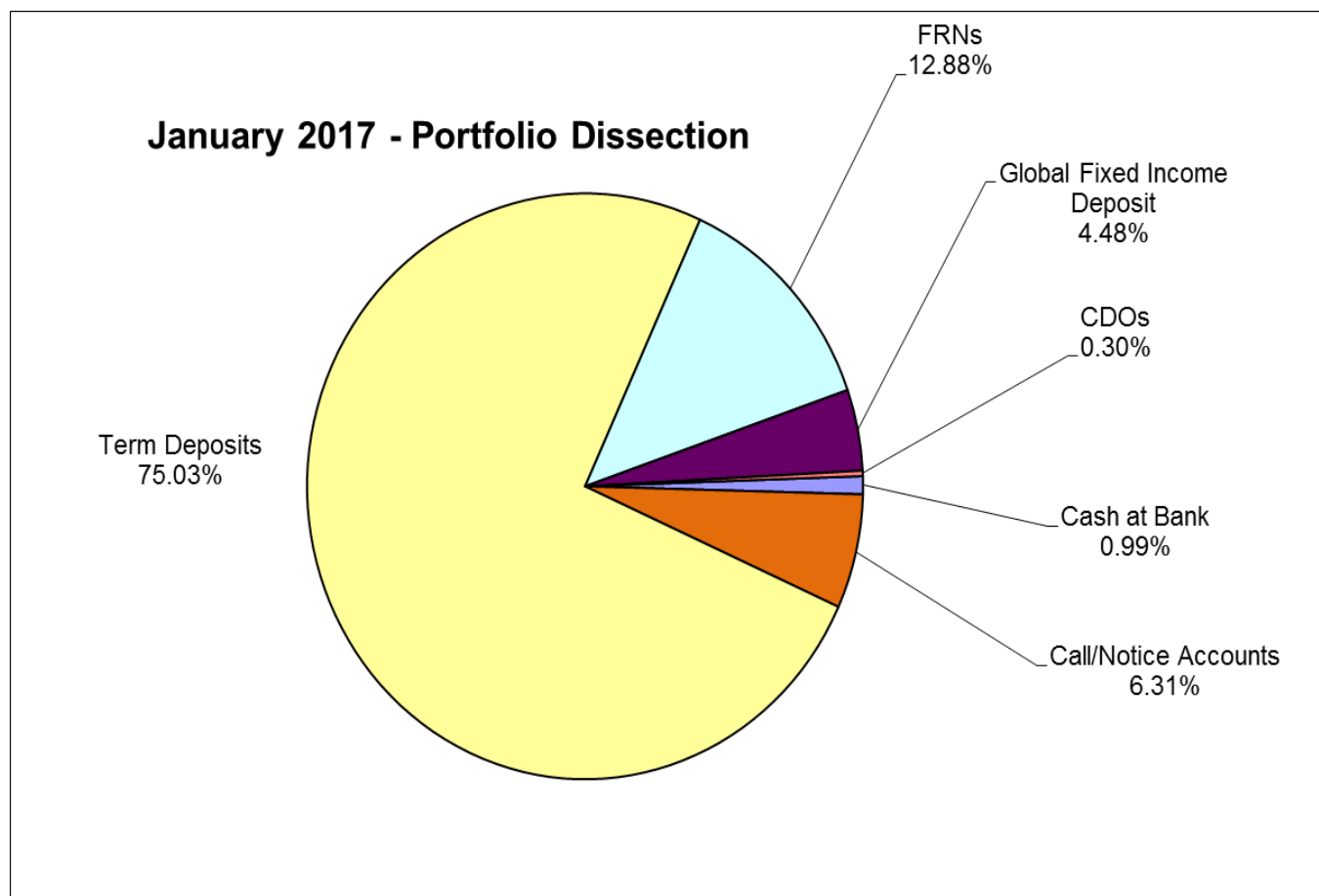
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In accordance with Council's adopted Investment Policy and in line with Office of Local Government Investment Guidelines the portfolio contains investments which are covered by "grandfather" clauses, including investments in Floating Rate Notes (FRN) and Collateralised Debt Obligations (CDO).

**Investment Portfolio**

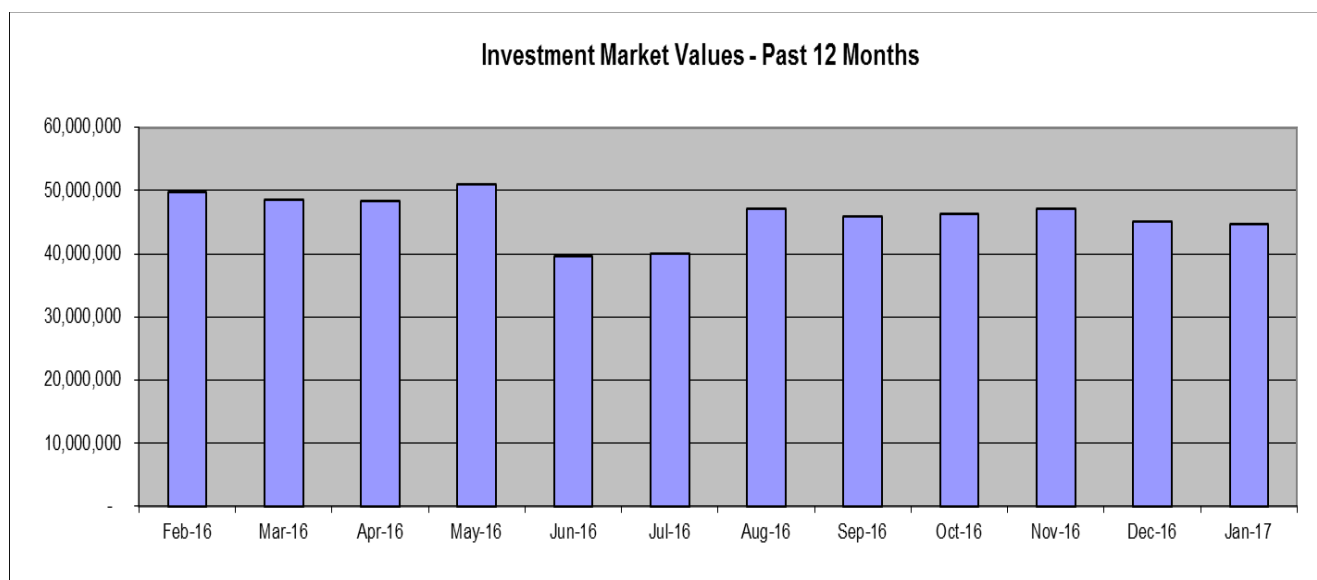
Council has a diversified investment portfolio and has a number of direct investments in term deposits. The investment portfolio as at 31 January 2017 is:



As at 31 January 2017 Council held the following term deposits:

Purchase Date	Financial Institution	Principal Investment Amount	Interest Rate	Investment Days	Maturity Date
30-Aug-16	National Australia Bank	3,000,000	2.60%	181	27-Feb-2017
05-Sep-16	ING Bank	2,000,000	2.63%	179	03-Mar-2017
06-Sep-16	AMP Bank (Curve)	3,000,000	2.75%	181	06-Mar-2017
19-Oct-16	Bank of Queensland	2,000,000	2.75%	183	20-Apr-2017
31-Oct-16	ME Bank (Curve)	2,000,000	2.65%	120	28-Feb-2017
10-Nov-16	National Australia Bank	2,000,000	2.70%	152	11-Apr-2017
22-Nov-16	National Australia Bank	2,000,000	2.70%	181	22-May-2017
03-Jan-17	Suncorp Bank	4,000,000	2.45%	90	03-Apr-2017
12-Jan-17	Bank of Queensland	2,000,000	2.80%	180	11-Jul-2017
23-Jan-17	BankWest	3,000,000	2.55%	60	24-Mar-2017
25-Jan-17	National Australia Bank	3,000,000	2.60%	91	26-Apr-2017
27-Jan-17	Bank of Queensland	3,000,000	2.75%	180	26-Jul-2017
30-Jan-17	National Australia Bank	2,500,000	2.55%	91	01-May-2017
Total		<b>33,500,000</b>			

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



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

Council's investment balances as at reporting date 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**

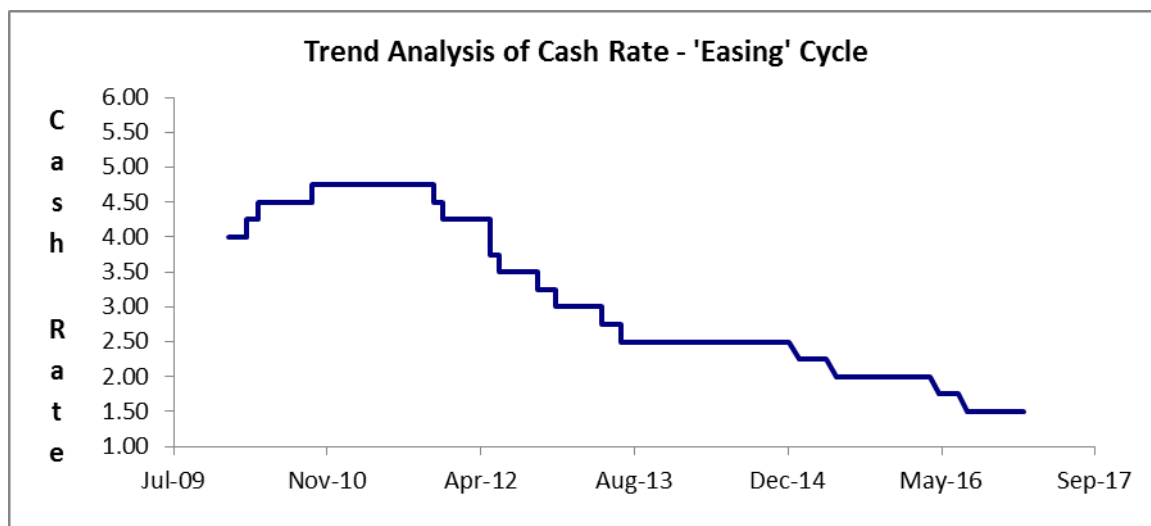
The Reserve Bank of Australia (RBA) at its 7 February 2017 Board Meeting kept the official cash rate at 1.50% per annum. "... The global economy has improved over recent month, business confidence picking up with above trend in a number of advanced economies. China's, growth was stronger over the second half of 2016, supported by higher spending on infrastructure and property construction. The improvement in the global economy has contributed to higher commodity prices, which are providing a boost to Australia's national income.

In Australia, the economy is continuing its transition following the mining investment boom. GDP was weaker than expected in the September quarter but a reasonable growth is expected in the

December quarter. The outlook continues to be supported by the low level of interest rates, with the depreciation of the exchange rate since 2013 assisting the economy. An appreciating exchange rate would complicate this adjustment.

The Board has judged that holding the stance of policy unchanged at this meeting would be consistent with sustainable growth in the economy and achieving the inflation target over time...”  
Statement by Philip Lowe, Governor: Monetary Policy Decision – 7 February 2017

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



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

1. That the Investment Report for 31 January 2017 be received and endorsed.
2. That the Certificate of the Responsible Accounting Officer be received and noted.

### **Attachments**

- |  |        |
|--|--------|
| 1 Investment Register - January 2017                 | 1 Page |
| 2 Types of Investments - January 2017                | 1 Page |
| 3 TCorp - Local Government Commentary - January 2017 |        |

**ITEM 7/17 Investment Report as at 31 January 2017.DOC**  
**Investment Register - January 2017**

	Investment Adviser	Issuer	Investment Name	Type	Rating S&P	Invested Amount	Market Value as at 30 November	Market Value as at 31 December	Market Value as at Reporting Date	% of Total Invested	AD or N-AD
<b>Cash &amp; Deposits at Call</b>											
General Council	Commonwealth Bank	Operating Account	Cash	AA-	AAA	444,031	786,558	480,725	444,031	1.00	ADI
General Council	Commonwealth Bank	Pension Saver	At Call	AA-	AAA	1,729,217	2,884,246	3,168,422	1,729,217	3.87	ADI
General Council	AAP Bank	AAP Business Saver & Super Account	At Call / Notice 30 Days	AA-	AAA	1,049,408	1,001,153	1,092,393	1,049,408	2.48	ADI
<b>Term Deposits - Term (30-180 days)</b>											
General Council	AAP Bank (General)	AAP Bank	Term Deposit	AA-	AAA	3,000,000	3,000,000	3,000,000	3,000,000	6.74	N-AD
General Council	Bank of Queensland	Bank of Queensland	Term Deposit	A-	AAA	2,000,000	2,000,000	2,000,000	2,000,000	4.49	ADI
General Council	Bank of Queensland	Bank of Queensland	Term Deposit	A-	AAA	3,000,000	3,000,000	3,000,000	3,000,000	6.74	ADI
General Council	Bank of Queensland	Bank of Queensland	Term Deposit	A-	AAA	2,000,000	2,000,000	2,000,000	2,000,000	4.49	ADI
General Council	Bank of Queensland	Bank of Queensland	Term Deposit	A-	AAA	2,000,000	2,000,000	2,000,000	2,000,000	4.49	ADI
General Council	Blackwires	Bank of Western Australia	Term Deposit	AA-	AAA	3,000,000	3,000,000	3,000,000	3,000,000	6.74	ADI
General Council	NAB Bank	NAB	Term Deposit	BBB+	AAA	2,000,000	2,000,000	2,000,000	2,000,000	4.49	ADI
General Council	WE Bank (General)	WE Bank	Term Deposit	AA-	AAA	2,000,000	2,000,000	2,000,000	2,000,000	4.49	ADI
General Council	National Australia Bank	National Australia Bank	Term Deposit	AA-	AAA	2,800,000	2,800,000	2,800,000	2,800,000	5.42	ADI
General Council	National Australia Bank	National Australia Bank	Term Deposit	AA-	AAA	3,000,000	3,000,000	3,000,000	3,000,000	6.74	ADI
General Council	National Australia Bank	National Australia Bank	Term Deposit	AA-	AAA	3,000,000	3,000,000	3,000,000	3,000,000	6.74	ADI
General Council	National Australia Bank	National Australia Bank	Term Deposit	AA-	AAA	2,000,000	2,000,000	2,000,000	2,000,000	4.49	ADI
General Council	National Australia Bank	National Australia Bank	Term Deposit	AA-	AAA	2,000,000	2,000,000	2,000,000	2,000,000	4.49	ADI
General Council	National Australia Bank	National Australia Bank	Term Deposit	AA-	AAA	2,000,000	2,000,000	2,000,000	2,000,000	4.49	ADI
General Council	Suncorp-Metway Limited	Suncorp	Term Deposit	AA-	AAA	4,000,000	2,900,000	2,000,000	4,000,000	8.93	ADI
General Council	Suncorp-Metway Limited	Suncorp	Term Deposit	AA-	AAA	2,000,000	2,000,000	2,000,000	2,000,000	4.49	ADI
<b>Short - Medium Term (1-2 Years)</b>											
Crane Research + Capital	Edman Brothers	Treasury BV #	CDG Global Property Note	D	BBB	134,125	274	268	268	0.00	N-AD
<b>Medium Term (2-5 Years)</b>											
General Council	Suncorp-Metway Limited	Suncorp-Metway Limited	Floating Rate Notes (90 day BBSW +81 bps)	A+	AAA	2,000,000	2,000,000	2,000,000	2,000,000	4.49	ADI
General Council	Bank of Queensland	Bank of Queensland	Floating Rate Notes (90 day BBSW +105 bps)	A-	AAA	1,000,000	1,000,000	1,000,000	1,000,000	2.25	ADI
General Council	Stereo-Audio Inc	Ridgelo Bank & Associate Bank	Floating Rate Notes (90 day BBSW +110 bps)	A-	AAA	1,000,000	1,000,000	1,000,000	1,000,000	2.25	ADI
General Council	Commonwealth Bank	Commonwealth Bank	Floating Rate Notes (90 day BBSW +78 bps)	AA-	AAA	1,000,000	1,000,000	1,000,000	1,000,000	2.25	ADI
General Council	AAP Bank Limited	AAP Bank Limited	Floating Rate Notes (90 day BBSW +110 bps)	AA-	AAA	750,000	750,000	750,000	750,000	1.68	ADI
General Council	Commonwealth Bank	Commonwealth Bank	Global Fixed Income Dispers	AA-	AAA	2,000,000	2,000,000	2,000,000	2,000,000	4.49	ADI

44,646,281	47,002,531	44,992,464	44,512,425	100
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Credit	
<b>AAA</b>	Extremely strong capacity to meet financial commitments. Highest Rating
<b>AA</b>	Very strong capacity to meet financial commitments.
<b>A</b>	Strong capacity to meet financial commitments but somewhat susceptible to adverse economic conditions and changes in circumstances.
<b>BBB</b>	Adequate capacity to meet financial commitments, but more subject to adverse economic conditions.
<b>CCC</b>	Currently vulnerable and dependent on favourable business, financial and economic conditions to meet financial commitments.
<b>D</b>	Payment default on financial commitments.
<b>+</b>	Means that a rating may be raised
<b>-</b>	Means that a rating may be lowered

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.

**Wayne Armitage**  
**Chief Finance Officer**

Vintage



**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-
- AMP Business Saver and Notice – At Call/Notice AA-
- Macquarie Treasury – At Call account A
- UBS Bank – At Call High Yield account A

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.

3. **Collateralised Debt Obligations (CDO)** A CDO is a structured financial product whose returns are linked to the performance of a portfolio of debt obligations. It is split into tranches, whereby the riskiest or lowest tranche, the "equity tranche", receives the highest returns. Higher rated tranches offer protection against the risk of capital loss, but at proportionately diminishing returns.

The following investments are classified as CDOs:

- Lehman Brothers (Treasury BV) D (Default)



## TCorp Local Government Services

### Economic Commentary - January 2017



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## The Month in Review

### Economic Commentary

Global economic data released in January was strong. In particular, measures of manufacturing activity are now at recent highs for several key economies. For some, the revival in global activity measures is confirmation that the new US President's proposed policies will boost global growth. Others, however, are curious as to whether the uptick in global activity merely represents business restocking, rather than a coordinated and sustainable acceleration in global growth.

In the US, the pickup in economic activity has been notable. The Institute of Supply Management manufacturing index increased to 54.7 in December – a level not seen since 2014. The increase in manufacturing output is impressive in light of the 10% appreciation in the US Dollar Index observed since mid-2016. Meanwhile, 144,000 jobs were added to the US economy in December. While this was below market expectations of 175,000, the report marked the sixth consecutive year that the US economy added over two million jobs.

***'The sixth consecutive year the US economy added over two million jobs'***

There are, however, some signs that US growth may moderate in 2017. New home sales, for example, fell by 10.4% in December. This might reflect the large increase in US bond yields – and hence US mortgage rates – that has occurred since mid-2016, and which is expected to weigh on interest-rate sensitive parts of the US economy – like housing.

The European economy also showed promising signs of strength in December. Bank lending to consumer and non-financial corporations continued to pick up (2.1% y/y). The Purchasing Managers' Index of manufacturing increased to its highest level since 2011 (55.1), while inflation jumped 0.5% (1.1% y/y) in December.

China also had its fair share of achievements in December. GDP growth in Q4 beat expectations at 6.8% y/y. Meanwhile, producer price inflation (PPI) hit 5.5% y/y in December – its highest level in six years. With PPI now positive, Chinese businesses should become more profitable.

***'Chinese businesses should become more profitable'***

The key macroeconomic data point released in January for local markets was the Statistician's Consumer Price Index (CPI) for the December quarter. Going into the release, inflation was running well below the bottom of the Reserve Bank of Australia's (RBA) 2-3% inflation target. Moreover, the RBA had made clear that it did not expect inflation to return to its target band until the end of 2018.

The RBA's prognosis of the inflation outlook was confirmed by the Q4 CPI. The CPI increased by only 0.5% q/q in Q4 – weaker than the market had expected. Over the last year, inflation was 1.5%, leaving headline inflation well below the bottom of the RBA's target band for the eighth consecutive quarter. With wages growth still decelerating, the risk to the inflation outlook will be a key consideration for monetary policy in 2017.

### Market Commentary

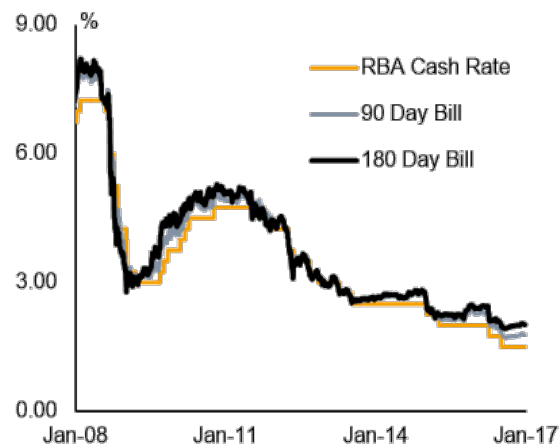
Global bond markets were mixed in January. The 10-year US yield fell 8bps to 2.36% by mid-January, only to rise 9bps to 2.45% by month-end. The 10-year Australian yield (which is heavily influenced by US equivalent) behaved in a similar fashion. Equity markets were mixed in January, with global bourses outperforming the local market. The US equity market finished 1.8% higher in January, while the ASX200 slid 0.8% in the month. While the 6% increase in iron ore prices would have supported the local bourse, the 14% fall in coking coal prices likely provided an offset. The A\$ was particularly strong in January, rising over 5% to 0.76 US cents.

## Financial Market and Economic Charts

January 2017



### Cash and Bank Bill Rates



*We expect the RBA will leave the cash rate at 1.50% in 2017*

### Australian Dollar



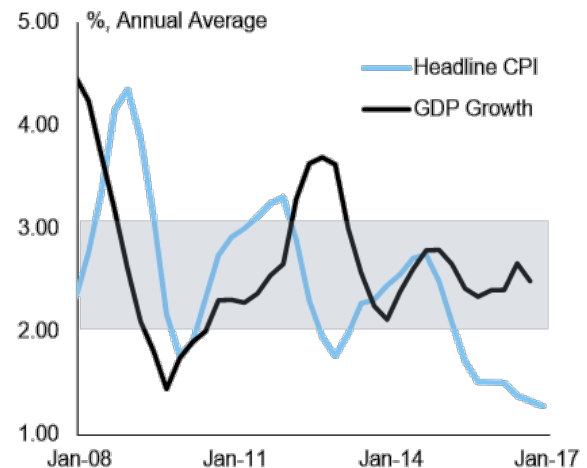
*The A\$ appreciated 5% against the US\$ in January*

### Unemployment rate



*Unemployment in NSW is around 0.8% lower than the rest of Australia*

### Australian Equities



*Inflation has been below the RBA's target band (2-3%) for 8 consecutive quarters*

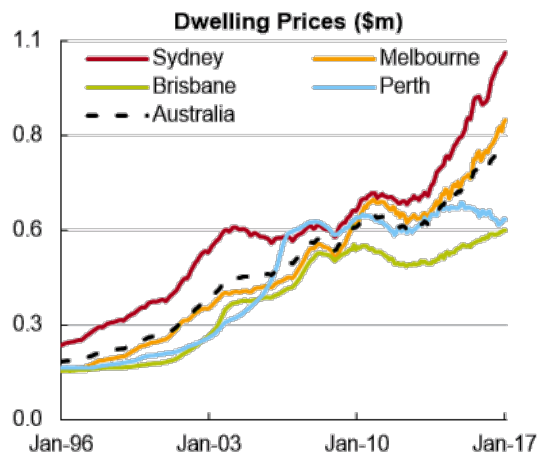
## The State of New South Wales

### Housing Market Update

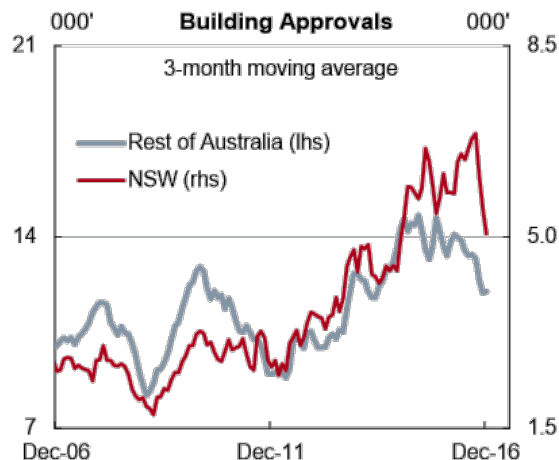


Australia's housing market has performed exceptionally well in recent years. Whether it be the record-high levels of construction, or the increase in house prices, the property market has been especially active in Australia.

The strong performance, however, has not been uniform across the different States and Territories. Housing activity in the non-mining States have outperformed the mining-oriented States. This should not be a surprise – mining investment has fallen substantially while interest rates have declined to all-time lows. As a result, NSW has been a stand-out performer.

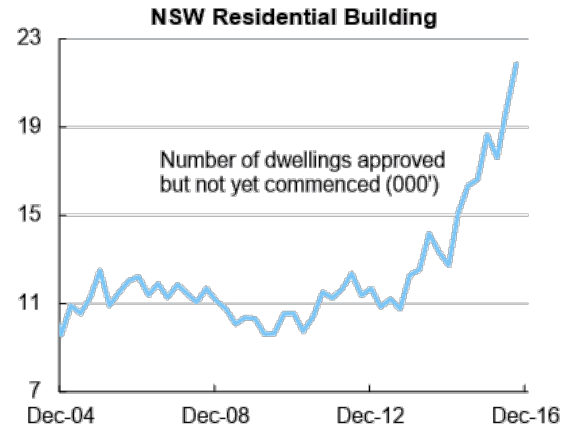


More recently, it seems that some housing market data have been more mixed. For example, building approvals – which remain above its long-term average – have formed a peak in both NSW and the rest of Australia.



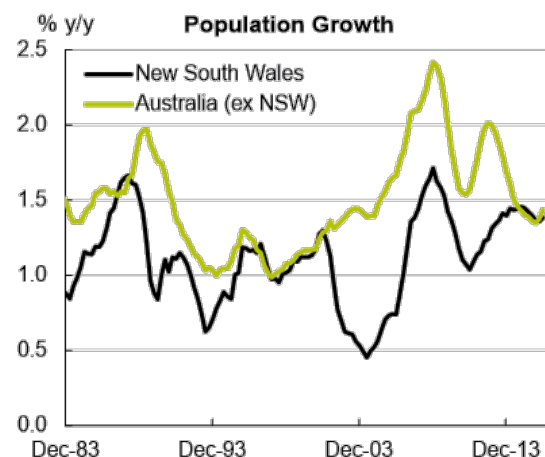
Building approvals are an indication of future construction activity. Fortunately, while the number of approvals has started to decline, there is still an

incredibly large backlog of residential construction that has not yet commenced, especially in NSW.



The chart above – which excludes construction that has commenced – suggests that building activity in NSW should continue at a high level well into 2017. The impetus to growth, however, will not be as pronounced as before as the pace of construction activity starts to slow. It is the pace of activity rather than the level that is important for GDP growth.

Population growth in NSW remains strong, but it has stopped accelerating. Still, demand for housing should remain positive. And with lowest unemployment rate in Australia, housing demand is not likely to fall as sharply as it has in other parts.



Overall, the housing market in NSW should continue to perform well considering the historic rise in activity it achieved over the past couple of years. The bulky pipeline of work will keep the level of construction high, population growth will provide a reasonable support demand, while low interest rates will continue to allow for relatively low mortgage servicing costs.

## Financial Markets Data

### January 2017



Interest Rates	Close (%)	1 Month (bps)		CYTD (bps)	
RBA Cash Rate	1.50	0	—	0	—
Term Deposit (average 90-day rate for \$10,000)	2.05	0	—	0	—
90-day BBSW	1.77	-4	▼	-4	▼
5-year A-Rated Corporate Bond Yield	3.50	-14	▼	-14	▼
3-year Australian Bond Yield	1.91	-5	▼	-5	▼
10-year Australian Bond Yield	2.71	-5	▼	-5	▼
10-year Australian Break-Even Inflation	1.91	-2	▼	-2	▼
10-year Australian Real Yield	0.80	-3	▼	-3	▼
Fed Funds Rate (lower bound)	0.50	0	—	0	—
2-year US Treasury Yield	1.20	2	▲	2	▲
10-year US Treasury Yield	2.45	1	▲	1	▲
10-year German Bund Yield	0.44	23	▲	23	▲
NSW TCorp Bonds	Close (%)	1 Week (bps)		YTD (bps)	
4.00% 20 February 2017	1.75	1	▲	1	▲
6.00% 1 February 2018	1.81	-3	▼	-3	▼
3.50% 20 March 2019	1.92	-9	▼	-9	▼
6.00% 1 May 2020	2.11	-10	▼	-10	▼
4.00% 8 April 2021	2.25	-11	▼	-11	▼
6.00% 1 March 2022	2.37	-9	▼	-9	▼
4.00% 20 April 2023	2.57	-6	▼	-6	▼
5.00% 20 August 2024	2.70	-5	▼	-5	▼
4.00% 20 May 2026	2.91	-3	▼	-3	▼
3.00% 20 March 2028	3.14	-3	▼	-3	▼
3.00% 20 February 2030	3.34	-4	▼	-4	▼
3.75% 20 August 2020 CIB	0.50	-13	▼	-13	▼
2.75% 20 November 2025 CIB	0.96	-6	▼	-6	▼
2.50% 20 November 2035 CIB	1.50	-1	▼	-1	▼
10-year NSW TCorp Bond Yield	3.00	-3	▼	-3	▼
10-year TCV (Victoria) Spread	-0.02	0	—	0	—
10-year QTC (Queensland) Spread	0.19	0	—	2	▲
Equities	Close	1 Week		YTD	
S&P/ASX 200 (Australia)	5,621	-0.8%	▼	-0.8%	▼
S&P 500 (US)	2,279	1.8%	▲	1.8%	▲
FTSE 100 (UK)	7,099	-0.6%	▼	-0.6%	▼
DJ Stoxx 600 (Europe)	360	-0.4%	▼	-0.4%	▼
Nikkei 225 (Japan)	19,041	-0.4%	▼	-0.4%	▼
Shanghai Composite (China)	3,159	1.8%	▲	1.8%	▲
Currencies	Close	1 Week		YTD	
AUD/USD	0.76	5.2%	▲	5.2%	▲
EUR/USD	1.08	2.7%	▲	2.7%	▲
USD/JPY	112.80	-3.6%	▼	-3.6%	▼
GBP/USD	1.26	1.9%	▲	1.9%	▲
US\$ Index	99.51	-2.6%	▼	-2.6%	▼
Commodities	Close	1 Week		YTD	
Brent Oil (US\$/bbl)	55.70	-2.0%	▼	-2.0%	▼
Iron Ore (US\$/t)	83.34	5.7%	▲	5.7%	▲
Newcastle Coking Coal (US\$/t)	158.30	-13.9%	▼	-13.9%	▼
Gold (US\$/oz)	1,210.65	5.1%	▲	5.1%	▲

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## **(ITEM IN1/17 ) REPORTS APPROVED UNDER DELEGATED AUTHORITY - DURING THE 2016/17 RECESS PERIOD**

File No: 16/59529

REPORT BY GENERAL MANAGER

### **Summary**

Council, at its meeting held 6 December, 2016 granted delegated authority to the Mayor and General Manager and in the absence of the Mayor or General Manager to the Deputy Mayor to deal with matters during the Council recess period as follows:

1. *That for the period from 7 December 2016 until the first Council Meeting of 2017 Council delegates the following to both the Mayor and the General Manager:*
  - *A petition with eight or more signatures from separate households within the notification area has been received and the application has not been refused.*
  - *Where eight or more valid planning objections to the development application have been received from separate households within the notification area and the application has not been refused.*
  - *Development where there is major variation (more than a 10%) from Council's Development Standards under Clause 4.6 of BLEP 2012.*
  - *Where two or more Councillors request a Development Application to be brought to Council.*
  - *Any matter subject to appeal where the matter has gone to a hearing or Section 34A Conference.*
  - *Applications having a major environmental impact on the locality and which involve land owned by Council.*
  - *Writing Off Accounts - to approve the writing off of accounts greater than \$5,000.*
  - *Writing Office Stores and Materials – to approve the writing off of items greater than \$5,000.*
2. *That the Deputy Mayor be granted these delegations in the absence of the Mayor or the General Manager.*
3. *That all decisions made under the above delegations be subsequently reported for the information of Councillors at the first Council Meeting of 2017.*

### **Decisions Made During the Recess Period**

No decisions were made under Delegated Authority during the Recess Period.

### **No Decision – Information Item Only**

### **Attachments**

There are no attachments for this report.

## (ITEM IN2/17) SAFE & CLEAN TEAM - QUARTERLY PERFORMANCE REPORT

File No: 17/3864

REPORT BY DEPUTY GENERAL MANAGER LAND, INFRASTRUCTURE &amp; ENVIRONMENT

### Summary

This report provides performance information on the Safe and Clean Team for the second quarter of the 2016/17 period.

The Safe and Clean Team operates on a daily basis between the hours of 10am to 6pm. The Safe and Clean Team patrols all main business streets in the Burwood Local Government Area including Burwood Road, Liverpool Road, The Boulevarde, The Strand and Georges River Road. The Safe and Clean Team focuses on ensuring that the main business streets are always clean by removing small waste and cleaning infrastructure as well as reporting all crime activity to Police and all local law breaches to Council. They provide a physical presence of Council along the main streets. Below is a summary of their performance for the period:

Activity	October 2016	November 2016	December 2016	Total
Rubbish removed from roadway	2385 litres 20 (120L bins)	2275 litres 19 (120L bins)	1718 litres 14 (120L bins)	<b>6378 litres 53 (120L bins)</b>
Shopping trolleys reported and removed from main streets	315	283	232	<b>830</b>
Advertising posters removed	98	70	68	<b>236</b>
Report Graffiti on Council Property	19	25	18	<b>62</b>
Report Road Obstructions	6	0	0	<b>6</b>
Report Crime	0	0	0	<b>0</b>
Small spill clean ups	0	0	0	<b>0</b>
Distribute information leaflets	0	0	0	<b>0</b>
Report maintenance issues	0	0	0	<b>0</b>

Note: The shopping trolleys left abandoned on the streets were reported to the relevant service provider and removed within a 24 hour period.

In regards to rubbish removal, the data highlighted that Burwood Road is identified as the location with the most amount of light litter unlawfully disposed. Overall the presence of the Safe and Clean Team has made a huge impact towards the beautification of the main streets and the safety of the local community.

### **No Decision – Information Item Only**

### Attachments

There are no attachments for this report.



## **(ITEM IN3/17) ENVIRONMENTAL MANAGEMENT PLAN - ANNUAL PROGRESS REPORT 2016**

File No: 17/3785

REPORT BY DEPUTY GENERAL MANAGER LAND, INFRASTRUCTURE & ENVIRONMENT

### **Summary**

This report provides an update on the actions undertaken in relation to Council's Sustainability and Environmental Action Plans for the 2016 calendar year.

### **Background**

Council's Delivery Program 2014-2017 (Strategic Goal 3.6.4) requires that an Annual Report be submitted to Council summarising the actions for the various sustainability and environmental initiatives.

Council has numerous plans that are focussed on environmental sustainability which include measures to promote and contribute to responsible decision making in order to lessen our impact on the local environment.

The Plans that Council has implemented include:

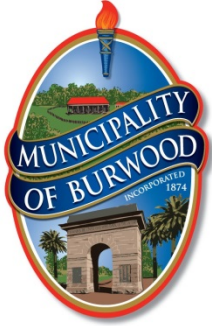
- Green Action Plan
- Waste Less Recycle More Program Action Plan (formerly the Waste and Sustainability Improvement Payment Program Action Plan)
- Water Savings Action Plan
- Cities for Climate Protection Program – Local Action Plan
- Strategic Waste Action Plan
- Litter and Illegal Dumping Action Plan

The actions undertaken and achieved for the nominated plans during 2016 are listed in the attached document.

### **No Decision – Information Item Only**

### **Attachments**

- 1 Environmental Management Plans – Annual Progress Report 2016



# *Burwood Council*

heritage ▪ progress ▪ pride

## **ENVIRONMENTAL MANAGEMENT PLANS – ANNUAL PROGRESS REPORT 2016**

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Website: [www.burwood.nsw.gov.au](http://www.burwood.nsw.gov.au)



## Environmental Management Plans – Annual Progress Report 2016

### Strategic Goal 3.6.4

*Develop management plans that improve the performance of Council's operations to address global warming.*

#### Actions

- 3.6.4.1 Monitor actions from Green Action Plan
- 3.6.4.2 Monitor actions from Sustainability Action Plan
- 3.6.4.3 Monitor actions from Waste Less Recycle More Program  
(formerly the Waste and Sustainability Improvement Payment Program Action Plan)
- 3.6.4.4 Monitor actions from Water Savings Action Plan
- 3.6.4.5 Monitor actions from the Cities for the Climate Protection program – Local Action Plan
- 3.6.4.6 Monitor actions from Strategic Waste Action Plan
- 3.6.4.7 Monitor actions from Litter and Illegal Dumping Prevention Plan

#### Service Standard (Performance Measure)

Annual Report to Council

#### 2016 Actions

The seven Plans have similar and overlapping initiatives and actions all aimed at improving and enhancing the environment. For ease of reporting, the following list outlines the actions undertaken from January – December 2016 for each Plan:

##### **3.6.4.1 Green Action Plan**

The Green Action Plan (GAP) is an overarching Plan that outlines the various initiatives that Council has or is undertaking in relation to responsible environmental management.

The GAP was reviewed and updated by Council in July of 2012 and following the adoption of the GAP, there has been a series of specific action plans that address the environmental issues identified in the GAP. These are addressed below.

##### **3.6.4.3 Waste Less, Recycle More Program**

The NSW EPA is overseeing the Waste Less Recycle More (WLRM) program focussing on waste, illegal dumping, littering and diversion of materials. Annual payments to Council will continue as part of the WLRM program along with various grants specific to waste and recycling infrastructure and illegal dumping and littering projects.

The NSW Government announced in October 2016 that the program will be extended for five years, 2017 – 2021 making available an additional \$337million for programs and projects.

### **3.6.4.2 Sustainability Action Plan**

Council hosted seven workshops free of charge to residents and the inner west community as part of the Treading Lightly eco-living program. Topics included:

- Veggie Gardening in Pots
- Organic Gardening Problem Solver
- DIY Woven Rag Rugs
- Love Food Hate Waste: Eat Better & Meal Planning
- Healthy Garden, Healthy Soil
- Green Cleaning
- Home Orchard

During 2014 Council was successful along with other SSROC Councils in securing a \$1 million grant over three years. The grant is to engage residents to commence home composting to reduce organic matter going to landfill. The program Compost Revolution allows residents to undertake an online tutorial and quiz of their choice then they are able to purchase either a compost bin or worm farm at 50% discounted price with free delivery. During 2016, 47 compost bins and worm farms were purchased by Burwood Council residents.

Council has continued to use Planet Footprint to track energy, gas, and water data in order to measure resource use and carbon footprint. Planet Footprint provides quarterly reports on Council's performance.

Council is a member of the Sustainable Choice program, which is a sustainable procurement program for NSW Local Government. Sustainable Choice aims to increase the level of sustainable purchasing within the local government sector. During 2016 Council achieved a sustainable procurement scorecard considered to be at an advanced level. The scorecard is an assessment of the core organisational systems and processes at Council underpinning effective sustainable procurement.

Council continues to use the Sustainable Events Policy at the Burwood Festival by providing recycling infrastructure for festival attendees. The checklist for the sustainable events was also completed by all stall holders to capture data on sustainability of the event.

Second Hand Saturday continued during 2016. Second Hand Saturday is a great program to divert useable, unwanted goods from landfill and promote community spirit. The Second Hand Saturday events are held five times per year, the LGA is split into five areas and Council notifies residents whom then, if interested in participating, register their address and items to be sold. Council arranges advertising of the participating properties and sends them a kit to use on the day including posters, balloons, price tags. Residents are required to ensure any unsold items are removed from public property at the completion of the event. A total of 69 garage sales were held during 2016.

Council participated in Schools Tree Day in July 2016. A presentation on the importance of trees and a demonstration on how to plant a tree/shrub correctly was delivered to students and then students undertook planting of native shrubs and grasses. Three schools registered with 100 students and 100 native shrubs and grasses planted.

#### **3.6.4.4 Water Savings Action Plan**

The most cost effective water saving actions identified in this plan have been implemented. This plan is now redundant, water savings actions are contained within the Green Action Plan.

#### **3.6.4.5 Cities for Climate Protection Program – Local Action Plan**

Council continued to use Planet Footprint during 2016 to track energy, water, greenhouse and other performance data.

Council continues to support the Fridge BuyBack Program through promotion on the website, community newsletters and referral via telephone enquiries. The Fridge BuyBack Program is an energy efficiency and greenhouse gas abatement program that involves removing second working fridges from households.

#### **3.6.4.6 Strategic Waste Action Plan**

In 2015 Council was successful in securing a NSW EPA Round Two Bin Trim Business Grant for \$195,000.00, ending June 2017. The Bin Trim Business Grants program funds waste assessments for small and medium sized businesses. Waste assessors undertake free assessments, produce tailored action plans and provide support to businesses to reduce waste and increase recycling. The project will assess 468 businesses across the Burwood LGA.

During 2016 Council held regular free electronic waste (e waste) drop off events on Saturday mornings at the Depot. A total of 22 drop off events were held throughout 2016.

During 2014 Council was successful along with other SSROC Councils in securing a \$1 million grant over three years. The grant is to promote and engage residents to commence home composting to reduce organic matter going to landfill. The program Compost Revolution allows residents to undertake an online tutorial and quiz of their choice then they are able to purchase either a compost bin or worm farm at 50% discounted price with free delivery. During 2016, 47 compost bins and worm farms were purchased by Burwood Council residents.

Council is a partner of the Love Food Hate Waste program which is coordinated by the OEH. The program provides information, advice and education in relation to the planning purchasing and storing of household food. It aims to reduce the amount of food that is thrown away through poor household practices and planning. Council's website links to the Love Food Hate Waste website. The program was also promoted in resident newsletters and one Treading Lightly workshop was held to promote the food waste avoidance message.

Council conducted a recycling bin inspection program in Single Unit Dwellings (SUDs). Residents were provided feedback on their recycling achievements and the best recyclers were given the opportunity to win a green hamper. The audits indicated there are some improvement opportunities, particularly around soft plastics (eg cling film, plastic bags) education, as they are not currently accepted in the Council kerbside collection service.

Council delivered 54 lessons free of charge to 1,115 primary school and 263 childcare centre students in the LGA on environment and waste minimisation issues as part of Council's 'Providing the Links' educational teaching program. Topics presented included:

- Wild about Worms
- Better Get it Sorted (the most popular topic for 2016)

## ATTACHMENT 1

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### ITEM 3/17 Environmental Management Plan - Annual Progress Report 2016.DOC

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#### Environmental Management Plans – Annual Progress Report 2016

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- Recycling, it won't cost the earth
- The 3 R's – RU Ready!

Council continues to offer a free battery recycling program for residents. A collection point is located at Council's Customer Services Centre for small batteries such as cameras, torches, toys, tools and appliances.

Council continues to offer mobile phone collection program by linking with Mobile Muster. A collection point is located at Council's Customer Services Centre for mobile phones and chargers. During July 2015 – June 2016 Council collected 124.72kg of mobile phones, batteries and accessories from recycling, placing us in the Top 5 Collectors category for NSW Councils.

Council continues to support the Fridge BuyBack Program through promotion on the website, community newsletters and referral via telephone enquiries. The Fridge BuyBack Program is an energy efficiency and greenhouse gas abatement program that involves removing second working fridges from households.

#### ***3.6.4.7 Litter and Illegal Dumping Prevention Plan***

Council continues to follow the Litter and Illegal Dumping Prevention Plan developed in 2011. The plan focuses on prevention, education, implementation and enforcement.

Council purchased two mobile CCTV cameras during 2015, through the NSW EPA Waste Less Recycle More Initiative, and continues to use them in identified hotspots in an effort to identify and prosecute any acts of illegal dumping.

Council regularly produces a media release to the local papers regarding Illegal Dumping & Littering, advising residents on how to correctly have unwanted items collected through the clean-up services, drop off locations etc.

Council's website also outlines information on illegal dumping and litter prevention and the Dob in a Dumper campaign.

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**(ITEM IN4/17) POWER OF ATTORNEY FOR THE GENERAL MANAGER -  
NOVEMBER 2016 TO FEBRUARY 2017**

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File No: 17/3810

REPORT BY GENERAL MANAGER

**Summary**

At the Council Meeting of 28 June 2011, Council resolved to delegate to Michael Gerard McMahon, General Manager, a prescribed power of attorney and that the General Manager report to Council every three months on all documents signed under the prescribed power of attorney.

Council notes that there were no documents signed under power of attorney during the reporting period.

**No Decision – Information Item Only****Attachments**

There are no attachments for this report.

**(ITEM IN5/17) PETITIONS**

File No: 17/648

REPORT BY GENERAL MANAGER

**Summary**

Council has received five petitions since the last Council Meeting.

**Background**

<b>Date Received</b>	<b>Petition Subject</b>	<b>No. of Households and Businesses within the LGA</b>	<b>No. of Households outside the LGA</b>	<b>Responsible Council Division</b>
30/01/2017	BD.2016.172 – 31 Wyatt Avenue, Burwood	14		Land, Environment and Infrastructure
16/01/2017	BD.2016.173 – 42 Claremont Road, Burwood Heights	66		Land, Environment and Infrastructure
19/12/2016	BD.2010.233 – 195A Burwood Road, Burwood – Petition of Support	27		Land, Environment and Infrastructure
14/12/2016	BD.2016.154 – 47 Conder Street, Burwood	16		Land, Environment and Infrastructure
29/11/2016	Urban Growth for the Parramatta Road Corridor - FSR and building heights in Neich Parade, Burwood	28		Land, Environment and Infrastructure

**Comments**

That Council notes that the Petitions have been referred to the appropriate Council Officers for attention.

**No Decision – Information Item Only****Attachments**

There are no attachments for this report.

## (ITEM IN6/17) ANSWERS TO QUESTIONS WITHOUT NOTICE - COUNCIL MEETING OF 22 NOVEMBER 2016 AND 6 DECEMBER 2016

File No: 17/660

REPORT BY GENERAL MANAGER

### Summary

At the Council Meeting of 22 November 2016 and 6 December 2016 the following Questions without Notice (QWN) were submitted by Councillors. Council Officers responded to the QWN and Councillors were notified on 5 December 2016 and 20 December 2016 of the outcome of the QWN.

These are now submitted as part of the Council Agenda for Public Notification.

<b>QUESTIONS WITHOUT NOTICE – COUNCIL MEETING OF 25 OCTOBER 2016</b>	
<b>Question</b>	<b>Response</b>
<p><b><u>Councillor Justin Taunton</u></b></p> <p><b>Question 1</b> – There are a lot of Ibis birds in streets surrounding Burwood Park, getting into rubbish bins and spraying garbage everywhere. Does Council liaise with agencies like the RSPCA on managing this problem?</p>	<p><b><u>Manager Parks</u></b></p> <p>Council has a draft Management Plan that was developed in 2012 for the control of Ibis birds in Burwood Park. Part of this Plan included installing enclosed bins in the park (and also in the CBD area) to deter birds from scavenging for scraps in the open be-tidy bins. There was some success with this approach, but unfortunately misguided people continue to feed all birds in the park, including Ibis, which increases bird populations. Signage was also erected in Burwood Park asking people not to feed the birds, but this has not proven to be an effective deterrent.</p> <p>Council regularly removes eggs and nests from the palms trees in Burwood Park under a license permit granted by National Parks Wildlife Service (NPWS). Ibis are a native birds and NPWS are very conservative with the number of eggs/nests they will allow Council to remove.</p>
<p><b><u>Councillor Justin Taunton</u></b></p> <p><b>Question 2</b> – Can Councillors be invited to events like the launch of the Enfield Aquatic Centre Masterplan, Civic Ceremonies and groups like the Lions Clubs?</p>	<p><b><u>General Manager</u></b></p> <p>Yes some events are less formal like the Enfield Aquatic Centre Master Plan launch which was held during the day with mainly staff present.</p>
<p><b><u>Councillor John Faker</u></b></p> <p><b>Question 1</b> - Currently there is a semi-detached house located on the cnr Gladstone Street and Mount Pleasant Avenue, Burwood was the Development Application approved as a CDC approval?</p>	<p><b><u>Manager Building &amp; Development</u></b></p> <p>Yes, A CDC was issued by a Private Certifier on 24 March 2016 for alterations to the property at 8C Gladstone Street Burwood. The alterations included a first floor addition to the existing cottage.</p>

<b>QUESTIONS WITHOUT NOTICE – COUNCIL MEETING OF 25 OCTOBER 2016</b>	
<b>Question</b>	<b>Response</b>
<p><b><u>Councillor Justin Taunton</u></b></p> <p><b>Question 1</b> – Can Council speak to Sydney Trains regarding the graffiti on the rail overhead bridge on Burwood Road, Burwood?</p>	<p><b><u>Acting Senior Manager Civil Construction &amp; Operations</u></b></p> <p>Council has reported the graffiti on the Burwood Road Railway Bridge to Sydney Trains. The reference number for this report is 237091. Graffiti can be reported to Sydney Trains 24 hours a day by calling 131 500.</p>
<p><b><u>Councillor Justin Taunton</u></b></p> <p><b>Question 2</b> – Can Council speak to the owners of the property at the rear of Railway Parade, Burwood (facing the rail line) regarding graffiti?</p>	<p><b><u>Acting Senior Manager Civil Construction &amp; Operations</u></b></p> <p>The General Manager has written to the Facilities Manager of the building at 1 Railway Parade Burwood requesting that the graffiti be removed and a courtesy copy of this letter will be forwarded to Cr Taunton.</p>
<p><b><u>Councillor Furneaux-Cook</u></b></p> <p><b>Question 1</b> – Can the verge on Liverpool Road from Burwood Road to St James Church, Croydon be attended to, it is very unkempt and the weeds are long?</p>	<p><b><u>Acting Senior Manager Civil Construction &amp; Operations</u></b></p> <p>The mowing of the naturestrips on Liverpool Road, from Willee Street to Dickinson Avenue, was completed on 12 December 2016, when the Road Occupancy Licence (ROL) required from RMS became valid. Contractors are currently carrying out weed spraying throughout the LGA. The Burwood Council boundary does not extend to St James Church.</p>
<p><b><u>Councillor Furneaux-Cook</u></b></p> <p><b>Question 2</b> – Can Council staff confirm that the Department of Planning's "Missing Middle" is not about rezoning but about complying development?</p>	<p><b><u>Manager Strategic Planning</u></b></p> <p>The draft Medium Density Design Guide (referred to as the "Missing Middle") is aimed at providing guidance on complying development and development applications for medium density housing. It is not about rezoning.</p>
<p><b><u>Councillor Furneaux-Cook</u></b></p> <p><b>Question 3</b> – Is Council making a submission on the "Missing Middle" and in the model Code of Conduct (proposed changes)?</p>	<p><b><u>Manager Strategic Planning</u></b></p> <p>Council's Strategic Planners provided comments to SSROC, who on behalf of the member councils prepared and lodged a submission on the "Missing Middle".</p> <p><b><u>Deputy General Manager Corporate Governance and Community</u></b></p> <p>The Office of Local Government (the Office) has advised Councils that it is seeking suggestions for improvements to the Model Code in relation to the following:</p> <ul style="list-style-type: none"> <li>▪ The ethical standards prescribed under the Model Code</li> <li>▪ The operation of the Procedures</li> <li>▪ Requirement for the disclosure of interest by Councillors and Designated Persons in returns of interest currently submitted under Section 449 of the Act.</li> </ul>



QUESTIONS WITHOUT NOTICE – COUNCIL MEETING OF 25 OCTOBER 2016	
Question	Response
	<p>The Office issued a Position Paper in October 2011 and Burwood Council at that time made an extensive submission which contained 22 substantial suggested changes. The majority of the matters raised by Burwood were addressed in the revised Model Code.</p> <p>In May of 2012 the Office issued the Draft Model which Council provided further feedback on.</p> <p>The new Model Code was released by the Office of Local Government in November 2015 for implementation.</p> <p>As the majority of Council's suggested changes were incorporated into the Model Code and given the short time since the last review it is not Council's intention to contribute further through a standalone submission. However, Council is currently working with SSROC on a joint submission and will be endorsing that submission.</p>

**No Decision – Information Item Only****Attachments**

There are no attachments for this report.

## **(ITEM IN7/17) MAYORAL DISCRETIONARY GRANTS - SMALL DONATIONS MADE FOR THE PERIOD ENDING 31 DECEMBER 2016**

File No: 17/4315

REPORT BY GENERAL MANAGER

### **Summary**

The Discretionary Grants – Small Donations Policy was reviewed by Council and adopted on 25 June 2013. As part of the Policy requirements a list of donations made is to be reported to Council on a quarterly basis. The attached table details the Discretionary Grants for the December 2016 quarter.

### **Background**

The Mayor receives an annual budget of \$10,000 to provide civic leadership by supporting, through the allocation of small donations on behalf of Council, organisations or individuals for:

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) which 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 which includes P and C associations.
5. Mayor's discretion for requests of a humanitarian nature.

Financial assistance for all categories is capped at \$500.

### **Proposal**

That Council notes this report as per the requirements of the Discretionary Grants – Small Donations Policy.

### **Financial Implications**

Within the approved budget allocation of \$10,000.

### **No Decision – Information Item Only**

### **Attachments**

- 1 Discretionary Grants - Small Donations Policy 2015-2016 - December Quarter 2 Pages

**ITEM 7/17 Mayoral Discretionary Grants - Small Donations made for the period ending 31 December 2016.DOC**  
**Discretionary Grants - Small Donations Policy 2015-2016 - December Quarter**

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**(ITEM IN8/17) 16TH INTERNATIONAL CITIES, TOWN CENTRES AND COMMUNITIES CONFERENCE**

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File No: 17/5668

REPORT BY GENERAL MANAGER

**Summary**

Cr Taunton attended the 16<sup>th</sup> International Cities, Town Centres and Communities Conference in Launceston, Tasmania on 9 to 11 November 2016.

Cr Taunton will provide a report at the meeting stating aspects of the trip relevant to Council business and/or the local community.

**No Decision – Information Item Only****Attachments**

There are no attachments for this report.