



Burwood Inc.1874

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Ordinary Meeting

Notice is hereby given that a meeting of Burwood Council will be held in the Conference Room, Level 1, 2 Conder Street, Burwood on Tuesday 12 December 2023 at 6:00pm to consider the matters contained in the attached Agenda.

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

Public Forum

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

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

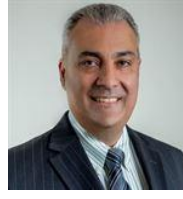
The Council Meeting will commence immediately after the conclusion of the Public Forum. In the event there are no speakers registered, the Public Forum will not be held and the Council Meeting will commence promptly at 6:00pm.

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General Manager

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Council meeting room

General
Manager

Mayor
Faker

Cr
Mannah

Cr Esber

Cr
Cutcher

Cr
Crichton

Cr
Robinson

Cr Hull

Public gallery

Agenda

For an Ordinary Meeting of Burwood Council to be held in the Conference Room, Level 1, 2 Conder Street, Burwood on Tuesday 12 December 2023 immediately after the Public Forum commencing at 6.00pm.

1. Prayer

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

2. Acknowledgement of Country

3. Statement of Ethical Obligations

4. Apologies

5. Declarations of Interest

6. Declaration of Political Donations

7. Confirmation of Minutes

8. Mayoral Minutes

9. General Business

General Business

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Reports of Committees

(Item RC21/23)	Sustainability and Environment Advisory Committee - Meeting Minutes - 21 November 2023	78
(Item RC22/23)	Burwood 150 Years Anniversary Steering Committee Meeting Minutes - 5 December 2023	82

Confidential Items

(Item 102/23)	Tender - Supply and installation of new parking management technology with associated services
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That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (c) of the Local Government Act, 1993, as the matter involves information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

(Item 97/23) Update on the Exhibition of Draft Burwood North Masterplan

File No: 23/46435

Report by Director City Strategy

Summary

This report provides Council with a progress update on the exhibition of the draft Burwood North Precinct Masterplan.

Operational Plan Objective

- A.63 Research plans and opportunities for the creation of public open spaces as part of the planning of the Burwood North Precinct.
- A.76 Undertake initiatives that support new economic growth in the Burwood North Precinct and Burwood Town Centre.
- A.98 Undertake comprehensive community engagement programs to seek community input on Council projects, operations, initiatives and major decisions.

Background

The draft Burwood North Precinct Masterplan seeks to build upon the vision presented via the Parramatta Road Corridor Urban Transformation Strategy (PRCUTS), particularly connecting urban renewal with the opportunity afforded by the delivery of Sydney Metro West.

This level of connectivity and accessibility, not envisaged by PRCUTS, has the potential to attract significant investment in employment and the delivery of housing and provides opportunities to build on the established health/medical, educational and professional industry in the Precinct, further cementing Burwood's role in the Eastern City District as a Strategic Centre.

It also provides an opportunity to deliver significant community benefits, including open space and community infrastructure, quality urban design and building excellence, green and connected streets for people, all in a way that is environmentally and financially sustainable.

The draft Masterplan sets the strategic basis for a future amendment to planning controls, via a Council-led Planning Proposal, aimed at facilitating housing, jobs, design excellence, sustainability and transport.

Council, at its meeting on 26 October 2023, resolved the following:

1. *That Council endorse the draft Burwood North Masterplan, as included in Attachment 1 and the associated studies, as included in Attachments 2–13 to this report, for the purposes of public exhibition.*
2. *That the draft Burwood North Masterplan and associated studies be publicly exhibited for a minimum period of 6 weeks in accordance with the framework outlined in the Community Engagement Strategy, as included at Attachment 14 to this report.*
3. *That Council:*
 - a) *proactively consults with and extracts detailed information from the NSW State government in respect of the provision of infrastructure services to Burwood LGA from the present to the projected completion of the draft Burwood North Masterplan including, but not limited to the following:*
 - i. *hospitals*
 - ii. *police*
 - iii. *ambulance*

- iv. schools (primary and secondary)
 - v. the capacity of the Burwood metro and heavy rail
 - b) make this information available to councillors and
 - c) publicly exhibit this information in accordance with the community engagement strategy for incorporation in the draft Burwood North Masterplan.
4. That following the conclusion of the public exhibition of the draft Burwood North Precinct Masterplan and associated studies, a further report be prepared and submitted to Council to allow consideration of any submissions received and any resulting amendments to the Masterplan.
5. That the General Manager be delegated to undertake minor modifications to any numerical, typographical, interpretation and formatting errors, if required, prior to the commencement of the public exhibition of the draft masterplan.

Public Exhibition of the Draft Masterplan

The draft Masterplan was placed on public exhibition on 23 October 2023, and will conclude on 15 December 2023 for a total period of 8 weeks to allow the community suitable time to provide feedback.

The following table lists the completed and proposed community engagement activities for the exhibition of the draft Masterplan.

Community Engagement Activities	Date and Time
Burwood Park Community Centre Pop Up Session	<ul style="list-style-type: none"> • 24 October, 3pm-7pm • 7 November, 2pm-6pm • 8 November, 1pm-6pm • 14 November, 1pm-6pm • 28 November, 2pm-6pm • 12 December, 2pm-6pm • 14 December, 2pm-6pm
Burwood Community Hub Amphitheatre Drop In Session	<ul style="list-style-type: none"> • 25 October, 10am-2pm • 26 October, 3pm-7pm • 1 November, 1pm-4pm • 2 November, 4pm-7pm • 9 November, 10am-2pm • 23 November, 10am-2pm • 30 November, 10am-2pm • 7 December, 10am-2pm

Business Chamber – Burwood Community Hub Small Business Month Event	<ul style="list-style-type: none"> • 27 October, 4pm-6pm
Croydon Village, The Strand, Croydon Pop Up Stall	<ul style="list-style-type: none"> • 31 October 8am-11am • 31 October 2pm-5pm
Burwood Chinatown Night Markets Pop Up Stall	<ul style="list-style-type: none"> • 3 November, 6pm-8pm
Mobile Playvan - Wangal Park Pop Up Stall	<ul style="list-style-type: none"> • 7 November, 10am-12pm
Mobile Playvan - Burwood Park Pop Up Stall	<ul style="list-style-type: none"> • 16 November, 10am-12pm
Enfield Aquatic Centre 90th Anniversary Event Pop Up Stall	<ul style="list-style-type: none"> • 18 November, 10am-1pm
Request to speak to a Planner Available on request or via appointment	<ul style="list-style-type: none"> • 23 October to 15 December (during business hours)

The following table provides an overview of the engagement methods undertaken and the community response at the time of reporting.

Tool/Technique	Description	Response
Letters to community (LGA wide)	Colour flyer was letterbox dropped to residents, businesses and landowners in the Burwood LGA advising of vision and engagement activities.	Delivered to 16,100 households. Sent on 18 October prior to the start of exhibition period
Addressed letter to affected landowners	Cover letter to landowners in the study area, including the colour leaflet. Second and third letters to landowners in study area to provide update on additional engagement activities.	Affected landowners (717 letters) sent on 18 October Letters on 6 November and 22 November
Addressed letter to adjoining landowners	Cover letter and flyer sent to landowners adjoining the study area, including land adjoining the Burwood North Metro Station within Canada Bay LGA.	446 adjoining landowners 242 landowners in Canada Bay LGA Sent the week of 18 October
Post cards in English, Chinese, Nepali and Korean	Postcards distributed to service centre, library and at drop in sessions and pop-up stalls as part of engagement program. Postcard provides a snapshot on seeking feedback with QR code to Participate Burwood website.	400 postcards

Factsheets	<p>Series of factsheets for distribution at engagement sessions and online on the Participate Burwood page.</p> <p>Factsheets include:</p> <ul style="list-style-type: none"> • Introduction to masterplan • Top 6 priorities • Implementation of masterplan • Next steps 	<p>70 copies distributed at engagement sessions</p> <p>140 copies downloaded from Participate Burwood website</p>
Tool/Technique	Description	Response
3D animation video	3D visualisation of the masterplan on the vision and proposed changes under master plan. Video animation produced and put on Participate Burwood Website and Burwood Council's Youtube channel.	538 views on YouTube at time of writing
Community Pop Up Sessions	<p>To be held at community events, community facilities and high visitation areas.</p> <p>Pop-ups to include A1 size display boards with renders of future of Burwood North.</p> <p>Printed copies of collateral available for community including factsheets, notification letter and postcards.</p>	<p>14 sessions planned (refer to previous table for list of pop-up sessions)</p> <p>90 participants to date</p>
Burwood Hub Display and Speak to a Planner	Display setup in Burwood Hub with a strategic planner available to talk at specified time slots during the consultation period.	<p>8 sessions planned (refer to previous table for list of drop-in sessions)</p> <p>15 participants to date</p>
Participate Burwood	<p>Website for the draft masterplan provides</p> <ul style="list-style-type: none"> • Digital 24/7 access to information and to provide feedback • Timelines and information about consultation undertaken • Masterplan and technical reports • 3D visualisation of master plan • Factsheets • List of consultation activities • Survey and submission form • Link to register to be informed of updates on project. 	<p>2,410 Visits</p> <p>1,416 Visitors (23 October to 30 November)</p> <p>203 downloads of the draft Masterplan report</p>
Online Survey	10 questions on the top priorities for Burwood North	11 responses

Social media	Promotion of masterplan engagement activities on social media.	Social media posts planned during consultation period
Speak to a planner	One-on-one conversations with Council strategic planners via phone or in person meetings.	21 phone conversations 5 meetings by appointment
Stakeholder meetings	Briefing on the project with MPs, local schools, Council advisory committees, and internal staff	6 briefings planned during consultation period

Examples of Engagement Materials:

Letterbox Flyer



Postcards



Factsheets



Display boards in the Burwood Hub Amphitheatre



Exhibition Materials



Burwood Community Hub Drop-In Session



Burwood Park Community Centre Pop-Up Session



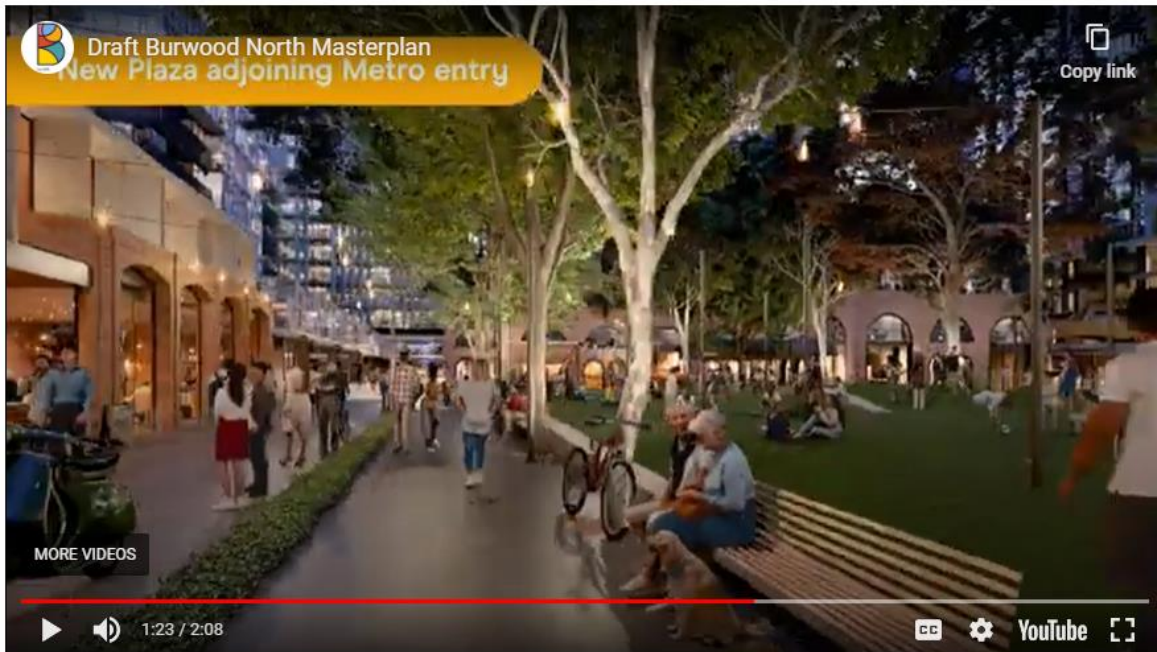
Burwood Chinatown Night Markets Pop Up Stall (3 November)



The Strand, Croydon - Pop Up Stall (31 October)



Screenshot of 3D Animation available on Burwood Council's YouTube channel and Participate Burwood



NSW Government Authorities and key stakeholders

The following key Government service, infrastructure providers and adjoining Councils have been consulted regarding the exhibition of the draft Burwood North Masterplan to better understand how the outcomes may impact on the provision of future infrastructure and services within the Burwood LGA and across the Inner West Region.

- NSW Department of Family and Community Services
- NSW Department of Education
- NSW Department of Planning and Environment
- NSW Police Force
- Transport for NSW
- Sydney Metro
- Greater Cities Commission
- Sydney Area Health District
- Resilient Sydney
- Sydney Water
- Ausgrid
- Jemena Gas
- State Emergency Service
- MLC School
- Sydney Catholic Schools
- City of Canada Bay Council
- Strathfield Council
- Inner West Council

Comments recorded during community engagement to date

The top three comments from the community (to date) are summarised below:

1. **Site specific enquiries and submissions** – the majority of enquiries and submissions to date have been from landowners within the study area generally seeking an uplift in density than what has been proposed in the master plan.
2. **Design Excellence** – a number of comments from the community expressed concerned about the design quality of future development within Burwood North.
3. **Concerns for increased traffic congestion** – a number of submissions have raised concern with the proposed substantial increase in people visiting, working and residing in the Burwood North Precinct.

Following the conclusion of the submission period, Council staff will review all submissions received, including site specific submissions and identify if any adjustments or technical reviews to the draft masterplan are required in the context of the vision, top priorities, identified constraints, desired future character of each precinct within the study area.

Extension of submission period

Council has received requests for an extension to the deadline of the submission period from 15 December 2023. It was deemed appropriate by Council officers to extend the submission deadline beyond the holiday period to 5 January 2024. The new deadline will be conveyed in future social media posts on Burwood North and on the Participate Burwood project page.

Planning or Policy Implications

This report provides an update the public exhibition of the draft Masterplan. A detailed report will be presented to Council in Q1 of 2024 following the conclusion of the exhibition and a review of submissions.

Proposed amendments to State Policies

The NSW Government has recently announced two amendments to State policies relating to delivery of housing which may have future implications for the Burwood North Precinct.

Firstly, proposed amendments to the existing in-fill affordable housing provisions under the State Environmental Planning Policy (Housing) 2021, also known as the Housing SEPP, are aimed at encouraging private developers to boost affordable housing and deliver more market housing.

The changes introduce a new floor space bonus of 30 per cent and a height bonus of 30 per cent for residential developments with at least 15 per cent affordable housing. The affordable housing component is required to be managed by a Community Housing Provider for a minimum period of 15 years, after which time it would revert to market housing.

It is anticipated that residential development valued at more than \$75 million would be eligible for a new state significant development (SSD) pathway, providing it includes at least 15 per cent of the total gross floor area as affordable housing.

The proposed bonus floor space and height provisions, would apply in addition to any existing FSR bonus, which in the case of Burwood North would be in addition to any proposed affordable housing requirement under the Masterplan and Local Environmental Plan.

Council will need to test the feasibility and impacts of these bonus provisions within the masterplan study area.

Secondly, the NSW Government have announced new planning rules to fast track low and mid-rise housing. The proposed changes include allowing:

- dual occupancies in all R2 low density residential zones across all of NSW.
- terraces, townhouses and two storey apartment blocks near transport hubs and town centres in R2 low density residential zones across the Greater Sydney region, Hunter, Central Coast and Illawarra (the Six Cities region).
- mid-rise apartment blocks near transport hubs and town centres in R3 medium density zones and appropriate employment zones.

The Government will introduce a State Environmental Planning Policy (SEPP) to enact these changes. The draft plans will go on public exhibition for public feedback shortly.

A large portion of the Burwood North masterplan study area is zoned R2 low density residential, however, the draft Masterplan identifies these areas to be rezoned to R4 high density residential zone. There is a slight risk that if the SEPP changes are made prior to the implementation of the draft masterplan that landowners within the study area could build fast track low and mid-rise housing which would inhibit the potential for future high density residential development. However, given that all landowners in the study area are aware of the draft masterplan and future density and height controls, this is considered a low risk.

Following the conclusion of the submission period, Council staff will review the draft masterplan in the context of the recently announced proposed amendments to State Policies and identify if any adjustments are required.

Financial Implications

Budget has been allocated for this project in the 2023-2024 financial year.

Conclusion

The draft Burwood North Precinct Masterplan and associated studies are currently on public exhibition to seek the community’s feedback, noting that the draft Masterplan does not enact any of the proposed changes.

Community consultation commenced on 23 October and concludes on 15 December 2023, with the submissions period extended until 5 January 2024. 22 face-to-face drop in engagement sessions were held at various locations across the LGA during the engagement period.

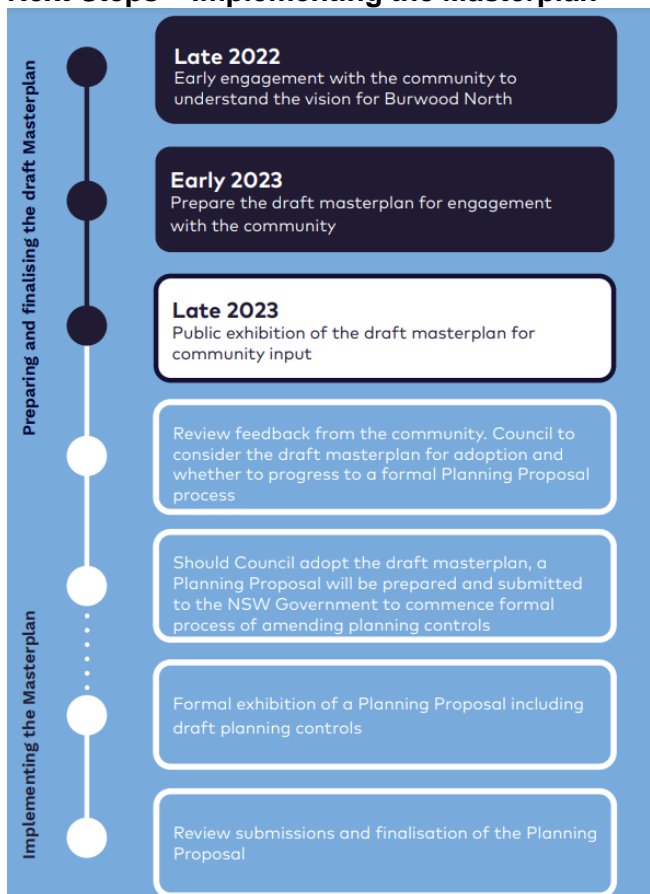
At the time of reporting, Council staff have engaged with over 100 people face-to-face, and had 21 phone conversations relating to the draft masterplan. The Burwood North Masterplan project page on the Participate Burwood website has received over 1,000 visitors, since the start of the exhibition on 23 October 2023.

Next Steps

Following the conclusion of the submission period, Council staff will review all submissions received, including site specific submissions and any available detail with regard to new SEPPs. These submissions and draft amending planning controls may also be reviewed by Council’s urban design consultants to provide additional input.

A report will be submitted to Council to consider the draft masterplan for adoption and whether to progress to a formal Planning Proposal process to implement the draft Masterplan. This report will include the outcomes of the community engagement and provide recommendations for any amendments to the exhibited draft Masterplan. The diagram below provides an overview of the next steps.

Next Steps – Implementing the Masterplan



Recommendation(s)

That the progress report on the exhibition of the draft Burwood North Masterplan be noted.

Attachments

There are no attachments for this report.

(Item 98/23) Fogo Trial Collection Extension - Progress Update

File No: 23/28600

Report by Director City Strategy

Summary

This report provides an update on the Food Organics Garden Organics (FOGO) Trial extension.

The FOGO trial extension, with the change to the frequency of the waste collection service formally commenced on Wednesday 13 September 2023 with collection of the green lid FOGO bin and the red lid bin. From this date, the red lid bin has been collected fortnightly.

In the period 13 September 2023 to 22 November 2023 65.48 tonnes of FOGO material has been collected from 3,651 x 240L green lid FOGO bins. This equates to eight (8) waste collection trucks.

Operational Plan Objective

- 1.1.1 Support and deliver initiatives that encourage social inclusion and community connections
- 3.2 People and infrastructure contribute positively to the environment
 - 3.2.1 Deliver efficiency and innovation in the use of resources
 - 3.2.3 Improve waste reduction, recycling and re-using practices in homes, workplaces, development sites, public places and Council assets

Background

Council, at its meeting on 27 June 2023 considered a report on the findings of the 12-month FOGO trial that was undertaken with 660 single dwelling households in the Burwood LGA in 2022. The report included a summary of the audit of the FOGO trial, which was undertaken in January 2023 and made recommendations for the future delivery of the FOGO service within the trial area.

Council, as a result of the report resolved to extend the trial for an additional 6-month period and to amend the frequency of the waste bin collection to align with NSW EPA guidelines, as follows:

Waste Bin Collection	Initial trial	Proposed (Trial extension)
General waste bin (red lid bin) – 120L	Weekly collection	Fortnightly collection
FOGO bin (green lid bin) – 240L	Weekly collection	No change
Recycling bin (yellow lid bin) – 240L	Alternative fortnightly collection	No change

To assist with the diversion of organics into the green lid FOGO bin, Council also resolved to roll out a targeted education program to promote better understanding and to influence positive behaviour change.

FOGO Trial 2022

In 2021, the NSW Government released the *Waste and Sustainable Materials Strategy 2041*. The strategy outlines key five and ten year targets aimed at reducing waste to landfill and transitioning to a circular economy. A key sub-target from the strategy is to *halve the amount of organic waste sent to landfill by 2030*, which means all residential households in NSW must have access to an organics collection service (FOGO) by 2030.

A 12-month FOGO trial commenced in February 2022 in the area identified in Map 1 below. The trial targeted 660 single dwelling properties with a Wednesday kerbside collection service.

Map 1- Extent of properties within the FOGO Trial Area



All properties within the FOGO trial area were encouraged to utilise their existing garden organics (green lid bin) for both food and garden waste, with the green lid bin being collected on a weekly, rather than fortnightly basis. The FOGO green lid bins are taken to Veolia's Clyde transfer station for processing, as opposed to the garden organics only (green lid bins in the remainder of the LGA) which are delivered to Veolia's Greenacre transfer station.

Council, at its meeting on 26 October 2021, agreed to the trial based on the service of the general waste bin (red lid bin) to remain weekly. The recycling bin (yellow lid bin) remained as a fortnightly service.

In January 2023, Council engaged environmental consultant EnviroCom Pty Ltd to undertake an audit of both the FOGO (green lid bin) and general waste bins (red lid bin) within the trial area.

The aim of the audit assessment was to determine the composition of the materials generated and presented by individual households to the FOGO and general waste bins.

The key audit findings were;

- Of the FOGO waste stream (92.69%) in the green lid bin approximately 89.45% was made up of garden waste and 3.23% was loose food waste.
- Overall just 18% of the total food waste within the audit survey was being diverted to the FOGO bins

The Audit indicated that food/kitchen waste was the largest contributing category to the general waste bin (red lid bin), representing 22.83% of the waste stream. Diverting this waste from the red lid bin would provide additional cost savings.

To encourage this behavioural change there needs to be a shift away from using the red lid bin for food organics. Limiting the collection of the red lid bin to fortnightly would assist in encouraging this behavioural change and this would be consistent with advice provided in EPA guidelines.

FOGO Trial Extension Update

The FOGO trial extension, with the change to the frequency of the waste collection service formally commenced on Wednesday 13 September 2023 with collection of the green lid FOGO bin and the red lid bin. From this date, the red lid bin has been collected fortnightly.

Education and Engagement

To ensure that the community was aware of the FOGO trial with the change in the frequency of the collection of the red lid bin moving from weekly to fortnightly, Council staff commenced a targeted education program in early August, with Council staff visiting the trial area and speaking to residents about the proposed trial extension.

The ongoing education and engagement messaging to FOGO trial participants has been targeted and highlights the following:

- Promoting the diversion of all organic waste from landfill, not just garden waste
- Promoting the correct use of, and availability of, kitchen caddies and compostable caddy liners to address the FOGO 'yuck' factor and make food diversion easy, convenient and mess-free
- Highlight the issues associated with contamination in the FOGO stream by promoting acceptable and non-acceptable materials
- Promote the environmental benefits and describe the negative issues associated with organic waste in landfill in respect to greenhouse gas emissions and landfill capacity issues
- Promote the big picture by highlighting the beneficial end use of FOGO materials that are turned into compost
- Sharing the results and outcomes of the FOGO trial and audit results with the community

Prior to formally commencing the FOGO trial extension, Council's Participate Burwood FOGO page was updated to include the details of the trial extension. Information was also updated and now includes a comprehensive library of information including:

- changes to the red lid bin collection frequencies
- timeline highlighting key dates and activities
- information on FOGO kits including caddies, caddy liners, five easy steps to FOGO
- copies of all educational material including information brochure, bin sticker and collection calendar

Since August 2023, the education program has been consistent and ongoing. Table 1 below provides a summary of the engagement that has been undertaken to date.

Copies of the education messaging and correspondence delivered to FOGO trial residents is included as Attachments to this report. It should also be noted that all correspondence provided to the trial residents contained the contact details of Council's sustainability staff.

Table 1 – Summary of Engagement to date – FOGO Trial Extension

Date	Activity
23 August 2023	<p>Letter 1 – notifying trial residents of changes to their waste collection service as part of the trial extension.</p> <p>Letter included a short survey to determine if trial residents needed support and if they had a FOGO caddy etc.</p> <p>A paper copy of the survey and a reply paid envelope were included in the letter, along with a QR code to provide trial residents with the option of completing the survey online.</p> <p>A total of 114 survey responses were received.</p>
29 August 2023	Letter 2 – reminder of the changes to waste collection service in the FOGO trial area and details of the community drop in session 9 October 2023.
28 August – 1 September 2023	Doorknocking in FOGO trial area. If no answer, a calling card was left to allow residents to contact the sustainability team.
5 September 2023	Letter 3 – clarification on the bin collection scheduling, commencement date and QR code and details of the dedicated FOGO trial extension Participate Burwood page which contains detailed information on the trial, tips and hints, a document library, copies of the educational materials and updates to the trial residents on tonnes of organics diverted.
6 September 2023	<p>Delivery of roll of caddy liners and bin sticker to all FOGO trial residents.</p> <p>Caddies were also delivered to new residents or those existing resident who advised that they required a new caddy.</p>
Saturday 9 September 2023 10am – 12noon	<p>FOGO resident's drop-in session at Keith Smith Park, Croydon.</p> <p>The drop-in session was an opportunity for all trial residents to come and ask questions regarding the collection changes and all things FOGO.</p> <p>14 households dropped in and overall a majority were positive about the FOGO trial extension.</p>
11 September 2023	FOGO information brochure and collection calendar were letterbox dropped to all FOGO trial residents.
12 September	Doorknocking in FOGO trial area. If no answer, a calling card was left to allow residents to contact the sustainability team.
13 September 2023	FOGO trial extension commenced.
Wednesday 27 September 2023	<p>Visual bin audits of the red lid bin and FOGO (green lid) bin were undertaken by Council staff between 6am – 8am.</p> <p>Visual inspections revealed some accepted organics still visible in the red lid bin and recyclables presented in the red lid bin. FOGO bins were mixed with some comprised of mostly garden organics and others only food organics.</p>

Date	Activity
<p>Wednesday 4 October 2023</p>	<p>Visual bin audits of the yellow lid bin (recycling) and FOGO (green lid) bin were undertaken by Council staff between 6am – 8am.</p> <p>Visual inspections revealed unaccepted items present in the recycling bins, predominately soft plastics including plastic bags and paper towels and napkins. The FOGO bins were similar to the previous week but overall contained more food organics.</p>
<p>Saturday 28 October 2023 11am – 1pm</p>	<p>FOGO resident’s drop in session and thankyou BBQ at Keith Smith Park Croydon.</p> <p>The second drop-in session provided an opportunity to celebrate the efforts by the trial residents in diversion of organics from reaching landfill and also allowed residents to drop in and ask questions, seek clarification and provide feedback/comments on the trial extension.</p> <p>Notification of the drop-in session and BBQ was via a flyer letterboxed dropped to all trial households.</p> <p>Residents who attended were complimentary to the FOGO trial.</p>



Images above: FOGO drop-in and BBQ held Saturday 28 October 2023

Results to date – FOGO trial extension

To-date the Sustainability Team have received sixty-two (62) phone calls and forty-nine (49) emails from FOGO trial residents. Enquiries have ranged from clarification of accepted items, collection scheduling and requests for larger red lid bins to enquiries about rate reductions. All enquiries have been answered and overall, the majority of residents have indicated they are managing with the changes to the frequency of the waste collection service.

It was recognised that not every household will fit the state average waste requirements within the red lid 120L bin, collected fortnightly, and although it hasn’t been widely promoted, where requests were made for a 240L red lid bin, Council has considered this within the context of each circumstance.

To date, twenty-seven (27) households have made requests for a swap to a 240L red lid bin. This represents 4% of households who have requested a larger bin. The households have been advised that the larger red lid bins are for the duration of the trial only, and have been provided at no additional charge to the resident.

As expected, the main factors for households requesting the larger red lid bin has been larger families with children, often multiple, in nappies and larger multi-generational households who despite recycling and separating food scraps are not managing with the 120L red lid bin collected fortnightly. These bins are included in the visual bin inspections to ensure correct usage of the bins.

In the lead up to the December/January holiday period, additional information and hints will be circulated to trial residents to assist them with managing their waste. The ongoing and consistent educational messaging will continue for the duration of the trial extension to ensure maximum diversion of accepted organics occurs.

In the period 13 September 2023 to 22 November 2023 65.48 tonnes of FOGO material has been collected from 3,651 x 240L green lid FOGO bins. This equates to eight (8) waste collection trucks.

An audit of both the FOGO (green lid bin) and general waste (red lid bins) is scheduled to be undertaken prior to the end of the extended trial period, early in 2024. The aim of the audit assessment will be to determine the composition of the materials generated and presented by individual households to both the FOGO and general waste bin streams and to get a better understanding of the waste diversion rate during the trial extension.

A further report on the FOGO trial extension will be presented to Council in the first quarter of 2024 following receipt of the audit report.

Planning or Policy Implications

The need to increase organics recycling is a key priority for the State and is highlighted in the NSW Government document, *NSW Waste and Sustainable Materials Strategy 2041*. The strategy focuses on environmental benefits and economic opportunities in how we manage our waste. The Strategy mandates that all Councils are to have an established FOGO collection service by 2030.

Sustainable Burwood was endorsed by Council in March 2022 and provides a framework for sustainable planning and decision making to achieve and improve on positive environmental sustainability outcomes for the Burwood Council area.

Theme 2: Built Future of Burwood identifies effective waste management as a key action with the strategy. It indicates that Council is committed to the sustainable management of waste with a focus on avoiding waste going to landfill through the provision of services such as dry recycling, separate green waste collections, FOGO services and scheduled clean up services.

Council's current diversion rate for household waste is 46% indicating there are opportunities to increase resource recovery. This represents 5000 tonnes of material being diverted from landfill each year.

The FOGO trial is consistent with the priorities in the Sustainable Burwood Strategy.

Next Steps following FOGO trial

Following the completion of the extended trial in March 2024, an audit will be undertaken in early 2024 to understand the success of the trial in diverting food organics waste and implementing behavioural changes. Following the audit, consideration by Council will need to be undertaken to determine if a program will be developed for the implementation of the FOGO service across the LGA.

Should Council determine to roll out the program across the LGA, the roll out would likely be recommended to be undertaken in two (2) stages, with the first stage (2024-2025) being the roll out of FOGO to all single unit dwellings (SUDs) across the LGA. The second stage would be to roll out the program to multi-unit developments (MUDs) following the successful implementation of the FOGO service to SUDs, which would likely be post 2025.

As part of this future FOGO implementation, significant work would need to be undertaken to ensure that residents are educated and understand the benefits of moving to a FOGO waste collection service.

Council officers would also need to work closely with the waste collection contractor, to develop a staging plan to ensure that the roll out of the service is streamlined, as well as being cost effective for Council and residents.

Council staff will continue to working closely with SSROC to understand the issues that other Councils are experiencing with respect to FOGO service roll outs, so as to learn from those experiences and ensure that we can deliver a best practice service.

A detailed report will be provided to Council in early 2024, following the completion of the extended trial and audit which will outline the proposed future roll out of FOGO Stage 1 – SUDs Implementation and education campaign.

Financial Implications

Budget has been allocated in the FY23/24 program for the FOGO trial extension.

Conclusion

The FOGO trial will continue with targeted community engagement and an ongoing education program focused around no loss in the delivery of waste service levels and the long term environmental benefits of diverting food waste from landfill. Consistent and reiterated messaging is known to be effective in assisting with behaviour change.

The FOGO trial will ensure that Council is well placed to understand the opportunities and challenges in rolling out FOGO services for single dwellings across the remainder of the LGA and will assist in ensuring that this transition will be seamless for residents.

Recommendation(s)

That the progress report on the FOGO trial extension to March 2024 be noted.

Attachments

- 1 [↓](#) FOGO trial extension - updated A5 Sticker digital
- 2 [↓](#) FOGO trial extension - updated A5 Sticker digital
- 3 [↓](#) FOGO Trial extension - drop in session and bbq flyer 28 October 2023
- 4 [↓](#) FOGO Trial extension - information brochure



Food Organics | Garden Organics

What do I put into the FOGO bin?

YES



Fruit and vegetable scraps



Meat, fish and bones



Garden waste



Eggshells and dairy products



Cake, biscuits and pastries



Pasta and rice

NO



Plastic or biodegradable bags



paper towel and tissues



Soiled paper and pizza boxes



Plastic wrappers or packets



General waste



Food containers



Building materials



Garden equipment



Tea bags



Food Organics | Garden Organics

TRIAL EXTENSION COLLECTION SCHEDULE

September

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

S	M	T	W	T	F	S
						1 2 3 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
						1 2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

What do I put into the FOGO bin?



Fruit and vegetable scraps



Meat, fish and bones



Garden waste



Eggshells and dairy products



Cake, biscuits and pastries



Pasta and rice

We have prepared FAQs, detailed information and much more on a dedicated FOGO Trial Extension page on Council's Participate Burwood page;

<https://participate.burwood.nsw.gov.au/fogo-trial-extension-2023>

You can view the FOGO Trial page by scanning;



FOGO is a NSW State Government initiative, with all households in NSW required to have a food organics collection service by 2030. This includes changing the frequency of collection of the red lid bin to a fortnightly service. The aim of this initiative is to divert waste from going to landfill, which is becoming limited.



For further information contact
the Sustainability Team on

T: 02 9911 9911
council@burwood.nsw.gov.au
burwood.nsw.gov.au



FOGO COMMUNITY DROP IN SESSION AND BBQ

To thank you for your ongoing participation in the FOGO trial extension Burwood Council will be hosting a Community Drop-In Session, free BBQ and face painting for all residents and their families in the FOGO trial area.



Date: Saturday 28 October 2023

Location: Keith Smith Park,
Brighton Street, Croydon
(near the playground)

Time: 11:00am – 1:00pm

To help us with catering arrangements, we kindly request that you **RSVP** to Edwina Holland via email at edwina.holland@burwood.nsw.gov.au or by phone on **9911 9853** by **Tuesday 24 October 2023.**



Burwood
Inc.1874



FOGO COMMUNITY DROP IN SESSION AND BBQ

Come and meet your neighbours, share tips and tricks with your fellow FOGO trial households, and have your questions answered by our dedicated Council staff, committed to the success of the FOGO trial extension.

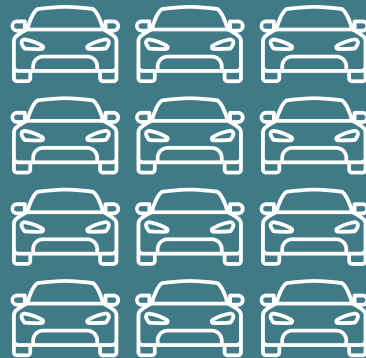


CONGRATULATIONS

in the first four weeks you have successfully diverted

25.34 tonnes of food organics from landfill.

That's the equivalent to the weight of 12 cars.



Still have questions?

Contact Council's Sustainability and Resilience Officer on **02 9911 9853** or visit

<https://participate.burwood.nsw.gov.au/fogo-trial-extension-2023>



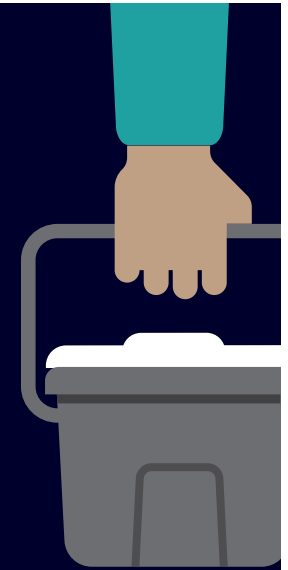


Your Guide to FOGO



Tips to avoid smells

- 1 Ensure your kitchen caddy lid is closed
- 2 Use a compostable liner or wrap your food scraps in newspaper
- 3 Freeze your meat and seafood scraps and place in them in the bin the night before collection
- 4 Empty your caddy every 2 to 3 days
- 5 Wash your caddy regularly with warm soapy water. Sprinkle bicarbonate of soda in the base to help absorb liquids and odours
- 6 Where possible store your FOGO bin in the shade
- 7 Place your FOGO bin out for collection every week, even if the bin is not full
- 8 Keep your FOGO bin clean, rinse it out after collection



What we want to achieve

FOGO is a NSW wide initiative (NSW State Government Waste Strategy 2041) with all households within NSW required to have a FOGO collection service by 2030. This includes changing the frequency of the red lid bin to a fortnightly collection, in order to achieve the State wide goal of halving the amount of organic waste that is sent to landfill by 2030.

Burwood Council's FOGO trial collection service is helping to reduce greenhouse gas emissions and turning your food scraps into a valuable resource. Your role in the trial is important as it is helping us achieve our net zero targets and reducing the amount of waste that is going to landfill.

Need more Info?

If you have questions or want to learn more about the FOGO Trial Extension, please contact the Sustainability Team;

Website participate.burwood.nsw.gov.au/fogo-trial-extension-2023
 Email council@burwood.nsw.gov.au
 Phone (02) 9911 9911
 Address Burwood Council PO Box 240 Burwood NSW 1805

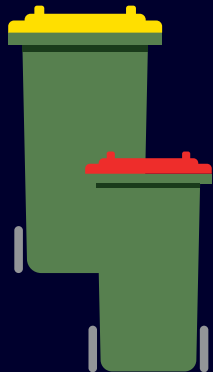
What's changing?

Your FOGO bin will continue to be collected weekly and your red lid bin will now be collected on an alternate fortnightly schedule. There will be no change to your yellow lid recycling bin.



Weekly collection

Your green lid FOGO bin is collected weekly, to accommodate for the food scraps that are no longer placed in your red lid garbage bin.



Alternate fortnightly collections

Your red lid bin is now collected fortnightly on the alternate week to your yellow lid recycling bin.



What goes in your green lid FOGO bin?

YES



Fruit and Vegetable scraps



Meat, fish and bones



Garden Waste



Eggshells and dairy products



Cake, biscuits and pastries



Pasta and rice

NO



Plastic or biodegradable bags



Paper towel and tissues



Soiled paper and pizza boxes



Plastic wrappers or packets



General waste



Food containers



Building materials



Garden equipment



Tea bags



Need more liners?

If you run out of the 150 liners supplied by Council, you can order more by contacting Council. The roll is expected to last six months.

You can also use newspaper to line your caddy or place your scraps directly in your caddy unlined.

(Item 95/23) Draft Safer Burwood Plan - for Adoption

File No: 23/49561

Report by Director Community Life

Summary

The *Draft Safer Burwood Plan 2023 - 2027* outlines Council's commitment to addressing both recorded crime and community perceptions of safety. It focuses on achieving two key outcomes: Safe Places and Safe People and includes a comprehensive set of priorities and actions to be implemented over the next four years.

Following public exhibition, the *Draft Safer Burwood Plan 2023 - 2027* is now submitted to Council for adoption.

Operational Plan Objectives

A.8: Implement social research program to identify and address existing and emerging community needs.

A24: Implement initiatives from the Community Safety Plan that improve safety in partnership with NSW Police.

Background

Community safety plays an important role in helping Council to achieve its vision for Burwood as a welcoming and inclusive community with safe, vibrant and liveable places. The *Draft Safer Burwood Plan 2023 - 2027* has been developed through an extensive process of research, community engagement and data analysis.

Following endorsement for public exhibition by Council at its meeting held on 24 October 2023, the Draft Plan was placed on public exhibition from 26 October 2023 to 28 November 2023.

Proposal

Burwood is recognised as a generally safe area with overall lower crime rates compared to the rest of NSW. Community safety is not just about recorded crime; it is also about how safe people feel. The *Draft Safer Burwood Plan* outlines the actions that Council will take, working with the Police, the local community and other partners, to address priority crime issues and improve the safety, security and wellbeing of those who live, visit and work in the Burwood Local Government Area. The Plan will be implemented over a four-year period.

The Draft Plan was placed on public exhibition for a period of 34 days (from 26 October 2023 until 28 November 2023) for the community's review and feedback. During the public exhibition period 112 people interacted with the Participate Burwood page and 3 people made a submission.

The submissions are detailed below along with Council's response and amendments made to the Draft document.

Submission overview	Council's response
Two submissions received outlining concerns regarding pedestrian safety, largely due to food delivery riders; and the need for law enforcement in relation to riding illegally on footpaths.	Action 1.4.2 noted below has been added to the Action Plan in line with Council's scope of responsibilities in this area: <i>1.4.2: Design and deliver an education campaign to improve the safety of pedestrians and food delivery drivers.</i>
One submission received questioning daily commuter data numbers through Burwood station.	The figure on page 11 has been updated to reflect monthly commuter numbers through Burwood station.

Crime data included in the Draft Plan was also updated to reflect the most recent data (inclusive of April to June 2023) released during the public exhibition period. Other than the above changes, all other amendments made to the Draft Plan were of a minor nature and intended only as improvements to existing content.

Consultation

The *Draft Safer Burwood Plan 2023 - 2027* was placed on public exhibition for a period of 34 days from 26 October 2023 to 28 November 2023. During this period feedback was actively sought from NSW Police and via local community networks with submissions invited through Council's Participate Burwood platform.

Planning or Policy Implications

Council will work together with the community, NSW Police and other stakeholders to implement the *Draft Safer Burwood Plan 2023 – 2027* over a four-year period. An implementation plan will be developed for each year of the four years of the life of the Plan. Key strategies and actions will be incorporated annually into Council's Operational Plan to ensure their delivery. Council will monitor implementation, regularly review and measure the outcomes of activities through Council's Integrated Planning and Reporting framework.

Financial Implications

The *Draft Safer Burwood Plan 2023 – 2027* will be used to inform decision making and develop future budgets aligned with Council's annual Operational Plan. Council will also continue to seek external funding to support the implementation of key projects.

Conclusion

This report recommends that Council adopts the *Draft Safer Burwood Plan 2023 – 2027* following a period of public exhibition and the subsequent amendments made. A copy of the updated Plan is included under Attachment 1 of this report.

Recommendation(s)

That Council adopts the Draft Safer Burwood Plan 2023 – 2027 included under Attachment 1.

Attachments

1⇒ [Draft Safer Burwood Plan 2023 - 2027 - For Adoption \[See separate Attachments Paper\]](#)

(Item 99/23) Audit, Risk and Improvement Committee - Annual Report for 2023

File No: 23/46412

Report by Director Corporate Services

Summary

To brief Council and the public on activities of the Audit, Risk & Improvement Committee (ARIC) for the period November 2022 – November 2023.

Operational Plan Objective

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

Background

Council has adopted an ARIC Charter that aligns with the *Guidelines for Risk Management and Internal Audit for Local Councils in NSW* released by the Office of Local Government (OLG). The ARIC has met 5 times in 2023, as required by the Charter, including one meeting dedicated to consideration of the financial statements and related financial controls.

As required by the Charter, a 4-year internal audit plan and an annual ARIC work plan are in place. The audit, risk and improvement areas considered by the ARIC this year included:

- Business continuity planning
- Cybersecurity
- Financial statements and related financial controls
- Fraud and corruption prevention
- Insurance coverage
- Internal controls
- Integrated Planning and Reporting requirements
- Legislative compliance
- Management of assets
- Outcomes of the annual external audit
- Policy frameworks
- Rates management
- Risk management frameworks
- Safety management system (WHS)

The Charter requires the ARIC to report annually to Council on the operations of the ARIC. The annual report from the ARIC Chair is at [Attachment 1](#).

Conclusion

The operations of the ARIC continue to be streamlined to enable Council to make the most of this assurance body. In 2023, the ARIC operated in accordance with its Charter and provided valuable advice to management on a range of audit, risk and improvement matters.

Recommendation(s)

That Council receive and note the ARIC annual report at Attachment 1.

Attachments

- 1 [↓](#) ARIC Annual Report to Council 2023
- 2 [↓](#) ARIC Minutes 29 November 2022
- 3 [↓](#) ARIC Minutes 28 February 2023
- 4 [↓](#) ARIC Minutes 16 May 2023
- 5 [↓](#) ARIC Minutes 19 September 2023
- 6 [↓](#) ARIC Minutes 17 October 2023



Audit Risk and Improvement Committee Annual Assessment 2023

**Report by Chair of the Audit Risk and Improvement Committee for
Burwood Council**

Burwood Council – Audit Risk & Improvement Committee Annual Report 2023

1. Introduction

The purpose of this report is to provide Burwood Council with an assessment of the operations of the Audit Risk and Improvement Committee (the **ARIC**) in accordance with the Audit Risk and Improvement Committee Charter (the **Charter**), as adopted by Council in February 2022, with minor administrative updates endorsed by the ARIC on 28 February 2023.

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

This period we saw the introduction of the *Guidelines for Risk Management and Internal Audit for Local Councils in NSW* released by the Office of Local Government (OLG) and the Charter aligns to the Guideline.

For the second calendar year, the meeting schedule included an additional meeting that was dedicated to consideration of the financial statements and the related financial controls in place at Burwood Council. This continues to provide a specific meeting for the ARIC to consider these important financial audit and performance matters in detail.

Changes to the administration of the ARIC include:

- A General Manager's update at the beginning of each ARIC meeting.
- A Current Awareness agenda item that is prepared and presented by the Manager Governance and Risk and provides insights into recent developments that may be relevant to ARIC functions and responsibilities, including, but not limited to, ICAC Investigations Reports.
- the ongoing development of a Work Plan that guides agendas and ensures the ARIC considers all audit, risk and improvement areas outlined in the Charter.
- the continuance of an audit recommendation tracking tools to assist the ARIC in monitoring the implementation of recommendations made by internal and external audits.

In accordance with Section 428A of the *Local Government Act 1993*, the ARIC reviewed the Community Strategic Plan and Delivery and Operational Plans, including the performance measurement data, and has been kept up-to-date on service reviews.

2. Committee Members:

Under the new Charter, the ARIC consists of an independent Chair and two independent members, each of whom meets the more stringent skills and qualification standards outlined in the draft OLG Guidelines. The Charter also provides for one non-voting Councillor member.

Committee Member	Role	Appointed
Mr Daniel Carbone	Independent Chair	October 2021
Mr Jesse Jo	Independent Member	October 2021
Ms Simone Schwarz	Independent Member	February 2022
Cr Ned Cutcher (Alternate - Cr Hugo Robinson)	Non-voting Member	February 2022

3. Meetings of the ARIC

Burwood Council – Audit Risk & Improvement Committee Annual Report 2023

The table below sets out the meetings of the ARIC held during 2023 and attendance by Committee members. Meetings were generally attended in person. However, hybrid meetings held in-person and electronically were held where necessary.

Meeting Date	Daniel Carbone	Jesse Jo	Simone Schwarz	Cr Ned Cutcher
28 February 2023	✓	✓	✓	✓
16 May 2023		✓	✓	
19 September 2023	✓	✓	✓	
17 October 2023 (Finance)	✓	✓	✓	
21 November 2023	✓	✓	✓	✓

4. Invitees to the ARIC:

Regular attendees, as outlined in the Charter, are outlined in the following table.

Position	Name	Meeting
General Manager	Tommaso Briscese	Ongoing
Manager Governance & Risk (Head of Internal Audit)	Tanya Whitmarsh	Ongoing
Director Corporate Services	Fab Zincone Mikaela Thorogood (Acting)	Ongoing October
Chief Finance Officer	Wayne Armitage (former) Sarah Seaman	February Ongoing
Coordinator Governance (Minutes)	Michelle Butler	Ongoing
Audit Office of NSW – Audit Lead	Hong Wee Soh (former) Weini Liao, Kenneth Leung	February, September & October November

Other attendees invited to address the ARIC on specific reports are outlined in the table below.

Council Employees		
Coordinator Enterprise Risk	Steve Ray (former) Joanne Gad	February, May November
Director People & Performance	Tara Donaldson	February, May, September & November
Executive Manager, Place Management and Communications	Miriam Wassef	September
Manager Community & Culture	Jenny Hoff	September
Manager Design & Assets	Bill Adamopoulos	November
Manager IT	Shisir Manandhar	February
Internal Audit Providers and Other External Advisors		
Centium	Penny Corkhill	May
Threat Intelligence	Paul Kalinin	February

5. The Internal Audit Function

During 2023, the Internal Audit function had safeguards in place to maintain independence, including engaging external audit providers for individual audits, maintaining separate reporting lines for

Burwood Council – Audit Risk & Improvement Committee Annual Report 2023

administrative and internal audit matters, identifying and managing any conflicts of interest, and maintaining open communication with the ARIC.

The undertaking of the audits required under the Internal Audit function has continued to be managed via a request for quotation process from a selection from a panel of independent Internal Audit providers. During the reporting period Council engaged four separate independent firms to conduct internal audits.

The ARIC has been kept informed by Council management of internal audit progress and the audit providers are able to contact and discuss any items with the ARIC or Chair separately, if required.

Internal audits presented to the ARIC for review during the current year were:

Audit	ARIC review	Overall Risk Rating
Cybersecurity: Penetration testing <i>Tested by: Threat Intelligence – Penetration</i>	February 2023	Current year/Prior year test results: <ul style="list-style-type: none"> • Extreme (0/0) • High (3/4) • Medium (6/8) • Low (8/0)
Rates Management <i>Auditor: Centium</i>	May 2023	Areas for improvement with risk rating: <ul style="list-style-type: none"> • Medium – 2 • Low – 6
Continual Risk Improvement Program (CRIP) <i>Auditor: InConsult (on behalf of CivicRisk Mutual)</i>	November 2023	Risk ratings were not applied. 65 separate elements were audited. 32 recommendations for improvement were made.

After each internal audit, a list of recommendations and management responses has been reviewed by the ARIC. Members were able to probe any concerns directly with the auditor and seek clarifications from senior management on past practices and proposed actions, as required.

Management has taken recommendations seriously and generally takes on board recommendations, adjusting them where necessary to address practical or resourcing constraints. The ARIC now uses a tool to track Council’s progress in implementing any agreed actions and seeks explanations for any identified delays.

It is noted that the implementation of recommendations from several prior year audits had been unavoidably delayed while Council sought to recruit a Manager Procurement to lead that work. That backlog has now been appropriately addressed since the Manager Procurement joined Council mid-year.

6. External Audit

The Audit Office of NSW presented to the ARIC on the outcomes of the annual external audit. An unqualified audit report was issued. The implementation of agreed management actions in response to recommendations of external audits is also being tracked.

A representative of the Audit Office of NSW is a standing invitee to each ARIC meeting and members have been able to probe any concerns directly with that person.

7. Key performance indicators

Burwood Council’s Operational Plan 2022–23 provides the following Actions and Targets for the ARIC:

Action	Targets
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Burwood Council – Audit Risk & Improvement Committee Annual Report 2023

A.107 Convene the Audit, Risk and Improvement Committee (ARIC) to provide independent oversight and support continuous improvement	5 ARIC meetings > 3 internal audit reviews
--	---

These targets were met during 2023.

The ARIC also met the requirements of the ARIC Charter to review and advise on the areas of responsibility outlined in Schedule 1 to the Charter. The annual Work Plan assisted the ARIC in ensuring areas were addressed.

8. Risk management

During 2023 the ARIC reviewed Burwood Council's Risk Appetite Statement (RAS) against Council's risk profile to ensure alignment to the Internal Audit Schedule. A review of Council's strategic risks was undertaken in 2023.

9. Improvement activities

Improvement activities in 2023 were largely focussed on WHS, Cyber Security, Procurement, Finance, Recruitment and Selection, Time Capture to Pay, Plant and Heavy Fleet Management and Rates Management and General Insurance risks.

In addition, comprehensive legislative compliance and policy frameworks have been developed and implemented and continue to be focus area for ARIC to ensure compliance with Council's legislative profile.

10. ARIC terms of reference

The ARIC's terms of reference are laid out in the ARIC Charter, which is based on the Model Charter in the *Guidelines for Risk Management and Internal Audit for Local Councils in NSW*. The ARIC Charter was adopted by Council in February 2022. In accordance with that Charter, the ARIC reviewed the Charter in February 2023 and made minor administrative changes. The ARIC has functioned well in 2023 based on this Charter.

11. Minutes

The Minutes of the meetings held since the last report to Council and approved by the ARIC are attached as Attachments. This includes minutes of meetings held on 29 November 2022, 28 February 2023, 17 May 2023, 16 September 2023 and 17 October 2023.

12. Assessment of operation of ARIC

The ARIC has continued to receive open and transparent communications with Council's senior management team.

The ongoing develop and endorsement of the ARIC Work Plan and improvement in the business papers and regular reports on risk and policy frameworks has improved visibility for the ARIC and allowed better scoping of risk areas to be investigated further.

The ARIC is satisfied that the internal audit findings have resulted in improved policies, procedures and risk reduction for Council.

13. Conclusion

I would like to thank each Committee member for their valuable contributions and unique insights and recommendations. I am confident the Council will continue to embrace best-practice changes in risk management, finance, WHS, procurement and internal audit approaches to support service delivery and community needs for the future.

Daniel Carbone

Chair, Burwood Council Audit Committee
December 2023



AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING
29 November 2022 – 4pm

MEETING MINUTES

ATTENDEES

Committee Members

Daniel Carbone	Independent Chair
Jesse Jo	Independent Member (Zoom)
Simone Schwarz	Independent Member
Cr Ned Cutcher	Non-voting Member (Zoom)

Burwood Council

George El Kazzi	Acting General Manager
Fab Zincone	Director Corporate Services
Peter Brown	Acting Director City Assets
Tara Donaldson	Director People & Performance
Wayne Armitage	Chief Finance Officer
Tanya Whitmarsh	Manager Governance & Risk
Michelle Butler	Coordinator Governance (Minutes)
Steve Ray	Risk Management Coordinator

By Invitation

Unaib Jeoffrey	Audit Office of NSW
Chris Simmonds	QRMC

APOLOGIES

Nil

1. Meeting Opening

The meeting opened at 4:02 pm with an Acknowledgement of Country.

2. Review of Minutes of Previous Meeting

The minutes of the meeting of 16 August 2022 were tabled and accepted by the Committee.

Resolution: The ARIC endorsed the minutes.

3. Order of business

Resolution: The Committee agreed to a change in the order of business as reflected in these minutes.

4. Declarations of Interest

There were no declarations of interests.

5. General Manager's update

Acting General Manager, George El Kazzi, provided an update on the closure of the main building at the Operations Centre in response to safety concerns about the structure of the building. The building is to be demolished early in the new year. Staff have been relocated

and the records collection stored in the building will be re-housed elsewhere before Christmas. Strict protocols are in place for accessing the records collection.

George confirmed he would be Acting GM until January, with Tommaso Briscese returning from leave in February.

Resolution: The ARIC noted the GM's update.

Peter Brown joined the meeting

6. Management of Council assets

Peter Brown spoke to the report. The management of stormwater assets, the stocktake process and the Assetic Cloud asset management system were discussed.

Resolution: The ARIC received and noted the report.

Peter Brown left the meeting

Steve Ray joined the meeting

7. Business Continuity Planning update

Steve Ray spoke to the report. The Business Continuity Plan is completed and Business Impact Analyses (BIAs) have been conducted this year. Improvements will focus on the Crisis Management Team (CMT) and other managers having immediate access to information during a crisis. Training and a scenario exercise for the CMT will take place early next year. Other strategic and operational risks, including access to vital records, were discussed.

Resolution: The ARIC noted the report and asked Council to provide an update next year (with the timing of that report to be at Council's discretion).

Actions:

- | | |
|------|--|
| 44.1 | Council to provide BCP update in 2023, with timing to be at Council's discretion (Risk Management Coordinator) |
|------|--|

Steve Ray left the meeting

8. Impact of Modern Slavery Act

Fab Zincone spoke to the report. Council will report back on compliance and priorities once the requirements are known.

Discussion included considering looking at the percentage of procurements that go through LG Procurement so to focus on the high-risk procurement channels that do not go through that mechanism. The expectation is that Council would show year-on-year improvement, rather than trying to achieve best practice immediately.

Resolution: The ARIC received and noted the report.

9. Purchase orders raised after invoice

Fab Zincone spoke to the report. It was noted Council is not yet where it would like to be but is showing improvement.

Resolution: The ARIC received and noted the report.

Tara Donaldson and Chris Simmonds joined the meeting

10. Safety Management System (WHS) internal audit

Tara Donaldson introduced the report and the origins and purpose of the audit. Chris Simmonds gave an overview of the scope and process of the review, the outcomes and the key actions recommended. Chris presented slides on the top 12 "Very High" and "High" risk findings. Those slides have been circulated separately to the ARIC Members.

The discussion covered the gaps in documentation and procedural knowledge, the lack of risk assessments in some areas, and the need for overarching documentation on managing certain key risks. It was noted there were no concerns about safety leadership and management's commitment to doing the right thing.

The prioritisation of actions was discussed. Several actions are already underway to address capability and resourcing gaps, due diligence training and risk assessments in high risk areas.

Formalising the management responses and assigning responsibilities and target dates will be the next step. Clarity will be provided on how risks will be mitigated.

The implementation of recommendations may be managed separately at first to give those recommendations focussed attention but will ultimately be folded into the regular monitoring of internal audit recommendations.

Resolution: The ARIC received and noted the report and requested a report on management responses and action prioritisation (which can be out of session, if required).

Actions:

- 44.2 WHS will be a standing item on the ARIC agenda for the time being.
- 44.3 Council will report to the ARIC on the management responses and action prioritisation arising from the WHS internal audit. (Director People & Performance)

Chris Simmonds left the meeting

11. On-boarding and off-boarding controls

Tara Donaldson spoke to the report, noting that some improvements to the process were required. It was noted that the IT side of on-boarding and off-boarding is specific to the system needs for the role and the IT team is very responsive.

Resolution: The ARIC received and noted the report.

Tara Donaldson left the meeting

12. Management letter

The report was taken as read.

Unaib Jeffrey summarised the issues raised in the Management Letter. It was noted there was no interim management letter issued this year. Six of the 12 points are repeated from last year. Management is actively addressing those issues and there is no need to escalate any risks.

All points have an action date to resolve within next 12 months and many are already in progress.

Of the new issues raised 4 are moderate risks and 2 are low level risks. Some are already being addressed and those will be reviewed in next year's audit.

The timing of asset stocktakes was discussed. It was noted that the Assetic Cloud system had been helpful.

Delegations and the risk register were also discussed.

Resolution: The ARIC noted the contents of the Management Letter.

Unaib Jeffrey left the meeting

13. Draft Internal Audit Charter

The report was taken as read. Tanya Whitmarsh provided an update on the likely timing of final guidelines and changes to the Regulations. It was noted the Charter is based on the model contained in the Guidelines.

The safeguards listed in the Charter were noted. Some additions to the Charter were suggested.

Following a question from a Committee member, the independence of external auditors who do a lot of work for Council was discussed and is being monitored. (Simone Schwarz declared a conflict of interest as she did work for one of the providers being discussed. She did not actively participate in the discussion.)

The handling of conflict of interests where an audit is required of an area that falls within the Corporate Services directorate were discussed. In those instances, the Head of Internal Audit would step back and another level 3 manager would step in.

Resolution: The ARIC endorsed the Charter for referral to Council, subject to the minor changes discussed.

14. Council's legislative compliance framework

Tanya Whitmarsh spoke to the report. There is a need to have something simple in place until Council can implement software to better manage this.

Software options have been looked at but cannot yet be resourced. It was noted there is now a wider ERP software review being undertaken that may impact on this. That ERP review is likely to result in a tender early in 2023.

It was noted the draft Framework is based on one that is commonly used by State Government agencies and that has been found to meet Audit Office of NSW requirements. Council is following the Lighthouse Model for good governance developed by the Audit Office of NSW. Council is taking a risk-based approach to monitoring compliance as it is not realistic to be able to cover every requirement for local government. Non-compliance will be identified and addressed as part of the annual assessment and reporting process outlined in the Framework.

It was noted Tanya Whitmarsh is involved in organising a local government conference next year and trying to get legislative compliance frameworks on the agenda for that conference.

The Framework document currently states there will be at least 4-yearly reviews. It was suggested a first review after the first year might be appropriate.

Resolution: The ARIC received and noted the report.

15. Monitoring implementation of internal and external audit recommendations

The report was taken as read. It was noted that reasonable progress was being made on each item. The tools have been helpful for tracking progress. The chronology of progress updates will be retained in the tracker to provide a snapshot of the history.

Individual recommendations regarding the cybersecurity audit and the IP&R audit were discussed.

Resolution: The ARIC noted progress on implementation of audit recommendations.

16. Meeting dates for 2023

Resolution: The meeting dates were noted. The ARIC members will come back to Council if there are problems with any of the dates.

17. Current Awareness

Tanya Whitmarsh spoke to the report. It was noted we are still waiting to see the outcome of several ICAC investigations. That may be known in the first half of next year and might give Council something to consider in risk management around fraud and corruption.

ARIC members will email Tanya if they have any questions or issues they are interested in tracking.

18. Review of Actions Register

Resolution: The ARIC noted the progress against items listed in the ARIC Actions Register.

19. General Business

The quality of the business papers and the covering reports was noted. A request was made for footers in the meeting pack.

Meeting Closed – 6:07pm

Next Meeting – 28 February 2022 at 4:00 pm

Confirmation of Minutes

These Minutes were circulated to members and confirmed out of session on 6 March 2023.

.....
Daniel Carbone
Chair



AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

Minutes of the Audit, Risk and Improvement Committee Meeting held in the Conference Room, 2 Conder Street, Burwood on Tuesday 28 February 2023 commencing at 4:00pm.

Attendance

Mr Daniel Carbone (Chair)
 Mr Jesse Jo (Member)
 Ms Simone Schwarz (Member)
 Councillor Ned Cutcher (Non-voting Member)

Mr Tommaso Briscese, General Manager
 Mr Fab Zincone, Director Corporate Services
 Mr Wayne Armitage, Chief Finance Officer
 Ms Tanya Whitmarsh, Manager Governance & Risk
 Ms Michelle Butler, Coordinator Governance
 Ms Tara Donaldson, Director People & Performance
 Mr Steve Ray, Coordinator Risk Management
 Mr Shisir Manandhar, Manager Information Technology
 Mr Paul Kalinin, Threat Intelligence
 Mr Hong Wee Soh, Audit Office of NSW

Opening of meeting

The Chair opened the meeting with an Acknowledgement of Country.

Apologies

There were no apologies.

Declarations of interest

There were no declarations of interests.

Confirmation of Minutes

RIC1/23 RESOLVED

That the minutes of the Audit, Risk and Improvement Committee of Burwood held on 28 November 2022 be circulated again and be confirmed and signed by the Chair out of session.

General Manager's Update

The General Manager provided a verbal update on the following:

- Recent funding announced under the WestInvest program, including \$52m for the Enfield Aquatic Centre, over \$20m towards the Burwood Urban Park and

MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING 28 FEBRUARY 2023

Cultural Centre, and just under \$4m for the beautification of Paisley Road. Council will keep the ARIC informed as funds are received and as milestones and timeframes are put in place. All projects are required to be delivered within 4 years of the release of funds.

- Status of the Operations Centre in Enfield – an agreement was reached with Strathfield Council to host Burwood Council’s crews, vehicles and tools at their depot. Temporary demountable buildings, change rooms, toilets and showers have been set up and the Burwood crew is now operating from the Strathfield depot. Operations have not been impacted by this transition. The buildings at the Enfield centre are being demolished. Within 3-4 months, the Burwood crew will be back on the Enfield site using demountable buildings as temporary accommodation.

RIC2/23 RESOLVED

That the ARIC receive and note the General Manager’s update.

Tommaso Briscese left the meeting at 4.18pm.

GENERAL BUSINESS**(ITEM ARIC1/23) INTERNAL AUDIT - CYBERSECURITY PENETRATION TESTING**

File No: 23/3

Summary

The purpose of this report is to inform the ARIC of the outcome of the annual penetration testing exercises undertaken to help Council identify, assess and mitigate cybersecurity risks.

Shisir Manandhar and Paul Kalinin talked the Committee through the results of the penetration testing. Improvements since the previous testing were noted. There were no extreme high risks, 3 high risks, 6 medium risks and 8 low risks.

High risks will be treated within the next 3 months and medium risks within the next 6 months. Low level risks will be addressed as part of ongoing activities. Re-testing will take place in 6 months’ time to confirm the adequacy of treatments.

Agreed actions will be captured in the internal audit implementation tracker for ongoing monitoring by the ARIC.

RIC3/23 RESOLVED

That the ARIC note the outcomes of the penetration testing.

Tara Donaldson joined the meeting at 4.27pm.

Shisir Manandhar and Paul Kalinin left the meeting at 4.37pm.

MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING 28 FEBRUARY 2023

(ITEM ARIC2/23) WORK HEALTH AND SAFETY

File No: 23/3

Summary

The purpose of this report is to provide the Audit & Risk Improvement Committee (ARIC) with an update on the progress of the WHS Audit Action Plan.

Tara Donaldson spoke to the report, advising Council had been unsuccessful in recruiting a WHS specialist person to help with the actions. Other options will now be explored.

Monthly management reporting is being undertaken. A WHS Risk Management Framework is under development and will be presented to the Executive this week. The WHS framework will link in with Council's overarching risk management framework.

By the next ARIC meeting, Council will have closed out all high priority actions, except the one that is on hold because of work being undertaken at the Operations Centre.

RIC4/23 RESOLVED

That the ARIC receive and note the progress report in relation to Council's WHS Management System Audit and associated Action Plan.

(ITEM ARIC3/23) INTEGRATED PLANNING & REPORTING - HALF-YEARLY REPORT FOR JULY TO DECEMBER 2022

File No: 23/3

Summary

The purpose of this report is to keep the ARIC informed of Council's progress in implementing plans and strategies under the Integrated Planning and Reporting (IP&R) Framework.

Tara Donaldson spoke to the report, noting that Council was tracking well to achieve the goals outlined in the Operational Plan.

RIC5/23 RESOLVED

That the ARIC receive and note this report.

Tara Donaldson left the meeting at 4.47pm.

Steve Ray joined the meeting at 4.47pm.

(ITEM ARIC4/23) GUIDELINES FOR RISK MANAGEMENT AND INTERNAL AUDIT FOR LOCAL GOVERNMENT IN NSW

File No: 23/3

Summary

The purpose of this report is to inform the ARIC of developments with the *Guidelines for Risk Management and Internal Audit for Local Government in NSW* and Council's progress in implementing that framework.

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Tanya Whitmarsh spoke to the report, noting the changes to the Guidelines primarily relate to the decision not to proceed with using the NSW Treasury central pool of pre-qualified members, which results in the final deadline to comply coming forward from 2027 to 2024.

It was noted the Guidelines refer to the confidentiality of records arising from the ARIC process. The minutes will therefore be provided to the Councillors via the confidential Councillor Portal, rather than as an attachment to the public business papers. A summarised version of ARIC's activities will continue to be included in ARIC's annual report to Council, which is made public.

RIC6/23 RESOLVED

That the ARIC notes the progress being made by Burwood Council in implementing the *Guidelines for Risk Management and Internal Audit for Local Government in NSW*.

(ITEM ARIC5/23) RISK MANAGEMENT FRAMEWORK

File No: 23/3

Summary

The purpose of this report is to provide an update on the review of Council's Risk Management Strategy in response to the Office of Local Government (OLG) final draft of *Core requirement 2: Guidelines (Risk Management and Internal Audit for local government in NSW – December 2022* ('Guidelines').

Steve Ray spoke to the report, noting Council was at the stage of seeking fee proposals from suppliers to assist Council in revising this strategy. Council is targeting those suppliers who are anticipating the Guidelines. The requirement to review the Framework is likely to be completed by the end of April.

It was also noted Steve Ray would be departing Council at the end of May and he was formally thanked for his work in this area. Council will be advertising shortly for a Coordinator Risk Enterprise Services.

RIC7/23 RESOLVED

1. That the ARIC note the proposed review of Council's Risk Management Strategy/ Framework and the other risk management activities currently being performed.
2. That Council provide the ARIC with a copy of the revised Framework once it has been signed off by management.

Steve Ray left the meeting at 4.52pm.

(ITEM ARIC6/23) ANNUAL REVIEW OF ARIC CHARTER

File No: 23/3

Summary

Under the Audit, Risk and Improvement Committee Charter and the Office of Local Government (OLG) *Guidelines for Risk Management and Internal Audit for Local Government in NSW* (the Guidelines) the ARIC is to review the ARIC Charter annually. Following a review by Council officers, some minor wording changes are recommended.

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Tanya Whitmarsh spoke to the report, noting that the annual review of the Charter is a formality required under the Guidelines. There is no obligation to take the Charter back to the Council for each annual review, unless there have been substantial changes.

RIC8/23 RESOLVED

That the ARIC:

1. Approves the proposed changes to the Charter as outlined in Attachment 1 to the report.
2. Requires the spelling of Simone Schwarz's name be updated in the revised Charter.

(ITEM ARIC7/23) INTERNAL AUDIT STRATEGIC WORK PLAN AND ANNUAL ARIC WORK PLAN 2023

File No: 23/3

Summary

The purpose of this report is to endorse the Annual ARIC Work Plan for 2023, in accordance with the Burwood Council Audit, Risk and Improvement Committee Charter (the Charter).

Tanya Whitmarsh spoke to the report, noting there has been an attempt to balance out a lot of content over the year in the Annual Work Plan.

The 4-year rolling audit plan has been refreshed, including adding the penetration testing exercise and the annual records management self-assessment as standing annual items. There is also scope to accommodate an urgent audit, if needed. Once the strategic risk settings are clearer, that will be reflected in the 4-year plan.

RIC9/23 RESOLVED

1. That the ARIC note the proposed Strategic Work Plan and Annual Work Plan.
2. That the Plan be adjusted to include distribution of the Quarterly Budget Review after it has been presented to Council each quarter.
3. That the last Quarterly Budget Review provided to Council in February 2023 be circulated to ARIC members out of session.

(ITEM ARIC8/23) STRUCTURE AND PERFORMANCE OF INTERNAL AUDIT FUNCTION

File No: 23/3

Summary

Under the ARIC Charter, the committee has responsibility for reviewing and advising on the overall operation of the internal audit function. The purpose of this report is inform the ARIC of developments and activities undertaken by way of the internal audit function over the past year.

Tanya Whitmarsh spoke to the report, noting it reflected the formality of introducing the internal function and the Head of Internal role, which had been included in the role

MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING 28 FEBRUARY 2023

description for the role of Manager Governance & Risk.

RIC10/23 RESOLVED

That the ARIC notes the developments outlined in this report.

(ITEM ARIC9/23) PLANNED EXTERNAL AUDIT FOR 2022-2023 BY AUDIT OFFICE OF NSW

File No: 23/4

Summary

The purpose of this report is to update the ARIC on the plans for the external audit for 2022–2023 to be conducted by the Audit Office of NSW (the Audit Office).

Wayne Armitage and Hong Wee Soh spoke to the report. It noted the engagement letter and plan were similar to last year.

The revaluation of infrastructure assets is currently underway and should be completed by the end of April. The draft will be sent to the Audit Office for feedback and the valuer would then be asked to amend or finalise the valuation.

It was noted that ASA 315 requires a more robust risk assessment, so there would be questions that had not been previously asked in prior years. This has not been included in the fees estimate and where additional costs are incurred, they will be billed separately.

It was noted more clarity had been provided in section 3 of the plan regarding materiality and how it will be used during the audit work.

RIC11/23 RESOLVED

That the ARIC receive and note this report.

(ITEM ARIC10/23) EXTERNAL AUDIT - MONITORING IMPLEMENTATION OF AUDIT RECOMMENDATIONS

File No: 23/3

Summary

The purpose of this report is to keep the ARIC informed about the progress of implementation of recommendations made by the NSW Audit Office arising from annual financial audits.

The report was taken as read. The matters still in progress were noted.

Hong Wee Soh spoke to tracker item 13 regarding the annual stock take (with which Council has disagreed), noting that the Audit Office of NSW recommends “periodic” stock takes. As long as there is a stock take process in place, it does not have to be an annual process.

Tracker item 14 in relation to Delegations and Authorisations was discussed. That instrument is being moved into a spreadsheet until purpose-designed software is available that will enable improved management and acknowledgement of delegations.

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Tracker item 3 in relation to Privileged Access Users Management was discussed and the Audit Office of NSW identified "super user" access as a high risk IT area that they always look at to ensure it is tight enough.

The small size of Council and the difficulty that poses to ensuring a separation of duties was also noted.

RIC12/23 RESOLVED

That the ARIC notes the progress of those recommendations identified on the register.

(ITEM ARIC11/23) INTERNAL AUDIT - MONITORING IMPLEMENTATION OF AUDIT RECOMMENDATIONS

File No: 23/3

Summary

The purpose of this report is to facilitate the ARIC's monitoring of the implementation of internal audit recommendations agreed to by management.

The report was taken as read. Most items are on track. It was noted the engagement of the Manager Procurement had an impact on progressing many recommendations.

It was noted there was one item from the Plant and Heavy Fleet Management audit that had slipped as a result of a technical problem with TechOne.

The ARIC discussed whether the risk level of recommendations should be adjusted as management actions are implemented to reflect the progress that has been made. This is particularly the case in those recommendations with multiple parts where all but one part has been fully implemented.

RIC13/23 RESOLVED

1. That the ARIC notes the progress of those audits identified on the register.
2. That Council consider re-rating the risk level for items that are being progressed and reflect that in the monitoring tool.

(ITEM ARIC12/23) CURRENT AWARENESS

File No: 23/3

Summary

The purpose of this report is to keep the ARIC informed on recent developments that may be relevant to ARIC functions and responsibilities.

The following Current Awareness items were discussed:

- It was noted the Manager Procurement is looking at the detail of the new tendering provisions and the tendering guidelines are still to be developed. Council will report back to ARIC on developments.
- There was a requirement to table the Credit Card Guidelines for ARIC. They are largely consistent with Burwood Council's approach.

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- The Councillor Misconduct Framework has had a mixed reception. Council is waiting to see the Government's response.
- Burwood Council has been targeted for the last 2 years as part of the GIPA compliance exercise. The main concern is around the publication of disclosures of interest.

RIC14/23 RESOLVED

That the ARIC receives and notes this report.

(ITEM ARIC13/23) REVIEW OF ACTIONS REGISTER

File No: 23/4

Summary

The purpose of this report is to provide ARIC with the opportunity to review Actions arising from the resolutions of previous meetings.

The Chair noted all matters were on track. The Business Continuity Planning item was discussed. It was noted the training and testing exercise had been scheduled. The Risk Appetite Statement was to be included in the upcoming Risk Management Framework review.

RIC15/23 RESOLVED

1. That the ARIC notes progress of matters arising from previous ARIC meetings.
2. That the outcome of Business Continuity Planning training and testing be reported to the next meeting.
3. That the degree of implementation and embedding of the Risk Appetite Statement within council be reported to the next meeting.

Other business**Records**

The relocation of physical records from the Operations Centre was discussed. While the weather caused some problems, Council officers progressed the work and it was finalised prior to Christmas. TIMG, based in the Strathfield LGA at Enfield, is now safely hosting the records. The next step will be to revitalise the proposal for a digitisation program so that Council is genuinely digital.

It was noted the Coordinator Records had since left Council. The replacement role of Coordinator Business Information Services will be advertised shortly with a broader mandate for information management across the organisation.

The meeting closed at 5.34pm.

The next meeting of the Audit, Risk and Improvement Committee will be held on Tuesday 16 May 2023 at 4pm.

MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING 28 FEBRUARY 2023

Confirmation of Minutes

These Minutes were confirmed at the ARIC meeting held on 16 May 2023.

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Simone Schwarz
Acting Chair



Audit, Risk and Improvement Committee Meeting

MINUTES OF A MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE held in the Conference Room, 2 Conder Street, Burwood on Tuesday 16 May 2023 commencing at 4:00pm.

Attendance Mr Jesse Jo
Ms Simone Schwarz (Acting Chair)

Mr Fab Zincone, Director Corporate Services
Ms Michelle Butler, Coordinator Governance
Ms Penny Corkhill, Centium

Opening of meeting

The Chair opened the meeting with an Acknowledgement of Country.

Apologies

RIC 2/23 **RESOLVED** That the following apologies be accepted:

- Daniel Carbone – Chair
- Councillor Ned Cutcher – Non-voting Member
- Tommaso Briscese – General Manager
- Tanya Whitmarsh – Head of Internal Audit
- Wayne Armitage – Chief Finance Officer
- Hong Wee Soh – Audit Office of NSW

Declarations of interest

Simone Schwartz declared an interest in Item 22/23 as she has previously undertaken subcontract work for Centium.

Confirmation of Minutes

RIC 7/23 **RESOLVED** That the minutes of the Audit, Risk and Improvement Committee of Burwood held on Tuesday 28 February 2023, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.

General Manager's update

Fab Zincone provided the update on behalf of the General Manager. The update covered the following:

- Operations Centre – Staff have been relocated to Strathfield while the Enfield site was addressed. The building has been removed and asbestos in the slab has been properly

dealt with. Staff are expected to move back by mid-July. They will initially move into good quality temporary accommodation until longer-term options can be identified, designed and funded.

- WestInvest – All forms for projects from allocated funding have been finalised. Council is awaiting all the information for projects from the competitive fund. Deeds have not yet been received for execution. It is noted that the administrative overheads for these projects are high and may require a significant allocation from those project budgets to meet those requirements. The ARIC will be kept updated.

RIC
3/23

RESOLVED

That the Committee receive and note the General Manager's update.

GENERAL BUSINESS

(ITEM ARIC19/23) RISK MANAGEMENT PROGRAM UPDATE

File No: 23/3211

Summary

The purpose of this report is to update the ARIC on developments in the risk management program.

Discussion covered the following matters:

- The lessons learned from the BCP exercise, including the impact of new capabilities and technology on BCP.
- Suggestion to consider including system vendors in a future simulation.
- The components of the Risk Management Framework, including the risk strategy.
- Noted it will take time to implement the Risk Management Framework, given there is only part of a single resource available and we need to take the time plan and implement it properly.
- The RFQ process used for engaging internal auditors for individual audits, including consideration of independence, noting that Centium helped with the Risk Management Framework and is one of several internal audit vendors on Council's panel.

RIC
3/23

RESOLVED

That the Committee receive and note the update on the risk management program.

(ITEM ARIC30/23) WORK HEALTH AND SAFETY

File No: 23/17999

Summary

The purpose of this report is to provide the Audit & Risk Improvement Committee (ARIC) with an update on the progress of the WHS Audit Action Plan.

Ongoing process was noted, including the engagement of an experienced WHS Project Manager. As the report was only circulated as a late paper on the day of the meeting, any questions will be accepted and responded to out of session.

- RIC RESOLVED**
I/23 That the ARIC receive and note the progress report in relation to Council's WHS Management System Audit and associated Action Plan.

(ITEM ARIC20/23) STRATEGIC PLANNING, PERFORMANCE DATA AND MEASUREMENT

File No: 23/18469

Summary

The purpose of this report is to inform the ARIC of the processes in place to for monitoring and reporting on the implementation of strategic planning initiatives.

The following matters were discussed:

- The outstanding results from the Micromex satisfaction survey, including a 90% satisfaction rating. There were no clear areas identified for improvement but some areas on a "keep watch" status. It was noted the results require quite a bit of interpretation.
- Council's continuous improvement approach that is seeing many systems reviewed. This includes the single ERP project (for finance, accounts, payroll, time and attendance, rating and CRM) and the HRIS project (for recruitment, on-boarding, learning and development, and performance management.
- The new systems will have additional monitoring and reporting capabilities that Council doesn't currently have.
- Council had an IP&R audit about 2 years ago and all recommendations were addressed as part of the new Community Strategic Plan adopted in 2022. A further internal audit may be considered in a few years.

- RIC RESOLVED**
I/23 That:
1. The ARIC receive and note this report.
 2. The Micromex survey results either be circulated to the Committee or reported at the next meeting.

(ITEM ARIC21/23) SERVICE REVIEWS AND BUSINESS IMPROVEMENT

File No: 23/19086

Summary

The purpose of this report is to update the ARIC on service reviews and business improvement initiatives underway at Burwood Council.

The following matters were discussed:

- The raft of business improvements and service reviews underway or in the pipeline.
- The progress of ERP project, which is currently at the tender assessment stage, and the improvements that project will address.
- The approach taken by Council to cloud-based solutions, including recent migrations to the cloud, risk management and policy approaches.
- The approach Council is taking in its focus on documenting business processes to identify opportunities for improvement and to mitigate risks around staff turnover. Processes will be considered from a customer perspective.

- The impact of resource constraints on effectively delivering business improvements without jeopardising current service delivery obligations.

RIC
2/23

RESOLVED

That the ARIC notes and provides feedback on the business improvement activities and service reviews underway.

Penny Corkhill of Centium joined the meeting at 4.30pm

(ITEM ARIC22/23) INTERNAL AUDIT - RATES MANAGEMENT

File No: 23/17962

Summary

The purpose of this report is to inform the ARIC of the outcome of the recent internal audit on rates management.

Penny Corkhill made the following observations on the audit outcome:

- Overall risk rating is "Low".
- The positive findings include consultation with rate payers; determining rating structures; reconciliations; and the rates notices meeting Valuer General valuations.
- Recommendations included proactive management of overdue rates; reviews of policies and procedures; finalisation of fraud controls; and considering the process for consenting to verification checks.

Other matters discussed included:

- The period covered by the audit, being the financial year 2018 through to 2022.
- The anticipated outstanding rates percentage for the year, which is expected to be around the 5% benchmark.
- The new e-rates process that will be rolled out for next financial year and will see the rates notices emailed out, reminders sent by SMS, and additional e-payment methods made available.
- The impact of staff turnover on procedures and key deliverables and the focus on improved process documentation.

RIC
3/23

RESOLVED

That the ARIC note the recommendations of the internal audit and the management responses to those recommendations.

Penny Corkhill of Centium left the meeting

(ITEM ARIC23/23) INTERNAL AUDIT - MONITORING IMPLEMENTATION OF AUDIT RECOMMENDATIONS

File No: 23/17896

Summary

The purpose of this report is to facilitate the ARIC's monitoring of the implementation of internal audit recommendations agreed to by management.

The following matters were discussed:

- The currently manual process of monitoring implementation of recommendations. The new ERP will be assessed to determine whether it can automate some of this tracking work. If not, specialist systems will be investigated.
- The use of the Assetic system and Assetic support team to manage assets, noting that other councils delivering that system in house use 3 or more staff to do so.
- Some recommendations are now overdue.

RIC
1/23**RESOLVED**

That the ARIC notes the progress of those audits identified on the register.

(ITEM ARIC24/23) EXTERNAL AUDIT - MONITORING IMPLEMENTATION OF AUDIT RECOMMENDATIONS

File No: 23/17897

Summary

The purpose of this report is to keep the ARIC informed about the progress of implementation of recommendations made by the NSW Audit Office arising from annual financial audits.

The following matters were discussed:

- The implementation process for the Legislative Compliance Framework.
- The impact of external audit findings on small organisations can sometimes be a big impost for marginal benefit. Council will identify whether the risk is of such a serious nature that it warrants the resources needed to address it.
- The interim audit, which has commenced. The Audit Office initially indicated it couldn't allocate the resources to deliver an interim report but Council pushed back and the Audit Office agreed to provide a report.
- A proposal had been put to the CFO to use an external provider, selected by the Audit Office, to do our audit next year.
- ARIC Chairs were recently approached by the Audit Office to complete a survey on last year's audit.

RIC
5/23**RESOLVED**

That:

1. The ARIC notes the progress of those recommendations identified on the register.
2. The ARIC is to receive more information on interim audit reporting.
3. The Chair to discuss interim audit reporting with the Audit Office.

(ITEM ARIC25/23) MANAGEMENT AND EXERCISE OF DELEGATIONS

File No: 23/18602

Summary

The purpose of this report is to keep the ARIC informed of how Council manages and exercises its delegations.

The planned process for reviewing delegations and removing redundant delegations following last year's restructure was discussed.

**RIC
3/23****RESOLVED**

That the ARIC note the approach taken by Burwood Council to the management and exercise of delegations.

(ITEM ARIC26/23) LEGISLATIVE COMPLIANCE FRAMEWORK

File No: 23/18832

Summary

The purpose of this report is to update the ARIC on the implementation of the Legislative Compliance Framework.

It was also noted that Tanya Whitmarsh, Head of Internal Audit, is leading a working group on this topic for the LG Professionals Governance Network.

**RIC
7/23****RESOLVED**

That the ARIC note the formal adoption of the Legislative Compliance Framework and the approach to implementing the details.

(ITEM ARIC27/23) ARIC WORK PLAN 2023 - MINOR AMENDMENT

File No: 23/19846

Summary

The purpose of this report is to propose minor changes to the Work Plan for the current year.

**RIC
3/23****RESOLVED**

That the ARIC endorses the proposed minor changes to the 2023 Work Plan in relation to insurance, IP&R reporting processes and review of Strategic and Work Plans.

(ITEM ARIC28/23) CURRENT AWARENESS

File No: 23/17899

Summary

The purpose of this report is to keep the ARIC informed on recent developments that may be relevant to ARIC functions and responsibilities.

The following matters were discussed:

- The challenges in filling the Coordinator Business Information Services role, which is currently filled on a temporary basis and will shortly be going back out to market to fill permanently.
- The impact of the *Public Spaces (Unattended Properties) Act 2021* and the formal policy and procedure requirements.

RIC RESOLVED
19/23 That the ARIC receives and notes this report.

(ITEM ARIC29/23) REVIEW OF ACTIONS REGISTER

File No: 23/17898

Summary

The purpose of this report is to provide ARIC with the opportunity to review Actions arising from the resolutions of previous meetings.

In terms of reviewing risks for outstanding actions that have been partly implemented, it was suggested the focus be on those with high risks.

RIC RESOLVED
19/23 That the ARIC notes progress in actioning matters arising from previous ARIC meetings.

The meeting closed at 5.45 pm.

Confirmation of Minutes

These Minutes were confirmed at the ARIC meeting held on 15 August 2023.

.....
 Daniel Carbone
Chair



Audit, Risk and Improvement Committee Meeting

MINUTES OF A MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE held in the Conference Room, 2 Conder Street, Burwood on Tuesday 19 September 2023 commencing at 4:03 PM.

Attendance Daniel Carbone (Chair)
Jesse Jo
Simone Schwarz

Tommaso Briscese, General Manager
Fab Zincone, Director Corporate Services
Sarah Seaman, Manager Finance
Michelle Butler, Acting Manager Governance & Risk
Tara Donaldson, Director People & Performance
Jenny Hoff, Manager Community & Culture
Miriam Wassef, Executive Manager Place Management and Communications
Hong Wee Soh, Audit Office of NSW

Opening of meeting

The Chair opened the meeting with an Acknowledgement of Country.

Apologies

RIC 1/23 RESOLVED
That apologies from Cr Ned Cutchner and Tanya Whitmarsh (Manager Governance & Risk) be noted.

Declarations of interest

There were no declarations of interests.

Confirmation of Minutes

RIC 2/23 RESOLVED
That the minutes of the Audit, Risk and Improvement Committee of Burwood held on 16 May 2023, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.

GENERAL MANAGER'S UPDATE

The General Manager provided an update on the following:

MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING 19 SEPTEMBER 2023

- The Masterplan for Burwood North precinct, which is to be presented to Council next week for endorsement for public exhibition. An update will be provided to the November 2023 ARIC meeting.
- The WestInvest Program, including a recap presented by Miriam Wassef. Council will be briefed prior to the next Council meeting. The Governance structure for the projects was discussed.

RIC RESOLVED

3/23

That the ARIC will look at the governance structure group at the next update on WestInvest (or when the group is up and running).

GENERAL BUSINESS

Jenny Hoff joined the meeting at 4.20pm

(ITEM ARIC42/23) COMPLIANCE WITH CHILD SAFE STANDARDS

File No: 23/36836

Summary

The purpose of this report is to inform the ARIC of Council's progress in meeting its obligations resulting from the *Children's Guardian Amendment (Child Safe Scheme) Act 2021* to support the safety and wellbeing of children and young people.

RIC RESOLVED

1/23

That the ARIC receive and notes this report outlining Council's *Child Safe Framework* and the key documents it comprises.

Jenny Hoff left the meeting at 4.25pm

(ITEM ARIC35/23) ETHICAL CULTURE

File No: 23/25297

Summary

The purpose of this report is to inform the ARIC of the way in which Council embeds a culture that is committed to ethical and lawful behaviour.

Discussion included the onerous requirements for the new *Public Interest Disclosures Act 2022* and the risks around psychosocial injuries and bullying.

RIC RESOLVED

3/23

That the ARIC receives and notes this report.

Tara Donaldson joined the meeting at 4.30pm

(ITEM ARIC37/23) WORK HEALTH AND SAFETY

File No: 23/32038

Summary

This is page 2 of the Minutes of the Audit, Risk and Improvement Committee Meeting of Burwood Council held on 19 September 2023

MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING 19 SEPTEMBER 2023

The purpose of this report is to provide the Audit & Risk Improvement Committee (ARIC) with an update on the progress of the WHS Audit Action Plan.

Discussion included the election of staff to the WHS Committee, proactive hearing assessments for staff, learnings from evacuation drills and policy and training around psychosocial risks. The duplication of recommendations NC20 and NC21 was also noted.

RIC RESOLVED**3/23**

That:

1. The ARIC receive and note the progress report in relation to Council's WHS Management System Audit and associated Action Plan.
2. A further update will be provided at the November meeting.

(ITEM ARIC38/23) INTEGRATED PLANNING & REPORTING PROCESSES

File No: 23/25304

Summary

The purpose of this report is to keep the Committee informed of Council's Integrated Planning & Reporting (IP&R) processes and implementation, including monitoring and reporting of performance.

RIC RESOLVED**7/23**

That the ARIC receive and note the update on Council's IP&R processes and implementation.

Tara Donaldson left the meeting at 4.35pm

(ITEM ARIC40/23) COUNCIL'S DRAFT FINANCIAL STATEMENTS, DISCLOSURES AND RELATED PROCESSES

File No: 23/25302

Summary

The purpose of this report is to update ARIC on the processes for, and progress of, the preparation of financial statements for the 2022–2023 financial year.

The timing of the finalisation of the audited statements was discussed. It was confirmed that the completed statements need to go to the Council meeting of 24 October and must be lodged with the Office of Local Government on 31 October. The Audit Office confirmed they would work towards the current deadline.

RIC RESOLVED**3/23**

That the ARIC receive and note this report.

MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING 19 SEPTEMBER 2023

(ITEM ARIC39/23) PROPOSED FINANCIAL PERFORMANCE REPORTING FOR ARIC

File No: 23/25303

Summary

The purpose of this report is to propose a change to financial performance reporting for the ARIC.

Feedback from the ARIC and general discussion covered the following:

- The ARIC is interested in seeing the standard ratios.
- Council should not have to create a separate report for ARIC but should look at reusing something we already have.
- Using the quarterly reporting is sufficient, although it was noted this information can be a bit dated by the time it is presented to ARIC.
- It would be ideal to see a combination of historical items (such as the key highlights from the quarterly budget material) and projections of ratios to the end of financial year. It was noted there aren't the resources to provide projections from our current system just now but the new ERP should have features to support projections or real-time data to show how Council is tracking.

RIC **RESOLVED**
9/23

That the reporting of projections will be reconsidered in 12 months' time, once the new ERP is in place.

(ITEM ARIC41/23) IMPLEMENTATION AND OPERATION OF INTERNAL CONTROLS ACROSS THE BUSINESS

File No: 23/25300

Summary

The purpose of this report is to inform the ARIC of the implementation and operation of internal controls across the business. Council has a commitment in the ARIC Charter to report annually on this matter.

It was noted that all processes are in the process of being mapped in an initiative being jointly led by the Manager Customer Experience & Business Improvement and the Digital Transformation Officer. The Audit Office confirmed they look at basic controls, such as segregation of duties.

RIC **RESOLVED**
9/23

That the ARIC receive and note this report.

(ITEM ARIC36/23) POLICIES AND PROCEDURES

File No: 23/25299

Summary

The purpose of this report is to update the ARIC on the policies and procedures in place and the process in place for their review and update. Council has a commitment in the ARIC Charter to report annually on this matter.

It was noted that Council is focusing on the higher priority policies for review and updating.

MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING 19 SEPTEMBER 2023**RIC
1/23** **RESOLVED**

That the Committee receive and note this report.

(ITEM ARIC33/23) EXTERNAL AUDIT - MONITORING IMPLEMENTATION OF AUDIT RECOMMENDATIONS

File No: 23/25287

Summary

The purpose of this report is to keep the ARIC informed about the progress of implementation of recommendations made by the NSW Audit Office arising from annual financial audits.

The process for signing off on changes in target dates was discussed.

**RIC
2/23** **RESOLVED**

That:

1. The ARIC notes the progress of those recommendations identified on the register.
2. An update on all items is to be circulated at the November 2023 meeting.

(ITEM ARIC32/23) INTERNAL AUDIT - MONITORING IMPLEMENTATION OF AUDIT RECOMMENDATIONS

File No: 23/25286

Summary

The purpose of this report is to facilitate the ARIC's monitoring of the implementation of internal audit recommendations agreed to by management.

Outstanding items from the cybersecurity penetration testing were discussed. Follow-up penetration testing has since been completed and the outcome will be reported to the November meeting. Council has been focusing on its highest risk areas. It was noted that NSW Cyber Security is constantly evaluating councils and Burwood always comes at the top of their reports about councils.

**RIC
3/23** **RESOLVED**

That the ARIC notes the progress of those audits identified on the register.

(ITEM ARIC34/23) CURRENT AWARENESS

File No: 23/25290

Summary

The purpose of this report is to keep the ARIC informed on recent developments that may be relevant to ARIC functions and responsibilities.

The results of the community survey were commended. Indicators around housing affordability were discussed.

This is page 5 of the Minutes of the Audit, Risk and Improvement Committee Meeting of Burwood Council held on 19 September 2023

MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING 19 SEPTEMBER 2023

The Director Corporate Services advised of a new item that has arisen since the papers were circulated, being a claim made against Council in relation to a former garbage tip, which closed in 1973. Identifying information has been difficult because so much time has passed. Council is defending the claim and will keep ARIC apprised as matters progress.

The closure of Victoria Street was discussed. There is no claim against Council but CivicRisk Mutual has been put on notice. Rectification works are underway and should be finished by November.

The work in Burwood Park was also discussed, noting it should open in December or January. There had been some issues with the contractor on site. It is a complex project involving a new pond, nature play park and sensory garden and upgraded drainage.

**RIC
1/23** **RESOLVED**

That the ARIC receives and notes this report.

(ITEM ARIC31/23) REVIEW OF ACTIONS REGISTER

File No: 23/25285

Summary

The purpose of this report is to provide ARIC with the opportunity to review Actions arising from the resolutions of previous meetings.

The Audit Office confirmed there was no interim management letter because no high risk items had been identified. The audit is progressing, noting some issues from prior years were still unresolved.

It was noted that a specific target date for reporting back on the Risk Management Framework should be identified.

**RIC
3/23** **RESOLVED**

That the ARIC notes progress in actioning matters arising from previous ARIC meetings.

The meeting closed at 5.36 pm.

Confirmation of Minutes

These Minutes were confirmed at the ARIC meeting held on 17 October 2023.

.....
Daniel Carbone
Chair



AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

MINUTES OF NOTICE IS HEREBY GIVEN THAT A MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE held at the Conference Room, 2 Conder Street, Burwood on Tuesday 17 October 2023 commencing at 4:06pm.

Attendance

Daniel Carbone (Chair)
Jesse Jo
Simone Schwarz

Tommaso Briscese, General Manager
Mikaela Thorogood, Acting Director Corporate Services
Sarah Seaman, Finance Manager
Tanya Whitmarsh, Manager Governance & Risk
Michelle Butler, Coordinator Governance
Hong Wee Soh, Audit Office of NSW (via Zoom)

Opening of meeting

The Chair opened the meeting with an Acknowledgement of Country.

Apologies

RIC
5/23

RESOLVED

Councillor Ned Cutcher's apology was noted.

Declarations of interest

There were no declarations of interests.

Confirmation of Minutes

RIC
7/23

RESOLVED

That the minutes of the Audit, Risk and Improvement Committee of Burwood held on Tuesday 19 September 2023, as circulated, be confirmed and signed as a true record of the proceeding of the meeting.

GENERAL BUSINESS

(ITEM ARIC46/23) COUNCIL'S FINANCIAL STATEMENTS, DISCLOSURES AND RELATED PROCESSES

This is page 1 of the Minutes of the Audit, Risk and Improvement Committee Meeting of Burwood Council held on 17 October 2023

File No: 23/41756

Summary

The purpose of this report is to provide a copy of the audited financial statements for 2022–2023 and to inform ARIC of the processes and timelines by which those statements were prepared and audited.

Closing Engagement Report

Hong Wee Soh of the Audit Office of NSW spoke to the Closing Engagement Report, which was circulated to the ARIC Members prior to the meeting. It was noted it was a clean report with no misstatements. There are some outstanding items from audit but they won't stop the Audit Office from clearing the financial statements. The Management Letter will be issued in November.

The following matters were discussed:

- repeat audit findings, with the Audit Office of NSW acknowledging resourcing issues and the implementation of the new ERP system
- the impact of Valuer General revaluations for all community lands.

Financial reports

The Manager Finance spoke to the reports, noting ratios have all improved and Council is in a stronger position than previously. The Audit Office of NSW had nothing to add.

The following matters were discussed:

- the impact of investments on cash and cash equivalents
- the increase in user charges reflecting recovery from the Covid-19 period
- the drop in trolley impounding fees as a result of legislative changes preventing Council from collecting abandoned trolleys and charging the owners to take them back
- the reduction in environmental grants
- bad debts associated with Health Inspection Licences
- recognition of Council's interest in CivicRisk Mutual
- whether provisions for asbestos removal are needed
- minor wording changes, including fixes that are required.

RIC48/23**RESOLVED**

1. That the ARIC note this report and the attached statements.
2. The Finance Manager to take on notice and report out of session or at the next meeting on the following:
 - Reduction in Environment Programs
 - Bad debts associated with Health Inspection Licences
 - Recognition of Council's interest in CivicRisk Mutual
 - Sharing the financial statements for CivicRisk Mutual
 - Whether provisions for asbestos removal are needed.

MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING 17 OCTOBER 2023

Daniel Carbone left the meeting at 4.35 pm. Simone Schwarz took the chair.

(ITEM ARIC43/23) FINANCIAL MANAGEMENT PROCESSES, CASH MANAGEMENT POLICIES AND FINANCIAL CONTROLS

File No: 23/41758

Summary

The purpose of this report is to keep the ARIC informed of the financial management policies and processes in place at Burwood Council.

It was noted Council is constantly reviewing internal controls but will take a fresh look at them as the new ERP is implemented.

**RIC
3/23**

RESOLVED

That the ARIC receive and note this report.

(ITEM ARIC44/23) EXTERNAL AUDIT - MONITORING IMPLEMENTATION OF AUDIT RECOMMENDATIONS

File No: 23/42405

Summary

The purpose of this report is to keep the ARIC informed about the progress of implementation of recommendations made by the NSW Audit Office arising from annual financial audits.

The Strategic Risk Register was discussed, including the need for public visibility. It was noted that refreshing the Operational Risks Register was the current focus, noting all processes and controls are being reviewed.

**RIC
1/23**

RESOLVED

That the ARIC notes the progress of those recommendations identified on the register.

(ITEM ARIC45/23) REVIEW OF ACTIONS REGISTER

File No: 23/42406

Summary

The purpose of this report is to provide ARIC with the opportunity to review Actions arising from the resolutions of previous meetings.

**RIC
1/23**

RESOLVED

That the ARIC notes progress in actioning matters arising from previous ARIC meetings.

The meeting closed at 4.41 pm.

(Item 100/23) Extension of the Clarendon Place Road Closure

File No: 23/49615

Report by General Manager

Summary

This report recommends extending the closure of Clarendon Place for an additional three weekends in January and February 2024.

The extension aims to facilitate the ongoing delivery of the Burwood Chinatown Night Markets until the Local Traffic Committee reconvenes in February 2024, at which point subsequent closure dates for the period March – December 2024 will be submitted for approval.

Operational Plan Objective

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

C.5.1 Plan and deliver quality public places and open spaces that fulfil and support diverse community needs and lifestyles

Background

In March 2023, Council approved the full closure of Clarendon Place for the Burwood Chinatown Night Markets, spanning 13 weekends from April – December 2023.

The closures have transformed the use of traditional road space into a vibrant community area, significantly contributing to the activation of Burwood's night-time economy.

Proposal

To sustain the positive social and economic impacts resulting from the closure, this report seeks to extend the closure of Clarendon Place to the following dates:

- 19 – 21 January 2024
- 9 – 11 February 2024
- 23 – 25 February 2024

The extended closure also aligns the Chinatown Night Markets with the delivery of Council's Lunar New Year event program, a pivotal event in our annual calendar.

It is important to note that the same traffic management requirements will be implemented during all three closures, as previously approved.

Consultation

The community notification requirements, including the issuance of a written notification by Burwood Chinatown to all affected businesses and a public notice on Council's website, will be upheld throughout the extended closure.

Financial Implications

No Financial implications.

Conclusion

The closure of Clarendon Place stands as a successful public space intervention that has led to improved walkability, enhanced day and night activity, and increased footfall. By extending the closure into February 2024, Council aims to sustain these positive impacts, while preparing for the future phases of this initiative.

Recommendation(s)

That Council approve the full road closure of Clarendon Place for the Burwood Chinatown Night Market on the following dates:

- 19 – 21 January 2024
- 9 – 11 February 2024
- 23 – 25 February 2024.

Attachments

There are no attachments for this report.

(Item 101/23) Revocation of Power of Attorney to the General Manager

File No: 23/49552

Report by Director Corporate Services

Summary

The granting of a power of attorney to individuals occupying the role of General Manager has been the practice of Burwood Council since 2011. The limitations contained in that power of attorney, the requirements of the *Local Government Act 1993* (the Act), and the delegations by exception granted to the General Manager, mean the power of attorney serves no practical purpose. This report recommends the power of attorney be revoked and Council rely instead on specific resolutions and existing powers under the Act to ensure the General Manager has the power to implement the decisions of Council in a timely manner.

Operational Plan Objective

C.11.1 Conduct Council business with transparency, accountability, compliance and probity that ensures community confidence in decision making

Background

A power of attorney was first granted to the General Manager by Burwood Council in 2011. The most recent power of attorney was granted to the current General Manager, Tommaso Briscese, on 29 May 2019. It is a prescriptive power of attorney that can be amended or revoked by Council at any time. See [Attachment 1](#).

The power of attorney granted to the current General Manager contains limitations and conditions that require Council to pass a specific resolution on each occasion that the General Manager is to exercise that power of attorney. The instrument also makes it clear that the power of attorney does not operate as a delegation of any functions for the purposes of section 377 of the Act.

Power of attorney is granted to a named individual and can only be exercised by that person. By contrast, delegations are given to a role and anyone occupying that that role, whether permanent, temporary or acting, can lawfully exercise the delegations of the role.

During 2022–2023 the General Manager took a long period of leave. In his absence, two Directors acted in the General Manager role for set periods. During this period, queries were raised about the exercise of power of attorney to execute or sign documents on behalf of Council and whether the Acting General Managers had the power to sign such documents without a power of attorney. Two sets of legal advice were sought — one in relation to a specific scenario and a subsequent request for advice on the broader merits of a power of attorney and the necessity for using the seal of council.

It is clear the General Manager, including an Acting General Manager, already has power to sign documents on behalf of Council in the following circumstances:

- where the nature of the documents falls within the delegations already granted to the General Manager. The delegations from Burwood Council to the General Manager are delegations by exception, meaning all functions that can legally be delegated to the General Manager have been delegated, with only a few exceptions outlined in the instrument of delegation.
- where Council has passed a resolution authorising the General Manager to sign or execute the documents. This relies on the combination of sections 335(b) and 683 of the Act, which provide that:
 - the general manager of a council has the function of implementing, without undue delay, lawful decisions of the council (section 335(b)), and

- a document requiring authentication by the council may be sufficiently authenticated without the seal of the council, if signed by the general manager or public officer (section 683).

Given the limitations and conditions in the current power of attorney that require a specific resolution in order to exercise the power, that power of attorney serves little practical purpose. The same effect can be lawfully achieved by a clearly worded resolution directing the General Manager to sign or execute the documents on behalf of Council. The reference to signing documents under power of attorney in these circumstances appears to introduce unnecessary administrative actions and confusion for council officers administering those actions.

Proposal

It is proposed that Council revokes the current power of attorney.

In future, when the General Manager is required to sign or execute documents to give effect to a resolution of Council, that requirement will be clearly included in the resolution. The combination of sections 335(b) and section 683 provide the lawful basis for the General Manager to implement such a resolution.

Planning or Policy Implications

Elimination of unnecessary administrative overheads associated with management and reporting. Elimination of risks associated with confusion around proper exercise of powers assigned to the position of General Manager.

Financial Implications

Improved efficiency through the elimination of unnecessary administrative overheads.

Conclusion

Given the power of attorney is serving no practical purpose and is leading to unnecessary confusion and waste, it is proposed that power be revoked and Council relies on the existing powers in the Act.

Recommendation(s)

That Council revokes the power of attorney to Tommaso Briscese dated 29 May 2019 and takes all steps necessary to give effect to this decision.

Attachments

1 [↓](#) Power of Attorney - Tommaso Briscese

**GENERAL POWER OF ATTORNEY
OF
BURWOOD COUNCIL**

matthewsfolbigg
LAWYERS

Matthews Folbigg Pty Ltd
"The Barrington" Level 7, 10-14 Smith Street Parramatta 2150
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GENERAL POWER OF ATTORNEY

A general power of attorney is a legal document that allows you (the principal) to nominate one or more persons (referred to as attorneys) to act on your behalf. A general power of attorney gives the attorney the authority, if you choose, to manage your legal and financial affairs, including buying and selling real estate, shares and other assets for you, operating your bank accounts, and spending money on your behalf.

The general power of attorney ceases if you lose your mental capacity after its execution. If you wish the power of attorney to continue if you lose your mental capacity, use the enduring power of attorney prescribed form. An attorney under a general power of attorney cannot make decisions about your lifestyle or health. These decisions can only be made by a guardian (whether an enduring guardian appointed by you or a guardian appointed by the Civil and Administrative Tribunal or the Supreme Court).

You may set whatever conditions and limitations on your attorney that you choose. An attorney must always act in your best interest. If your attorney does not follow your directions or does not act in your best interest, you should revoke the power of attorney. You or someone on your behalf should inform the attorney of the revocation, preferably in writing. The attorney must then immediately cease to act as your attorney. If anyone else, such as a bank, has been advised about the power of attorney, that person or entity should also be informed of the revocation.

*The **Important Information** set out at the end of this document includes notes to assist in completing this document and more fully explains the role and responsibilities of an attorney.*

1. APPOINTMENT OF ATTORNEY BY THE PRINCIPAL

Principal - The person who appoints the attorney is known as the principal.

Attorney - The person you nominate to look after your financial affairs is known as the attorney. You can appoint more than one attorney.

On the 29th day of May 2019

BURWOOD COUNCIL ABN 84 362 114 428 (Principal) of Suite 1, Level 2, 1-17 Elsie Street, Burwood in the State of New South Wales, appoints **TOMMASO BRISCESI** the Acting General Manager of the Principal of Suite 1, Level 2, 1-17 Elsie Street, Burwood in the State of New South Wales to be its attorney (Attorney).

2. POWERS

The Attorney may exercise the authority conferred by Part 2 of the *Powers of Attorney Act 2003* to do on behalf of the Principal anything which the Principal may lawfully authorise an attorney to do. The Attorney's authority is subject to any additional details specified in Part 3 of this document.

3. CONDITIONS AND LIMITATIONS

This power of attorney is limited to the execution of documents which give effect to:

- (a) resolutions of the Principal where resolutions are required for the exercise of any function of the Principal; and
- (b) functions of the Principal which have been delegated to the Attorney,

General Power of Attorney

in accordance with the Local Government Act 1993.

This power of attorney does not operate as a delegation of any functions of the Principal for the purposes of section 377 of the Local Government Act 1993.

4. COMMENCEMENT

This power of attorney operates on and from 29 May 2019.

5. YOUR SIGNATURE TO MAKE THE APPOINTMENT

In witness whereof Burwood Council ABN 84 362 114 428 has hereunto affixed its seal on the abovementioned date.

THE SEAL of BURWOOD COUNCIL ABN 84 362 114 428 was affixed pursuant to the authority conferred by Resolution dated 28 May 2019 in the presence of the Mayor and Deputy Mayor.

[Redacted signature area containing names of Deputy Mayor and Mayor]

LESLEY FURNEAUX-COOK (Print) Full Name

JOHN EAKER (Print) Full Name

1. ATTORNEY RESPONSIBILITIES

Your attorney must do the following:

- (a) Keep your money and property separate from the attorney's money and property.
(b) Keep reasonable accounts and records of your money and property.
(c) Not benefit from being an attorney, unless expressly authorised by you.
(d) Always act in your best interests.
(e) Always act honestly in all matters concerning your legal and financial affairs.

Failure to do so may incur civil and/or criminal penalties.

NSW IRS OFFICE USE ONLY REGISTERED 30/5/2019 BK 4760 NO 381 [Seal of the Registrar General, NSW]

*General Power of Attorney***Important Information**

- A power of attorney is an important and powerful legal document. You should get legal advice before you sign it.
- It is important that you trust the person you are appointing as attorney to make financial decisions on your behalf. Your attorney must be over 18 years old and must not be bankrupt or insolvent. If your financial affairs are complicated, you should appoint an attorney who has the skills to deal with complex financial arrangements.
- A power of attorney cannot be used for health or lifestyle decisions. You should appoint an enduring guardian under the *Guardianship Act 1987* if you want a particular person to make these decisions. For further information, contact the Civil and Administrative Tribunal or NSW Trustee and Guardian.
- Clause 2 of the power of attorney contains powers which will permit your attorney to use your money and assets for the attorney or anyone else as provided. You should only tick boxes in clause 2 if you want your attorney to have that power.
- This power of attorney is designed for use in New South Wales only. If you need a power of attorney for interstate or overseas, you may need to make a power of attorney under their laws. The laws of some other States and Territories in Australia may give effect to this power of attorney. However, you should not assume this will be the case. You should confirm whether the laws of the State or Territory concerned will in fact recognise this power of attorney.
- Your attorney must keep the attorney's own money and property separate from your money and property, unless you are joint owners, or operate joint bank accounts. Your attorney should keep reasonable accounts and records about your money and property. The costs of providing and maintaining these records by the attorney may be recoverable from you.
- If your attorney is signing certain documents that affect real estate, the power of attorney must be registered at NSW Land Registry Services. Please contact NSW LRS on T: 1300 052 637 to see whether the power of attorney must be registered.
- An attorney must always act in your best interest. If your attorney does not follow your directions, or does not act in your best interest, you should consider revoking the power of attorney. If you revoke the power of attorney you should notify the attorney of the revocation, preferably in writing, that they are no longer your attorney. The attorney must stop acting immediately once they have knowledge of the revocation.
- This power of attorney does not automatically revoke earlier powers of attorney made by you. If you have made an earlier power of attorney that you do not want to continue, you must revoke the earlier power of attorney. It is advisable that you notify the attorney, preferably in writing of the revocation, if you have not already done so. You should also give notice of the revocation to anyone who is aware of the earlier power of attorney, such as a bank.

Notes for Completion**Joint attorneys**

If you appoint more than one attorney, you should indicate whether the attorneys are to act jointly, or jointly and severally. Attorneys who are appointed jointly are only able to act and make decisions together.

Attorneys who are appointed jointly and severally (i.e. together or separately) are able to act and make decisions independently of each other. However, you can specify that a simple majority (if you appoint 3 or more attorneys) must agree before they can act.

Substitute attorneys

If you appoint a substitute attorney, the substitute attorney will only have authority to act as your attorney if the first appointed attorney dies, resigns or otherwise vacates their position.

You can specify for whom the substitute is to act (e.g. if you appoint A and B as attorneys and X and Y as substitutes, you can specify that X takes A's place if A vacates office).

Attorney vacates office

Section 5 of the *Powers of Attorney Act 2003* states that there is a vacancy in the office of attorney if the attorney dies, resigns, becomes bankrupt, loses mental capacity or the authority to act is revoked.

General Power of Attorney

If you have appointed a substitute attorney, it may be helpful that some sort of documentation evidencing the vacation of the original attorney is attached to this power of attorney when that vacancy happens. This will assist to satisfy a third party that the substitute attorney is entitled to act for you.

Further information

For information on powers of attorney, the attorney's duties and registration, contact NSW Land Registry Services (www.nswlrs.com.au), the NSW Trustee and Guardian (www.tag.nsw.gov.au), a solicitor or a trustee company.

The NSW Government's Planning Ahead Tools website (www.planningaheadtools.com.au) provides up-to-date information and resources about powers of attorney, enduring guardianship, wills and advanced care planning.

(Item RC21/23) Sustainability and Environment Advisory Committee - Meeting Minutes - 21 November 2023

File No: 23/48890

Report by Director City Strategy

Summary

The report presents the Minutes of the Sustainability and Environment Advisory Committee (SEAC) meeting held on Tuesday 21 November 2023.

Operational Plan Objective

- 1.2 A healthy and active lifestyle where people experience a sense of connection and wellbeing
- 3.2 People and infrastructure contribute positively to the environment and respond to climate change
 - 3.2.1 Deliver efficiency and innovation in the use of resources

Recommendation(s)

That the minutes of the Sustainability and Environment Advisory Committee meeting of 21 November 2023 be received and noted.

Attachments

- 1 [↓](#) Sustainability and Environment Advisory Committee - Meeting #6 Minutes 21 November 2023



Tuesday 21 November 2023
5.30pm – 6.30pm

Sustainability and Environment Advisory Committee MINUTES

ATTENDEES

Mayor John Faker (Chairperson)
Billie Ayling
Ruby Bron
Preeti Govindan
Lesley Corkill
Rebecca Lau, Executive Strategic Planner
Edwina Holland, Sustainability and Resilience Officer

APOLOGIES

Councillor George Mannah
Councillor Ned Cutcher
Chris Gray
Rita Vella, Manager City Planning

A. WELCOME and INTRODUCTIONS

Chair Mayor Faker welcomed attendees and acknowledged Country.

B. COUNCIL PROJECTS – Update

Council staff provided an update to the committee on the following;

EV Strategy & Grant Funding Opportunities

- EV strategy is in development
- Drive Electric NSW - EV Kerbside Charging Infrastructure Grants Round 1 closed 17 November 2023
 - Council went to market with an EOI to Charge Point Operators (CPO) listed on the Local Government Procurement Panel
 - four (4) EOI responses were received and Council provided a letter of support to these CPOs
 - the funding maximum is \$800,000 per applicant for Round 1
 - a minimum of 4 EV charging locations and a minimum of 8 charging points is required
 - 80% of the total installation and equipment costs covered, capped at \$10,000 per port
 - 80% of the software fees are included for a period of 3 years
 - notification of the funding is expected February/March 2024

FOGO trial extension update

- Commenced 13 September 2023, same trial households (660 total)
- to 15 November 2023, 65.48 tonnes FOGO collected from 4,070 bins
- consistent and regular education and face-to-face engagement with the trial residents
- Sustainability staff have hosted two community drop-in sessions in a Park within the trial area to provide residents with the opportunity to ask questions, seek clarification and talk all things FOGO
- Overall feedback to-date is complimentary. Changes to the collection frequency of the red bin is being managed by the majority of trial households

Citizen of the Year – NEW category Environment

- Council staff updated the committee on the new category for the Citizen of the Year awards. New category for Environmental Person of the Year.
- Form and details to be on Council's website Wednesday 22 November. The link will be circulated to the committee with the meeting minutes.

C. SEAC PRIORITIES for 2024

Committee members shared their priorities for SEAC for 2024;

- Electrification messaging to the community and residents including information evenings similar to other Council's initiatives, information on Council's website and newsletters
- Promotion of active transport options across the Local Government Area. Ideas included generation of walking and bicycle maps and wayfinding signage. Connection to adjoining Council areas existing bicycle paths is important and identifying the best places to safely cross major roads throughout Burwood council area
- Increasing the resilience capacity of Council's Parks to reduce the effects of drought and prolonged hot weather, water reuse options and consideration of materials used in the Parks.
- Backyard wildlife counts, citizen science initiative. Possums spotted in Croydon Park and Croydon.
- Focus on school education initiatives as the children will take what they're learning and introduce the sustainable practices into everyday
- Sustainable development and best practice reflected in the DCP including enhanced thermal performance, minimised carbon inputs and maximised opportunities for buildings to become carbon positive over the life cycle of a building or facility
- Opportunities to support local solar and other renewable energy generation
- Focus on retaining the existing mature tree canopy and boosting tree plantings throughout the LGA

D. GENERAL BUSINESS

- Committee was advised Echidna Renewables were not successful in obtaining funding from the ARENA grants
- Committee asked for an update on the SSROC and ZEN Energy community batteries discussions, follow up to be undertaken by Council Staff and update to be provided at next meeting
- The Chair advised the Committee of the Yarn and Wander events being held as part of the Burwood Summer at Burwood Park event programs. Yarn and Wander is a walking tour and allows the community to hear stories and insights led by First

Nations elders. Dates and times will be circulated to the Committee along with the meeting minutes

Next Meeting: 2024 Meeting schedule to be finalised and circulated to the Committee with the noted meeting minutes.

(Item RC22/23) Burwood 150 Years Anniversary Steering Committee Meeting Minutes - 5 December 2023

File No: 23/50256

Report by Director Community Life

Summary

This report presents the draft minutes of the Burwood 150 Years Anniversary Steering Committee meeting held on Tuesday 5 December 2023.

Operational Plan Objectives

- A.16 Deliver initiatives that promote and improve access to local heritage.
- A.99 Facilitate interagency networks and advisory committees to provide opportunities for collaboration and participation.

The draft minutes of the Burwood 150 Years Anniversary Steering Committee held on 5 December 2023 are attached for Council's information.

Recommendation

That Council receives and notes the draft minutes of the Burwood 150 Years Anniversary Steering Committee held on 5 December 2023.

Attachments

- 1 [↓](#) Attachment 1 - Burwood 150 Years Anniversary Steering Committee Minutes - 5 December 2023
- 2 [⇒](#) Attachment 2: Burwood 150 Years Steering Committee Presentation - December 2023
[See separate Attachments Paper]
- 3 [↓](#) Attachment 3 - Summary of Confirmed Initiatives - Burwood 150 Years Anniversary Program 2024



**BURWOOD 150 YEARS ANNIVERSARY
STEERING COMMITTEE
Tuesday 5 December 2023
4.00pm - 5.00pm**

MINUTES

ATTENDEES

Committee Members:

Susan Borel	Community Representative
Cecily Gray	Burwood Historical Society Representative
Dennis Quinlan	Community Representative
Justine Ann Channing	Community Representative
Spencer White	Community Representative

Council Officers:

Brooke Endycott	Director Community Life
Danielle McQuoid	Manager Library and Community Hub
Jenny Hoff	Manager Community and Culture
Maria Mitar	Creative Events Producer
Katarzyna Malicka	Local Heritage Librarian
Luke Stigter	Events Producer
Dan Pocaterra - <i>Minutes</i>	Executive Assistant

APOLOGIES

Cr John Faker	Mayor of Burwood - <i>Chair</i>
Cr Heather Crichton	Burwood Council - <i>Alternate Chair and Delegate</i>
Claire Boskett	Community Representative

1. WELCOME & ACKNOWLEDGEMENT OF COUNTRY

Director Community Life, Brooke Endycott opened the meeting on behalf of the Mayor as Chair with an acknowledgement of Country, noting that Burwood Council acknowledges the Wangal Clan of the Eora Nation as the traditional custodians of the area and pays respects to their elders past, present and emerging.

The apologies of both the Mayor, Cr John Faker and Cr Heather Crichton were noted.

Council’s new Creative Events Producer, Maria Mitar was introduced to the Committee.

2. DECLARATIONS OF INTEREST

Nil declarations of interest were submitted.

3. CONFIRMATION OF MINUTES OF THE MEETING HELD ON 10 OCTOBER 2023

The Burwood 150 Year Anniversary Steering Committee minutes were confirmed as an accurate record of the proceedings of the previous meeting held on 10 October 2023 (Moved by Cecily Gray/ Seconded by Justine Ann Channing) with the following amendments noted:

The action listed in section 4.1.4 of the previous minutes regarding the provision of a contact for the Vintage Car Club should be assigned to Cecily Gray rather than Susan Borel.

Dennis Quinlan noted that depending on the timing of the Saturday 6 April 2024 event, that the Burwood Pipe and Drums group may not be available due to another commitment.

4. BUSINESS ARISING

Council Officers delivered a presentation on the confirmed elements of the Burwood 150 Years Anniversary Program to the Committee. A copy of the presentation is included as an attachment along with a summary of the confirmed initiatives for delivery during 2024.

Comments, actions or recommendations arising from the Committee are summarised below.

4.1 Communications Collateral and Merchandise

The Committee were in support of the key items presented and suggested no changes.

4.2 Burwood Pictorial History

The Committee noted the current status of the Burwood Pictorial History, which has been designed and is undergoing the final round of detailed changes and corrections by Council officers in consultation with the editor.

The Director Community Life noted that the 400 hardbacks provided to Council would be distributed by Council to libraries, schools and other educational institutions and organisations. The remaining 2,500 softbacks would be made available for sale via Kingsclear Publishing for \$24.95.

The book is anticipated to be finalised and issued for print in early 2024. As print is being undertaken overseas and the availability of the publisher is currently limited due to health constraints, the date of the book launch is now planned to coincide with the 150-year anniversary of the first meeting of Council event planned for 24 July 2024. Should the book arrive earlier, Council will consider moving forward the launch date of the book.

4.3 Key Projects, Events and Programs

Public art projects presented and their scheduled timings for completion were supported by the Committee. It was noted that additional consultation would take place with:

- The Burwood RSL Sub Branch prior to the rollout of the poppy installation in Burwood Park for ANZAC Day 2024 and to determine the exact number of poppies to be laid.
- Members of the Young family based in Sydney, where possible, regarding the implementation of the ACDC Mural in Burleigh Street.
- The Mayor of Burwood regarding the selection of Mayors to be included in the Mayors of Burwood artworks to be installed in the Council Chambers.

Key events, programs and exhibitions presented to the Committee and their proposed timings were supported by the Committee.

Actions or recommendations arising:

- Members of the Committee to assist with promoting key events by circulating opportunities to participate via their community networks, particularly the 'Light a Lantern' event scheduled for Saturday 3 February 2024, which is currently open for registrations.
- Dennis Quinlan recommended that Council request that the RAAF conduct another flyover of Burwood Park during ANZAC Day 2024 to commemorate the 150 Year Anniversary of Burwood.
- Cecily Gray volunteered to continue to explore period costume exhibit options to align with the events program, particularly for the 24 July 2024 event.
- Susan Borel noted that the Centenary of Enfield Public School event would be held on 21 September 2024, and the summary of confirmed initiatives was updated accordingly.
- Dennis Quinlan noted that due to the revised timing of the Saturday 6 April 2024 event to 5pm-10pm that the Burwood Pipes and Drums would now likely be able to participate. Council's Creative Events Producer to arrange follow up discussions to curate roving performances along Burwood Road during the event.

5. GENERAL BUSINESS

Committee member Spencer White outlined his proposal to develop a classical music concert in recognition of the late Miriam Hyde, Australian Composer (and former resident of Burwood) at St Paul's Church in late 2024. Spencer White noted that he had met with Council officers and spoken to the Music Director at St Paul's, David Russel, who was in support of the concept. Spencer noted he would pursue further discussions with Tamara-Anna Cislowska, an Australian concert pianist based in Burwood and Mark Isaacs, Musician in Residence at MLC Burwood. Further historical and musical connections present in Burwood will also be explored in the planning phase of the project.

Council officers outlined the Community Grants Program as one possible source of funding to be explored to support the project, noting that it is a competitive process. Council's Creative Events Producer also outlined funding available via the Arts and Cultural Grants Program – NSW Government.

The Committee endorsed the project concept, noting it would be a fantastic way to conclude the sesquicentenary celebrations in late 2024.

Council's Manager Community and Culture provided an update regarding Council's Community Grants Program, which is currently open with applications closing on 3 March 2024.

Committee member Dennis Quinlan further suggested that Council contact the Daily Telegraph regarding the recreation of the Francis Birtles 1927 Bean Car Road trip currently in progress to determine if a visit to Burwood would be feasible to align with the 6 April 2024 event as a way to attract further publicity.

Committee member Susan Borel highlighted that there is an original tram carriage from Burwood Road potentially available via enquiry with the Heritage Bus Museum.

A suggestion was also raised regarding whether a steam train could also be arranged to visit Burwood Train Station in 2024 as per a much earlier discussion held by the Committee.

Actions or recommendations arising:

- Council's Creative Events Producer to follow up with Spencer White regarding funding options available as well as performance opportunities for local musicians across the Burwood 150 Years Anniversary program.
- Council's Manager Community and Culture to circulate information about the Community Grants Program to the Committee.
- Council to contact the Daily Telegraph to enquire about the Francis Birtles 1927 Bean Car Road trip visiting Burwood.
- Council to liaise with Sydney Trains/Transport for NSW to explore the feasibility of a steam train arriving to Burwood Train Station in 2024.

6. FUTURE MEETINGS

Given that Council was now moving into the delivery phase, the Director Community Life proposed that the Committee conclude quarterly meetings to allow the focus to shift from planning to delivery.

It was agreed by the Committee that a meeting would be held in June 2024 (as a mid-way check-point) and December 2024 (to evaluate the success of the overall program).

7. CLOSE OF THE MEETING

On behalf of Committee Members, Cecily Gray thanked all Council officers for their ongoing commitment and work in preparing the anniversary celebrations.

The Director Community Life acknowledged the contributions of the Committee and thanked all Committee members on behalf of Council.

The meeting was closed at 5.17pm.

ATTACHMENTS:

Burwood 150 Years Steering Committee Presentation – 5 December 2023

Summary of Confirmed Initiatives - Burwood 150 Years Anniversary Program 2024

ITEM NUMBER RC22/23 - ATTACHMENT 3

Attachment 3 - Summary of Confirmed Initiatives - Burwood 150 Years Anniversary Program 2024



SUMMARY OF CONFIRMED INITIATIVES: BURWOOD 150 YEARS ANNIVERSARY PROGRAM

Date	Event/Activity	Location
December 2023	Installation of Decorative Bin Artworks	The Strand, Croydon
January to April 2024	Possum Light Sculptures	Burwood Park
Saturday, 3 February 2024, 6pm – 8.30pm	Light a Lantern to Celebrate 150 Years of Burwood	Burwood Park Pond
Saturday, 24 February 2024, 10 – 11.30am	Official Opening of Burwood Park Pond, Nature Play, Sensory Garden and Burwood Nest	Burwood Park
Wednesday, 27 March 2024	Launch of Who Sat Here Before Me	Various Locations
27 March - 20 May 2024 Official Opening: Wednesday 27 March 2024, 11am	Burwood Chinese Evacuation Home Exhibition	Burwood Library and Community Hub
April 2024	Launch of ACDC Mural	Burleigh Street, Burwood
Saturday, 6 April 2024, 5pm – 10pm	Celebrate Burwood 150 Event	Burwood Road, Burwood
Thursday, 25 April 2024	Poppy Installation for ANZAC Day	Burwood Park
April/May 2024	Heritage Festival Walking Tours	Burwood Library and Community Hub
27 May - 23 June 2024 Official Opening: Thursday 30 May 2024	Burwood Art Prize Exhibition	Burwood Library and Community Hub
June 2024	Burwood Historical Tour	Burwood Library and Community Hub
July 2024	Launch of Malvern Hill Estate and Strand Book	Burwood Library and Community Hub
Wednesday, 24 July 2024, 6-8pm	Burwood Birthday Event to Commemorate First Council Meeting - includes Launch of Mayors of Burwood Portraits, Burwood Pictorial History and Grand Mansions of Burwood Exhibition	Burwood Library and Community Hub
24 July - 20 September 2024 Official Opening: 24 July 2024, 6-8pm	Grand Mansions of Burwood Exhibition	Burwood Library and Community Hub
September 2024	History Week Walking Tours	Burwood Library and Community Hub
September 2024	Writing Memoirs Workshop	Burwood Library and Community Hub
21 September 2024	Centenary of Enfield Public School Celebrations	Enfield Public School
September 2024	Miriam Hyde Concert (in early development)	St Paul's Church, Burwood
October 2024	Youth Engagement Mural	Blair Park, Croydon