



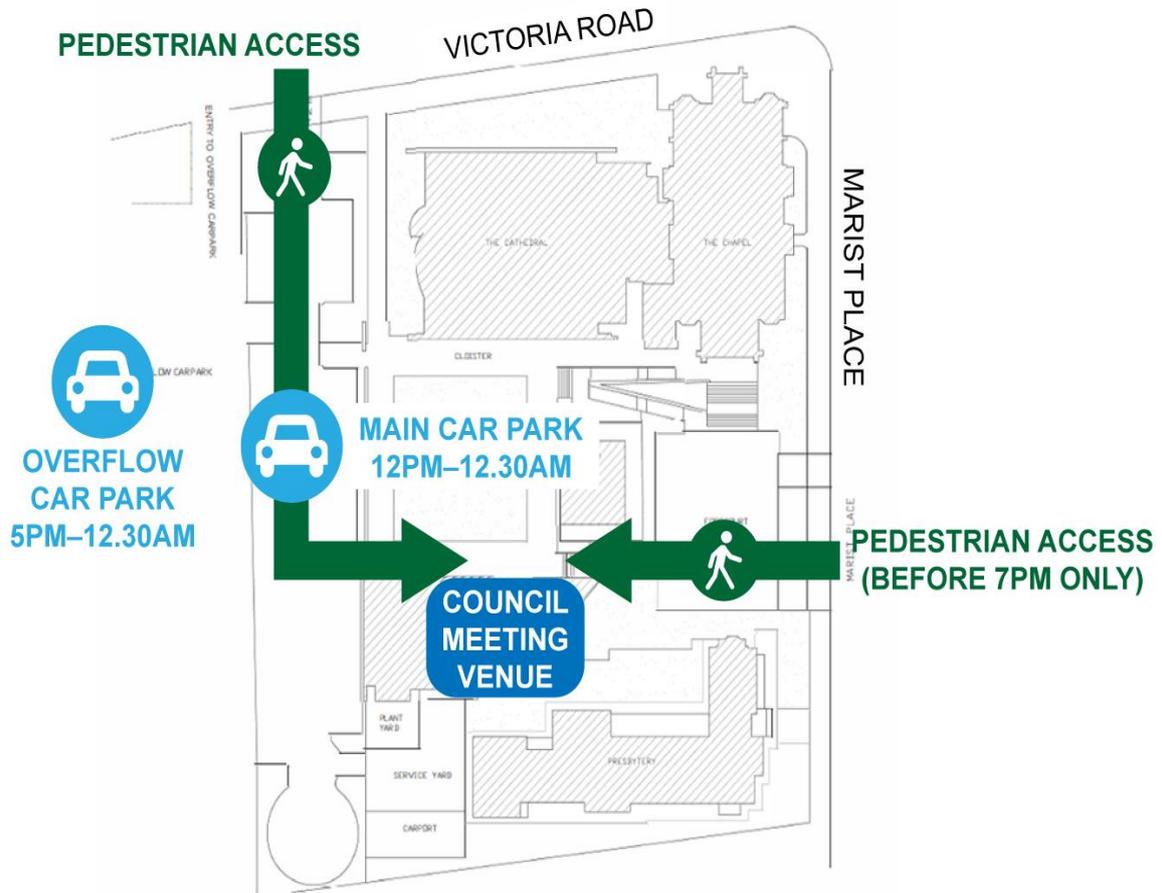
**CITY OF  
PARRAMATTA**

# *NOTICE OF COUNCIL MEETING*

## *PUBLIC AGENDA*

An Ordinary Meeting of City of Parramatta Council will be held in the Cloister Function Rooms, St Patrick's Cathedral, 1 Marist Place, Parramatta on Tuesday, 26 April 2022 at 6:30pm.

Brett Newman  
CHIEF EXECUTIVE OFFICER



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## COUNCIL CHAMBERS

Governance  
Manager

Lord Mayor Cr Donna Davis	Chief Executive Officer
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Minute Clerk

Cr Phil Bradley
Cr Sameer Pandey, Deputy Lord Mayor
Cr Paul Noack
Cr Ange Humphries
Cr Dr Patricia Prociv
Cr Pierre Esber
Cr Cameron Maclean

Cr Lorraine Wearne
Cr Donna Wang
Cr Michelle Garrard
Cr Dan Siviero
Cr Henry Green
Cr Kellie Darley
Cr Georgina Valjak

Sound

IT

Executive Director City Engagement & Experience	Executive Director Community Services	Executive Director City Planning & Design	Group Manager City Strategy	Executive Director City Assets & Operations	Chief Finance and Information Officer	Executive Director Property and Place
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Press      Press

Public Gallery

## STATEMENT OF ETHICAL OBLIGATIONS:

In accordance with clause 3.23 of the Model Code of Meeting Practice, Council is obligated to remind Councillors of the oath or affirmation of office made under section 233A of the Local Government Act 1993, and of their obligations under Council's Code of Conduct to disclose and appropriately manage conflicts of interest – the ethical obligations of which are outlined below:

Obligations	
Oath [Affirmation] of Office by Councillors	I swear [solemnly and sincerely declare and affirm] that I will undertake the duties of the office of Councillor in the best interests of the people of the City of Parramatta Council and the City of Parramatta Council that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgement.
Code of Conduct Conflict of Interests	
Pecuniary Interests	<p>A Councillor who has a pecuniary interest in any matter with which the Council is concerned, and who is present at a meeting of the Council at which the matter is being considered, must disclose the nature of the interest to the meeting.</p> <p>The Councillor must not be present at, or in sight of, the meeting:</p> <ol style="list-style-type: none"> <li>a) At any time during which the matter is being considered or discussed, or</li> <li>b) At any time during which the Council is voting on any question in relation to the matter.</li> </ol>
Non-Pecuniary Conflict of Interests	A Councillor who has a non-pecuniary conflict of interest in a matter, must disclose the relevant private interest in relation to the matter fully and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter.
Significant Non-Pecuniary Conflict of Interests	A Councillor who has a significant non-pecuniary conflict of interest in relation to a matter under consideration at a Council meeting, must manage the conflict of interest as if they had a pecuniary interest in the matter.
Non-Significant Non-Pecuniary Interests	A Councillor who determines that they have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest must also explain why conflict of interest is not significant and does not require further action in the circumstances.

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## TABLE OF CONTENTS

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ITEM	SUBJECT	PAGE NO
<b>1</b>	<b>OPENING MEETING</b>	
<b>2</b>	<b>ACKNOWLEDGMENT OF TRADITIONAL OWNERS OF LAND</b>	
<b>3</b>	<b>WEBCASTING ANNOUNCEMENT</b>	
<b>4</b>	<b>OTHER RECORDING OF MEETING ANNOUNCEMENT</b>	
<b>5</b>	<b>CONFIRMATION OF MINUTES</b>	
	<i>Council - 11 April 2022</i> .....	7
<b>6</b>	<b>APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE</b>	
<b>7</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>8</b>	<b>MINUTES OF THE LORD MAYOR</b>	
<b>9</b>	<b>PUBLIC FORUM</b>	
<b>10</b>	<b>PETITIONS</b>	
<b>11</b>	<b>RESCISSION MOTIONS</b>	
<b>12</b>	<b>FOR NOTATION</b>	
12.1	Investment Report for March 2022.....	24
12.2	Returns for Designated Persons.....	72
12.3	ARIC Annual Report 2021 .....	75
12.4	Quarter Two Progress Report - Delivery Program and Operational Plan 2021/22 (Deferred Item) .....	92
12.5	Response to Council's resolution on trees in the Parramatta CBD .....	148
<b>13</b>	<b>FOR COUNCIL DECISION</b>	
13.1	Quarterly Budget Review - December 2021 (Deferred Item) .....	168
13.2	Additional Special Variation (ASV) Application .....	187
13.3	Draft Code of Meeting Practice for Public Exhibition.....	192
13.4	Minutes of the Parramatta Traffic Committee meeting held on 23 March 2022 .....	321
13.5	Minutes of the Traffic Engineering Advisory Group meeting held on 23 March 2022 .....	367
<b>14</b>	<b>NOTICES OF MOTION</b>	
14.1	Parramatta Light Rail Stage 2.....	396
<b>15</b>	<b>QUESTIONS WITH NOTICE</b>	
15.1	Questions Taken on Notice from Council Meeting - 11 April 2022.....	398
<b>16</b>	<b>CLOSED SESSION</b>	
16.1	Legal Status Report as at 31 March 2022	

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- This report is confidential in accordance with section 10A (2) (e) of the Local Government Act 1993 as the report contains information that would, if disclosed, prejudice the maintenance of law.*
- 16.2 Tender 32/2021 Disposal of General Waste Cleansing Services
- This report is confidential in accordance with section 10A (2) (c) (d) of the Local Government Act 1993 as the report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND the report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret.*
- 16.3 Approval of Supplier for works associated with CBD Outdoor Dining
- This report is confidential in accordance with section 10A (2) (d) of the Local Government Act 1993 as the report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret.*
- 16.4 Lease Extension - 126 Church Street, Parramatta and Level 2, 1-3 Fitzwilliam St, Parramatta
- This report is confidential in accordance with section 10A (2) (d) of the Local Government Act 1993 as the report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret.*

**17 PUBLIC ANNOUNCEMENT OF RESOLUTIONS PASSED IN CLOSED SESSION**

**18 CONCLUSION OF MEETING**

***After the conclusion of the Council Meeting, and if time permits, Councillors will be provided an opportunity to ask questions of staff.***

MINUTES OF THE MEETING OF CITY OF PARRAMATTA COUNCIL HELD IN THE CLOISTER FUNCTION ROOMS, ST PATRICK'S CATHEDRAL 1 MARIST PLACE, PARRAMATTA ON MONDAY, 11 APRIL 2022 AT 6:30PM

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*These are draft minutes and are subject to confirmation by Council at its next meeting. The confirmed minutes will replace this draft version on the website once confirmed.*

PRESENT

The Lord Mayor, Councillor Donna Davis and Councillors Phil Bradley, Kellie Darley, Pierre Esber, Michelle Garrard, Henry Green, Ange Humphries, Cameron Maclean, Paul Noack, Sameer Pandey, Dan Siviero, Georgina Valjak, Donna Wang and Lorraine Wearne.

1. OPENING MEETING

The Lord Mayor, Councillor Donna Davis, opened the meeting at 6:34PM.

2. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF LAND

The Lord Mayor, acknowledged the Burramattagal people of The Darug Nation as the traditional owners of this land, and paid respect to their ancient culture and to their elders past, present and emerging.

3. WEBCASTING ANNOUNCEMENT

The Lord Mayor, advised that this public meeting is being recorded and streamed live on the internet. The recording will also be archived and made available on Council's website.

The Lord Mayor further advised that all care will be taken to maintain privacy, however as a visitor in the public gallery, the public should be aware that their presence may be recorded.

4. OTHER RECORDING OF MEETING ANNOUNCEMENT

As per Council's Code of Meeting Practice, the recording of the Council Meeting by the public using any device, audio or video, is only permitted with Council permission. Recording a Council Meeting without permission may result in the individual being expelled from the Meeting.

5. CONFIRMATION OF MINUTES

SUBJECT: Minutes of the Council Meeting held on 28 March 2022

3711 RESOLVED (Noack/Valjak)

**That** the minutes be taken as read and be accepted as a true record of the Meeting.

## 6. APOLOGIES/REQUESTS FOR LEAVE OF ABSENCE

3712 RESOLVED (Humphries/Valjak)

**That** the apologies received from Councillor Prociv for personal reasons be accepted and leave of absence granted.

**That** the request to attend the Ordinary Council Meeting dated 11 April 2022 via remote means submitted by Councillor Wearne due to personal reasons be accepted.

## 7. DECLARATIONS OF INTEREST

There were no Declarations of Interest made at this meeting.

## 8. MINUTES OF THE LORD MAYOR

8.1 SUBJECT Preservation of Trees within the City of Parramatta

REFERENCE F2021/02779 - D08482531

REPORT OF Lord Mayor, Councillor Donna Davis

3713 RESOLVED (Davis/Pandey)

(a) **That** Council review its tree preservation and management controls as part of the preparation of the Draft Harmonisation Development Control Plan (DCP) to ensure they properly provide for the protection of trees within the City of Parramatta.

(b) **Further, that** Council be presented with the recommendations of the review and any updates to the tree preservation and management controls as part of the future briefings relating to the Draft Harmonisation DCP in advance of a Council Report on the DCP this calendar year.

8.2 SUBJECT 100th Birthday of Uncle Wes Marne

REFERENCE F2021/02779 - D08482569

REPORT OF Lord Mayor, Councillor Donna Davis

3714 RESOLVED (Davis/Bradley)

(a) **That** Council write to Uncle Wes Marne, senior Aboriginal community Elder in Western Sydney, to wish him a Happy Birthday as he turns 100 on 25 April 2022.

(b) **That** Council note the significant contributions made by Uncle Wes to the Parramatta and Western Sydney communities over a number of decades.

- (c) **Further, that** Council note members of the Parramatta community will be able to celebrate Uncle Wes, and hear from him, at his book reading and signing to be held at the Parramatta Library on 10 May 2022.

8.3 SUBJECT 75th Anniversary of the Parramatta Eels

REFERENCE F2021/02779 - D08484990

REPORT OF Lord Mayor, Councillor Donna Davis

3715 RESOLVED (Davis/Garrard)

- (a) **That** Council note that 2022 marks the 75<sup>th</sup> year since the Parramatta Eels played their first game in the NSWRL premiership in 1947.
- (b) **That** Council note that the Parramatta Eels won premierships in 1981, 1982, 1983 and 1986.
- (c) **Further, that** Council writes to the Parramatta Eels and Parramatta Leagues Club, congratulating them on this momentous anniversary and for the achievements of the Club in their first 75 years.

8.4 SUBJECT Glengarriff House and the Wistaria Gardens

REFERENCE F2021/02779 - D08484992

REPORT OF Lord Mayor, Councillor Donna Davis

3716 RESOLVED (Davis/Darley)

- (a) **That** Council note the passing of the Greater Sydney Parklands Trust Bill 2022 in the Legislative Council and the Legislative Assembly of New South Wales on 29 March 2022.
- (b) **That** Council note the advocacy done by City of Parramatta Council in relation to this Bill, in particular in relation to impacts on Parramatta Park, and the incorporation of Glengarriff House and the Wistaria Gardens into the Park footprint.
- (c) **Further, that** Council write to Suellen Fitzgerald and the relevant Ministers, seeking an update on:
- i. the transition of Glengarriff House and Wistaria Gardens to Parramatta Park;
  - ii. future plans to restore the gardens and structures, and increase community access and awareness of these sites; and
  - iii. any proposed increase in funding to Parramatta Park for the initial repair and ongoing maintenance of Wistaria Gardens and Glengarriff House.

## 9. PUBLIC FORUM

9.1 SUBJECT PUBLIC FORUM 1: Item 13.4 Post-exhibition - Planning Proposal, draft Development Control Plan and draft Planning Agreement for 8-14 Great Western Highway, Parramatta.

REFERENCE F2022/00105 - D08482934

FROM Yanwen Wang

Dear Lord Mayor and Councillors,

Thank you for your time to read through my statement. My question will start with "Do we have sufficient electricity to accommodate another building ?

" In the past few months and even during COVID19 pandemic period, Great Western Highway area has experienced a few times electrify black out.

Also,

1. "Do we have any sufficient kindergartens, elementary schools, high schools for the children?"
2. "Do we have extra train lines to accommodate the working class?"

These 2 questions may seem to be irrelevant. But they are the essential questions which the Parramatta residents care. We already have many, too many high rise buildings comparing with the other suburbs. With the existing high rise building and yearly council rate payments, we, as the existing Parramatta residents, do not receive any benefit from the Council even for council rate discount because of COVID. We cannot see any benefit to have another building in the area. We would rather you to plant more trees in the area to give us better air.

#### **EXECUTIVE DIRECTOR CITY PLANNING & DESIGN RESPONSE**

It is noted that the author of this public forum statement made a submission during the public exhibition period of this proposal raising some of these issues. Those issues raised in the earlier submission are addressed in Attachment 1 to the Council report. I will only speak to the new issues raised in this public forum statement being electricity supply and tree planting.

With regards to electricity supply, Endeavour Energy was consulted during the public exhibition period and raised no objection.

With regards to tree planting, it will be provided on site facilitated by the minimum setbacks proposed in the draft site specific Development Control Plan which allow for deep soil planting. The draft Parramatta City Centre DCP also provides that street trees are to have priority on the majority of streets within the Parramatta CBD, and also contains provisions requiring vegetation to be provided on rooftops and podiums.

**Note: Councillor Wearne arrived at the meeting (via audio-visual link) at 6:55pm during the Public Forum.**

10. PETITIONS

There were no petitions tabled at this meeting.

11. RESCISSION MOTIONS

A rescission motion on Item 12.3 Council Decision Making was tabled by Councillor Esber, Maclean and Noack, prior to the confidential session and was considered as an urgent matter.

12. FOR NOTATION

12.1 SUBJECT Minutes of the Riverside Advisory Board Meeting held on 14 September 2021 and 24 November 2021

REFERENCE F2022/00105 - D08444577

REPORT OF Business Manager, Riverside Theatres

3717 RESOLVED (Esber/Noack)

That Council note the Minutes of the Riverside Theatres Advisory Board Meetings on held 14 September 2021 and 24 November 2021. Full minutes for both meeting are attached as **Attachment 1** and **Attachment 2**.

12.2 SUBJECT Response to Notice of Motion - Wentworth Point Mobile Coverage

REFERENCE F2022/00105 - D08463008

REPORT OF Senior Project Officer

3718 RESOLVED (Noack/Siviero)

**That** Council receive and note the contents of this report.

12.3 SUBJECT Council Decision Making

REFERENCE F2022/00105 - D08385480

REPORT OF Governance Manager

MOTION (Garrard/Siviero)

**That** Council take no further action on this matter.

FORESHADOWED MOTION (Pandey/Esber)

**That** the report be received and noted, and that Council note a review of relevant legislation and agency guides has revealed a list that is including, but not limited to, matters that require Council approval.

The motion moved by Councillor Garrard and seconded by Councillor Siviero was put and declared CARRIED. Therefore the foreshadowed motion was not considered.

3719 RESOLVED (Garrard/Siviero)

**That** Council take no further action on this matter.

### 13. FOR COUNCIL DECISION

#### PROCEDURAL MOTION

3720 RESOLVED (Esber/Garrard)

That the Item 13.1 Advisory Committees of Council be deferred until after the pre-determined meeting break.

13.2 SUBJECT Abandoned Shopping Trolley Trial Outcome Report

REFERENCE F2022/00105 - D08426713

REPORT OF Group Manager Regulatory Services

3721 RESOLVED (Garrard/Wang)

- (a) **That** Council note a trial was undertaken to improve the rate of collection of abandoned trolleys and included:
- i. impounding trolleys (abandoned for more than 48 hours) until payment of release fees;
  - ii. identifying abandoned trolleys and issuing PINS;
  - iii. reporting abandoned trolleys via alerting the relevant third party trolley tracker/collection services.
- (b) **That** Council endorse continuing reporting abandoned trolleys by council officers via the relevant trolley tracker/collection services and Council note, based on the trial, where [94%] of trolleys reported via the app were collected within 48 hours, it is an effective measure.
- (c) **That** Council not continue the trial of impounding or identifying abandoning trolleys and issuing PINS because they are not viable due to:
- i. the high cost of collection and lack of available space for storage;
  - ii. administration requirements of the Impounding Act.
  - iii. Lack of enforceability of the PINS
- (d) **That** Council note, to assist the community and provide better customer service, external complaints for abandoned shopping trolleys will be entered into the Trolley Tracker App by Council staff.

- (e) **Further, that** Council note staff will advocate to retail stores that have shopping trolleys to sign up to a Trolley Tracker App or equivalent platform.

13.3 SUBJECT Section 50 Local Government Act 1993 Land Transfers  
REFERENCE F2022/00105 - D08451061  
REPORT OF Property Officer

3722 RESOLVED (Esber/Maclean)

- (a) **That** Council, in accordance with section 50(4) of the *Local Government Act 1993* gazette the vesting of the land identified in **Attachment 1**, into Council's ownership.
- (b) **Further, that** Council delegate authority to the Chief Executive Officer to sign all documentation in connection with this matter.

13.4 SUBJECT Post-exhibition - Planning Proposal, draft Development Control Plan and draft Planning Agreement for 8-14 Great Western Highway, Parramatta

REFERENCE F2022/00105 -

APPLICANT/S GLN Planning Pty Ltd

OWNERS JM Malouf Investments Pty Ltd and the Owners Strata Plan 8700

REPORT OF Project Officer – Land Use Planning

3723 RESOLVED (Siviero/Green)

- (a) **That** Council receives and notes the submissions made during the public exhibition of the Planning Proposal, draft Development Control Plan (DCP) and draft Planning Agreement at 8-14 Great Western Highway, Parramatta. A summary of submissions is provided at **Attachment 1**.
- (b) **That** Council notes the Gateway alteration issued by the then Department of Planning, Industry and Environment (DPIE) on 28 October 2021 determined that the Planning Proposal not proceed on the basis that the Parramatta CBD Planning Proposal is seen as a more efficient way of achieving the objectives of the site-specific Planning Proposal (refer to **Attachment 2**). Therefore, Council is not able to further consider the Planning Proposal seeking to establish the height and floor space ratio controls for the site as these controls will be determined by the Department of Planning and Environment (DPE) through the finalisation of the Parramatta CBD Planning Proposal.

- (c) **That** Council approve the site specific DCP at **Attachment 4** for finalisation and inclusion within Part 10 (Site Specific Controls) of the finalised Parramatta City Centre DCP, including a minor amendment relating to the wording of the relevant Australian Standard relating to driveway access, following the finalisation of the Parramatta CBD Planning Proposal.
- (d) **That** Council not proceed with the Planning Agreement at **Attachment 5** exhibited with the site-specific Planning Proposal for 8-14 Great Western Highway recognising that contributions to community infrastructure funding will be required as a condition of development consent pursuant to the contributions plan applicable at the time.
- (e) **Further, that** Council delegate authority to the Chief Executive Officer to make any minor, administrative and/or non-policy amendments to the Development Control Plan during the finalisation process.

*DIVISION*            *A division was called, the result being:-*

*AYES:*                Councillors Darley, Davis, Esber, Garrard, Green, Humphries, Maclean, Noack, Pandey, Proxiv, Siviero, Valjak, Wang and Wearne

*NOES:*                Councillor Bradley

#### 14. NOTICES OF MOTION

14.1        SUBJECT        Bridging the Gap at Parramatta Train Station

REFERENCE    F2022/00105 - D08470338

FROM            Deputy Lord Mayor, Councillor Pandey

3724        RESOLVED        (Pandey/Darley)

- (a) **That** Council note:
  1. The gap between train and platform at the Parramatta Train Station and the risk it poses to commuters to and from Parramatta.
  2. In an average week, five people, mostly children or elderly commuters, fall into the gap between the train and the platform on the Sydney Trains network.
- (b) **Further, that** the Lord Mayor write to the Minister for Transport advocating for urgent measures to be taken to fill the gaps between the train and platform at all impacted stations within the Parramatta LGA, similar to those implemented in other train stations in Sydney.

#### MATTER OF URGENCY

3725        RESOLVED        (Humphries/Valjak)

**That** a procedural motion be granted to allow consideration of a matter of urgency to acknowledge the significance of Easter to the Christian faith in context with the approaching Easter long weekend.

3726 The Lord Mayor ruled the matter urgent.  
RESOLVED (Humphries/Valjak)

**That** Council note the upcoming Easter weekend for Christians, celebrating the resurrection of Christ.

#### PROCEDURAL MOTION

3727 RESOLVED (Esber/Maclean)

**That** the meeting be adjourned for fifteen (15) minutes.

**Note: The meeting was adjourned at 7:47pm for a short recess**

The meeting resumed at 8:13pm with the following Councillors in attendance. The Lord Mayor, Councillor Donna Davis and Councillors Phil Bradley, Kellie Darley, Pierre Esber, Michelle Garrard, Henry Green, Ange Humphries, Cameron Maclean, Paul Noack, Sameer Pandey, Dan Siviero, Georgina Valjak, Donna Wang and Lorraine Wearne.

#### 15. QUESTIONS WITH NOTICE

15.1 SUBJECT Questions Taken on Notice from Extraordinary Council Meeting - 21 March 2022

REFERENCE F2022/00105 - D08461115

FROM Governance Manager

#### **QUESTIONS TAKEN ON NOTICE FROM THE EXTRAORDINARY COUNCIL MEETING OF 21 MARCH 2022**

##### Item 11.1 – Investment Report for February 2022

*Question from Councillor Bradley*

During discussion on the motion moved by Councillor Pandey, Councillor Bradley asked the following questions:

1. *In relation to the investment funds and credit ratings to the various investments and organisations (page 14 of the February Investment Report), why do some companies with higher credit ratings than AMP Bank have much lower investment?*
2. *In relation to fossil fuels investments, why does Council invest so much in AMP Bank and Bank of Queensland, and not in other organisations with better credit ratings?*

*Acting Chief Finance and Information Officer Response*

1. The NSW Minister's Order imposes very strict rules upon NSW councils requiring them to only invest in 'senior-ranked' assets issued by authorised deposit-taking institutions (ADIs) regulated by the Australian Prudential Regulation Authority (APRA).

Council's advisors believe that deposit investments with the lower rated ADIs (BBB and unrated) should be continued going forward as these lower rated ADIs are generally now in a better financial position than they have been historically (refer Capital Ratio figures on page 11 of the Monthly Investment Report: February 2022).

Not only does investing in the lower rated ADIs diversify the investment portfolio and reduce credit risk, but it also improves the portfolio's overall return as many of these lower rated ADIs are currently offering 'above market' specials.

The level of Council investments in AMP Bank and Bank of Queensland as outlined in the February Investment Report, were undertaken in part for diversification purposes, but also because these organisations were offering a higher rate of return compared to the other complying banks in Council's investment policy at the time of investment.

2. Council's advisors are regularly consulted about Fossil Fuel investments by the Treasury & Tax Accountant, and since May 2021 a permanent section on Fossil Fuels has been included as part of the Monthly Comprehensive Investment Report.

Reducing the exposure in BBB/Unrated ADIs and switching into A/AA or higher rated ADIs largely contradicts having a fossil fuel free or transitioning to a fossil fuel free lending investment portfolio. Most of the banks/ADIs that are funding fossil fuel are generally the higher rated ADIs including the domestic major banks (TCorp, BoQ, Macquarie, ING, etc.).

It remains currently very difficult to have a fossil fuel free investment portfolio while predominately investing with the higher rated ADIs (A rated or higher), particularly given the lack of complying 'green' assets that Council could invest in.

The level of Council investments with AMP Bank and Bank of Queensland were undertaken in part for diversification purposes, but also because these organisations were offering a higher rate of return compared to the other complying banks in Council's investment policy at the time of investment.

13.1 SUBJECT Advisory Committees of Council

REFERENCE F2022/00105 - D08385551

3728 RESOLVED (Humphries/Noack)

- (a) **That** Council note the previous resolutions of Council to establish the Finance Committee and Policy Review Committee and the appointment of Councillors on those Committees at the Council Meetings of 21 February and 14 March 2022 as set out in **Attachments 1 and 2.**
- (b) **That** Council note the previous resolution of Council to appoint Councillor representation on statutory committees and external bodies at the Council Meeting of 14 March 2022 as set out in **Attachment 2.**
- (c) **That** Council note the appointment of three (3) independent members to the Major Projects Advisory Committee on the terms outlined in the current MPAC Service Agreement, with the expiration for one member in 2022 and for two members in 2024.
- (d) **That** Council note that the following Committees are recommended to be established at this time:
1. Bushland and Environment Advisory Committee;
  2. Parramatta Light Rail Advisory Committee.
- (e) **That** Council approve the establishment of the following advisory committees:

<b>Name of Committee</b>	<b>Councillors</b>	<b>Executive Staff</b>	<b>Community Representatives</b>
5/7 Parramatta Square Advisory Committee <i>Note: Recommended to be established for a fixed term period to end 2022.</i>	Lord Mayor + 4 Councillors	Executive Director, Community Services Executive Director, Property & Place	Nil
Access Advisory Committee	Councillors as ex-officio members	Nil	Twelve (12)
Active Transport Advisory Committee	Councillors as ex-officio members	Nil	Twelve (12)
Citizen of the Year Awards Committee	Lord Mayor (or delegate), Deputy Lord Mayor (or delegate)	Nil	Parramatta Adult Citizen of the Year and two (2) citizen representatives

First Nations Advisory Committee	Councillors as ex-officio members	Nil	Thirteen (13)
Grants Committee	5 Councillors	Executive Director, Community Services	Nil
Heritage Advisory Committee	Councillors as ex-officio members	Nil	Fourteen (14)
Public Art & Heritage Interpretation Advisory Committee	3 Councillors	Executive Director, Community Services	Nil
Riverside Theatres Advisory Committee	4 Councillors	Chief Executive Officer (or delegate)	Eight (8)
Smart Cities Advisory Committee	Lord Mayor + 1 Councillor	Nil	Five (5)

- (f) **That** Council appoint representations for the current term of Council as follows:
- i. Councillors Maclean, Prociv, Bradley and Wearne to the **5/7 Parramatta Square Advisory Committee**.
  - ii. Councillors Wang, Esber, Humphries, Darley and Deputy Lord Mayor Pandey to the **Grants Committee**.
  - iii. Councillors Davis, Prociv and Garrard to the **Public Art & Heritage Interpretation Advisory Committee**.
  - iv. Councillors Valjak, Humphries, Davis and Maclean to the **Riverside Theatres Advisory Committee**, with Councillors Noack and Pandey appointed as alternates.
  - v. Deputy Lord Mayor, Councillor Pandey to the **Smart Cities Advisory Committee**.
  - vi. Councillors Bradley, Darley and Garrard to the **Bushland and Environment Advisory Committee**, with Councillor Prociv appointed as an alternate.
  - vii. Councillors Noack, Pandey and Siviero to the **Parramatta Light Rail Advisory Committee** with Councillor Prociv appointed as an alternate.
- (g) **That** Council defer the Terms of Reference set out at **Attachment 3** to an urgent Policy Review Committee meeting.

- (h) **Further, that** the dates for the committee meetings and expressions of interest process be coordinated through the Lord Mayor, in coordination with Governance, without further delay.

MATTER OF URGENCY

11.1 SUBJECT RESCISSION MOTION: Item 12.3 Council Decision Making

REFERENCE F2022/00105

REPORT OF Councillor Esber

A rescission motion on Item 12.3 Council Decision Making was tabled by Councillor Esber, Maclean and Noack.

3729 RESOLVED (Esber/Maclean)

The Council ruled in favour of the matter of urgency to deal with the Rescission Motion.

3730 RESOLVED (Esber/Maclean)

**That** the resolution of the Council held on 11 April 2022 in relation to Item 12.3 – Council Decision Making, namely:

*That no further action be taken.*

be and is hereby rescinded and altered to:

**That** the report be received and noted and not be limited to the list referred to in point 3 of the Officer's report to Council.

**Note: Councillor Garrard left the meeting at 8:53pm prior to the closing of the meeting to the public and press and did not return.**

**Note: Prior to moving into Closed Session, the Lord Mayor invited members of the public gallery to make representations as to why any item had been included in Closed Session. No member of the gallery wished to make representations.**

16. CLOSED SESSION

3731 RESOLVED (Esber/Pandey)

**That** members of the press and public be excluded from the meeting of the Closed Session and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld. This action is taken in accordance with Section 10A(s) of the Local Government Act, 1993 as the items listed come within the following provisions:-

- 1 Tender 37/2021 Experiment Farm Reserve Remediation, Footpath and Landscape Works - Parkes Street, Harris Park. (D08385544) - *This report is confidential in accordance with section 10A (2) (d) of*

*the Local Government Act 1993 as the report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret.*

- 2 RFQ 40/2021 Completion of Construction of a New Sports Pavilion – Boronia Park, Epping. (D08385744) - *This report is confidential in accordance with section 10A (2) (d) of the Local Government Act 1993 as the report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret.*
- 3 RFQ Haslams Creek Crossing and Hill Road, near M4 - Pedestrian/Cycleway Bridges Detail Design. (D08422125) - *This report is confidential in accordance with section 10A (2) (d) of the Local Government Act 1993 as the report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret.*

16.1 SUBJECT Tender 37/2021 Experiment Farm Reserve  
Remediation, Footpath and Landscape Works - Parkes  
Street, Harris Park

REFERENCE F2021/00521 - D08385544

REPORT OF Manager Capital Projects

3732 RESOLVED (Noack/Green)

- (a) **That** Council approve the appointment of the preferred proponent for the remediation, footpath and landscape works at Experiment Farm Reserve, Parkes Street, Harris Park for the contract sum as outlined in paragraph 14 of the report.
- (b) **That** all unsuccessful tenderers be advised of Council's decision in this matter.
- (c) **Further, that** Council delegate authority to the Chief Executive Officer to finalise and execute all necessary documents

16.2 SUBJECT RFQ 40/2021 Completion of Construction of a New  
Sports Pavilion – Boronia Park, Epping

REFERENCE F2021/03172 - D08385744

REPORT OF Manager Capital Projects

3733 RESOLVED (Maclean/Esber)

- (a) **That** Council approve the appointment of the preferred contractor for the completion of the construction of a new Sports Pavilion at Boronia Park, Epping for the contract sum as outlined in paragraph 17 of this report.
- (b) **That** Council approve additional budget in the amount of \$681,104 required to complete the project as outlined in paragraph 26 of this report and include this amount within the 2022/23 Operational Plan.
- (c) **That** the unsuccessful contractors be advised of Council's decision in this matter.
- (d) **Further, that** Council delegate authority to the Chief Executive Officer to finalise and execute all necessary documents.

16.3      SUBJECT      RFQ Haslams Creek Crossing and Hill Road, near M4 - Pedestrian/Cycleway Bridges Detail Design

REFERENCE   F2021/01607 - D08422125

REPORT OF   Manager Capital Projects

3734      RESOLVED      (Noack/Wang)

- (a) **That** Council approve appointment of the preferred proponent to prepare the detailed design of two separate pedestrian/cycleway bridges across Haslams Creek and Hill Road, near the M4 Motorway, Lidcombe, for the contract sum as outlined in paragraph 13 of this report.
- (b) **That** all unsuccessful proponents be advised of Council's decision in this matter.
- (c) **Further, that** Council delegate authority to the Chief Executive Officer to finalise and execute all necessary documents.

#### PROCEDURAL MOTION

3735      RESOLVED      (Esber/Darley)

**That** the meeting resume in Open Session.

#### 17. REPORTS OF RESOLUTIONS PASSED IN CLOSED SESSION

The Executive Director Property & Place read out the resolutions for Items 16.1 to 16.3.

#### 18. CONCLUSION OF MEETING

The meeting terminated at 9:11 pm.

THIS PAGE AND THE PRECEDING 14 PAGES ARE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON Monday, 11 April 2022 AND CONFIRMED ON Tuesday, 26 April 2022.

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Chairperson

**FOR NOTATION**

**26 APRIL 2022**

12.1	Investment Report for March 2022 .....	24
12.2	Returns for Designated Persons .....	72
12.3	ARIC Annual Report 2021 .....	75
12.4	Quarter Two Progress Report - Delivery Program and Operational Plan 2021/22 (Deferred Item) .....	92
12.5	Response to Council's resolution on trees in the Parramatta CBD .....	148

**FOR NOTATION**

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**ITEM NUMBER** 12.1  
**SUBJECT** Investment Report for March 2022  
**REFERENCE** F2022/00105 - D08482593  
**REPORT OF** Tax and Treasury Accountant

**CSP THEME:** FAIR

**WORKSHOP/BRIEFING DATE:** NIL

**PURPOSE:**

The purpose of this report is to inform Council of the investment portfolio performance and compliance for the month of March 2022.

**RECOMMENDATION**

That Council receive and note the Investment Report for March 2022.

**BACKGROUND**

1. In accordance with clause 212 of the Local Government (General) Regulation 2005 (the Regulation), a report setting out details of all money invested must be presented to Council on a monthly basis
2. The report must include a certificate as to whether or not the investments have been made in accordance with the Local Government Act 1993 (the Act), the Local Government (General) Regulation 2005 and Council's Investment Policy.

**ISSUES/OPTIONS/CONSEQUENCES****Investment Portfolio Summary**

3. The investment portfolio closing balance as at 31 March 2022 was \$447.9m. The average portfolio holdings held throughout the month was \$455m.
4. The majority of Council's investment portfolio is in term deposits (69%). The portfolio also includes liquid floating rate notes (FRNs), cash, and the TCorp Long Term Growth Fund (LTGF).
5. Approximately 9.5% of the portfolio are less conservative long-term investments with exposure to credit markets and domestic and international shares. The investment portfolio is well diversified and weighted towards higher-rated institutions
6. The table below lists the diversified range of investments held by Council as at 31 March 2022.

Table 1: Summary of investment portfolio

Investment Product	000's	% Held	Monthly Return	Annualised Return
Term Deposits	310,150	0.69	0.10	1.14
Floating Rate Notes	17,352	0.04	0.09	1.03
Bonds	34,543	0.08	0.09	1.07
Cash at Call	35,304	0.08	0.03	0.38
31 Day Notice Funds	7,125	0.02	0.05	0.55
CFS Global Managed Funds (CFS)	14,184	0.03	0.26	3.12
TCorp Long Term Growth Fund (LTGF)	29,241	0.07	-0.42	-4.82
<b>Total Investment Funds</b>	<b>447,898</b>	<b>1.00</b>	<b>0.08</b>	<b>0.99</b>
<b>Ausbond Bank Bill Index Benchmark</b>				<b>0.04</b>
<b>(Underperformance) / Outperformance</b>				<b>0.95</b>

7. **Investment performance for the month.** The investment portfolio reported a monthly- annualised return of 0.99% for March 2022, outperforming the Ausbond bank bill index by 95 basis points. The positive return was on the back of Councils solid book of term deposits with weighted average of 1.14%, bonds at 1.07%, and managed funds reporting a return of 3.12%.

The overall performance however, was somewhat detracted by the negative returns of the TCorp Long Term Growth (LTGF) (-0.42%). The losses this month were led, by a sell-off in fixed bonds, on the expectation of rising interest rates. Global bond markets were torn, between higher inflation and more aggressive central bank activity, whilst at the same time reacting to the ongoing geopolitical tensions (war in Ukraine).

The LTGF is a longer duration fund of 5-7 years, and will suffer volatility over the short term. The fund has returned Council 11.43% over the last 2 years, compared to Term Deposits and bonds (1.40% to 1.60%)

8. **Historical investment performance.** The table below provides year-to-date and historical investment performance compared to the Ausbond Bank Bill Index.

Table 2: Historical investment portfolio performance

Past and Present Performance	FYTD	1 Year	2 Year	3 Year
Total Portfolio	0.54	0.90	1.60	1.80
Ausbond Bank Bill Index Benchmark	0.04	0.04	0.07	0.46
<b>Outperformance</b>	<b>0.50</b>	<b>0.86</b>	<b>1.53</b>	<b>1.34</b>

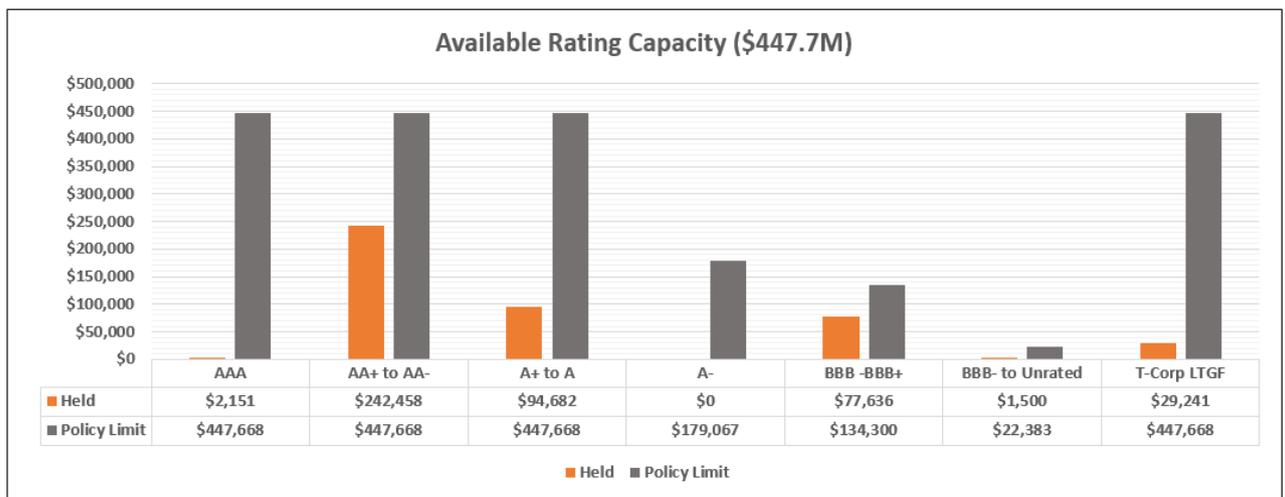
9. **Investment income:** As at 31 March 2022, the cumulative actual interest earned was **\$2.81m**, falling below **the year-to-date budget by approximately -\$2.44m**. This is due largely to the significant sell off in shares over the last few months. The LTGF has fallen by **-\$1.615m** over the first quarter of 2022.
10. **Maturities:** Overall, the portfolio remains well diversified from a maturity perspective, with around 31% of assets directed to medium term (2-5 years). There is still capacity to invest in this horizon, and this is where Councils advisors believe the most attractive yields are along the curve. All minimum and maximum criteria meet the policy guidelines

Table 3: Maturity profile

Compliant	Horizon	Invested (\$)	Invested (%)	Min. Limit (%)	Max. Limit (%)	Available (\$)
✓	0 - 365 days	\$153,429,720	34.27%	20%	100%	\$294,238,423
✓	1 – 2 years	\$127,900,000	28.57%	0%	70%	\$185,467,700
✓	2 – 5 years	\$137,097,629	30.63%	0%	50%	\$86,736,442
✓	5 – 10 years	\$29,240,794	6.53%	0%	25%	\$82,676,242
		\$447,668,143	100.00%			

11. The portfolio complies with Council’s Investment Policy rating limits, with ample investment opportunity still available in A-rated institutions, and approx. \$77m capacity in BBB+/unrated institutions.

Graph 1: Investment Policy rating capacity



\*BBB+/BBB limits combined under Council’s investment policy.

12. **Counterparty Limits.** All individual counterparty limits comply with council’s investment policy, with the following exceptions:

Table 4: Exceptions to counterparty limits

Institution	Policy Limit (\$'000)	Held (\$'000)	Overweight (\$'000)	Reason	Compliance Date
-------------	-----------------------	---------------	---------------------	--------	-----------------

No Exceptions

13. Council engage Imperium Markets for assistance in all investment matters relating to advice, risk and portfolio weighting. Imperium monitor the portfolio daily and conduct a monthly health check review. This confirms that Council’s portfolio is being conducted in accordance with the Act, the Regulation and the Investment Policy
14. Detailed investment performance commentary in relation to each investment product /type can be found in the Imperium comprehensive report attached.

**Certification of Investments**

15. I hereby certify that the investments for the month of March 2022 have been made in accordance with the Act, the Regulations and Council's Investment Policy:

***John Angilley, Chief Finance and Information Officer***

## **CONSULTATION & TIMING**

### Stakeholder Consultation

16. The following stakeholder consultation has been undertaken in relation to this matter:

<b>Date</b>	<b>Stakeholder</b>	<b>Stakeholder Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
31 March 2022	Imperium Markets	All Investments are within Policy guidelines and supported by Councils independent advisor.  Refer Imperium Comprehensive Report	All Investments are within Policy limits and reconcile to the General Ledger as at 31 March 2022	John Angilley Acting Chief Finance and Information Officer  Bruce MacFarlane Treasury & Tax Accountant

### Councillor Consultation

17. The following Councillor consultation has been undertaken in relation to this matter:

<b>Date</b>	<b>Councillor</b>	<b>Councillor Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
N/A	N/A	N/A	N/A	N/A

## **LEGAL IMPLICATIONS FOR COUNCIL**

18. Not Applicable

## **FINANCIAL IMPLICATIONS FOR COUNCIL**

19. Investment interest year to date has underperformed budget by \$2.44m  
This significant fall in interest return is due to the significant sell off in shares during the first quarter of 2022. Interest income is currently being reviewed and is likely to reduce for the full year by between \$2.5m and \$3.0m to budget.

Bruce MacFarlane  
**Tax and Treasury Accountant**

John Angilley

**Chief Finance and Information Officer**

Brett Newman  
**Chief Executive Officer**

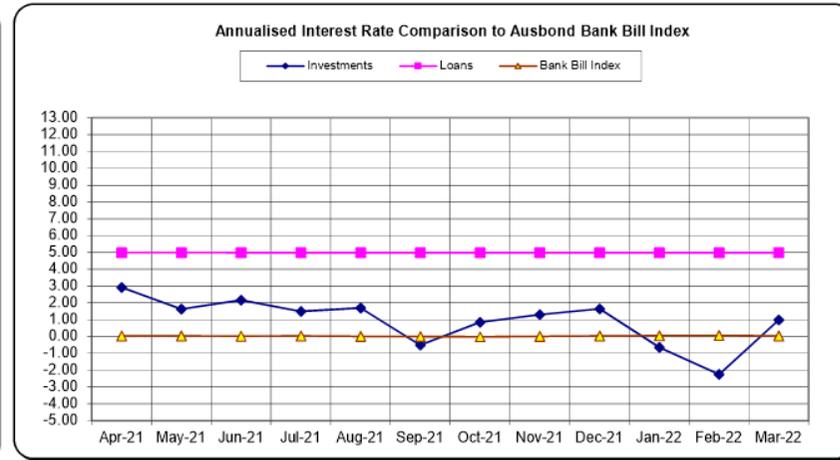
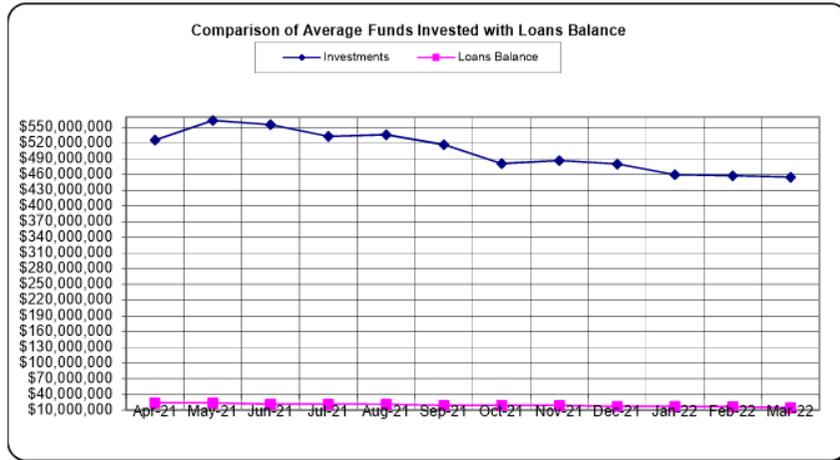
**ATTACHMENTS:**

- |   |   |  |          |
|---|---|--|----------|
| 1 |   | Investment and Loans Performance Graph March 2022.pdf    | 1 Page   |
| 2 |   | List of Council Investments by maturity March 2022.pdf   | 8 Pages  |
| 3 |   | Imperium Comprehensive Investment Report - March 22 .pdf | 34 Pages |

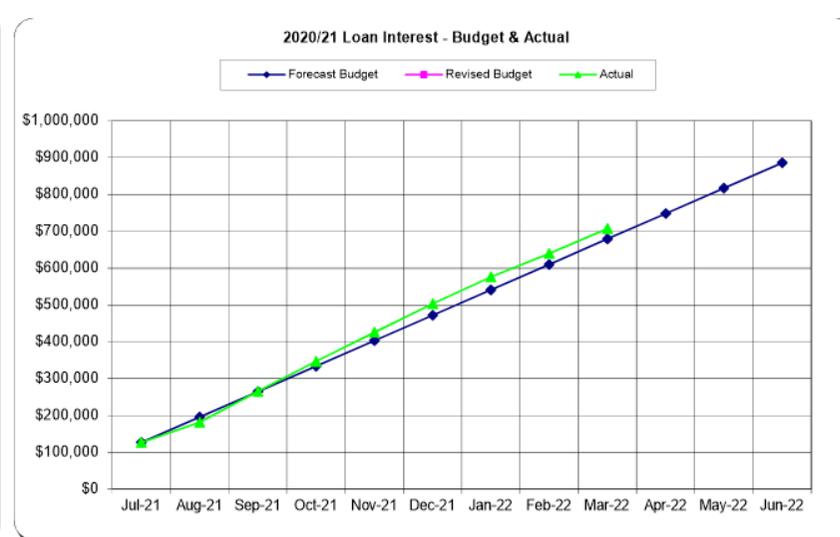
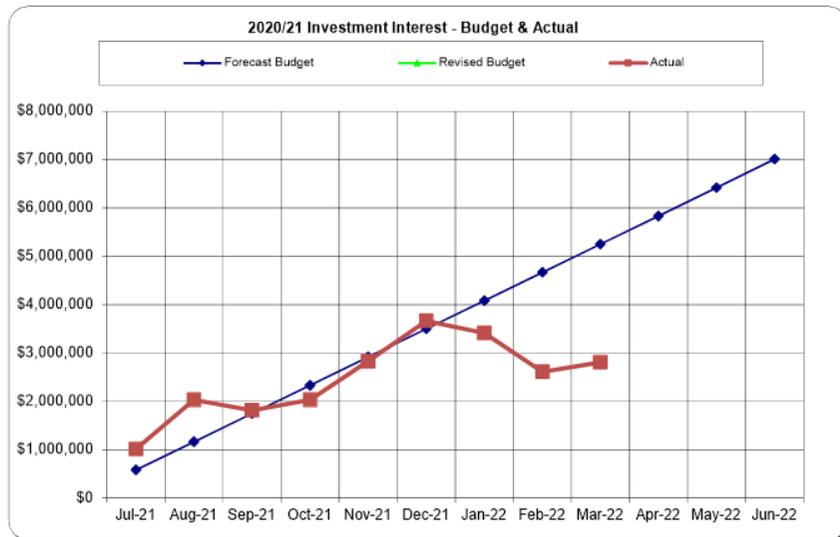
**REFERENCE MATERIAL**

ATTACHMENT 1

CL..... Governance & Corporate



Investments and Loans Interest - Year to Date Budget Performance





## Investment Report

01/03/2022 to 31/03/2022



## Portfolio Valuation as at 31/03/2022

Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Accrued	Accrued MTD
Macquarie Bank	A+	TD	GENERAL	At Maturity	04/03/2021	01/04/2022	0.4900	1,000,000.00	5,275.89	416.16
Auswide Bank	BBB	TD	GENERAL	At Maturity	04/03/2021	07/04/2022	0.5000	4,000,000.00	21,534.25	1,698.63
ING Direct	A	TD	GENERAL	At Maturity	04/03/2021	14/04/2022	0.4200	4,000,000.00	18,088.77	1,426.85
Macquarie Bank	A+	TD	GENERAL	At Maturity	04/03/2021	14/04/2022	0.4900	1,000,000.00	5,275.89	416.16
ING Direct	A	TD	GENERAL	At Maturity	04/03/2021	21/04/2022	0.4200	4,000,000.00	18,088.77	1,426.85
MyState Bank	BBB	TD	GENERAL	At Maturity	31/03/2021	28/04/2022	0.5000	5,000,000.00	25,068.49	2,123.29
MyState Bank	BBB	TD	GENERAL	At Maturity	05/11/2021	05/05/2022	0.4500	4,000,000.00	7,249.32	1,528.77
MyState Bank	BBB	TD	GENERAL	At Maturity	05/11/2021	12/05/2022	0.4500	4,000,000.00	7,249.32	1,528.77
RACQ Bank	BBB+	FRN	GENERAL	Quarterly	23/05/2019	23/05/2022	1.1250	1,000,642.00	1,140.41	955.48
BOQ	BBB+	TD	GENERAL	Annual	29/05/2019	02/06/2022	2.4000	5,000,000.00	100,273.97	10,191.78
Westpac	AA-	FRTD	GENERAL	Quarterly	02/06/2017	02/06/2022	1.1850	2,000,000.00	1,947.95	1,947.95
BOQ	BBB+	TD	GENERAL	Annual	30/05/2018	02/06/2022	3.5000	3,000,000.00	87,739.73	8,917.81
Westpac	AA-	FRTD	GENERAL	Quarterly	16/06/2017	16/06/2022	1.2039	2,000,000.00	1,055.47	1,055.47
Westpac	AA-	TD	MAAS	Quarterly	25/06/2020	30/06/2022	0.9700	25,000,000.00	4,650.68	4,650.68
Community First	Unrated	TD	GENERAL	At Maturity	14/12/2021	14/07/2022	0.9000	250,000.00	665.75	191.10
Westpac	AA-	FRTD	GENERAL	Quarterly	14/07/2017	14/07/2022	1.1228	1,000,000.00	2,368.65	953.61
Westpac	AA-	FRTD	GENERAL	Quarterly	17/08/2017	17/08/2022	1.1300	3,000,000.00	3,993.70	2,879.18
Westpac	AA-	FRTD	GENERAL	Quarterly	07/09/2017	07/09/2022	1.1350	6,000,000.00	4,664.38	4,664.38



Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Accrued	Accrued MTD
MyState Bank	BBB	TD	GENERAL	At Maturity	16/09/2021	15/09/2022	0.5000	3,000,000.00	8,095.89	1,273.97
Macquarie Bank	A+	TD	GENERAL	At Maturity	23/09/2021	23/09/2022	0.4200	1,000,000.00	2,186.30	356.71
BOQ	BBB+	TD	GENERAL	At Maturity	23/09/2021	23/09/2022	0.4200	3,000,000.00	6,558.90	1,070.14
JUDO BANK	BBB-	TD	GENERAL	Annual	25/09/2019	26/09/2022	2.1000	1,000,000.00	10,701.37	1,783.56
AMP Bank	BBB	TD	GENERAL	At Maturity	01/10/2021	29/09/2022	0.8000	3,000,000.00	11,967.12	2,038.36
P&N Bank	BBB	TD	GENERAL	Annual	03/12/2018	02/12/2022	3.2500	2,500,000.00	26,489.73	6,900.68
Westpac	AA-	FRTD	GENERAL	Quarterly	05/12/2017	05/12/2022	1.0850	3,000,000.00	2,229.45	2,229.45
ICBC Sydney Branch	A	TD	GENERAL	Annual	09/12/2019	08/12/2022	1.6000	4,000,000.00	19,813.70	5,435.62
BOQ	BBB+	TD	GENERAL	Annual	08/12/2021	08/12/2022	0.7000	1,000,000.00	2,186.30	594.52
Bank of Sydney	Unrated	TD	GENERAL	At Maturity	16/12/2021	15/12/2022	0.8000	250,000.00	580.82	169.86
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	10/09/2020	15/12/2022	0.9000	2,000,000.00	5,276.71	1,528.77
AMP Bank	BBB	TD	GENERAL	At Maturity	17/02/2022	17/02/2023	1.0000	2,000,000.00	2,356.16	1,698.63
AMP Bank	BBB	TD	GENERAL	At Maturity	17/02/2022	17/02/2023	1.0000	2,000,000.00	2,356.16	1,698.63
ING Direct	A	TD	GENERAL	At Maturity	31/03/2022	30/03/2023	1.6800	3,000,000.00	138.08	138.08
NAB	AA-	TD	GENERAL	Annual	30/03/2021	30/03/2023	0.5500	5,000,000.00	150.68	150.68
AMP Bank	BBB	TD	GENERAL	Annual	05/04/2019	05/04/2023	2.8000	3,000,000.00	82,849.32	7,134.25
NAB	AA-	TD	GENERAL	Annual	30/03/2021	06/04/2023	0.5500	5,000,000.00	150.68	150.68
BOQ	BBB+	TD	GENERAL	Annual	03/05/2019	03/05/2023	2.7000	3,500,000.00	86,215.07	8,026.03
Westpac	AA-	FRTD	GENERAL	Quarterly	30/05/2018	30/05/2023	1.0798	2,000,000.00	1,893.35	1,834.18
ICBC Sydney Branch	A	TD	GENERAL	Annual	02/06/2020	01/06/2023	1.4600	4,000,000.00	48,480.00	4,960.00



Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Accrued	Accrued MTD
ICBC Sydney Branch	A	TD	GENERAL	Annual	01/06/2020	01/06/2023	1.4500	5,000,000.00	60,383.56	6,157.53
Westpac	AA-	TD	MAAS	Quarterly	25/06/2020	29/06/2023	1.0400	11,400,000.00	2,273.75	2,273.75
NAB	AA-	TD	MAAS	Annual	25/06/2020	29/06/2023	1.1500	18,600,000.00	164,087.67	18,166.85
ING Direct	A	TD	MAAS	Annual	25/06/2020	29/06/2023	1.1000	5,000,000.00	42,191.78	4,671.23
NAB	AA-	TD	GENERAL	Annual	25/06/2020	29/06/2023	1.1500	7,000,000.00	61,753.42	6,836.99
BOQ	BBB+	TD	GENERAL	Annual	03/09/2020	07/09/2023	1.0500	3,000,000.00	18,123.29	2,675.34
P&N Bank	BBB	TD	GENERAL	Annual	05/10/2018	05/10/2023	3.4500	1,500,000.00	25,236.99	4,395.21
Australian Military Bank	BBB+	TD	GENERAL	Annual	11/10/2019	10/10/2023	1.8200	3,000,000.00	25,729.32	4,637.26
P&N Bank	BBB	TD	GENERAL	Annual	19/10/2018	18/10/2023	3.4800	1,000,000.00	15,636.16	2,955.62
ICBC Sydney Branch	A	TD	GENERAL	Annual	09/11/2021	09/11/2023	1.2200	3,000,000.00	14,339.18	3,108.49
ICBC Sydney Branch	A	TD	GENERAL	Annual	19/11/2021	23/11/2023	1.3200	4,500,000.00	21,644.38	5,044.93
NAB	AA-	TD	GENERAL	Annual	30/11/2020	30/11/2023	0.6800	12,000,000.00	27,274.52	6,930.41
NAB	AA-	TD	GENERAL	Annual	26/11/2020	30/11/2023	0.7000	4,000,000.00	9,665.75	2,378.08
ICBC Sydney Branch	A	TD	GENERAL	Annual	10/12/2021	14/12/2023	1.3900	4,000,000.00	17,060.82	4,722.19
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	30/09/2020	15/12/2023	1.0000	2,000,000.00	5,863.01	1,698.63
NAB	AA-	TD	GENERAL	At Maturity	17/12/2020	18/12/2023	0.7000	1,400,000.00	12,619.18	832.33
NAB	AA-	TD	GENERAL	Annual	21/12/2020	21/12/2023	0.7000	4,000,000.00	7,747.95	2,378.08
NAB	AA-	TD	GENERAL	Annual	17/12/2020	21/12/2023	0.7000	5,000,000.00	10,068.49	2,972.60
NAB	AA-	TD	GENERAL	Annual	20/01/2021	25/01/2024	0.7000	15,000,000.00	20,424.66	8,917.81
Westpac	AA-	FRTD	GENERAL	Quarterly	05/04/2019	05/04/2024	1.0650	12,000,000.00	30,111.78	10,854.25



Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Accrued	Accrued MTD
Westpac	AA-	FRTD	GENERAL	Quarterly	08/04/2019	08/04/2024	1.0683	3,000,000.00	7,112.24	2,721.97
Australian Military Bank	BBB+	TD	GENERAL	Annual	13/04/2021	17/04/2024	0.7600	5,000,000.00	36,750.68	3,227.40
NAB	AA-	TD	GENERAL	Annual	13/04/2021	18/04/2024	0.7700	5,000,000.00	37,234.25	3,269.86
BOQ	BBB+	TD	GENERAL	Annual	03/05/2019	03/05/2024	2.8000	3,500,000.00	89,408.22	8,323.29
NAB	AA-	TD	GENERAL	At Maturity	12/05/2021	16/05/2024	0.7600	3,000,000.00	20,238.90	1,936.44
Westpac	AA-	FRTD	GENERAL	Quarterly	30/05/2019	30/05/2024	1.0398	6,000,000.00	5,469.63	5,298.71
Westpac	AA-	FRTD	GENERAL	Quarterly	06/06/2019	06/06/2024	1.1250	3,500,000.00	2,696.92	2,696.92
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	12/05/2021	17/06/2024	0.8000	3,000,000.00	19,068.49	2,038.36
Suncorp	AA-	FRN	GENERAL	Quarterly	15/08/2019	30/07/2024	0.8550	2,496,130.00	3,513.70	1,815.41
Bendigo and Adelaide	BBB+	FRN	GENERAL	Quarterly	06/09/2019	06/09/2024	1.1050	1,751,568.00	1,324.49	1,324.49
ICBC Sydney Branch	A	TD	GENERAL	Annual	21/10/2021	21/10/2024	1.3000	4,000,000.00	23,079.45	4,416.44
Great Southern Bank	BBB	FRN	GENERAL	Quarterly	24/10/2019	24/10/2024	1.1850	1,755,918.50	3,806.61	1,761.27
ICBC Sydney Branch	A	TD	GENERAL	Annual	29/10/2021	29/10/2024	1.6500	1,000,000.00	6,961.64	1,401.37
BOQ	BBB+	FRN	GENERAL	Quarterly	30/10/2019	30/10/2024	1.1750	1,003,527.00	1,931.51	997.95
ICBC Sydney Branch	A	TD	GENERAL	Annual	15/11/2021	14/11/2024	1.7900	3,000,000.00	20,155.89	4,560.82
ICBC Sydney Branch	A	TD	GENERAL	Annual	09/11/2021	14/11/2024	1.6800	3,000,000.00	19,745.75	4,280.55
Citibank, N.A.	A+	FRN	GENERAL	Quarterly	15/11/2019	14/11/2024	0.9544	998,694.00	1,202.81	810.59
ICBC Sydney Branch	A	TD	GENERAL	Annual	19/11/2021	21/11/2024	1.7500	4,750,000.00	30,289.38	7,059.93
ICBC Sydney Branch	A	TD	GENERAL	Annual	13/12/2021	12/12/2024	1.8600	3,000,000.00	16,663.56	4,739.18
ICBC Sydney Branch	A	TD	GENERAL	Annual	10/12/2021	12/12/2024	1.8200	4,000,000.00	22,338.63	6,183.01



Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Accrued	Accrued MTD
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	01/10/2021	16/12/2024	1.0000	3,000,000.00	8,794.52	2,547.95
Northern Territory Treasury	AA-	BOND	GENERAL	Semi-Annual	09/09/2021	16/12/2024	0.9000	2,500,000.00	6,595.89	1,910.96
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	24/11/2020	16/12/2024	0.9000	1,000,000.00	2,638.36	764.38
NAB	AA-	FRN	GENERAL	Quarterly	21/01/2020	21/01/2025	0.8449	1,996,262.00	3,240.71	1,435.17
Suncorp	AAA	FRN	GENERAL	Quarterly	27/04/2020	24/04/2025	1.1850	705,681.20	1,522.64	704.51
BOQ	AAA	FRN	GENERAL	Quarterly	14/05/2020	14/05/2025	1.1444	902,654.10	1,298.03	874.76
NAB	AA-	TD	GENERAL	Annual	12/05/2021	15/05/2025	1.0500	3,000,000.00	27,961.64	2,675.34
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	20/05/2021	16/06/2025	1.1000	3,500,000.00	30,589.04	3,269.86
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	12/05/2021	16/06/2025	1.1000	3,000,000.00	26,219.18	2,802.74
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	16/02/2021	16/06/2025	0.9000	1,000,000.00	7,150.68	764.38
UBS AG	A+	FRN	MAAS	Quarterly	30/07/2020	30/07/2025	0.9450	3,231,783.75	5,048.63	2,608.46
NAB	AA-	TD	GENERAL	At Maturity	04/03/2021	05/03/2026	1.3400	3,000,000.00	43,283.84	3,414.25
NAB	AA-	TD	GENERAL	Annual	12/05/2021	14/05/2026	1.3000	3,000,000.00	34,619.18	3,312.33
NAB	AA-	TD	GENERAL	Annual	20/05/2021	21/05/2026	1.3000	3,500,000.00	39,391.78	3,864.38
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	12/05/2021	15/06/2026	1.3000	3,000,000.00	30,986.30	3,312.33
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	16/02/2021	15/06/2026	1.0000	5,000,000.00	39,726.03	4,246.58
ING Direct	AAA	BOND	GENERAL	Semi-Annual	19/08/2021	19/08/2026	1.1000	542,569.80	705.21	560.55
Northern Territory Treasury	AA-	BOND	GENERAL	Semi-Annual	09/09/2021	15/12/2026	1.4000	5,000,000.00	20,520.55	5,945.21
Commonwealth Bank	AA-	FRN	GENERAL	Quarterly	14/01/2022	14/01/2027	0.7728	1,278,504.50	2,119.38	853.26
Macquarie Bank	A+	CASH	GENERAL	Monthly	31/03/2022	31/03/2022	0.4000	10,016,942.04	3,401.59	3,401.59



Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Accrued	Accrued MTD
NAB	AA-	CASH	GENERAL	Monthly	31/03/2022	31/03/2022	0.2500	25,184,330.84	6,281.14	6,281.14
CFS WGCIF	A	FUND	GENERAL	Monthly	30/06/2016	06/04/2025	0.0000	14,184,336.57	-	-
NSWTC IM LTGF	Unrated	FUND	GENERAL	Annual	31/10/2017	07/04/2027	0.0000	29,240,793.81	-	-
AMP Bank	BBB	CASH	GENERAL	Monthly	31/03/2022	31/03/2022	0.5500	7,124,705.43	3,326.61	3,326.61
Commonwealth Bank	AA-	CASH	GENERAL	Monthly	31/03/2022	31/03/2022	0.2500	103,099.90	0.71	0.71
<b>TOTALS</b>								<b>447,668,143.44</b>	<b>1,943,657.27</b>	<b>326,494.70</b>

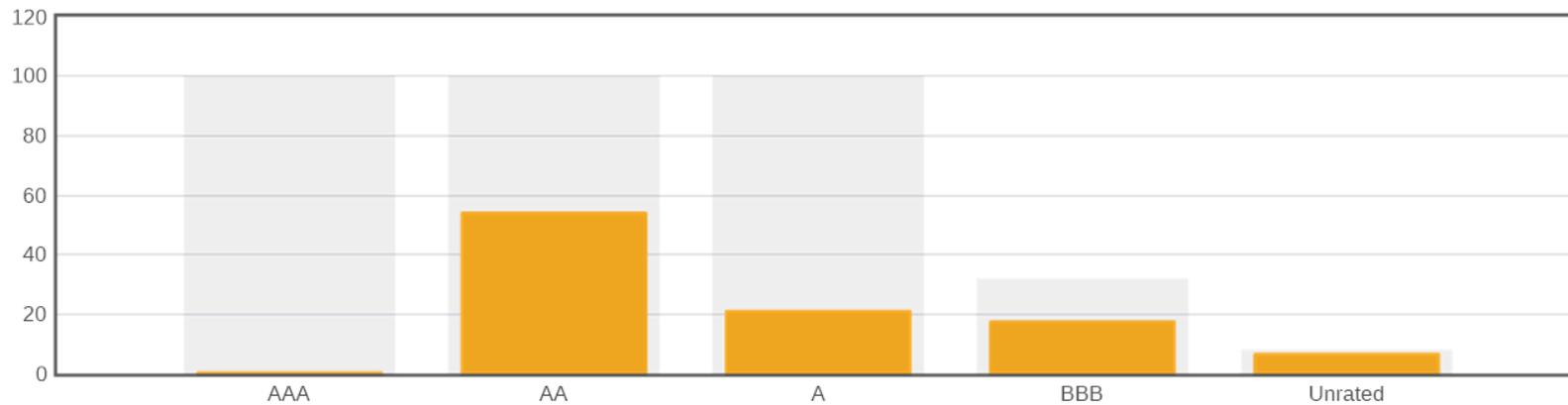


## Credit Quality Compliance as at 31/03/2022

### Long Term Investments

Compliant	Rating	Invested (\$)	Invested (%)	Limit (%)	Available
✓	AAA	2,150,905.10	0.48	100.00	445,517,238.34
✓	AA	242,458,327.24	54.16	100.00	205,209,816.20
✓	A	94,681,756.36	21.15	100.00	352,986,387.08
✓	BBB	78,636,360.93	17.57	32.00	64,617,444.97
✓	Unrated	29,740,793.81	6.64	8.00	6,072,657.67
<b>TOTALS</b>		<b>447,668,143.44</b>	<b>100.00</b>		

### Credit Quality Compliance - Long Term Investments





## Monthly Investment Report

### March 2022

 <p>IMPERIUM MARKETS</p>	<p>Imperium Markets Pty Ltd ABN: 87 616 579 527 Authorised Representative of Libertas Financial Planning Pty Ltd AFSL 429 718 Phone: +61 2 9053 2987 Email: <a href="mailto:michael.chandra@imperium.markets">michael.chandra@imperium.markets</a> Level 9 Suite 02, 3 Spring Street, Sydney NSW 2000</p>
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## Summary

### Market Update

COVID-19 has adversely impacted financial markets, which in turn, has also affected Council's investment portfolio. We provide a quick summary in this section.

The RBA cut rates to record lows on 3<sup>rd</sup> November 2020 to 0.10%, consistent with most global central banks resetting their official rates back to emergency levels. As global markets start to recover, inflationary pressures have emerged. This has resulted in longer-term bond yields to rise significantly in recent months as central banks remove their easing policy measures (i.e. quantitative easing), whilst also flagging substantial increases to official interest rates. **Markets are now bracing an environment where central banks will move from their excessively loose policy measures to a potentially aggressive tightening cycle.** Both equity and bonds markets have experienced selloffs in recent months.

Domestically, Governor Lowe has conceded that interest rate rises starting later in 2022 was deemed "*a plausible scenario*", but he remains cautious on moving too quickly as that might impede a lower unemployment rate and higher wages growth.

### Term Deposits

Term Deposits (fixed and floating) account for around 69% of the total investment portfolio at month-end.

Council's term deposit portfolio was yielding 1.15% p.a. at month-end, with a weighted average duration of around 487 days or ~1.33 years. The long average duration will provide some income protection against the low interest rate environment for the next 12 months. As existing deposits mature however, they will inevitably be reinvested at much lower prevailing rates.

- The highest deposit rate from any rated ADI in the market is now ~3.70% p.a. for 5 years;
- The highest deposit rates amongst the "AA-" rated ADIs (major banks) is now yielding between 1.60%-3.35% p.a. (for terms between 12m-5yrs);
- The highest deposit rates amongst the "A" rated ADIs was yielding between 1.65%-3.70% p.a. (for terms between 12m-5yrs);
- The highest deposit rates amongst the "BBB" and unrated ADIs was yielding between 1.55%-3.55% p.a. (for terms between 12m-5yrs).

With markets factoring in official rate hikes over the next few months, this has seen a significant shift in longer-term deposit rates. 'New' investments above 2% p.a. is now achievable if Council can place its surplus funds for terms of +2 years.



### Senior FRNs

Council's senior floating rate notes (FRNs) make up around 4% of the total investment portfolio at month-end. The market valuation of Council's FRNs collectively marginally fell around **-0.99% (actual)** during March 2022 (or **-\$171,555 in dollar terms**). There were maturities totalling \$5.5m (face value) during the month.

Summary	28 Feb 2022	31 Mar 2022	Net Flow (\$)	Monthly Change %
Face Value	\$22,650,000	\$17,150,000	-\$5,500,00	-24.28%
Market Value	\$22,792,920	\$17,121,365	-\$5,671,555	-24.88%

We highlight that Council's FRNs are senior ranked assets and high in the bank capital structure. We expect that, if held to maturity, the FRNs will pay back its original face value (\$100.00), along with its quarterly coupons throughout the life of the security. That is, we do not expect Council to lose any capital or interest payments from its current holding in its senior FRNs given all banks continue to maintain high capital buffers as required by APRA.

At month-end, Council's FRNs are now marked at an **unrealised capital loss of ~\$21,685** (noting some were purchased at a slight discount to par in the secondary market).

### BBB rated senior FRNs

As per all FRNs, we have no issues with Council's investments in "BBB" rated senior FRNs given all counterparties continue to hold robust balance sheets with high levels of capital. On a mark-to-market basis, collectively they fell around **-\$43,797 in dollar terms or -0.79% (actual)** for the month:

Summary	28 Feb 2022	31 Mar 2022	Net Flow (\$)	Monthly Change %
Face Value	\$11,000,000	\$5,500,000	-\$5,500,000	-50.00%
Market Value	\$11,055,453	\$5,511,656	-\$5,543,797	-50.15%

At month-end, Council's "BBB" rated FRNs are now marked at an **unrealised capital gain of ~\$11,656**.



### Senior Bonds

Since September 2020, Council has collectively invested \$31m in Northern Territory Treasury Corporation (NTTC) fixed bonds rated AA- (same as the domestic major banks), locking in yields between 0.90%-1.40% p.a. The weighted average yield on these investments was 1.07% p.a., with a current weighted average duration of 3.30 years.

We believe these investments were sensible given the unprecedented low rate environment. We reiterate that the NTTC bonds are a 'retail' offering and not 'wholesale' issuances. Given the lack of liquidity and high penalty costs if they were to be sold/redeemed prior to the maturity date, they are considered to be a hold-to-maturity investment and will be marked at par value (\$100.00) throughout the term of investment.

During August 2021, Council purchased \$600k in the ING (AAA) covered fixed bond at a yield of 1.16% p.a., which we thought was an attractive yield given the super-senior and highly ranked asset. This is likely to be held for at least 3-4 years, with a view to reassess depending on the prevailing market conditions. Given it is now trading at a significant discount to par, we recommend buying additional units if available, to average-in at a more attractive yield.

### TCorp Long-Term Growth Fund

The NSW TCorp Fund accounts for ~6½% of Council's total investment portfolio. **The Fund returned -0.42% (actual) during March.** While shares rebounded, the biggest detractor was its allocation to fixed bonds, as their underlying valuations fell as the market prepares itself for a higher interest rate environment.

Summary	28 Feb 2022	31 Mar 2022	Investment (\$)	Net Return (\$)	Net Return (%)
Market Value	\$29,363,758	\$29,240,794	\$0	-\$122,964	-0.42%

March saw the repricing in both government bond and credit markets which contributed to the negative result despite the gains in equity markets. Credit and bonds markets were generally torn between higher inflation and more aggressive central bank activity, whilst at the same time reacting to the ongoing geopolitical tensions. Markets still expect central banks to act to contain inflation risks, but there is a concern that the combination of higher rates and more supply-driven inflation will hurt growth. Not only have the events in Ukraine pushed energy/commodity prices higher, but the resulting sanctions are also adding to the difficulties for the supply side of the global economy.

The Fund should be looked at with a long-term view, with a minimum holding period of +7 years. Given the exposure to the volatile asset of shares, Council should expect to see, on average, a negative month once every 3 months over a long-term holding period.



### CFS Global Credit Income

The CFS Global Credit Income Fund accounts for around 3% of Council's total investment portfolio. **The Fund returned +0.26% (actual) in March**, as the market valuation of the fund's assets in global credit securities rose during the month.

Summary	28 Feb 2022	31 Mar 2022	Difference (\$)	Difference (%)
Market Value	\$14,147,379	\$14,184,337	+\$36,957	+0.26%

The Fund holds a diverse range of securities across the global credit market. It remains very well diversified by issuer in order to mitigate default risk. It invests in nearly 600 corporate bonds from issuers in various countries and industry sectors. Any spread contraction going forward allows credit and asset-backed holdings to enjoy significant capital gains.

With a running yield of around +2% p.a., we recommend Council retains this "grandfathered" Fund given the alternative to invest in cash and deposits (Council's approval list) are yielding comparably lower.

### Cash Accounts

Cash accounts make up around 9½% of Council's investment portfolio at month. Council's cash accounts are likely to yield up to 0.15% p.a. (at most) above the official cash rate over coming years i.e. yield up to 0.25% p.a. at current yields, at best (although balances up to \$10m can yield up to 0.60% p.a. from the Macquarie Bank 'accelerator' account). There is upside risk should the RBA deliver its first rate rise since 2010.



### Council's Budgeted Income for FY2021-2022

Council's budgeted income for FY2021-2022 was revised to \$7.0m. Based on an average total investment portfolio size of around \$500m, that equates to a budgeted yield of around 1.40% for the financial year.

As at the end of March 2022, the cumulative actual interest earned was below the revised budgeted income by around \$2.44m, due largely in part by the significant sell-off in shares over the past few months (TCorp Long-Term Growth Fund has fallen by -\$1.615m over Q1 2022):

Month-End	Cumulative Budget	Cumulative Interest	Difference (\$)
Jul 2021	\$583,333	\$1,016,808	\$433,475
Aug 2021	\$1,166,667	\$2,030,123	\$863,456
Sep 2021	\$1,750,000	\$1,819,096	\$69,096
Oct 2021	\$2,333,333	\$2,032,410	-\$300,923
Nov 2021	\$2,916,667	\$2,832,022	-\$84,645
Dec 2021	\$3,500,000	\$3,665,308	\$165,308
Jan 2022	\$4,083,333	\$3,412,974	-\$670,359
Feb 2022	\$4,666,667	\$2,615,086	-\$2,051,581
Mar 2022	\$5,250,000	\$2,810,591	-\$2,439,409
Apr 2022	\$5,833,333		
May 2022	\$6,416,667		
Jun 2022	\$7,000,000		

For the remainder of the current financial year, we remain cautious in targeting a high budget figure, given that risks remain, particularly if there is a continued selloff in equities and/or bonds.

The decision to adopt TCorp's Policy, whereby it has restricted the universe of complying investments and particularly the duration of investments - this has compounded and resulted in the significant drop in income generated over the past 18 months.

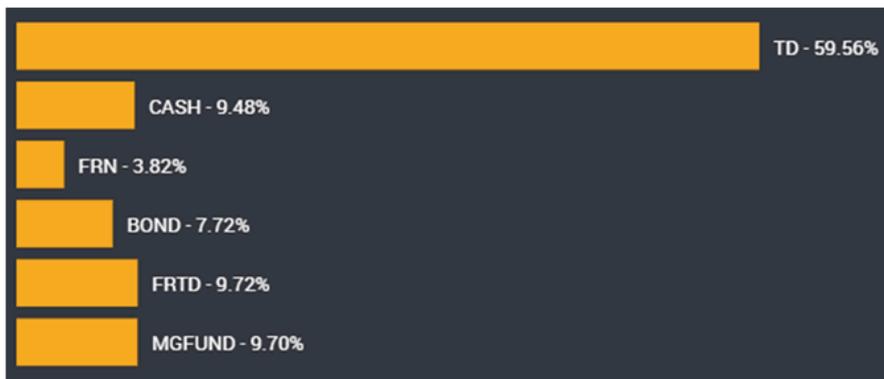


## Council’s Portfolio & Compliance

### Asset Allocation

As at the end of March 2022, the portfolio was mainly directed to fixed and floating rate term deposits (69%). The remaining portfolio is directed to FRNs (4%), overnight cash accounts (9%), bonds (8%), and the managed funds with CFS Global Credit Income Fund and NSW T-Corp Long Term Growth Fund (10%, combined).

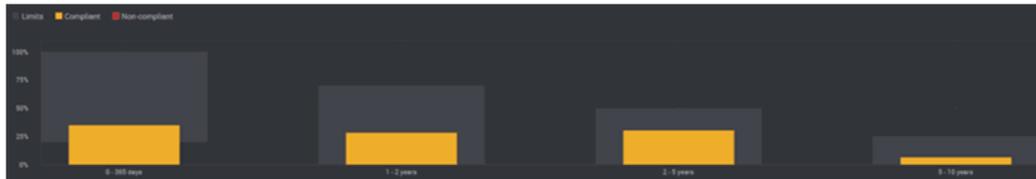
**Senior FRNs are now becoming more attractive as spreads widened significantly over March – new issuances should now be considered again on a case by case scenario.** In the interim, fixed deposits and secondary market fixed bonds for 2-3 years appear quite appealing following the spike in longer-term rates in recent months.





**Term to Maturity**

Overall, the portfolio remains well diversified from a maturity perspective with around 31% of assets directed to medium-term assets (2-5 years). There is still capacity to invest in the medium-term horizon and this is where we believe the most attractive value is along the curve. All minimum and maximum criteria meet within the Policy guidelines:



Where liquidity permits, we recommend new surplus funds be directed to 2-5 year horizons given this is where the most attractive value can be found. We suggest this be allocated to any remaining attractive fixed term deposits or secondary market bonds in the marketplace (refer to respective sections below).

Compliant	Horizon	Invested (\$)	Invested (%)	Min. Limit (%)	Max. Limit (%)	Available (\$)
✓	0 - 365 days	\$153,429,720	34.27%	20%	100%	\$294,238,423
✓	1 - 2 years	\$127,900,000	28.57%	0%	70%	\$185,467,700
✓	2 - 5 years	\$137,097,629	30.63%	0%	50%	\$86,736,442
✓	5 - 10 years	\$29,240,794	6.53%	0%	25%	\$82,676,242
		<b>\$447,668,143</b>	<b>100.00%</b>			



### Counterparty

As at the end of March 2022, Council did not have an overweight position to any single ADI. Overall, the portfolio is well diversified across the entire credit spectrum, including some exposure to the unrated ADIs.

Compliant	Issuer	Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	BoQ Covered	AAA	\$902,654	0.20%	100.00%	\$446,765,489
✓	Suncorp Covered	AAA	\$542,570	0.12%	100.00%	\$447,125,574
✓	ING Covered	AAA	\$705,681	0.16%	100.00%	\$446,962,462
✓	CBA (BankWest)	AA-	\$1,381,604	0.31%	100.00%	\$446,286,539
✓	NAB	AA-	\$124,680,593	27.85%	100.00%	\$322,987,551
✓	Northern Territory	AA-	\$34,000,000	7.59%	100.00%	\$413,668,143
✓	Westpac	AA-	\$2,496,130	0.56%	100.00%	\$445,172,013
✓	Citibank NA	A+	\$79,900,000	17.85%	100.00%	\$367,768,143
✓	Macquarie	A+	\$998,694	0.22%	30.00%	\$133,301,749
✓	Suncorp	A+	\$13,016,942	2.91%	30.00%	\$121,283,501
✓	UBS AG	A+	\$3,231,784	0.72%	30.00%	\$131,068,659
✓	CFS Global CI	A	\$14,184,337	3.17%	30.00%	\$120,116,106
✓	ICBC	A	\$47,250,000	10.55%	30.00%	\$87,050,443
✓	ING Bank Aus.	A	\$16,000,000	3.57%	30.00%	\$118,300,443
✓	Aus. Military Bank	BBB+	\$8,000,000	1.79%	10.00%	\$36,766,814
✓	BoQ	BBB+	\$23,003,527	5.14%	10.00%	\$21,763,287
✓	Bendigo-Adelaide	BBB+	\$1,751,568	0.39%	10.00%	\$43,015,246
✓	QT Mutual Bank	BBB+	\$1,000,642	0.22%	10.00%	\$43,766,172
✓	AMP Bank	BBB	\$17,124,705	3.83%	5.00%	\$5,258,702
✓	Auswide Bank	BBB	\$4,000,000	0.89%	5.00%	\$18,383,407
✓	CUA	BBB	\$1,755,919	0.39%	5.00%	\$20,627,489
✓	MyState Bank	BBB	\$16,000,000	3.57%	5.00%	\$6,383,407
✓	P&N Bank	BBB	\$5,000,000	1.12%	5.00%	\$17,383,407
✓	Judo Bank	BBB-	\$1,000,000	0.22%	0.22%	\$0
✓	Bank of Sydney	Unrated	\$250,000	0.06%	0.06%	\$0
✓	Comm. First CU	Unrated	\$250,000	0.06%	0.06%	\$0
✓	TCorpIM LTG	Unrated	\$29,240,794	6.53%	100.00%	\$418,427,350
			<b>\$447,668,143</b>	<b>100.00%</b>		

In April 2020, NSW Treasury Corporation imposed changes to the counterparty limits on the Investment Policy, with the major changes summarised as follows:

- A+ and A rated term deposits have maximum duration of 3 years;
- BBB+ rated assets have a maximum duration of 3 years;
- Limit of 5% to be placed with any BBB rated ADI with a maximum duration of 12 months;
- Limit of \$1m to be placed with any BBB- rated ADI with a maximum duration of 12 months;



- Limit of \$250k to be placed with any Unrated ADI with a maximum duration of 12 months;

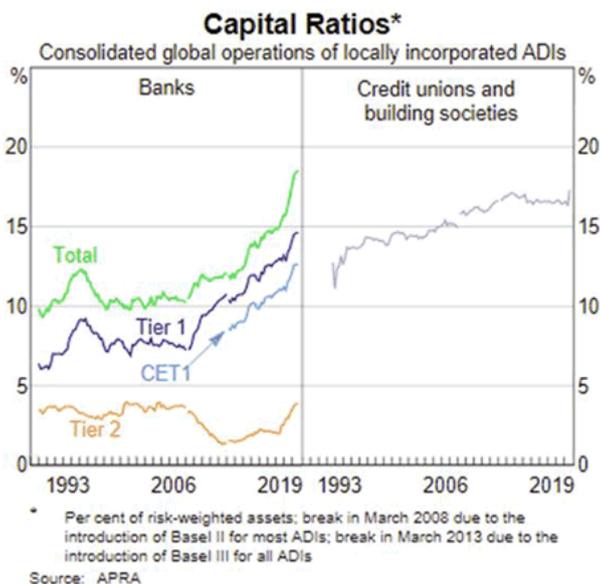
We remain supportive of the regional and unrated ADI sector (and have been even throughout the GFC period). They continue to remain solid, incorporate strong balance sheets, while exhibiting high levels of capital – typically, much higher compared to the higher rated ADIs. Some unrated ADIs have up to 25-40% more capital than the domestic major banks, and well above the Basel III requirements.

APRA’s Chairman affirmed that the banks had satisfactorily moved towards an ‘*unquestionably strong*’ capital position and that bank’s stress testing contingency plans were now far better positioned than was previously the case years ago. **RBA Governor Lowe has commented that they have not seen any signs of stress in the financial system and that unlike during the GFC, the banks now have cash, are well capitalised and are acting as “shock absorbers” in the current crisis.**

Overall, the lower rated ADIs (BBB and unrated) are generally now in a better financial position than they have been historically (see the Capital Ratio figure below). We believe that deposit investments with the lower rated ADIs should be continued going forward, particularly when they offer ‘above market’ specials. Not only would it diversify the investment portfolio and reduce credit risk, it would also improve the portfolio’s overall returns.

In the current environment of high regulation and scrutiny, all domestic ADIs continue to carry high levels of capital, particularly amongst the lower (“BBB”) and unrated ADIs. There is minimal (if any) probability of any ADI defaulting on their deposits going forward – this was stress tested during the GFC. **APRA’s mandate is to “protect depositors” and provide “financial stability”.**

**The biggest single risk that depositors face in the current low interest rate environment is not capital or credit risk, but reinvestment risk.**





**We do not understand the covenants imposed by NSW Treasury Corporation and their concerns surrounding the “BBB” and unrated ADIs. The adopted Policy will not only increase concentration risk, but also lead to lower returns on Council’s surplus investments over the long-term.**

Given Council can only invest in senior-ranking assets with ADIs regulated by APRA, fundamentally, their concerns surrounding Council’s investment in “BBB” rated senior ranking assets and deposits with the local credit unions are unsubstantiated. RBA Governor Lowe has on multiple occasions highlighted the strength of all ADIs in the current crisis, saying that all banks are well capitalised (have cash), are acting as “*shock absorbers*” for the broader economy and that there are no signs of stress to the financial system.

While any potential future loans offered by TCorp are likely to be competitive against the traditional method through the major banks, any proposed recommendations led by TCorp needs to be weighed against the opportunity cost i.e. the loss of income throughout the term of which the covenants are imposed on Council. In the long-term, we believe the opportunity cost to Council in the form of lost interest would amount in the millions of dollars, per annum. This loss of income may also have a detrimental effect on the local community in terms of economic activity and employment.

*(Other NSW Councils are in fact now getting a cheaper borrowing rate from the major banks compared to TCorp).*



### Domestic versus International

Noting Council's (internationally) demographic ratepayer base, we summarise where its investments are currently placed:

ADI Category by APRA / Country of Region	Amount Invested	Percentage
Australian Owned ADI	\$335,969,966	75.05%
Australia	\$335,969,966	75.05%
Branches of Foreign Bank	\$51,480,478	11.50%
China	\$47,250,000	10.55%
Switzerland	\$3,231,784	0.72%
United States	\$998,694	0.22%
Foreign Subsidiary Banks	\$16,792,570	3.75%
Lebanon	\$250,000	0.06%
Netherlands	\$16,542,570	3.70%
Global <sup>^</sup>	\$43,425,130	9.70%
International	\$43,425,130	9.70%
<b>Total</b>	<b>\$447,668,143</b>	<b>100.00%</b>

Source: <https://www.apra.gov.au/register-of-authorized-deposit-taking-institutions>

<sup>^</sup>Global: The NSW TCorpIM LTGF and CFS Global Credit Income Fund invests in hundreds of underlying securities globally, from which the portfolio composition is likely to change regularly.

Overall, approximately 75% of Council's total investment portfolio is placed with domestic ADIs, while the remaining 25% is placed with international banks and corporate entities.

In response to global financial crisis (GFC), the Financial Stability Board (FSB) came up with a range of financial metrics to ascertain which banks were effectively deemed "too big to fail". A list of Globally Systemic Important Banks (G-SIBs) was developed, in which these banks required to hold much higher levels of capital compared to their smaller peers to ensure their financial stability under various stress test scenarios (e.g. another GFC).

We note that Council's exposure to the international banks are generally with such Globally Systemic Important Banks (G-SIBs), including ICBC (China), ING Bank (Netherlands), UBS (Switzerland), Credit Suisse (Switzerland), HSBC (Hong Kong) and Citibank (US).

**Overall, we have no concerns with Council's exposure to international banks given they are largely considered to be globally systematic important banks that are 'too big to fail'.**



### Fossil Fuel Investments

#### **What is Council's current exposure to institutions that fund fossil fuels?**

Using the following link <http://www.marketforces.org.au/banks/compare>, based on the Council's investment portfolio balance as at 31/03/2022 (\$447.67m), we can roughly estimate that ~79% of the investments have some form of exposure. This is likely to drift higher given the new Policy limits imposed by NSW Treasury Corporation.

#### **How would Council modify its Investment Policy to cater for divestment of fossil fuels?**

If the major banks were withdrawn from investments, some members of the community may look at that remaining list of ADIs (banks) and say *"Why do we have all our money with those no-name institutions? I've never even heard of them. We don't want to take risks with our money after councils lost \$100's of millions speculating in the GFC"*. It will be difficult to please everyone. We suggest starting the discussion with all Councillors asking *"are you comfortable investing all the money with the lower rated regionals and credit unions?"* If not, then a full divestment campaign will be complicated.

Some ways to potentially 'make changes' to the policy, or at least have a discussion, includes:

- *"Where possible within policy and without compromising the risk and return profile, we favour..."*
- *"We have not yet made a decision to divest because it will have implications on credit quality, ratings and income, but we are actively discussing..."*

#### **What would be implications on our portfolio credit rating?**

By adopting a free fossil fuel policy or an active divestment strategy, this would eliminate the major banks rated "AA-" as well as some other "A" rated banks (AMP, Citigroup and ING). Council would be left with a smaller sub-sector of banks to choose to invest with.

#### **What would be risks and implications on Council's portfolio performance?**

Some implications include:

- High concentration risk – limiting Council to a selected number of banks;
- Increased credit/counterparty risk;
- May lead to a reduction in performance (most of the senior FRN issues are with the higher rated ADIs) which could result in a significant loss of income generated – could be in excess of hundreds of thousands of dollars per annum;
- Underperformance compared to other Councils.

It may actually be contrary to Council's primary objective to preserve capital as the investment portfolio's risk would increase (all things being equal). Council may not be maximising its returns – this is one of the primary objectives written in the Investment Policy.



Council's exposure is summarised as follows:

Counterparty	Credit Rating	Funding Fossil Fuel
BoQ Covered	AAA	Yes
Suncorp Covered	AAA	No
ING Covered	AAA	Yes
CBA (BankWest)	AA-	Yes
NAB	AA-	Yes
Northern Territory	AA-	Yes
Westpac	AA-	Yes
Citibank NA	A+	Yes
Macquarie	A+	Yes
Suncorp	A+	No
UBS AG	A+	No
CFS Global Credit^^	A	Yes
ICBC	A	No
ING Bank	A	Yes
Aus Military Bank	BBB+	No
BOQ	BBB+	Yes
Bendigo-Adelaide	BBB+	No
QT Mutual Bank	BBB+	No
AMP Bank	BBB	Yes
Auswide Bank	BBB	No
CUA	BBB	No
MyState Bank	BBB	No
P&N Bank	BBB	No
Judo Bank	BBB-	No
Bank of Sydney	Unrated	No
Comm. First CU	Unrated	No
T-CorpIM LTG Fund^^	Unrated	Yes

^^The underlying exposure in these managed funds includes the domestic major banks.

Source: <https://www.marketforces.org.au/info/compare-bank-table/>

Summary	Amount	Invested %
Yes	\$354,976,420	79%
No	\$92,691,723	21%
	<b>\$447,668,143</b>	<b>100%</b>



### Credit Quality

Following the adoption of the Policy in mid-April 2020, in order to adhere to the prohibitive restrictions imposed by NSW TCorp, Council decided to forego extra yield and has subsequently redeemed deposit investments amongst the BBB and Unrated ADI ratings category over the past year (with the exception of government guarantee parcels of \$250k deposits).

All aggregate ratings categories are currently within the Policy limits:

Compliant	Credit Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	AAA Category, TCorp	\$31,391,699	7%	100%	\$416,276,445
✓	AA Range	\$242,458,327	54%	100%	\$205,209,816
✓	A+ or A	\$94,681,756	21%	100%	\$352,986,387
✓	A-	\$0	0%	40%	\$179,067,257
✓	BBB+	\$33,755,737	8%	20%	\$56,664,082
✓	BBB	\$43,880,624	10%	10%	\$886,190
✓	BBB- & Unrated ADIs	\$1,500,000	0%	5%	\$20,883,407
		<b>\$447,668,143</b>	<b>100.00%</b>		

The main changes to the Credit Quality limits imposed by NSW Treasury Corporation were as follows:

- BBB+ rated assets: 30% less any BBB rated assets;
- BBB assets: maximum 10% of portfolio;
- Other (BBB- and Unrated ADIs): maximum 5% of portfolio;

With regards to the duration of each ratings category, based on weighted averages, the portfolio is within the Policy limits across all categories:

Compliant	Credit Rating	Invested (\$)	Invested (%)	Wgt. Avg. Duration (Yrs)	Max Term (Yrs)	Wgt. Avg. Yield (%) <sup>^</sup>
✓	AAA, TCorp	\$31,391,699	7%	4.90	n/a	0.08%
✓	AA Range	\$242,458,327	54%	1.60	5.00	0.89%
✓	A+ or A	\$94,681,756	21%	1.68	5.00	1.34%
✓	A-	\$0	0%	0.00	3.00	0.00%
✓	BBB+	\$33,755,737	8%	1.21	3.00	1.79%
✓	BBB	\$43,880,624	10%	0.47	1.00	1.08%
✓	BBB- & Unrated ADIs	\$1,500,000	0%	0.49	1.00	1.68%
		<b>\$447,668,143</b>	<b>100.00%</b>	<b>1.70</b>		<b>1.02%</b>

<sup>^</sup>Assuming TCorp LTGF is yielding 0.00% and CFS Fund (A rated) is yielding 2.00%.

We note the significant pick-up in yield in the “BBB” categories and lower rated ADIs compared to the “A” or higher rated ADIs. All these assets are for the same type of investment (term deposits and senior FRNs) and rank the same in the bank capital structure (senior ranking, extremely low risk assets). The weighted average duration of the “BBB” and lower rated ADIs is also much shorter than the higher rated ADIs.



*As mentioned in the Counterparty section, we believe TCorp's Policy increases concentration risk and significantly reduces the Council's overall return over the long-term. If possible, Council should consider reviewing the Policy and potentially find alternative sources for a loan in the future given the substantial opportunity cost in the form of lost revenue (millions of dollars) through interest income.*

**We have been made aware that a handful of major banks were offering a lower borrowing rate than TCorp over the past few months to other NSW councils.**



### Performance

Council's performance (actual returns) for the month ending 31 March 2022 is summarised as follows:

Performance (Actual)	1 month	3 months	6 months	FYTD	1 year	2 years	3 years
Official Cash Rate	0.01%	0.02%	0.05%	0.08%	0.10%	0.14%	0.41%
AusBond Bank Bill Index	0.00%	0.01%	0.02%	0.03%	0.04%	0.07%	0.46%
PCC Internal Benchmark*	-0.09%	-0.16%	-0.07%	0.10%	0.54%	1.25%	1.35%
PCC Cash Portfolio	0.03%	0.09%	0.17%	0.29%	0.42%	0.60%	0.86%
PCC T/D Portfolio	0.10%	0.29%	0.59%	0.91%	1.23%	1.45%	1.77%
PCC FRN Portfolio	0.09%	0.38%	0.80%	1.19%	1.60%	1.62%	1.85%
PCC Bond Portfolio	0.09%	0.26%	0.53%	0.79%	1.04%	-	-
PCC Credit Fund	0.26%	-1.06%	-1.34%	-1.40%	-0.58%	3.71%	1.23%
PCC TCorp Growth Fund^^	-0.42%	-5.24%	-2.85%	-1.17%	4.88%	11.43%	6.78%
TCorp Benchmark	-0.47%	-4.79%	-1.50%	0.00%	5.83%	12.27%	7.51%
<b>PCC's Total Portfolio</b>	<b>0.08%</b>	<b>-0.15%</b>	<b>0.17%</b>	<b>0.40%</b>	<b>0.90%</b>	<b>1.60%</b>	<b>1.80%</b>
<b>Outperf. (BBI)</b>	<b>0.08%</b>	<b>-0.16%</b>	<b>0.15%</b>	<b>0.38%</b>	<b>0.86%</b>	<b>1.53%</b>	<b>1.34%</b>
<b>Outperf. (Int. Bench.)</b>	<b>0.18%</b>	<b>0.02%</b>	<b>0.24%</b>	<b>0.30%</b>	<b>0.35%</b>	<b>0.36%</b>	<b>0.45%</b>

\*The Internal Benchmark returns are based on Council's individual benchmarks across the various asset classes it invests within its own portfolio. The following individual benchmark's are used for each asset class that Council invests in:

Cash: RBA Cash Rate

Term Deposits: Deposit benchmark based on Council's weighted average duration using multiple ADIs average monthly rate

FRNs: AusBond Credit FRN Index

CFS Global Credit Income Fund: AusBond Credit Index

NSW TCorpIM Long-Term Growth Fund: NSW TCorpIM Internal Benchmark

^^ The 12 month returns are indicative as Council only started investing in the T-CorpIM Long-Term Growth Fund during October 2017.

**For the month of March, the total investment portfolio (including cash) provided a return of +0.08% (actual) or +0.99% p.a. (annualised),** underperforming the AusBond Bank Bill Index return of +0.00% (actual) or +0.04% p.a. (annualised), while outperforming Council's internal benchmark return of -0.09% (actual) or -1.07% p.a. (annualised). The TCorp Fund (-0.42% actual) was again the biggest detractor to performance this month.

**Over the past 12 months, the total portfolio (including cash) returned +0.90% p.a., outperforming bank bills by 0.86% p.a. and Council's internal benchmark by +0.35% p.a.** This has been solid given deposit rates reached their all-time lows over the past 3 years.

The longer-term outperformance continues to be anchored by the handful of longer-dated deposits that were locked-in prior to the RBA's rate cuts, as well as the FRNs locked in at attractive margins, boosted by the strategic sales implemented over the past year. This is now reflected in the longer-term returns with the FRN portfolio now slightly ahead of fixed term deposits over 1-3 year time periods.



The annualised returns as of 31 March 2022 are shown in the following table:

Performance (% p.a.)	1 month	3 months	6 months	FYTD	1 year	2 years	3 years
Official Cash Rate	0.10%	0.10%	0.10%	0.10%	0.10%	0.14%	0.41%
AusBond Bank Bill Index	0.04%	0.05%	0.04%	0.04%	0.04%	0.07%	0.46%
PCC Internal Benchmark*	-1.07%	-0.66%	-0.14%	0.14%	0.54%	1.25%	1.35%
PCC Cash Portfolio	0.38%	0.36%	0.34%	0.38%	0.42%	0.60%	0.86%
PCC T/D Portfolio	1.14%	1.17%	1.20%	1.21%	1.23%	1.45%	1.77%
PCC FRN Portfolio	1.03%	1.56%	1.61%	1.59%	1.60%	1.62%	1.85%
PCC Bond Portfolio	1.07%	1.07%	1.06%	1.05%	1.04%	-	-
PCC Credit Fund	3.12%	-4.25%	-2.67%	-1.86%	-0.58%	3.71%	1.23%
PCC TCorp Growth Fund^^	-4.82%	-19.59%	-5.63%	-1.56%	4.88%	11.43%	6.78%
TCorp Benchmark	-5.40%	-18.04%	-2.99%	0.00%	5.83%	12.27%	7.51%
<b>PCC's Total Portfolio</b>	<b>0.99%</b>	<b>-0.59%</b>	<b>0.35%</b>	<b>0.54%</b>	<b>0.90%</b>	<b>1.60%</b>	<b>1.80%</b>
<b>Outperf. (BBI)</b>	<b>0.95%</b>	<b>-0.64%</b>	<b>0.31%</b>	<b>0.50%</b>	<b>0.86%</b>	<b>1.53%</b>	<b>1.34%</b>
<b>Outperf. (Int. Bench.)</b>	<b>2.06%</b>	<b>0.07%</b>	<b>0.49%</b>	<b>0.40%</b>	<b>0.35%</b>	<b>0.36%</b>	<b>0.45%</b>



### Council's Term Deposit Portfolio & Recommendation

As at the end of March 2022, Council's deposit portfolio was still yielding an attractive **1.15% p.a.** (up 2bp from the previous month), with a weighted average duration of around 487 days (~1.33 years). The current average yield remains very attractive given the dramatic falls in the official cash rate. We recommend Council extends or at least maintains the average duration of the deposit portfolio.

As the past decade has highlighted (post-GFC era), we have seen too many portfolios' roll a high proportion of their deposits less than 6 months (high turnover), resulting in their deposits being reinvested at lower prevailing rates. That is, depositors have overpaid for liquidity and generally not insured themselves against the low interest rate environment by diversify their funding across various tenors (out to 5 years) but rather placed all their 'eggs in one basket' and kept all their deposits short. **Reinvestment risk has collectively been and continues to be the biggest detriment to depositors' interest income over the post-GFC period.**

**We are pleased to see that City of Parramatta Council remains amongst the top performing Councils in the state of NSW where deposits are concerned, earning on average, more than \$1,420,000 in additional interest income compared to its peers (as per our December 2021 rankings).** We have been pro-active in our advice about protecting interest income and addressing reinvestment risk for many years and encouraged to maintain a long duration position. This is now reflected by the high performance of the investment portfolio. Of the 72 individual deposits Council held, 9 are still yielding higher than 2% p.a. That is, around 12.5% of outstanding deposits held is earning more than twenty times the prevailing cash rate of 0.10%. This will anchor future returns and will help mitigate the rapid fall in interest income from deposits after the RBA cut rates to all-time lows.

*However, with the adoption of the Policy imposed by NSW TCorp in April 2020, we anticipate Council may fall in the deposit rankings going forward due to the restrictions imposed, not only on what counterparties Council can invest with, but also the term of investment. A further fall in interest income and returns may result if Council elects to direct the majority (if not all) of its very low risk assets (term deposits and senior FRNs) to the higher rated domestic banks and exclude foreign ADIs that are also regulated by APRA.*



At the time of writing, we see value in:

ADI	LT Credit Rating	Term	T/D Rate
ICBC, Sydney	A	3 years	3.34% p.a.
BoQ/ME Bank	BBB+	3 years	3.10% p.a.
NAB	AA-	3 years	3.00% p.a.
ICBC, Sydney	A	2 years	2.88% p.a.
BoQ/ME Bank	BBB+	2 years	2.60% p.a.
NAB	AA-	2 years	2.55% p.a.
Westpac	AA-	2 years	2.46% p.a.

The above deposits are suitable for investors looking to provide some income protection and mitigate reinvestment/rollover risk for the next few years.

For terms under 12 months, we believe the strongest value is currently being offered by the following ADIs (dependent on daily funding requirements):

ADI	LT Credit Rating	Term	T/D Rate
ING Bank	A	12 months	1.68% p.a.
ICBC	A	12 months	1.65% p.a.
Suncorp	AA-	12 months	1.63% p.a.
NAB	AA-	12 months	1.60% p.a.
AMP Bank	BBB	11-12 months	1.60% p.a.^
BoQ / ME Bank	BBB+	12 months	1.55% p.a.

<sup>^</sup> AMP T/Ds – contact us to receive an additional 0.20% p.a. rebated commission on top of the rate shown above

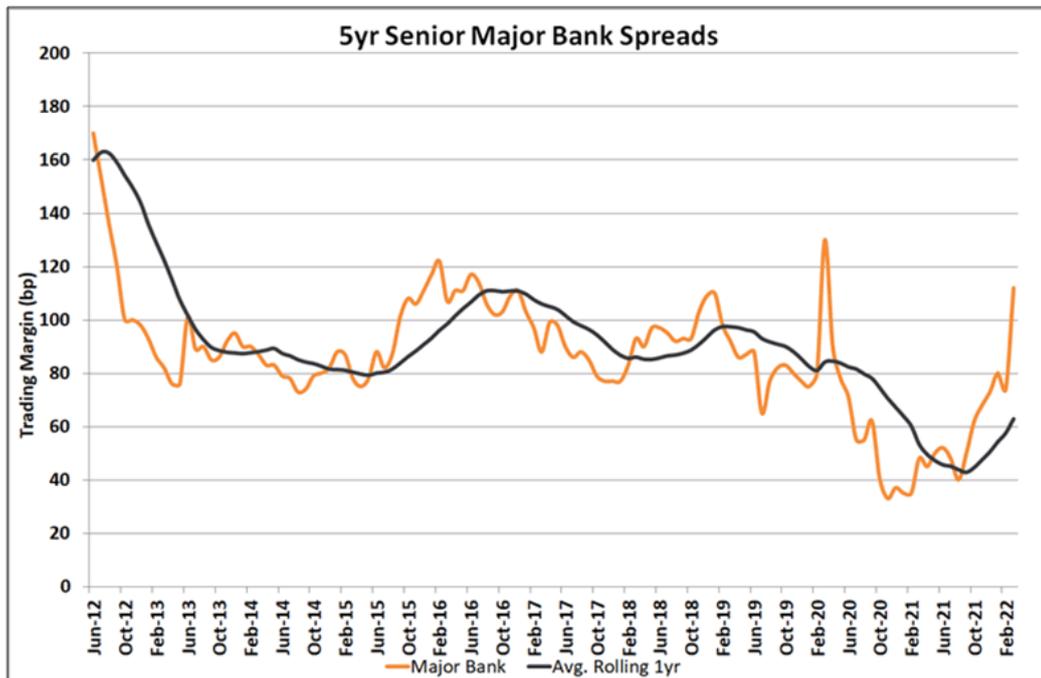
Amongst the investment grade sector, the majority of short-dated term deposits (maturing less than 12 months) are yielding under 1.60% p.a. Despite the uplift in outright rates recently, we believe there is still slightly better value in longer-dated terms.

There is an upward pick-up in yield for investors that can take advantage of 2-3 year fixed T/Ds whilst official rates are stuck at very low levels at least for the next 6-12 months. For those investors that do not require high levels of liquidity and can stagger their investments longer-term, they will be rewarded over coming years if they roll for an average term of 18 months - 2 years (this is where we current value), yielding, on average, up to double the return compared to those investors that purely invest in short-dated deposits.



### Senior FRNs Review

Over March, amongst the senior major bank FRNs, physical credit securities widened significantly, by up to 37bp at the long-end of the curve. After the major banks (CBA, NAB and WBC) issued new 3 and/or 5 year securities in recent months, a new 5 year senior major bank security would now be issued around the +112bp level, the first time it has broken three figure mark since early 2019 (outside the brief spike in March 2020 due to the original COVID outbreak):



Source: IBS Capital

Amongst the "A" and "BBB" rated sector, the securities widened by up to 35bp at the long-end of the curve. There was ongoing activity in the primary market, highlighted by new issuances from:

- Bendigo-Adelaide Bank (BBB+): 3 year senior FRN / fixed bond at +98bp
- Westpac (AA-): 3 year senior FRN / fixed bond at +69bp

Credit securities are looking much more attractive given the widening of spreads in recent months. FRNs will continue to play a role in investor's portfolios mainly on the basis of their liquidity and the ability to roll down the curve and gross up returns over ensuing years (in a relatively stable credit environment).



Senior FRNs (ADIs)	31/03/2022	28/02/2022
"AA" rated – 5yrs	+112bp	+75bp
"AA" rated – 3yrs	+84bp	+49bp
"A" rated – 5yrs	+120bp	+88bp
"A" rated – 3yrs	+95bp	+60bp
"BBB" rated – 3yrs	+105bp	+70bp

Source: IBS Capital

We now generally recommend switches ('benchmark' issues only) into new primary issues, out of the following senior FRNs that are maturing:

- **On or before mid-2024 for the "AA" rated ADIs (domestic major banks);**
- On or before early-mid 2023 for the "A" rated ADIs; and
- Within 12 months for the "BBB" rated ADIs (consider case by case).

Investors holding onto the above senior FRNs ('benchmark' issues only) in their last few years are now generally holding sub-optimal investments and are not maximising returns by foregoing realised capital gains. In the current low interest rate environment, any boost in overall returns should be locked in when it is advantageous to do so, particularly as switch opportunities become available.

*Primary (new) FRNs are now looking more appealing and will be considered on a case by case scenario.*



### Council FRNs – Recommendations for Sale/Switches

Following the recent selloff in credit assets in recent months, we now recommend Council holds its FRN portfolio at this stage. We will inform Council when there is an opportunity to sell out of any sub-optimal FRN and switch into a higher yielding complying asset.

This strategy has worked very well the **previous financial year (2020-2021), with Council realising capital gains over \$1,138,000**, which ultimately boosted the overall returns of the investment portfolio. A summary of the current financial year's sales are as follows:

Issuer	Maturity Date	Month Sold	Face Value	Trading Margin	Capital Price	Realised Capital Gains
ME (BBB+)	18/07/2022	Jul 2021	\$2,000,000	+15.0bp	\$100.813	\$16,260
TMB (BBB)	28/10/2022	Jul 2021	\$1,000,000	+23.0bp	\$100.839	\$8,390
NAB (AA-)	19/06/2024	Aug 2021	\$1,300,000	+18.25bp	\$102.081	\$27,053
ANZ (AA-)	29/08/2024	Aug 2021	\$1,500,000	+19.0bp	\$101.744	\$26,160
UBS (A+)	08/03/2023	Sep 2021	\$3,000,000	+23.0bp	\$100.963	\$28,890
B. Comm (A-)	28/10/2022	Sep 2021	\$1,500,000	+25.0bp	\$100.691	\$10,365
WBC (AA-)	16/08/2024	Sep 2021	\$1,600,000	+29.0bp	\$101.682	\$28,416
B. China (A)	17/10/2022	Oct 2021	\$1,000,00	+29.0bp	\$100.687	\$6,870
Soc. Gen. (A)	17/07/2023	Nov 2021	\$2,750,00	+33.0bp	\$100.992	\$27,280
C. Suisse (A+)	26/05/2023	Nov 2021	\$6,500,00	+32.0bp	\$101.252	\$81,380
B. Aust. (BBB)	2/12/2022	Jan 2022	\$1,000,000	+42.0bp	\$100.431	\$4,310
NPB (BBB)	6/02/2023	Jan 2022	\$400,000	+35.0bp	\$101.121	\$5,088
NPB (BBB)	6/02/2023	Jan 2022	\$1,000,000	+35.0bp	\$101.121	\$12,420
NPB (BBB)	6/02/2023	Jan 2022	\$2,500,000	+35.0bp	\$101.121	\$28,025
HSBC (AA-)	27/09/2024	Jan 2022	\$2,000,000	+40.0bp	\$101.140	\$22,800
<b>Total Realised Capital Gains FY2021-2022</b>						<b><u>\$333,707</u></b>



### Council's Senior Fixed Bonds

Since September 2020, Council placed parcels in NTTC (AA-) fixed bonds as follows:

Investment Date	Maturity Date	Principal	Rate % p.a. <sup>^</sup>	Remaining Term (Yrs)	Interest Paid
10/09/2020	15/12/2022	\$2,000,000	0.90%	0.71	Annually
30/09/2020	15/12/2023	\$2,000,000	1.00%	1.71	Annually
24/11/2020	16/12/2024	\$1,000,000	0.90%	2.72	Annually
16/02/2021	16/06/2025	\$1,000,000	0.90%	3.21	Annually
16/02/2021	15/06/2026	\$5,000,000	1.00%	4.21	Annually
12/05/2021	17/06/2024	\$3,000,000	0.80%	2.22	Annually
12/05/2021	16/06/2025	\$3,000,000	1.10%	3.21	Annually
12/05/2021	15/06/2026	\$3,000,000	1.30%	4.21	Annually
20/05/2021	16/06/2025	\$3,500,000	1.10%	3.21	Annually
09/09/2021	16/12/2024	\$2,500,000	0.90%	2.72	Semi-Annually
09/09/2021	15/12/2026	\$5,000,000	1.40%	4.71	Semi-Annually
<b>Totals / Wgt. Avg.</b>		<b>\$31,000,000</b>	<b>1.07%</b>	<b>3.30 yrs</b>	

<sup>^</sup>Council has received the full rebated commission of 0.25% (plus GST) on the face value of investment on all these parcels (currently totalling \$48,125).

We believe these investments were prudent given the low rate environment and especially after the rate cut delivered in early November 2020 and its subsequent forward guidance on official interest rates. The NTTC bonds are a 'retail' offering and not 'wholesale' issuances. Given the lack of liquidity and high penalty costs if they were to be sold/redeemed prior to the maturity date, they are considered to be a hold-to-maturity investment and will be marked at par value (\$100.00) throughout the term of investment.

During August 2021, Council also purchased into the following AAA rated covered fixed bond with ING Bank Australia. With yields rising significantly in recent months, Council may consider purchasing additional units in this security in the secondary market at the current yield to 'average-in' a better overall purchase price.

Issuer	Rating	Maturity Date	ISIN	Face Value	Purchase Yield	Current Yield	Unrealised Gain / Loss (\$)
ING	AAA	19/08/2026	AU3CB0282358	\$600,000	1.16%	3.48%	-\$55,684



### Senior Fixed Bonds – ADIs (Secondary Market)

As global inflationary pressures have emerged, this has seen a significant lift in longer-term bond yields (valuations fell) as markets have strongly factored in a tightening of global central bank policy measures (i.e. withdrawal of Quantitative Easing and lifting official interest rates).

This has resulted in some opportunities in the secondary market. We currently see value in the following fixed bond lines, with the majority now being marked at a significant discount to par (please note supply in the secondary market may be limited on any day):

ISIN	Issuer	Rating	Capital Structure	Maturity Date	~Remain. Term (yrs)	Fixed Coupon	Indicative Yield
AU3CB0265403	Suncorp	AA-	Senior	30/07/2024	2.33	1.85%	3.06%
AU3CB0265593	Macquarie	A+	Senior	07/08/2024	2.36	1.75%	3.16%
AU3CB0265718	ING	AAA	Covered	20/08/2024	2.39	1.45%	3.17%
AU3CB0266179	ANZ	AA-	Senior	29/08/2024	2.42	1.55%	3.27%
AU3CB0266377	Bendigo	BBB+	Senior	06/09/2024	2.44	1.70%	3.25%
AU3CB0268027	BoQ	BBB+	Senior	30/10/2024	2.59	2.00%	3.35%
AU3CB0269710	ANZ	AA-	Senior	16/01/2025	2.80	1.65%	3.35%
AU3CB0269892	NAB	AA-	Senior	21/01/2025	2.81	1.65%	3.48%
AU3CB0270387	Macquarie	A+	Senior	12/02/2025	2.87	1.70%	3.47%
AU3CB0287415	Westpac	AA-	Senior	17/03/2025	2.96	2.70%	3.15%
AU3CB0280030	BoQ	BBB+	Senior	06/05/2026	4.10	1.40%	4.03%
AU3CB0282358	ING	AAA	Covered	19/08/2026	4.39	1.10%	3.54%



### Senior Bonds - Northern Territory Treasury Corporation (NTTC)

Investors should be aware of the following senior retail bond offering from Northern Territory Treasury Corporation (NTTC) effective 21<sup>st</sup> February 2022:

Maturity Date	Rate % p.a. <sup>^</sup>	Interest Paid
15/06/2023	0.70%	Annually
15/06/2024	1.20%	Annually
15/06/2025	1.80%	Annually
15/06/2026	1.90%	Annually
15/06/2027	2.20%	Annually

<sup>^^</sup>The rates offered in the above table can be reviewed and changed at any time from Treasury. The rate for broker sponsored applications will be dropped by 0.20% p.a. effective 1 October 2020.

**Any investor interested in this product should avoid placing through the broker channel and contact Imperium Markets to receive the full commission of 0.25% (plus GST) on the face value of the investment, in the form of an additional rebate.** If placed through the brokers, they are likely to keep the 0.25% commission (on the face value of the investment).

Overview	Description
Issuer	Northern Territory Government
Credit Rating	Aa3 (Moody's), which is AA- equivalent (S&P)
Type	Fixed senior (retail) bonds
Program	Territory Bonds Issue 112
Date for applications	<b>01/01/2022 – 31/05/2022</b>
Liquidity	Weekly redemptions available, subject to the prevailing market rate and administration costs <sup>^^</sup>

<sup>^^</sup> Note given this is a retail bond offering (min. parcel size of \$5,000), for wholesale investors, we would not consider this to be a liquid investment (the largest redemptions to date have only been \$200-\$300k).

The product should be viewed as a hold-to-maturity product, noting there are significant penalty costs including admin fees, the prevailing market interest rate, and factors in any associate commissions that were previously paid. Given the longer-term outlook for official interest rates, any investor interested should invest through Imperium Markets to receive an effectively higher rate, once factoring in the rebated commission. *These offers will need to be compared to other complying assets at the time of investment – term deposits are currently a better alternative.*



### CFS Global Credit Income Fund

For the month of March, the CFS Global Credit Income Fund returned +0.26% (actual), outperforming the AusBond Bank Bill Index return of +0.00% (actual) and the AusBond Credit Index return of -3.05% (actual).

Valuations in the underlying portfolio rose marginally during the month, reversing some of the losses from previous months. Investors are keenly monitoring global central bank movements on the back of the current higher-than-expected inflation, as they are either hiking or preparing the market for higher rates. Markets keep pondering just how central banks will juggle the dilemma they are facing, that is, elevated inflation and increasing stress across asset markets. Overall, markets have navigated to a mid-point that still expects rate hikes in coming months but have pared back their worst fears for higher rates over the cycle.

Although it has been a relatively volatile environment for credit over the past few years, it has been one of Council's best performing assets over the longer-term. The portfolio continues to accumulate high running-income in excess of the benchmark across all corporate and financial sectors. The Fund holds a diverse range of securities across the global credit market. It remains very well diversified by issuer in order to mitigate default risk. It invests in nearly 600 corporate bonds from issuers in various countries and industry sectors. Any spread contraction going forward allows credit and asset-backed holdings to enjoy significant capital gains.

*With a running yield of ~+2% p.a., we recommend Council to retain this investment given the alternative investments in complying fixed interest products are largely earning below this rate of return.*

### NSW T-CorpIM Growth Fund

**The Growth Fund returned -0.42% (actual) for the month of March.** The losses this month were led by the selloff in fixed bonds (e.g. AusBond Composite Bond Index fell -3.75% actual) on rising interest rates and the expectation of further aggressive rate hikes. These losses more than offset the gains experienced in international and domestic shares.

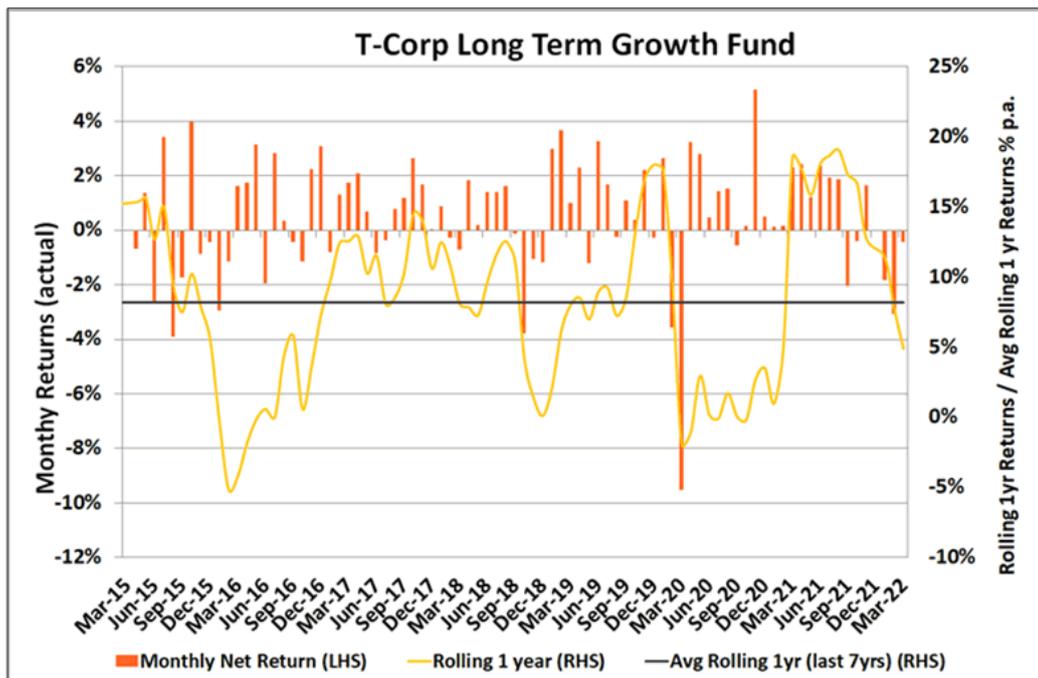
March saw the repricing in both government bond and credit markets which contributed to the negative result despite the gains in equity markets. Credit and bonds markets were generally torn between higher inflation and more aggressive central bank activity, whilst at the same time reacting to the ongoing geopolitical tensions. Markets still expect central banks to act to contain inflation risks, but there is a concern that the combination of higher rates and more supply-driven inflation will hurt growth. Not only have the events in Ukraine pushed energy/commodity prices higher, but the resulting sanctions are also adding to the difficulties for the supply side of the global economy.

Overall, we remain cautious on the future performance of the T-Corp Growth Fund given the high volatility associated with a diversified growth fund, which generally allocates a range of 60%-80% in domestic and international shares. Investors are bracing for central banks to raise official rates more aggressively than previously anticipated, as fears are mounting about surging inflation, supply-chain bottlenecks, a global energy crunch and ongoing geopolitical risks.



The Fund should be looked at with a long-term view, with a minimum holding period of +7 years. Given the exposure to the volatile asset of shares, Council should expect to see, on average, a negative month once every 3 months over a long-term holding period.

Since Inception	T-Corp Long Term Fund
Negative Months	132 (~1 in 3 months)
Positive Months	261
Total Months	393 (32.8 yrs)
Average Monthly Return	+0.66% (actual)
Median Monthly Return	+1.02% (actual)
Lowest 1 year Rolling Return	-21.12% p.a. (Nov 2008)
Highest 1 year Rolling Return	+29.89% p.a. (Jan 1994)





## Economic Commentary

### International Market

Equity markets proved resilient over March, despite the ongoing rout in global bond markets as investors incorporate the hawkish pivot by central banks. Helping equity markets this month was ongoing talks by Russia of de-escalating its war with Ukraine.

In the US, the S&P 500 Index gained +3.58%, while the NASDAQ added +3.41%. Europe's main indices were much more stable, with gains from UK's FTSE (+0.77%) and France's CAC (+0.02%), while Germany's DAX fell -0.32%.

The US Fed increased official rates by 25bp in a widely anticipated first move. The accompanying statement and dot plot remained hawkish, with a hike per meeting in the median dots for calendar 2022 (i.e. another 7½ hikes priced by the market this year). The Fed's inflation forecasts were revised higher to end 2022 at +4.3%, while slowing to +2.7% by the end 2023.

US Fed chair Jay Powell commented that "*nothing*" would prevent the Fed from raising rates by 50bp in May, with a willingness to "*hike by more than 25bp each time if needed*".

US CPI headline and core printed in line with expectations at +0.8%*m/m* (+7.9%*y/y*) and +0.5%*m/m* (+6.4%*y/y*) respectively. The headline print was a 40-year high reflecting higher gasoline, food and shelter costs.

US payrolls came in much stronger than expected at 678k against 423k expected. The unemployment rate also fell more than expected to 3.8% from 4.0% (consensus 3.9%).

The EU, US, UK and Canadian governments agreed to the exclusion of at least some Russian banks from the Swift global payments system and sanction the Russian central bank.

In Europe, core inflation again surprised to the upside, coming in at +2.7% *y/y*, above the ECB's +2% target. Headline inflation hit a new high of +5.8% *y/y* and, given recent moves in oil and gas prices, is likely to rise further in the coming months.

The Bank of England hiked rates by 25bp to 0.75%, although their commentary was slightly more dovish, with a softening rates outlook to further hikes described as "*might*" be needed in coming months, down from the "*is likely*" characterisation previously.

UK February CPI came in higher than expectations at +0.8% *m/m* (+0.6% expected) and +6.2% *y/y*, even before the new round of fuel and energy price pressures in the pipeline in coming months. The core measure was also up +0.8% *m/m* for +5.2% *y/y*.

The MSCI World ex-Aus Index rose +2.35% for the month:

Index	1m	3m	1yr	3yr	5yr	10yr
S&P 500 Index	+3.58%	-4.95%	+14.03%	+16.92%	+13.91%	+12.39%
MSCI World ex-AUS	+2.35%	-5.76%	+8.57%	+13.26%	+10.66%	+9.01%
S&P ASX 200 Accum. Index	+6.89%	+2.24%	+14.97%	+10.59%	+9.22%	+10.15%

Source: S&P, MSCI



### Domestic Market

In its meeting in March, the RBA still sees it as too early to conclude that inflation is sustainably within the target range. It repeats that there are uncertainties about how persistent the pick-up in inflation will be given ongoing supply problems and adds recent energy market developments into the mix for consideration.

Governor Lowe said *“it is plausible that the cash rate will be increased later this year”*. Inflation risks have *“clearly moved to the upside”* relative to the February statement given the war in Ukraine and sanctions against Russia, but Governor Lowe still thinks higher wages growth is needed to sustain inflation at 2-3% with a risk that moving rates too early would impede the opportunity to secure an even lower unemployment rate.

February’s labour market data was very strong with unemployment falling 0.2% to 4.0%, its equal lowest in the history of the monthly survey that dates back to 1978. Employment was strong, up +77k (consensus +37k), which meant the unemployment rate fell even with the participation rate increasing 0.2% to 66.4%.

Retail sales for February were again much stronger than expected at +1.8% m/m (consensus +0.9%).

Credit growth was +0.6% m/m in January, slowing from last month’s +0.8% rise and a touch below consensus for a +0.7% gain.

The trade surplus surprised to the upside, rising \$4.1bn to \$12.9bn in January, well above the consensus for \$9bn.

The budget continues to improve more quickly than the government expected due both to higher revenues (income and company taxes) and lower spending (particularly on welfare). The forecast for the 2022-23 deficit has been revised down to \$78.0bn, from an expected deficit of \$98.9bn forecast in December.

The Australian dollar rose +4.18%, finishing the month at US74.82 cents (from US71.82 cents the previous month).

### Credit Market

The global credit indices traded in a relatively narrow range over March despite the ongoing volatility in equity markets. The indices are back to their levels experienced in mid-2020:

Index	March 2022	February 2022
CDX North American 5yr CDS	67bp	66bp
iTraxx Europe 5yr CDS	73bp	68bp
iTraxx Australia 5yr CDS	86bp	88bp

Source: Markit



## Fixed Interest Review

### Benchmark Index Returns

Index	March 2022	February 2022
Bloomberg AusBond Bank Bill Index (0+YR)	+0.00%	+0.01%
Bloomberg AusBond Composite Bond Index (0+YR)	-3.75%	-1.21%
Bloomberg AusBond Credit FRN Index (0+YR)	-0.29%	-0.01%
Bloomberg AusBond Credit Index (0+YR)	-3.05%	-1.07%
Bloomberg AusBond Treasury Index (0+YR)	-4.03%	-1.31%
Bloomberg AusBond Inflation Gov't Index (0+YR)	-4.27%	-1.18%

Source: Bloomberg

### Other Key Rates

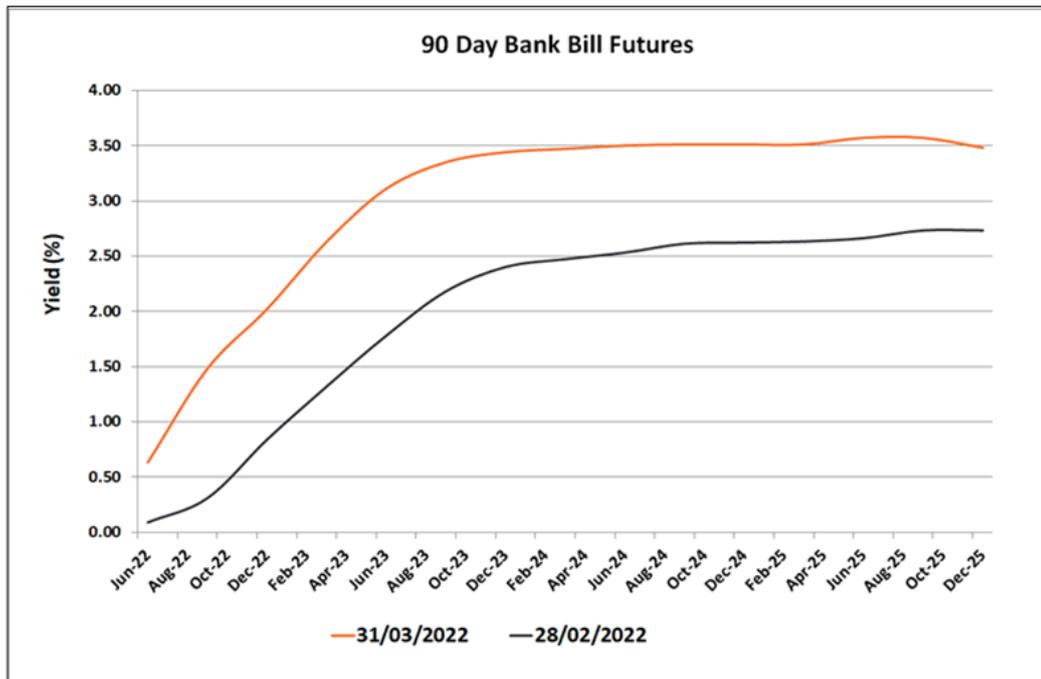
Index	March 2022	February 2022
RBA Official Cash Rate	0.10%	0.10%
90 Day (3 month) BBSW Rate	0.23%	0.08%
3yr Australian Government Bonds	2.31%	1.50%
10yr Australian Government Bonds	2.84%	2.13%
US Fed Funds Rate	0.25%-0.50%	0.00%-0.25%
10yr US Treasury Bonds	2.32%	1.83%

Source: RBA, AFMA, US Department of Treasury



**90 Day Bill Futures**

Over March, bill futures rose across the board as the market prepares itself for a higher interest rate environment. A sharp rise remains in 2022-2023 as markets anticipate aggressive rate cuts over the next 6-18 months as inflationary pressures continue to mount:



Source: ASX

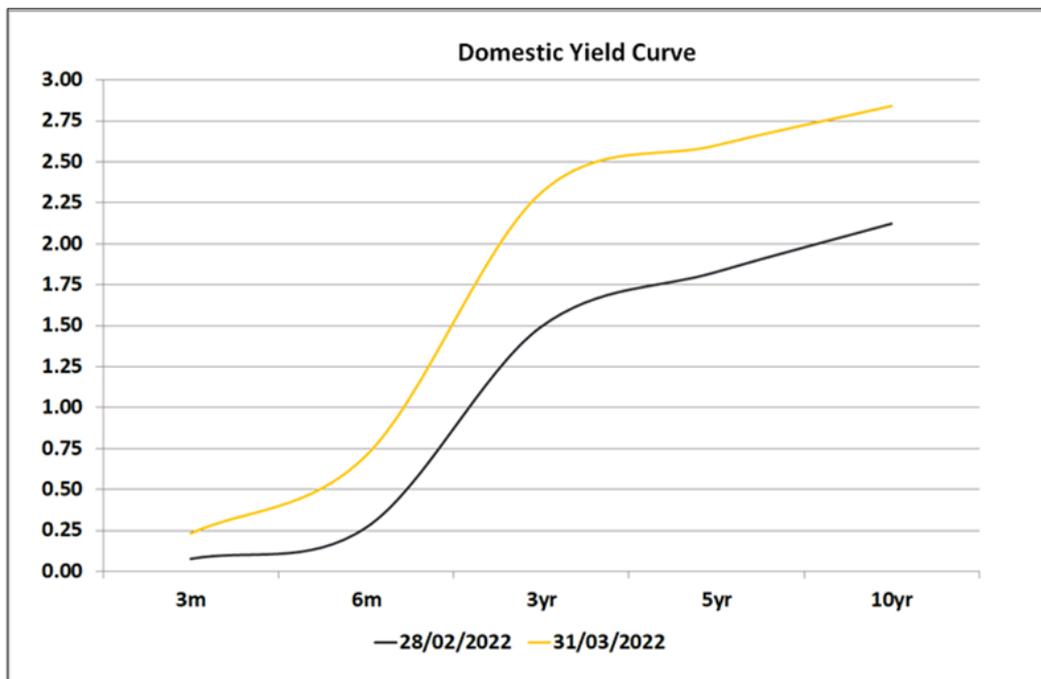


## Fixed Interest Outlook

After the US Fed hiked rates in March, the market is factoring in an additional 7½ rate rises this calendar year to stem the surge in inflation.

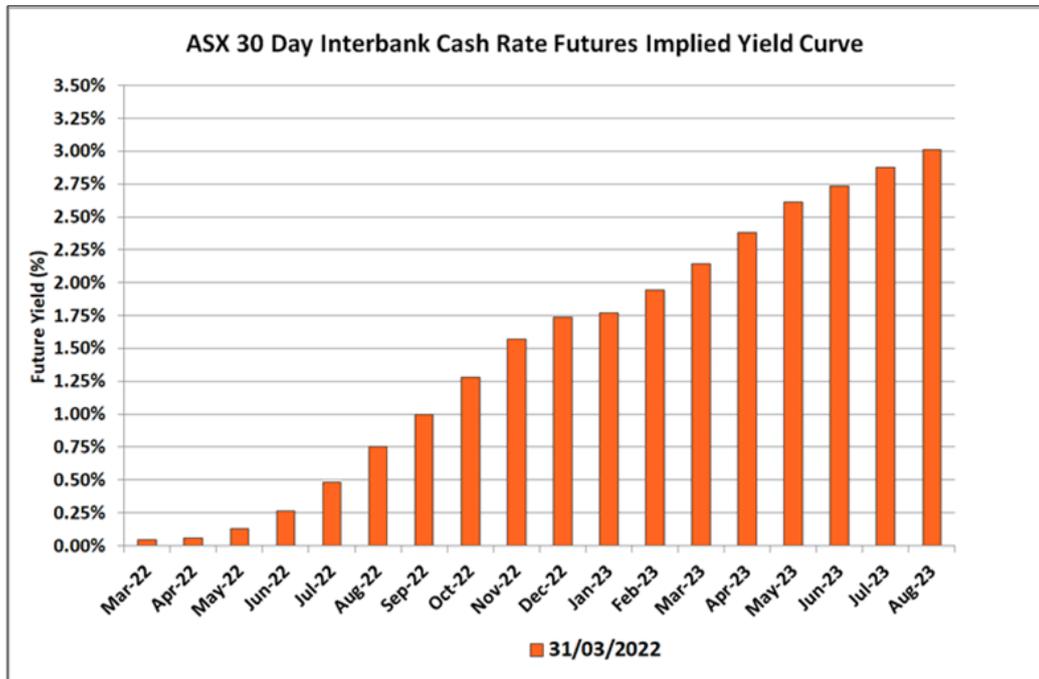
Domestically, Governor Lowe said *"it is plausible that the cash rate will be increased later this year"* as inflation risks have *"clearly moved to the upside"*. However Governor Lowe still thinks higher wages growth is needed to sustain inflation at 2-3% with a risk that moving rates too early would impede the opportunity to secure an even lower unemployment rate. The strong labour market may push the RBA's decision to lift rates from emergency settings earlier than they previously anticipated.

The domestic bond market continues to suggest a prolonged low period of interest rates on a historical basis (longer-term still below 3% environment). Over the month, yields rose around 80bp at the long-end of the curve:



Source: AFMA, ASX, RBA

Markets have brought forward RBA rate hike pricing following moves offshore with a full rate hike now priced by June 2022 and up to seven hikes priced by December 2022, against the RBA's 'plausible' scenario of not seeing conditions for a hike at least until late 2022 or early 2023:



Source: ASX

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Imperium Markets charges a flat fee for our investment advice. Any commissions received are rebated to clients in full. If you choose a product provider who uses our market platform, the product provider pays us 1bp p.a. funding fee (pro-rated for the term of investment) of the value of the investments transacted.

**FOR NOTATION**

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**ITEM NUMBER** 12.2  
**SUBJECT** Returns for Designated Persons  
**REFERENCE** F2022/00105 - D08472195  
**REPORT OF** Governance Manager

**CSP THEME:** FAIR

**WORKSHOP/BRIEFING DATE:** NIL

**PURPOSE:**

The purpose of this report is to table Disclosures of Interest and Other Matters in Written Returns submitted in accordance with clause 4.25 of Council's Code of Conduct.

**RECOMMENDATION**

- (a) **That** Council receive and note the Disclosures of Interest and Other Matters in Written Returns tabled at the meeting in accordance with the requirements of Council's Code of Conduct.
- (b) **Further, that** Council notes the Disclosures of Interest and Other Matters in Written Returns will be included in the Register of Returns Disclosing Interests in accordance with Section 440AAB of the Local Government Act 1993.

**BACKGROUND**

1. Clause 4.21 of Council's Code of Conduct (Code) requires a Councillor or Designated Person to make and lodge with the Chief Executive Officer (CEO) a return in the form set out in Schedule 1 of the Code, disclosing the Councillor's or designated person's interests as specified in schedule 1 of the Code within three (3) months after becoming a Councillor or designated person.
2. Clause 4.25 requires that the CEO must table all returns required to be lodged under 4.21(a) of the Code, at the first Council meeting after the last day the return is required to be lodged.
3. In accordance with Clause 4.21 of the Code, Councillors and designated persons have completed and lodged Pecuniary Interest returns within three (3) months of being appointed Councillor or designated person.
4. Disclosures of Interest and Other Matters in Written Returns lodged under clause 4.21 of the Code is to be made publicly available in accordance with the Government Information (Public Access) Act 2009, the Governance Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

**ISSUES/OPTIONS/CONSEQUENCES**

5. Disclosures of Interest and Other Matters in Written Returns which have been completed by Councillors and designated persons is to be made publicly

available in accordance with the Government Information (Public Access) Act 2009, the Governance Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

6. Redacted returns removing personal information will be published on Council's website in accordance with Council's obligations under the Code of Conduct. Any request to view the full return of designated persons will be actioned in accordance with strict protocols.
7. It is recommended that Council receive and note the Returns tabled at this meeting, in accordance with the requirements of Council's Code of Conduct.

## **CONSULTATION & TIMING**

### Stakeholder Consultation

8. The following stakeholder consultation has been undertaken in relation to this matter:

<b>Date</b>	<b>Stakeholder</b>	<b>Stakeholder Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
31/03/2022	Newly appointed Executive Directors	Nil	Notification to complete an annual disclosure of interest return	Governance

### Councillor Consultation

9. The following Councillor consultation has been undertaken in relation to this matter:

<b>Date</b>	<b>Councillor</b>	<b>Councillor Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
21 December 2022	All	Nil	Electronic forms sent to Councillors via email	Councillor Support
December 2021 to January 2022	All	Nil	Hard copy form provided in the Councillor induction pack, collected by Councillors over this period.	Councillor Support
18 March 2022	N/A	Nil	Reminder email sent to Councillors advising to complete their annual disclosure of interest forms	Governance

## **LEGAL IMPLICATIONS FOR COUNCIL**

10. Clause 4.21 of Council's Code of Conduct (Code) requires a Councillor or Designated Person to make and lodge with the Chief Executive Officer (CEO) a return in the form set out in Schedule 1 of the Code, disclosing the Councillor's or designated person's interests as specified in schedule 1 of the Code within three (3) months after becoming a Councillor or designated person.

### FINANCIAL IMPLICATIONS FOR COUNCIL

11. There are no unbudgeted financial implications for Council associated with this report. The staff costs in collating the designated persons returns are provided for within existing adopted operating budgets.

	FY 21/22	FY 22/23	FY 23/24	FY 24/25
<b>Revenue</b>				
Internal Revenue				
External Revenue				
<b>Total Revenue</b>	Nil			
<b>Funding Source</b>	NA			
<b>Operating Result</b>				
External Costs				
Internal Costs				
Depreciation				
Other				
<b>Total Operating Result</b>	Nil			
<b>Funding Source</b>	NA			
<b>CAPEX</b>				
CAPEX				
External				
Internal				
Other				
<b>Total CAPEX</b>	Nil			

Patricia Krzeminski  
**Governance Manager**

John Angilley  
**Chief Finance and Information Officer**

Brett Newman  
**Chief Executive Officer**

### **ATTACHMENTS:**

There are no attachments for this report.

### REFERENCE MATERIAL

**FOR NOTATION**

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**ITEM NUMBER** 12.3  
**SUBJECT** ARIC Annual Report 2021  
**REFERENCE** F2022/00452 - D08464600  
**REPORT OF** Coordinator Internal Audit

**CSP THEME:** FAIR

**WORKSHOP/BRIEFING DATE:** NIL

**PURPOSE:**

This report provides a summary of the operations of the Audit Risk and Improvement Committee (ARIC) in accordance with the ARIC Charter for the period from January 2021 to December 2021.

**RECOMMENDATION**

**That** Council receives and notes the 2022 Annual Report from the ARIC.

**BACKGROUND**

1. Council established the Audit Committee in 2008. The Committee changed its name to Audit and Risk Committee in 2013 and then Audit, Risk and Improvement Committee (ARIC) in 2018.
2. Clause 6.2 in the ARIC Charter requires the Committee to report regularly, and at least annually, to Council on the management of risk and internal controls and on its oversight role of the internal audit function.
3. For the year ended 31 December 2021 the independent committee members were Dr Colin Gellatly (Chairperson), Donna Rygate and Mark McCoy. Up to the dissolution of Council in November 2021 the Councillor representatives on the ARIC were Councillors Michelle Garrard and Sameer Pandey.
4. The Chief Executive Officer, Council's auditors and other Council officers are invited to the ARIC meetings which is consistent with the Internal Audit Guidelines issued by the Office of Local Government (then Division of Local Government) in September 2010.

**ISSUES/OPTIONS/CONSEQUENCES**

5. Council's Internal Audit has been functioning in a co-sourced structure where internal audit services are undertaken by Council's Coordinator Internal Audit and contracted service provider, BDO Services Pty Ltd.
6. The Executive Team and the ARIC have endorsed an Annual Internal Audit Program and a three-year Strategic Internal Audit Program. The current Strategic Internal Audit Program is based on a formalised risk assessment methodology linked to Council's Enterprise Risk Management program.

7. Internal audits were scheduled and conducted in accordance with the Internal Audit Programs under the oversight of Executive Director Corporate Services and the ARIC.
8. Attachment 1 to this report is the 2021 Annual Report prepared by the Chairperson of ARIC in respect of the activities undertaken by the Committee during the period from January 2021 to December 2021.
9. Attachment 2 to this report is the current ARIC Charter.

## **CONSULTATION & TIMING**

### Stakeholder Consultation

10. The following stakeholder consultation has been undertaken in relation to this matter:

<b>Date</b>	<b>Stakeholder</b>	<b>Stakeholder Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
31 January 2022	Risk & Audit Manager	Manager made minor amendments on draft report.	Forwarded revised draft to ARIC Chair for comment.	Risk & Audit / Corporate Services Coordinator Internal Audit
9 February 2022	Chairperson of ARIC	Approved	Forwarded approved final draft to ARIC members.	Risk & Audit / Corporate Services Coordinator Internal Audit
9 February 2022	Audit, Risk and Improvement Committee (ARIC)	Feedback received incorporated into report.	Chairperson approved minutes accepted as final.	Risk & Audit / Corporate Services Coordinator Internal Audit

### Councillor Consultation

11. The following Councillor consultation has been undertaken in relation to this matter:

<b>Date</b>	<b>Councillor</b>	<b>Councillor Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
24 February 2021	Councillor representatives on ARIC	No comment from councillor representatives.	No further action.	Risk & Audit / Corporate Services Coordinator Internal Audit

## **LEGAL IMPLICATIONS FOR COUNCIL**

12. There are no legal implications for Council associated with this report.

**FINANCIAL IMPLICATIONS FOR COUNCIL**

13. There are no financial implications associated with this report.

	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>
<b>Revenue</b>				
Internal Revenue				
External Revenue				
<b>Total Revenue</b>	NIL	NIL	NIL	NIL
<b>Funding Source</b>				
<b>Operating Result</b>				
External Costs				
Internal Costs				
Depreciation				
Other				
<b>Total Operating Result</b>	NIL	NIL	NIL	NIL
<b>Funding Source</b>				
<b>CAPEX</b>				
CAPEX				
External				
Internal				
Other				
<b>Total CAPEX</b>	NIL	NIL	NIL	NIL

Steven Unkovic  
**Coordinator Internal Audit**

Bruce Ferguson  
**Risk & Audit Manager**

Bernadette Cavanagh  
**Chief People & Culture Officer**

John Angilley  
**Chief Finance and Information Officer**

Brett Newman  
**Chief Executive Officer**

**ATTACHMENTS:**

- 1  ARIC Annual Report 2021 4 Pages  
2  ARIC Charter 10 Pages

**REFERENCE MATERIAL**



# ANNUAL REPORT

Audit Risk and Improvement Committee  
2021



[cityofparramatta.nsw.gov.au](http://cityofparramatta.nsw.gov.au)

## INTRODUCTION

The purpose of this report is to provide City of Parramatta with a summary of the operations of the Audit Risk and Improvement Committee (ARIC) in accordance with the ARIC Charter.

The ARIC met five times during 2021. Four ordinary meetings covered all aspects of the Charter and one special meeting focused on the review of audited Annual Financial Reports for 2020/21

All meetings were via remote platforms because of COVID19.

## CHARTER

The Charter for the Committee is at Attachment 1.

The Committee reviews the Charter when deemed necessary. The Charter is used to guide the Committee's deliberations. In particular, the agenda for each meeting was structured to reflect the themes in the Charter.

## COMMITTEE MEMBERS

Throughout the relevant period the committee members were:

- Independent external representatives:
  - Dr Col Gellatly (Chairperson)
  - Donna Rygate
  - Mark McCoy
- Councillor representatives:
  - Councillor Sameer Pandey
  - Councillor Michelle Garrard (Deputy Lord Mayor)

## MEMBERS & ATTENDANCE

In 2021 the Committee held four (4) ordinary meetings and one (1) special meeting in September to consider Council's audited financial reports. Below are the dates of meetings held:

- 25 February 2021
- 20 May 2021
- 28 August 2021
- 30 September 2021
- 25 November 2021

The table below shows the number of attendances of the Committee members at the above meetings:

Member Name	Meetings eligible to Attend	Meetings Attended	Apology Received
Dr Col Gellatly	5	5	-
Donna Rygate	5	5	-
Mark McCoy	5	5	-
Councillor Michelle Garrard	5	4	1
Councillor Sameer Pandey	5	3	2

### FINANCIAL AUDIT 2020/2021

Council's financial audit was undertaken by the Audit Office of NSW.

The focus areas were substantiation of profit and loss accounts, asset valuations and the accounting for significant agreements and transactions.

The representatives from the Audit Office provided regular updates of progress and issues at each ARIC meeting. A special meeting was held on 30 September 2021 for the ARIC to consider the draft audited financial reports. The ARIC recommended that Council to adopt those financial reports.

### INTERNAL AUDIT

Council's Internal Audit functions under a co-sourced model. The 3-year contract with BDO (East Coast Partnership) expired on 30 June 2021. A tender for the provision of audit services by an external provider was conducted and resulted in BDO (Services) Pty Ltd being awarded the contract for the 3 years to 30 June 2024.

A major focus of the Committee has been tracking the completion of agreed management responses to the internal audit recommendations. We are pleased to report there has been a significant improvement in the completion rate. We have seen a real commitment by management at all levels to follow up and implement agreed recommendations.

During the period of 2021 calendar year, the Audit Risk & Improvement Committee considered the following internal audits:

- Complaints Management
- Voluntary Planning Agreements (VPAs)
- Procurement and Contract Management
- Key Financial System Controls
- Waste Collection
- RMS DRIVES System Access
- Councillors' Facilities and Expenses

### **INTERNAL OMBUDSMAN SHARED SERVICES (IOSS)**

During the year Elizabeth Renneberg (previously acting) was appointed as the Internal Ombudsman of the IOSS. The service is shared by City of Parramatta, Cumberland and Inner West Councils and operates under the Internal Ombudsman Shared Service Governance Charter. The Internal Ombudsman started reporting to the ARIC in May 2018. Since then, the IOSS has been providing quarterly updates on current activities to the ARIC.

In 2021 Parramatta made better use of the service than in previous years. The number of complaints received by the IOSS has increased. The IOSS also conducted in-house trainings with the staff and senior management on Code of Conduct and Public Interest Disclosure (PID).

### **OTHER MATTERS REVIEWED BY THE COMMITTEE**

- James Hardie Legacy Asbestos Activities
- Parramatta Square Projects
- Updates from Major Projects Advisory Committee
- Integrated Planning and Reporting
- Cyber Security Strategy
- Enterprise Risk Management
- Annual Statistical Reporting
- Community Strategic Plan
- Financial YTD Reporting
- Corporate Services Reporting

The ARIC has been impressed by the improvement in corporate reporting and the necessary progress made in the IT systems particularly in cyber security.

### **CONCLUSION**

The current ARIC completed a full year of operation and completed activities required by its Charter in a constructive way.

Dr Col Gellatly  
**Chair of Audit Risk and Improvement Committee**

### **ATTACHMENT**

- 1 Audit Risk & Improvement Committee Charter



**CITY OF  
PARRAMATTA**

**AUDIT RISK & IMPROVEMENT COMMITTEE CHARTER**

Version 11

**CONTENTS**

1. Introduction	<a href="#">3</a>
2. Objective	<a href="#">3</a>
3. Authority	<a href="#">3</a>
4. Composition of the Audit Risk & Improvement Committee	<a href="#">3</a>
5. Roles and Responsibilities	<a href="#">4</a>
5.1. Effective Management of Operational and Financial Risks	<a href="#">4</a>
5.2. Appropriate Corporate Governance Framework	<a href="#">5</a>
5.3. Control Framework	<a href="#">5</a>
5.4. Reliable Planning and Reporting	<a href="#">5</a>
5.5. Reliable Financial Management and Financial Reporting	<a href="#">6</a>
5.6. Compliance with Laws and Regulations	<a href="#">6</a>
5.7. Internal Audit	<a href="#">6</a>
5.8. External Audit	<a href="#">7</a>
5.9. Business Improvement	<a href="#">7</a>
5.10. Responsibilities of Members	<a href="#">7</a>
6. Reporting	<a href="#">8</a>
7. Administration	<a href="#">8</a>
8. Professional Development	<a href="#">9</a>
9. Termination of Membership	<a href="#">9</a>
10. Review of the Audit Risk & Improvement Committee Terms of Reference	<a href="#">9</a>
11. Payment of Fees to External Independent Members	<a href="#">9</a>

## 1 Introduction

City of Parramatta Council has established the Audit, Risk & Improvement Committee (the Committee) in accordance with the requirements under Section 428A of the Local Government Amendment (Governance and Planning) Act 2016. This Charter outlines the objectives, authority, composition, roles and responsibilities, reporting and administrative arrangements of the Committee.

## 2 Objective

The primary objective of the Committee is to promote good corporate governance by providing independent objective assurance and assistance to the Council on:

- compliance,
- risk management,
- fraud control,
- financial management,
- governance,
- implementation of the strategic plan, delivery program and strategies,
- service reviews,
- collection of performance measurement data by the council, and
- any other matters prescribed by regulations.

## 3 Authority

The Council authorises the Committee, within the scope of its role and responsibilities, to:

- 3.1. obtain any information it needs from any employee and/or external party (subject to their legal obligation to protect information);
- 3.2. discuss any matters with the external auditor, or other external parties (subject to confidentiality considerations);
- 3.2. request the attendance of any employee, including Council members, at committee meetings;
- 3.4. obtain external legal or other professional advice, as considered necessary to meet its responsibilities at the Council expense; and
- 3.5. regularly assess the adequacy & effectiveness of Council's processes and controls for managing its activities and risks.

## 4 Composition of the Audit Risk & Improvement Committee

- 4.1 The Committee will comprise such members as are appointed by the Council and will include 2 Councillors (excluding the Lord Mayor) and 3 independent external members.

- 4.2 An independent external member can be appointed by either selecting from the NSW Government's – Prequalification Scheme, Audit and Risk Committee Independent Chairs and Members or through an expression of interest process.
- 4.3 In selecting an independent external member(s), Council will convene a committee comprising the current 2 councillor representatives on the Committee, the Chief Executive Officer (CEO) and the Chief Operating Officer, who will be responsible for coordinating the selection process, conducting interviews and recommending a preferred candidate(s). The committee in making its recommendation(s) to Council will be required to provide details of the qualifications and experience of all the candidate(s) considered and the basis for their recommendations.
- 4.4 The membership of the Committee should always comprise a majority of independent external members over Councillor representatives.
- 4.5 The Chairperson of the Committee will be one of the independent external members as recommended by the Committee and endorsed by Council.
- 4.6 The independent external members are appointed for a term of three years and they should not serve more than two terms.
- 4.7 The CEO and other senior managers as appropriate may be invited to attend meetings as observers, or to provide information, as determined by the Chair.
- 4.8 A representative from the External Auditor and the Internal Auditor will be invited to attend each meeting. Representatives from Council's Internal Ombudsman's Function and Council's Major Project Advisory Committee may be invited to attend or to present to the Committee, as relevant. These representatives will attend as observers.

## 5 Roles and Responsibilities

The Committee has no executive powers, except those expressly delegated to it by the Council.

The Committee is directly responsible and accountable to the Council for the exercise of its responsibilities.

In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for Management of Council rests with the Council and the CEO as defined by the Local Government Act.

The Committee roles and responsibilities are supported by cooperative information sharing and collaboration with Council's Internal Ombudsman function and Council's Major Project Advisory Committee.

The responsibilities of the Committee may be revised or expanded in consultation with, or as requested by, the Council from time to time and include:

### 5.1. Effective Management of Operational and Financial Risks

- 5.1.1. Review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of the Council's financial and business risks, including fraud;

- 5.1.2. Review whether management, supported by the Council, has established a culture of managing risk throughout the Council, risk management in decision-making and setting parameters on acceptable levels of risk and the associated costs of different course of action.
- 5.1.3. Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects;
- 5.1.4. Review the impact of the Council risk management framework on its control environment and insurance arrangements;
- 5.1.5. Satisfying itself as regards the integrity and prudence of the Council management control systems, including the review of policies and/or practices;
- 5.1.6. Reviewing whether a sound and effective approach has been adopted and has been followed in establishing the Council business continuity planning arrangements; and
- 5.1.7. Review the Council Corruption Prevention plan to satisfy itself that there are appropriate processes and systems in place to capture and investigate a corruption.

## **5.2. Appropriate Corporate Governance Framework**

- 5.2.1. Review the effectiveness of the Council's Code of Conduct, including the tone from the top, and the systems for employee protection and responses to ethical issues;
- 5.2.2. Review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour; and
- 5.2.3. Monitor the level and issues raised in relation to Protected Disclosures being considered by the Council Management.

## **5.3. Control Framework**

- 5.3.1. Review whether management's approach to maintaining effective control frameworks, including over external parties such as contractors and advisors, is sound and effective;
- 5.3.2. Review whether management has in place relevant policies and procedures, and that these are periodically reviewed, updated and compliance is periodically checked;
- 5.3.3. Review whether appropriate policies and procedures are in place for the management and exercise of delegations; and
- 5.3.4. Review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

## **5.4. Reliable Planning and Reporting**

- 5.4.1. Review Council's application of Integrated Planning and Reporting Framework.
- 5.4.2. Satisfy itself that the Annual Report is supported by appropriate management review and signoff of significant variances; and
- 5.4.3. Satisfy itself that management are prepared for changes to accounting standards.

### **5.5. Reliable Financial Management and Financial Reporting**

- 5.5.1. Review the Council's accounting policies and practices in the light of the legislative provisions applying to Council, NSW local government reporting requirements, accounting standards and generally accepted accounting principles;
- 5.5.2. Review the annual financial statements before submission to the Council; and
- 5.5.3. Satisfy itself that the financial statements are supported by appropriate management signoff on the statements and that appropriate action has been taken on audit recommendations and adjustments;

### **5.6. Compliance with Laws and Regulations**

- 5.6.1. Satisfy itself that management has appropriately considered legal and compliance risks as part of the Council risk assessment and management arrangements;
- 5.6.2. Review the effectiveness of the system for monitoring the Council's compliance with relevant laws, regulations and associated government policies;
- 5.6.3. Monitor any likely or actual litigation and the process for notification to the Council; and
- 5.6.4. Review the Council's response to compliance failures.

### **5.7. Internal Audit**

- 5.7.1. Act as a forum of communication between the Council, senior management and internal and external audit;
- 5.7.2. Review the internal audit coverage and draft annual work plan, ensuring that the plan is based on an effective risk management plan, and endorse approval of the plan by the CEO;
- 5.7.3. Review the co-ordination of audit programs conducted by internal and external audit and satisfy itself that there are no unjustified restrictions or limitations placed on the auditors by management;
- 5.7.4. Advise the Council on the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved internal audit plan;
- 5.7.5. Satisfy itself that the scope of audits is adequate and that there is a minimum of duplication between internal and external audit. In so doing ensuring that emphasis is placed on areas where the Committee, management or the auditors believe special attention is necessary;
- 5.7.6. Review all audit reports and provide advice to the Council on significant issues identified in audit reports and action taken on issues raised;
- 5.7.7. Monitor management's implementation of internal audit recommendations;
- 5.7.8. Review the internal audit charter to ensure appropriate organisational structures, authority, access and reporting arrangements are in place;
- 5.7.9. Review the performance of the Internal Audit function and consult with the CEO in the appointment of the Internal Auditor; and
- 5.7.10. Approve the scope of an external assessment, or equivalent internal assessment, of the internal audit function every 5 years.

### 5.8. External Audit

- 5.8.1. Act as a forum of communication between the Council, Senior Management and internal and external audit;
- 5.8.2. Provide input and feedback on the financial statement and any performance audit coverage proposed by external audit;
- 5.8.3. Review all reports and monitor management's implementation of audit recommendations;
- 5.8.4. Satisfy itself that there are no unjustified restrictions or limitations placed on the auditors by management; and
- 5.8.5. Provide advice to the Council on action taken on significant issues raised in relevant external audit reports and better practice guides.

### 5.9 Business Improvement

- 5.9.1 Review management's approach and implementation of a continuous improvement culture;
- 5.9.2 Monitor business improvement initiatives, programmes, projects etc, including:
  - Organisational reviews;
  - Service delivery reviews;
  - Strategic plans;
  - Development of performance criteria and the collection of data for performance reporting against those criteria.
- 5.9.3 Review the annual performance of Council against its documented key performance criteria;
- 5.9.4 Review Council's community survey results and provide advice to the CEO on the adequacy of Council's performance; and
- 5.9.5 Identify and recommend to the CEO activities, processes, systems etc that may benefit from review.

### 5.10 Responsibilities of Members

- 5.10.1 To act honestly and in good faith;
- 5.10.2 Meet the requirements as set out in this Charter;
- 5.10.3 Abide by Council's Code of Conduct in performance of their duties on the Committee;
- 5.10.4 Understand the relevant legislative and regulatory requirements appropriate to City of Parramatta Council;
- 5.10.5 Contribute the time needed to study and understand the papers provided;
- 5.10.6 Apply good analytical skills, objectivity and good judgement; and
- 5.10.7 Express opinions frankly, ask questions that go to the fundamental core of issues and pursue independent lines of enquiry.

## 6 Reporting

- 6.1 Provide Committee minutes and briefings by the Committee Chairperson to the Council at the next available meeting;
- 6.2 The Committee will report regularly, and at least annually, to Council on the management of risk and internal controls and on its oversight role of the internal audit function. The Chairperson may (in their absolute discretion) determine the extent of consultation with the Lord Mayor in relation to preparation of reports to Council;
- 6.3 The Committee may, at any time, report to the Council any matter it deems of sufficient importance to do so. In addition, at any time an individual member may request a meeting with the Lord Mayor; and
- 6.4 The Chairperson of the Audit & Risk Committee may meet privately with the Internal Auditor and/or the External Auditor at any time.

## 7 Administration

- 7.1 The Committee will hold such meetings as the Chairperson shall decide in order to fulfil the Committee's duties, but will meet not less than four times annually;
- 7.2 Special meetings may be held to consider the adoption of the draft management plans and draft annual financial statements and the audit report from the auditors;
- 7.3 Special meetings of the Committee will be called by the Chairperson of the Committee following a reasonable request from a member of the Committee, the CEO, or by Resolution of Council;
- 7.4 Council will provide administrative support to the Committee;
- 7.5 After developing the agenda in consultation with the Chairperson of the Committee, Council shall be responsible for circulating the meeting agenda and associated documentation to Committee members five working days prior to each meeting;
- 7.6 Council will also be responsible for keeping the minutes of meetings of the Committee and circulating them to Committee Members (after Chair approval) within ten working days of the Committee meeting;
- 7.7 A Quorum will consist of a majority of Committee members, including at least one independent external member;
- 7.8 With the agreement of the Chairperson, members may participate in a meeting by telephone, closed circuit television or other appropriate means of communication;
- 7.9 Each Committee member is entitled to 1 vote. Only Committee members participating in a meeting may vote on a matter;
- 7.10 The Committee may require staff to attend meetings and assist the Committee as required from time to time;
- 7.11 Committee members must keep all discussions during meetings in confidence and comply with Council's policy regarding public comment and talking to the media;

- 7.12 Committee members must declare conflicts of interest at the start of each meeting. Committee members may make an annual, written declaration of any conflicts of interest;
- 7.13 Details of any conflicts of interest should be appropriately minuted. Where members have a real or perceived conflict of interest, they will be excused from Committee deliberations on the issue where a conflict of interest arises; and
- 7.14 Business papers for Committee meetings must be delivered to Committee members and such other persons the Chairperson directs from time to time.

## **8 Professional Development**

- 8.1 New members will receive relevant information and briefings on their appointment to assist them to meet their responsibilities to the Committee; and
- 8.2 Council will ensure that Committee members are trained and updated on their responsibilities and knowledge requirements.

## **9 Termination of Membership**

Committee membership can be terminated either when:

- The term of the appointment of the member expires; or
- The member resigns in writing to the Council; or
- The member misses three consecutive meetings without an apology.

## **10 Review of Audit and Risk Committee Charter**

The Committee will review the continuing relevance of the Charter at least once every two years (generally at its November meeting). Where changes are deemed necessary they will be submitted to the Council for endorsement and will be highlighted in the Committee's annual report to the Council.

## **11 Payment of Fees to External Independent Members**

Council will pay a fee of \$2,500 to the Chairperson each quarter. Committee Members will be paid a fee of \$1,500 for each quarter.

**DOCUMENT REVIEW AND APPROVAL**

This document has been approved by:

Approved By	Minute Number	Date Approved
City of Parramatta Council	1407	25 June 2018

**Revision History:**

Version	Approved By	Minute Number	Date Approved
1	Parramatta City Council	9797	25 March 2008
2	Parramatta City Council	10467	9 February 2009
3.1	Parramatta City Council	11429	27 April 2010
4	Parramatta City Council	12449	27 June 2011
5	Parramatta City Council	12485	11 July 2011
6.1	Parramatta City Council	13654	25 February 2013
7	Parramatta City Council	14823	23 June 2014
8	Parramatta City Council	16439	22 February 2016
9	City of Parramatta Council	29	23 May 2016
10	City of Parramatta Council	688	10 July 2017

**FOR NOTATION**

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<b>ITEM NUMBER</b>	12.4
<b>SUBJECT</b>	Quarter Two Progress Report - Delivery Program and Operational Plan 2021/22 (Deferred Item)
<b>REFERENCE</b>	F2022/00105 - D08469627
<b>REPORT OF</b>	Corporate Strategy Manager

**CSP THEME: FAIR**

**WORKSHOP/BRIEFING DATE: NIL**

**Note: This report was deferred from the Council Meeting of 28 March 2022 for a Councillor Workshop.**

**PURPOSE:**

To present Council's Quarter Two (Q2) progress on implementing the Delivery Program 2018-22 and Operational Plan 2021/22.

**RECOMMENDATION**

**That** the report be received and noted.

**BACKGROUND**

1. The Local Government Act 1993 via the Integrated Planning and Reporting Guidelines 2021 requires that the General Manager (Chief Executive Officer) provide progress reports to the Council with respect to the principal activities detailed in the Delivery Program at least every six months.
2. At its meeting of 28 June 2021, Council adopted an amended Delivery Program for 2018-2022 (the Plan), inclusive of the Year Four Operational Plan & Budget for 2021/22. The structure of the Plan reflects the six Strategic Goals of the City's Community Strategic Plan (CSP) – *Fair, Accessible, Green, Welcoming, Thriving, and Innovative*.

**ISSUES/OPTIONS/CONSEQUENCES**

3. The Q2 Progress Report (the Report) in Attachment 1 provides an update on progress made in the second quarter of the 2021/22 financial year (September - December 2021) against the Principal Activities, Focus Areas and Service Measures in the Plan.
4. The Report is structured by the six Goals from City of Parramatta's CSP. An Exceptions Report listing only Focus Areas 'off track' or 'on hold', and Service Measures 'not achieved', is provided in pages 5 to 17 of the Report.
5. After notation by Council, the Report will be published on the *Quarterly and Annual Reporting* section of Council's website.

**Q2 status summary of Focus Areas and Service Measures**

6. COVID-19 public health orders and changes in community behaviours significantly affected some Council services and projects in Q2. These impacts are reflected in the Report, with a number of action items reporting this as a contributor for abnormal or off target performance.
7. At 31 December 2021, 75% of Council's 49 Focus Areas were reported as either completed or progressing on track. A further 25% were reported as either progressing off track or on hold.

<b>Focus Area status</b>	<b>#</b>	<b>%</b>
Completed	5	10%
Progressing – on track	32	65%
Progressing – off track	11	23%
On hold / stopped	1	2%
Not due to start	0	0%
<b>Total</b>	<b>49</b>	<b>100%</b>

8. At 31 December 2021, 43% of Council's 88 Service Measures were reported as achieved or on track to achieve their targets. 33% were reported as not achieved, with at least 19 of these 29 Service Measures citing COVID-19 or election postponement related impacts to their service. For 24% of measures, data was reported as not available or not due in this period.

<b>Service Measure status</b>	<b>#</b>	<b>%</b>
Achieved / on track	38	43%
Not achieved	29	33%
Data not available / Not due	21	24%
<b>Total</b>	<b>88</b>	<b>100%</b>

## **CONSULTATION & TIMING**

### Stakeholder Consultation

9. The following stakeholder consultation has been undertaken in relation to this matter:

<b>Date</b>	<b>Stakeholder</b>	<b>Stakeholder Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
Jan – Feb 2022	Reporting officers; Executive Approvers	All business units with reportable items in the Plan have been consulted to compile the Report.	Final draft report finalised.	All business units, led by City Strategy

### Councillor Consultation

10. The following Councillor consultation has been undertaken in relation to this matter:

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
N/A	N/A	N/A	N/A	N/A

### LEGAL IMPLICATIONS FOR COUNCIL

11. There are no legal implications for Council associated with this report.

### FINANCIAL IMPLICATIONS FOR COUNCIL

12. There are no unbudgeted financial implications associated with this report.

13. The table below summarises the financial impacts on the budget arising from approval of this report.

	FY 21/22	FY 22/23	FY 23/24	FY 24/25
<b>Revenue</b>				
Internal Revenue				
External Revenue				
<b>Total Revenue</b>				
<b>Funding Source</b>				
<b>Operating Result</b>				
External Costs				
Internal Costs				
Depreciation				
Other				
<b>Total Operating Result</b>	Nil			
<b>Funding Source</b>				
<b>CAPEX</b>				
CAPEX				
External				
Internal				
Other				
<b>Total CAPEX</b>	Nil			

Dayne Glinkowski  
**Corporate Strategy Manager**

John Angilley  
**Chief Finance and Information Officer**

Nicole Carnegie  
**Group Manager, City Strategy**

Brett Newman  
**Chief Executive Officer**

**ATTACHMENTS:**

1  Q2 Progress Report - Delivery Program and Operational Plan  
 2021/22

52  
Pages

**REFERENCE MATERIAL**



CITY OF PARRAMATTA COUNCIL  
**Quarterly Progress Report**  
Quarter Two 2021/22



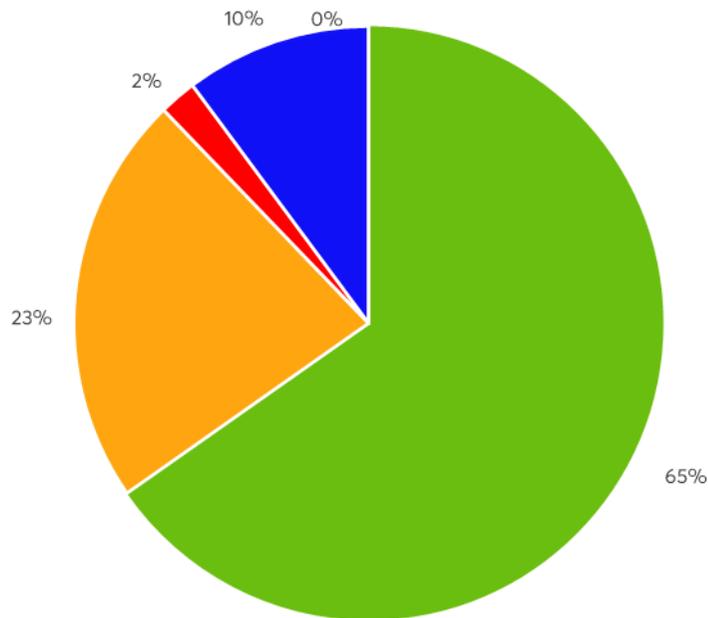
# Contents

All Council Summary	Page 2
About this Progress Report	Page 3
How to read this Report	Page 4
Exceptions Report	Page 5
Service Measures & Focus Areas by Goal	
FAIR	Page 18
ACCESSIBLE	Page 26
GREEN	Page 34
WELCOMING	Page 39
THRIVING	Page 43
INNOVATIVE	Page 48

## All of Council Summary – Focus Areas & Service Measures

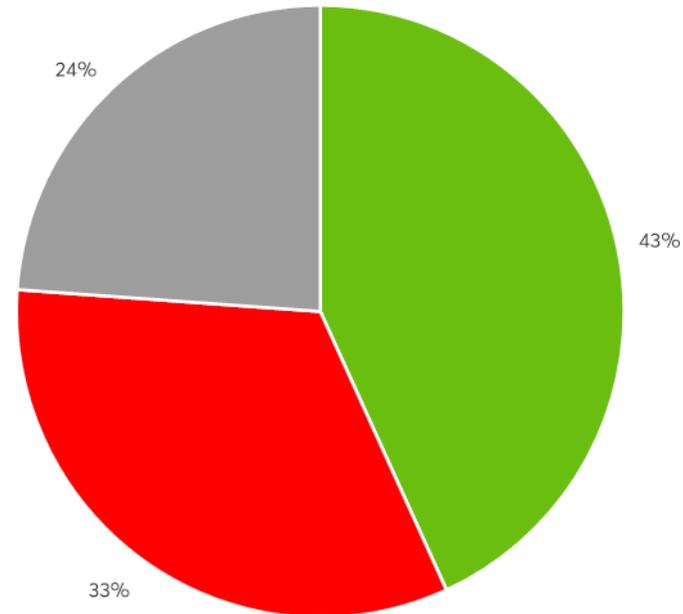
### 49 - Focus Areas

- 32 Progressing – on track
- 11 Progressing – off track
- 0 Not Due to Start
- 5 Completed
- 1 On Hold / Stopped



### 88 - Service Measures

- 38 Achieved – on track
- 29 Not achieved
- 21 Data not available / not due



## About this Progress Report

The Quarterly Progress Report is structured to reflect the six Strategic Goals of the Community Strategic Plan.



Each Strategic Goal is reported against using **two sets** of measures:

1. Service Measures – these measures consider the core business functions of our business units
2. Focus Areas – these measures track progress against specific operational plan activities

# How to read this Report

Council's Service Measures and Focus areas are presented in tables like the examples below.

## Service Measures

Outcome	Service	Measure & Target	Business Unit	Target	Q1 Actual	Comment	Status
T01.1	Residents, businesses, workers, students and visitors benefit from sustained strong economic performance across the City of Parramatta LGA. Partnerships support the delivery of our vision and priorities.	Work collaboratively to support sustainable economic growth by supporting small business, attracting investment, and leveraging strategic partnerships with key stakeholders	City Strategy		1,014.00		



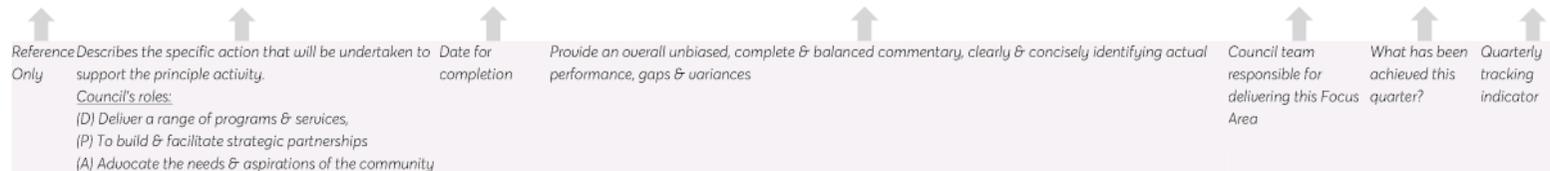
### 1.2: Advocate for affordable and diverse housing choices

← Community Strategic Plan Strategy

← Delivery Program Principle

1.2.1: Work in partnership (Government, Agencies, and Alliances) to develop approaches to increase the supply of more affordable housing for the City

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
12.11	* Implement the Affordable Rental Housing Policy (P)	30/06/2021		City Strategy	25%	



## Exceptions Report - Focus Areas

KEY	Progressing – on track	Progressing – off track	Not Due to Start	On Hold / Stopped	Completed	D - Deliver P - Partner A - Advocate	
Code	Focus Area	Due Date	Comments	Business Unit	Progress	Q1 Status	Q2 Status
<i>New to exceptions this quarter</i>							
1.1.4.5	Deliver Aquatic and Leisure Centre on time and on budget (D, P)	30/03/2023	A quarter delay is expected due to Covid related issues.	Property Development	50%		
2.5.2.2	Deliver projects in the southern CBD to enhance amenity, accessibility, and safety: (D) – Streetscape upgrade and reconfiguration of Valentine Avenue to a two-way carriageway – Streetscape upgrade of Wentworth Street – Reconfigure Wentworth Street carpark entry and consolidated carpark exit – West-east pedestrian link through car park to Rivoli Way	31/12/2023	Detailed design plans for tender are due January 2022. There was a delay with obtaining Parramatta Traffic Committee approval for traffic plans due to rescheduled Council elections impacting meeting schedules. Subsequently, this has caused a delay in the project delivery plan.	Place Services	40%		
3.4.1.4	Deliver a new sporting pavilion as part of the Boronia Park amenities upgrade (D)	31/12/2021	Construction contractors in liquidation, procurement of new contractors underway.	City Assets & Operations	70%		
4.2.3.2	Complete the Cultural Infrastructure Strategy and present to Council for adoption (D)	30/06/2022	Progression of the Infrastructure Plan being reviewed in line with refresh of overall Cultural Strategy, with the aim of ensuring effective integration.	City Strategy	50%		

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Q1 Status	Q2 Status
5.1.1.1	Complete an updated Economic Development Plan (D)	30/06/2022	Due to resourcing and redesign, this project is off track, however work has commenced and a revised project plan is in development to finalise this project by September 2022. This Strategy will be incorporated into the holistic review of all our Strategies.	City Strategy	15%		
5.2.1.3	Develop a new Cultural Plan, in line with the Community Strategic Plan process (D)	30/06/2022	Due to resourcing and redesign, this project is off track, however work has commenced, and a revised project plan is in development to finalise this project by September 2022. This Strategy will be incorporated into the holistic review of all our Strategies.	City Strategy	20%		
6.3.1.3	Deliver CBD Phillip Street Smart Street Stage 2 CBD improvement project (D)	30/12/2022	Phillip Street Smart Street stage 2 is progressing off track. Detailed design plans due for completion by January 2022. Delay in obtaining Parramatta Traffic Committee approval for traffic plan due to rescheduled Council elections impacting meeting schedules. Subsequently this has impacted the detailed design delivery timeframes.	Place Services	50%		
<i>Still an exception this quarter</i>							
1.3.3.1	Complete strategy for renewal of key City of Parramatta assets including Carlingford Bowling Club and Epping Town Centre community services (D)	31/12/2021	This activity has not started due to other priority commitments.	Property Development	10%		
3.5.2.2	Deliver Stage 1 Milson Park Masterplan to provide environmental sustainability and nature based recreation: (D, P) - Shared pathway and pedestrian bridge - Nature play and fitness stations - Seating and landscaping	31/01/2022	Milson Park construction commenced mid-2020. Construction estimated to complete June 2022. Project delays related to soil remediation and COVID-19 stop work orders.	Place Services	50%		

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Q1 Status	Q2 Status
5.2.8.3	Complete the Interface Agreement with Sydney Metro that covers the Metro West corridor, the Horwood station box and the Public Domain and interface with Civic link (D)	30/09/2021	Negotiation of the Interface Agreement commenced later than anticipated due to a delay in receiving approval of the external lawyer's fees.	Property Development	50%		
5.4.1.2	Complete the Late-Night Trading Development Control Plan to encourage and plan for a safe and vibrant night life (D)	31/12/2021	The Late Night Trading (LNT) DCP was planned for completion and adoption by December 2021. Resourcing constraints led to a delay of the LNT DCP. The LNT DCP is currently on public exhibition till 31 January 2022 following endorsement by Council in November 2021.	City Strategy	60%		
<i>Back on track this quarter</i>							
1.3.3.3	Deliver Brodie Street shops public domain upgrade in Rydalmere (D)	30/09/2021	Construction is complete.	Place Services	100%		

## Exceptions Report – Service Measures

● Achieved/on track     
 ● Not Achieved     
 ● Data Not Available/Not Due

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
<i>New to exceptions this quarter</i>										
F01.2	Enhanced lifelong learning and access to library collections and events to increase digital literacy, physical and mental health and social integration	The provision of library services	<b>Utilisation of library services (number of loans)</b> Maintain	Libraries	2020/21: Q1 119,595 Q2 288,314 Q3 344,713 Q4 234,969	194,639	241,238	Decrease in loans exacerbated during COVID-19 restrictions.	<span style="color: green;">●</span>	<span style="color: red;">●</span>
F04.1	Enhanced ability of older people and those with disabilities to live well and more independently	The provision of Community Care services	<b>Overall number of Seniors and Disability program hours</b> Maintain on same quarter previous year (within 2% variation)	Community Care	2020/21: Q1 3,228 Q2 3,223 Q3 3,603 Q4 4,528	3,298	2,585	Most face-to-face services were on hold due to COVID-19 restrictions which has impacted the reporting hours for the quarter versus the same period last year.	<span style="color: green;">●</span>	<span style="color: red;">●</span>

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
F06.1	A well-informed community, who have been provided with clear and accurate information about Council programs and services as well as opportunities to engage with civic decision making. Enhanced public perceptions of the Parramatta LGA and Council. Informed and highly engaged organisation and staff, with improved capability to deliver services to the local community	The provision of whole of organisation Engagement, Communication, Research, Media and Public Relations, planning and delivery services	<b>Community Satisfaction with the provision of information on community issues, developments, and Council initiatives - Annual Q2</b> Sustain or improve on previous year	Corporate Affairs	Annual: $\geq 3.46$	No Data	3.43	While target was not technically met, result is sustained on previous year with a variance that is not statistically significant.		
F06.2	A well-informed community, who have been provided with clear and accurate information about Council programs and services as well as opportunities to engage with civic decision making. Enhanced public perceptions of the Parramatta LGA and Council. Informed and highly engaged organisation and staff, with improved capability to deliver services to the local community	The provision of whole of organisation Engagement and community consultation services	<b>Community Satisfaction with the opportunity to have your say on key issues affecting community - Annual Q2</b> Sustain or improve on previous year	Research & Engagement	Annual: $\geq 3.48$	No Data	3.40	While target was not technically met, result is sustained on previous year with a variance that is not statistically significant.		

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
F06.3	A well-informed community, who have been provided with clear and accurate information about Council programs and services as well as opportunities to engage with civic decision making. Enhanced public perceptions of the Parramatta LGA and Council. Informed and highly engaged organisation and staff, with improved capability to deliver services to the local community	The provision of whole of organisation Engagement, Communication, Research, Media and Public Relations, planning and delivery services	<b>Overall Community Satisfaction with Council - Annual Q2</b> Sustain or improve on previous year	Research & Engagement	Annual: $\geq 3.74$	No Data	3.72	While target was not technically met, result is sustained on previous year with a variance that is not statistically significant.		
A05.3	Civil Infrastructure assets meet community expectations and legislative requirements	Civil infrastructure asset and catchment management (inspection, street lighting, restoration and approval of public works for roads, cycling and footpaths, drainage, bridges, dams, special assets)	<b>Community Satisfaction with effectiveness of Council's stormwater drainage - Annual Q2</b> Sustain or improve compared to previous year	Civil Infrastructure	Annual: $\geq 3.79$	No Data	3.76	While target was not technically met, result is sustained on previous year with a variance that is not statistically significant.		

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
G01.2.2	Open space & natural area assets and facilities meet community expectations & legislative requirements	Open space & natural area management (bushland, waterways, open spaces, parks)	<b>Community Satisfaction with the quality of children's playgrounds &amp; equipment - Annual Q2</b> Sustain or improve on previous year	Open Space & Natural Resources	Annual: $\geq 3.99$	No Data	3.85	While target was not technically met, result is sustained on previous year with a variance that is not statistically significant.		
G03.3.1	Clean and usable public spaces, community facilities, business /local centres and local amenities	Cleansing services in the public domain	<b>Community Satisfaction with the maintenance of sporting fields - Annual Q2</b> Sustain or improve on previous year	Parks	Annual: $\geq 3.95$	No Data	3.94	While target was not technically met, result is sustained on previous year with a variance that is not statistically significant.		
W01.2	Access to professionally serviced venues for performance presentations and for business and community events	Riverside Theatres Venues	<b>Community satisfaction with Riverside Theatres - Annual Q2</b> Sustain or improve on previous year	Riverside Theatre	Annual: $\geq 4.00$	No Data	3.84	While target was not technically met, result is sustained on previous year with a variance that is not statistically significant.		
W06.1	Opportunities for the community to participate, celebrate and commemorate in the civic, heritage and cultural life of the City	Produce and deliver Events & Festivals, Civic events, key event partnerships and Community Events Grants	<b>Combined attendance at events and festivals</b> Increase over previous years	Events & Festivals	2020/21: Q1 0 Q2 131,000 Q3 2,773 Q4 7,356	3,156	41,888	Events attendance: Foundation Day (online): 21,300 Long Table: 400 Lanes: 7,100 NYE: 10,000 Civic combined: 3,088  Attendance impacted due to COVID-19 with events either cancelled, online or hybrid in the way they were delivered.		

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
W09.5	Position the City of Parramatta as a destination of choice to live, work, study and play, resulting in improved perceptions, community pride, increased visitation, economic prosperity and sustainability.	Market the City and Council	<b>Community Satisfaction with Parramatta as a place to live - Annual Q2</b> Increase on previous year	Research & Engagement	Annual: > 7.57	No Data	7.23	While target was not technically met, result is sustained on previous year with a variance that is not statistically significant.		
T02.1	Jobs growth and increased inbound investment	Economic Development activities	<b>Percentage net increase in investment inquiries (website, phone and email)</b> Increase based on previous year	Economic Development	Annual: > 5%	100%	0%	There was no net increase in investment enquiries to Council during the reporting period, speculated to be a result of ongoing health restrictions and business closures during the COVID-19.		
<i>Still an exception this quarter</i>										
F01.1	Enhanced lifelong learning and access to library collections and events to increase digital literacy, physical and mental health and social integration	The provision of library services	<b>Utilisation of library services (number of visits)</b> Maintain on same quarter previous year	Libraries	2020/21: Q1 47,253 Q2 74,295 Q3 112,187 Q4 142,025	310	73,969	Library visitor numbers significantly reduced due to COVID-19 restrictions.		
F01.1.1	Enhanced lifelong learning and access to library collections and events to increase digital literacy, physical and mental health and social integration	The provision of library services	<b>Utilisation of library services (number of website visits)</b> Maintain same quarter previous year	Libraries	2020/21: Q1 448,587 Q2 440,668 Q3, 623,989 Q4 684,364	204,961	373,050	Decrease reflects significantly reduced service levels during COVID-19 restrictions.		

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
F01.3	Enhanced lifelong learning and access to library collections and events to increase digital literacy, physical and mental health and social integration	The provision of library services	<b>Library network customer satisfaction with library services - Annual Q2</b> Maintain satisfaction index (%) on previous year (within 2% variation)	Libraries	2020/21: 92%	No Data	90%	Overall satisfaction with library services remains high despite COVID-19 restrictions.		
F02.6	Enhanced lifelong learning and lifestyle opportunity to increase sense of place, inspiration and inclusiveness	The provision of integrated community hub services	<b>Number of participants in Council's Community Hub programs</b> Monitor	5-7 Parramatta Square & Community Hubs	Quarter: 1,400	952	1,191	Programming has been limited to online for this quarter due to COVID-19 restrictions.		
F03.1	Access to high quality childcare and family support	The provision of Children & Family services	<b>Annual average percentage utilisation of childcare and family support services</b> Maintain or increase above target	Children & Families	Annual: ≥ 93%	91%	89%	Due to the fluctuating enrolments during COVID-19 outbreaks, the Early Learning Centres produced a booked utilisation of 89%.		
F03.3	Access to high quality childcare and family support	The provision of Children & Family services	<b>Utilisation of Council Childcare Services (Number of attendees)</b> Monitor	Children & Families	2020/21: Q1 13,314 Q2 12,250 Q3 10,440 Q4 12,565	12,957	11,405	The number of children is lower than expected for Q2 due to the impact of the COVID-19 outbreaks.		
F04.2	Enhanced ability of older people and those with disabilities to live well and more independently	The provision of Community Care services	<b>Overall number of participants of Seniors and Disability programs</b> Maintain on same quarter previous year (within 2% variation)	Community Care	2020/21: Q1 819 Q2 872 Q3 583 Q4 626	679	694	Reduced participant numbers for this quarter versus same period last year due to a pause in services being delivered face to face, due to COVID-19 restrictions.		

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
F05.2	Improved lifestyle opportunities and physical and mental health	The provision of recreation facilities & programs	<b>Number of participants in Councils' Recreation programs</b> Maintain on same quarter previous year (within 2% variation)	Recreation Facilities & Program	2020/21: Q1 12,041 Q2 10,878 Q3 10,747 Q4 11,039	4,455	6,198	All recreation programs were delivered exclusively online & aquatics programming affected by COVID-19 restrictions.		
F05.4	Improved lifestyle opportunities and physical and mental health	The provision of recreation facilities & programs	<b>Utilisation of aquatic centres (Number of visits)</b> Maintain or increase on previous year (within 2% variation)	Social & Community Services	2020/21: Q1 1,768 Q2 20,824 Q3 36,381 Q4 17,172	953	15,449	Visitation at both Epping Aquatic Centre & Macarthur Girls High School Pool affected by COVID-19 restrictions.		
F09.3	An open, transparent and responsive Council that meets the needs of the community	Corporate-wide administrative Governance functions including Council meetings and other committee meetings, publishing of business papers, policies, delegations, maintaining registers and determining 'Access to Information' (GIPA) requests	<b>Percentage of Information Access requests (GIPA formal) completed within statutory timeframe</b> Maintain	Business Information Services	Quarter: = 100%	95%	93%	Two GIPA applications were not completed within the time frame due to operational delays.		
F10.1	Robust business processes and procedures that support high quality services	Management of Internal Audit Program	<b>Number of Internal audits completed per year</b> Maintain	Risk & Audit	Annual: = 6	0	0	2021/22 Internal Audit program not yet approved. Approval expected in January 2022.		

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
A04.12	Appropriate management of new development to achieve good sustainable outcomes having regard for environmental, and urban design factors while minimising adverse impacts on our communities	Provide professional planning advice, timely assessment of development applications within a transparent framework, aligned with industry best practice to meet legislative requirements	<b>Determination Timeframe of Standard Development Applications</b> Percentage in 75 Days	Development Assessment	Quarter: = 70%	62%	57%	Large number of older applications called in by the Chair of the Parramatta Local Planning Panel requiring resources to focus on DAs that have been with Council for longer than 75 days and allowing extensions to customers (mostly due to Public Health Orders).		
A04.3	Appropriate management of new development to achieve good sustainable outcomes having regard for environmental, social, environmental, and urban design factors while minimising adverse impacts on our communities	Administer the tree application process and investigate breaches	<b>Percentage of tree permits determined within 21 days</b> Sustain or improve on previous year	Development Assessment	Quarter: ≥ 80%	67%	30%	Continued impact by Public Health Order restricting required site inspections.		
W01.1	Access to professionally serviced venues for performance presentations and for business and community events	Riverside Theatres Venues	<b>Percentage of days Riverside venues are utilised for performances and events annually</b> Maintain or increase above target	Riverside Theatre	Annual: ≥ 75%	0%	12%	Due to the ongoing COVID-19 restrictions Riverside venues had reduced activity for the second quarter with no activity in the first two months of the quarter.		
W01.3	Access to professionally serviced venues for performance presentations and for business and community events	Riverside Theatres Venues	<b>Percentage of Riverside's available seating capacity utilised annually</b> Maintain or increase above target	Riverside Theatre	Annual: ≥ 60%	0%	32%	Due to the ongoing COVID-19 restrictions Riverside venues had reduced activity for the second quarter with no activity in the first two months of the quarter.		

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
W02.2	Commission, produce and present a year-round local, national and international performance and screen program for the general public, schools and special interest groups	Total Riverside Program	<b>Attendances at Total Riverside Program of performances (events held at Riverside and elsewhere)</b> Maintain or increase on previous year	Riverside Theatre	Annual: ≥ 165,000	2,878	12,960	Riverside Theatres closure due to ongoing impact COVID-19 restrictions impacted live performances, with some digital performances possible.		
W07.1	Tourism delivers local economic, cultural and social benefits and visitor services enhance the perception of Parramatta as a place people want to visit	Tourism Development & Visitor Services	<b>Number of attendees at key destinations &amp; tourist attractions</b> Increase 2% over previous years	Marketing & Brand	2020/21: Q1 538,928 Q2 536,755 Q3 554,681 Q4 558,009	492,553	No Data	Unable to obtain the data from the official data source.		
T03.1	Increase investment in the City of Parramatta to provide the Community with the desired jobs, education and health facilities	Actively market Parramatta as Sydney's Central City	<b>Net job growth within the City of Parramatta LGA</b> Increase on same quarter previous year > 6%	Marketing & Brand	2020/21: Q1 195,320 Q2 195,589 Q3, 185,273 Q4 190,940	189,803	192,376	Data reported is for Q3 2020. COVID-19 restrictions have impacted job growth throughout the LGA.		
<i>Back on track this quarter</i>										
F01.3.1	Enhanced lifelong learning and access to library collections and events to increase digital literacy, physical and mental health and social integration	The provision of library services	<b>Library customer satisfaction with library services (exit survey)</b> Maintain	Libraries	Quarter: > 80%	0%	91%			

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
F05.1	Improved lifestyle opportunities and physical and mental health	The provision of recreation facilities & programs	<b>Number of program hours of Council's Recreation Programs</b> Maintain on same quarter previous year (within 2% variation)	Recreation Facilities & Program	2020/21: Q1 290 Q2 859 Q3 1,142 Q4 1,182	181	884			
A03.2	Well managed, clean, convenient and affordable parking options that support the city centre	Provision of adequate paid parking, including street and multilevel car parks in Parramatta CBD	<b>Utilisation of paid parking services</b> Sustain or improve on same quarter previous year	Paid Parking	2020/21: Q1 50% Q2 33% Q3 31% Q4 55%	25%	33%			
G01.2	Open space & natural area assets and facilities meet community expectations & legislative requirements	Open space & natural area management (bushland, waterways, open spaces, parks)	<b>Number of street trees planted</b> Increase based on same quarter previous year	Open Space & Natural Resources	2020/21: Q1 500 Q2 150 Q3 350 Q4 300	0	160			
T04.1	Drive visitation to the City of Parramatta resulting in strong economic performance	Drive visitation to the City of Parramatta resulting in strong economic performance	<b>Visitation numbers within the City of Parramatta</b> Sustain or improve on same quarter previous year ≥ 3%	Marketing & Brand	2020/21: Q1 412,928 Q2 231,995 Q3 120,351 Q4 197,062	341,298	265,250			

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Status
 <b>Achieved/on track</b>  <b>Not Achieved</b>  <b>Data Not Available/Not Due</b>									
FAIR - Service Measures									
F01.1	Enhanced lifelong learning and access to library collections and events to increase digital literacy, physical and mental health and social integration	The provision of library services	<b>Utilisation of library services (number of visits)</b> Maintain on same quarter previous year	Libraries	2020/21: Q1 47,253 Q2 74,295 Q3 112,187 Q4 142,025	310	73,969	Library visitor numbers significantly reduced due to COVID-19 restrictions.	
F01.1.1	Enhanced lifelong learning and access to library collections and events to increase digital literacy, physical and mental health and social integration	The provision of library services	<b>Utilisation of library services (number of website visits)</b> Maintain same quarter previous year	Libraries	2020/21: Q1 448,587 Q2 440,668 Q3, 623,989 Q4 684,364	204,961	373,050	Decrease reflects significantly reduced service levels during COVID-19 restrictions.	
F01.2	Enhanced lifelong learning and access to library collections and events to increase digital literacy, physical and mental health and social integration	The provision of library services	<b>Utilisation of library services (number of loans)</b> Maintain	Libraries	2020/21: Q1 119,595 Q2 288,314 Q3 344,713 Q4 234,969	194,639	241,238	Decrease in loans exacerbated during COVID-19 restrictions.	
F01.3	Enhanced lifelong learning and access to library collections and events to increase digital literacy, physical and mental health and social integration	The provision of library services	<b>Library network customer satisfaction with library services - Annual Q2</b> Maintain satisfaction index (%) on previous year (within 2% variation)	Libraries	2020/21: 92%	No Data	90%	Overall satisfaction with library services remains high despite COVID-19 restrictions.	
F01.3.1	Enhanced lifelong learning and access to library collections and events to increase digital literacy, physical and mental health and social integration	The provision of library services	<b>Library customer satisfaction with library services (exit survey)</b> Maintain	Libraries	Quarter: > 80%	0%	91%		
F02.1	Greater community capabilities to improve well-being and enhance services to meet the community's needs	Funding and support for community projects and social enterprises	<b>Percentage of open Community Grants that are on track with reporting</b> Maintain or increase above target	Community Capacity Building	Quarter: > 70%	80%	80%		

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Status
F02.4	Greater community capabilities to improve well-being and enhance services to meet the community's needs	Funding and support for community projects and social enterprises	<b>Annual satisfaction with community capacity building services (support provided to networks, individual organisations, CCB delivered projects)</b> Maintain satisfaction index (%) on previous year	Community Capacity Building	Annual; ≥ 80%	No Data	No Data	Survey due to be conducted in Q4.	
F02.5	Greater community capabilities to improve well-being and enhance services to meet the community's needs	Provision and facilitation of Affordable Housing in the LGA	<b>Cumulative total number in the LGA (totalling Council ARH properties, CHP AH properties and RFB dwellings delivered through AHSEPP 2009) - Annual Q4</b> Increase > 10%	Social Outcomes	2020/21: 362	No Data	No Data		
F02.6	Enhanced lifelong learning and lifestyle opportunity to increase sense of place, inspiration and inclusiveness	The provision of integrated community hub services	<b>Number of participants in Council's Community Hub programs</b> Monitor	5-7 Parramatta Square & Community Hubs	Quarter: 1,400	952	1,191	Programming has been limited to online for this quarter due to COVID-19 restrictions.	
F02.7	Enhanced lifelong learning and lifestyle opportunity to increase sense of place, inspiration and inclusiveness	The provision of integrated community hub services	<b>Community satisfaction with community hub services - Annual Q4</b> Monitor	5-7 Parramatta Square & Community Hubs	Annual: ≥ 80%	No Data	No Data		
F03.1	Access to high quality childcare and family support	The provision of Children & Family services	<b>Annual average percentage utilisation of childcare and family support services</b> Maintain or increase above target	Children & Families	Annual: ≥ 93%	91%	89%	Due to the fluctuating enrolments during COVID-19 outbreaks, the Early Learning Centres produced a booked utilisation of 89%.	

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Status
F03.2	Access to high quality childcare and family support	The provision of Children & Family services	<b>Level of quality ratings as determined by independent accreditation body - Annual Q4</b> Achieve 'Exceeding' rating	Children & Families	Annual: Achieve 'Exceeding' rating	No Data	No new Assessment & Rating visits have been completed during Q2. The visit for Ermington Possum Patch ELC has been delayed as a result of COVID and is now scheduled for Q3 or Q4.		
F03.3	Access to high quality childcare and family support	The provision of Children & Family services	<b>Utilisation of Council Childcare Services (Number of attendees)</b> Monitor	Children & Families	2020/21: Q1 13,314 Q2, 12,250 Q3, 10,440 Q4, 12,565	12957.00	11405.00	The number of children is lower than expected for Q2 due to the impact of the COVID-19 outbreaks.	
F04.1	Enhanced ability of older people and those with disabilities to live well and more independently	The provision of Community Care services	<b>Overall number of Seniors and Disability program hours</b> Maintain on same quarter previous year (within 2% variation)	Community Care	2020/21: Q1 3,228 Q2 3,223 Q3 3,603 Q4 4,528	3298.00	2585.00	Most face-to-face services were on hold due to COVID-19 restrictions which has impacted the reporting hours for the quarter versus the same period last year.	
F04.2	Enhanced ability of older people and those with disabilities to live well and more independently	The provision of Community Care services	<b>Overall number of participants of Seniors and Disability programs</b> Maintain on same quarter previous year (within 2% variation)	Community Care	2020/21: Q1 819 Q2 872 Q3 583 Q4 626	679	694	Reduced participant numbers for this quarter versus same period last year due to a pause in services being delivered face to face, due to COVID-19 restrictions.	
F04.4	Enhanced ability of older people and those with disabilities to live well and more independently	The provision of Children & Family services	<b>The number of individuals supported through Council's NDIS Service</b> Maintain (within 2% variation)	Social & Community Services	Quarter: Q1 50 Q2 59 Q3 51 Q4 62	62	61		

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Status
F05.1	Improved lifestyle opportunities and physical and mental health	The provision of recreation facilities & programs	<b>Number of program hours of Council's Recreation Programs</b> Maintain on same quarter previous year (within 2% variation)	Recreation Facilities & Program	2020/21: Q1 290 Q2 859 Q3 1,142 Q4 1,182	181	884		
F05.2	Improved lifestyle opportunities and physical and mental health	The provision of recreation facilities & programs	<b>Number of participants in Councils' Recreation programs</b> Maintain on same quarter previous year (within 2% variation)	Recreation Facilities & Program	2020/21: Q1 12,041 Q2 10,878 Q3 10,747 Q4 11,039	4,455	6,198	All recreation programs were delivered exclusively online & aquatics programming affected by COVID-19 restrictions.	
F05.3	Improved lifestyle opportunities and physical and mental health	The provision of recreation facilities & programs	<b>Annual satisfaction of users of School Holiday and Active Parramatta programs</b> Maintain satisfaction index (%) on previous year	Recreation Facilities & Program	Annual: ≥ 90%	96%	98%		
F05.4	Improved lifestyle opportunities and physical and mental health	The provision of recreation facilities & programs	<b>Utilisation of aquatic centres (Number of visits)</b> Maintain or increase on previous year (within 2% variation)	Social & Community Services	2020/21: Q1 1,768 Q2 20,824 Q3 36,381 Q4 17,172	953	15,449	Visitation at both Epping Aquatic Centre & Macarthur Girls High School Pool affected by COVID-19 restrictions.	
F05.5	Improved lifestyle opportunities and physical and mental health	The provision of recreation facilities & programs	<b>Utilisation of designated swimming at lake Parramatta (Number of visits)</b> Maintain on previous year - Annual Q3	Recreation Facilities & Program	Annual: ≥ 33,139	No Data	No Data		
F06.1	A well informed community, who have been provided with clear and accurate information about Council programs and services as well as opportunities to engage with civic decision making. Enhanced public perceptions of the Parramatta LGA and Council. Informed and highly engaged organisation and staff, with improved capability to deliver services to the local community	The provision of whole of organisation Engagement, Communication, Research, Media and Public Relations, planning and delivery services	<b>Community Satisfaction with the provision of information on community issues, developments, and Council initiatives - Annual Q2</b> Sustain or improve on previous year	Corporate Affairs	Annual: ≥ 3.46	No Data	3.43	While target was not technically met, result is sustained on previous year with a variance that is not statistically significant.	

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Status
F06.2	A well informed community, who have been provided with clear and accurate information about Council programs and services as well as opportunities to engage with civic decision making. Enhanced public perceptions of the Parramatta LGA and Council. Informed and highly engaged organisation and staff, with improved capability to deliver services to the local community	The provision of whole of organisation Engagement and community consultation services	<b>Community Satisfaction with the opportunity to have your say on key issues affecting community - Annual Q2</b> Sustain or improve on previous year	Research & Engagement	Annual: ≥ 3.48	No Data	3.40	While target was not technically met, result is sustained on previous year with a variance that is not statistically significant.	
F06.3	A well informed community, who have been provided with clear and accurate information about Council programs and services as well as opportunities to engage with civic decision making. Enhanced public perceptions of the Parramatta LGA and Council. Informed and highly engaged organisation and staff, with improved capability to deliver services to the local community	The provision of whole of organisation Engagement, Communication, Research, Media and Public Relations, planning and delivery services	<b>Overall Community Satisfaction with Council - Annual Q2</b> Sustain or improve on previous year	Research & Engagement	Annual: ≥ 3.74	No Data	3.72	While target was not technically met, result is sustained on previous year with a variance that is not statistically significant.	
F09.1	An open, transparent and responsive Council that meets the needs of the community	Corporate-wide administrative Governance functions including Council meetings and other committee meetings, publishing of business papers, policies, delegations, maintaining registers and determining 'Access to Information' (GIPA) requests	<b>Percentage of Council business papers online at least 3 business days before Council meeting and minutes online within 5 business days following Council meeting</b> Maintain	Governance	Quarter: = 100%	100%	100%		

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Status
F09.3	An open, transparent and responsive Council that meets the needs of the community	Corporate-wide administrative Governance functions including Council meetings and other committee meetings, publishing of business papers, policies, delegations, maintaining registers and determining 'Access to Information' (GIPA) requests	<b>Percentage of Information Access requests (GIPA formal) completed within statutory timeframe</b> Maintain	Business Information Services	Quarter: = 100%	95%	93%	Two GIPA applications were not completed within the time frame due to operational delays.	
F10.1	Robust business processes and procedures that support high quality services	Management of Internal Audit Program	<b>Number of Internal audits completed per year</b> Maintain	Risk & Audit	Annual: = 6	0	0	2021/22 Internal Audit program not yet approved. Approval expected in January 2022.	
F11.1	Confidence in Council in conducting its business with a strong level of probity and governance	Internal Investigations and liaising with Internal Ombudsman where necessary	<b>Percentage of customer complaints (either sent to Internal Ombudsman Shared Service or managed internally) resolved within 6 weeks</b> Maintain	Customer Service Centre	Quarter: > 90%	No Data	No Data	No data available from IOSS as no complaints were escalated or referred to IOSS as Tier 2 this quarter.	



KEY	Progressing - on track	Progressing - off track	Not Due to Start	On Hold / Stopped	Completed	D - Deliver P - Partner A - Advocate
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**1.1: Invest in services and facilities for our growing community**

**1.1.4: Foster active and healthy communities by managing and upgrading recreation, community and aquatic facilities to increase community access**

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
1.1.4.4	Deliver 5 & 7 Parramatta Square on time and on budget (D)	30/06/2022	5PS on program by 30 June 2022. 7PS budget has been increased and expected to be complete December 2022, due to Council approving an increased scope.	Property Development	50%	<span style="color: orange;">●</span>
1.1.4.5	Deliver Aquatic and Leisure Centre on time and on budget (D, P)	30/03/2023	A quarter delay is expected due to Covid related issues.	Property Development	50%	<span style="color: orange;">●</span>
1.1.4.7	Complete review of Community Services offering including point of difference and breadth vs depth of service (D)	30/06/2022		Community Services	35%	<span style="color: green;">●</span>
1.1.4.8	Deliver new Epping Pool on time and on budget (D)	31/12/2023		Place Services	5%	<span style="color: green;">●</span>

**1.3: Support people to live active and healthy lives**

**1.3.1: Foster active and healthy communities through recreation planning to meet the growing needs of our community**

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
1.3.1.1	Complete Council's open space & recreation strategic plans (D)	30/06/2023		Community Services	60%	<span style="color: green;">●</span>

**1.3.3: Foster active and healthy communities, by facilitating social connections which are socially and culturally diverse, inclusive and empowering communities**

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
1.3.3.1	Complete strategy for renewal of key City of Parramatta assets including Carlingford Bowling Club and Epping Town Centre community services (D)	31/12/2021	This activity has not started due to other priority commitments.	Property Development	10%	
1.3.3.2	Deliver Epping Library, Leisure and Learning Centre (LLC) upgrade (D)	28/02/2022		Place Services	80%	
1.3.3.3	Deliver Brodie Street shops public domain upgrade in Rydalmere (D)	30/09/2021		Place Services	100%	

**1.4: Ensure everyone has access to education and learning opportunities****1.4.1: Continue to improve and expand the City of Parramatta network of libraries**

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
1.4.1.1	Implement priority recommendations of end-to-end review of the City of Parramatta Library service (D)	30/06/2022		Community Services	0%	

**1.7: Deliver effective, responsible, ethical leadership and decision-making, reflective of community needs and aspirations****1.7.2: Guide the preparation and implementation of the Community Strategic Plan and Council's response to it via implementation and reporting of the Delivery Program**

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
1.7.2.1	Prepare Integrated Planning and Reporting (IPR) documents for community engagement and Council adoption (D)	30/06/2022		City Strategy	50%	

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Status
 Achieved/on track  Not Achieved  Data Not Available/Not Due									
ACCESSIBLE - Service Measures									
A01.1	Improved design outcomes that ensure positive long-term effects on our City, where development and infrastructure are designed to benefit the community	Providing design advice on major developments through the Design Competition Process	<b>The annual number of active architectural design competitions</b> Maintain	City Architect	Annual: = 8	9	9		
A01.1.1	Improved design outcomes that ensure positive long-term effects on our City, where development and infrastructure are designed to benefit the community	Providing urban design advice on development proposals in line with best practice city making, Parramatta Public Domain Guidelines and the Disability Discrimination Act	<b>Percentage of referrals completed in 14 days</b> Maintain	City Architect	Quarter: = 80%	80%	80%		
A01.1.2	Improved design outcomes that ensure positive long-term effects on our City, where development and infrastructure are designed to benefit the community	Deliver and upgrade City of Parramatta facilities so that they comply with the Disability Discrimination Act	<b>Percentage of CoP facilities that comply with the DDA</b> Maintain	Property Security Assets & Services	Quarter: ≥ 80%	80%	80%		
A02.1.4	Improved quality of life by managing the impact of unlawful parking. Improved safety and parking compliance in and around schools. Ensuring City and local commercial centres are patrolled resulting in the turnover of associated parking to support businesses	Parking Services	<b>Community Satisfaction with patrolling and enforcement of parking regulations - Annual Q2</b> Sustain or improve on previous year	Ranger & Parking Services	Annual ≥ 3.48	No Data	3.52		

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Status
A02.1.5	Improved quality of life by managing the impact of unlawful parking. Improved safety and parking compliance in and around schools. Ensuring City and local commercial centres are patrolled resulting in the turnover of associated parking to support economic	Parking Services	<b>Community Satisfaction with availability of parking in commercial centres (city centre/local centres) - Annual Q2</b> Sustain or improve on previous year	Ranger & Parking Services	Annual: ≥ 3.02	No Data	3.08		
A02.1.6	Improved quality of life by managing the impact of unlawful parking. Improved safety and parking compliance in and around schools. Ensuring City and local commercial centres are patrolled resulting in the turnover of associated parking to support businesses	Parking Services	<b>Percentage of vehicles who lawfully occupy timed parking spaces within the LGA</b> Maintain	Ranger & Parking Services	Quarter: > 80%	86%	91%		
A03.1	Well managed, clean, convenient and affordable parking options that support the city centre	Provision of adequate paid parking, including street and multilevel car parks in Parramatta CBD	<b>Overall community satisfaction with Council's on-street and multi-level car parking facilities and services</b> Sustain compared to same quarter previous year	Paid Parking	2022/21: Q1 22% Q2 55% Q3 20% Q4 24%	43%	55%		
A03.2	Well managed, clean, convenient and affordable parking options that support the city centre	Provision of adequate paid parking, including street and multilevel car parks in Parramatta CBD	<b>Utilisation of paid parking services</b> Sustain or improve on same quarter previous year	Paid Parking	2020/21: Q1 50% Q2 33% Q3 31% Q4 55%	25%	33%		

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Status
A04.1.2	Appropriate management of new development to achieve good sustainable outcomes having regard for environmental, and urban design factors while minimising adverse impacts on our communities	Provide professional planning advice, timely assessment of development applications within a transparent framework, aligned with industry best practice to meet legislative requirements	<b>Determination Timeframe of Standard Development Applications</b> Percentage in 75 Days	Development Assessment	Quarter: = 70%	62%	57%	Large number of older applications called in by the Chair of the Parramatta Local Planning Panel requiring resources to focus on DAs that have been with Council for longer than 75 days and allowing extensions to customers (mostly due to Public Health Orders).	
A04.1.3	Appropriate management of new development to achieve good sustainable outcomes having regard for environmental, social, environmental, and urban design factors while minimising adverse impacts on our communities	Provide professional planning advice, timely assessment of development applications within a transparent framework, aligned with industry best practice to meet legislative requirements	<b>Determination Timeframe of City Significant Development Applications</b> Percentage in 180 Days	Development Assessment	Quarter: = 80%	89%	88%		
A04.3	Appropriate management of new development to achieve good sustainable outcomes having regard for environmental, social, environmental, and urban design factors while minimising adverse impacts on our communities	Administer the tree application process and investigate breaches	<b>Percentage of tree permits determined within 21 days</b> Sustain or improve on previous year	Development Assessment	Quarter: ≥ 80%	67%	30%	Continued impact by Public Health Order restricting required site inspections.	

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Status
A05.1	Civil Infrastructure assets meet community expectations and legislative requirements	Civil infrastructure asset and catchment management (inspection, street lighting, restoration and approval of public works for roads, cycling and footpaths, drainage, bridges, dams, special assets)	<b>Community Satisfaction with the condition of local suburban roads - Annual Q2</b> Increase compared to previous year	Civil Infrastructure	Annual: > 3.55	No Data	3.67		
A05.2.1	Civil Infrastructure assets meet community expectations and legislative requirements	Civil infrastructure asset and catchment management (inspection, street lighting, restoration and approval of public works for roads, cycling and footpaths, drainage, bridges, dams, special assets)	<b>Community Satisfaction with the maintenance of footpaths - Annual Q2</b> Increase compared to previous year	Civil Infrastructure	Annual: > 3.58	No Data	3.67		
A05.2.2	Civil Infrastructure assets meet community expectations and legislative requirements	Civil infrastructure asset and catchment management (inspection, street lighting, restoration and approval of public works for roads, cycling and footpaths, drainage, bridges, dams, special assets)	<b>Community Satisfaction with provision of cycleways and facilities - Annual Q2</b> Increase compared to previous year	City Assets & Environment	Annual: > 3.55	No Data	3.69		

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Status
A05.3	Civil Infrastructure assets meet community expectations and legislative requirements	Civil infrastructure asset and catchment management (inspection, street lighting, restoration and approval of public works for roads, cycling and footpaths, drainage, bridges, dams, special assets)	<b>Community Satisfaction with effectiveness of Council's stormwater drainage - Annual Q2</b> Sustain or improve compared to previous year	Civil Infrastructure	Annual: $\geq 3.79$	No Data	3.76	While target was not technically met, result is sustained on previous year with a variance that is not statistically significant.	
A05.5	Manage programs and initiatives that improve road safety and efficiency	Maintenance of traffic signs and line marking in accordance with legislative requirements	<b>Community Satisfaction with local traffic management - Annual Q2</b> Sustain or improve on previous year	Traffic & Transport	Annual: $\geq 3.46$	No Data	3.59		
A05.7.1	Civil Infrastructure assets meet community expectations and legislative requirements	Civil infrastructure asset and catchment management (inspection, street lighting, restoration and approval of public works for roads, cycling and footpaths, drainage, bridges, dams, special assets)	<b>Utilisation of Parramatta Valley Cycleway by Cyclists</b> Increase from same quarter previous year	Transport Planning	2020/21: Q1 73,815 Q2 71,374 Q3 78,409 Q4 81,709	90,948	85,416		

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Status
A05.7.2	Civil Infrastructure assets meet community expectations and legislative requirements	Civil infrastructure asset and catchment management (inspection, street lighting, restoration and approval of public works for roads, cycling and footpaths, drainage, bridges, dams, special assets)	<b>Utilisation of Parramatta Valley Cycleway by Pedestrians</b> Increase usage from same quarter previous year	Transport Planning	2020/21: Q1 60,523 Q2 54,821 Q3 65,030 Q4 75,699	140,195	94,903		



KEY	Progressing - on track	Progressing - off track	Not Due to Start	On Hold / Stopped	Completed	D - Deliver P - Partner A - Advocate
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## 2.1: Design our City so that it is usable by people of all ages and abilities

### 2.1.2: Tackle inequalities for residents, visitors, employees, workers across four key focus areas of Disability Inclusion Action Program (DIAP)

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
2.1.2.1	Prepare a new Disability Inclusion Action Plan (DIAP) for community engagement and Council adoption (D)	30/06/2022		Community Services	60%	

## 2.2: Improve public transport to and from Parramatta CBD, our local centres, neighbourhoods and the greater Sydney region

### 2.2.1: Ensure the delivery of Stage 1 of Parramatta Light Rail meets the needs of the City of Parramatta

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
2.2.1.1	Support successful delivery of Parramatta Light Rail Stage 1 (D)	30/06/2022		City Design	50%	

## 2.3: Make our City more enjoyable and safe for walking and cycling

### 2.3.1: Improve walking and cycling connections between the Parramatta CBD, the Greater Parramatta precincts, Sydney Olympic Park, Parramatta River and the surrounding area

#### CP4

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
2.3.1.1	Finalise the Masterplan for the Central City Parkway (D)	30/06/2024		City Strategy	25%	
2.3.1.5	Develop the Parramatta River Spatial Framework (D)	30/06/2022		City Strategy	50%	

## 2.4: Provide and upgrade roads and improve safety for all road users

### 2.4.1: Improve transport infrastructure and implement the priority schemes from the City's Integrated Transport Plan and Capital Works Program

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
2.4.1.3	Deliver a program of traffic projects to improve road safety throughout the LGA (D)	30/06/2022		Development & Traffic Services	50%	

## 2.5: Manage traffic congestion and access to parking

### 2.5.1: Provision of strategic transport planning and management

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
2.5.1.1	Develop and implement an Integrated Transport Plan for the Parramatta CBD (D)	31/12/2021		City Strategy	100%	

### 2.5.2: Provision of strategic parking management

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
2.5.2.1	Deliver priority actions from the Parramatta CBD Public Car Parking Strategy (D)	30/06/2022		Property Development	40%	
2.5.2.2	Deliver projects in the southern CBD to enhance amenity, accessibility, and safety: (D) <ul style="list-style-type: none"> <li>- Streetscape upgrade and reconfiguration of Valentine Avenue to a two-way carriageway</li> <li>- Streetscape upgrade of Wentworth Street</li> <li>- Reconfigure Wentworth Street carpark entry and consolidated carpark exit</li> <li>- West-east pedestrian link through car park to Rivoli Way</li> </ul>	31/12/2023	Detailed design plans for tender are due January 2022. There was a delay with obtaining Parramatta Traffic Committee approval for traffic plans due to rescheduled Council elections impacting meeting schedules. Subsequently, this has caused a delay in the project delivery plan.	Place Services	40%	

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Status
 <b>Achieved/on track</b>  <b>Not Achieved</b>  <b>Data Not Available/Not Due</b>									
GREEN - Service Measures									
G01.11	Open space & natural area assets and facilities meet community expectations & legislative requirements	Open space & natural area management (bushland, waterways, open spaces, parks)	<b>Community Satisfaction with cleanliness of parks - Annual Q2</b> Sustain or improve on previous year	City Operations	Annual: $\geq 3.98$	No Data	3.98		
G01.2	Open space & natural area assets and facilities meet community expectations & legislative requirements	Open space & natural area management (bushland, waterways, open spaces, parks)	<b>Number of street trees planted</b> Increase based on same quarter previous year	Open Space & Natural Resources	2020/21: Q1 500 Q2 150 Q3 350 Q4 300	0	160		
G01.2.1	Open space & natural area assets and facilities meet community expectations & legislative requirements	Open space & natural area management (bushland, waterways, open spaces, parks)	<b>Community Satisfaction with planting of trees in your local area - Annual Q2</b> Sustain or improve on previous year	City Assets & Environment	Annual: $\geq 3.59$	No Data	3.71		
G01.2.2	Open space & natural area assets and facilities meet community expectations & legislative requirements	Open space & natural area management (bushland, waterways, open spaces, parks)	<b>Community Satisfaction with the quality of children's playgrounds &amp; equipment - Annual Q2</b> Sustain or improve on previous year	Open Space & Natural Resources	Annual: $\geq 3.99$	No Data	3.85	While target was not technically met, result is sustained on previous year with a variance that is not statistically significant.	
G02.2	Environmental sustainability initiatives delivered in accordance with community priorities and expectations	Environmental and sustainability programs and educational activities	<b>Tonnes of carbon emissions generated by Council operations</b> Decreasing trend on previous year	Sustainability & Waste	Quarter: TBC	No Data	0		
G03.1.1	Clean and usable public spaces, community facilities, business /local centres and local amenities	Cleansing services in the public domain	<b>Community Satisfaction with the cleanliness of streets - Annual Q2</b> Sustain or improve on previous year	Parks	Annual: $\geq 3.82$	No Data	3.86		

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Status
G03.3.1	Clean and usable public spaces, community facilities, business /local centres and local amenities	Cleansing services in the public domain	<b>Community Satisfaction with the maintenance of sporting fields - Annual Q2</b> Sustain or improve on previous year	Parks	Annual: ≥ 3.95	No Data	3.94	While target was not technically met, result is sustained on previous year with a variance that is not statistically significant.	
G04.1	High quality, efficient and reliable domestic and commercial waste services managed in a sustainable way	Management of domestic and commercial waste services	<b>Community Satisfaction with waste collection services – Annual Q2</b> Sustain or improve on previous year	Sustainability & Waste	Annual: ≥ 3.92	No Data	4.00		
G04.2	High quality, efficient and reliable domestic and commercial waste services managed in a sustainable way	Management of domestic and commercial waste services	<b>Percentage of waste diverted from landfill</b> At least 50% by 2022	Sustainability & Waste	Quarter: ≥ 50%	52%	54%		
G05.1.1	Fire safety, swimming pool safety, building compliance, health safety, food outlets safety and protection of the natural environment from all forms of pollution	Environmental & Public Health Protection & Compliance	<b>Inspections completed for all known registered/known food outlets - Annual Q4</b> % of total program	Health & Building Services	Annual: = 100%	No Data	No Data		
G05.2.1	Fire safety, swimming pool safety, building compliance, health safety, food outlets safety and protection of the natural environment from all forms of pollution	Environmental & Public Health Protection & Compliance	<b>Percentage complete of registered cooling towers inspection program - Annual Q4</b> Maintain	Health & Building Services	Annual: = 100%	No Data	No Data		
G07.1.3	Improved quality of life by managing the impact of building activities, illegal dumping, unlawful use of public spaces and responsible companion animal ownership within local communities	Ranger Services	<b>Number of total animals registered per year - Annual Q4</b> Maintain	Ranger & Parking Services	Annual: ≥ 2,500	No Data	No Data		
G08.1.1	Certification Services to provide quality and safety of the built environment in accordance with legislation and standards	Certification Services	<b>Number of Building Information Certificate Applications received for unapproved or unlawful building constructions</b> Decrease based on previous year	Certification	Quarter: TBC	14	24		

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Status
G08.12	Certification Services to provide quality and safety of the built environment in accordance with legislation and standards	Certification Services	<b>Number of building Information Certificate Applications for unapproved or unlawful building constructions that are not approved</b> Decrease based on previous year	Certification	Quarter: TBC	14	24		



KEY	Progressing - on track	Progressing - off track	Not Due to Start	On Hold/ Stopped	Completed	D - Deliver P - Partner A - Advocate
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**3.1: Protect and enhance our natural environment**

**3.1.1: Implement and report the priority actions from Environmental Sustainability Strategy**

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
3.1.1.1	Implement key initiatives identified in Council's Environmental Sustainability Strategy focusing on a tree canopy plan, an urban heat plan, waterways improvement, flood reduction, and energy plan and major road street lighting upgrades (D)	30/06/2023		City Strategy	50%	

**3.4: Provide green spaces for recreation, relaxation and enjoyment**

**3.4.1: Protect, enhance and increase our parks and green spaces to make them a community feature**

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
3.4.1.1	Put in place an agreement with Schools Infrastructure NSW (SINSW) to increase community access to open space and facilities and joint planning of new schools (P)	30/06/2025		City Strategy	100%	
3.4.1.3	Deliver a new sporting field and pavilion as part of Newington Reserve upgrade (D)	30/06/2022		City Assets & Operations	50%	
3.4.1.4	Deliver a new sporting pavilion as part of the Boronia Park amenities upgrade (D)	31/12/2021	Construction contractors in liquidation, procurement of new contractors underway	City Assets & Operations	70%	

### 3.5: Prepare for and lessen the impacts of extreme weather events

#### 3.5.2: Provide flood management and resilience planning activities

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
3.5.2.2	Deliver Stage 1 Milson Park Masterplan to provide environmental sustainability and nature based recreation: (D, P) - Shared pathway and pedestrian bridge - Nature play and fitness stations - Seating and landscaping	31/01/2022	Milson Park construction commenced mid 2020. Construction estimated to complete June 2022. Project delays related to soil remediation and COVID-19 stop work orders.	Place Services	50%	

### 3.6: Promote energy and water efficiency, renewable energy sources, and reduced emissions and waste

#### 3.6.2: Increase waste diversion from landfill and reduce resource consumption

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
3.6.2.4	Deliver a new Community Recycling Facility (D)	30/06/2024		City Assets & Operations	50%	

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Status
 <b>Achieved/on track</b>  <b>Not Achieved</b>  <b>Data Not Available/Not Due</b>									
<b>WELCOMING - Service Measures</b>									
W01.1	Access to professionally serviced venues for performance presentations and for business and community events	Riverside Theatres Venues	<b>Percentage of days Riverside venues are utilised for performances and events annually</b> Maintain or increase above target	Riverside Theatre	Annual: $\geq 75\%$	0%	12%	Due to the ongoing COVID-19 restrictions Riverside venues had reduced activity for the second quarter with no activity in the first two months of the quarter.	
W01.2	Access to professionally serviced venues for performance presentations and for business and community events	Riverside Theatres Venues	<b>Community satisfaction with Riverside Theatres - Annual Q2</b> Sustain or improve on previous year	Riverside Theatre	Annual: $\geq 4.00$	No Data	3.84	While target was not technically met, result is sustained on previous year with a variance that is not statistically significant.	
W01.3	Access to professionally serviced venues for performance presentations and for business and community events	Riverside Theatres Venues	<b>Percentage of Riverside's available seating capacity utilised annually</b> Maintain or increase above target	Riverside Theatre	Annual: $\geq 60\%$	0%	32%	Due to the ongoing COVID-19 restrictions Riverside venues had reduced activity for the second quarter with no activity in the first two months of the quarter.	
W02.2	Commission, produce and present a year-round local, national and international performance and screen program for the general public, schools and special interest groups	Total Riverside Program	<b>Attendances at Total Riverside Program of performances (events held at Riverside and elsewhere)</b> Maintain or increase on previous year	Riverside Theatre	Annual: $\geq 165,000$	2,878	12,960	Riverside Theatres closure due to ongoing impact COVID-19 restrictions impacted live performances, with some digital performances possible.	
W05.1	Community is proud of the opportunities to experience arts and culture	Arts & Culture program development and delivery	<b>Number of art and cultural programs developed and delivered - Annual Q4</b> Maintain or increase on previous year	Cultural Strategy	Annual: $\geq 3,851$	No Data	No Data		

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Status
W05.1.1	Community is proud to experience opportunities to experience arts and culture	Deliver Parramatta Artists' Studios including studio tenancy and professional development programs for artists, as well as creative participation programs for the community	<b>Increase of creativity experienced by participants of cultural experiences delivered by Parramatta Artists' Studios</b> 70% of respondents score 7 out of 10 or above for creativity stimulated - Annual Q4	Parramatta Artists' Studios & Cultural Services	Annual: $\geq 70\%$	No Data	No Data		
W05.1.2	Community is proud to experience opportunities to experience arts and culture	Deliver Parramatta Artists' Studios including studio tenancy and professional development programs for artists, as well as creative participation programs for the community	<b>Number of artworks commissioned, including public artworks, delivered by Council</b> 10 artworks annually - Annual Q4	Parramatta Artists' Studios & Cultural Services	Annual: = 10	No Data	No Data		
W06.1	Opportunities for the community to participate, celebrate and commemorate in the civic, heritage and cultural life of the City	Produce and deliver Events & Festivals, Civic events, key event partnerships and Community Events Grants	<b>Combined attendance at events and festivals</b> Increase over previous years	Events & Festivals	2020/21: Q1 0 Q2 131,000 Q3 2,773 Q4 7,356	3,156	41,888	Events attendance: Foundation Day (online): 21,300 Long Table: 400 Lanes: 7,100 NYE: 10,000 Civic combined: 3,088  Attendance impacted due to COVID-19 with events either cancelled, online or hybrid in the way they were delivered.	
W06.1.1	Opportunities for the community to participate, celebrate and commemorate in the civic, heritage and cultural life of the City	Produce and deliver Events & Festivals, Civic events, key event partnerships and Community Events Grants	<b>Satisfaction with Events and Festivals delivered by Council</b> Sustain or improve on previous year (scale out of 10) - Annual Q4	Events & Festivals	Annual: $\geq 8.4$	No Data	8.80		

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Status
W07.1	Tourism delivers local economic, cultural and social benefits and visitor services enhance the perception of Parramatta as a place people want to visit	Tourism Development & Visitor Services	<b>Number of attendees at key destinations &amp; tourist attractions</b> Increase 2% over previous years	Marketing & Brand	2020/21: Q1 538,928 Q2 536,755 Q3 554,681 Q4 558,009	492,553	No Data	Unable to obtain the data from the official data source.	
W08.1.1	Tourism delivers local economic, cultural and social benefits and visitor services enhance the perception of Parramatta as a place people want to visit	The delivery of Research and Collection Management, Tourism industry Product Development, Visitor Services programs and the Visitor information Centre	<b>Combined attendance at cultural heritage and tourism programs - Annual Q4</b> Sustain on previous year	Parramatta Artists' Studios & Cultural Services	Annual: = 4,000	No Data	No Data		
W08.1.2	Share and celebrate our cultural heritage assets and stories	The delivery of Research and Collection Management, Tourism industry Product Development, Visitor Services programs and the Visitor information Centre	<b>Digital engagement with City of Parramatta's cultural heritage resources</b> Sustain from previous years	Parramatta Artists' Studios & Cultural Services	Annual: Monitor	85,975	289,561		
W09.4	Position the City of Parramatta as a destination of choice to live, work, study and play, resulting in improved perceptions, community pride, increased visitation, economic prosperity and sustainability.	Market the City and Council	<b>Number of visitors to City Marketing Platforms</b> Increase on previous year - Annual Q4	Digital & Marketing	Annual: > 5%	5	19		
W09.5	Position the City of Parramatta as a destination of choice to live, work, study and play, resulting in improved perceptions, community pride, increased visitation, economic prosperity and sustainability.	Market the City and Council	<b>Community Satisfaction with Parramatta as a place to live - Annual Q2</b> Increase on previous year	Research & Engagement	Annual: > 7.57	No Data	7.23	While target was not technically met, result is sustained on previous year with a variance that is not statistically significant.	



KEY	Progressing - on track	Progressing - off track	Not Due to Start	On Hold/ Stopped	Completed	D - Deliver P - Partner A - Advocate
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**4.1: Acknowledge the Darug peoples as the traditional custodians of this land and make Parramatta a leading City of Reconciliation**

**4.1.1: Reduce inequality through a strong and respectful relationship with the Darug people and other Aboriginal and Torres Strait Islander communities**

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
4.1.1.1	Complete a City of Parramatta First Nations Strategy for community engagement and Council adoption (D)	30/06/2022		Community Services	30%	

**4.2: Promote the growth of arts and culture and champion the role that culture plays in city-building**

**4.2.3: Implement Culture and Our City - A Cultural Plan for Parramatta's CBD 2017- 2022: Goal 3: Ideas and imagination are the heartbeat of our City**

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
4.2.3.2	Complete the Cultural Infrastructure Strategy and present to Council for adoption (D)	30/06/2022	Progression of the Infrastructure Plan being reviewed in line with refresh of overall Cultural Strategy, with the aim of ensuring effective integration	City Strategy	50%	

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Status
 <b>Achieved/on track</b>  <b>Not Achieved</b>  <b>Data Not Available/Not Due</b>									
<b>THRIVING - Service Measures</b>									
T02.1	Jobs growth and increased inbound investment	Economic Development activities	<b>Percentage net increase in investment inquiries (website, phone and email)</b> Increase based on previous year	Economic Development	Annual: > 5%	100%	0%	There was no net increase in investment enquiries to Council during the reporting period, speculated to be a result of ongoing health restrictions and business closures during the COVID-19.	
T03.1	Increase investment in the City of Parramatta to provide the Community with the desired jobs, education and health facilities	Actively market Parramatta as Sydney's Central City	<b>Net job growth within the City of Parramatta LGA</b> Increase on same quarter previous year > 6%	Marketing & Brand	2020/21: Q1 195,320 Q2 195,589 Q3, 185,273 Q4 190,940	189,803	192,376	Data reported is for Q3 2020. COVID-19 restrictions have impacted job growth throughout the LGA.	
T04.1	Drive visitation to the City of Parramatta resulting in strong economic performance	Drive visitation to the City of Parramatta resulting in strong economic performance	<b>Visitation numbers within the City of Parramatta</b> Sustain or improve on same quarter previous year ≥ 3%	Marketing & Brand	2020/21: Q1 412,928 Q2 231,995 Q3 120,351 Q4 197,062	341,298	265,250		
T05.2	Improve perception of the City of Parramatta as a desirable place to work	Market the City and Council	<b>Satisfaction of businesses who rate Parramatta as place to work/do business – Annual Q2</b> Sustain or improve on previous year	Research & Engagement	Annual: ≥ 7.71	No Data	No Data	Due to the COVID restrictions and lockdown, responses were unable to be obtained from businesses.	
T06.1	Maintain community safety and amenity of the public domain	Timely response to public domain amenity issues	<b>Percentage of Service Requests from customers or Councillors for Place Services responded to within 48 hours</b> Maintain	Place Services	Quarter: = 100%	100%	100%		

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Status
T10.1	Position the City of Parramatta as a destination of choice to live, work and play	Market the City and Council	<b>Percentage of respondents who would consider visiting Parramatta - Annual Q4</b> Increase on previous year	Marketing & Brand	Annual: > 73%	No Data	No Data		
T10.2	Position the City of Parramatta as a destination of choice to live, work and play	Market the City and Council	<b>Percentage of respondents who are prompted are aware of the City Brand - Annual Q4</b> Maintain	Marketing & Brand	Annual: = 28%	No Data	No Data		
T11.1	A safe and livable city	The provision of Citysafe CCTV network	<b>Percentage of time network is available (excluding areas impacted by Parramatta Light Rail construction)</b> Maintain	Property Security Assets & Services	Quarter: ≥ 90%	90%	90%		



KEY	Progressing - on track	Progressing - off track	Not Due to Start	On Hold / Stopped	Completed	D - Deliver P - Partner A - Advocate
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## 5.1: Accelerate local jobs growth and support people in finding employment

### 5.1.1: Facilitate local employment and economic growth through the delivery of targeted Economic Development activities

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
5.1.1.1	Complete an updated Economic Development Plan (D)	30/06/2022	Due to resourcing and redesign, this project is off track, however work has commenced, and a revised project plan is in development to finalise this project by September 2022. This Strategy will be incorporated into the holistic review of all our Strategies.	City Strategy	15%	

## 5.2: Attract public and private investment to our City and support the growth and prosperity of local businesses

### 5.2.1: Implement Culture and Our City - A Cultural Plan for Parramatta's CBD 2017-2022

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
5.2.1.3	Develop a new Cultural Plan, in line with the Community Strategic Plan process (D)	30/06/2022	Due to resourcing and redesign, this project is off track, however work has commenced, and a revised project plan is in development to finalise this project by September 2022. This Strategy will be incorporated into the holistic review of all our Strategies.	City Strategy	20%	

### 5.2.3: Implement the Parramatta CBD Cultural Plan Goal 3: Ideas and imagination are the heartbeat of our City

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
5.2.3.1	Re-develop Riverside Theatres as part of progressing planning for a new cultural precinct in Parramatta (P)	30/06/2025		Property Development	30%	

### 5.2.5: Deliver the Parramatta Square Project to create world-class office, retail, public space and civic facilities

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
5.2.5.2	6 & 8 Parramatta Square: Deliver new public square and public domain upgrades to Church and Darcy Streets (D)	31/12/2023		Property Development	50%	

**5.2.6: Deliver a modern premium grade mixed use development at 12 Phillip Street, Parramatta**

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
5.2.6.1	Lennox Bridge Car Park Development: Deliver a new boardwalk along the river foreshore and public domain upgrades to Freemasons Arms Lane (D)	30/06/2022		Property Development	100%	

**5.2.8: Plan and deliver a range of options to maximise Council's financial returns on its publicly owned assets**

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
5.2.8.1	Complete the whole of property asset strategy (D)	31/12/2023		Property Security Assets & Services	10%	
5.2.8.2	Complete the Horwood Place compulsory acquisition process to secure the best possible commercial return for Council (D)	31/05/2023		Property Development	75%	
5.2.8.3	Complete the Interface Agreement with Sydney Metro that covers the Metro West corridor, the Horwood station box and the Public Domain and interface with Civic link (D)	30/09/2021	Negotiation of the Interface Agreement commenced later than anticipated due to a delay in receiving approval of the external lawyer's fees.	Property Development	50%	

**5.3: Plan and deliver a vibrant, attractive and safe CBD and local centres****5.3.1: Plan and design distinctive neighbourhoods and CBD precincts that have unique local identity and are places where people want to be**

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
5.3.1.2	Deliver local community works identified in Masterplans (including North Rocks Masterplan, Dence Park Masterplan, and Heart of Play Masterplan) (D)	30/06/2022		Place Services	80%	
5.3.1.4	Develop a community-led Neighbourhood Place Plan for Wentworth Point, Epping, and the Parramatta CBD to inform local service and project delivery (D)	30/06/2022		Place Services	40%	
5.3.1.6	Deliver a Masterplan for Granville Town Centre (D)	31/12/2021		Place Services	100%	
5.3.1.7	Deliver key projects under the NSW Government Telopea Precinct Masterplan - Acacia Park and Sturt park upgrade (D)	31/03/2022		Place Services	80%	

**5.3.2: Plan and design distinctive neighbourhoods and CBD precincts that have unique local identity and are places where people want to be**

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
5.3.2.3	Deliver under the NSW Government Parramatta Road Urban Amenity Improvement Program (PRUAIP) - Good and Bridge Street transformation Project, Alfred Street cycleway, and FS Garside park upgrade (D, P)	30/06/2023		Place Services	30%	
5.3.2.4	Upgrade Arthur Phillip Park to include a district playground, fitness stations, improved parking, water stations, picnic areas & lighting (D)	31/12/2022		Place Services	30%	

**5.3.5: Revitalise, connect and activate key public domain spaces in the CBD to create vibrant public spaces**

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
5.3.5.1	Deliver Charles Street Square, Old Kings Foreshore and Parramatta Weir (D)	30/06/2022		City Design	50%	
5.3.5.2	Set design and program priorities for the implementation of the Civic Link Framework Plan (connecting Parramatta Square to the Parramatta River City foreshore) (D)	30/06/2022		City Design	10%	

**5.4: Ensure Parramatta has a thriving day and night time economy****5.4.1: Facilitate local employment and economic growth through the delivery of targeted Economic Development activities**

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
5.4.1.2	Complete the Late-Night Trading Development Control Plan to encourage and plan for a safe and vibrant night life (D)	31/12/2021	The Late Night Trading (LNT) DCP was planned for completion and adoption by December 2021. Resourcing constraints led to a delay of the LNT DCP. The LNT DCP is currently on public exhibition till 31 January 2022 following endorsement by Council in November 2021.	City Strategy	60%	

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Status
 <b>Achieved/on track</b>  <b>Not Achieved</b>  <b>Data Not Available/Not Due</b>									
INNOVATIVE - Service Measures									
102.1	Partnerships support the delivery of our vision and priorities	Work collaboratively to support sustainable economic growth by supporting small business, attracting investment, and leveraging strategic partnerships with key stakeholders	<b>Percentage of existing strategic partners are satisfied with Council - Annual Q4</b> Sustain or improve on previous year	Strategic Partnership	Annual: $\geq 75\%$	No Data	No Data		
105.1	Council is Financially sustainable and provides transparent, value for money services, according to the priorities of the Community	Financial Reporting and Controls (Accounting, Financial Systems and Taxation and Treasury)	<b>Community Satisfaction with value for money provided in return for rates paid each year - Annual Q2</b> Sustain or improve on previous year	Research & Engagement	Annual: $\geq 3.55$	No Data	3.59		
107.1	Customer satisfaction with Council's internal and external customer services	Provide information and services to customers via four channels - Telephone, Face-to-Face, Corporate Reception and Digital Streams (Web Chat, Social Media and Emails)	<b>Percentage of calls answered within 30 seconds</b> Sustain or increase	Customer Service Centre	Quarter: $\geq 80\%$	92%	86%		
107.4	Customer satisfaction with Council's internal and external customer services	Provide information and services to customers via four channels - Telephone, Face-to-Face, Corporate Reception and Digital Streams (Web Chat, Social Media and Emails)	<b>Percentage of customer contacts resulting in formal complaints</b> Maintain	Customer Service Centre	Quarter: $< 0.25\%$	0.00%	0.00%		

Code	Outcome	Service	Measure & Target Description	Business Unit	Target	Q1 Actual	Q2 Actual	Comment	Status
107.6	Customer satisfaction with Council's internal and external customer services	Provide information and services to customers via four channels – Telephone, Face-to-Face, Corporate Reception and Digital Streams (Web Chat, Social Media and Emails)	<b>Percentage of average customer wait time that is less than 5 minutes</b> Sustain or improve	Customer Service Centre	Quarter: $\geq 80\%$	No Data	80%		
109.1	Appropriate management of new development to new development to achieve good sustainable outcomes having regard for environmental, social, environmental, and urban design factors while minimising adverse impacts on our communities	Provide professional planning advice, timely assessment of development applications within a transparent framework, aligned with industry best practice to meet legislative requirements	<b>Community Satisfaction with Development Application Service - Annual Q2</b> Sustain or improve on previous year	Development & Traffic services	Annual $\geq 3.21$	No Data	3.21		



KEY	Progressing – on track	Progressing – off track	Not Due to Start	On Hold / Stopped	Completed	D - Deliver P - Partner A - Advocate
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**6.1: Engage in strategic planning and implement innovative solutions to manage the growth of our City**

**6.1.1: Develop the City's strategic planning framework to support growth**

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
6.1.1.1	Complete the harmonisation of LEPs, DCPs and Development Contributions Plans (D)	30/06/2022		City Planning	65%	
6.1.1.2	Complete the CBD Planning Proposal (D)	30/06/2022		City Planning	85%	

**6.1.3: Tackle inequality through leading social innovation collaboration between business, community, government and philanthropy**

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
6.1.3.1	Develop a new Social Investment Action Plan (D)	30/06/2022		Community Services	20%	

**6.2: Support collaboration and partnerships to deliver key outcomes for our City**

**6.2.2: Tackle disadvantage through implementing a primary prevention framework for the prevention of domestic and family violence**

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
6.2.2.1	Complete Council's Domestic and Family Violence Action Plan (D)	30/06/2022		Community Services	95%	

### 6.3: Embrace technology, creativity and innovation to solve complex problems and improve our City

#### 6.3.1: Deliver professional, responsive and innovative customer service to our community including online service delivery

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
6.3.1.3	Deliver CBD Phillip Street Smart Street Stage 2 CBD improvement project (D)	30/12/2022	Phillip Street Smart Street stage 2 is progressing off track. Detailed design plans due for completion by January 2022. Delay in obtaining Parramatta Traffic Committee approval for traffic plan due to rescheduled Council elections impacting meeting schedules. Subsequently this has impacted the detailed design delivery timeframes.	Place Services	50%	

### 6.5: Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community

#### 6.5.3: Provide flood, catchment, stormwater management to prevent or minimise the impacts of flooding

Code	Focus Area	Due Date	Comments	Business Unit	Progress	Status
6.5.3.2	Review and update the Parramatta River Flood Study (D)	30/06/2023		City Assets & Operations	50%	

**FOR NOTATION**

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<b>ITEM NUMBER</b>	12.5
<b>SUBJECT</b>	Response to Council's resolution on trees in the Parramatta CBD
<b>REFERENCE</b>	F2022/00105 - D08386013
<b>REPORT OF</b>	Strategy Manager

**CSP THEME: GREEN**

**PURPOSE:**

To provide a report on trees within the Parramatta CBD in response to a Council resolution.

**RECOMMENDATION**

- (a) **That** Council receive and note the report.
- (b) **Further, that** Council note a Councillor Workshop will be held on the Environmental Sustainability Strategy including the matters contained in this report.

**BACKGROUND**

1. This report responds to a Council resolution (initiated by a Notice of Motion) made on 30 November 2020, as follows:

***That** Council, in relation to the CBD only:*

- a) *Prepare a report, including a target and timeframe, to prioritise tree canopy increase in Parramatta CBD which currently has a very low proportion of tree canopy of between 10 to 12% compared to our target of 40% across the LGA.*
- b) *Report on feasibility of a significant tree register for both private and public tree.*
- c) *Provide a report on development controls to monitor tree replacement and maintenance of newly planted trees that were planted in newer development as a result of removing existing trees, including recommendations for improvement.*
- d) *Provide a report on what we can do through our DCP to incorporate and encourage private tree planting within the CBD.*
- e) *Provide a report, based on recent investigation and research work, on types/species of trees that are suitable to reduce urban heat.*
- f) *Report on feasibility of a program where residents can request one tree at any time during the year.*

2. The following sections provide a response to each component of Council's resolution.

**PART 1 - RESPONSE TO NOM ACTION (a) – Report CBD Tree Canopy increase target and timeframe.**

3. Under the adopted Environmental Sustainability Strategy (2017), Council set a total tree canopy cover target of 40% by 2050 to increase tree canopy across the City of Parramatta, including the Parramatta CBD. The Strategy does not include a separate specific tree canopy target for the CBD.
4. In 2022, Council will undertake a refresh of the 2017 Environmental Sustainability Strategy which will seek to incorporate any recommendations from the review of our tree canopy data and targets.
5. A specific 'target and timeframe to prioritise tree canopy increase in the Parramatta CBD' is not recommended, without a site-specific constraints assessment within the CBD to ensure that any target set is realistic.
6. The current timeframe and target of 40% by 2050 across the City of Parramatta, as set out in the Environmental Sustainability Strategy, are recommended to be retained until the Environmental Sustainability Strategy refresh has been undertaken to ensure any targets are set in alignment with Council's broader strategic framework.
7. A Councillor Workshop has been scheduled to provide Councillors an overview of the current Environmental Sustainability Strategy on May 4<sup>th</sup>, 2022.
8. A report with further detail on the current context for setting City of Parramatta tree canopy targets has been provided at Attachment 1.

**PART 2 - RESPONSE TO NOM ACTION (b) - Significant tree register feasibility (public and private)**

9. It is important to understand the value and benefit of a significant tree register before determining the feasibility and resourcing costs associated with the establishment and ongoing management of a significant tree register. This is explained further below.
10. In respect to development applications **and private trees**, the benefits of a significant tree register are limited under current legislation and tree protection provisions as the current Council controls applying to private trees generally apply to trees of 5m or more in height. It would be very unusual to consider a tree with a height of less than 5-6m as worthy of inclusion on a significant tree register by virtue of the lack of prominence in the landscape.
11. The current controls already apply a detailed assessment process for trees of 6m or more via:
  - i. Development Control Plans (DCPs) are already in place to protect these trees. In some parts of the Parramatta LGA approval is required for removal of a tree of 5m in height.
  - ii. A Complying Development Certificate (CDC) cannot be issued if the proposal involves removal of a tree within the building envelope or within 3m of the proposed building with a height of:
    - o 6m (for extension of a dwelling), or
    - o 8m (for a new dwelling)
12. The applicant in cases where a tree greater than 6m/8m is proposed to be removed must either

- (a) get approval to remove the tree via a separate application and then have a CDC issued based on the separate approval or,
  - (b) lodge a Development Application for the entire development including the proposed tree removal.
13. In respect to **public trees on Council land**, the Parramatta Development Control Plan 2011 affords protection to all trees and vegetation irrespective of height, under the overarching objectives of the *Local Government Act 1993*. The DCP allows Council to be its own determinative authority for any tree works that may be required. A team of qualified arborists on Council staff (City **Assets & Environment**) evaluate the significance of any trees and works that may need to be done, either pro-actively as part of a maintenance regime or in response to public safety matters as they may arise. Those works are then undertaken by a nominated in-field crew with appropriate oversight. A Register of Significant Trees is unlikely to facilitate the management of public safety or afford greater consideration, and thereby protection, of public trees.
  14. It is noted that many significant trees are associated with heritage items. This means that established trees on heritage sites are also considered from a heritage perspective, affording further protection. Additionally *State Environmental Planning Policy (Biodiversity and Conservation) 2021* contains provisions that now require a development consent as opposed to a Tree Permit within all Heritage Conservation Areas. Therefore, trees on these more sensitive sites already have a greater level of protection.
  15. Under the *Biodiversity Conservation Act 2016*, ecologically endangered communities (such as Sydney Blue Gum High Forest and associated under-story plantings) are protected. The mapping associated with this legislation covers notable areas of both public and private property within the City of Parramatta Council local government area.
  16. *State Environmental Planning Policy (Exempt and Complying Codes) 2008* allows an alternate approval path for certain development where they meet specified criteria. A complying development certificate for dwellings and attached and detached development cannot be issued if removal of a tree that is on a register of significant trees is required. For trees not on a register, the complying development controls allow trees to be removed without further approval if they have a height less than 6 and 8 metres (depending on the type of development), and trees within 3m of any building with an area greater than 25m<sup>2</sup>. There is, therefore, some additional protection to trees on a register under the SEPP that would prevent use of the complying development pathway on some occasions. Notwithstanding, for the reasons outlined below it is not recommended to establish a significant tree register but rather advocate for legislation change to bring the SEPP provisions in line with Council tree protection. That would future-proof any changes Council may wish to make in respect of provisions in a development control plan, noting the DCP harmonisation process currently under way, so that the SEPP provisions would always remain in step with Council controls. The SEPP uses this approach in respect of permissible land uses within zones whereby permissibility under the SEPP must align with permissibility under a Local Environmental Plan to be considered via the complying development pathway.
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17. The process of establishing a tree register would require considerable resources that are not currently available or anticipated by existing council budgets and staffing levels. One of the first steps in implementing a register is seeking nominations for inclusions from the community and identification of potential trees by staff and Councillors, followed by ground-truthing and evaluation of every tree against an agreed assessment criteria. It would take considerable time to identify the trees worthy of inclusion on a register and it would not be unrealistic to suggest this part of the project might take 12-24 months for the LGA (less of course if solely focused on the CBD). The timeframe would be influenced by allocated resources and would need to be in addition to the business-as-usual functions of the relevant teams. The costs of establishing a register are unknown at this time together within its application (LGA wide and/or CBD), but will likely be significant as additional resources, including technical, administration and IT support, will be required on an on-going, long-term basis. If Council is minded to consider establishing a significant tree register and its maintenance, a full scoping exercise should be undertaken to understand the associated costs and timeframes both in initial set up and on-going management and enforcement.
18. Community sentiment is another important matter for consideration. There is risk of significant community reluctance, particularly from landowners who may well object to the listing of a tree on their property on a formal register due to concerns over restrictions on development potential and property value. As tree protection provisions already exist for trees likely to be included on a register, property owners may consider the additional restriction as unnecessary and double down on any opposition.
19. For the reasons set out in the preceding paragraphs, it is considered on balance that a significant tree register is not feasible or required as it will not provide sufficient additional tree protection to justify the set up and ongoing operational costs. This is because:
  - i. There are multiple layers of protection that already apply to tree management, including the *Biodiversity Conservation Act 2016*, *State Environmental Planning Policy (Biodiversity and Conservation) 2021*, Local Environmental Plan and Development Control Plan provisions, as well as heritage related considerations.
  - ii. A more effective approach would be legislation change (through advocacy) to align *State Environmental Planning Policy (Exempt and Complying Codes) 2008* provisions with Council tree protection provisions on an on-going basis.

### **PART 3 - RESPONSE TO NOM ACTION (c) - Report on development controls to monitor tree replacement and maintenance**

20. Tree planting, replacement and ongoing maintenance requirements relating to new development are addressed via conditions of consent. All development consents are peer reviewed prior to determination and conditions of consent are checked to ensure they have been included and are appropriate. The following conditions are applied to all consents where landscaping is relevant:
  - i. *A qualified Landscape Architect/Designer must certify that the completed works are in accordance with the approved landscape plan. All landscape works must be completed prior to the issue of an Occupation Certificate.*

**Reason:** *To ensure restoration of environmental amenity.*

- ii. *All landscape works shall be maintained for a minimum period of one (1) year following the issue of the Occupation Certificate, in accordance with the approved landscape plan and conditions*

**Reason:** *To ensure restoration of environmental amenity.*

21. In any given year, it is estimated that the volume of Tree Permits, and DAs issued with replanting and landscaping conditions in the LGA is 1,425 approvals. All councils rely on certifiers to ensure landscaping is in accordance with the development consent. A certifier may be a council certifier or a private certifier.
22. Council relies on the integrity of property owners to maintain their landscaping to give it the best opportunity for long term establishment. It remains open to Council to undertake compliance inspections and action when needed. This is typically raised through a service request from a member of the public. However, due to the volume of consents issued, Council is not currently resourced to undertake a routine inspection regime of privately owned land. Should Council wish to commence monitoring of landscaping it is estimated that this would require an additional two full time employees with operational vehicles (being approximately \$300,000 per annum).
23. In seeking to improve the likelihood of long-term survival of new tree plantings, as well as provide a more immediate visual impact, conditions of consent have been amended to include the requirement for more advanced specimens when associated with multi-unit residential and non-residential development. The maintenance period for establishment of landscaping has also been amended from 12 months to 24 months for these development types.

**PART 4 - RESPONSE TO NOM ACTION (d) - Development Control Plan to incorporate and encourage private tree planting within the CBD**

24. The Parramatta CBD Development Control Plan (DCP) was recently updated and exhibited from 15 November to 13 December 2021. Challenges and opportunities relating to private tree planting in the CBD were considered as part of the draft CBD DCP review and changes recommended to require and encourage private tree planting.
25. Almost half of the of City's tree coverage is located on private land including residential, commercial, mixed-use land uses or otherwise. Recognising the inherent challenges in achieving private tree planting on land for commercial and mixed-used development e.g. access and circulation, zero lot setbacks, active street frontages, boundary alignments, building servicing and density; the greatest opportunity to increase tree canopy coverage within the CBD is in residential frontages. Specifically, at the ground floor plane where buildings are set back from the street where there is greater space for a generous tree canopy.
26. Amendments to the draft CBD DCP were introduced that seek to strike a balance between allowing new development and the preservation and increasing coverage of trees to protect the amenity, character and livability of the City as well as the mitigation of the impact of urban heat.

27. New requirements to plant canopy trees in the ground floor front setbacks of residential development in the CBD include Sections 3.5.1.2 C.01(c), 3.5.2.2 C.02(c)). These controls deal with residential frontages in both non-flood affected and flood affected scenarios. The objective of the controls aim to ensure residential buildings are adequately set back from the street boundary to require and “*establish new canopy trees that contribute to the landscape character of the street and residential amenity*”.
28. Section 3.5.1.2 C.01(c) for non-flood affected residential development requires that “*The setback area must allocate the front 3 metres adjacent to the footpath as common property for landscaping. Canopy trees must be planted in this area, a minimum 3.5 metres from any structure, to achieve greater than 13 metres mature height and spread, at the rate of 1 canopy tree for every 15 lineal metres of frontage*”.
29. Section 3.5.2.2 C.01(c) for residential development that is flood affected requires “*The setback area must allocate the front 3m of the site adjacent to the footpath as common property for landscaping. Canopy trees must be planted in this area, a minimum 4.5 metres from the building facade, to achieve greater than 13 metres mature height and spread, at the rate of 1 canopy tree for every 15 lineal metres of frontage. Species selection and footing types must allow for optimum growing conditions as well as long term protection of any structures in the setback area*”.
30. The draft CBD DCP also introduced new controls for non-residential development which contributes to the greening of the city and aims to cool and remove heat from the urban environment at the city and local scale by allowing for green roofs and walls.
31. Section 8.5.4 Green Roofs or Walls of the CBD DCP aims to ensure that where achievable, green roofs or walls are integrated into the design of new non-residential development encourage well designed landscaping, maximise their cooling effects, and are located and maintained to respond to local climatic conditions and ensure sustained plant growth.
32. In support of the amendments to the draft CBD DCP, increased tree planting in the public domain is also required to improve canopy cover in the CBD.

#### **PART 5 - RESPONSE TO NOM ACTION (e) - Report on trees that are suitable to reduce urban heat**

33. A literature review into the impact of tree species on cooling benefits identified seven key studies which provide deep analysis of urban trees in the Australian context. Five of these studies were undertaken in the Western Sydney area, and include specific research undertaken in the City of Parramatta.
34. These studies published between 2015 and 2020 have been conducted by urban canopy and urban heat researchers from universities including Western Sydney University, Macquarie University, and the University of Melbourne.
35. The key findings from the literature review were:

- (a) There is consensus that urban trees provide cooling benefits.
  - (b) All trees provide cooling benefits, but the capacity of cooling varies according to:
    - species and related characteristics such as shape, and leaf and branch density.
    - canopy density and the provision of shade
    - the materials used in surrounding surfaces
    - street orientation and tree locations
    - the natural ability of trees to cool air temperatures through releasing water vapour by natural processes
36. While cooling capacity is an important selection criterion there are many other criteria such as size, space availability, water demand, longevity, fruit drop and climate suitability which factor into species selection.
37. Further detail on the literature review and findings can be found in a summary report prepared by Council staff at Attachment 2

**PART 6 - RESPONSE TO NOM ACTION (f) - Development of a program where residents can request one tree at any time during the year**

38. Most residential properties within the CBD are located within high-rise developments, limiting the amount of private open space available for tree planting. Consequently, council receives very few requests for trees to be planted on private land in the CBD. In addition, owners of private land have indicated that they don't want to plant trees on their land for fear that it may constrain development and conflict with infrastructure. Council holds limited data for the number of trees planted on private land within the CBD however over the last 5 years council has not received any service requests for assistance with tree planting on private property.
39. Council currently runs a tree giveaway event twice a year, where any resident, including CBD residents can receive 2 trees. The event is run on the first weekend of March and September each year at Council's Cowell's Lane Nursery. Each year council gives away approximately 2,400 plants inclusive of 300 large tree species. This event is very popular and well attended. This is an existing convenient mechanism already in place for residents who live in the CBD to receive trees from council.
40. It should be noted that the Cowells Lane Nursery is not set up for the general access of the public and significant expense would be incurred in terms of nursery improvements and staffing levels to allow this to occur. Whilst this has not been costed, these costs would be significant and are currently unbudgeted.
41. Council already runs an on-request street tree planting service that is available on council's online web portal. Council approves and plants approximately 400 street trees under this program annually however receives only approximately 2 requests per year for tree planting within the CBD. Planting for these requests are generally undertaken twice a year in the spring and autumn planting seasons.

42. Given that council already has a popular, fully budgeted, well used mechanism for providing trees to residents, and the data shows there is negligible demand for requests for private and public trees in the CBD it is not recommended that council increase this service to allow CBD residents to request a tree at any time throughout the year.

## CONSULTATION & TIMING

### Stakeholder Consultation

43. The following stakeholder consultation has been undertaken in relation to this matter:

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
NIL				

### Councillor Consultation

44. The following Councillor consultation has been undertaken in relation to this matter:

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
28 March 2022	Councillor Pandey (Mover)	NIL	NIL	City Strategy

## LEGAL IMPLICATIONS FOR COUNCIL

45. No legal implications arise as a result of this report.

## FINANCIAL IMPLICATIONS FOR COUNCIL

46. There are no un-budgeted financial implications associated with the recommendations of this report.

	FY 20/21	FY 21/22	FY 22/23	FY 23/24
<b>Operating Result</b>				
External Costs				
Internal Costs				
Depreciation				
Other				
<b>Total Operating Result</b>	Nil	Nil	Nil	Nil
<b>Funding Source</b>				
<b>CAPEX</b>				
CAPEX				
External				
Internal				
Other				

<b>Total CAPEX</b>	Nil	Nil	Nil	Nil
<b>Funding Source</b>	Nil	Nil	Nil	Nil

Luke Wolstencroft  
**Strategy Manager**

John Angilley  
**Chief Finance and Information Officer**

Nicole Carnegie  
**Group Manager, City Strategy**

John Warburton  
**Executive Director, City Assets & Operations**

Jennifer Concato  
**Executive Director City Planning and Design**

Brett Newman  
**Chief Executive Officer**

#### **ATTACHMENTS:**

- |   |   |            |
|---|---|------------|
| <a href="#">1</a>  | ATTACHMENT 1 - Response to NOM Action (a) - CBD Tree Canopy   | 4<br>Pages |
| <a href="#">2</a>  | ATTACHMENT 2 - Response to NOM Action (e) - Cool tree species | 6<br>Pages |

#### **REFERENCE MATERIAL**

**ATTACHMENT 1 - Response to NOM action (a) – Prepare a report, including a target and timeframe, to prioritise tree canopy increase in Parramatta CBD which currently has a very low proportion of tree canopy of between 10 to 12% compared to our target of 40% across the LGA.**

1. Under the adopted Environmental Sustainability Strategy (2017), Council set a total tree canopy cover target of 40% by 2050 to increase tree canopy across the City of Parramatta which includes the Parramatta CBD.
2. Council is about to undertake a refresh of the 2017 Environmental Sustainability Strategy which will seek to incorporate any recommendations based on a review of our tree canopy data and targets.
3. A specific 'target and timeframe to prioritise tree canopy increase in the Parramatta CBD' is not currently recommended without a more site-specific constraints assessment to ensure that any target set is realistic.
4. It is recommended, that the timeframe and target set out in the Environmental Sustainability Strategy, including as it applies to the Parramatta CBD, be retained by Council until the Environmental Sustainability Strategy refresh has been undertaken to ensure any targets are set in alignment with Council's broader strategic framework.

**CURRENT STATUS OF TREE CANOPY IN THE PARRAMATTA CBD**

5. Using recently released 2019 NSW Government tree canopy cover data, the Parramatta CBD's total tree canopy cover was **8.5%** primarily located in streets and public land across the CBD.
6. Council's overall LGA (2019) tree canopy cover is **25.1%**
7. Figure 1 shows the 2019 NSW Government tree canopy cover data by percentage on public land in the Parramatta CBD.

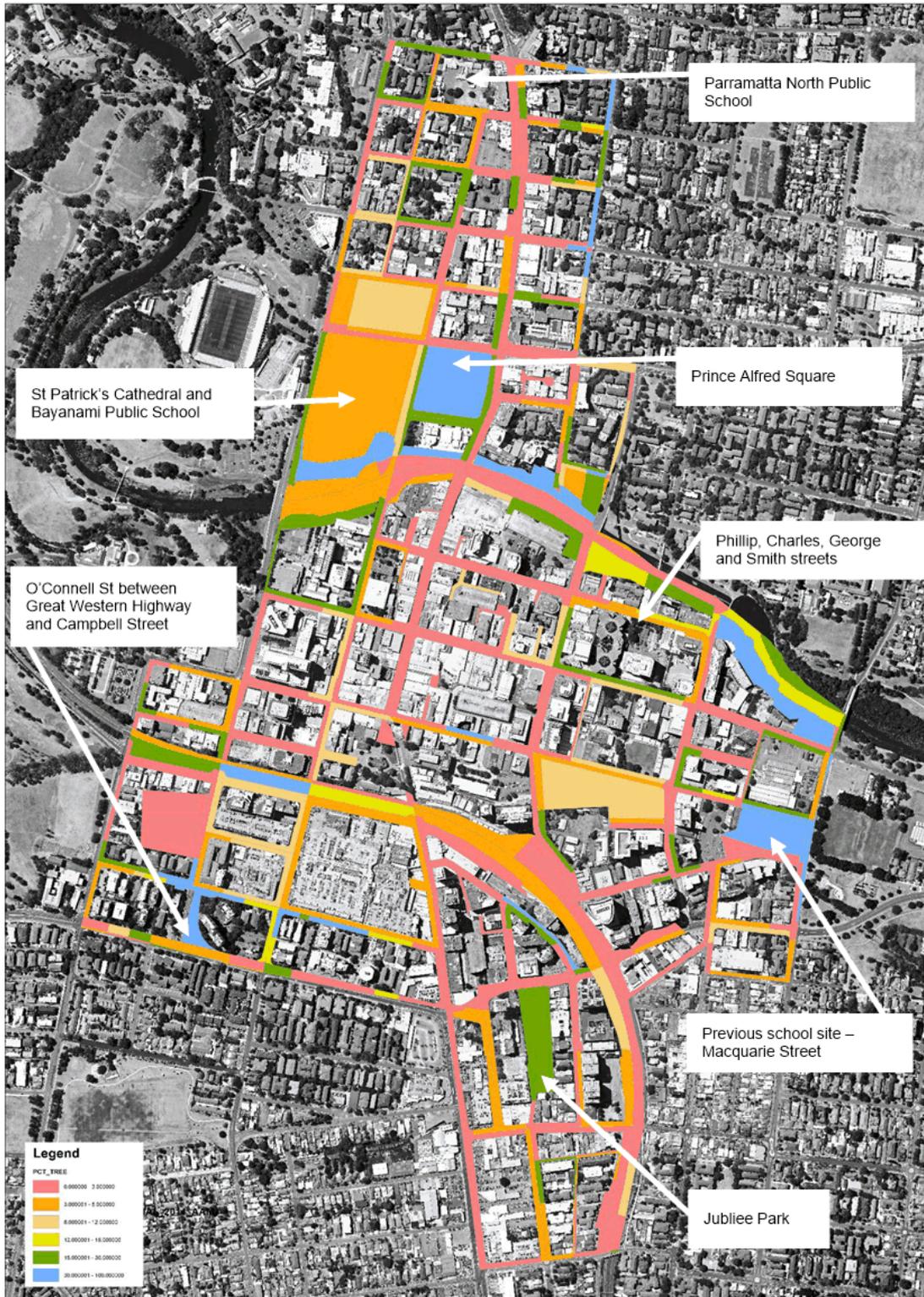


Figure 1 – 2019 Parramatta CBD tree canopy cover in public space by percentage

TARGET SETTING CONTEXT

8. Council's total tree canopy cover target of 40% by 2050 was set for the Local Government Area (LGA) This LGA wide target was set as an average and not for individual locations across the LGA.
9. This approach aligned with NSW Government policy and recommendations as well as with National and Global City best practice targets:

Tree Canopy Targets	Existing Tree Canopy Cover	Urban Tree Canopy Target	Target Date
<b>National City Targets</b>			
Melbourne	22% (2017)	40%	2040
Adelaide	27.8 % (2017)	>30%: 20% increase <30%: no net loss	2045
Perth	19% (2016)	30%	2036
<b>International City Targets</b>			
Toronto, CA	27% (2008)	40%	2060
Washington DC, USA	35% (2009)	40%	2029
Detroit, USA	22% (2008)	40%	N/A
New York, USA	24% (2006)	30%	2036
London, UK	20% (2008)	30%	2050

10. Council has not yet set a tree canopy target specifically for the Parramatta CBD as further work is needed to understand the capacity for tree planting alongside other public domain, development, and utilities constraints.
11. A further challenge to target setting has been inconsistency in both NSW Government data and guidance on target setting. This inconsistency has affected decisions on baseline tree canopy data as well as determining the most appropriate methodology for establishing relevant targets.
12. To assist and understand state level policy setting (including alignment on tree data management and analysis), Council staff have been involved with multiple tree canopy related working groups being managed or supported by the Department of Planning and Environment including
  - (a) the Greener Neighbourhoods Working Group,
  - (b) the Greener Spaces Better Places working group (previously 202020),
  - (c) Resilient Sydney/Department of Planning 'Greening Our City' group and,
  - (d) the 'Which Plant Where' research program.
13. In 2021, Council commissioned RMIT university to undertake a review of historical changes in our canopy data, develop a baseline dataset using the most current dataset and develop future projections on tree canopy cover in key precincts.

14. Council has applied for funding available under the Greener Neighbourhoods 2022 Grant Funding Round to extend the scope of the RMIT study to incorporate information from recent NSW Government dataset releases.

#### **NSW GOVERNMENT GUIDANCE**

15. Over the last 2 years the NSW Government has released two guides with recommendation on setting Local Government tree canopy targets including
  - (a) The Greener Places Draft Design Guide (June 2020)
  - (b) Greener Neighbourhoods Guide (Dec 2021)
16. The Greener Places Draft Design Guide made recommendations to set targets for CBD's of 15% but provided limited guidance on how this was to be measured, delivered or would account for the specific challenges and variations between different CBD's. The draft guide is still yet to be endorsed by the Department of Planning.
17. The recently released Greener Neighbourhoods Guide outlines more detailed guidance on target setting and tree canopy management than the draft Greener Places Guide but adopts a more individual site and land-zoning based approach to target setting. However, the Greener Neighbourhoods Guide specifically excludes mixed use business zonings (such as the Parramatta CBD) from its proposed minimum targets due to the specific challenges of these environments and recommends that site-specific analysis be used to determine targets.
18. A Councillor Workshop has been scheduled to provide Councillors an overview of the existing Environmental Sustainability Strategy on May 4<sup>th</sup> 2022.

END

**ATTACHMENT 3 – Response to NOM action (e) - Provide a report, based on recent investigation and research work, on types/species of trees that are suitable to reduce urban heat.**

**SUMMARY**

1. A literature review into the impact of tree species on cooling benefits identified seven key studies which provide deep analysis of urban trees in the Australian context. Five of these studies were undertaken in the Western Sydney area, and include specific research undertaken in the City of Parramatta.
2. These studies published between 2015 and 2020 have been conducted by urban canopy and urban heat researchers from universities including Western Sydney University, Macquarie University, and the University of Melbourne.
3. Key findings from the literature review are:
  - (a) There is consensus that urban trees provide cooling benefits.
  - (b) All trees provide cooling benefits, but the capacity of cooling varies according to:
    - species and related characteristics such as shape, and leaf and branch density.
    - canopy density and the provision of shade
    - the materials used in surrounding surfaces
    - street orientation and tree locations
    - the natural ability of trees to cool air temperatures through releasing water vapour by natural processes
4. While cooling capacity is an important selection criterion there are many other criteria such as size, space availability, water demand, longevity, fruit drop and climate suitability which also factor into species selection.

**LITERATURE REVIEW OF TREE SPECIES SUITABILITY FOR REDUCING URBAN HEAT**

5. An initial literature review into the impact of tree species on canopy cooling benefits identified seven focus studies<sup>1</sup> which provide deep analysis of urban trees in the Australian context. These focus studies, published between 2015 and 2020, have been conducted by researchers considered experts in the field of urban canopy and urban heat, from universities including Western Sydney University, Macquarie University and the University of Melbourne.
6. In addition to the reputation of the researchers, five of the focus studies were undertaken in the Western Sydney area, and include specific research undertaken in the City of Parramatta.

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<sup>1</sup> See reference list for publishing details of these studies.

7. The report presents a discussion of the following:
  - (a) Summary findings
  - (b) Analysis of the cooling benefits of urban trees
  - (c) Analysis of individual tree species performance to mitigate urban heat

**SUMMARY FINDINGS**

8. Urban trees play a key role in reducing the impacts of increasing extreme temperatures in residential and commercial areas.
9. This literature review concludes:
  - (a) There is consensus of the cooling benefits provided by urban trees.
  - (b) There are a range of factors which impact the ability of trees to cool urban areas. The cooling capacity of trees is reliant on the natural shape and density of the tree and the materials of the surrounding environment can contribute to greater cooling impacts around the tree
10. Key considerations and findings were highlighted across the studies analysed for this report. The key findings are summarised in Table 1 below.

Considerations for trees and urban heat mitigation	Key findings for trees and urban heat mitigation
Cooling benefits of specific tree species	<ul style="list-style-type: none"> <li>• Tree species cooling capacity is dependent on several factors including:                             <ul style="list-style-type: none"> <li>○ Individual tree canopy density and spread</li> <li>○ Number and species of trees planted in the vicinity</li> <li>○ Planting location features</li> <li>○ Access to water</li> </ul> </li> <li>• Research suggests that species perform at different levels based on a range of factors.</li> </ul>
Shade	<ul style="list-style-type: none"> <li>• Shade provided by the tree canopy works to reduce heat build-up by blocking solar heat radiation. This results in built surfaces, such as asphalt, concrete and paving, remaining cooler for longer periods of the day</li> <li>• The canopy of individual trees can provide cooling benefits for the immediate surrounding area. Trees with high density canopies provide mitigation from urban heat.</li> <li>• Continuous tree canopy provided by several individual trees provides the greatest cooling benefits in urban areas, meaning that the more trees planted with connected mature canopies, the better the heat mitigation capabilities.</li> <li>• Trees support cooling urban areas through the provision of shade and evapotranspiration. Understanding how different species provide these services in extreme</li> </ul>

	temperatures can assist in strategically planting trees to support urban heat mitigation.
Evapotranspiration	<ul style="list-style-type: none"> <li>• Trees release water vapour through natural processes, which cools the air directly surrounding the tree.</li> <li>• Evapotranspiration works in a similar manner to evaporative cooling.</li> <li>• Evapotranspiration reduces once the air temperatures reach extreme heat levels (approximately +38 degrees Celsius).</li> <li>• Increased watering of trees can increase evapotranspiration rates in periods of high to extreme temperatures.</li> </ul>
Surrounding surface materials	<ul style="list-style-type: none"> <li>• A tree's ability to cool depend on the surface materials close to the tree.</li> <li>• Hard, impervious materials, such as concrete, paving and asphalt increase air temperatures, reducing the cooling capacity of trees.</li> <li>• Soft, pervious materials, such as ground cover greening, permeable paving, and water, complement the cooling capacity of trees.</li> <li>• The combination of solar heat radiation blocking, and evapotranspiration, results in the slower absorption of heat into built surfaces such as roads, paths, and buildings. This keeps air and surface temperatures surrounding trees lower during the day.</li> <li>• As there is less heat being absorbed into these surfaces, night-time temperatures are lower as the built environment releases less heat overnight</li> </ul>
Tree canopy density	<ul style="list-style-type: none"> <li>• Tree canopy density is a key consideration for night-time cooling capacity of trees.</li> <li>• There is emerging research showing that dense canopy trees have may slightly increase night-time temperatures as they trap accumulated heat.</li> </ul>
Street orientation	<ul style="list-style-type: none"> <li>• The cooling capacity of trees is impacted by the orientation of the street.</li> <li>• Dense canopy trees planted on east-west oriented streets have been found to provide greater cooling than those planted on north-south oriented streets.</li> </ul>

**Table 1: Key considerations for the role of trees in urban heat mitigation**

11. Note that Council's Public Domain Design Guidelines 'street tree strategy' already considers street orientation as a key design opportunity/constraint. The strategy includes denser evergreen (rainforest) trees in east west streets – they provide good shade and grow better in the streets that get less sun. In north south streets we have more deciduous trees – this allows sunlight to penetrate to the ground in the winter and still provides good shade in the summer. It should be noted however that there are several factors to considered in street design.

## ANALYSIS OF INDIVIDUAL TREE SPECIES PERFORMANCE TO MITIGATE URBAN HEAT

12. There is currently little published research linking heat mitigation to specific tree species.
13. External factors can have a marked impact on the temperature under a tree canopy. As a result, researchers advise that care must be taken with the interpretation of temperature impacts and species performance. These factors include:
  - (a) The number of nearby trees, their individual canopy densities, and the continuous canopy density.
  - (b) The existing microclimate features of the location.
14. While tree canopies provide cooling benefits for air and surface temperatures, it has been found that during extreme heat days and heatwave events, the evapotranspiration rates of all species of trees declines, reducing the ability of trees to provide cooling benefits (Pfautsch and Tjoelker 2020). The counteraction of this impact is to plant greater number of trees to reduce localised temperatures.
15. Research investigating species performance currently being undertaken by Macquarie and Western Sydney Universities through the Which Plant Where? project<sup>2</sup>, funded via the Hort Frontiers Green Cities Fund. This project is utilising traditional scientific research in laboratories, as well as a 'living lab' approach. The Living Lab approach allows researchers to test specific species performance in different climates and land use zones across the country.
16. Recent research relating to specific species and their ability to reduce urban heat has found that an individual trees height, canopy spread and canopy density each play a role in how effectively a tree cools localised temperatures (Sanusi, Johnstone, et al. 2017, Pfautsch, Rouillard, et al. 2020, Wujeska-Klause and Pfautsch 2020).
17. Studies have found that for every 10 metres of height, the average daytime temperature under a canopy reduced by 0.1-1.1 degree Celsius. (Wujeska-Klause and Pfautsch 2020).
18. Similar evidence has been collected showing that dense canopy species, such as figs and plane trees, provide greater cooling benefits during the day, while trapping heat at night. Conversely, open canopy species, such as myrtles and

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<sup>2</sup> Which Plant Where?: <https://www.whichplantwhere.com.au/>

eucalyptus, while less effective at cooling daytime temperatures, provide temperature relief during the night (Figure 5).

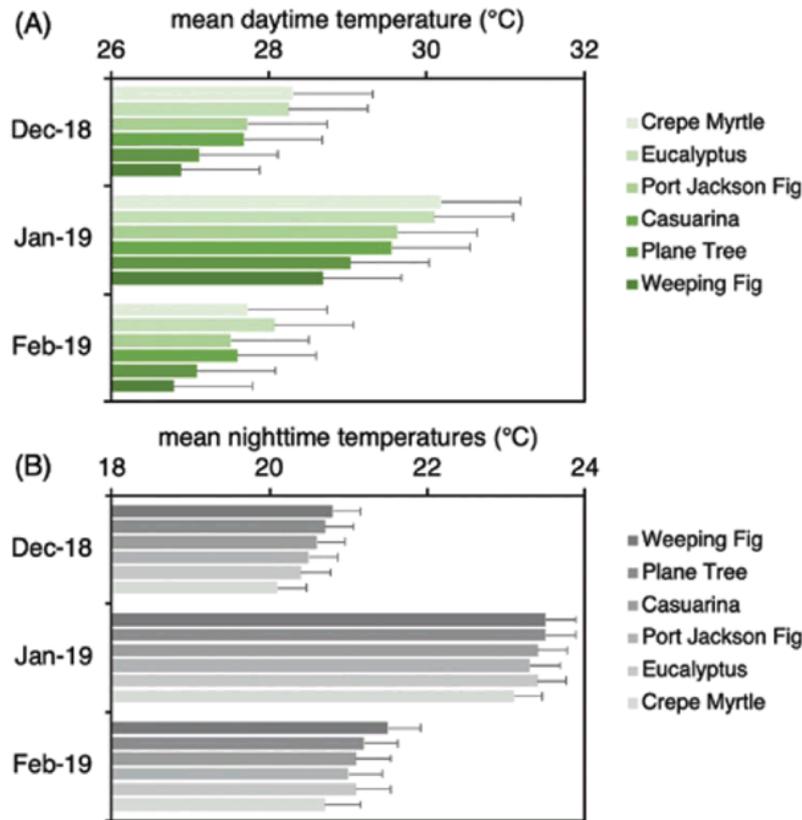


Figure 1: Commonly planted tree species in Parramatta and their impact on mean daytime (A) and night-time (B) temperatures (Pfautsch and Rouillard 2019)

## REFERENCES

Coutts, Andrew and Tapper, Nigel. 2017. *Trees for a Cool City: Guidelines for optimised tree placement*. Cooperative Research Centre for Water Sensitive Cities.

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END

**FOR COUNCIL DECISION**

**26 APRIL 2022**

13.1	Quarterly Budget Review - December 2021 (Deferred Item) .....	168
13.2	Additional Special Variation (ASV) Application .....	187
13.3	Draft Code of Meeting Practice for Public Exhibition.....	192
13.4	Minutes of the Parramatta Traffic Committee meeting held on 23 March 2022 .....	321
13.5	Minutes of the Traffic Engineering Advisory Group meeting held on 23 March 2022 .....	367

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**FOR COUNCIL DECISION**

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<b>ITEM NUMBER</b>	13.1
<b>SUBJECT</b>	Quarterly Budget Review - December 2021 (Deferred Item)
<b>REFERENCE</b>	F2022/00105 - D08469630
<b>REPORT OF</b>	Financial Planning and Analysis Manager

**CSP THEME:** FAIR

**WORKSHOP/BRIEFING DATE:** See consultation section

**Note: This report was deferred from the Council Meeting of 28 March 2022 for a Councillor Workshop.**

**PURPOSE:**

To present for adoption the December 2021 Quarterly Budget Review Statement (QBRs).

**RECOMMENDATION**

- (a) **That** Council adopt the December 2021 Quarterly Budget Review Statement (QBRs) and the Responsible Accounting Officer's report on the financial position of the Council (**Attachment 1**).
- (b) **Further, that** Council approve the revised budget for the 2021/22 financial year:
  - i) an operating surplus of \$34.1m
  - ii) capital revenue of \$86.2m
  - iii) capital expenditure of \$313.6m.

**BACKGROUND**

- 1. Clause 203 of the Local Government (General) Regulation 2021 requires the Responsible Accounting Officer (Chief Finance and Information Officer) to prepare and submit to the Council a Quarterly Budget Review Statement that shows by reference to the estimates of income and expenditure set out in the Operational Plan, a revised estimate of the income and expenditure for the full financial year.
- 2. The Responsible Accounting Officer is also required to report whether the financial position of the Council is satisfactory, having regard to the original estimate of income and expenditure.

**ISSUES/OPTIONS/CONSEQUENCES**

- 3. The attached December 2021 Quarterly Budget Review Statement (QBRs) includes an analysis of the reasons for the major variances from the previously adopted budget. Explanations for major variances are in line with the parameters previously agreed by Council i.e. Budget variations greater than +/- 10% of the current budget or greater than +/- \$100,000 of the current budget. Below is a summary of key variances.
- 4. The **\$41.0m** increase in the 2020/21 budgeted **operating surplus** to \$34.1m

(Sep QR: -\$6.9m deficit) is primarily due to:

- i. net gains on asset disposal of \$47.2m relating to the Horwood Place City Centre car park and 70 Macquarie Street.
  - ii. an increase in operating revenue of \$12.5m, primarily due to increases in capital contributions of \$9.1m for public domain and additional capital grants of \$5.9m from Dept Infra & Planning, offset by: rates & annual charges (\$1.9m) lower mainly from a drop in Sydney Metro and user charges & fees (\$1.0m) lower due to a reduction of income from venues/parks & ovals due to extension of 50% waiver for permanent hires (\$0.4m) and cancellation of Riverside shows (\$0.4m).
  - iii. an increase in operating expenses of (\$3.8m) primarily due to increased expenditure relating to costs associated with the CBD outdoor dining project (\$2.2m) and reclassification of capital projects deemed to be operating projects (\$3.1m). Offset by a \$1.1m reduction in other operating expense from savings in travel, training, council fees and a reduction in Riverside shows.
5. The **\$33.7m** reduction in **capital expenditure** to \$313.6m (Sep QR: \$347.3m) is primarily due to the re-phasing of Community Recycling Facility (\$14.7m) capital works into 2021/22, inclement weather and Covid-19 impacts (as detailed in the attached December 2021 QBRS).

## CONSULTATION & TIMING

### Stakeholder Consultation

6. The following stakeholder consultation has been undertaken in relation to this matter:

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
Dec21-Feb22	Business managers and Executive	Feedback has been incorporated in the QBRS document	Report and budgets updated as agreed	Finance/CFIO

### Councillor Consultation

7. The following Councillor consultation has been undertaken in relation to this matter:

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
15 Mar 2022	Finance Committee	NA	NA	Finance/CFIO

## LEGAL IMPLICATIONS FOR COUNCIL

8. There are no legal implications for Council associated with this report.

## FINANCIAL IMPLICATIONS FOR COUNCIL

9. If Council resolves to approve this report in accordance with the proposed resolution, the financial impacts on the budget are summarized above and detailed in the attached QBRS.

Amit Sharma  
**Financial Planning and Analysis Manager**

John Angilley  
**Chief Finance and Information Officer**

Brett Newman  
**Chief Executive Officer**

**ATTACHMENTS:**

1   QBRS Report Dec 2021 16 Pages

**REFERENCE MATERIAL**

# QUARTERLY BUDGET REVIEW STATEMENT

CITY OF PARRAMATTA COUNCIL

December 2021 Quarter



## Contents

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Executive Summary.....	3
December 2021 Financial Statements & Movements .....	4
Directorate P&L Summary .....	6
Capital Expenditure Statement.....	8
Capital major works .....	9
Capital variances .....	10
Reserve Balance Summary.....	13
Tender Contracts Awarded .....	14
RESPONSIBLE ACCOUNTING OFFICERS REPORT .....	15

## Executive Summary

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### RECOMMENDATIONS

That Council adopt the December 2021 Quarterly Budget Review Statement and the Responsible Accounting Officer's report on the financial position of the Council.

Net Operating results excluding Capital revenue is forecasted to be at \$34.1m surplus, which is \$41.0m better than September Forecast.

Excluding the favourable variance of \$47.3m on Gain on asset disposal for City Centre car park and 70 Macquarie St, the Net Operating result is forecasted at Net deficit of (\$12.7m), which is (\$6.3m) worse than September Forecast (QR: \$6.3m).

Key Highlights :

- Cash reductions to the P&L :
  - COVID impact to revenues of \$2.7m
  - Sydney Metro Rates adjustment of \$1.7m
  
- Council approved reductions to the P&L :
  - OCBD Dining Project for \$2.2m
  
- Non-Cash / reclassification reductions to the P&L (i.e. nil impact on the unrestricted cash result):
  - WIP to Opex reclass of expenses for SAAS items totalling \$2.8m
  - WIP to Opex reclass of expenses for Non-SAAS items totalling \$1.7m
  
- Benefits to the P&L :
  - Improved Operating Grants of \$0.9m, reduced Councillor training and travel fees of \$0.9m, vacancies savings of \$0.6m, reduced depreciation & amortisation expenses of \$0.5m, and a reduction in other discretionary expenses of \$0.3m.

## December 2021 Financial Statements & Movements

The City of Parramatta's financial position is reflected in the following pages of the 2021-22 December Quarterly Review.

\$'000	2021/22 Original Budget	Approved Adjustments	Current Budget	Proposed Adjustments	December QR	December YTD Actual
<b>Income</b>						
Rates & Annual Charges	203,395	1,751	205,146	(1,898)	203,249	204,303
User Charges & Fees	31,513	(4,577)	26,936	(961)	25,976	10,893
Other Revenue	15,804	(154)	15,649	(401)	15,249	6,251
Interest	6,289	723	7,012	(0)	7,011	3,665
Operating Grants	19,688	(1,167)	18,522	910	19,431	4,874
Capital Grants	36,671	13,349	50,020	5,923	55,943	17,850
Operating Contributions & Donations	2,564	3,547	6,110	(121)	5,990	4,528
Capital Contributions & Donations	29,080	(7,884)	21,195	9,092	30,287	16,861
Internal Revenue	15,492	127	15,619	148	15,767	5,826
Gain in Share in Joint Venture	800	(200)	600	(200)	400	-
<b>Total Operating Revenue</b>	<b>361,296</b>	<b>5,514</b>	<b>366,810</b>	<b>12,492</b>	<b>379,302</b>	<b>275,053</b>
<b>Expense</b>						
Employee Costs	131,841	4,029	127,812	(510)	128,322	61,935
Borrowing Costs	1,489	472	1,018	(98)	1,116	566
Materials & Contracts	58,331	517	57,814	(4,370)	62,184	25,593
Depreciation & Amortisation	51,995	(166)	52,162	522	51,640	25,295
Other Operating Expenses	49,682	1,540	48,143	1,129	47,014	20,416
Internal Expenses	14,918	(105)	15,023	(459)	15,482	5,811
<b>Total Operating Expenses</b>	<b>308,257</b>	<b>(6,285)</b>	<b>301,972</b>	<b>(3,786)</b>	<b>305,757</b>	<b>139,616</b>
<b>Operating Surplus/Deficit</b>	<b>53,039</b>	<b>11,799</b>	<b>64,839</b>	<b>8,706</b>	<b>73,545</b>	<b>135,437</b>
(Loss)/Gain on Asset Disposal	(2,500)	1,958	(542)	47,287	46,745	(445)
<b>Net Operating Result</b>	<b>50,539</b>	<b>13,758</b>	<b>64,297</b>	<b>55,993</b>	<b>120,290</b>	<b>134,991</b>
<b>Operating Surplus/(Deficit) before Capital</b>	<b>(15,211)</b>	<b>8,293</b>	<b>(6,918)</b>	<b>40,979</b>	<b>34,060</b>	<b>100,280</b>

## KEY MOVEMENTS

The net operating result before capital revenue is \$41.0m higher than the September Forecast. This is principally driven by a \$47.3m increase in gain on disposal of the City Centre carpark & 70 Macquarie St.

### Revenue – better by \$12.5m:

- **\$5.9m Capital Grants** – mainly due to City Assets receiving higher grants from Dept of Infra & Planning.
- **\$9.1m Capital Contributions & Donations** - \$10m received for Public Domain.
- **\$0.9m Operating Grants** - \$0.4m from DPIE Pilot program and \$0.5m State Library grants to PHIVE expected to be received by March.
- **(\$1.9m) Rates & Annual Charges** – mainly due to an adjustment in Sydney Metro rate of (\$1.7m)
- **(\$1.0m) User Charges and Fees** - (\$0.4m) reduction of income from venues/parks & ovals due to extension of the 50% waiver for permanent hires, (\$0.4m) attributable to the cancellation of Riverside shows.

### Expenses – better by \$43.5m:

- **Gain on asset disposal \$47.3m** – P&P gain on asset disposal due to recognition of the City Centre car park and 70 Macquarie St
- **(\$0.5m) Employee Costs** – (\$0.6m) Reclassification of HRMS, (\$0.5m) Reclassification of ICT capital projects, (\$0.8m) Reinstatement of worst case redundancy provision for PHIVE and Library org redesign, (\$0.2m) Rectification of P&C establishment, (\$0.3m) City Planning vacancies due to restructure, (\$0.3m) Transfer ex staff entitlements from other councils and (\$0.3m) for under recovery on Capital Projects.
- **(\$4.4m) Materials & Contracts** – (\$2.2m) P&P due to CBD Outdoor dining project, (\$0.9m) HRMS project reclass, (\$0.8m) Community Services due to capital WIP reclass to opex for 5PS business planning, (\$0.3m) Councillor support consulting, (\$0.1m) Future workplace.
- **\$1.1m Other Operating Expense** – \$0.9m executive office savings due to reduced councillor training and travel fees, and a \$0.3m savings from cancellation of Riverside shows.

## Directorate P&L Summary

Table 1.2: Operating Result summarises the key movements by revenue & operating expense directorate.

\$'000	2021/22 Original Budget	Approved Adjustments	Current Budget	Proposed Adjustments	December QR	December YTD Actual
<b>Income</b>						
Corporate Services & Executive Office	179,698	1,230	180,928	(1,628)	179,300	168,814
City Engagement and Experience	504	140	644	691	1,334	359
City Strategy	4,018	(1,967)	2,052	25	2,076	83
Property & Place	36,930	11,828	48,759	1,625	50,384	18,822
City Assets and Operations	83,411	10,033	93,445	2,196	95,641	61,375
Community Services	14,275	(1,649)	12,625	(503)	12,123	4,731
City Planning and Design	42,459	(14,101)	28,358	10,086	38,444	20,869
<b>Total Income</b>	<b>361,296</b>	<b>5,514</b>	<b>366,810</b>	<b>12,492</b>	<b>379,302</b>	<b>275,053</b>
<b>Expense</b>						
Corporate Services & Executive Office	47,641	1,571	46,069	(8,293)	54,362	27,257
City Engagement and Experience	19,916	372	19,544	(669)	20,214	8,382
City Strategy	11,197	(112)	11,309	657	10,652	4,846
Property & Place	27,118	552	26,566	(1,401)	27,968	11,396
City Assets and Operations	136,707	(72)	136,778	6,352	130,426	63,676
Community Services	43,872	3,247	40,625	(112)	40,737	14,772
City Planning and Design	21,806	727	21,079	(321)	21,400	9,287
<b>Total Expense</b>	<b>308,257</b>	<b>6,285</b>	<b>301,971</b>	<b>(3,787)</b>	<b>305,758</b>	<b>139,616</b>
(Loss)/Gain on Asset Disposal	(2,500)	1,958	(542)	47,287	46,745	(445)
<b>Net Operating Result</b>	<b>50,539</b>	<b>1,187</b>	<b>64,297</b>	<b>63,566</b>	<b>120,290</b>	<b>134,991</b>
<b>Operating Surplus/(Deficit) before Capital</b>	<b>(15,211)</b>	<b>6,652</b>	<b>(6,918)</b>	<b>40,978</b>	<b>34,060</b>	<b>100,280</b>

### KEY MOVEMENTS BY DIRECTORATE

- City Assets & Operations - favourable to September forecast by \$7.6m mainly due to improvements in Capital Grants of \$4.6m.
- Property & Place - \$48.1m favourable to September forecast mainly due to the gain on disposal of City Centre car park and 70 Macquarie St (\$43.7m).
- City Planning - \$9.8m favourable to September forecast due primarily to an increase in Capital contributions for Public Domain.
- Community Services - (\$0.6m) unfavourable compared to September forecast mainly due to the drop in venues / park hire fees and cancellation of Riverside shows.
- City Strategy - \$0.7m favourable variance to September forecast due to savings in Employee expenses and M&C costs.
- Corporate Services/Exec Office - (\$7.7m) unfavourable to September Forecast mainly due to increases in M&C costs of (\$6.5m) and in Employee costs by (\$2.5m).
- City Engagement & Experience – in line with September Forecast.

## Capital Expenditure Statement

Table 1.4: Expenses by category summarises the key movements in capital expenses by directorate.

\$'000	2021/22 Original Budget	Approved Adjustments	Current Budget	Proposed Adjustments	December QR	December YTD Actual
<b>Capital Expenditure</b>						
Corporate Services & Executive Office	6,565	193	6,758	(1,603)	5,155	1,102
City Strategy	1,383	(783)	600	502	1,102	10
Property & Place	237,234	31,197	268,431	(9,439)	258,992	111,619
City Assets and Operations	44,016	18,562	62,578	(20,838)	41,740	8,605
Community Services	5,522	1,297	6,819	(2,248)	4,571	1,477
City Planning and Design	17,018	(14,900)	2,119	(107)	2,012	406
<b>Total Capital Expenditure</b>	<b>311,739</b>	<b>35,566</b>	<b>347,304</b>	<b>(33,733)</b>	<b>313,571</b>	<b>123,219</b>
<b>Funding Source</b>						
Transfer From Special Rates Reserve	4,158	561	4,718	112	4,830	371
Transfer From Domestic Waste Reserve	14,093	-	14,093	(13,593)	500	72
Transfer From Section 94	51,090	19,521	70,611	(19,028)	51,583	8,351
Transfer From Grants & Contributions Reserves	49,626	15,297	64,924	7,807	72,730	13,157
Transfer From Stormwater Levy Reserve	473	70	543	-	543	1
Transfer from Internally Restricted Reserves	192,300	117	192,417	(9,032)	183,385	100,822
<b>Total Funding Source</b>	<b>311,739</b>	<b>35,566</b>	<b>347,304</b>	<b>(33,733)</b>	<b>313,571</b>	<b>122,774</b>
<b>Net Budget Result</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>445</b>

### Capital major works

Capital works with budget in excess of \$10m.

\$'000	Funding	Original Budget	December QR	2022/23	2023/24	2024/25	Project Update
1. 5 Parramatta Square Development - New Council Facilities	PDG Reserve	52,407	65,042	-	-	-	Council endorsed budget increase to \$136m with variation \$5.9m balance timing from FY21. Current completion circa June 2022
2. Parramatta Square Public Domain Development	s7.12, PDG Reserve	20,547	27,020	-	-	-	The Public Domain is set to open circa June 2022
3. Aquatic Leisure Centre Parramatta	Grant, s7.11, PDG Reserve	40,038	45,155	34,967	-	-	Aquatic centre on track to open circa May 2023
4. Future Workplace Project	PDG Reserve	70,000	64,259	-	-	-	Purchase price of 9 Wentworth
5. F.S Garside Park Upgrade	Grant, CIP3.3 Reserve	1,000	912	10,099	3,500	-	Detailed design 80% complete. Construction scheduled to commence from July 2022 with a 12 month construction program.
6. Rydalmere Park Masterplan	Grant	7,409	7,442	-	-	-	New Public Domain at Rydalmere park
7. Charles St Square	Grant, s7.11	4,052	3,612	5,975	-	-	Construction scheduled to commence late February 2022. Finalising pre-construction documentation and scheduling with the construction contractor. Project scheduled for completion by end 2022. Current 2021/22 budget of \$3,612,015 aligns with expected expenditure.
8. Alfred St Bridge	Reserve Grant	-	8,102	-	-	-	Construction progressing and on track. Site establishment work currently in progress with piling commenced on the northern bank of the Parramatta River. Project scheduled for completion by December 2022. Current 2021/22 budget of \$8,101,958 aligns with expected expenditure.

### Capital major works

Capital works with budget in excess of \$10m (continued).

\$'000	Funding	Original Budget	December QR	2022/23	2023/24	2024/25	Project Update
9. Riverside Theatres Redevelopment	PDG Reserve	5,000	1,000	40,000	55,000	-	PCG working through options. Current scheme is greater than project budget. Looking to either find more funds or reduce scope of works
10. Civic Link	s7.11	1,320	415	3,000	8,000	7,300	Design Consultancy appointed for development of Brief and Design Strategy. Liaison with Sydney Metrowest ongoing to coordinate projects.
11. Dence Park Pool	Grant, s7.11	2,453	2,483	15,866	6,045	-	PCG working through options. Current scheme is greater than project budget. Assessing alternative sites and scope of works

### Capital variances

Variance in capital works in excess of \$500k.

\$'000	2021/22 Original Budget	Current Budget	Proposed Adjustments	December QR	December YTD Actual	Project Status	Comment
1. Community Recycling Facility	15,000	15,000	(14,700)	300	-		Budget has been reduced to reflect design work that needs to occur this financial year before implementation in years 2022/23 & 2023/24.
2. Upgrade of theTown Hall	9,114	11,957	(3,930)	8,028	245	Progressing - behind schedule	Increased total budget to \$20m with variation of \$10m. New updated design, delivery expected circa November 2022
3. Charles Street Square Works	4,052	7,354	(3,742)	3,612	72	Progressing - on track	Construction scheduled to commence late February 2022. Finalising pre-construction documentation and scheduling with the construction contractor. Project scheduled for completion by end 2022. Current 2021/22 budget of \$3,612,015 aligns with expected expenditure.

### Capital variances

Variance in capital works in excess of \$500k (cont.).

\$'000	2021/22 Original Budget	Current Budget	Proposed Adjustments	December QR	December YTD Actual	Project Status	Comment
4. Newington Reserve Upgrade	3,000	3,000	(2,680)	320	116	Progressing	Detailed design completed for both the Field and Pavilion. Sourcing additional funding due to high costs associated with addressing soil contamination. Anticipate to commence construction by September 2022. It is proposed to reduce the 2021/22 budget to \$320,000 and increase 2022/23 proposed budget by additional \$2,680,000
5. Aquatic Centre Parramatta	40,038	47,811	(2,656)	45,155	14,600	Progressing - on track	Aquatic centre on track to open circa May 2023
6. Parramatta Square Public Domain Development	20,547	29,281	(2,261)	27,020	689	Progressing - on track	Stage 3 to open in June 22 with Leigh place works delayed to FY23
7. Roads Renewal Program	9,000	9,000	(2,000)	7,000	1,018	Progressing - behind schedule	Budget for 2021/22 FY reduced to \$7M due to covid lockdown and prolonged wet weather conditions. Restore budget to \$9M in 2022/23 FY and increasing to \$10M in 2023/24 FY.
8. HR Systems Review	1,535	1,535	(1,535)	-	-		Moved to an Operational project.
9. Carter Street Regional Cycleway	-	1,767	(1,517)	250	11	In progress	Project is currently on community consultation and will be reported to Parramatta Traffic Committee and Council.
10. Parramatta Square Public Art	3,010	4,072	(1,362)	2,710	1,399	In progress	Two public artworks have been commissioned. One public artwork contract executed. Other contract finalised and to be executed in Q2. Works to be completed by June 2022.
11. Asbestos Remediation Works Program	2,841	2,841	(1,300)	1,541	56	Progressing - on track	Rolling program to manage James Hardie Legacy Sites
12. Epping Community Hub	1,515	2,929	(1,203)	1,725	297		Updated phasing of project

### Capital variances

Variance in capital works in excess of \$500k (continued).

\$'000	2021/22 Original Budget	Current Budget	Proposed Adjustments	December QR	December YTD Actual	Project Status	Comment
13. Sturt and Acacia Park Upgrades	3,556	3,345	(823)	2,522	1,263		Construction commencement delayed due to covid restrictions
14. Drainage Improvements in Growth Areas	650	650	(650)	-	-	Progressing on-track	PRC approved program, works commencing shortly
15. Boronia Park Building Amenities Upgrade	1,422	1,422	(550)	872	103	Progressing on-track	In construction phase.
16. Kerb & Gutter Renewal Program	2,000	2,000	(500)	1,500	217	Progressing on-track	PRC approved program, works commencing shortly
17. Footpath Renewal Program	1,680	1,680	(500)	1,180	251	Progressing on-track	PRC approved program, works commencing shortly
18. Parramatta Light Rail MFP CAP	-	-	600	600	-		\$600k to paid to TfNSW this financial year for installation of smart poles. the remaining \$600k to be paid next FY.
19. PRUAIP - Good and Bridge Street	4,241	7,741	604	8,345	929		Anticipated compensation for the Compulsory Acquisition of site increased based on Valuer Generals review per Compulsory Acquisition Act
20. AF1 Dence Park Pool	2,453	1,790	693	2,483	153	Progressing - behind schedule	Development of Business case.

### Reserve Balance Summary

The following table provides a forecast of Councils restricted cash (internally and externally restricted reserves) and the forecast movements to and from reserves for the 2021/22 December Forecast.

	Opening Balance	Transfers to	Transfers from	Closing Balance	Actuals as at 31 December 2021
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Externally Restricted Reserves:</b>					
Domestic Waste Management	37,388	10,350	(3,240)	44,498	61,262
Grants and Contributions	47,116	59,879	(78,032)	28,963	50,238
Developer Contributions	130,648	31,970	(51,533)	111,085	138,959
Special Rates	12,946	156	(7,605)	5,497	11,917
Stormwater Levy	1,648	2,088	(2,432)	1,304	2,871
Cultural Reserve	36,854	516	(2,800)	34,570	35,454
<b>Total Externally Restricted Reserves</b>	<b>266,600</b>	<b>104,959</b>	<b>(145,641)</b>	<b>225,917</b>	<b>300,701</b>
<b>Internally Restricted Reserves:</b>					
Employee Leave Entitlements	6,400	0	0	6,400	6,400
Parking Meters	41	1,405	(1,624)	(178)	88
Property Development Reserve	383,642	52,663	(155,498)	280,806	283,672
CBD Infrastructure	0	2,346	(2,001)	345	535
Ward Works	498	0	(241)	257	445
<b>Total Internally Restricted Reserves</b>	<b>390,581</b>	<b>56,413</b>	<b>(159,364)</b>	<b>287,631</b>	<b>291,140</b>
<b>Total reserves</b>	<b>657,181</b>	<b>161,372</b>	<b>(305,005)</b>	<b>513,554</b>	<b>591,847</b>
<b>Working Funds Reserve</b>	<b>66,446</b>	<b>36,310</b>	<b>(34,628)</b>	<b>68,127</b>	<b>74,746</b>
<b>Total investments cash and receivables</b>	<b>723,627</b>	<b>197,682</b>	<b>(339,633)</b>	<b>581,676</b>	<b>666,593</b>

Council's cash position sees an **unrestricted balance of \$74.7 million** as at 31 December 2021. The unrestricted balance will continue to diminish as Council spends on operational costs and capital projects during the financial year. The funds have been invested in accordance with Council's investment policy.

### Tender Contracts Awarded

The following table provides a list of tender contracts approved for specific works for the period 1 October to 31 December 2021.

Council Meeting Approval Date	Term	Contractor	Description	Tender Number	Contract Amount (excl. GST)
25-Oct-21	Extent of work	Regal Innovations Pty Ltd	Charles Street Square, Parramatta - Civil, Landscape and Building Works	12/2021	\$8,494,202
25-Oct-21	Extent of work	Woods Bagot	Future Workplace Project Management Services	34/2021	\$1,262,232.00
22-Nov-21	Extent of work	Civx Pty Ltd	Traffic Control Signal (TCS) upgrade and associated civil works in Fitzwilliam Road, at Binalong Road & Reynolds Street, Old Toongabbie	31/2021	\$892,053.20
25-Oct-21	3 years plus 2 x 1 year options	Sam The Paving Man	Minor Civil Works	2/2021	\$5.5million pa
25-Oct-21	3 years plus 2 x 1 year options	Ally Property Services Pty Ltd	Minor Civil Works	2/2021	\$5.5million pa
25-Oct-21	3 years plus 2 x 1 year options	EzyPave	Minor Civil Works	2/2021	\$5.5million pa
25-Oct-21	3 years plus 2 x 1 year options	KK Civil Engineering	Minor Civil Works	2/2021	\$5.5million pa
25-Oct-21	3 years plus 2 x 1 year options	Dracon Civil Pty Ltd	Minor Civil Works	2/2021	\$5.5million pa
25-Oct-21	3 years plus 2 x 1 year options	Mack Civil Pty Ltd	Minor Civil Works	2/2021	\$5.5million pa
25-Oct-21	3 years plus 2 x 1 year options	Altus Traffic Pty Ltd	Event Traffic Management Services	26/2021	\$1,175,000
25-Oct-21	3 years plus 2 x 1 year options	Clean Vibes Pty Ltd	Event Waste Management Services	29/2021	\$700,000
25-Oct-21	3 years plus 2 x 1 year options	Australian Concert and Entertainment Security Pty Ltd (trading as ACES Group)	Event Security and Associated Services Part A) Event Security Services	30/2021	\$1,725,000

25-Oct-21	3 years plus 2 x 1 year options	Australian Concert and Entertainment Security Pty Ltd (trading as ACES Group)	Event Security and Associated Services Part B) Event Risk Assessment and Emergency Management Planning Services (Associated Services)	30/2021	\$125,000
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## RESPONSIBLE ACCOUNTING OFFICERS REPORT

### Responsible Accounting Officer's Statement

#### Quarterly Budget Review

**For the period 1 October 2021 to 31 December 2022**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review statement for the City of Parramatta Council for the quarter ended 31/12/2021 indicates that Council's projected financial position at 30/06/2022 will be satisfactory at year-end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

John Angilley  
Responsible Accounting Officer

**FOR FURTHER INFORMATION**

**CUSTOMER CONTACT CENTRE**

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**FOR COUNCIL DECISION**

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<b>ITEM NUMBER</b>	13.2
<b>SUBJECT</b>	Additional Special Variation (ASV) Application
<b>REFERENCE</b>	F2022/00105 - D08480375
<b>REPORT OF</b>	Chief Finance and Information Officer

**CSP THEME: FAIR**

**WORKSHOP/BRIEFING DATE: N/A**

**PURPOSE:**

The purpose of this report is to seek Council's approval to make an application to the Independent Pricing and Regulatory Tribunal (IPART) for a permanent Additional Special Variation (ASV) to general income under Section 508(2) of the Local Government Act 1993.

**RECOMMENDATION**

- (a) **That** Council approve an application for a permanent ASV to general income to be made to IPART under section 508(2) of the Local Government Act 1993, seeking an increase of the rate peg from 0.7% to 2.5%.
- (b) **That** Council note it will receive an additional \$2.84m in general income for the 2022/23 financial year if the ASV application is approved.
- (c) **That** Council note it will use the funds generated by the ASV application to meet Net Operating Deficit results from continuing operations.
- (d) **That** Council note that the additional average residential rates payable, attributable to the ASV application in 2022/23, will be \$18 or \$0.35 per week.
- (e) **That** Council note the impact on ratepayers as outlined in the Ratepayer Impact Table and considers the impact reasonable if the permanent ASV is approved.
- (f) **That** Council publicly exhibit the permanent ASV rate increase in its 2022/2023 Delivery Program, Operational Plan, Budget and Fees & Charges suite of documents to be placed on public exhibition for the minimum period of 28 days.
- (g) **Further, that** the results of Council's application to IPART be reported back to Council as part of the consideration of the final 2022/23 Delivery Program, Operational Plan, Budget and Fees and Charges suite of documents, following notification by IPART of its decision in late June 2022.

**BACKGROUND**

- 1. The Independent Pricing and Regulatory Tribunal (IPART) sets the amount that NSW Councils can increase their rates each year. This is known as the rate peg.
- 2. The City of Parramatta Council rate peg for the 2022/23 financial year has been set at 0.7%, with a population factor of 0.0%. It is noted that the average

IPART rate peg over the last ten (10) years is 2.46% (ranging from 1.5% to 3.6%).

3. The current IPART determined rate peg of 0.7% was used when setting the Council's 2022/23 draft Budget and the base for Long Term Financial Plan scenarios. This is the percentage also advised by IPART for use when calculating future rates in applications for any special variation.

### **ISSUES/OPTIONS/CONSEQUENCES**

4. In March 2022, IPART announced that it will accept and process an additional round of 2022/23 Special Variation (ASV) applications from Councils to compensate for the low 2022/23 rate peg previously determined by IPART, allowing Councils to bring the rate peg up to its forecasted 2.5%.
5. Councils can apply for a percentage special rate to be the lower of either:
  - a. 2.5% (including population factor); or
  - b. the Council's assumed 2022/23 rate peg as exhibited in its Long-Term Financial Plan (LTFP) (including population factor).
6. For ASV applications to be made, Councils will need to demonstrate that:
  - a. Council has demonstrable financial need such that, in the absence of a special variation, Council would not have sufficient funds to meet its obligations as identified in its 2021/22 LTFP as and when they fall due in 2022/23; and
  - b. Where Council is applying for a permanent special variation, in addition to the above criterion, Council has demonstrable financial need for the special variation to be retained in its rate base on an ongoing basis; and
  - c. Council's 2021/21 Integrated Planning & Reporting (IP&R) documentation budgeted for an income increase above the percentage specified for Council for 2022/23 under Section 506 of the Act; and
  - d. Council has resolved to apply for the special variation under section 508(2) of the Act and that the resolution clearly states:
    - i. Whether the resolution is for a temporary or permanent special variation under section 508(2) of the Act; and
    - ii. The additional income that Council will receive if the special variation is approved; and
    - iii. Why the special variation is required; and
    - iv. That Council has considered the impact on ratepayers and the community in 2022/23 and, if permanent, in future years if the special variation is approved and considers that it is reasonable.
7. The process for ASV applications is intended to be a simpler more targeted application process, and IPART will not require Councils to demonstrate community consultation outside of the processes outlined above. To demonstrate community consultation, IPART will consider the consultation undertaken through the IP&R process and consider the resolution to apply for the ASV meets the requirements.
8. Under the ASV round of applications:
  - a. Applications will be accepted up until 29 April 2022;
  - b. IPART will publish applications to enable community consultation for a period of at least three (3) weeks; and

- c. IPART will notify Council of its decision no later than 21 June 2022.
9. The Office of Local Government (OLG) released a circular on 7 March 2022 outlining the details for Councils to apply for an ASV. The OLG also stated that it “... recognise that, due to the delayed council elections and the determination of the 2022/23 rate peg at a lower rate than councils had forecast... may result in some councils not having sufficient funds to pay for required infrastructure and services.”
10. The following table outlines the impact to ratepayers in 2022-2023 and in the future years if the permanent ASV is approved by IPART:

INDICATIVE IMPACT** ON RATEPAYERS 2022-2023 TO 2025-2026											
Rating Category/ Sub-Category	2022-2023 Average Rate					2023-2024 Average Rate		2024-2025 Average Rate		2025-2026 Average Rate	
	2021-2022 Avg Rate	Rate Peg of +0.7%	plus ASV +1.8%	Total	Increase	IPART suggested +2.5%***		IPART suggested +2.5%***		IPART suggested +2.5%***	
Residential	\$1,009	\$7	\$18	\$1,034	\$25	\$1,060	\$26	\$1,086	\$26	\$1,113	\$27
Business - General	\$6,209	\$43	\$112	\$6,364	\$155	\$6,523	\$159	\$6,686	\$163	\$6,853	\$167
Business - CBD	\$14,999	\$105	\$270	\$15,374	\$375	\$15,758	\$384	\$16,152	\$394	\$16,556	\$404
Business - CBD #2	\$312,138	\$2,185	\$5,618	\$319,941	\$7,803	\$327,940	\$7,999	\$336,138	\$8,198	\$344,542	\$8,403
Business - Industrial	\$18,197	\$127	\$328	\$18,651	\$455	\$19,118	\$466	\$19,596	\$478	\$20,086	\$490

\*\* indicative total average rates per year with an IPART approved permanent ASV applied in 2022-2023  
\*\*\* IPART suggests an assumed rate peg of +2.5% for future year projections

11. It is recommended that Council approve an ASV application to be made to IPART for a permanent increase to Council's rate peg of 1.8% for the 2022/23 financial year and beyond. This will increase general income by an additional \$2.84m in FY22/23, if approved by IPART.

## CONSULTATION & TIMING

### Stakeholder Consultation

12. The following stakeholder consultation has been undertaken in relation to this matter:

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
18/3/2022	Finance, Governance, City Strategy	Raise matters with Executive Team for consideration	Agree	Finance
29/3/2022	IPART	Information paper and application form for Additional Special Variation Applications	Noted	Finance

Councillor Consultation

13. The following Councillor consultation has been undertaken in relation to this matter:

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
Nil	Nil	Nil	Nil	Finance

**LEGAL IMPLICATIONS FOR COUNCIL**

14. There are no legal implications for Council associated with this report.

**FINANCIAL IMPLICATIONS FOR COUNCIL**

15. If Council resolves to approve to make an application to IPART for an Additional Special Variation, there will be a positive impact on Council's general income in the order of \$2.84m in FY22/23. Additional income in future years is outlined in the table below and included in the LTFP scenarios.

	FY 21/22	FY 22/23	FY 23/24	FY 24/25
<b>Revenue</b>				
Internal Revenue				
External Revenue		\$2,842,478	\$2,958,902	\$3,081,261
<b>Total Revenue</b>		\$2,842,478	\$2,958,902	\$3,081,261
<b>Funding Source</b>				
<b>Operating Result</b>				
External Costs				
Internal Costs				
Depreciation				
Other				
<b>Total Operating Result</b>				
<b>Funding Source</b>				
<b>CAPEX</b>				
CAPEX				
External				
Internal				
Other				
<b>Total CAPEX</b>				

John Angilley  
Chief Finance and Information Officer

Brett Newman  
Chief Executive Officer

**ATTACHMENTS:**

There are no attachments for this report.

**REFERENCE MATERIAL**

**FOR COUNCIL DECISION**

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<b>ITEM NUMBER</b>	13.3
<b>SUBJECT</b>	Draft Code of Meeting Practice for Public Exhibition
<b>REFERENCE</b>	F2022/00105 - D08385486
<b>REPORT OF</b>	Governance Projects Officer

**CSP THEME:** FAIR

**WORKSHOP/BRIEFING DATE:** Councillor Induction - Thursday, 10 March 2022  
Policy Review Committee - Tuesday, 29 March 2022

**PURPOSE:**

To present to Council a Draft Code of Meeting Practice for approval to be placed on public exhibition for the prescribed period of 42 days under the *Local Government Act 1993* (the Act).

**RECOMMENDATION**

- (a) **That** the draft Code of Meeting Practice be placed on public exhibition for the prescribed period of 42 days.
- (b) **Further, that** a report be presented to Council at the expiration of the public exhibition process considering any submissions received and presenting a final draft Code of Meeting Practice for adoption.

**BACKGROUND**

1. Council's current Code of Meeting Practice was adopted on 11 June 2019.
2. On 29 October 2021, a new Model Code of Conduct was prescribed under the *Local Government (General) Regulation 2021*. The Model Code was prepared by the Office of Local Government after consultation with all NSW Councils.
3. The primary intentions of releasing the new Model Code is:
  - a. to provide Councils with non-mandatory provisions for meeting participation via audio-visual link, as existing provisions for Councillors to attend and participate in meetings by audio-visual link, made under the *Local Government (General) Regulation 2021* are due to expire on 30 June 2022; and
  - b. to implement the ICAC recommendation (arising out of its investigation of the former Canterbury City Council (Operation Dasha)) to require that council business papers include a reminder to Councillors of their oath or affirmation of office and their conflict of interest disclosure obligations.

**ISSUES/OPTIONS/CONSEQUENCES**

4. The Model Code of Meeting Practice contains both mandatory and non-mandatory provisions. All mandatory clauses must be adopted as per the Model Code of Meeting Practice.

5. None of the mandatory or non-mandatory provisions will impose significant change on the way that Council meetings are run at the City of Parramatta Council.
6. A summary of the proposed changes and reference to the relevant page in the draft Code (clean copy) are as follows:

**Mandatory Provisions:**

<b>Topic/ Subject Matter</b>	<b>Draft Code Page Reference</b>	<b>Recommendation</b>
Statement of Ethical Obligations	3.22	Adopt as per Model Code
Attendance by CEO and other staff at Council Meetings	5.47	Adopt as per Model Code
Use of Mobile Phones and Unauthorised Recording of Meetings	15.25	Adopt as per Model Code

**Non-Mandatory Provisions:**

<b>Topic/ Subject Matter</b>	<b>Draft Code Page Reference</b>	<b>Recommendation</b>
Meetings held by Audio-Visual Link	5.17, 5.18, 5.19	Adopt as per Model Code
Attendance by Councillors at Meetings by Audio-Visual Link	5.20, 5.21, 5.22, 5.23, 5.24, 5.25, 5.26, 5.27, 5.28, 5.29, 5.30, 5.31	Adopt as per Model Code and rescind the Procedures for Attendance by Councillors at Meetings by Audio-Visual Link
Obligations of Councillors attending meetings by Audio-Visual Link	14.21	Adopt as per Model Code and rescind the Procedures for Attendance by Councillors at Meetings by Audio-Visual Link
How Disorder by Councillors attending meetings by Audio-Visual Link may be dealt with	15.21, 15.22	Adopt as per Model Code
Conflicts of Interest	16.2	Adopt as per Model Code
Minutes of Meetings <i>(Identifying Councillors who attended a meeting via audio-visual link)</i>	19.2 & 20.22	Adopt as per Model Code
Pre-Meeting Briefing Session*	3.32, 3.33, 3.34, 3.35, 3.36, 3.37	Adopt as per Model Code
Voting at Council Meetings* <i>(Identifying Councillors voting for and against a motion)</i>	11.10 & 20.23	Adopt as per Model Code with a commencement date when Council Meetings move to the new Chamber
Dealing with Items by Exception*	Part 13 13.1, 13.2, 13.3, 13.4, 13.5	Adopt with variations made to the Model Code provisions
Rescinding or Altering Council Decisions* <i>(Setting deadlines for submitting a Notice of Motion of Rescission)</i>	Refer 17.12 strikethrough in Attachment 1	Do not adopt.

Recommitting resolutions to correct an error*	17.20, 17.21, 17.23, 17.24, 17.25	Adopt as per Model Code
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\*Note these are non-mandatory provisions Council had previously not adopted.

**Additional Provisions (Amendments, New Provisions and Removal of Provisions):**

Topic/ Subject Matter	Draft Code Page Reference	Type of Change	Recommendation
Council decisions prior to Local Government Election (Caretaker Provisions)	2.2 2.3	New provision	Adopt as per proposed wording
Council decisions during recess period	2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 2.10, 2.11	New provision	Adopt as per proposed wording
Public Forums	Part 4 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 4.10, 4.11, 4.12, 4.13, 4.14, 4.15, 4.16, 4.17, 4.18	Amendment to existing provision	Amendment to increase the number of public forums allowed at Council Meetings, to five (5). And to remove the two (2) minute time limit on staff responses.
Leave of absence – Councillor attending Council meeting during leave of absence period, the leave of absence is taken to have been rescinded	5.6	Additional provision	Adopt as per proposed wording
Webcasting of Meetings	5.35, 5.36, 5.37, 5.38, 5.39, 5.40, 5.41, 5.42	New provisions	Adopt as per proposed wording and rescind Webcasting Policy.
Modes of Address	Part 7 7.1, 7.2, 7.3, 7.4	Amendment to existing provisions	Adopt as per proposed wording
Order of Business – amended in line with Council's current order of business	8.1	Amendment to existing provision	Adopt as per proposed wording
Urgent Motions	9.6	New provision	Adopt as per proposed wording
Petitions	9.13, 9.14, 9.15, 9.16	New provisions	Adopt as per proposed wording
Matters of Urgency/Suspension of Standing Orders	Refer 9.16, 9.17, 9.18, 9.19 strikethrough in	Delete	Remove these provisions and encourage Councillors to utilise existing provisions in line with

	Attachment 1		Model Code of Meeting Practice
Procedural Motions – include provisions on use of procedural motions	10.35, 10.36, 10.37, 10.38	Amendment to existing provisions	Adopt as per proposed wording
Voting on Matters Requiring Funding	Refer 11.15 strikethrough in Attachment 1	Removal of provision	Remove provisions and utilise existing provisions of the Model Code of Meeting Practice
Disclosures of Interest – expand to include the action to be taken	Refer 16.3 & table of disclosures strikethrough in Attachment 1	Removal of provisions.	Remove provisions
Minutes of meetings ( <i>Noting items where questions have been taken on notice</i> )	19.2	New provision	Adopt as per proposed wording
Availability of minutes to the public	Refer the note under clause 19.7	Amendment to existing provisions	Adopt as per proposed wording
Appendices – Roles, Petitions, Miscellaneous	Part 22 Part 23 Part 24	Move reference to definitions	Remove these provisions: <ul style="list-style-type: none"> <li>- Roles: duplication of legislation (noting a reference to roles can be found in the definitions);</li> <li>- Petitions: to be replaced with Policy;</li> <li>- Miscellaneous: duplication of Code of Conduct.</li> </ul>

7. A copy of the draft Code of Meeting Practice (marked up with all changes) can be found at Attachment 1. The draft Code of Meeting Practice (clean copy) is provided at Attachment 2.

## CONSULTATION & TIMING

### Stakeholder Consultation

8. The following stakeholder consultation has been undertaken in relation to this matter:

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility

NIL	NIL	NIL	NIL	NIL
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### Councillor Consultation

9. The following Councillor consultation has been undertaken in relation to this matter:

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
10 March 2022	Councillor Induction. In attendance: Councillors Garrard, Prociv, Noack, Wearne, Wang, Darley, Humphries, Siviero, Bradley, Maclean	Councillors responded with positive feedback to the inclusion of the mandatory and non-mandatory clauses (not yet adopted) in the draft Code.	Feedback noted and discussed at the Policy Review Committee Meeting.	Governance
29 March 2022	Policy Review Committee Meeting  Lord Mayor Davis Deputy Lord Mayor Pandey Councillors Garrard, Prociv, Wearne, Valjak and Darley (observer)	Committee members responded with mostly positive feedback to the proposed changes.  Committee members expressed some interest in retaining some clauses proposed for removal and amending certain provisions to strengthen their intent.	Feedback noted and correspondingly reflected in the draft Code attached to this report.	Governance

### **LEGAL IMPLICATIONS FOR COUNCIL**

10. Under s360(3) of the *Local Government Act 1993*, a Council must, not later than 12 months after an ordinary election of Councillors, adopt a Code of Meeting Practice that incorporates the mandatory provisions of the model code prescribed by the regulations.
11. As a result of the uncertainty of the COVID-19 situation, the *Local Government (General) Regulation 2021* was amended to enable Councillors to attend and participate in meetings by audio-visual link. This provision is to be repealed on 30 June 2022. Consequently, to maintain use of provisions for Councillors to attend meetings by audio-visual link, a draft Code including these new non-mandatory provisions must be adopted by 30 June 2022. In line with this, should any submissions be received, a report will be brought back to Council at a meeting in June 2022 to consider the adoption of the draft Code post-exhibition.

12. s361 of the *Local Government Act 1993* requires a draft Code to be exhibited for 42 days before adoption. Therefore, this Code will be exhibited for 42 days following adoption at the 11 April 2022 Council meeting.

### FINANCIAL IMPLICATIONS FOR COUNCIL

13. If Council resolves to approve this report in accordance with the proposed resolution, there are no unbudgeted financial implications for Council's budget. The cost to publicly exhibit the draft Code is provided for within the existing adopted budget.

	FY 21/22	FY 22/23	FY 23/24	FY 24/25
<b>Revenue</b>				
Internal Revenue				
External Revenue				
<b>Total Revenue</b>	Nil			
<b>Funding Source</b>	NA			
<b>Operating Result</b>				
External Costs				
Internal Costs				
Depreciation				
Other				
<b>Total Operating Result</b>	Nil			
<b>Funding Source</b>	NA			
<b>CAPEX</b>				
CAPEX				
External				
Internal				
Other				
<b>Total CAPEX</b>	Nil			

Rebecca Srbinovska  
**Governance Projects Officer**

Patricia Krzeminski  
**Governance Manager**

John Angilley  
**Chief Finance and Information Officer**

Brett Newman  
**Chief Executive Officer**

### ATTACHMENTS:

[1](#)  Draft Code of Meeting Practice (Marked Up) 61 Pages



[2](#)  Draft Code of Meeting Practice (Clean Copy for Public Exhibition) 61 Pages



## REFERENCE MATERIAL

**2022  
City of Parramatta  
Code of Meeting Practice**

	Unique to Parramatta
	Non-Mandatory clauses (already adopted by CoP)
	Mandatory clauses (not already adopted by CoP)
	Non-mandatory clauses (not already adopted by CoP)
	Recommended amendments for consideration

## 1. INTRODUCTION

The ~~is~~ City of Parramatta Code of Meeting Practice is based on the Model Code of Meeting Practice for Local Councils in NSW ~~-(the Model Meeting Code) released in December 2018 and made under section 360 of the Local Government Act 1993 (the act) and the Local Government (General) Regulation 2005 (the regulation)-~~. ~~The Model Code of Meeting Practice for Local Councils in NSW (the Model Code) is prescribed under section 360 of the Local Government Act 1993 (the Act) and the Local Government (General) Regulation 2021 (the Regulation).~~

This Code of Meeting Practice applies to all meetings of Council and committees of Councils of which all the members are Councillors (committees of Council). Council Committees whose members include persons other than Councillors may adopt their own rules for meetings unless the Council determines otherwise.

~~Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.~~

~~A council's adopted Code of Meeting Practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a Code of Meeting Practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.~~

A Council and a committee of the Council of which all the members are Councillors must conduct its meetings in accordance with the code of meeting practice adopted by the Council.

~~This code of Meeting Practice is to be cited as the City of Parramatta Code of Meeting Practice. The Code reflects the Model Code of Meeting Practice released by the Office of Local Government, relevant sections of Local Government Act 1993 (the Act) and the Local Government (General) Regulation 2005 (the Regulation), local rules specific to the City of Parramatta as well as relevant Council policies and procedures.~~

~~It should be noted that Clause 3.13, 9.11, 10.9 and 11.15 would come into effect following implementation of the online budget.~~

## 2. MEETING PRINCIPLES

2.1 Council and committee meetings should be:

**Transparent:** Decisions are made in a way that is open and accountable. Meetings shall be conducted with the Council's commitment to open government and maximum access and participation by the city's residents.

**Informed:** Decisions are made based on relevant, quality information. Meetings should be restricted to matters of policy, direction, resource allocation and statutory decisions by Council.

**Inclusive:** Decisions respect the diverse needs and interests of the local community.

**Principled:** Decisions are informed by the principles prescribed under Chapter 3 of the Act.

The City of Parramatta Council commits itself to the principles contained herein and Council's Charter and Values.

Council meetings shall comply with the principle that Councillors do not involve themselves in the day-to-day administration of Council. This remains the responsibility of the CEO.

Council's Code of Conduct also provides guidance and support to the Code of Meeting Practice in the principles of conduct at meetings and whilst representing Council in any forum.

**Trusted:** The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

**Respectful:** Councillors, staff and meeting attendees treat each other with respect. Councillors and staff are also bound by the obligations in relation to meetings as set out in the Council's Code of Conduct (clauses 3.19 to 3.22).

Councillors have an obligation to conduct themselves at meetings to high standards of behaviour, and make a positive contribution to all decisions and debates. This means that

a. Issues shall be debated if necessary.

b. Respect shall be given to opposing views.

c. Acceptable language shall be used at all times, and

d. A Councillor or officer will not unnecessarily interrupt or speak over the top of a person who has been granted the right to speak by the Chairperson.

e. The Council shall not be brought into disrepute by a member's words or actions.

**Effective:** Meetings are well organised, effectively run and skilfully chaired.

**Orderly:** Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting and earn the respect of the city.

**Formatted:** Body Text, Indent: Left: 1 cm, Right: 0.55 cm, Space Before: 6.25 pt, Line spacing: Multiple 1.2 li, No bullets or numbering, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Tab stops: 5.35 cm, Left + Not at 4.5 cm

**Employers and residents**

**Council Decisions Prior to a Local Government Election (Caretaker Period)**

The Local Government (General) Amendment (Caretaker Period Restrictions) Regulation 2012 defines Councils functions during caretaker period. Caretaker provisions commence four weeks preceding an ordinary election. Clause 393B of the Amendment of Local Government (General) Amendment (Caretaker Period Restrictions) Regulations 2012 outlines the restrictions on Council during the caretaker period including decisions made in a Council meeting.

2.2 The Council, Chief Executive Officer, or any other delegate of the Council must not exercise certain functions during a Caretaker period.

2.3 The Caretaker Period means the period of four (4) weeks preceding the date of a Local Government Election.

**Note: Clauses 2.2 and 2.3 reflect clause 393B of the Local Government (General) Regulations 2021.**

**Council Decisions During Recess Period**

2.4 Council meetings are held each month of the calendar year, except in January, where no meetings are held. The period from the final meeting of the year to the first meeting of the new year is known as the Recess Period.

2.5 Council may, by resolution in December each year, delegate joint authority to the Lord Mayor and the Chief Executive Officer all powers, duties and functions of the Council which cannot reasonably be deferred to the first Ordinary Meeting of Council following the recess period.

2.6 A Delegated Authority Meeting will be held for any matter to be considered under joint delegation.

2.7 Notice of a Delegated Authority Meeting will be provided to all Councillors at least three (3) days prior to the meeting being held.

2.8 If the Lord Mayor or Chief Executive Officer receives a referral signed by two (2) or more Councillors of any matter to be considered at a Delegated Authority Meeting, the matter will be referred to a full Ordinary Meeting of the Council.

2.9 Clause 2.7 does not prevent the calling of an Extraordinary Meeting of Council in accordance with clause 3.2 of this Code of Meeting Practice.

2.10 Minutes of a Delegated Authority Meeting will be reported to the first Council Meeting of the following year.

2.11 Any decision made under joint delegated authority is taken to be a decision of the Council.

### 3. BEFORE THE MEETING

#### Timing of ordinary council meetings

~~3.1— Ordinary meetings of the council:~~

~~a) Will be held on the second and fourth Monday of the month (excepting the month of January where no meetings are held)~~

~~a) Will start at 6:30pm and will finish at 11:00pm~~

~~May be extended by up to 30 minutes beyond the scheduled finish time of~~

~~11:00pm by resolution (i.e. extend closing time up to 11:30pm)~~

~~if not completed by 11:30pm, the chairperson must set the time, date and venue for the meeting to be reconvened~~

3.1 Ordinary meetings of the council will start at 6.30pm, and will be held on the second and fourth Monday of the month (except for in January, where no meetings are held).

**Note: Under section 365 of the Act, Councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a Council is required to meet each year under section 365A.**

#### Extraordinary meetings

3.2 If the Lord Mayor receives a request in writing, signed by at least two (2) Councillors, the Lord Mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The Lord Mayor can be one of the two Councillors requesting the meeting.

**Note: Clause 3.2 reflects section 366 of the Act.**

~~Extraordinary meetings are held in extraordinary circumstances or to deal with special business or where there is so much business to be dealt with that an additional meeting is required~~

#### Notice to the public of council meetings

3.3 The Council must give notice to the public of the time, date and place of each of its meetings, including Extraordinary Meetings and of each meeting of committees of the council.

**Note: Clause 3.3 reflects section 9(1) of the Act.**

3.4 For the purposes of clause 3.3, notice of a meeting of the Council and of a committee of Council is to be published before the meeting takes place. The notice must be published on the Council's website, and in such other manner that the Council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

3.5 For the purposes of clause 3.3, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

- 3.6 The Chief Executive Officer must send to each Councillor, at least three (3) days before each meeting of the Council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting. **City of Parramatta has resolved that Councillors will receive the agenda of an Ordinary Council Meeting at least ten (10) days prior to the meeting.**

**Note: Clause 3.6 reflects section 367(1) of the Act.**

- 3.7 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form. **Councillors will have access to notice of the meeting, agenda and business papers via their individually nominated means (hard copy or electronic).**

**Note: Clause 3.7 reflects section 367(3) of the Act.**

Notice to Councillors of Extraordinary Meetings

- 3.8 Notice of less than three (3) days may be given to Councillors of an Extraordinary Meeting of the Council in cases of emergency. **The Lord Mayor and the Chief Executive Officer will determine the situation of emergency.**

**Note: Clause 3.8 reflects section 367(2) of the Act.**

**Note: An emergency requires the important features of a demand as opposed to a necessity and a sense of danger as opposed to mere apprehension. (Butterworths Australian Legal Dictionary)**

Giving Notice of Business to be considered at Council Meetings

- 3.9 A Councillor may give notice of any business they wish to be considered by the Council at its next Ordinary Meeting by way of a Notice of Motion. To be included on the agenda of the meeting, the Notice of Motion must be in writing and must be submitted ~~by 10.00am on Wednesday two (2) weeks prior to the scheduled Ordinary Meeting of Council (i.e. 12 days prior to the Council meeting)~~ **by 10.00am on the Wednesday two weeks before the meeting is to be held.**

- 3.10 A Councillor may, in writing to the Chief Executive Officer, request the withdrawal of a Notice of Motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

- 3.11 **If the Chief Executive Officer considers that a Notice of Motion submitted by a Councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the Chief Executive Officer may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the Council.**

- 3.12 **A Notice of Motion for the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the Chief Executive Officer must either:**

- (a) include as a staff response to the Notice of Motion to be considered by the Council, a note that identifies the availability of funds for implementing the Motion if adopted by the Council, or
- (b) include as a staff response to the Notice of Motion that the matter be deferred for the preparation of a report to Council which identifies the funding source to implement the Notice of Motion if adopted by Council.

#### Questions With Notice

- 3.13 A Councillor may, by way of a notice submitted under clause 3.9, ask a question for response by the Chief Executive Officer about the performance or operations of the council.
- 3.14 A Councillor is not permitted to ask a question with notice under clause 3.13 that comprises a complaint against the Chief Executive Officer or a member of staff of the Council, or a question that implies wrongdoing by the Chief Executive Officer or a member of staff of the Council.
- 3.15 The Chief Executive Officer or their nominee may respond to a question with notice submitted under clause 3.13 by way of a report included in the business papers for the relevant meeting of the Council or orally at the meeting.

#### Agenda and Business Papers for Ordinary Meetings

- 3.16 The Chief Executive Officer must cause the agenda for a meeting of the Council or a committee of the Council to be prepared as soon as practicable before the meeting.
- 3.17 The Chief Executive Officer must ensure that the agenda for an Ordinary Meeting of the Council states:
  - (a) all matters to be dealt with arising out of the proceedings of previous meetings of the Council, and
  - (b) if the Lord mayor is the Chairperson – any matter or topic that the Chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
  - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
  - (d) any business of which due notice has been given under clause 3.09.
- 3.18 Nothing in clause 3.17 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.7.
- 3.19 The Chief Executive Officer must not include in the agenda for a meeting of the Council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The Chief Executive Officer must report, without giving details of the item of business, any such exclusion to the next meeting of the Council.
- 3.20 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the Chief Executive Officer, is likely to take place when the meeting is closed to the public, the Chief Executive Officer must ensure that the agenda of the meeting:

- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
- (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

**Note: Clause 3.20 reflects section 9(2A)(a) of the Act.**

- 3.21 The Chief Executive Officer must ensure that the details of any item of business which, in the opinion of the Chief Executive Officer, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to Councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a Councillor or by any other person to another person who is not authorized to have that information.

#### **Statement of Ethical Obligations**

- 3.22** Business papers for all Ordinary and Extraordinary Meetings of the Council and committees of the Council must contain a statement reminding Councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the Council's Code of Conduct to disclose and appropriately manage conflicts of interest.

#### Availability of the Agenda and Business Papers to the Public

- 3.23 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the Council and committees of Council, are to be published on the council's website [REDACTED], and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the Council, at the relevant meeting, and at such other venues determined by the Council including Council libraries, by 9:00am on the Tuesday prior to an Ordinary/ Extraordinary Meeting of Council. [REDACTED]

**Note: Clause 3.23 reflects section 9(2) and (4) of the Act.**

- 3.24 Clause 3.23 does not apply to the business papers for items of business that Chief Executive Officer has identified under clause 3.20 as being likely to be considered when the meeting is closed to the public.

**Note: Clause 3.24 reflects section 9(2A)(b) of the Act.**

- 3.25 For the purposes of clause 3.23, copies of agendas and business papers must be published on the Council's website and made available to the public at a time that is as close as possible to the time they are available to Councillors.

**Note: Clause 3.25 reflects section 9(3) of the Act.**

- 3.26 A copy of an agenda, or of an associated business paper made available under clause 3.23, may in addition be given or made available in electronic form.

**Note: Clause 3.26 reflects section 9(5) of the Act.**

Agenda and Business Papers for Extraordinary Meetings

- 3.27 The Chief Executive Officer must ensure that the agenda for an Extraordinary Meeting of the Council deals only with the matters stated in the notice of the meeting.
- 3.28 Despite clause 3.27, business may be considered at an Extraordinary Meeting of the council, even though due notice of the business has not been given, if:
- (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the Chairperson to be of great urgency on the grounds that it requires a decision by the Council before the next scheduled Ordinary Meeting of the Council.
- 3.29 A Motion moved under clause 3.28 (a) can be moved without notice but only after the business notified in the agenda for the Extraordinary Meeting has been dealt with.
- 3.30 Despite clauses 10.22 and 10.25-10.34, only the mover of a Motion moved under clause 3.28(a) can speak to the Motion before it is put.
- 3.31 A Motion of Dissent cannot be moved against a ruling of the Chairperson under clause 3.28(b) on whether a matter is of great urgency.

Pre-Meeting Briefing Sessions

- 3.32 Prior to each Ordinary Meeting of the Council, the Chief Executive Officer may arrange a pre-meeting briefing session to brief Councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for Extraordinary Meetings of the Council and meetings of committees of the Council.
- 3.33 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.34 Pre-meeting briefing sessions may be held by audio-visual link.
- 3.35 The Chief Executive Officer or a member of staff nominated by the Chief Executive Officer is to preside at pre-meeting briefing sessions.
- 3.36 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision making must be left to the formal Council or committee meeting at which the item of business is to be considered.
- 3.37 Councillors (including the Lord Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session. In the same way that they are required to do so at a Council or committee meeting. The Council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the Councillor who made the declaration.

#### 4. PUBLIC FORUMS

- 4.1 To speak at a public forum, a person must first make an application to the council via the approved application form. A verbatim (word by word) text of the question, comment or statement must be lodged in writing with the name and contact details of the speaker prior to 4.00pm on the Thursday prior to the Council Meeting either via email or presented to the Customer Contact Centre at 126 Church Street Parramatta. Forms can be found on Council's website for more information. The application must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item. Matters relating to the business paper will get preference.
- 4.2 Acceptance of Public Forum submissions will not be confirmed until after the deadline before the Council Meeting and consideration will be given to the urgency of each of the submissions by the Lord Mayor or his delegate.
- 4.3 A maximum of one (1) speaker in favour and one (1) speaker against a particular comment or statement will be accepted on a single matter and any groups are required to nominate a representative to speak on their behalf. If the speakers are not able to agree on whom to nominate to address the council, the CEO or their delegate is to determine who will address the council at the public forum. In total, Council will permit no more than five (5) speakers per Public Forum.
- 4.4 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.5 The CEO or their delegate may refuse an application to speak at a public forum
- 4.6 Each speaker will have a maximum of three (3) minutes to address Council on a Public Forum item. After two (2) minutes a warning bell will sound indicating they have one (1) minute remaining. After the allocated speaking time, the CEO or a nominated officer may provide a response or right of reply. A total of up to fifteen (15) minutes will be allocated for the entire consideration of Public Forum. A maximum of five (5) minutes per public forum item (which includes the statement, response and/or right of reply) will be allocated with a total of up to fifteen (15) minutes being permitted for the entire consideration of public forum. The Public Forum presentation will be made up of a three (3) minutes' address in which their public forum item will be heard. After 2 minutes a warning bell will sound indicating they have One (1) minute left. A further two (2) minutes will be allocated for a response or right to reply by the CEO or nominated officer. Council will adhere to this limit. Speakers will be contacted by the **morning of the meeting** and notified if their request to speak in the public forum has been granted.
- 4.7 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the CEO or their delegate in consultation with the Lord Mayor or the Lord Mayor's nominated chairperson, may increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 4.8 The CEO or their delegate is to determine the order of speakers at the public forum

- 4.9 Speakers at the public forum must not digress from the item on the agenda of the council Meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.10 Public Forums previously raised cannot be raised again unless there is new information or it has been 12 months since the matter was first raised. Matter not previously raised will get preference.
- 4.11 Speakers at public forums cannot ask questions of the council, councillors or council staff.
- 4.12 Where an address made at a public forum raises matters that require further consideration by council staff, the CEO may recommend that the council defer consideration of the matter pending the preparation of a further report on the matter.
- 4.13 When addressing the council, speakers at the public forum must comply with this code and all other relevant council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.14 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.13, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.15 Clause 4.14 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at the public forums in accordance with the provisions of Part 15 of this code.
- 4.16 Where a speaker engages in conduct of the type referred to in clause 4.13, the CEO or their delegate may refuse further applications from that person to speak at public forums for such a period as the CEO or their delegate considers appropriate.
- 4.17 Councillors (including the Lord Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflicts of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration
- 4.18 Council will not accept any Public Forum submissions that clearly target political parties.

**Note: Public Forums held as part of a council or committee meeting must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.**

~~Note: From the date of final adoption, Council will facilitate a three-month transition period to the new Public Forum process.~~

## 5. COMING TOGETHER

### Attendance by Councillors at meetings

- 5.1 All Councillors must make reasonable efforts to attend meetings of the Council and of committees of the Council of which they are members.

**Note: A Councillor may not attend a meeting as a Councillor (other than the first meeting of the Council after the Councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.**

- 5.2 A Councillor cannot participate in a meeting of the Council or of a committee of the Council unless personally present at the meeting unless permitted to attend the meeting by audio-visual link under this code. This clause does not apply to any meeting conducted as that meeting.

- 5.3 Where a Councillor is unable to attend one or more Ordinary Meetings of the Council, the Councillor should request that the Council grant them a leave of absence from those meetings prior to any period of leave or at the meeting concerned. This clause does not prevent a Councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this Code and the Act.

- 5.4 A Councillor's request for leave of absence from Council Meetings should, if practicable, identify (by date) the meetings from which the Councillor intends to be absent and the grounds upon which the leave of absence is being sought. Councillors seeking an extended period of leave may request such leave be mentioned in Confidential session so as to protect their privacy. Then, at successive meetings it should be noted in open session the leave of absence has been previously granted.

- 5.5 A Councillor applying for a leave of absence from a meeting of Council does not need to make the application in person, and the Council may grant such leave in the absence of that Councillor.

**Note: Clause 5.5 reflects section 234(2) of the Act.**

- 5.6 If a Councillor attends an Ordinary Meeting of Council or an Extraordinary Meeting of Council, despite having been granted a leave of absence, the leave of absence is taken to have been rescinded.

**Note: Clause 5.6 reflects section 234(3) of the Act.**

- 5.7 The Council must act reasonably when considering whether to grant a Councillor's request for a leave of absence.

- 5.8 A Councillor's civic office will become vacant if the Councillor is absent from three (3) consecutive Ordinary Meetings of the Council without prior leave of the Council, or leave granted by the Council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the Council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

**Note: Clause 5.8 reflects section 234(1)(d) of the Act.**

- 5.9 A Councillor who intends to attend a meeting of the Council despite having been granted a leave of absence should, if practicable, give the Chief Executive Officer at least two (2) days' notice of their intention to attend.

The Quorum for a Meeting

- 5.10 The quorum for a meeting of the Council is a majority of the Councillors of the Council who hold office at that time and are not suspended from office.
- Note: Clause 5.10 reflects section 368(1) of the Act.**
- 5.11 Clause 5.10 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the Council.
- Note: Clause 5.11 reflects section 368(2) of the Act.**
- 5.12 A meeting of the Council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
  - (b) within half an hour after the time designated for the holding of the meeting, or
  - (c) at any time during the meeting.
- 5.13 In either case, the meeting must be adjourned to a time, date, and place fixed:
- (a) by the Chairperson, or
  - (b) in the Chairperson's absence, by the majority of the Councillors present, or
  - (c) failing that, by the Chief Executive Officer.
- 5.14 The Chief Executive Officer must record in the Council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the Council, together with the names of the Councillors present.
- 5.15 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the safety and welfare of Councillors, Council staff and members of the public may be put at risk by attending the meeting because of a natural disaster (such as, but not limited to flood or bushfire), health, safety or welfare of Councillors, Council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the Lord Mayor may, in consultation with the Chief Executive Officer and, as far as is practicable, with each Councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the Council's website and in such other manner that the Council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.16 Where a meeting is cancelled under clause 5.15, the business to be considered at the meeting may instead be considered, where practicable, at the next Ordinary Meeting of the Council or at an Extraordinary Meeting called under clause 3.2.

5.16 A Councillor and/or Councillors who wilfully refuse or is suspected of wilfully refusing from a Council Meeting with the intent of the Council losing its Quorum or intentionally withholding business by not attending will be subject to Council's Code of Conduct.

#### Meetings held by audio-visual link

5.17 A meeting of the Council or a committee of the council may be held by audio-visual link where the Lord Mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of Councillors and staff at risk. The Lord Mayor must make a determination under this clause in consultation with the Chief Executive Officer and, as far as is practicable, with each Councillor.

5.18 Where the Lord Mayor determines under clause 5.17 that a meeting is to be held by audio-visual link, the Chief Executive Officer must:

- (a) give written notice to all Councillors that the meeting is to be held by audio-visual link, and
- (b) take all reasonable steps to ensure that all Councillors can participate in the meeting by audio-visual link, and
- (c) cause a notice to be published on the Council's website and in such other manner the Chief Executive Officer is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.

5.19 This code applies to a meeting held by audio-visual link under clause 5.17 in the same way it would if the meeting was held in person.

**Note: Where a Council holds a meeting by audio-visual link under clause 5.18, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.**

#### Attendance by Councillors at Meetings by Audio-Visual Link

5.20 Councillors may attend and participate in meetings of the Council and committees of the Council by audio-visual link with the approval of the Council or the relevant committee.

5.21 A request by a Councillor for approval to attend a meeting by audio-visual link must be made in writing to the Chief Executive Officer prior to the meeting in question and must provide reasons why the Councillor will be prevented from attending the meeting in person.

5.22 Councillors may request approval to attend more than one meeting by audio-visual link. Where a Councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.21.

5.23 The Council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a Councillor to attend a meeting by audio-visual link.

5.24 A Councillor who has requested approval to attend a meeting of the Council or a committee

of the Council by audio-visual link may participate in the meeting by audio-visual link until the Council or committee determines whether to approve their request and is to be taken as present at the meeting. The Councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.

5.25 A decision whether to approve a request by a Councillor to attend a meeting of the Council or a committee of the Council by audio-visual link must be made by a resolution of the Council or the committee concerned. The resolution must state:

- (a) the meetings the resolution applies to, and
- (b) the reason why the Councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.

5.26 If the Council or committee refuses a Councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.

5.27 A decision whether to approve a Councillor's request to attend a meeting by audio-visual link is at the Council's or the relevant committee's discretion. The Council and committees of the Council must act reasonably when considering requests by Councillors to attend meetings by audio-visual link. However, the Council and committees of the Council are under no obligation to approve a Councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the Councillor to attend the meeting by these means.

5.28 The Council and committees of the Council may refuse a Councillor's request to attend a meeting by audio-visual link where the Council or committee is satisfied that the Councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the Council or a committee of the Council by audio-visual link.

5.29 This Code applies to a Councillor attending a meeting by audio-visual link in the same way it would if the Councillor was attending the meeting in person. Where a Councillor is permitted to attend a meeting by audio-visual link under this Code, they are to be taken as attending the meeting in person for the purposes of the Code and will have the same voting rights as if they were attending the meeting in person.

5.30 A Councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The Councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this Code.

5.31 A Councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the Council or the committee into disrepute.

#### Entitlement of the Public to Attend Council Meetings

5.32 Everyone is entitled to attend a meeting of the Council and committees of the Council. The Council must ensure that all meetings of the Council and committees of the Council are open to the public. **Wherever a Council and committee meetings are held must comply with 5.1.28. Access made to access and include.**

**Note: Clause 5.32 reflects section 10(1) of the Act.**

- 5.33 Clause 5.32 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.34 A person (whether a Councillor or another person) is not entitled to be present at a meeting of the Council or a committee of the Council if expelled from the meeting:
- (a) by a resolution of the meeting, or
  - (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Note: Clause 5.34 reflects section 10(2) of the Act.**

**Note: Clauses 15.15 and 15.16 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. Clause 15.15 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Clause 15.16 authorises chairpersons to expel persons other than councillors from a council or committee meeting.**

#### Webcasting of Meetings

~~5.20 All meetings of the Council and committees of the Council are to be webcast on the Council's website. Council will livestream audio and video of the proceedings of these meetings on its website and within five (5) business days provide a link on its website that allows the public to watch the audio and video of the proceedings post-meeting.~~

~~**Note: Councils will be required to webcast meetings from 14 December 2019. Councils that do not currently webcast meetings should take steps to ensure that meetings are webcast by 14 December 2019.**~~

~~**Note: Councils must include supplementary provisions in their adopted Codes of Meeting Practice that specify whether meetings are to be livestreamed or recordings of meetings uploaded on the Council's website at a later time. The supplementary provisions must also specify whether the webcast is to comprise of an audio-visual recording of the meeting or an audio recording of the meeting.**~~

~~5.21 Clause 5.20 does not apply to parts of a meeting that have been closed to the public under section 10A of the Act.~~

~~5.22 At the start of each meeting the chairperson is to make a statement informing those in attendance that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements.~~

~~5.23 A recording of each meeting of the Council and Committee of the Council is to be retained on the Council's website for seven (7) years. Recordings of meetings may be disposed of in accordance with the State Records Act 1998.~~

**5.35 Each meeting of the Council or a committee of the Council is to be recorded by means of an audio or audio-visual device**

**5.36 At the start of each meeting of the Council or a committee of the Council, the Chairperson must inform the persons attending the meeting that**

(a) the meeting is being recorded and made publicly available on the Council's website, and

(b) persons attending the meeting should refrain from making any defamatory statements.

5.37 The recording of a meeting is to be made publicly available on the Council's website:

(a) at the same time as the meeting is taking place, or

(b) on the Friday following as soon as practicable after the meeting.

5.38 The recording of a meeting is to be made publicly available on the Council's website for ~~at least 12 months~~ after the meeting.

5.39 Clauses 5.37 and 5.38 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

**Note: Clauses 5.35 – 5.39 reflect section 236 of the Regulation.**

5.40 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*

5.41 Access to webcasts of Council and Committee Meetings are available to view on Council's website for personal and non-commercial use. All webcasts of Council or Committee Meetings are subject to copyright under the Copyright Act 1968 and cannot be reused or reproduced in any way without the permission of Council.

5.42 Whilst Council will take all reasonable efforts to ensure webcasting is available for meetings, there may be situations where, due to technical difficulties beyond Council's control, webcasting or recordings of a meeting may not be available. Council takes no responsibility for and accepts no liability in the event that webcasting on Council's website is unavailable.

#### Attendance of the Chief Executive Officer and Other Staff at Meetings

5.2443 The Chief Executive Officer is entitled to attend, but not to vote at, a meeting of the Council or a meeting of a committee of the Council of which all of the members are Councillors.

**Note: Clause 5.43 reflects section 376(1) of the Act.**

5.4425 The Chief Executive Officer is entitled to attend a meeting of any other committee of the Council and may, if a member of the committee, exercise a vote.

**Note: Clause 5.44 reflects section 376(2) of the Act.**

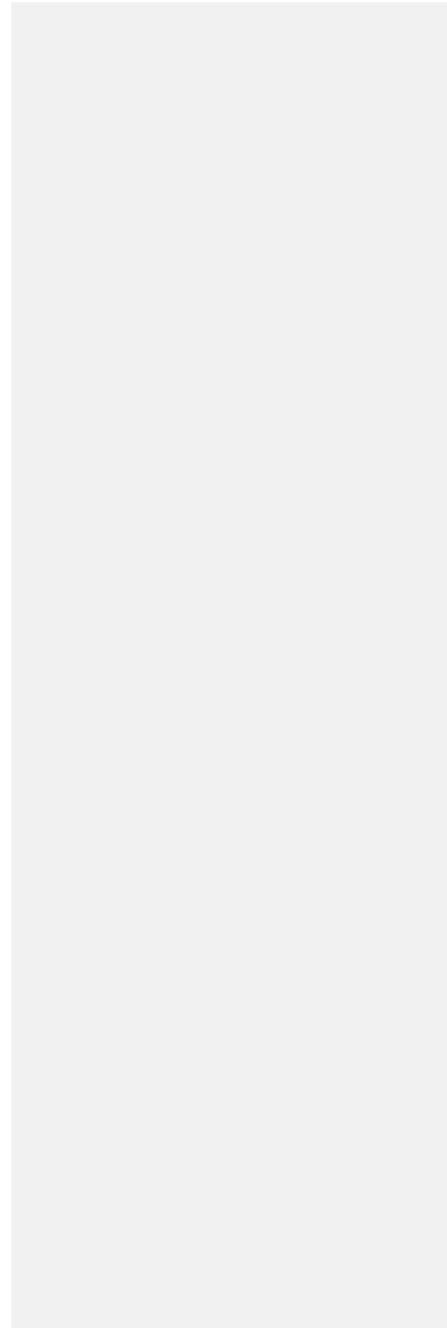
5.4526 The Chief Executive Officer may be excluded from a meeting of the Council or a committee while the Council or committee deals with a matter relating to the standard of performance of the Chief Executive Officer or the terms of employment of the Chief Executive Officer.

**Note: Clause 5.45 reflects section 376(3) of the Act.**

5.4627 The attendance of other Council staff at a meeting, (other than as members of the public) shall be with the approval of the Chief Executive Officer.

5.47 The Chief Executive Officer and other Council staff may attend meetings of the Council and committees of the Council by audio-visual-link. Attendance by Council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the Chief Executive Officer.

Executive Officer



18

## 6. THE CHAIRPERSON

### The Chairperson at Meetings

- 6.1 The Lord Mayor, or at the request of or in the absence of the Lord Mayor, the Deputy Lord Mayor (if any) presides at meetings of the Council.

**Note: Clause 6.1 reflects section 369(1) of the Act.**

- 6.2 If the Lord Mayor and the Deputy Lord Mayor (if any) are absent, a Councillor elected to chair the meeting by the Councillors present presides at a meeting of the Council.

**Note: Clause 6.2 reflects section 369(2) of the Act.**

### Election of the Chairperson in the Absence of the Lord Mayor and Lord Deputy Mayor

- 6.3 If no Chairperson is present at a meeting of the Council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a Chairperson to preside at the meeting.
- 6.4 The election of a Chairperson must be conducted:
- (a) by the Chief Executive Officer or, in their absence, an employee of the Council designated by the Chief Executive Officer to conduct the election, or
  - (b) by the person who called the meeting or a person acting on their behalf if neither the Chief Executive Officer nor a designated employee is present at the meeting, or if there is no Chief Executive Officer or designated employee.
- 6.5 If, at an election of a Chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the Chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
  - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

### Chairperson to Have Precedence

- 6.9 When the Chairperson rises or speaks during a meeting of the Council:
- (a) any Councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and

- (b) every Councillor present must be silent to enable the Chairperson to be heard without interruption.

13.10. If the Chairperson, Lord Mayor or Deputy Lord Mayor does not arrive within ten (10) minutes of the time designated for the commencement of the meeting then an election for a Chairperson will take place.

## 7. MODES OF ADDRESS

7.1 If the Chairperson is the Lord Mayor, they are to be addressed as ~~Lord Mayor~~ ~~Mr Lord Mayor~~ or ~~Madam Lord Mayor~~.

7.2 Where the Chairperson is not the Lord Mayor, they are to be addressed as ~~Chairperson~~ either ~~Mr Chairperson~~ or ~~Madam Chairperson~~.

7.3 A Councillor is to be addressed as 'Councillor [surname]'.

7.4 A Council Officer is to be addressed by their official designation or as ~~Mr/Ms~~ [surname].

## 8. ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1 The general order of business for an Ordinary Meeting of the Council shall be:

- 01 Opening meeting
- 02 Acknowledgement of the Traditional Owners [of Land](#)
- 03 **Webcasting Announcement**
- 04 **030101 Council Agenda recording of Meeting Announcement**
- ~~05 Confirmation of Minutes~~
- ~~06 Apologies and applications for leave of absence for Councillors~~
- ~~05 Apologies and applications for a leave of absence or attendance by audio-visual link by councillors~~
- ~~06 Confirmation of minutes~~
- 07 Disclosures of interests
- 08 Minutes of the Lord Mayor
- 09 Public Forum
- 10 **Petitions**
- 11 **Rescission Motions**
- ~~12 Consideration of Reports~~
- 12 ~~Reports to Council – For Notation~~
- 13 ~~Reports to Council – For Council Decision~~
- 143 Notices of Motions
- 154 Questions with Notice
- 165 ~~Closed Council~~ **Confidential Matters**
- 176 Public Announcement
- 187 Conclusion of the Meeting

**Note: Petitions will be handled in accordance with any relevant council policies.**

8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

**Note: Part 13 allows council to deal with items of business by exception.**

8.3 Despite clauses 10.21 and 10.23–10.32, only the mover of a motion referred to in clause 8.2 may speak to the Motion before it is put.

## 9. CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

### Business that can be dealt with at a Council Meeting

- 9.1 The Council must not consider business at a meeting of the Council:
- (a) unless a Councillor has given notice of the business, as required by clause 3.9, and
  - (b) unless notice of the business has been sent to the Councillors in accordance with clause 3.6 in the case of an ordinary meeting or clause 3.8 in the case of an Extraordinary Meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the Council, or
  - (b) is the election of a Chairperson to preside at the meeting, or
  - (c) subject to clause 9.11, is a matter or topic put to the meeting by way of a mayoral minute, or
  - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the Council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the Council even though due notice of the business has not been given to the councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the Chairperson to be of great urgency on the grounds that it requires a decision by the Council before the next scheduled Ordinary Meeting of the Council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.22 and 10.25-10.34, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the Chairperson under clause 9.3(b).

**9.6 A separate motion and establishment of urgency is required for each new item of proposed business under clause 9.3**

### Lord Mayoral Minutes

- 9.7 Subject to clause 9.11, if the Lord Mayor is the Chairperson at a Meeting of the Council, the Lord Mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the Council, or of which the Council has official knowledge.
- 9.8 A Lord Mayoral Minute, when put to a meeting, takes precedence over all business on the Council's agenda for the meeting. The Chairperson (but only if the Chairperson is the Lord Mayor) may move the adoption of a Lord Mayoral Minute without the motion being seconded.

9.9 In the tabling of a Lord Mayoral Minute, the Lord Mayor will read the Minute for the purposes of webcasting. A separate tabling recommendation in a Lord Mayoral Minute is permitted but not required. A copy of the minute is to be made available to the gallery and the press. The full content will be included in the Council minutes.

9.10 A recommendation made in a Lord Mayoral Minute put by the Lord Mayor is, so far as it is adopted by the Council, a resolution of the Council.

9.11 A Lord Mayoral Minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.

9.12 Where a Lord Mayoral Minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the Lord Mayoral Minute does not identify a funding source, the Council must defer consideration of the matter, pending a report from the Chief Executive Officer on the availability of funds for implementing the recommendation if adopted.

#### Petitions

9.13 A Petition will be tabled at the Council meeting at the relevant point in the order of business.

9.14 Petitions are not to be debated.

9.15 Petitions tabled at a Council meeting require a petition statement to be read out by the Councillor tabling the petition.

9.16 As a matter of practice, the petition will be referred to the relevant Council Officer/s, and a copy of the petition will be distributed to all Councillors.

#### Matters of Urgency/Suspension of Standing Orders

9.16 Business may be transacted at a meeting of Council even though due notice of the business has not been given to Councillors. However, this can only happen under the following circumstances:

- a) a motion is passed to suspend standing order and have the business transacted at the meeting; and;
- b) the business proposed to be brought forward is ruled by the chairperson to be of great urgency.

9.17 Such a motion can be moved without notice.

9.18 A separate motion and establishment of urgency is required for each new item of proposed business. The only matter to be discussed is the matter for which a vote has been taken and urgency established.

9.19 Only the mover of a motion referred to in 9.16 can speak to the motion before it is put.

Staff Reports

9.1712 A recommendation made in a staff report is, so far as it is adopted by the Council, a resolution of the Council.

the matters or information in support of a matter on the agenda

9.18 Late information will only be permitted where it relates to items that are already listed on the agenda of a particular Council meeting. However, in the case of a particularly contentious or complex issue, the matter may be brought to the attention of Council in the form of a Letter before a meeting.

Reports of Committees of Council

9.1814 The recommendations of a committee of the Council are, so far as they are adopted by the Council, resolutions of the Council.

9.1915 If in a report of a committee of the Council distinct recommendations are made, the council may make separate decisions on each recommendation.

Order of Business/Agenda of Standing Orders

9.16 Business may be introduced at a meeting of Council even though due notice of the business has not been given to Councilors. However, this can only happen under the following circumstances:

A motion is passed to suspend standing order and have the business introduced at the meeting and

The business proposed to be brought forward is used by the Chairperson to be of good order.

9.17 Such a motion can be moved without notice.

9.18 A separate notice and establishment of urgency is required for each new item of proposed business. The only matter to be discussed is the matter for which a vote has been taken and urgency established.

9.19 Only the mover of a motion referred to in 9.16 can speak to the motion before it is put.

Questions

9.20 A question must not be asked at a meeting of the Council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.9 and 3.13.

- 9.21 A Councillor may, through the Chairperson, put a question to another Councillor about a matter on the agenda.
- 9.22 A Councillor may, through the Chief Executive Officer, put a question to a Council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the Chief Executive Officer at the direction of the Chief Executive Officer.
- 9.23 A Councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or Council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the Council.
- 9.24 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.25 The Chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a Councillor or Council employee.

9.26 Responses to any questions by either councillors or council employees should be made through the Chairperson. Should the council employee wish to comment upon any matter before the Council, the council employee should seek the leave of the chairperson to do so.

9.27 Time taken to ask and answer a question is not included in a councillor's allocated time to speak on a motion.

9.28 Specialist advisors may be invited to attend Council meetings in relation to matters being considered at the meeting. In such instances, the names of these specialists are to be recorded and shown in the minutes of the meeting.

## 10. RULES OF DEBATE

### Motions to be Seconded

- 10.1 Unless otherwise specified in this Code, a Motion or an Amendment cannot be debated unless or until it has been seconded.

### Notices of Motion

- 10.2 A Councillor who has submitted a Notice of Motion under clause 3.9 is to move the motion the subject of the Notice of Motion at the meeting at which it is to be considered.
- 10.3 If a Councillor who has submitted a Notice of Motion under clause 3.9 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to Councillors, the Councillor may request the withdrawal of the Motion when it is before the Council.
- 10.4 In the absence of a Councillor who has placed a Notice of Motion on the agenda for a meeting of the Council:
- (a) any other Councillor may, with the leave of the Chairperson, move the Motion at the meeting, or
  - (b) the Chairperson may defer consideration of the Motion until the next meeting of the Council.

### Chairperson's Duties with Respect to Motions

- 10.5 It is the duty of the Chairperson at a meeting of the Council to receive and put to the meeting any lawful Motion that is brought before the meeting.
- 10.6 The Chairperson must rule out of order any Motion or amendment to a Motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a Motion or an amendment to a Motion under clause 10.6, the Chairperson is to give the mover an opportunity to clarify or amend the Motion or Amendment.
- 10.8 Any Motion, Amendment, or other matter that the Chairperson has ruled out of order is taken to have been lost.

### Motions Requiring the Expenditure of Funds

- 10.9 A Motion or an amendment to a Motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the Motion. If the Motion does not identify a funding source, the Council must defer consideration of the matter, pending a report from the Chief Executive Officer on the availability of funds for implementing the Motion if adopted.

Amendments to Motions

- 10.10 An amendment to a Motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a Motion must relate to the matter being dealt with in the original Motion before the Council and must not be a direct negative of the original Motion. An amendment to a Motion which does not relate to the matter being dealt with in the original Motion, or which is a direct negative of the original Motion, must be ruled out of order by the Chairperson.
- 10.12 The mover of an Amendment is to be given the opportunity to explain any uncertainties in the proposed Amendment before a seconder is called for.
- 10.13 If an Amendment has been lost, a Further Amendment can be moved to the Motion to which the lost amendment was moved, and so on, but no more than one (1) Motion and one (1) proposed Amendment can be before Council at any one time.
- 10.14 While an Amendment is being considered, debate must only occur in relation to the Amendment and not the original Motion. Debate on the original Motion is to be suspended while the Amendment to the original Motion is being debated.
- 10.15 If the Amendment is carried, it becomes the Motion and is to be debated. If the Amendment is lost, debate is to resume on the original Motion.
- 10.16 An Amendment may become the Motion without debate or a vote where it is accepted by the Councillor who moved the original Motion.

10.17 Any variation to a motion or to an amendment or for a fresh motion/amendment shall be provided to the Council Secretariat in writing.

10.18 Councillors are asked, where they propose to move an amendment to a staff recommendation, a committee recommendation, a Notice of Motion or any recommendation printed in the business paper, to provide copies of the proposed amendment to the Chief Executive Officer at, or prior to, the start of the meeting, for circulation to all councillors and relevant staff.

Foreshadowed Motions

- 10.19 A Councillor may propose a Foreshadowed Motion in relation to the matter the subject of the original Motion before the Council, without a seconder during debate on the original Motion. The Foreshadowed Motion is only to be considered if the original Motion is lost or withdrawn and the Foreshadowed Motion is then moved and seconded. If the original Motion is carried, the Foreshadowed Motion lapses.
- 10.20 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.21 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

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Limitations on the Number and Duration of Speeches

- 10.22 A Councillor who, during a debate at a meeting of the Council, moves an original Motion, has the right to speak on each Amendment to the Motion and a right of general reply to all observations that are made during the debate in relation to the Motion, and any Amendment to it at the conclusion of the debate before the Motion (whether amended or not) is finally put.
- 10.23 No new arguments or material should be introduced during the "right of reply"
- 10.24 A Councillor must declare whether they intend to speak for or against a Motion. Once a Councillor has declared their intent, the Chairperson may rule them out of order if they speak contrary to their intention.
- 10.25 A Councillor, other than the mover of an original Motion, has the right to speak once on the Motion and once on each Amendment to it.
- 10.26 A Councillor must not, without the consent of the Council, speak more than once on a Motion or an Amendment, or for longer than five (5) minutes at any one time. The Council may resolve to extend the allocated time of a Councillor to speak by up to one (1) minute. Time taken to ask and answer questions of staff and other Councillors will not be included in a Councillor's allocated time to speak. One (1) minute speaking allocation.
- 10.26 Where any item is before Council for the second or third time, a maximum of two (2) speakers for and two (2) speakers against will be allowed.
- 10.27 Despite clause 10.26, the Chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on a Motion or an amendment, and for longer than five (5) minutes on that Motion or Amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding. The extension granted to a Councillor to explain the misrepresentation or misunderstanding is limited to one (1) minute.
- 10.28 Despite clause 10.26, the Council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.29 Despite clauses 10.22 and 10.25, a Councillor may move that a Motion or an amendment be now put:
- if the mover of the Motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it, or
  - if at least two (2) Councillors have spoken in favour of the Motion or amendment and at least two (2) Councillors have spoken against it.
- 10.30 The Chairperson must immediately put to the vote, without debate, a Motion moved under clause 10.29. A seconder is not required for such a Motion.
- 10.31 If a Motion that the original Motion or an Amendment be now put is passed, the Chairperson must, without further debate, put the original Motion or Amendment to the vote immediately after the mover of the original Motion has exercised their right of reply under clause 10.22.
- 10.32 If a Motion that the original Motion or an Amendment be now put is lost, the Chairperson must allow the debate on the original Motion or the Amendment to be resumed.

- 10.33 All Councillors must be heard without interruption and all other Councillors must, unless otherwise permitted under this Code, remain silent while another Councillor is speaking.
- 10.34 Once the debate on a matter has concluded and a matter has been dealt with, the Chairperson must not allow further debate on the matter.

**Examples of procedural motions under the Act and Regulation are shown below.**

Motion	Moved without Notice	Requires Secunder	Speakers/ Debate Permitted	Right of Reply
1. Change the Order of Business	Yes	Yes	Mover of motion only	No
2. Business without Notice (matter of urgency)	Yes	Yes	Mover of motion only	No
3. Dissent from Chairperson's ruling on Point of Order	Yes	Yes	Mover & Chairperson only may speak.	No
4. Adjournment of Meeting	Yes	Yes	No debate permitted	No
5. Limitation to number of speakers (motion – that the matter be now put)	Yes – after at least 2 speakers have spoken in favour of motion or amendment and at least 2 against motion or amendment.	No	No debate permitted. Motion must be put immediately	No
6. Deferment of a Matter	Yes	Yes	Yes	Yes
7. Vote on points of a resolution separately	Yes	Yes	Mover of motion only	No

**Procedural Motion**

A Procedural Motion is a Motion that refers to the conduct of a meeting.

10.35 Procedural Motions are not subject to the Notice of Motion requirements in clause 3.9.

10.36 For the purposes of this Code, a Procedural Motion requires a seconder.

10.37 For the purposes of this Code, there is no debate allowed on a Procedural Motion.

10.38 A Procedural Motion has precedence over Substantive Motions and must be put to the meeting for a decision.

## 11. VOTING

### Voting Entitlements of Councillors

#### 11.1 Voting entitlement of Councillors shall include the following:

(i) Each Councillor is entitled to one (1) vote.

(ii) A Councillor must be present at a Council meeting in order to vote.

(iii) A Councillor may not vote by proxy.

(iv) A decision supported by a majority of the votes at a meeting of the Council at which a Councillor is present is a decision of the Council.

11.1 Each Councillor is entitled to one (1) vote.

**Note: Clause 11.1 reflects section 370(1) of the Act.**

11.2 The person presiding at a meeting of the Council has, in the event of an equality of votes, a second or casting vote.

**Note: Clause 11.2 reflects section 370(2) of the Act.**

11.3 Where the Chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

### Voting at Council Meetings

#### 11.3 Any Councillor who has declared an interest in a matter being considered at the Council meeting, which will not allow him or her to vote shall leave the meeting.

11.4 A Councillor who is present at a meeting of the Council but who fails to vote on a Motion put to the meeting is taken to have voted against the Motion.-

11.5 If a Councillor who has voted against a Motion put at a Council meeting so requests, the Chief Executive Officer must ensure that the Councillor's dissenting vote is recorded in the Council's minutes.

11.6 The decision of the Chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) Councillors rise and call for a division.

11.7 When a division on a Motion is called, the Chairperson must ensure that the division takes place immediately. The Chief Executive Officer must ensure that the names of those who vote for the Motion and those who vote against it are recorded in the Council's minutes for the meeting.

11.8 When a division on a Motion is called, any Councillor who fails to vote will be recorded as having voted against the Motion in accordance with clause 11.4 of this Code.

11.9 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by Councillors for Lord Mayor or Deputy Lord Mayor is to be by secret ballot.

11.10 All voting at Council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of Councillors who voted for and against each Motion or Amendment, (including the use of the casting vote), being recorded.

~~Note: If clause 11.10 is adopted, clauses 11.5 – 11.8 and clause 11.12 may be omitted.~~

Voting on Planning Decisions

11.11 The Chief Executive Officer must keep a register containing, for each planning decision made at a meeting of the Council or a Council committee (including, but not limited to a committee of the Council), the names of the Councillors who supported the decision and the names of any Councillors who opposed (or are taken to have opposed) the decision.

~~NOTE: Planning decisions includes decisions relating to an environmental planning instrument, a Development control plan or a development contribution plan. Planning decisions do not relate to the making of an order under Division 2A of Part 6 of the Environmental Planning and Assessment Act 1979.~~

11.12 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the Council or a council committee.

11.13 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

11.14 Clauses 11.11–11.13 apply also to meetings that are closed to the public.

**Note: Clauses 11.11–11.14 reflect section 375A of the Act.**

**Note: The requirements of clause 11.11 may be satisfied by maintaining a register of the minutes of each planning decision.**

~~Voting on Motions Requiring Funding~~

~~11.15 Where the CEO considers a motion has financial implications, which needs to be taken into account, the CEO may:~~  
~~(a) Provide advice that the motion be deferred pending a report from officers;~~  
~~(b) Provide an officers comment with a Notice of Motion on the business paper; or~~  
~~(c) Provide a recommendation with a Notice of Motion on the business paper that the motion be deferred pending a report from officers.~~

~~In the opinion of the CEO, a report needs to be presented to Council to assist Councillors with consideration of the Motion, and if time permits, the CEO may include a report in the business paper.~~

## 12. COMMITTEE OF THE WHOLE

12.1 The Council may resolve itself into a committee to consider any matter before the Council.

**Note: Clause 12.1 reflects section 373 of the Act.**

12.2 All the provisions of this Code relating to meetings of the Council, so far as they are applicable, extend to and govern the proceedings of the Council when in committee of the whole, except the provisions limiting the number and duration of speeches.

**Note: Clauses ~~10.20-10.30~~ and ~~10.25-10.34~~ limit the number and duration of speeches.**

12.3 The Chief Executive Officer or, in the absence of the Chief Executive Officer, an employee of the Council designated by the Chief Executive Officer, is responsible for reporting to the Council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

12.4 The Council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the Council's minutes. However, the Council is not taken to have adopted the report until a motion for adoption has been made and passed.

### 13. DEALING WITH ITEMS BY EXCEPTION

13.1 The Council or a committee of the Council may, at any time, suspend standing orders to resolve to adopt multiple items in accordance with the recommendation as printed, allowing for minor changes without debate.

13.2 Should a Councillor request to debate an item, they are to request the item be withdrawn for debate.

13.3 The Council or committee must not resolve to adopt any item of business under clause 13.1 that a Councillor has identified as being one they intend to debate.

13.4 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the Council's Code of Conduct.

13.5 Clauses 13.1 to 13.5 do not apply to planning matters, as when Councillors voting on planning matters, the names of the Councillors in favour of or opposed to the Motion/Amendment must be recorded in the minutes.

**Note: See clause 19.2(h) in the Code.**

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## 14. CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

### Grounds on which Meetings can be Closed to the Public

- 14.1 The Council or a committee of the Council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than Councillors),
  - (b) the personal hardship of any resident or ratepayer,
  - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business,
  - (d) commercial information of a confidential nature that would, if disclosed:
    - (i) prejudice the commercial position of the person who supplied it, or
    - (ii) confer a commercial advantage on a competitor of the council, or
    - (iii) reveal a trade secret,
  - (e) information that would, if disclosed, prejudice the maintenance of law,
  - (f) matters affecting the security of the Council, Councillors, Council staff or Council property,
  - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
  - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
  - (i) alleged contraventions of the Council's Code of Conduct.

**Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.**

- 14.2 The Council or a committee of the Council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

**Note: Clause 14.2 reflects section 10A(3) of the Act.**

### Matters to be Considered when Closing Meetings to the Public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
  - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the Council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

**Note: Clause 14.3 reflects section 10B(1) of the Act.**

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
- (a) are substantial issues relating to a matter in which the Council or committee is involved, and
  - (b) are clearly identified in the advice, and
  - (c) are fully discussed in that advice.

**Note: Clause 14.4 reflects section 10B(2) of the Act.**

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

**Note: Clause 14.5 reflects section 10B(3) of the Act.**

- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
- (a) a person may misinterpret or misunderstand the discussion, or
  - (b) the discussion of the matter may:
    - (i) cause embarrassment to the Council or committee concerned, or to councillors or to employees of the Council, or
    - (ii) cause a loss of confidence in the Council or committee.

**Note: Clause 14.6 reflects section 10B(4) of the Act.**

- 14.7 In deciding whether part of a meeting is to be closed to the public, the Council or committee concerned must consider any relevant guidelines issued by the [Departmental](#) Chief Executive of the Office of Local Government.

**Note: Clause 14.7 reflects section 10B(5) of the Act.**

Notice of Likelihood of Closure not required in Urgent Cases

- 14.8 Part of a meeting of the Council, or of a committee of the Council, may be closed to the public while the Council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
  - (b) the Council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:

- (i) should not be deferred (because of the urgency of the matter), and
- (ii) should take place in a part of the meeting that is closed to the public.

**Note: Clause 14.8 reflects section 10C of the Act.**

Representations by Members of the Public

- 14.9 The Council, or a committee of the Council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

**Note: Clause 14.9 reflects section 10A(4) of the Act.**

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the Council in the approved form. Applications must be received **by 4pm on the Tuesday prior to the day** of the meeting at which the matter is to be considered.
- 14.12 The Chief Executive Officer (or their delegate) may refuse an application made under clause 14.11. The Chief Executive Officer or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than **five (5) speakers** are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the Chief Executive Officer or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the Council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the Chief Executive Officer or their delegate is to determine who will make representations to the council.
- 14.15 The Chief Executive Officer (or their delegate) is to determine the order of speakers.
- 14.16 Where the Council or a committee of the Council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than **five (5) speakers** to make representations in such order as determined by the chairperson.
- 14.17 **in line with Public Forum provisions, as per clause 4.6, each speaker will be allowed 5 (five) minutes (three minutes to address and 2 minutes for responses during the responses time)** to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

- 14.18 Specialist advisors may be invited to attend closed meetings. In such instances, the names of these specialists are to be recorded and shown in the minutes of the meeting.

Expulsion of Non-Councillors from Meetings Closed to the Public

- 14.19 If a meeting or part of a meeting of the Council or a committee of the Council is closed to the public in accordance with section 10A of the Act and this Code, any person who is not a Councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.20 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of councillors attending meetings by audio-visual link

- 14.21 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act

Information to be Disclosed in Resolutions Closing Meetings to the Public

- 14.22 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
  - (b) the matter that is to be discussed during the closed part of the meeting,
  - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**Note: Clause 14.22 reflects section 10D of the Act.**

Resolutions Passed at Closed Meetings to be made Public

- 14.23 If the Council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the Chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.24 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the Chairperson under clause 14.23 during a part of the meeting that is webcast.

## 15. KEEPING ORDER AT MEETINGS

### Points of Order

- 15.1 A Councillor may draw the attention of the Chairperson to an alleged breach of this Code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The Chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this Code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

### Questions of Order

- 15.4 The Chairperson, without the intervention of any other Councillor, may call any Councillor to order whenever, in the opinion of the Chairperson, it is necessary to do so.
- 15.5 A Councillor who claims that another Councillor has committed an act of disorder, or is out of order, may call the attention of the Chairperson to the matter.
- 15.6 The Chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the Council.
- 15.7 The Chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

### Motions of Dissent

- 15.8 A Councillor can, without notice, move to dissent from a ruling of the Chairperson on a point of order or a question of order. If that happens, the Chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the Chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the Chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this Code, only the mover of a motion of dissent and the Chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

### Acts of Disorder

- 15.11 A Councillor commits an act of disorder if the Councillor, at a meeting of the Council or a committee of the Council:
- (a) contravenes the Act, the Regulation or this Code, or
  - (b) assaults or threatens to assault another Councillor or person present at the meeting, or
  - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council or the

committee, or addresses or attempts to address the Council or the committee on such a motion, amendment or matter, or

(d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other Council official, or alleges a breach of the Council's Code of Conduct, or

(e) uses indecent languages, or

(f) constant interjections whilst another Councillor is addressing the Chair, or

(g) uninvited commenting, shouting or being disruptive, or

(e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or the committee into disrepute.

**Note: Clause 15.11 reflects section 182 of the Regulation.**

15.12 The Chairperson may require a Councillor:

(a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b), or (e), or

(b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or

(c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

**Note: Clause 15.12 reflects section 233 of the Regulation.**

#### How Disorder at a Meeting may be dealt with

15.13 If disorder occurs at a meeting of the Council, the Chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the Chair. The Council, on reassembling, must, on a question put from the Chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Councillors.

#### Expulsion from Meetings

15.14 All Chairpersons of meetings of the Council and committees of the Council are authorised under this Code to expel any person, including any councillor, from a Council or committee meeting, for the purposes of section 10(2)(b) of the Act

15.15 Clause 15.14, does not limit the ability of the Council or a committee of the Council to resolve to expel a person, including a Councillor, from a Council or committee meeting, under section 10(2)(a) of the Act.

15.16 A Councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Council for having failed to comply with a requirement under clause 15.12. The expulsion of a Councillor from the meeting for that reason does not prevent any other action from being taken against the Councillor for the act of disorder concerned.

**Note: Clause 15.16 reflects section 233(2) of the Regulation.**

15.17 In addition to Clause 15.15, a Councillor who commits an act of disorder is also subject to the provision of the Code of Conduct.

15.18 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Council for engaging in or having engaged in disorderly conduct at the meeting.

15.19 Where a Councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

15.20 If a Councillor or a member of the public fails to leave the place where a meeting of the Council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the Councillor or member of the public from that place and, if necessary, restrain the Councillor or member of the public from re-entering that place for the remainder of the meeting.

#### How Disorder by Councillors attending meetings by audio-visual link may be dealt with

15.21 Where a Councillor is attending a meeting by audio-visual link, the Chairperson or a person authorised by the Chairperson may mute the Councillor's audio link to the meeting for the purposes of enforcing compliance with this Code.

15.22 If a Councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the Chairperson of the meeting or a person authorised by the Chairperson, may terminate the Councillor's audio-visual link to the meeting.

#### Use of Mobile Phones and the Unauthorised Recording of Meetings

15.23 Councillors, Council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the Council and committees of the Council.

15.24 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording or take photographs of the proceedings of a meeting of the Council or a committee of the Council without the prior authorisation of the Council or the committee.

15.24 Any person who contravenes or attempts to contravene clause 15.24, may be expelled from the meeting as provided under section 10(2) of the Act.

15.25 Without limiting clause 15.18, a contravention of clause 15.24 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.24, may be expelled from the meeting as provided for under section 10(2) of the Act.

15.26 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

**16. CONFLICTS OF INTEREST**

16.1 All Councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the Council and committees of the Council in accordance with the Council's Code of Conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the Council's Code of Conduct. Where a Councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the Councillor's audio-visual link to the meeting must be suspended or terminated and the Councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the Council or committee, or at any time during which the Council or committee is voting on the matter.

**16.3. A Councillor:**

- 1) Must prepare and submit written returns of interests in accordance with section 413 of the Local Government Act 1993, and;
- 2) Must declare pecuniary interests in accordance with section 413 of the Local Government Act 1993, and;
- 3) Must comply with Council's Code of Conduct.

Declarations made at the meeting should be stated as follows (non-pecuniary):

Declaration	What to say	Action to take
Financial interest	I declare a pecuniary interest in Item XX, due to certain reasons of the conflict.	Councillor must leave the meeting, be out of sight of the meeting and not participate in discussions or voting on the matter.
Significant non-pecuniary interest	I declare a significant non-pecuniary interest in Item XX due to certain reasons of the conflict.	Councillor must leave the meeting, be out of sight of the meeting and not participate in discussions or voting on the matter.
Less than significant non-pecuniary interest	I declare a less than significant non-pecuniary interest in Item XX due to certain reasons of the conflict and explanation of why the conflict requires no further action.	No action needed. Councillor can remain at the meeting, partake in discussions and vote on the matter.

## 17. DECISIONS OF THE COUNCIL

### Council Decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the Council at which a quorum is present is a decision of the Council.

**Note: Clause 17.1 reflects section 371 of the Act.**

- 17.2 Decisions made by the Council must be accurately recorded in the minutes of the meeting at which the decision is made.

### Rescinding or altering council decisions

- 17.3 A rescission motion is to be moved by the first signatory to the motion and failing that person being in attendance, the second signatory to move same and so on.

- 17.4 A resolution passed by the Council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.9.

**Note: Clause 17.4 reflects section 372(1) of the Act.**

- 17.5 If a Notice of Motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

**Note: Clause 17.5 reflects section 372(2) of the Act.**

- 17.6 All rescission motions will be listed on the next available Council Meeting agenda for consideration.

- 17.7 If a Motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.9.

**Note: Clause 17.6 reflects section 372(3) of the Act.**

- 17.8 A Notice of Motion to alter or rescind a resolution, and a Notice of Motion which has the same effect as a Motion which has been lost, must be signed by three (3) Councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

**Note: Clause 17.7 reflects section 372(4) of the Act.**

- 17.9 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

**Note: Clause 17.8 reflects section 372(5) of the Act.**

- 17.10 The provisions of clauses 17.7–17.9 concerning lost motions do not apply to motions of adjournment.

**Note: Clause 17.9 reflects section 372(7) of the Act.**

17.11 A notice of motion submitted in accordance with clause 17.8 may only be withdrawn under clause 3.10 with the consent of all signatories to the notice of motion.

~~17.12 A notice of motion to alter or rescind a resolution must be submitted to the Chief Executive Officer no later than 30 days after the meeting at which the resolution was adopted.~~

17.12 A motion to alter or rescind a resolution of the Council may be moved on the report of a committee of the Council and any such report must be recorded in the minutes of the meeting of the Council.

**Note: Clause 17.12 reflects section 372(6) of the Act.**

17.13 Subject to clause 17.9, in cases of urgency, a motion to alter or rescind a resolution of the Council may be moved at the same meeting at which the resolution was adopted, where:

(a) a Notice of Motion signed by three Councillors is submitted to the Chairperson, and

(b) a motion to have the motion considered at the meeting is passed, and

(c) the Chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the Council before the next scheduled ordinary meeting of the Council.

17.14 A motion moved under clause 17.13(b) can be moved without notice. Despite clauses 10.22 and 10.25-34, only the mover of a motion referred to in clause 17.13(b) can speak to the motion before it is put.

17.15 A motion of dissent cannot be moved against a ruling by the Chairperson under clause 17.13(c).

17.16 Councillors must use the pro forma Notice of Rescission Motion form, ensure that 3 Councillors have signed it and hand it to the Chief Executive Officer prior to the meeting being closed. If the Chair does not deem it to be urgent, the resolution will not be carried into effect until the Motion is dealt with at the next Council meeting.

17.17 If the Notice of Rescission Motion is handed to the Chief Executive Officer after the meeting has closed, then it will not stop the resolution from being carried into effect until such time that it is considered at the next meeting of Council.

17.18 Prior to the closure of the meeting, the Chairperson will announce those rescission motions already received by the Chief Executive Officer. Failure of the Chairperson to do this, however, does not invalidate those already received, nor does it prevent a resolution from being carried into effect if the rescission motion is submitted after the close of the meeting.

#### Absence of a Mover and Seconder from Original Motion

17.19 If a rescission motion is submitted after the meeting, then there is nothing in any legislation or guides that prevent any Councillors, not in attendance at the meeting at which the decision was taken to subsequently sign such a rescission motion.

#### Recommitting resolutions to correct an error

17.20 Despite the provisions of this Part, a Councillor may, with the leave of the Chairperson, move to recommit a resolution adopted at the same meeting.

(a) to correct any error, ambiguity or imprecision in the Council's resolution, or

(b) to confirm the voting on the resolution

17.21 In seeking the leave of the Chairperson to move to recommit a resolution for the purposes of clause 17.20(a), the Councillor is to propose alternative wording for the resolution.

17.22 The Chairperson must not grant leave to recommit a resolution for the purposes of clause 17.20(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

17.23 A motion moved under clause 17.20 can be moved without notice. Despite clauses 10.22 and 10.25-34, only the mover of a motion referred to in clause 17.20 can speak to the motion before it is put.

17.24 A motion of dissent cannot be moved against a ruling by the Chairperson under clause 17.20.

17.25 A motion moved under clause 17.20 with the leave of the Chairperson cannot be voted on unless or until it has been seconded.

## 18. TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of the Council and committees of the Council are to conclude no later than 11:00pm.
- 18.2 If the business of the meeting is unfinished at 11:00pm, the Council or the committee may, by resolution, extend the time of the meeting by one extension to 11:30pm to complete the business of the Council or committee of Council.
- 18.3 If the business of the meeting is unfinished at 11:00pm, and the Council does not resolve to extend the meeting, the Chairperson must either:
- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the Council, or
  - (b) adjourn the meeting to a time, date and place fixed by the Chairperson.
- 18.4 Clause 18.3 does not limit the ability of the Council or a committee of the Council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the Chief Executive Officer must:
- (a) individually notify each Councillor of the time, date and place at which the meeting will reconvene, and
  - (b) publish the time, date and place at which the meeting will reconvene on the Council's website and in such other manner that the Chief Executive Officer is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

## 19. AFTER THE MEETING

### Minutes of Meetings

- 19.1 The Council is to keep full and accurate minutes of the proceedings of meetings of the Council.

**Note: Clause 19.1 reflects section 375(1) of the Act.**

- 19.2 At a minimum, the Chief Executive Officer must ensure that the following matters are recorded in the Council's minutes:

- (a) the names of Councillors attending a Council meeting and whether they attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a Council meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost,
- (e) such other matters specifically required under this Code,

(f) additional information supplied by a council officer which has not been included in the report before Council and which could be viewed as material for Council's consideration of the matter.

(g) the addresses to Council by members of the public and any given response.

(h) where required, the names of the Councillors in favour of or opposed to the Motion/ Amendment, and

(i) the names of Councillors who request that their name be recorded as being opposed to a resolution.

(l) where questions are taken on notice, a statement stipulating questions were taken on notice by Council staff for this item, for which item where questions on notice are taken.

- 19.3 The minutes of a Council meeting must be confirmed at a subsequent meeting of the Council.

**Note: Clause 19.3 reflects section 375(2) of the Act.**

- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

**Note: Clause 19.5 reflects section 375(2) of the Act.**

- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or

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administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

- 19.7 The confirmed minutes of a Council meeting must be published on the Council's website. This clause does not prevent the Council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

**Note: Section 12 of the Local Government Act confers a right (restricted in the case of closed parts of meetings) to inspect the minutes of a Council meeting. Council has its open minutes electronically displayed during the meetings and on its website on the Friday following the meeting. The community is able to access the minutes in this way, by contacting Council, or by viewing at all libraries.**

Access to Correspondence and Reports Laid on the Table at, or Submitted to, a Meeting

- 19.8 The Council and committees of the Council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

**Note: Clause 19.8 reflects section 11(1) of the Act.**

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

**Note: Clause 19.9 reflects section 11(2) of the Act.**

- 19.10 Clause 19.8 does not apply if the Council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

**Note: Clause 19.10 reflects section 11(3) of the Act.**

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of Decisions of the Council

- 19.12 The Chief Executive Officer is to implement, without undue delay, lawful decisions of the Council.

**Note: Clause 19.12 reflects section 335(b) of the Act.**

## 20. COUNCIL COMMITTEES

### Application of this Part

20.1 This part only applies to committees of the Council whose members are all Councillors.

### Council Committees whose Members are all Councillors

20.2 The Council may, by resolution, establish such committees as it considers necessary.

20.3 A committee of the Council is to consist of the Lord Mayor and such other Councillors as are elected by the Councillors or appointed by the Council.

20.4 The quorum for a meeting of a committee of the Council is to be:

- (a) such number of members as the Council decides, or
- (b) if the Council has not decided a number – a majority of the members of the committee.

### Functions of Committees

20.5 The Council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

### Notice of Committee Meetings

20.6 The Chief Executive Officer must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

- (a) the time, date and place of the meeting, and
- (b) the business proposed to be considered at the meeting.

20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

### Attendance at Committee Meetings

20.8 A committee member (other than the Lord Mayor) ceases to be a member of a committee if the committee member:

- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
- (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

20.9 Clause 20.8 does not apply if all of the members of the Council are members of the committee.

Non-Members Entitled to Attend Committee Meetings

- 20.10 A Councillor who is not a member of a committee of the Council is entitled to attend, and to speak at a meeting of the committee. However, the Councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
  - (b) to move or second a motion at the meeting, or
  - (c) to vote at the meeting.

Chairperson and Deputy Chairperson of Council Committees

- 20.11 The Chairperson of each committee of the Council must be:
- (a) the Lord Mayor, or
  - (b) if the Lord Mayor does not wish to be the Chairperson of a committee, a member of the committee elected by the Council, or
  - (c) if the Council does not elect such a member, a member of the committee elected by the committee.
- 20.12 The Council may elect a member of a committee of the Council as Deputy Chairperson of the committee. If the Council does not elect a Deputy Chairperson of such a committee, the committee may elect a Deputy Chairperson.
- 20.13 If neither the Chairperson nor the Deputy Chairperson of a committee of the Council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting Chairperson of the committee.
- 20.14 The Chairperson is to preside at a meeting of a committee of the Council. If the Chairperson is unable or unwilling to preside, the Deputy Chairperson (if any) is to preside at the meeting, but if neither the Chairperson nor the Deputy Chairperson is able or willing to preside, the acting Chairperson is to preside at the meeting.

Procedure in Committee Meetings

- 20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.
- 20.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of Committee Meetings to the Public

- 20.18 The provisions of the Act and Part 14 of this Code apply to the closure of meetings of committees of the Council to the public in the same way they apply to the closure of meetings of the Council to the public.

- 20.19 If a committee of the Council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the Chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the Council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the Chairperson under clause 20.19 during a part of the meeting that is webcast.

Disorder in committee meetings

- 20.21 The provisions of the Act and this Code relating to the maintenance of order in Council meetings apply to meetings of committees of the Council in the same way as they apply to meetings of the Council.

Minutes of council committee meetings

- 20.22 Each committee of the Council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) the names of Councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
  - (b)(a) details of each motion moved at a meeting and of any amendments moved to it,
  - (c) the names of the mover and seconder of the motion or amendment,
  - (c)(b) whether the motion or amendment was passed or lost, and
  - (e) such other matters specifically required under this Code.
- 20.23 All voting at meetings of committees of the Council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of Councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
- 20.24 The minutes of meetings of each committee of the Council must be confirmed at a subsequent meeting of the committee.
- 20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.26 Council has its minutes electronically displayed during the meetings and on its website following the meeting. The public are able to access the minutes online after the meeting, by contacting Council directly, or by viewing the minutes at Council's libraries.
- 20.27 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.28 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this

clause must not alter the substance of any decision made at the meeting.

- 20.29 The confirmed minutes of a meeting of a committee of the Council must be published on the Council's website. This clause does not prevent the Council from also publishing unconfirmed minutes of meetings of committees of the Council on its website prior to their confirmation.

## 21. IRREGULARITIES

21.1 Proceedings at a meeting of a Council or a Council committee are not invalidated because of:

- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any Councillor or committee member, or
- (c) any defect in the election or appointment of a Councillor or committee member, or
- (d) a failure of a Councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a Council or committee meeting in accordance with the Council's Code of Conduct, or
- (e) a failure to comply with this Code.

**Note: Clause 21.1 reflects section 374 of the Act.**

**13.3.1** This Code may be amended only by resolution with the Local Government Act 2009.

**13.3.2** Clause 21.1 reflects Section 374 of the Act.

**22. ROLES**

**Lord Mayor (Section 226 LGA)**

**22.1** The role of the Lord Mayor is as follows:

- (a) to be the leader of the council and a leader in the local community;
- (b) to advance community cohesion and promote civic awareness;
- (c) to be the principal member and spokesperson of the governing body, including representing the views of the council as to its local priorities;
- (d) to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council;
- (e) to preside at meetings of the council;
- (f) to ensure that meetings of the council are conducted efficiently, effectively and in accordance with this Act;
- (g) to ensure the timely development and adoption of the strategic plans, programs and policies of the council;
- (h) to promote the effective and consistent implementation of the strategic plans, programs and policies of the council;
- (i) to promote partnerships between the council and key stakeholders;
- (j) to advise, consult with and provide strategic direction to the CEO in relation to the implementation of the strategic plans and policies of the council;
- (k) in conjunction with the general manager, to ensure adequate opportunities and mechanisms for engagement between the council and the local community;
- (l) to carry out the civic and ceremonial functions of the mayoral office;
- (m) to represent the council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level;
- (n) in consultation with the councillors, to lead performance appraisals of the general manager;
- (o) to exercise any other functions of the council that the council determines.

**Deputy Lord Mayor (Section 231 LGA)**

**22.2**

The role of the Deputy Lord Mayor is as follows:

- (a) The councillor may elect a person from among their number to be the deputy mayor;
- (b) The person may be elected for the mayoral term or a shorter term;

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(c) The Deputy Mayor may exercise any function of the Lord Mayor at the request of the Lord Mayor or if the Lord Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of the Lord Mayor.

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(d) The councillors may elect a person from among their number to act as Deputy Lord Mayor if the Deputy Mayor is prevented by illness, absence or otherwise from exercising a function under this section, or if not Deputy Lord Mayor has been elected.

**Councillors (Section 232 LGA)**

**22.3 The role of a councillor is as follows:**

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(a) to be an active and contributing member of the governing body,

(b) to make considered and well informed decisions as a member of the governing body,

(c) to participate in the development of the integrated planning and reporting framework,

(d) to represent the collective interests of residents, ratepayers and the local community,

(e) to facilitate communication between the local community and the governing body,

(f) to uphold and represent accurately the policies and decisions of the governing body,

(g) to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor,

(h) A councillor is accountable to the local community for the performance of the council.

**Functions of Chief Executive Officer (CEO) (Section 335 LGA)**

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**22.4 The Chief Executive Officer (CEO) /General Manager is as generally responsible for the efficient and effective operation of the council's organisation and for ensuring the implementation, without undue delay, of decisions of the council. The CEO of a council has the following functions:**

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(a) to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council,

(b) to implement, without undue delay, lawful decisions of the council,

(c) to advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council,

(d) to advise the mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the council and other matters related to the council.

- (a) \_\_\_\_\_ to prepare, in consultation with the mayor and the governing body, the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report;
- (f) \_\_\_\_\_ to ensure that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions;
- (g) \_\_\_\_\_ to exercise any of the functions of the council that are delegated by the council to the CEO;
- (h) \_\_\_\_\_ to appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the council;
- (i) \_\_\_\_\_ to direct and dismiss staff;
- (j) \_\_\_\_\_ to implement the council's workforce management strategy;
- (k) \_\_\_\_\_ any other functions that are conferred or imposed on the CEO by or under this or any other Act.

NOTE: "Chief Executive Officer" as per Council Minute Number 1 from 11 August 2008 Council meeting to Title Change from General Manager to Chief Executive Officer (CEO).

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**23. PETITIONS**

23.1. For the purposes of this Code, a petition consists of a minimum of six (6) signatures, with each page of a petition requiring a suitable heading identifying the subject matter of the petition.

23.2. Where there are ten (10) or fewer petitioners, all petitioners will receive an acknowledgement of the petition. Where a petition is signed by more than ten (10), the head petitioner is to be identified and acknowledged. The head petitioner is to be requested to notify other petitioners of Council's acknowledgement.

23.3. Where the petition has not been placed on the agenda, the Councillor presenting the petition must read it and then hand it to the Lord Mayor, and the Councillor is to move a motion as to how the matter is to be determined by Council. The preferred approach would be a motion along the line of "that the petition be received and referred to the appropriate officer for a report or further action".

24. MISCELLANEOUS

Disclosure and Misuse of Information

24.1 A person must not disclose any information obtained in connection with the administration or execution of this Act unless that disclosure is made
a) with the consent of the person from whom the information was obtained, or
b) in connection with the administration or execution of this Act, or
c) for the purposes of any legal proceedings arising out of this Act or of any report of any such proceedings, or
d) in accordance with a requirement imposed under the Ombudsmen Act 1974 or the Freedom of Information Act 1982, or
e) with other lawful excuse

24.2 In particular, if part of a meeting of a council or a committee of a council is closed to the public in accordance with section 13A (1) (LGA) a person must not, without the authority of the council or the committee, disclose (otherwise than to the council or a Councillor of the council) information with respect to the discussion at, or the business of, the meeting.

24.3 Clause 24.2 does not apply to:

- a) the report of a committee of a council after it has been presented to the council, or
b) disclosure made in any of the circumstances referred to in 24.1 (a - e), or
c) disclosure made in circumstances prescribed by the regulations (namely any disclosure made with the intention of enabling the Minister or the Director-General to properly exercise the functions conferred or imposed on them by or under the Act in a prescribed circumstance, or
d) any agenda, resolution or recommendation of a meeting that a person is entitled to inspect in accordance with section 12 of the Local Government Act

24.4 This section relates to the release of information available to Councillors arising from attendance at closed meetings.

24.5 A person acting in the administration or execution of this Act must not use, either directly or indirectly, information acquired by the person in that capacity, being information that is not generally known, for the purpose of gaining either directly or indirectly a financial advantage for the person, the person's spouse or de facto partner or a relative of the person.

24.6 A person acting in the administration or execution of this Act, and being in a position to do so, must not, for the purpose of gaining either directly or indirectly an advantage for the person, the person's spouse or de facto partner or a relative of the person, influence
a) the determination of an application for an approval, or
b) the giving of an order. (Section 65A, LGA)

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## 22. DEFINITIONS

The Act	means the <i>Local Government Act 1993</i>
Act of Disorder	means an act of disorder as defined in clause 15.11 of this code
Amendment	in relation to an original motion, means a motion moving an amendment to that motion
Audio Recorder	any device capable of recording speech
Audio-Visual Link	means a facility that enables audio and visual communication between persons at different places
Business Day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
Chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
This Code	means the council's adopted code of meeting practice
Committee of the Council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
Council Official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
Day	means calendar day
Division	means a request by two councillors under clause 11.6 of this code requiring the recording of the names of the councillors who voted both for and against a motion
Foreshadowed Amendment	means a proposed amendment foreshadowed by a councillor under clause 10.20 of this code during debate on the first amendment
Foreshadowed Motion	means a motion foreshadowed by a councillor under clause 10.19 of this code during debate on an original motion
Open Voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
Planning Decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
Performance Improvement Order	means an order issued under section 438A of the Act
Quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
The Regulation	means the <i>Local Government (General) Regulation 2021</i>
Webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
Year	means the period beginning 1 July and ending the following 30 June

Roles of the Lord Mayor, Deputy Lord Mayor, Councillors & General Manager (Chief Executive Officer)

The *Local Government Act 1993* provides clauses explaining the roles of the Lord Mayor (refer s226), the Deputy Lord Mayor (refer s231), Councillors (refer s232) and the functions of the Chief Executive Officer (refer s335).

## REVISION HISTORY

Version	Date	Change	Ref
1	23 October 2006	Update	Minute note 8791
2	24 September 2007	Update	Minute note 9464
3	25 February 2008	Update	
4	7 October 2008	Update	Minute note 10198
5	28 June 2010	Update	Minute note 11571
6	26 July 2010	Update	Minute note 11636
7	27 June 2011	Update	Minute note 12453
8	25 August 2014	Update	
9	23 May 2016	Update in line with Proclamation	
10	28 November 2016	Update	Minute note 339
11	13 November 2016	Amendment of Part 2 Clause 10(4)	Minute note 884
12	11 December 2017	Amendment to Part 2 Clause 22 (1-2) and internal timings	
13	April 2019	Draft Document for exhibition in line with changes to model code of meeting practice	
14	11 June 2019	Adoption of the 2019 City of Parramatta Code of Meeting Practice	
15	XXX	Revision due to the release of an updated Model Code of Meeting Practice from the OLG, including changes such as introduction of a mandatory statement of ethical obligations, and non-mandatory changes concerning attendance by audio-visual link.	

**Policy Owner:**

The Governance Manager is responsible for this policy.



# Code of Meeting Practice

Approved for Public Exhibition: XX June 2022

Adopted by Council: XX June 2022

[cityofparramatta.nsw.gov.au](http://cityofparramatta.nsw.gov.au)

# CONTENTS

1.	INTRODUCTION.....	3
2.	MEETING PRINCIPLES .....	4
3.	BEFORE THE MEETING.....	6
4.	PUBLIC FORUMS.....	12
5.	COMING TOGETHER .....	12
6.	THE CHAIRPERSON.....	21
7.	MODES OF ADDRESS.....	23
8.	ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS .....	24
9.	CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS .....	25
10.	RULES OF DEBATE.....	28
11.	VOTING .....	32
12.	COMMITTEE OF THE WHOLE .....	34
13.	DEALING WITH ITEMS BY EXCEPTION .....	35
14.	CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC .....	36
15.	KEEPING ORDER AT MEETINGS.....	41
16.	CONFLICTS OF INTEREST .....	45
17.	DECISIONS OF THE COUNCIL.....	46
18.	TIME LIMITS ON COUNCIL MEETINGS.....	49
19.	AFTER THE MEETING.....	50
20.	COUNCIL COMMITTEES .....	53
21.	IRREGULARITIES .....	57
22.	DEFINITIONS .....	58
23.	INDEX .....	59

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**Policy Owner:**

The Governance Manager is responsible for this policy.

# 1. INTRODUCTION

The City of Parramatta Code of Meeting Practice is based on the Model Code of Meeting Practice for Local Councils in NSW. The Model Code of Meeting Practice for Local Councils in NSW (the Model Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

This Code of Meeting Practice applies to all meetings of Council and committees of Councils of which all the members are Councillors (committees of Council). Council Committees whose members include persons other than Councillors may adopt their own rules for meetings unless the Council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A Council's adopted Code of Meeting Practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a Code of Meeting Practice adopted by a Council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A Council and a committee of the Council of which all the members are Councillors must conduct its meetings in accordance with the code of meeting practice adopted by the Council.

## 2. MEETING PRINCIPLES

2.1 Council and committee meetings should be:

*Transparent:* Decisions are made in a way that is open and accountable.

*Informed:* Decisions are made based on relevant, quality information.

*Inclusive:* Decisions respect the diverse needs and interests of the local community.

*Principled:* Decisions are informed by the principles prescribed under Chapter 3 of the Act.

*Trusted:* The community has confidence that Councillors and staff act ethically and make decisions in the interests of the whole community.

*Respectful:* Councillors, staff and meeting attendees treat each other with respect. Councillors and staff are also bound by the obligations in relation to meetings as set out in the Council's Code of Conduct (clauses 3.19 to 3.22).

*Effective:* Meetings are well organised, effectively run and skilfully chaired.

*Orderly:* Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting

### Council Decisions Prior to a Local Government Election (Caretaker Period)

2.2 The Council, Chief Executive Officer, or any other delegate of the Council must not exercise certain functions during a Caretaker period.

2.3 The Caretaker Period means the period of four (4) weeks preceding the date of a Local Government Election.

**Note: Clauses 2.2 and 2.3 reflect clause 393B of the Local Government (General) Regulations 2021.**

### Council Decisions During Recess Period

2.4 Council meetings are held each month of the calendar year, except in January, where no meetings are held. The period from the final meeting of the year to the first meeting of the new year is known as the Recess Period.

2.5 Council may, by resolution in December each year, delegate joint authority to the Lord Mayor and the Chief Executive Officer all powers, duties and functions of the Council which cannot reasonably be deferred to the first Ordinary Meeting of Council following the recess period.

- 2.6 A Delegated Authority Meeting will be held for any matter to be considered under joint delegation.
- 2.7 Notice of a Delegated Authority Meeting will be provided to all Councillors at least three (3) days prior to the meeting being held.
- 2.8 If the Lord Mayor or Chief Executive Officer receives a referral signed by two (2) or more Councillors of any matter to be considered at a Delegated Authority Meeting, the matter will be referred to a full Ordinary Meeting of the Council.
- 2.9 Clause 2.7 does not prevent the calling of an Extraordinary Meeting of Council in accordance with clause 3.2 of this Code of Meeting Practice.
- 2.10 Minutes of a Delegated Authority Meeting will be reported to the first Council Meeting of the following year.
- 2.11 Any decision made under joint delegated authority is taken to be a decision of the Council.

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## 3. BEFORE THE MEETING

### Timing of Ordinary Council Meetings

- 3.1 Ordinary meetings of the Council will start at 6:30pm, and will be held on the second and fourth Monday of the month (except for in January, where no meetings are held).

**Note: Under section 365 of the Act, Councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a Council is required to meet each year under section 365A.**

### Extraordinary Meetings

- 3.2 If the Lord Mayor receives a request in writing, signed by at least two (2) Councillors, the Lord Mayor must call an extraordinary meeting of the Council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The Lord Mayor can be one of the two Councillors requesting the meeting.

**Note: Clause 3.2 reflects section 366 of the Act.**

### Notice to the Public of Council Meetings

- 3.3 The Council must give notice to the public of the time, date and place of each of its meetings, including Extraordinary Meetings and of each meeting of committees of the Council.

**Note: Clause 3.3 reflects section 9(1) of the Act.**

- 3.4 For the purposes of clause 3.3, notice of a meeting of the Council and of a committee of Council is to be published before the meeting takes place. The notice must be published on the Council's website, and in such other manner that the Council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.5 For the purposes of clause 3.3, notice of more than one (1) meeting may be given in the same notice.

### Notice to Councillors of Ordinary Council Meetings

- 3.6 The Chief Executive Officer must send to each Councillor, at least three (3) days before each meeting of the Council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting. City of Parramatta has resolved that Councillors will receive the agenda of an Ordinary Council Meeting at least ten (10) days prior to the meeting.

**Note: Clause 3.6 reflects section 367(1) of the Act.**

- 3.7 The notice and the agenda for, and the business papers relating to, the meeting may be given to Councillors in electronic form, but only if all Councillors have facilities to access the notice, agenda and business papers in that form. Councillors will have access to notice of the meeting, agenda and business papers via their individually nominated means (hard copy or electronic).

**Note: Clause 3.7 reflects section 367(3) of the Act.**

#### Notice to Councillors of Extraordinary Meetings

- 3.8 Notice of less than three (3) days may be given to Councillors of an Extraordinary Meeting of the Council in cases of emergency. The Lord Mayor and the Chief Executive Officer will determine the situation of emergency.

**Note: Clause 3.8 reflects section 367(2) of the Act.**

#### Giving Notice of Business to be Considered at Council Meetings

- 3.9 A Councillor may give notice of any business they wish to be considered by the Council at its next Ordinary Meeting by way of a Notice of Motion. To be included on the agenda of the meeting, the Notice of Motion must be in writing and must be submitted by 10:00am on the Wednesday two weeks before the meeting is to be held.
- 3.10 A Councillor may, in writing to the Chief Executive Officer, request the withdrawal of a Notice of Motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.11 If the Chief Executive Officer considers that a Notice of Motion submitted by a Councillor for consideration at an ordinary meeting of the Council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the Chief Executive Officer may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the Council.
- 3.12 A Notice of Motion for the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the Chief Executive Officer must either:
- (a) include as a staff response to the Notice of Motion to be considered by the Council, a note that identifies the availability of funds for implementing the Motion if adopted by the Council, or
  - (b) include as a staff response to the Notice of Motion that the matter be deferred for the preparation of a report to Council which identifies the funding source to implement the Notice of Motion if adopted by Council.

Questions With Notice

- 3.13 A Councillor may, by way of a notice submitted under clause 3.9, ask a question for response by the Chief Executive Officer about the performance or operations of the Council.
- 3.14 A Councillor is not permitted to ask a question with notice under clause 3.13 that comprises a complaint against the Chief Executive Officer or a member of staff of the Council, or a question that implies wrongdoing by the Chief Executive Officer or a member of staff of the Council.
- 3.15 The Chief Executive Officer or their nominee may respond to a question with notice submitted under clause 3.13 by way of a report included in the business papers for the relevant meeting of the Council or orally at the meeting.

Agenda and Business Papers for Ordinary Meetings

- 3.16 The Chief Executive Officer must cause the agenda for a meeting of the Council or a committee of the Council to be prepared as soon as practicable before the meeting.
- 3.17 The Chief Executive Officer must ensure that the agenda for an Ordinary Meeting of the Council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the Council, and
  - (b) if the Lord Mayor is the Chairperson – any matter or topic that the Chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
  - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
  - (d) any business of which due notice has been given under clause 3.9.
- 3.18 Nothing in clause 3.17 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.7.
- 3.19 The Chief Executive Officer must not include in the agenda for a meeting of the Council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The Chief Executive Officer must report, without giving details of the item of business, any such exclusion to the next meeting of the Council.
- 3.20 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the Chief Executive Officer, is likely to take place when the meeting is closed to the public, the Chief Executive Officer must ensure that the agenda of the meeting:

- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
- (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

**Note: Clause 3.20 reflects section 9(2A)(a) of the Act.**

- 3.21 The Chief Executive Officer must ensure that the details of any item of business which, in the opinion of the Chief Executive Officer, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to Councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a Councillor or by any other person to another person who is not authorized to have that information.

#### Statement of Ethical Obligations

- 3.22 Business papers for all Ordinary and Extraordinary Meetings of the Council and committees of the Council must contain a statement reminding Councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the Council's Code of Conduct to disclose and appropriately manage conflicts of interest.

#### Availability of the Agenda and Business Papers to the Public

- 3.23 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the Council and committees of Council, are to be published on the Council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the Council, at the relevant meeting and at such other venues determined by the Council, including Council libraries, by 9:00am on the Tuesday prior to an Ordinary/ Extraordinary Meeting of Council.

**Note: Clause 3.23 reflects section 9(2) and (4) of the Act.**

- 3.24 Clause 3.23 does not apply to the business papers for items of business that the Chief Executive Officer has identified under clause 3.20 as being likely to be considered when the meeting is closed to the public.

**Note: Clause 3.24 reflects section 9(2A)(b) of the Act.**

- 3.25 For the purposes of clause 3.23, copies of agendas and business papers must be published on the Council's website and made available to the public at a time that is as close as possible to the time they are available to Councillors.

**Note: Clause 3.25 reflects section 9(3) of the Act.**

- 3.26 A copy of an agenda, or of an associated business paper made available under clause 3.23, may in addition be given or made available in electronic form.

**Note: Clause 3.26 reflects section 9(5) of the Act.**

#### Agenda and Business Papers for Extraordinary Meetings

- 3.27 The Chief Executive Officer must ensure that the agenda for an Extraordinary Meeting of the Council deals only with the matters stated in the notice of the meeting.
- 3.28 Despite clause 3.27, business may be considered at an Extraordinary Meeting of the Council, even though due notice of the business has not been given, if:
- (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the Chairperson to be of great urgency on the grounds that it requires a decision by the Council before the next scheduled Ordinary Meeting of the Council.
- 3.29 A Motion moved under clause 3.28 (a) can be moved without notice but only after the business notified in the agenda for the Extraordinary Meeting has been dealt with.
- 3.30 Despite clauses 10.22 and 10.25-10.34, only the mover of a Motion moved under clause 3.28(a) can speak to the Motion before it is put.
- 3.31 A Motion of Dissent cannot be moved against a ruling of the Chairperson under clause 3.28(b) on whether a matter is of great urgency.

#### Pre-Meeting Briefing Sessions

- 3.32 Prior to each Ordinary Meeting of the Council, the Chief Executive Officer may arrange a pre-meeting briefing session to brief Councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for Extraordinary Meetings of the Council and meetings of committees of the Council.
- 3.33 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.34 Pre-meeting briefing sessions may be held by audio-visual link.
- 3.35 The Chief Executive Officer or a member of staff nominated by the Chief Executive Officer is to preside at pre-meeting briefing sessions.
- 3.36 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal Council or committee meeting at which the item of business is to be considered.

- 3.37 Councillors (including the Lord Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a Council or committee meeting. The Council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the Councillor who made the declaration.

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## 4. PUBLIC FORUMS

- 4.1 To speak at a public forum, a person must first make an application to the Council via the approved application form. A verbatim (word by word) text of the question, comment or statement must be lodged in writing with the name and contact details of the speaker prior to 4.00pm on the Thursday prior to the Council Meeting either via email or presented to the Customer Contact Centre at 126 Church Street Parramatta. Forms can be found on Council's website for more information. The application must identify the item of business on the agenda of the Council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item. Matters relating to the business paper will get preference.
- 4.2 Acceptance of Public Forum submissions will not be confirmed until after the deadline before the Council Meeting and consideration will be given to the urgency of each of the submissions by the Lord Mayor or his delegate.
- 4.3 A maximum of one (1) speaker in favour and one (1) speaker against a particular comment or statement will be accepted on a single matter and any groups are required to nominate a representative to speak on their behalf. If the speakers are not able to agree on whom to nominate to address the Council, the CEO or their delegate is to determine who will address the Council at the public forum. In total, Council will permit no more than five (5) speakers per Public Forum.
- 4.4 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.5 The CEO or their delegate may refuse an application to speak at a public forum
- 4.6 Each speaker will have a maximum of three (3) minutes to address Council on a Public Forum item. After two (2) minutes a warning bell will sound indicating they have one (1) minute remaining. After the allocated speaking time, the CEO or a nominated officer may provide a response or right of reply. A total of up to fifteen (15) minutes will be allocated for the entire consideration of Public Forum. Speakers will be contacted by the morning of the meeting and notified if their request to speak in the public forum has been granted.
- 4.7 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the CEO or their delegate in consultation with the Lord Mayor or the Lord Mayor's nominated Chairperson, may increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the Council to hear a fuller range of views on the relevant item of business.
- 4.8 The CEO or their delegate is to determine the order of speakers at the public forum

- 4.9 Speakers at the public forum must not digress from the item on the agenda of the Council Meeting they have applied to address the Council on. If a speaker digresses to irrelevant matters, the Chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the Chairperson, the speaker will not be further heard.
- 4.10 Public Forums previously raised cannot be raised again unless there is new information or it has been 12 months since the matter was first raised. Matter not previously raised will get preference.
- 4.11 Speakers at public forums cannot ask questions of the Council, Councillors or Council staff.
- 4.12 Where an address made at a public forum raises matters that require further consideration by Council staff, the CEO may recommend that the Council defer consideration of the matter pending the preparation of a further report on the matter.
- 4.13 When addressing the Council, speakers at the public forum must comply with this code and all other relevant Council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's code of conduct or making other potentially defamatory statements.
- 4.14 If the Chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.13, the Chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the Chairperson's request, the Chairperson may immediately require the person to stop speaking.
- 4.15 Clause 4.14 does not limit the ability of the Chairperson to deal with disorderly conduct by speakers at the public forums in accordance with the provisions of Part 15 of this code.
- 4.16 Where a speaker engages in conduct of the type referred to in clause 4.13, the CEO or their delegate may refuse further applications from that person to speak at public forums for such a period as the CEO or their delegate considers appropriate.
- 4.17 Councillors (including the Lord Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a Council or committee meeting. The Council is to maintain a written record of all conflicts of interest declarations made at public forums and how the conflict of interest was managed by the Councillor who made the declaration
- 4.18 Council will not accept any Public Forum submissions that clearly target political parties.

**Note: Public Forums held as part of a Council or committee meeting must be conducted in accordance with the other requirements of this code relating to the conduct of Council and committee meetings.**

## 5. COMING TOGETHER

### Attendance by Councillors at Meetings

- 5.1 All Councillors must make reasonable efforts to attend meetings of the Council and of committees of the Council of which they are members.

**Note: A Councillor may not attend a meeting as a Councillor (other than the first meeting of the Council after the Councillor is elected or a meeting at which the Councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.**

- 5.2 A Councillor cannot participate in a meeting of the Council or of a committee of the Council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.

- 5.3 Where a Councillor is unable to attend one or more Ordinary Meetings of the Council, the Councillor should request that the Council grant them a leave of absence from those meetings prior to any period of leave or at the meeting concerned. This clause does not prevent a Councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this Code and the Act.

- 5.4 A Councillor's request for leave of absence from Council Meetings should, if practicable, identify (by date) the meetings from which the Councillor intends to be absent and the grounds upon which the leave of absence is being sought. Councillors seeking an extended period of leave may request such leave be mentioned in Confidential session so as to protect their privacy. Then, at successive meetings it should be noted in open session the leave of absence has been previously granted.

- 5.5 A Councillor applying for a leave of absence from a meeting of Council does not need to make the application in person, and the Council may grant such leave in the absence of that Councillor.

**Note: Clause 5.5 reflects section 234(2) of the Act.**

- 5.6 If a Councillor attends an Ordinary Meeting of Council or an Extraordinary Meeting of Council, despite having been granted a leave of absence, the leave of absence is taken to have been rescinded.

**Note: Clause 5.6 reflects section 234(3) of the Act.**

- 5.7 The Council must act reasonably when considering whether to grant a Councillor's request for a leave of absence.

- 5.8 A Councillor's civic office will become vacant if the Councillor is absent from three (3) consecutive Ordinary Meetings of the Council without prior leave of the Council, or leave granted by the Council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the Council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

**Note: Clause 5.8 reflects section 234(1)(d) of the Act.**

- 5.9 A Councillor who intends to attend a meeting of the Council despite having been granted a leave of absence should, if practicable, give the Chief Executive Officer at least two (2) days' notice of their intention to attend.

#### The Quorum for a Meeting

- 5.10 The quorum for a meeting of the Council is a majority of the Councillors of the Council who hold office at that time and are not suspended from office.

**Note: Clause 5.10 reflects section 368(1) of the Act.**

- 5.11 Clause 5.10 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the Council.

**Note: Clause 5.11 reflects section 368(2) of the Act.**

- 5.12 A meeting of the Council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
  - (b) within half an hour after the time designated for the holding of the meeting, or
  - (c) at any time during the meeting.

- 5.13 In either case, the meeting must be adjourned to a time, date, and place fixed:

- (a) by the Chairperson, or
- (b) in the Chairperson's absence, by the majority of the Councillors present, or
- (c) failing that, by the Chief Executive Officer.

- 5.14 The Chief Executive Officer must record in the Council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the Council, together with the names of the Councillors present.

- 5.15 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of Councillors, Council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the Lord Mayor may, in consultation with the Chief Executive Officer and, as far as is practicable, with each Councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the Council's website and in such other manner that the Council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.16 Where a meeting is cancelled under clause 5.15, the business to be considered at the meeting may instead be considered, where practicable, at the next Ordinary Meeting of the Council or at an Extraordinary Meeting called under clause 3.2.

#### Meetings Held by Audio-Visual Link

- 5.17 A meeting of the Council or a committee of the Council may be held by audio-visual link where the Lord Mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of Councillors and staff at risk. The Lord Mayor must make a determination under this clause in consultation with the Chief Executive Officer and, as far as is practicable, with each Councillor.
- 5.18 Where the Lord Mayor determines under clause 5.17 that a meeting is to be held by audio-visual link, the Chief Executive Officer must:
- (a) give written notice to all Councillors that the meeting is to be held by audio-visual link, and
  - (b) take all reasonable steps to ensure that all Councillors can participate in the meeting by audio-visual link, and
  - (c) cause a notice to be published on the Council's website and in such other manner the Chief Executive Officer is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.
- 5.19 This code applies to a meeting held by audio-visual link under clause 5.17 in the same way it would if the meeting was held in person.

**Note: Where a Council holds a meeting by audio-visual link under clause 5.17, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.**

Attendance by Councillors at Meetings by Audio-Visual Link

- 5.20 Councillors may attend and participate in meetings of the Council and committees of the Council by audio-visual link with the approval of the Council or the relevant committee.
- 5.21 A request by a Councillor for approval to attend a meeting by audio-visual link must be made in writing to the Chief Executive Officer prior to the meeting in question and must provide reasons why the Councillor will be prevented from attending the meeting in person.
- 5.22 Councillors may request approval to attend more than one meeting by audio-visual link. Where a Councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.21.
- 5.23 The Council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a Councillor to attend a meeting by audio-visual link.
- 5.24 A Councillor who has requested approval to attend a meeting of the Council or a committee of the Council by audio-visual link may participate in the meeting by audio-visual link until the Council or committee determines whether to approve their request and is to be taken as present at the meeting. The Councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.25 A decision whether to approve a request by a Councillor to attend a meeting of the Council or a committee of the Council by audio-visual link must be made by a resolution of the Council or the committee concerned. The resolution must state:
- (a) the meetings the resolution applies to, and
  - (b) the reason why the Councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.
- 5.26 If the Council or committee refuses a Councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.27 A decision whether to approve a Councillor's request to attend a meeting by audio-visual link is at the Council's or the relevant committee's discretion. The Council and committees of the Council must act reasonably when considering requests by Councillors to attend meetings by audio-visual link. However, the Council and committees of the Council are under no obligation to approve a Councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the Councillor to attend the meeting by these means.

- 5.28 The Council and committees of the Council may refuse a Councillor's request to attend a meeting by audio-visual link where the Council or committee is satisfied that the Councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the Council or a committee of the Council by audio-visual link.
- 5.29 This Code applies to a Councillor attending a meeting by audio-visual link in the same way it would if the Councillor was attending the meeting in person. Where a Councillor is permitted to attend a meeting by audio-visual link under this Code, they are to be taken as attending the meeting in person for the purposes of the Code and will have the same voting rights as if they were attending the meeting in person.
- 5.30 A Councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The Councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this Code.
- 5.31 A Councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the Council or the committee into disrepute.

#### Entitlement of the Public to Attend Council Meetings

- 5.32 Everyone is entitled to attend a meeting of the Council and committees of the Council. The Council must ensure that all meetings of the Council and committees of the Council are open to the public.

**Note: Clause 5.32 reflects section 10(1) of the Act.**

- 5.33 Clause 5.32 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.34 A person (whether a Councillor or another person) is not entitled to be present at a meeting of the Council or a committee of the Council if expelled from the meeting:
- (a) by a resolution of the meeting, or
  - (b) by the person presiding at the meeting if the Council has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Note: Clause 5.34 reflects section 10(2) of the Act.**

**Note: Clauses 15.15 and 15.16 confer a standing authorisation on all Chairpersons of meetings of the Council and committees of the Council to expel persons from meetings. Clause 15.15 authorises Chairpersons to expel any person, including a Councillor, from a Council or committee meeting. Clause 15.16 authorises Chairpersons to expel persons other than Councillors from a Council or committee meeting.**

Webcasting of Meetings

- 5.35 Each meeting of the Council or a committee of the Council is to be recorded by means of an audio or audio-visual device.
- 5.36 At the start of each meeting of the Council or a committee of the Council, the Chairperson must inform the persons attending the meeting that:
- (a) the meeting is being recorded and made publicly available on the Council's website, and
  - (b) persons attending the meeting should refrain from making any defamatory statements.
- 5.37 The recording of a meeting is to be made publicly available on the Council's website:
- (a) at the same time as the meeting is taking place, or
  - (b) on the Friday following the meeting.
- 5.38 The recording of a meeting is to be made publicly available on the Council's website for 7 years after the meeting.
- 5.39 Clauses 5.37 and 5.38 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

**Note: Clauses 5.35 – 5.39 reflect section 236 of the Regulation.**

- 5.40 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.
- 5.41 Access to webcasts of Council and Committee Meetings are available to view on Council's website for personal and non-commercial use. All webcasts of Council or Committee Meetings are subject to copyright under the Copyright Act 1968 and cannot be reused or reproduced in any way without the permission of Council.
- 5.42 Whilst Council will take all reasonable efforts to ensure webcasting is available for meetings, there may be situations where, due to technical difficulties beyond Council's control, webcasting or recordings of a meeting may not be available. Council takes no responsibility for and accepts no liability in the event that webcasting on Council's website is unavailable.

Attendance of the Chief Executive Officer and Other Staff at Meetings

- 5.43 The Chief Executive Officer is entitled to attend, but not to vote at, a meeting of the Council or a meeting of a committee of the Council of which all of the members are Councillors.

**Note: Clause 5.43 reflects section 376(1) of the Act.**

- 5.44 The Chief Executive Officer is entitled to attend a meeting of any other committee of the Council and may, if a member of the committee, exercise a vote.

**Note: Clause 5.44 reflects section 376(2) of the Act.**

- 5.45 The Chief Executive Officer may be excluded from a meeting of the Council or a committee while the Council or committee deals with a matter relating to the standard of performance of the Chief Executive Officer or the terms of employment of the Chief Executive Officer.

**Note: Clause 5.45 reflects section 376(3) of the Act.**

- 5.46 The attendance of other Council staff at a meeting, (other than as members of the public) shall be with the approval of the Chief Executive Officer.
- 5.47 The Chief Executive Officer and other Council staff may attend meetings of the Council and committees of the Council by audio-visual-link. Attendance by Council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the Chief Executive Officer.

## 6. THE CHAIRPERSON

### The Chairperson at Meetings

6.1 The Lord Mayor, or at the request of or in the absence of the Lord Mayor, the Deputy Lord Mayor (if any) presides at meetings of the Council.

**Note: Clause 6.1 reflects section 369(1) of the Act.**

6.2 If the Lord Mayor and the Deputy Lord Mayor (if any) are absent, a Councillor elected to chair the meeting by the Councillors present presides at a meeting of the Council.

**Note: Clause 6.2 reflects section 369(2) of the Act.**

### Election of the Chairperson in the Absence of the Lord Mayor and Lord Deputy Mayor

6.3 If no Chairperson is present at a meeting of the Council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a Chairperson to preside at the meeting.

6.4 The election of a Chairperson must be conducted:

- (a) by the Chief Executive Officer or, in their absence, an employee of the Council designated by the Chief Executive Officer to conduct the election, or
- (b) by the person who called the meeting or a person acting on their behalf if neither the Chief Executive Officer nor a designated employee is present at the meeting, or if there is no Chief Executive Officer or designated employee.

6.5 If, at an election of a Chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the Chairperson is to be the candidate whose name is chosen by lot.

6.6 For the purposes of clause 6.5, the person conducting the election must:

- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

6.7 The candidate whose name is on the drawn slip is the candidate who is to be the Chairperson.

6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to Have Precedence

- 6.9 When the Chairperson rises or speaks during a meeting of the Council:
- (a) any Councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
  - (b) every Councillor present must be silent to enable the Chairperson to be heard without interruption.

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## 7. MODES OF ADDRESS

- 7.1 If the Chairperson is the Lord Mayor, they are to be addressed as "Lord Mayor".
- 7.2 Where the Chairperson is not the Lord Mayor, they are to be addressed as "Chairperson"
- 7.3 A Councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A Council Officer is to be addressed by their official designation or by their surname.

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## 8. ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1 The general order of business for an Ordinary Meeting of the Council shall be:

- 01 Opening meeting
- 02 Acknowledgement of the Traditional Owners of Land
- 03 Webcasting Announcement
- 04 General recording of Meeting Announcement
- 05 Apologies and applications for a leave of absence or attendance by audio-visual link by Councillors
- 06 Confirmation of minutes
- 07 Disclosures of interests
- 08 Minutes of the Lord Mayor
- 09 Public Forums
- 10 Petitions
- 11 Rescission Motions
- 12 Reports to Council – For Notation
- 13 Reports to Council – For Council Decision
- 14 Notices of Motions
- 15 Questions with Notice
- 16 Confidential Matters
- 17 Public Announcement
- 18 Conclusion of the Meeting

*Note: Petitions will be handled in accordance with any relevant Council policies.*

8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the Council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

**Note: Part 13 allows Council to deal with items of business by exception.**

8.3 Despite clauses 10.22 and 10.25-10.34, only the mover of a motion referred to in clause 8.2 may speak to the Motion before it is put.

## 9. CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

### Business that Can Be Dealt with at a Council Meeting

- 9.1 The Council must not consider business at a meeting of the Council:
- (a) unless a Councillor has given notice of the business, as required by clause 3.9, and
  - (b) unless notice of the business has been sent to the Councillors in accordance with clause 3.6 in the case of an ordinary meeting or clause 3.8 in the case of an Extraordinary Meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the Council, or
  - (b) is the election of a Chairperson to preside at the meeting, or
  - (c) subject to clause 9.11, is a matter or topic put to the meeting by way of a mayoral minute, or
  - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the Council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the Council even though due notice of the business has not been given to the Councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the Chairperson to be of great urgency on the grounds that it requires a decision by the Council before the next scheduled Ordinary Meeting of the Council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.22 and 10.25-10.34, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the Chairperson under clause 9.3(b).
- 9.6 A separate motion and establishment of urgency is required for each new item of proposed business under clause 9.3.

Lord Mayoral Minutes

- 9.7 Subject to clause 9.11, if the Lord Mayor is the Chairperson at a Meeting of the Council, the Lord Mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the Council, or of which the Council has official knowledge.
- 9.8 A Lord Mayoral Minute, when put to a meeting, takes precedence over all business on the Council's agenda for the meeting. The Chairperson (but only if the Chairperson is the Lord Mayor) may move the adoption of a Lord Mayoral Minute without the motion being seconded.
- 9.9 In the tabling of a Lord Mayoral Minute, the Lord Mayor will read the Minute for the purposes of webcasting. A copy of the minute is to be made available to the gallery and the press. The full content will be included in the Council minutes.
- 9.10 A recommendation made in a Lord Mayoral Minute put by the Lord Mayor is, so far as it is adopted by the Council, a resolution of the Council.
- 9.11 A Lord Mayoral Minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the Council before the next scheduled ordinary meeting of the Council.
- 9.12 Where a Lord Mayoral Minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the Lord Mayoral Minute does not identify a funding source, the Council must defer consideration of the matter, pending a report from the Chief Executive Officer on the availability of funds for implementing the recommendation if adopted.

Petitions

- 9.13 A Petition will be tabled at the Council meeting at the relevant point in the order of business.
- 9.14 Petitions are not to be debated.
- 9.15 Petitions tabled at a Council meeting require a summary of the purpose of the petition to be read out by the Councillor tabling the petition.
- 9.16 As a matter of practice, the petition will be referred to the relevant Council officer/s, and a copy of the petition will be distributed to all Councillors.

Staff Reports

- 9.17 A recommendation made in a staff report is, so far as it is adopted by the Council, a resolution of the Council.

Reports of Committees of Council

- 9.18 The recommendations of a committee of the Council are, so far as they are adopted by the Council, resolutions of the Council.
- 9.19 If in a report of a committee of the Council distinct recommendations are made, the Council may make separate decisions on each recommendation.

Questions

- 9.20 A question must not be asked at a meeting of the Council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.9 and 3.13.
- 9.21 A Councillor may, through the Chairperson, put a question to another Councillor about a matter on the agenda.
- 9.22 A Councillor may, through the Chief Executive Officer, put a question to a Council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the Chief Executive Officer at the direction of the Chief Executive Officer.
- 9.23 A Councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a Councillor or Council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the Council.
- 9.24 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.25 The Chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a Councillor or Council employee.
- 9.26 Responses to any questions by either Councillors or Council employees should be made through the Chairperson. Should the Council employee wish to comment upon any matter before the Council, the Council employee should seek the leave of the Chairperson to do so.

# 10. RULES OF DEBATE

## Motions to be Seconded

- 10.1 Unless otherwise specified in this Code, a Motion or an Amendment cannot be debated unless or until it has been seconded.

## Notices of Motion

- 10.2 A Councillor who has submitted a Notice of Motion under clause 3.9 is to move the motion the subject of the Notice of Motion at the meeting at which it is to be considered.
- 10.3 If a Councillor who has submitted a Notice of Motion under clause 3.9 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to Councillors, the Councillor may request the withdrawal of the Motion when it is before the Council.
- 10.4 In the absence of a Councillor who has placed a Notice of Motion on the agenda for a meeting of the Council:
- (a) any other Councillor may, with the leave of the Chairperson, move the Motion at the meeting, or
  - (b) the Chairperson may defer consideration of the Motion until the next meeting of the Council.

## Chairperson's Duties with Respect to Motions

- 10.5 It is the duty of the Chairperson at a meeting of the Council to receive and put to the meeting any lawful Motion that is brought before the meeting.
- 10.6 The Chairperson must rule out of order any Motion or amendment to a Motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a Motion or an amendment to a Motion under clause 10.6, the Chairperson is to give the mover an opportunity to clarify or amend the Motion or Amendment.
- 10.8 Any Motion, Amendment, or other matter that the Chairperson has ruled out of order is taken to have been lost.

## Motions Requiring the Expenditure of Funds

- 10.9 A Motion or an amendment to a Motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the Motion. If the Motion does not identify a funding source, the

Council must defer consideration of the matter, pending a report from the Chief Executive Officer on the availability of funds for implementing the Motion if adopted.

Amendments to Motions

- 10.10 An amendment to a Motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a Motion must relate to the matter being dealt with in the original Motion before the Council and must not be a direct negative of the original Motion. An amendment to a Motion which does not relate to the matter being dealt with in the original Motion, or which is a direct negative of the original Motion, must be ruled out of order by the Chairperson.
- 10.12 The mover of an Amendment is to be given the opportunity to explain any uncertainties in the proposed Amendment before a seconder is called for.
- 10.13 If an Amendment has been lost, a Further Amendment can be moved to the Motion to which the lost amendment was moved, and so on, but no more than one (1) Motion and one (1) proposed Amendment can be before Council at any one time.
- 10.14 While an Amendment is being considered, debate must only occur in relation to the Amendment and not the original Motion. Debate on the original Motion is to be suspended while the Amendment to the original Motion is being debated.
- 10.15 If the Amendment is carried, it becomes the Motion and is to be debated. If the Amendment is lost, debate is to resume on the original Motion.
- 10.16 An Amendment may become the Motion without debate or a vote where it is accepted by the Councillor who moved the original Motion.
- 10.17 Any variation to a motion or to an amendment or for a fresh motion/amendment shall be provided to the Council Secretariat in writing.
- 10.18 Councillors are asked, where they propose to move an amendment to a staff recommendation, a committee recommendation, a Notice of Motion or any recommendation printed in the business paper, to provide copies of the proposed amendment to the Chief Executive Officer at, or prior to, the start of the meeting, for circulation to all Councillors and relevant staff.

Foreshadowed Motions

- 10.19 A Councillor may propose a Foreshadowed Motion in relation to the matter the subject of the original Motion before the Council, without a seconder during debate on the original Motion. The Foreshadowed Motion is only to be considered if the original Motion is lost or withdrawn and the Foreshadowed Motion is then moved and seconded. If the original Motion is carried, the Foreshadowed Motion lapses.

- 10.20 Where an amendment has been moved and seconded, a Councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the Council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.21 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

#### Limitations on the Number and Duration of Speeches

- 10.22 A Councillor who, during a debate at a meeting of the Council, moves an original Motion, has the right to speak on each Amendment to the Motion and a right of general reply to all observations that are made during the debate in relation to the Motion, and any Amendment to it at the conclusion of the debate before the Motion (whether amended or not) is finally put.
- 10.23 No new arguments or material should be introduced during the "right of reply"
- 10.24 A Councillor must declare whether they intend to speak for or against a Motion. Once a Councillor has declared their intent, the Chairperson may rule them out of order if they speak contrary to their intention.
- 10.25 A Councillor, other than the mover of an original Motion, has the right to speak once on the Motion and once on each Amendment to it.
- 10.26 A Councillor must not, without the consent of the Council, speak more than once on a Motion or an Amendment, or for longer than five (5) minutes at any one time. The Council may resolve to extend the allocated time of a Councillor to speak by up to one (1) minute. Time taken to ask and answer questions of staff and other Councillors will not be included in a Councillor's allocated time to speak.
- 10.27 Despite clause 10.26, the Chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on a Motion or an amendment, and for longer than five (5) minutes on that Motion or Amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.28 Despite clause 10.26, the Council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.29 Despite clauses 10.22 and 10.25, a Councillor may move that a Motion or an amendment be now put:
- (a) if the mover of the Motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it, or

- (b) if at least two (2) Councillors have spoken in favour of the Motion or amendment and at least two (2) Councillors have spoken against it.
- 10.30 The Chairperson must immediately put to the vote, without debate, a Motion moved under clause 10.29. A seconder is not required for such a Motion.
- 10.31 If a Motion that the original Motion or an Amendment be now put is passed, the Chairperson must, without further debate, put the original Motion or Amendment to the vote immediately after the mover of the original Motion has exercised their right of reply under clause 10.22.
- 10.32 If a Motion that the original Motion or an Amendment be now put is lost, the Chairperson must allow the debate on the original Motion or the Amendment to be resumed.
- 10.33 All Councillors must be heard without interruption and all other Councillors must, unless otherwise permitted under this Code, remain silent while another Councillor is speaking.
- 10.34 Once the debate on a matter has concluded and a matter has been dealt with, the Chairperson must not allow further debate on the matter.

Procedural Motions

A Procedural Motion is a Motion that refers to the conduct of a meeting.

- 10.35 Procedural Motions are not subject to the Notice of Motion requirements in clause 3.9.
- 10.36 For the purposes of this Code, a Procedural Motion requires a seconder.
- 10.37 For the purposes of this Code, there is no debate allowed on a Procedural Motion.
- 10.38 A Procedural Motion has precedence over Substantive Motions and must be put to the meeting for a decision.

# 11. VOTING

## Voting Entitlements of Councillors

11.1 Each Councillor is entitled to one (1) vote.

**Note: Clause 11.1 reflects section 370(1) of the Act.**

11.2 The person presiding at a meeting of the Council has, in the event of an equality of votes, a second or casting vote.

**Note: Clause 11.2 reflects section 370(2) of the Act.**

11.3 Where the Chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

## Voting at Council Meetings

11.4 A Councillor who is present at a meeting of the Council but who fails to vote on a Motion put to the meeting is taken to have voted against the Motion.

11.5 If a Councillor who has voted against a Motion put at a Council meeting so requests, the Chief Executive Officer must ensure that the Councillor's dissenting vote is recorded in the Council's minutes.

11.6 The decision of the Chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) Councillors rise and call for a division.

11.7 When a division on a Motion is called, the Chairperson must ensure that the division takes place immediately. The Chief Executive Officer must ensure that the names of those who vote for the Motion and those who vote against it are recorded in the Council's minutes for the meeting.

11.8 When a division on a Motion is called, any Councillor who fails to vote will be recorded as having voted against the Motion in accordance with clause 11.4 of this Code.

11.9 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the Council may resolve that the voting in any election by Councillors for Lord Mayor or Deputy Lord Mayor is to be by secret ballot.

11.10 All voting at Council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of Councillors who voted for and against each Motion or Amendment, (including the use of the casting vote), being recorded.

Voting on Planning Decisions

- 11.11 The Chief Executive Officer must keep a register containing, for each planning decision made at a meeting of the Council or a Council committee (including, but not limited to a committee of the Council), the names of the Councillors who supported the decision and the names of any Councillors who opposed (or are taken to have opposed) the decision.
- 11.12 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the Council or a Council committee.
- 11.13 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.14 Clauses 11.11–11.13 apply also to meetings that are closed to the public.

**Note: Clauses 11.11–11.14 reflect section 375A of the Act.**

**Note: The requirements of clause 11.11 may be satisfied by maintaining a register of the minutes of each planning decision.**

## 12. COMMITTEE OF THE WHOLE

12.1 The Council may resolve itself into a committee to consider any matter before the Council.

**Note: Clause 12.1 reflects section 373 of the Act.**

12.2 All the provisions of this Code relating to meetings of the Council, so far as they are applicable, extend to and govern the proceedings of the Council when in committee of the whole, except the provisions limiting the number and duration of speeches.

**Note: Clauses 10.22 and 10.25-34 limit the number and duration of speeches.**

12.3 The Chief Executive Officer or, in the absence of the Chief Executive Officer, an employee of the Council designated by the Chief Executive Officer, is responsible for reporting to the Council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

12.4 The Council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the Council's minutes. However, the Council is not taken to have adopted the report until a motion for adoption has been made and passed.

## 13. DEALING WITH ITEMS BY EXCEPTION

- 13.1 The Council or a committee of the Council may, at any time, suspend standing order to resolve to adopt multiple items in accordance with the recommendation as printed, allowing for minor changes without debate.
- 13.2 Should a Councillor request to debate an item, they are to request the item be withdrawn for debate.
- 13.3 The Council or committee must not resolve to adopt any item of business under clause 13.1 that a Councillor has identified as being one they intend to debate.
- 13.4 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the Council's Code of Conduct.
- 13.5 Clauses 13.1 to 13.5 do not apply to planning matters, as when Councillors voting on planning matters, the names of the Councillors in favour of or opposed to the Motion/ Amendment must be recorded in the minutes.

**Note: See clause 19.2(h) in the Code.**

# 14. CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

## Grounds on which Meetings can be Closed to the Public

- 14.1 The Council or a committee of the Council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than Councillors),
  - (b) the personal hardship of any resident or ratepayer,
  - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business,
  - (d) commercial information of a confidential nature that would, if disclosed:
    - (i) prejudice the commercial position of the person who supplied it, or
    - (ii) confer a commercial advantage on a competitor of the Council, or
    - (iii) reveal a trade secret,
  - (e) information that would, if disclosed, prejudice the maintenance of law,
  - (f) matters affecting the security of the Council, Councillors, Council staff or Council property,
  - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
  - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
  - (i) alleged contraventions of the Council's Code of Conduct.

**Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.**

- 14.2 The Council or a committee of the Council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

**Note: Clause 14.2 reflects section 10A(3) of the Act.**

Matters to be Considered when Closing Meetings to the Public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
  - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the Council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

**Note: Clause 14.3 reflects section 10B(1) of the Act.**

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
- (a) are substantial issues relating to a matter in which the Council or committee is involved, and
  - (b) are clearly identified in the advice, and
  - (c) are fully discussed in that advice.

**Note: Clause 14.4 reflects section 10B(2) of the Act.**

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

**Note: Clause 14.5 reflects section 10B(3) of the Act.**

- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
- (a) a person may misinterpret or misunderstand the discussion, or
  - (b) the discussion of the matter may:
    - (i) cause embarrassment to the Council or committee concerned, or to Councillors or to employees of the Council, or
    - (ii) cause a loss of confidence in the Council or committee.

**Note: Clause 14.6 reflects section 10B(4) of the Act.**

- 14.7 In deciding whether part of a meeting is to be closed to the public, the Council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

**Note: Clause 14.7 reflects section 10B(5) of the Act.**

Notice of Likelihood of Closure Not Required in Urgent Cases

- 14.8 Part of a meeting of the Council, or of a committee of the Council, may be closed to the public while the Council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
  - (b) the Council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
    - (i) should not be deferred (because of the urgency of the matter), and
    - (ii) should take place in a part of the meeting that is closed to the public.

**Note: Clause 14.8 reflects section 10C of the Act.**

Representations by Members of the Public

- 14.9 The Council, or a committee of the Council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.
- Note: Clause 14.9 reflects section 10A(4) of the Act.**
- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the Council in the approved form. Applications must be received by 4pm on the Thursday prior to the day of the meeting at which the matter is to be considered.
- 14.12 The Chief Executive Officer (or their delegate) may refuse an application made under clause 14.11. The Chief Executive Officer or their delegate must give reasons in writing for a decision to refuse an application.

- 14.13 No more than five (5) speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the Chief Executive Officer or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the Council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the Chief Executive Officer or their delegate is to determine who will make representations to the Council.
- 14.15 The Chief Executive Officer (or their delegate) is to determine the order of speakers.
- 14.16 Where the Council or a committee of the Council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed to the public, the Chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The Chairperson is to permit no more than five (5) speakers to make representations in such order as determined by the Chairperson.
- 14.17 In line with Public Forum provisions, as per clause 4.6, each speaker will be allowed three (3) minutes (excluding staff response, if any) to make representations, and this time limit is to be strictly enforced by the Chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the Chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the Chairperson, the speaker will not be further heard.
- 14.18 Specialist advisors may be invited to attend closed meetings. In such instances, the names of these specialists are to be recorded and shown in the minutes of the meeting.

#### Expulsion of Non-Councillors from Meetings Closed to the Public

- 14.19 If a meeting or part of a meeting of the Council or a committee of the Council is closed to the public in accordance with section 10A of the Act and this Code, any person who is not a Councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.20 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of Councillors Attending Meetings by Audio-Visual Link

- 14.21 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be Disclosed in Resolutions Closing Meetings to the Public

- 14.22 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
  - (b) the matter that is to be discussed during the closed part of the meeting,
  - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**Note: Clause 14.22 reflects section 10D of the Act.**

Resolutions Passed at Closed Meetings to be made Public

- 14.23 If the Council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the Chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.24 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the Chairperson under clause 14.23 during a part of the meeting that is webcast.

# 15. KEEPING ORDER AT MEETINGS

## Points of Order

- 15.1 A Councillor may draw the attention of the Chairperson to an alleged breach of this Code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The Chairperson must suspend the business before the meeting and permit the Councillor raising the point of order to state the provision of this Code they believe has been breached. The Chairperson must then rule on the point of order – either by upholding it or by overruling it.

## Questions of Order

- 15.4 The Chairperson, without the intervention of any other Councillor, may call any Councillor to order whenever, in the opinion of the Chairperson, it is necessary to do so.
- 15.5 A Councillor who claims that another Councillor has committed an act of disorder, or is out of order, may call the attention of the Chairperson to the matter.
- 15.6 The Chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the Council.
- 15.7 The Chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

## Motions of Dissent

- 15.8 A Councillor can, without notice, move to dissent from a ruling of the Chairperson on a point of order or a question of order. If that happens, the Chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the Chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the Chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this Code, only the mover of a motion of dissent and the Chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

## Acts of Disorder

- 15.11 A Councillor commits an act of disorder if the Councillor, at a meeting of the Council or a committee of the Council:

- (a) contravenes the Act, the Regulation or this Code, or
- (b) assaults or threatens to assault another Councillor or person present at the meeting, or
- (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council or the committee, or addresses or attempts to address the Council or the committee on such a motion, amendment or matter, or
- (d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other Council official, or alleges a breach of the Council's Code of Conduct, or
- (e) uses indecent languages, or
- (f) constant interjections whilst another Councillor is addressing the Chair, or
- (g) uninvited commenting, shouting or being disruptive, or
- (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or the committee into disrepute.

**Note: Clause 15.11 reflects section 182 of the Regulation.**

15.12 The Chairperson may require a Councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b), or (e), or
- (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

**Note: Clause 15.12 reflects section 233 of the Regulation.**

#### How Disorder at a Meeting May be Dealt With

- 15.13 If disorder occurs at a meeting of the Council, the Chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the Chair. The Council, on reassembling, must, on a question put from the Chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Councillors.

Expulsion from Meetings

- 15.14 All Chairpersons of meetings of the Council and committees of the Council are authorised under this Code to expel any person, including any Councillor, from a Council or committee meeting, for the purposes of section 10(2)(b) of the Act.
- 15.15 Clause 15.14, does not limit the ability of the Council or a committee of the Council to resolve to expel a person, including a Councillor, from a Council or committee meeting, under section 10(2)(a) of the Act.
- 15.16 A Councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Council for having failed to comply with a requirement under clause 15.12. The expulsion of a Councillor from the meeting for that reason does not prevent any other action from being taken against the Councillor for the act of disorder concerned.

**Note: Clause 15.16 reflects section 233(2) of the Regulation.**

- 15.17 In addition to Clause 15.15, a Councillor who commits an act of disorder is also subject to the provision of the Code of Conduct.
- 15.18 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.19 Where a Councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.20 If a Councillor or a member of the public fails to leave the place where a meeting of the Council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the Councillor or member of the public from that place and, if necessary, restrain the Councillor or member of the public from re-entering that place for the remainder of the meeting.

How Disorder by Councillors Attending Meetings by Audio-Visual Link May be Dealt With

- 15.21 Where a Councillor is attending a meeting by audio-visual link, the Chairperson or a person authorised by the Chairperson may mute the Councillor's audio link to the meeting for the purposes of enforcing compliance with this Code.
- 15.22 If a Councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the Chairperson of the meeting or a person authorised by the Chairperson, may terminate the Councillor's audio-visual link to the meeting.

Use of Mobile Phones and the Unauthorised Recording of Meetings

- 15.23 Councillors, Council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the Council and committees of the Council.

- 15.24 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording or take photographs of the proceedings of a meeting of the Council or a committee of the Council without the prior authorisation of the Council or the committee.
- 15.25 Without limiting clause 15.18, a contravention of clause 15.24 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.24, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.26 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

## 16. CONFLICTS OF INTEREST

- 16.1 All Councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the Council and committees of the Council in accordance with the Council's Code of Conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the Council's Code of Conduct. Where a Councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the Councillor's audio-visual link to the meeting must be suspended or terminated and the Councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the Council or committee, or at any time during which the Council or committee is voting on the matter.

# 17. DECISIONS OF THE COUNCIL

## Council Decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the Council at which a quorum is present is a decision of the Council.

**Note: Clause 17.1 reflects section 371 of the Act.**

- 17.2 Decisions made by the Council must be accurately recorded in the minutes of the meeting at which the decision is made.

## Rescinding or altering Council decisions

- 17.3 A rescission motion is to be moved by the first signatory to the motion and failing that person being in attendance, the second signatory to move same and so on.

- 17.4 A resolution passed by the Council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.9.

**Note: Clause 17.4 reflects section 372(1) of the Act.**

- 17.5 If a Notice of Motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

**Note: Clause 17.5 reflects section 372(2) of the Act.**

- 17.6 All rescission motions will be listed on the next available Council Meeting agenda for consideration.

- 17.7 If a Motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.9.

**Note: Clause 17.6 reflects section 372(3) of the Act.**

- 17.8 A Notice of Motion to alter or rescind a resolution, and a Notice of Motion which has the same effect as a Motion which has been lost, must be signed by three (3) Councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

**Note: Clause 17.7 reflects section 372(4) of the Act.**

- 17.9 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

**Note: Clause 17.8 reflects section 372(5) of the Act.**

- 17.10 The provisions of clauses 17.7–17.9 concerning lost motions do not apply to motions of adjournment.

**Note: Clause 17.9 reflects section 372(7) of the Act.**

- 17.11 A notice of motion submitted in accordance with clause 17.8 may only be withdrawn under clause 3.10 with the consent of all signatories to the notice of motion.
- 17.12 A motion to alter or rescind a resolution of the Council may be moved on the report of a committee of the Council and any such report must be recorded in the minutes of the meeting of the Council.

**Note: Clause 17.12 reflects section 372(6) of the Act.**

- 17.13 Subject to clause 17.9, in cases of urgency, a motion to alter or rescind a resolution of the Council may be moved at the same meeting at which the resolution was adopted, where:
- (a) a Notice of Motion signed by three Councillors is submitted to the Chairperson, and
  - (b) a motion to have the motion considered at the meeting is passed, and
  - (c) the Chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the Council before the next scheduled ordinary meeting of the Council.
- 17.14 A motion moved under clause 17.13(b) can be moved without notice. Despite clauses 10.22 and 10.25-10.34, only the mover of a motion referred to in clause 17.13(b) can speak to the motion before it is put.
- 17.15 A motion of dissent cannot be moved against a ruling by the Chairperson under clause 17.13(c).
- 17.16 Councillors must use the pro forma Notice of Rescission Motion form, ensure that 3 Councillors have signed it and hand it to the Chief Executive Officer prior to the meeting being closed. If the Chair does not deem it to be urgent, the resolution will not be carried into effect until the Motion is dealt with at the next Council meeting.
- 17.17 If the Notice of Rescission Motion is handed to the Chief Executive Officer after the meeting has closed, then it will not stop the resolution from being carried into effect until such time that it is considered at the next meeting of Council.
- 17.18 Prior to the closure of the meeting, the Chairperson will announce those rescission motions already received by the Chief Executive Officer. Failure of the Chairperson to do this, however, does not invalidate those already received, nor does it prevent a resolution

from being carried into effect if the rescission motion is submitted after the close of the meeting.

Absence of a Mover and Seconder from Original Motion

- 17.19 If a rescission motion is submitted after the meeting, then there is nothing in any legislation or guides that prevent any Councillors, not in attendance at the meeting at which the decision was taken to subsequently sign such a rescission motion.

Recommitting Resolutions to Correct an Error

- 17.20 Despite the provisions of this Part, a Councillor may, with the leave of the Chairperson, move to recommit a resolution adopted at the same meeting:
- (a) to correct any error, ambiguity or imprecision in the Council's resolution, or
  - (b) to confirm the voting on the resolution.
- 17.21 In seeking the leave of the Chairperson to move to recommit a resolution for the purposes of clause 17.20(a), the Councillor is to propose alternative wording for the resolution.
- 17.22 The Chairperson must not grant leave to recommit a resolution for the purposes of clause 17.20(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.23 A motion moved under clause 17.20 can be moved without notice. Despite clauses 10.22 and 10.25-34, only the mover of a motion referred to in clause 17.20 can speak to the motion before it is put.
- 17.24 A motion of dissent cannot be moved against a ruling by the Chairperson under clause 17.20.
- 17.25 A motion moved under clause 17.20 with the leave of the Chairperson cannot be voted on unless or until it has been seconded.

## 18. TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of the Council and committees of the Council are to conclude no later than 11:00pm.
- 18.2 If the business of the meeting is unfinished at 11:00pm, the Council or the committee may, by resolution, extend the time of the meeting by one extension to 11:30pm to complete the business of the Council or committee of Council.
- 18.3 If the business of the meeting is unfinished at 11:00pm, and the Council does not resolve to extend the meeting, the Chairperson must either:
- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the Council, or
  - (b) adjourn the meeting to a time, date and place fixed by the Chairperson.
- 18.4 Clause 18.3 does not limit the ability of the Council or a committee of the Council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the Chief Executive Officer must:
- (a) individually notify each Councillor of the time, date and place at which the meeting will reconvene, and
  - (b) publish the time, date and place at which the meeting will reconvene on the Council's website and in such other manner that the Chief Executive Officer is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

# 19. AFTER THE MEETING

## Minutes of Meetings

19.1 The Council is to keep full and accurate minutes of the proceedings of meetings of the Council.

**Note: Clause 19.1 reflects section 375(1) of the Act.**

19.2 At a minimum, the Chief Executive Officer must ensure that the following matters are recorded in the Council's minutes:

- (a) The names of Councillors attending a Council meeting and whether they attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a Council meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost,
- (e) such other matters specifically required under this Code,
- (f) additional information supplied by a Council officer which has not been included in the report before Council and which could be viewed as material for Council's consideration of the matter,
- (g) the addresses to Council by members of the public and any given response,
- (h) where required, the names of the Councillors in favour of or opposed to the Motion/ Amendment, and
- (i) the names of Councillors who request that their name be recorded as being opposed to a resolution.
- (j) Where questions are taken on notice, a statement stipulating "Questions were taken on notice by Council staff for this item" for each item where questions on notice are taken.

19.3 The minutes of a Council meeting must be confirmed at a subsequent meeting of the Council.

**Note: Clause 19.3 reflects section 375(2) of the Act.**

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

**Note: Clause 19.5 reflects section 375(2) of the Act.**

- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

- 19.7 The confirmed minutes of a Council meeting must be published on the Council's website. This clause does not prevent the Council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

**Note: Section 12 of the Local Government Act confers a right (restricted in the case of closed parts of meetings) to inspect the minutes of a Council meeting. Council has its open minutes electronically displayed during the meetings and on its website on the Friday following the meeting. The community is able to access the minutes in this way, by contacting Council, or by viewing at all libraries.**

Access to Correspondence and Reports Laid on the Table at, or Submitted to, a Meeting

- 19.8 The Council and committees of the Council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

**Note: Clause 19.8 reflects section 11(1) of the Act.**

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

**Note: Clause 19.9 reflects section 11(2) of the Act.**

- 19.10 Clause 19.8 does not apply if the Council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

**Note: Clause 19.10 reflects section 11(3) of the Act.**

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of Decisions of the Council

19.12 The Chief Executive Officer is to implement, without undue delay, lawful decisions of the Council.

**Note: Clause 19.12 reflects section 335(b) of the Act.**

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## 20. COUNCIL COMMITTEES

### Application of this Part

20.1 This part only applies to committees of the Council whose members are all Councillors.

### Council Committees whose Members are all Councillors

20.2 The Council may, by resolution, establish such committees as it considers necessary.

20.3 A committee of the Council is to consist of the Lord Mayor and such other Councillors as are elected by the Councillors or appointed by the Council.

20.4 The quorum for a meeting of a committee of the Council is to be:

- (a) such number of members as the Council decides, or
- (b) if the Council has not decided a number – a majority of the members of the committee.

### Functions of Committees

20.5 The Council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

### Notice of Committee Meetings

20.6 The Chief Executive Officer must send to each Councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

- (a) the time, date and place of the meeting, and
- (b) the business proposed to be considered at the meeting.

20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

### Attendance at Committee Meetings

20.8 A committee member (other than the Lord Mayor) ceases to be a member of a committee if the committee member:

- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or

- (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

20.9 Clause 20.8 does not apply if all of the members of the Council are members of the committee.

Non-Members Entitled to Attend Committee Meetings

20.10 A Councillor who is not a member of a committee of the Council is entitled to attend, and to speak at a meeting of the committee. However, the Councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

Chairperson and Deputy Chairperson of Council Committees

20.11 The Chairperson of each committee of the Council must be:

- (a) the Lord Mayor, or
- (b) if the Lord Mayor does not wish to be the Chairperson of a committee, a member of the committee elected by the Council, or
- (c) if the Council does not elect such a member, a member of the committee elected by the committee.

20.12 The Council may elect a member of a committee of the Council as Deputy Chairperson of the committee. If the Council does not elect a Deputy Chairperson of such a committee, the committee may elect a Deputy Chairperson.

20.13 If neither the Chairperson nor the Deputy Chairperson of a committee of the Council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting Chairperson of the committee.

20.14 The Chairperson is to preside at a meeting of a committee of the Council. If the Chairperson is unable or unwilling to preside, the Deputy Chairperson (if any) is to preside at the meeting, but if neither the Chairperson nor the Deputy Chairperson is able or willing to preside, the acting Chairperson is to preside at the meeting.

Procedure in Committee Meetings

20.15 Subject to any specific requirements of this code, each committee of the Council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the Council unless the Council or the committee determines otherwise in accordance with this clause.

- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the Chairperson of the committee is to have a casting vote as well as an original vote unless the Council or the committee determines otherwise in accordance with clause 20.15.
- 20.17 Voting at a Council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

#### Closure of Committee Meetings to the Public

- 20.18 The provisions of the Act and Part 14 of this Code apply to the closure of meetings of committees of the Council to the public in the same way they apply to the closure of meetings of the Council to the public.
- 20.19 If a committee of the Council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the Chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the Council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the Chairperson under clause 20.19 during a part of the meeting that is webcast.

#### Disorder in Committee Meetings

- 20.21 The provisions of the Act and this Code relating to the maintenance of order in Council meetings apply to meetings of committees of the Council in the same way as they apply to meetings of the Council.

#### Minutes of Council Committee Meetings

- 20.22 Each committee of the Council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) The names of Councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
  - (b) details of each motion moved at a meeting and of any amendments moved to it,
  - (c) the names of the mover and seconder of the motion or amendment,
  - (d) whether the motion or amendment was passed or lost, and
  - (e) such other matters specifically required under this Code.

- 20.23 All voting at meetings of committees of the Council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of Councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
- 20.24 The minutes of meetings of each committee of the Council must be confirmed at a subsequent meeting of the committee.
- 20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.26 Council has its minutes electronically displayed during the meetings and on its website following the meeting. The public are able to access the minutes online on the Friday following the meeting, by contacting Council directly, or by viewing the minutes at Council's libraries.
- 20.27 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.28 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.29 The confirmed minutes of a meeting of a committee of the Council must be published on the Council's website. This clause does not prevent the Council from also publishing unconfirmed minutes of meetings of committees of the Council on its website prior to their confirmation

## 21. IRREGULARITIES

- 21.1 Proceedings at a meeting of a Council or a Council committee are not invalidated because of:
- (a) a vacancy in a civic office, or
  - (b) a failure to give notice of the meeting to any Councillor or committee member, or
  - (c) any defect in the election or appointment of a Councillor or committee member, or
  - (d) a failure of a Councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a Council or committee meeting in accordance with the Council's Code of Conduct, or
  - (e) a failure to comply with this Code.

**Note: Clause 21.1 reflects section 374 of the Act.**

## 22. DEFINITIONS

The Act	means the <i>Local Government Act 1993</i>
Act of Disorder	means an act of disorder as defined in clause 15.11 of this code
Amendment	in relation to an original motion, means a motion moving an amendment to that motion
Audio Recorder	any device capable of recording speech
Audio-Visual Link	means a facility that enables audio and visual communication between persons at different places
Business Day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
Chairperson	in relation to a meeting of the Council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
This Code	means the Council's adopted code of meeting practice
Committee of the Council	means a committee established by the Council in accordance with clause 20.2 of this code (being a committee consisting only of Councillors) or the Council when it has resolved itself into committee of the whole under clause 12.1
Council Official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
Day	means calendar day
Division	means a request by two Councillors under clause 11.6 of this code requiring the recording of the names of the Councillors who voted both for and against a motion
Foreshadowed Amendment	means a proposed amendment foreshadowed by a Councillor under clause 10.20 of this code during debate on the first amendment
Foreshadowed Motion	means a motion foreshadowed by a Councillor under clause 10.19 of this code during debate on an original motion
Open Voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
Planning Decision	means a decision made in the exercise of a function of a Council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
Performance Improvement Order	means an order issued under section 438A of the Act
Quorum	means the minimum number of Councillors or committee members necessary to conduct a meeting
The Regulation	means the <i>Local Government (General) Regulation 2021</i>
Webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
Year	means the period beginning 1 July and ending the following 30 June
Roles of the Lord Mayor, Deputy Lord Mayor, Councillors & General Manager (Chief Executive Officer)	The <i>Local Government Act 1993</i> provides clauses explaining the roles of the Lord Mayor (refer s226), the Deputy Lord Mayor (refer s231), Councillors (refer s232) and the functions of the Chief Executive Officer (refer s335).

## 23. INDEX

<b>PART 1 – INTRODUCTION</b>	<b>p.3</b>
<b>PART 1 – MEETING PRINCIPLES</b>	<b>p.4</b>
Council Decisions Prior to a Local Government Election (Caretaker Period)	p.4
Council Decisions During Recess Period	p.4-5
<b>PART 3 – BEFORE THE MEETING</b>	<b>p.6-11</b>
Timing of Ordinary Council Meetings	p.6
Extraordinary Meetings	p.6
Notice to the public of Council meetings	p.6
Notice to Councillors of ordinary meetings	p.6
Notice to Councillors of extraordinary meetings	p.7
Giving notice of business to be considered at Council meetings	p.7
Questions with notice	p.8
Agenda and business papers for ordinary meetings	p.8
Statement of ethical obligations	p.9
Availability of the agenda and business papers to the public	p.9
Agenda and business papers for extraordinary meetings	p.10
Pre-meeting briefing sessions	p.10
<b>PART 4 – PUBLIC FORUMS</b>	<b>p.12-13</b>
<b>PART 5 – COMING TOGETHER</b>	<b>p.14-20</b>
Attendance by Councillors at meetings	p.14
The quorum for a meeting	p.15
Meetings held by audio-visual link	p.16
Attendance by Councillors at meetings by audio-visual link	p.17
Webcasting of meetings	p.19
Attendance of the CEO and other staff at meetings	p.19
<b>PART 6 – THE CHAIRPERSON</b>	<b>p.21-22</b>
The Chairperson at meetings	p.21
Election of the Chairperson in the absence of the Lord Mayor and Lord Deputy Mayor	p.21
Chairperson to have precedence	p.22
<b>PART 7 – MODES OF ADDRESS</b>	<b>p.23</b>
<b>PART 8 – ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS</b>	<b>p.24</b>
<b>PART 9 – CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS</b>	<b>p.25-27</b>
Business that can be dealt with at a Council meeting	p.25
Lord Mayoral Minutes	p.26
Petitions	p.26
Staff reports	p.27
Reports of committees of Council	p.27
Questions	p.27
<b>PART 10 – RULES OF DEBATE</b>	<b>p.28-31</b>
Motions to be seconded	p.28
Notices of Motion	p.28
Chairperson's duties with respect to motions	p.28
Motions requiring the expenditure of funds	p.28
Amendments to motions	p.29
Foreshadowed motions	p.29
Limitations on the number and duration of speeches	p.30
Procedural motions	p.31

<b>PART 11 – VOTING</b>	<b>p.32-33</b>
Voting entitlements of Councillors	p.32
Voting at Council meetings	p.32
Voting on planning decisions	p.33
<b>PART 12 – COMMITTEE OF THE WHOLE</b>	<b>p.34</b>
<b>PART 13 – DEALING WITH ITEMS BY EXCEPTION</b>	<b>p.35</b>
<b>PART 14 – CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC</b>	<b>p.36-40</b>
Grounds on which meetings can be closed to the public	p.36
Matters to be considered when closed meetings to the public	p.27
Notice of likelihood of closure not required in urgent cases	p.38
Representations by members of the public	p.38
Expulsion of non-Councillors from meetings closed to the public	p.39
Obligations of Councillors attending meetings by audio-visual link	p.40
Information to be disclosed in resolutions closing meetings to the public	p.40
Resolutions passed at closed meetings to be made public	p.40
<b>PART 15 – KEEPING ORDER AT MEETINGS</b>	<b>p.41-44</b>
Points of order	p.41
Questions of order	p.41
Motions of dissent	p.41
Acts of disorder	p.41
How disorder at a meeting may be dealt with	p.42
Expulsion from meetings	p.43
How disorder by Councillors attending meetings by audio-visual link may be dealt with	p.43
Use of mobile phones and the unauthorised recording of meetings	p.43
<b>PART 16 – CONFLICTS OF INTEREST</b>	<b>p.45</b>
<b>PART 17 – DECISIONS OF THE COUNCIL</b>	<b>p.46-48</b>
Council decisions	p.46
Rescinding or altering Council decisions	p.46
Absence of a mover and seconder from original motion	p.48
Recommitting resolutions to correct an error	p.48
<b>PART 18 – TIME LIMITS ON COUNCIL MEETINGS</b>	<b>p.49</b>
<b>PART 19 – AFTER THE MEETING</b>	<b>p.50-52</b>
Minutes of meetings	p.50
Access to correspondence and reports laid on the table at, or submitted to, a meeting	p.51
Implementation of decisions of the Council	p.52
<b>PART 20 – COUNCIL COMMITTEES</b>	<b>p.53-56</b>
Application of this part (Council committees)	p.53
Council committees whose members are all Councillors	p.53
Functions of committees	p.53
Notice of committee meetings	p.53
Attendance at committee meetings	p.53
Non-members entitled to attend committee meetings	p.54
Chairperson and Deputy Chairperson of Council committees	p.54
Procedure in committee meetings	p.54
Closure of committee meetings to the public	p.55
Disorder in committee meetings	p.55
Minutes of Council committee meetings	p.55
<b>PART 21 – IRREGULARITIES</b>	<b>p.57</b>
<b>PART 22 – DEFINITIONS</b>	<b>p.58</b>

**FOR COUNCIL DECISION**

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<b>ITEM NUMBER</b>	13.4
<b>SUBJECT</b>	Minutes of the Parramatta Traffic Committee meeting held on 23 March 2022
<b>REFERENCE</b>	F2021/00521 - D08385424
<b>REPORT OF</b>	Traffic and Transport Manager

**CSP THEME: ACCESSIBLE**

**WORKSHOP/BRIEFING DATE:** Nil

**PURPOSE:**

For Council to consider the minutes and approve the recommendations of the Parramatta Traffic Committee meeting held on 23 March 2022.

**RECOMMENDATION**

- (a) **That** Council note the minutes of the Parramatta Traffic Committee meeting held on 23 March 2022, as provided at **Attachment 1**.
- (b) **Further, that** Council approve the recommendations of the Parramatta Traffic Committee meeting held on 23 March 2022 provided at **Attachment 1** and in this report, noting the following financial implications for each item.

i. **ITEM 2203 A1 PARK PARADE, PARRAMATTA – PROPOSED PEDESTRIAN CROSSING**

This report was deferred to the next Parramatta Traffic Committee meeting for further consultation on the proposal with the representative of the Parramatta PAC. Accordingly, there will not be any direct impact on Council's budget at this stage.

ii. **ITEM 2203 A2 PHILLIP STREET AND CHARLES STREET, PARRAMATTA – PROPOSED RAISED PEDESTRIAN CROSSING**

The Phillip Street 'Smart Streets' – Stage 2 currently has an allocated budget of \$5,396,508 under Council's Delivery Program and Operational Plan. The estimated cost of the proposed raised pedestrian crossing including related drainage works is \$450,000 and will be funded from the budget allocated for the Phillip Street 'Smart Street' project.

iii. **ITEM 2203 A3 PARRAMATTA RIVER FORESHORE, GEORGE STREET, NOLLER PARADE AND RIVER ROAD WEST, PARRAMATTA – PROPOSED PEDESTRIAN AND CYCLIST PATHS IN THE EASTBOUND DIRECTION**

The total estimated cost of construction of this project is \$3,125,963 and will be subject of a future application to the TfNSW Active Transport Program for 100% funding. It is intended to commence construction when the funding for the entire project becomes available.

## BACKGROUND

1. Transport for NSW (TfNSW) is legislated as the organisation responsible for the control of traffic on all roads in New South Wales under the *Road Transport (Safety & Traffic Management) Act 1999*. In order to deal with the large number and range of traffic related matters effectively, TfNSW has delegated certain aspects of the control of traffic on local roads to councils. TfNSW has retained both the control of traffic on the State's classified road network and the control of traffic signals on all roads.
2. The TfNSW Delegation to Councils limits the types of prescribed traffic control devices and traffic control facilities that Council can authorise and imposes certain conditions on councils. One of these conditions requires councils to obtain the advice of TfNSW and the Police prior to proceeding with any proposal. This is most commonly achieved by councils establishing a Local Traffic Committee.
3. The Committee is composed of four formal members each with one vote. These four members are a representative from Council, the Police, Transport for NSW (TfNSW) and the Local State Member of Parliament or their nominee. The Parramatta Traffic Committee is an advisory body only, having no decision making powers. It is, primarily, a technical review committee that is required to advise the Council on traffic related matters referred to it by Council. In general, Council makes the decision, however, the Police and TfNSW can appeal Council's decision to the Regional Traffic Committee.

## ISSUES/OPTIONS/CONSEQUENCES

4. The most recent meeting of the Parramatta Traffic Committee was held on 23 March 2022. The Councillors that attended the meeting were: Paul Noack (Chairperson), Henry Green and Kellie Darley. The minutes of that meeting and the reports to that meeting are in **ATTACHMENT 1** and **ATTACHMENT 2** of this report.
5. The recommendations from the Parramatta Traffic Committee meeting are provided below:

### ITEM NO.

#### **ITEM 2203 A1 PARK PARADE, PARRAMATTA – PROPOSED PEDESTRIAN CROSSING**

That this report be deferred to the next Parramatta Traffic Committee meeting for further consultation on the proposal with the representative of the Parramatta PAC.

Unanimous support

#### **ITEM 2203 A2 PHILLIP STREET AND CHARLES STREET, PARRAMATTA – PROPOSED RAISED PEDESTRIAN CROSSING**

1. That Council approve construction of a raised pedestrian crossing with associated signs and linemarking at the corner of Phillip and Charles Street, Parramatta as shown in Figure 2 of this report.
2. That Council approve installation of bicycle logos in Charles Street, Parramatta as part of the installation of a raised pedestrian crossing referred to in recommendation 1 above.
3. That Council approve changes to parking restrictions in Phillip Street and Charles Street, Parramatta as detailed below and shown on the plan in Figure 2 of the report, as part of the installation of a raised pedestrian crossing referred to in recommendation 1 above.
  - 3.1. The length of the existing 55m long 'Bus Zone' restriction on the north side of Phillip Street be reduced to 35m to provide a 20m long 'No Stopping' restriction on the approach of the raised threshold.
  - 3.2. The existing 7.8m long 'P Disability Only' space be relocated from the east side of Charles Street to the south side of Phillip Street, Parramatta to provide an 18m long 'No Stopping' restriction on the departure side of the raised threshold.
  - 3.3. The length of the existing '2P Ticket 8am-8pm Mon-Fri; 4P Ticket 8am-8pm Sat' restrictions on the south side of Phillip Street, Parramatta be shortened to provide a 19.7m long 'No Stopping' restriction on the departure side of the pedestrian cross walk line.
  - 3.4. The length of the existing '2P Ticket 8am-8pm Mon-Fri; 4P Ticket 8am-8pm Sat' restrictions on the west side of Phillip Street, Parramatta be shortened to provide a 20m long 'No Stopping' restriction on the approach to pedestrian cross walk line.
4. That a detailed design plan for the works as referred to in recommendations 1 to 3 above be submitted to Transport for NSW (TfNSW) for approval prior to commencement of construction.
5. That recommendations 1 to 4 above are subject to available funding.

Unanimous support

**ITEM 2203 A3 PARRAMATTA RIVER FORESHORE, GEORGE STREET, NOLLER PARADE AND RIVER ROAD WEST, PARRAMATTA – PROPOSED PEDESTRIAN AND CYCLIST PATHS IN THE EASTBOUND DIRECTION**

1. That Council approve the construction of a separated bike path and shared path on the northern side of George Street, Parramatta as shown on the plan attached to the report.
2. That Council note the proposed construction of a shared path along the Parramatta River Foreshore between Alfred Street and Purchase Street, Parramatta.
3. That Council approve the construction of a contraflow bike lane and 2 watts profile speed humps in Noller Parade, Parramatta as shown on the plan attached to the report.

4. That Council approve the relocation of the existing parking in Noller Parade, Parramatta from the northern side to the southern side of the street to facilitate construction of bike lane as referred to in recommendation 3 and shown on the plan attached to the report.
5. That Council approve the construction of a raised pedestrian and cyclist crossing in River Road West east of Alfred Street, Parramatta as shown on the plan attached to the report.
6. That recommendations 1 to 5 are subject to the funding being available for the entire project and the detailed design of the proposed works including sign and linemarking plans being approved by the Transport for New South Wales (TfNSW) prior to the commencement of construction.

Unanimous support

## CONSULTATION & TIMING

6. Details of the consultation undertaken with the Community, Agencies and Councillors for each item, are included in **ATTACHMENT 2** and **ATTACHMENT 3**.

## LEGAL IMPLICATIONS FOR COUNCIL

7. There are no legal implications for Council associated with any of the items in this report.

## FINANCIAL IMPLICATIONS FOR COUNCIL

8. The financial comments for each item are provided below.

Item No.	
<b>ITEM 2203 A1</b>	This report was deferred to the next Parramatta Traffic Committee meeting for further consultation on the proposal with the representative of the Parramatta PAC. Accordingly there is no financial impact on Council's budget.
<b>ITEM 2203 A2</b>	The Phillip Street 'Smart Streets' – Stage 2 currently has an allocated budget of \$5,396,508 under Council's Delivery Program and Operational Plan. The estimated cost of the proposed raised pedestrian crossing including related drainage works is \$450,000 and will be funded from the budget allocated for the Phillip Street 'Smart Street' project.
<b>ITEM 2203 A3</b>	The total estimated cost of construction of this project is \$3,125,963 and will be subject of a future application to the TfNSW Active Transport Program for 100% funding. It is intended to commence construction when the funding for the entire project becomes available.

10. There are no financial impacts on the budget arising from approval of this report as summarised in the table below.

	FY 21/22	FY 22/23	FY 23/24	FY 24/25
<b>Revenue</b>				
Internal Revenue				
External Revenue				
<b>Total Revenue</b>	Nil	Nil		
<b>Funding Source</b>	N/A	N/A		
<b>Operating Result</b>				
External Costs				
Internal Costs				
Depreciation				
Other				
<b>Total Operating Result</b>				
<b>Funding Source</b>	N/A	N/A		
<b>CAPEX</b>				
CAPEX				
External				
Internal				
Other				
<b>Total CAPEX</b>				

Richard Searle  
**Traffic and Transport Manager**

Mark Leotta  
**Group Manager - Development and Traffic Services**

John Angilley  
**Chief Finance and Information Officer**

Jennifer Concato  
**Executive Director City Planning and Design**

Brett Newman  
**Chief Executive Officer**

#### **ATTACHMENTS:**

- |   |             |
|---|-------------|
| <a href="#">1</a>  PTC 2203 APPROVED Minutes for the Parramatta Traffic Committee meeting held on 23 March 2022          | 5<br>Pages  |
| <a href="#">2</a>  PTC_2203_Agenda for the Parramatta Traffic Committee meeting held on 23 March 2022                    | 33<br>Pages |
| <a href="#">3</a>  PTC 2203 APPROVED Attachment 3 Consultation and Timing for PTC meeting held on 23 March 2022 (002)(2) | 3<br>Pages  |

#### **REFERENCE MATERIAL**

**PARRAMATTA TRAFFIC COMMITTEE MEETING****WEDNESDAY 23 March 2022****MINUTES****MINUTES OF THE PARRAMATTA TRAFFIC COMMITTEE MEETING HELD WEDNESDAY 23 MARCH 2022 AT 1.30PM. MEETING HELD IN PERSON AT COUNCIL'S ADMINISTRATION BUILDING, 126 CHURCH STREET, PARRAMATTA OR OPTIONAL ATTENDANCE VIA MICROSOFT TEAMS**

Parramatta Traffic Committee Chairperson Councillor Paul Noack declared the meeting open at 1:30pm.

**PRESENT:**

Paul Noack	Councillor and Chairperson
Henry Green	Councillor
Kellie Darley	Councillor
Nazli Tzannes	Transport for NSW (TfNSW)
Senior Constable Raymond Yeung	Auburn PAC
Sergeant Leonie Abberfield	Ryde PAC
Sarah Thompson	Representative for Geoff Lee MP
Pam Kendrick	Representative for the Parramatta Bicycle Committee & Bicycle NSW
Michael Perrone	CDC Buses
Jonathan Nicholson	CDC Buses
Richard Searle	Traffic & Transport Manager, CoPC
Mark Crispin	Senior Project Officer Transport Planning (Item A8 Only)
Eva Farlow	Place Manager, CoPC
Tracey Holman	Road Safety Officer, CoPC
Behzad Saleh	Senior Traffic & Transport Engineer, CoPC
Zulfiqar Ali	Traffic & Transport Engineer, CoPC
Randil Pohorambage	Traffic & Transport Engineer, CoPC
James Goodman	Traffic & Transport Engineer, CoPC
Saniya Sharmeen	Traffic & Transport Team Leader, CoPC – Minute Secretary

**APOLOGIES:**

Donna Davis	Lord Mayor and Councillor
Sergeant Jack Makhoul	Parramatta PAC (provided written comments)
Sandy Leung	Traffic and Transport Investigations Engineer, CoPC

**DECLARATIONS OF CONFLICT OF INTEREST:**

There were no declarations of conflict of interest.

**CONFIRMATION OF THE MINUTES OF MEETING HELD ON 9 FEBRUARY 2022:**

That the report of the Parramatta Traffic Committee meeting held on Wednesday, 9 February 2022 be taken as read and confirmed as a true record of the meeting.

**BUSINESS ARISING:**

Nil

**SECTION A ITEMS:****ITEM 2203 A1: PARK PARADE, PARRAMATTA – PROPOSED PEDESTRIAN CROSSING****File:** F2022/00123**Ward:** Rosehill**State Electorate:** Parramatta**Recommendation to Parramatta Traffic Committee:**

1. That Council approve the construction of a new at-grade pedestrian crossing with associated kerb extension, drainage works, signs and linemarking in Park Parade, Parramatta at the pedestrian tunnel (under the railway line near Domain Creek) to Parramatta Park as shown in Figure 3 of this report.
2. That Council approve the installation narrow median islands and speed cushions on both approaches to the proposed pedestrian crossing in Park Parade, Parramatta as shown in Figure 3 of this report.
3. That Council approve the removal of the existing pedestrian refuge island located in Park Parade, Parramatta 80m west of the pedestrian tunnel as shown in Figure 3 of the report.
4. That detailed design plans for the pedestrian crossing and speed cushions in Park Parade, Parramatta as referred in recommendations 1 and 2 above be submitted to Transport for NSW (TfNSW) for approval prior to commencement of construction.
5. That recommendations 1 to 3 above are to be undertaken as one project and subject to available funding.

**Comments:**

Sergeant Makhoul of Parramatta PAC did not attend the meeting, however he provided written comments prior to the meeting. The comments acknowledged the need for pedestrian works at this location; however, the current proposal was not supported. The comments expressed concern that the proposal will may cause queuing of vehicles especially during peak periods, which will impact on bus travel times. A signalised pedestrian crossing was suggested.

It is was recommended that this report be deferred to the next PTC meeting and further consultation on the proposal be undertaken with Sergeant Makhoul.

**Recommendation from Parramatta Traffic Committee:**

That this report be deferred to the next Parramatta Traffic Committee meeting for further consultation on the proposal with the representative of the Parramatta PAC.

Unanimous support

**ITEM 2203 A2: PHILLIP STREET AND CHARLES STREET, PARRAMATTA – PROPOSED RAISED PEDESTRIAN CROSSING****File:** F2022/00123

**Ward:** Parramatta

**State Electorate:** Parramatta

**Recommendation to Parramatta Traffic Committee:**

1. That Council approve construction of a raised pedestrian crossing with associated signs and linemarking at the corner of Phillip and Charles Street, Parramatta as shown in Figure 2 of this report.
2. That Council approve changes to parking restrictions in Phillip Street and Charles Street, Parramatta as detailed below and shown on the plan in Figure 2 of the report, as part of the installation of a raised pedestrian crossing referred to in recommendation 1 above.
  - 2.1. The length of the existing 55m long 'Bus Zone' restriction on the north side of Phillip Street be reduced to 35m to provide a 20m long 'No Stopping' restriction on the approach of the raised threshold.
  - 2.2. The existing 7.8m long 'P Disability Only' space be relocated from the east side of Charles Street to the south side of Phillip Street, Parramatta to provide an 18m long 'No Stopping' restriction on the departure side of the raised threshold.
  - 2.3. The length of the existing '2P Ticket 8am-8pm Mon-Fri; 4P Ticket 8am-8pm Sat' restrictions on the south side of Phillip Street, Parramatta be shortened to provide a 19.7m long 'No Stopping' restriction on the departure side of the pedestrian cross walk line.
  - 2.4. The length of the existing '2P Ticket 8am-8pm Mon-Fri; 4P Ticket 8am-8pm Sat' restrictions on the west side of Phillip Street, Parramatta be shortened to provide a 20m long 'No Stopping' restriction on the approach to pedestrian cross walk line.
3. That a detailed design plan for the works as referred to in recommendations 1 to 2 above be submitted to Transport for NSW (TfNSW) for approval prior to commencement of construction.
4. That recommendations 1 to 3 above are subject to available funding.

**Comments:**

Ms Pam Kendrick from Parramatta Bicycle Committee & Bicycle NSW requested that PS2 bicycle logos be installed on both approaches to the raised pedestrian crossing in Charles Street.

**Recommendation from Parramatta Traffic Committee:**

1. That Council approve construction of a raised pedestrian crossing with associated signs and linemarking at the corner of Phillip and Charles Street, Parramatta as shown in Figure 2 of this report.
2. That Council approve installation of bicycle logos in Charles Street, Parramatta as part of the installation of a raised pedestrian crossing referred to in recommendation 1 above.
3. That Council approve changes to parking restrictions in Phillip Street and Charles Street, Parramatta as detailed below and shown on the plan in Figure 2 of the report, as part of the installation of a raised pedestrian crossing referred to in recommendation 1 above.
  - 3.1. The length of the existing 55m long 'Bus Zone' restriction on the north side of Phillip Street be reduced to 35m to provide a 20m long 'No Stopping' restriction on the approach of the raised threshold.

- 3.2. The existing 7.8m long 'P Disability Only' space be relocated from the east side of Charles Street to the south side of Phillip Street, Parramatta to provide an 18m long 'No Stopping' restriction on the departure side of the raised threshold.
- 3.3. The length of the existing '2P Ticket 8am-8pm Mon-Fri; 4P Ticket 8am-8pm Sat' restrictions on the south side of Phillip Street, Parramatta be shortened to provide a 19.7m long 'No Stopping' restriction on the departure side of the pedestrian cross walk line.
- 3.4. The length of the existing '2P Ticket 8am-8pm Mon-Fri; 4P Ticket 8am-8pm Sat' restrictions on the west side of Phillip Street, Parramatta be shortened to provide a 20m long 'No Stopping' restriction on the approach to pedestrian cross walk line.
4. That a detailed design plan for the works as referred to in recommendations 1 to 3 above be submitted to Transport for NSW (TfNSW) for approval prior to commencement of construction.
5. That recommendations 1 to 4 above are subject to available funding.

Unanimous support

**ITEM 2203 A3: PARRAMATTA RIVER FORESHORE, GEORGE STREET, NOLLER PARADE AND RIVER ROAD WEST, PARRAMATTA – PROPOSED PEDESTRIAN AND CYCLIST PATHS IN THE EASTBOUND DIRECTION**

**File:** F2022/00123

**Ward:** Rosehill

**State Electorate:** Parramatta

**Recommendation to Parramatta Traffic Committee:**

1. That Council approve the construction of a separated bike path and shared path on the northern side of George Street, Parramatta as shown on the plan attached to the report.
2. That Council note the proposed construction of a shared path along the Parramatta River Foreshore between Alfred Street and Purchase Street, Parramatta.
3. That Council approve the construction of a contraflow bike lane and 2 watts profile speed humps in Noller Parade, Parramatta as shown on the plan attached to the report.
4. That Council approve the relocation of the existing parking in Noller Parade, Parramatta from the northern side to the southern side of the street to facilitate construction of bike lane as referred to in recommendation 3 and shown on the plan attached to the report.
5. That Council approve the construction of a raised pedestrian and cyclist crossing in River Road West east of Alfred Street, Parramatta as shown on the plan attached to the report.
6. That recommendations 1 to 5 are subject to the funding being available for the entire project and the detailed design of the proposed works including sign and linemarking plans being approved by the Transport for New South Wales (TfNSW) prior to the commencement of construction.

**Recommendation from Parramatta Traffic Committee:**

1. That Council approve the construction of a separated bike path and shared path on the northern side of George Street, Parramatta as shown on the plan attached to the report.
2. That Council note the proposed construction of a shared path along the Parramatta River Foreshore between Alfred Street and Purchase Street, Parramatta.

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3. That Council approve the construction of a contraflow bike lane and 2 watts profile speed humps in Noller Parade, Parramatta as shown on the plan attached to the report.
4. That Council approve the relocation of the existing parking in Noller Parade, Parramatta from the northern side to the southern side of the street to facilitate construction of bike lane as referred to in recommendation 3 and shown on the plan attached to the report.
5. That Council approve the construction of a raised pedestrian and cyclist crossing in River Road West east of Alfred Street, Parramatta as shown on the plan attached to the report.
6. That recommendations 1 to 5 are subject to the funding being available for the entire project and the detailed design of the proposed works including sign and linemarking plans being approved by the Transport for New South Wales (TfNSW) prior to the commencement of construction.

Unanimous support

**BUSINESS ITEMS**

Nil

The Chairperson closed the meeting at 1:55pm.

**PARRAMATTA TRAFFIC COMMITTEE MEETING**

**WEDNESDAY 23 March 2022**

**AGENDA**

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**APOLOGIES:**

**DECLARATIONS OF CONFLICT OF INTEREST:**

**CONFIRMATION OF THE MINUTES OF MEETING HELD ON 9 FEBRUARY 2022:**

**BUSINESS ARISING:**

**SECTION A ITEMS:**

**PURPOSE:**

That the Parramatta Traffic Committee consider the below items and recommendations to be referred to the Council meeting on 26 April 2022.

**ITEM 2203 A1 PARK PARADE, PARRAMATTA – PROPOSED PEDESTRIAN CROSSING**

**Ward:** Rosehill

**State Electorate:** Parramatta

**Recommendation to Parramatta Traffic Committee:**

1. That Council approve the construction of a new at-grade pedestrian crossing with associated kerb extension, drainage works, signs and linemarking in Park Parade, Parramatta at the pedestrian tunnel (under the railway line near Domain Creek) to Parramatta Park as shown in Figure 3 of this report.
2. That Council approve the installation narrow median islands and speed cushions on both approaches to the proposed pedestrian crossing in Park Parade, Parramatta as shown in Figure 3 of this report.
3. That Council approve the removal of the existing pedestrian refuge island located in Park Parade, Parramatta 80m west of the pedestrian tunnel as shown in Figure 3 of the report.
4. That detailed design plans for the pedestrian crossing and speed cushions in Park Parade, Parramatta as referred in recommendations 1 and 2 above be submitted to Transport for NSW (TfNSW) for approval prior to commencement of construction.
5. That recommendations 1 to 3 above are to be undertaken as one project and subject to available funding.

**ITEM 2203 A2 PHILLIP STREET AND CHARLES STREET, PARRAMATTA – PROPOSED RAISED PEDESTRIAN CROSSING**

**Ward:** Parramatta

**State Electorate:** Parramatta

**Recommendation to Parramatta Traffic Committee:**

1. That Council approve construction of a raised pedestrian crossing with associated signs and linemarking at the corner of Phillip and Charles Street, Parramatta as shown in Figure 2 of this report.

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2. That Council approve changes to parking restrictions in Phillip Street and Charles Street, Parramatta as detailed below and shown on the plan in Figure 2 of the report, as part of the installation of a raised pedestrian crossing referred to in recommendation 1 above.
  - 2.1. The length of the existing 55m long 'Bus Zone' restriction on the north side of Phillip Street be reduced to 35m to provide a 20m long 'No Stopping' restriction on the approach of the raised threshold.
  - 2.2. The existing 7.8m long 'P Disability Only' space be relocated from the east side of Charles Street to the south side of Phillip Street, Parramatta to provide an 18m long 'No Stopping' restriction on the departure side of the raised threshold.
  - 2.3. The length of the existing '2P Ticket 8am-8pm Mon-Fri; 4P Ticket 8am-8pm Sat' restrictions on the south side of Phillip Street, Parramatta be shortened to provide a 19.7m long 'No Stopping' restriction on the departure side of the pedestrian cross walk line.
  - 2.4. The length of the existing '2P Ticket 8am-8pm Mon-Fri; 4P Ticket 8am-8pm Sat' restrictions on the west side of Phillip Street, Parramatta be shortened to provide a 20m long 'No Stopping' restriction on the approach to pedestrian cross walk line.
3. That a detailed design plan for the works as referred to in recommendations 1 to 2 above be submitted to Transport for NSW (TfNSW) for approval prior to commencement of construction.
4. That recommendations 1 to 3 above are subject to available funding.

**ITEM 2203 A3 PARRAMATTA RIVER FORESHORE, GEORGE STREET, NOLLER PARADE AND RIVER ROAD WEST, PARRAMATTA – PROPOSED PEDESTRIAN AND CYCLIST PATHS IN THE EASTBOUND DIRECTION**

**Ward:** Rosehill

**State Electorate:** Parramatta

**Recommendation to Parramatta Traffic Committee:**

1. That Council approve the construction of a separated bike path and shared path on the northern side of George Street, Parramatta as shown on the plan attached to the report.
2. That Council note the proposed construction of a shared path along the Parramatta River Foreshore between Alfred Street and Purchase Street, Parramatta.
3. That Council approve the construction of a contraflow bike lane and 2 Watts profile speed humps in Noller Parade, Parramatta as shown on the plan attached to the report.
4. That Council approve the relocation of the existing parking in Noller Parade, Parramatta from the northern side to the southern side of the street to facilitate construction of bike lane as referred to in recommendation 3 and shown on the plan attached to the report.
5. That Council approve the construction of a raised pedestrian and cyclist crossing in River Road West east of Alfred Street, Parramatta as shown on the plan attached to the report.
6. That recommendations 1 to 5 are subject to the funding being available for the entire project and the detailed design of the proposed works including sign and linemarking plans being approved by the Transport for New South Wales (TfNSW) prior to the commencement of construction.

**BUSINESS ITEMS**



CITY OF PARRAMATTA COUNCIL

## Parramatta Traffic Committee Agenda Item

**ITEM NO:** 2203 A1  
**SUBJECT:** Park Parade, Parramatta – Proposed Pedestrian Crossing  
**APPLICANT:** City of Parramatta Council  
**REPORT OF:** Senior Traffic and Transport Engineer  
**WARD:** Rosehill  
**SED:** Parramatta

### Purpose

This report seeks approval for construction of a new at-grade pedestrian crossing with a kerb extension at the railway underpass near Domain Creek and installation of narrow median islands and a speed cushion on both approaches to the crossing in Park Parade, Parramatta. Drainage at the pedestrian tunnel will be upgraded as part of the proposed works. The purpose of this proposal is to improve pedestrian safety and pedestrian access to Parramatta Park. The proposal includes removal of the existing pedestrian refuge island located 80m west of the pedestrian tunnel.

### **OFFICER'S RECOMMENDATIONS:**

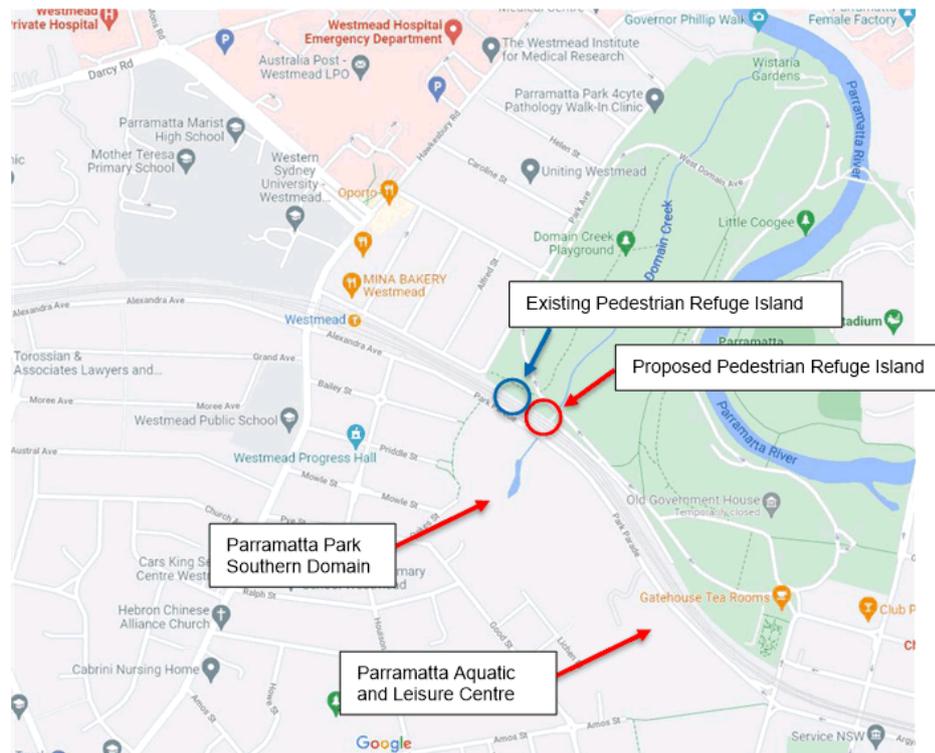
1. That Council approve the construction of a new at-grade pedestrian crossing with associated kerb extension, drainage works, signs and linemarking in Park Parade, Parramatta at the pedestrian tunnel (under the railway line near Domain Creek) to Parramatta Park as shown in Figure 3 of this report.
2. That Council approve the installation narrow median islands and speed cushions on both approaches to the proposed pedestrian crossing in Park Parade, Parramatta as shown in Figure 3 of this report.
3. That Council approve the removal of the existing pedestrian refuge island located in Park Parade, Parramatta 80m west of the pedestrian tunnel as shown in Figure 3 of the report.
4. That detailed design plans for the pedestrian crossing and speed cushions in Park Parade, Parramatta as referred in recommendations 1 and 2 above be submitted to Transport for NSW (TfNSW) for approval prior to commencement of construction.
5. That recommendations 1 to 3 above are to be undertaken as one project and subject to available funding.

### Background

City of Parramatta Council has received complaints from the local community regarding the safety of pedestrians crossing Park Parade (near the pedestrian tunnel to access Parramatta Park). The main concerns are that the existing pedestrian facility is not located at the pedestrian desire line and as a result, significant numbers of pedestrians use the existing bus lane near the underpass as a 'refuge' to cross the road in two stages.

Park Parade connects Pitt Street, Parramatta to Westmead and Wentworthville. The North West T-Way also runs along this road.

Parramatta Park is located on the north and south sides of Park Parade and Western Railway Line. It has a 3.2km loop cycle lane, shared paths and connects to cycle routes travelling along the Parramatta River. It is utilised by over 1.7 million visitors annually. The site is also located within walking distance to Westmead Train Station, Westmead Public School, Westmead Hospital and the future Parramatta Aquatic and Leisure Centre. Figure 1 below shows the location map of the area near the proposed pedestrian crossing facility in Park Parade, Parramatta.



**Figure 1: Location map of the area near Park Parade, Parramatta and the location of the pedestrian refuge island.**

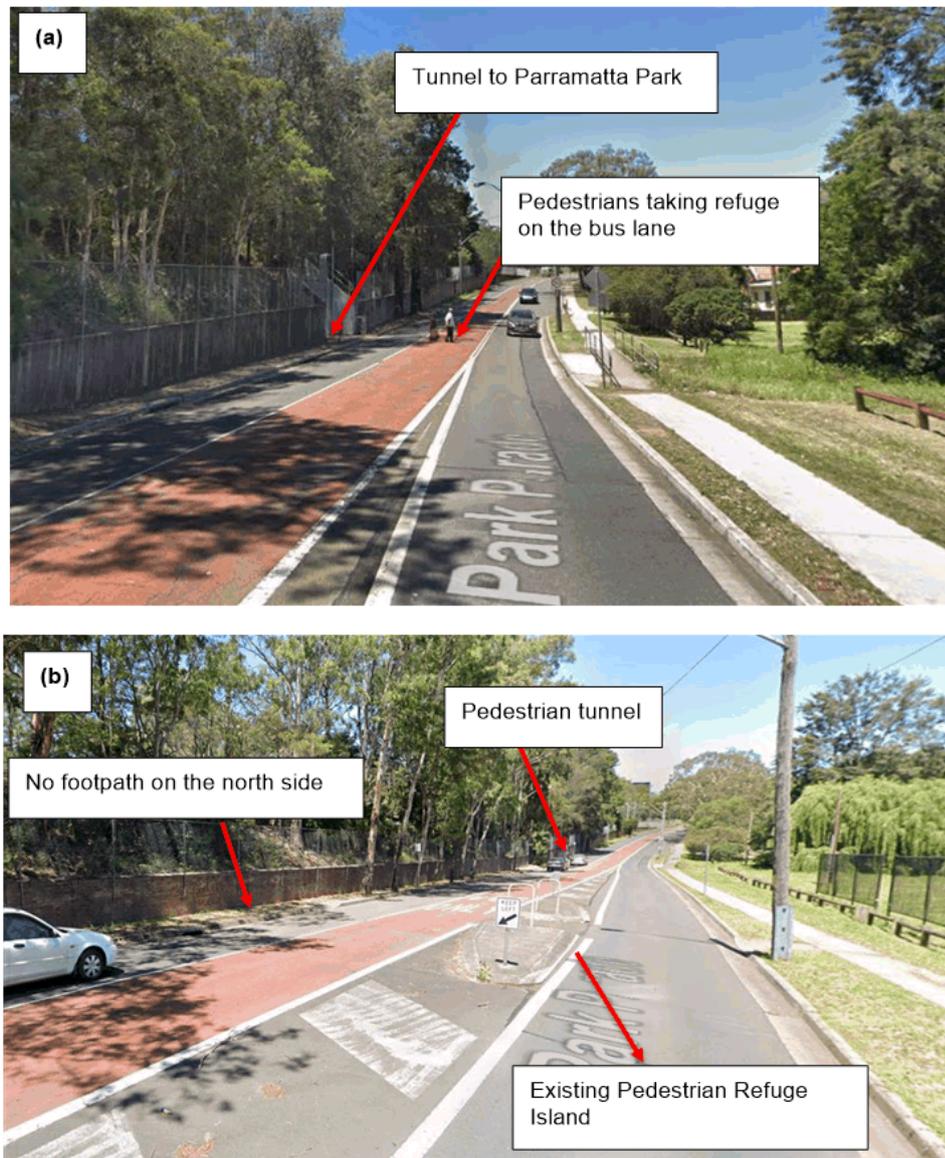
Park Parade generally provides two (2) travel lanes including a bus lane in the eastbound direction and one (1) in the westbound direction. There is no on-street parking on this road except for a small section near the western end where the residential developments are located. There is a tunnel in Park Parade under the railway line near Domain Creek. This tunnel is used by residents living on the south side of the railway line to access Parramatta Park. Motorists who park their vehicles in this area on event days also use this tunnel to walk to the park.

There is an existing pedestrian refuge island in Park Parade 80m west of the tunnel however, there is no footpath on the north side of the road which connects the two. It is noted that constructing a new footpath on this side will not be a low-cost option as it would require the removal of several mature trees, K&G realignment, and other roadworks. Furthermore, the current refuge island is not on the pedestrian desire line for access to the Parramatta Aquatic and Leisure Centre. As a result, pedestrians generally cross Park Parade at the tunnel and often use the bus lane as a 'refuge' to cross the 3-lane road in two stages. Figure 2 below shows a street view of Park Parade near the tunnel and the existing pedestrian refuge island.

A vehicle volume and speed survey undertaken in 2018 indicated that the average daily traffic volume in Park Parade was 12,380 vehicles. Of these, 6514 vehicles were traveling in the eastbound direction and 5,867 travelled in the westbound direction. The speed at which 85% of westbound

vehicles travelled at or below was 61km/h and was 60km/h for eastbound vehicles. The speed limit in Park Parade is 50/km/h.

A mid-block traffic and pedestrian volume count survey undertaken on a weekend in February 2022 indicated that during the peak one-hour period (6pm to 7pm), 661 vehicles travelled along Park Parade and a total of 47 pedestrians crossed the road near the tunnel. On an event day at Parramatta Park in 2014, 330 pedestrians crossed Park Parade at this location in one hour.



**Figure 2: Street view of Park Parade, Parramatta looking eastbound (a) near the tunnel to Parramatta Park and (b) near the existing pedestrian refuge island**

The Parramatta Traffic Engineering Advisory Group (TEAG) on 21 January 2021 considered a report regarding interim guidelines for the installation of pedestrian crossings on local roads within the Parramatta LGA with speed limits of 50km/h or less. Council, on 22 February 2021 adopted these interim guidelines. According to the guidelines,

- a raised pedestrian crossing can be installed at locations where a minimum of 20 pedestrians per hour cross the road

- at grade pedestrian crossing can be installed where a minimum of 20 pedestrians per hour cross the road, roadway crossing width is less than 6m and 85th percentile speed is less than 40km/h at a distance 30m from the proposed crossing location
- a pedestrian refuge island can be installed at other locations where pedestrian volume does not meet the minimum numerical requirements or where a pedestrian crossing is not considered safe for pedestrians and motorists

#### Proposed Pedestrian Crossing

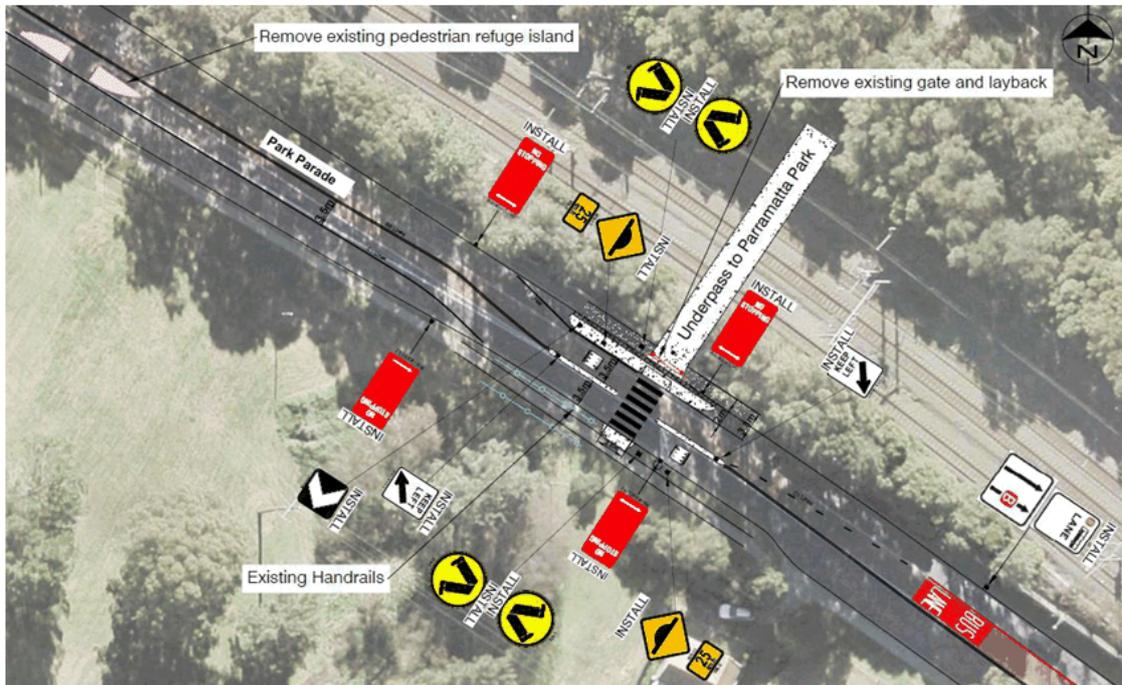
Due to the volume of pedestrians that cross Park Parade on event days at Parramatta Park, a standard width pedestrian refuge island would not be suitable at this location. A marked pedestrian crossing would be a suitable treatment if the following issues are addressed:

1. Park Parade provides two travel lanes in the eastbound direction. Accordingly, a marked pedestrian crossing cannot be installed unless the number of eastbound travel lanes are reduced from 2 to 1 in accordance with TfNSW requirements. This is because vehicles that are stopped for pedestrians on a road that has multi lanes in one direction will block the sight lines between pedestrians and vehicles in the other lane.
2. There is no footpath on the north side of Park Parade and the nature strip is narrow. Widening of the nature strip on the north side of the road is required to address concerns with sight lines and the potential for pedestrians to run or walk straight out from the tunnel on to the road.
3. The roadway crossing width on Park Parade should be less than 6m and the speed at which 85% of vehicles travelled at or below should be less than 40km/h near the proposed crossing location to be in accordance with Council's guidelines for an at-grade (not raised) crossing to be installed.

To install a marked a pedestrian crossing in Park Parade it is proposed to undertake the following:

1. Extend the kerb on the northern side of Park Parade so that it reduces the number of eastbound travel lanes from 2 to 1. This will also improve sightlines between pedestrians (southbound) and motorists by providing increased footpath space that would allow pedestrians to move forward onto the road.
2. Install speed cushions with median islands on both approaches to the crossing. This is intended to be an alternative to a raised pedestrian crossing to address the high bus volumes and drainage concerns. Narrow median islands are proposed to be installed as part of speed cushions so that motorists do not drive on the wrong side of the road to avoid the speed cushions. It is to be noted that Park Parade is 10.6m wide and therefore a 2m wide median cannot be installed along with a kerb extension (without widening the road on the south side). Figure 3 below shows the concept plan for the proposed facility.

Traffic volumes at this location are below TfNSW's minimum requirements for the installation of a signalised mid-block pedestrian crossing (refer to hourly vehicle and pedestrian volumes in Attachment 1). Accordingly, a signalised mid-block pedestrian crossing is not proposed to be installed in Park Parade, Parramatta at the pedestrian tunnel.



**Figure 3: A concept plan showing the proposed pedestrian crossing in Park Parade, Parramatta as well as the existing pedestrian refuge island to be removed.**

#### Bus Lane

For the installation of a pedestrian crossing in Park Parade at the pedestrian tunnel, the length of the existing bus lane (eastbound) needs to be shortened from approximately 900m to 700m.

Bus service providers and TfNSW were consulted regarding the proposal to shorten the bus lane as part of the works for the pedestrian crossing. CDC buses raised concerns regarding the proposed shortening of the bus lane and have requested further information and that modelling be undertaken to ensure that bus journey times will not be impacted by the proposal.

A Traffic Study undertaken in 2020 as part of the development of the Parramatta Aquatic Leisure Centre reviewed the intersection performance at Park Parade, Pitt Street and Argyle Street. It was found that the 95 percentile Back of Queue distance for the AM peak traffic in Park Parade for the eastbound traffic lane was 289.7m. During the PM peak, the Back of Queue length for the eastbound traffic lane was 103.4m. Refer to Table 1 below regarding SIDRA modelling results for the 95% Back of Queue length.

Although the queue length is high, it is to be noted that the proposed pedestrian crossing is located 700m from the intersection. Based on the modelling results, any reduction in the length of bus lane for the installation of a pedestrian crossing facility is unlikely to have an impact on bus operations.

Furthermore, site observations during morning and afternoon peak hours over several years indicate that there is no queuing of vehicles in the eastbound direction at the proposed crossing location (except for several days when Club Parramatta was being redeveloped and Contractors illegally occupied the kerb side travel lane in Macquarie Street during morning peak hours). It is therefore envisaged that the shortening of bus lane would have minimal effect on bus travel times.

**Site: 204 [Park Pde Pitt St Argyle St DEV AM - Weekday]**

Intersection: Park Parade, Pitt Street and Argyle Street  
 Scenario: Existing AM  
 Site Category: (None)  
 Signals - Fixed Time Isolated Cycle Time = 120 seconds (Site Optimum Cycle Time - Minimum Delay)

Movement Performance - Vehicles												
Mov ID	Turn	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate	Aver. No. Cycles	Average Speed km/h
South: Pitt Street												
1	L2	109	0.0	0.845	47.0	LOS D	35.2	250.0	0.98	0.94	1.07	38.5
2	T1	1117	2.1	0.845	41.3	LOS C	35.3	251.7	0.98	0.94	1.06	29.1
3	R2	35	100.0	0.087	32.8	LOS C	1.3	17.3	0.68	0.71	0.68	27.2
Approach		1261	4.6	0.845	41.6	LOS C	35.3	251.7	0.97	0.94	1.05	30.3
East: Argyle Street												
4	L2	22	100.0	0.366	44.0	LOS D	4.9	63.8	0.84	0.77	0.84	24.1
5	T1	376	9.5	0.776	48.0	LOS D	19.6	138.5	0.98	0.89	1.05	35.6
6	R2	17	6.3	0.189	68.4	LOS E	1.0	7.4	0.99	0.69	0.99	18.0
6u	U	47	100.0	0.366	45.2	LOS D	4.9	63.8	0.84	0.77	0.84	18.7
Approach		462	23.0	0.776	48.3	LOS D	19.6	138.5	0.96	0.86	1.01	33.6
West: Pitt Street												
10	L2	797	0.8	0.835	34.5	LOS C	41.1	289.7	0.92	0.90	0.95	42.3
11	T1	38	100.0	0.240	52.3	LOS D	2.1	27.0	0.93	0.71	0.93	34.5
Approach		835	5.3	0.835	35.3	LOS C	41.1	289.7	0.92	0.89	0.95	41.9
All Vehicles		2558	8.1	0.845	40.7	LOS C	41.1	289.7	0.95	0.91	1.01	35.4

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Parameter Settings dialog (Site tab).  
 Vehicle movement LOS values are based on average delay per movement.  
 Intersection and Approach LOS values are based on average delay for all vehicle movements.  
 SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.  
 Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).  
 HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

**Table 1: SIDRA modelling output for the AM Peak with forecasted Parramatta Aquatic Leisure Centre traffic at the intersection of Park Parade, Pitt Street and Argyle Street undertaken by TRAFFIX in September 2020**

### Community Consultation

A pedestrian refuge was initially proposed for this location. Consultation letters for the installation of a pedestrian refuge island were sent to affected residents, businesses and bus service providers inviting submissions by 28 January 2022. Two conflute signs were installed in Park Parade to advise road users of the proposal. In accordance with the Roads Act 1993, the proposal was advertised on 7 December 2021 in the local paper and on Council's website.

City of Parramatta Council received four (4) responses from residents all agreeing to the proposal. However, two (2) of these respondents requested that a pedestrian crossing be installed at this location. One of the respondents requested installation of appropriate signs to warn motorists of the approaching traffic conditions.

Upon further investigation the proposal for a pedestrian refuge island was amended to a marked pedestrian crossing with a kerb extension, narrow median islands and speed cushions on both approaches to the crossing as detailed above. The revised proposal was sent to bus service providers and TfNSW for comments.

City of Parramatta received three (3) responses to the revised proposal from bus service providers with all supporting the proposed pedestrian safety improvement works in Park Parade including the speed cushions. CDC Buses requested that a traffic modelling study be undertaken to ensure that

this will not result in increasing journey times as discussed above. The detailed community feedback and Council Officer's responses are available in Attachment 2 of this report.

Based on the responses received, it is proposed to proceed with the installation of a pedestrian crossing with speed cushions in Park Parade, Parramatta.

#### **FINANCIAL IMPLICATIONS**

The estimated cost for constructing a new pedestrian crossing with speed cushions, lighting, and required drainage upgrade in Park Parade at the pedestrian tunnel is \$500,000.

This project has received funding of \$37,500 from Council's Active Transport Program (through Developers Contribution Fund) to undertake detailed design in 2021/22. There is currently no funding available for construction of this project. Consideration will be given to fund construction of this project in 2022/23. Possible sources of funding could be through NSW Government's Active Transport Program or Council's Active Transport Program in 2022/23 (sourced from the Development Contributions Plan).



Behzad Saleh

**Senior Traffic and Transport Engineer**

16/03/2022

- Attachments –**
1. Hourly vehicle and pedestrian volumes
  2. Public Consultation and Council Officer's Response

**Attachment 1: Hourly Vehicle and Pedestrian Volumes in Park Parade, Parramatta at the Pedestrian tunnel to Parramatta Park (undertaken on a weekday in February 2022)**

	Vehicle Volume			Pedestrian (Child) Volume
	Westbound	Eastbound	Total	
3pm-4pm	469	379	848	7 (3)
4pm-5pm	449	326	775	11 (0)
5pm-6pm	551	393	944	36 (2)
6pm-7pm	367	294	661	47 (3)

attachment

**Attachment 2: Transport for NSW (TfNSW) Numerical Warrants for Installation of  
Mid-Block Signalised Pedestrian Crossing**

As a guide, a signalised mid-block marked foot crossing may be considered if one of the following warrants is met.

- (a) For each of four one-hour periods of an average day:
  - (i) the pedestrian flow crossing the road exceeds 250 persons/hour; and
  - (ii) the vehicular flow exceeds 600 vehicles/hour in each direction or, where there is a central median of at least 1.2 m wide, 1000 vehicles/hour in each direction.

OR

- (b) For each of eight one-hour periods of an average day:
  - (i) the pedestrian flow exceeds 175 persons/hour; and
  - (ii) the vehicular flow exceeds 600 vehicles/hour in each direction or, where there is a central median of at least 1.2 m wide, 1000 vehicles/hour in each direction; and
  - (iii) there is no other pedestrian crossing or signalised marked foot crossing within a reasonable distance.

The warrants may be reduced if a site is used predominantly by children, the elderly or people with disabilities. In this case, a signalised mid-block marked foot crossing may be considered if one of the following warrants is met:

attachment

## Attachment 3: Public Consultation Comments and Council Officer's Response

Date	Stakeholder	Stakeholder Comment	Council Officer Response
6/12/2021	Transit Systems	No objections raised	
4/03/2022	CDC Buses	While no objections were raised to either a pedestrian refuge island or a pedestrian crossing with speed cushions, CDC did raise concerns regarding the shortening of the bus lane and requested detailed modelling study be undertaken to ensure that this will not result in increasing journey times.	A Traffic Study undertaken in 2020 was undertaken as part of the development of the Parramatta Aquatic Leisure Centre which performed SIDRA modelling for the intersection of Park Parade, Pitt Street and Argyle Street. This showed that the 95 percent back of queue length in Park Parade was 289.7m. Given that the crossing is located 700m from the intersection, the shortening of the bus lane will not affect bus journey times based on the modelling results.
7/03/2022	Busways	No objections raised	
12/12/2021	Resident	Supported However, suggested that a signalised pedestrian crossing would be more appropriate for this location given the volume of pedestrians crossing at this locations on event days.	Park Parade does not meet TfNSW numerical warrants for a signalised pedestrian crossing. However, the proposal has been revised from a pedestrian refuge island to a pedestrian crossing to better reflect the pedestrian volumes at this location.
2/01/2022	Resident	Supported;	
27/01/2022	Resident	Supported; However, suggested the following: 1. That a pedestrian crossing and cyclist crossing be provided instead 2. That the footpath on the south side of the road be upgraded to remove the railings which don not allow pram and wheelchair users to pass 3. That the drainage at the culvert and the underpass be addressed as this creates debris build-up.	1. The proposal has been revised been revised and changed from a pedestrian refuge island to an at-grade pedestrian crossing with speed cushions. 2. The upgrading of the footpath and pedestrian railing is outside the scope of works for this project and is not proposed at this stage. 3. The drainage at the underpass will be upgraded as part of this proposal.
29/01/2022	Resident	Customer was neutral to the proposal but did request that	All signage will be installed as per current Australian

		the 'Keep Left' signs be placed further away such that they are not impacted by vehicles.	Standards and TfNSW Technical Directions in regards to clearances.
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attachment



## CITY OF PARRAMATTA COUNCIL

**Parramatta Traffic Committee Agenda Item**

<b>ITEM NO:</b>	2203 A2
<b>SUBJECT:</b>	Phillip Street and Charles Street, Parramatta – Proposed Raised Pedestrian Crossing
<b>APPLICANT:</b>	City of Parramatta Council
<b>REPORT OF:</b>	Senior Traffic and Transport Engineer
<b>WARD:</b>	Parramatta
<b>SED:</b>	Parramatta

Purpose

This report seeks approval for the construction of a raised pedestrian crossing at the corner of Phillip Street and Charles Street and footpath widening on the north side of Phillip Street between Smith Street and Charles Street, Parramatta. The purpose of this proposal is to improve pedestrian safety near Parramatta Wharf and provide outdoor dining, streetscape upgrade works and 'Smart City' initiatives in Phillip Street.

**OFFICER'S RECOMMENDATIONS:**

1. That Council approve construction of a raised pedestrian crossing with associated signs and linemarking at the corner of Phillip and Charles Street, Parramatta as shown in Figure 2 of this report.
2. That Council approve changes to parking restrictions in Phillip Street and Charles Street, Parramatta as detailed below and shown on the plan in Figure 2 of the report, as part of the installation of a raised pedestrian crossing referred to in recommendation 1 above.
  - 2.1. The length of the existing 55m long 'Bus Zone' restriction on the north side of Phillip Street be reduced to 35m to provide a 20m long 'No Stopping' restriction on the approach of the raised threshold.
  - 2.2. The existing 7.8m long 'P Disability Only' space be relocated from the east side of Charles Street to the south side of Phillip Street, Parramatta to provide an 18m long 'No Stopping' restriction on the departure side of the raised threshold.
  - 2.3. The length of the existing '2P Ticket 8am-8pm Mon-Fri; 4P Ticket 8am-8pm Sat' restrictions on the south side of Phillip Street, Parramatta be shortened to provide a 19.7m long 'No Stopping' restriction on the departure side of the pedestrian cross walk line.
  - 2.4. The length of the existing '2P Ticket 8am-8pm Mon-Fri; 4P Ticket 8am-8pm Sat' restrictions on the west side of Phillip Street, Parramatta be shortened to provide a 20m long 'No Stopping' restriction on the approach to pedestrian cross walk line.
3. That a detailed design plan for the works as referred to in recommendations 1 to 2 above be submitted to Transport for NSW (TfNSW) for approval prior to commencement of construction.
4. That recommendations 1 to 3 above are subject to available funding.

### Background

City of Parramatta Council is proposing to undertake various streetscape upgrade works as part of Stage 2 - Phillip Street 'Smart Streets' project. The streetscape upgrade works include:

1. Widening the footpath on the north side of Phillip Street to improve pedestrian accessibility and allow for outdoor dining by reducing the travel lane widths to 3.2m and parking bays to 2.3m in accordance with the plan attached to the report
2. Planting of new plants and street trees for the provision of shade
3. Construction of a new pedestrian crossing at the corner of Phillip Street and Charles Street to improve pedestrian accessibility and safety
4. Installation of smart city elements including:
  - 4.1 Condition-responsive lighting that will increase energy efficiency and enable Council to control lighting levels and timing
  - 4.2 Street furniture with built-in USB charging ports
  - 4.3 Smart irrigation
  - 4.4 CCTV
  - 4.5 Environmental monitoring
  - 4.6 Parking sensors
  - 4.7 Compactor bins with sensors
  - 4.8 Kinetic pavers with the potential to create energy to power up other electrical equipment including lighting or USB charging ports
  - 4.9 Digital screens displaying environmental data and other relevant data (e.g. next ferry arrival)
  - 4.10 Water misting for temperature cooling

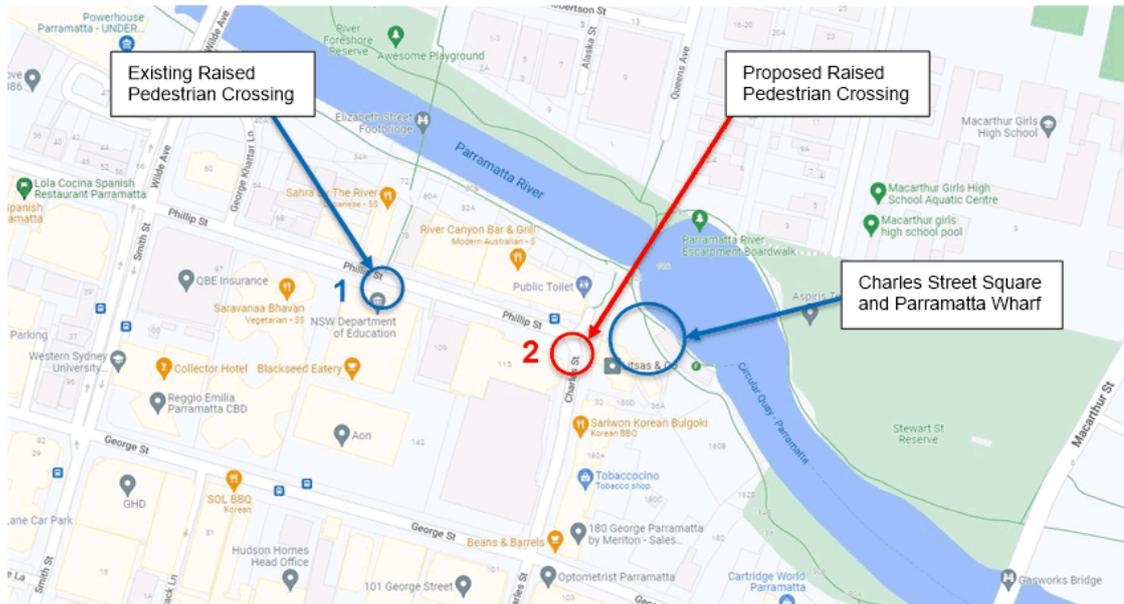
### Location Description

Charles Street Square and Parramatta Wharf are both located at the northeast side of the corner of Charles Street and Phillip Street. Parramatta River Foreshore and Parramatta Cycleway are located on the north side of Phillip Street and two of the access points are in this street. Due to these land uses, both of these streets are subjected to high pedestrian movements. It is to be noted that both Phillip Street and Charles Street have a '40km/h High Pedestrian Activity Area' restriction.

The Parramatta Free Shuttle service (Route 900) has an existing bus stop on the north side of Phillip Street at Charles Street. This bus stop is also used by ferry replacement services during low tides at Parramatta River or when the river is flooded during heavy rainfall. Figure 1 below shows the location map of the area near Phillip Street and Charles Street.

### Pedestrian Crossings

There is an existing raised pedestrian crossing located approximately 120m west of the intersection of Phillip Street and Charles Street and which provides one of the pedestrian accesses to Parramatta Valley Cycleway including the Elizabeth Street Footbridge over Parramatta River (refer to location 1 in Figure 1). However, there is no pedestrian crossing facility near Charles Street Square and Parramatta Wharf (refer to location 2 in Figure 1).



**Figure 1: A location map of the area surrounding the proposed raised pedestrian crossing at the corner of Phillip Street and Charles Street, Parramatta**

A mid-block traffic and pedestrian volume count survey undertaken on a Saturday in February 2022 indicated that during the peak one-hour period (11:15am to 12:15pm), 39 pedestrians crossed the road at the corner of Phillip Street and Charles Street. This location meets Council's minimum requirements of 20 pedestrians per hour crossing the road (with each child is considered as 2 pedestrians) as detailed in the interim guidelines for the installation of pedestrian crossings on local roads within the Parramatta LGA with speed limits of 50km/h or less. These interim guidelines were adopted by Council on 22 February 2021. Accordingly, it is proposed to install a raised pedestrian crossing at the intersection of Phillip Street and Charles Street, Parramatta as shown in Figure 2 below. A copy of the plan is also attached to this report.

In order to ensure sight distances are met between motorists and pedestrians, it is proposed to install the following 'No Stopping' restrictions at the proposed raised pedestrian crossing:

- A 20m long No Stopping restriction on the eastbound approach in Phillip Street to the start of the ramp of the raised pedestrian crossing (this is more than the standard as 20m is only required to the crossing point)
- A 20m long No Stopping restriction on the northbound approach in Charles Street to the crossing point of the raised pedestrian crossing (this is as per the standards)
- A 19.7m long No Stopping restriction on the westbound departure side of Phillip Street from the crossing point of the raised pedestrian crossing (this is more than the standard as only 10m is required)
- A 18m long No Stopping restriction on the southbound departure side of Charles Street from the ramp of the raised pedestrian crossing (this is more than the standard as only 10m is required to the crossing point)

It is noted that this is above the minimum length required by Australian Standards and TfNSW Technical Directions (which is 20m on the approach side to the crossing point and 10m on the departure side to the crossing point).

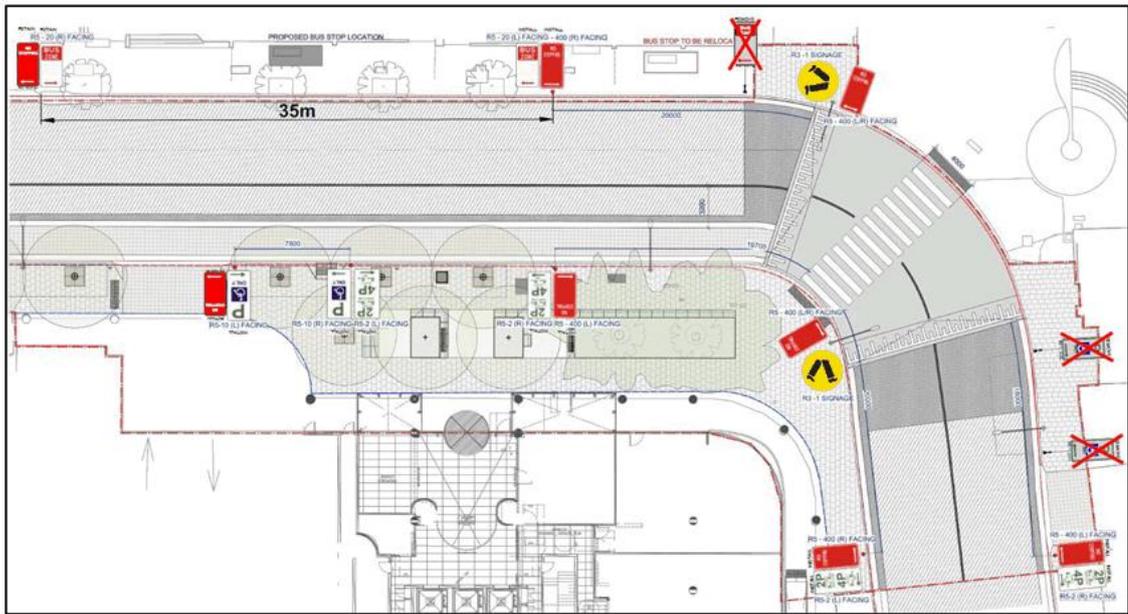


Figure 2: A concept plan of the proposed raised pedestrian crossing at the corner of Phillip Street and Charles Street, Parramatta



Figure 3: A diagram demonstrating the Approaching Sight Distance for eastbound traffic in Phillip Street as per section 3.2.1 of Austroads Guide to Road Design (2017) Part 4A

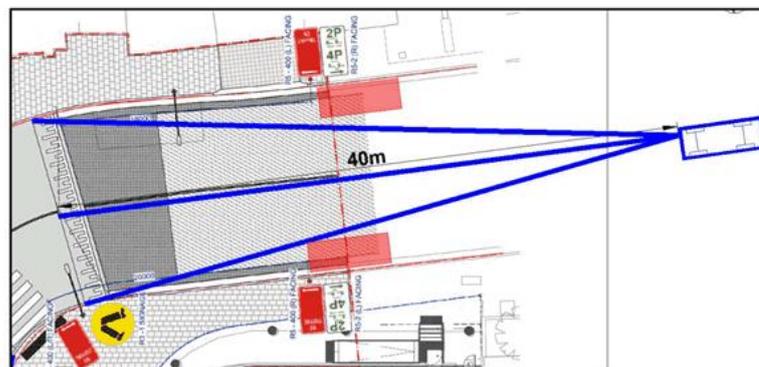
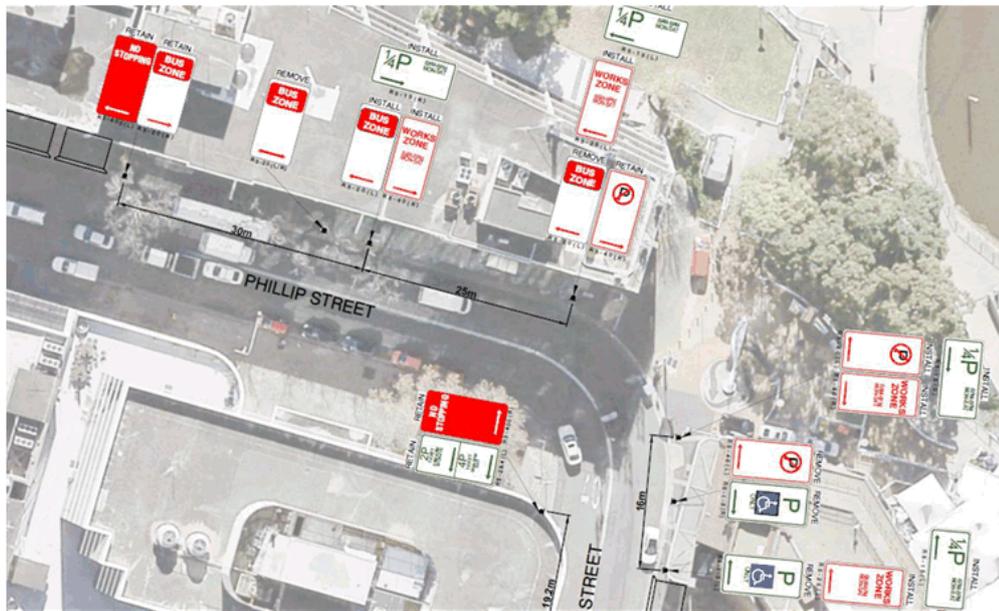


Figure 4: A diagram demonstrating the Approaching Sight Distance for northbound traffic in Charles Street as per section 3.2.1 of Austroads Guide to Road Design (2017) Part 4A

### Charles Street Square

Council has commenced the construction of Charles Street Square. As part of this project the area adjacent to Parramatta Wharf is to be upgraded to create a gateway to the City Centre and to improve the arrival experience. To facilitate construction works, Council has installed a 25m long 'Works Zone' on the north side of Phillip Street and a 16m long 'Works Zone' on the east side of Charles Street (refer to Figure 5). It is to be noted that these 'Works Zone' restrictions are at the location of the proposed raised pedestrian crossing and will be required until approximately January 2023.

The construction for the Phillip Street 'Smart Streets' Stage 2 project is expected to commence in late 2022 (subject to obtaining the relevant heritage approvals). The pedestrian crossing aspect for this project will only commence after the 'Works Zone' for the Charles Street Square project is no longer required.



**Figure 5: A sketch plan showing the location of the existing Works Zones for the Charles Street Square Project**

### Community Consultation

Council consulted with local residents and businesses in September 2021 regarding the Phillip Street 'Smart Streets' – Stage 2 project which included the proposal for the raised pedestrian crossing. During this consultation process, Council received 46 submissions with 43 agreeing and three objecting to the proposal. The respondents who were against the proposed raised pedestrian crossing did not provide any specific reasons for their position.

In accordance with Roads Act 1993 and in addition to the above consultation, Council advertised the proposed raised pedestrian crossing in the local newspaper on 22 February 2022 and on Council's website. Four corflute signs were also installed at the corner of Phillip and Charles Street to advise road users of the proposal.

At the time of writing this report, Council has not received any further submissions on the proposal. However, any responses received within the due date, will be tabled at the meeting.

Council consulted with bus service providers regarding the reduced length to the 'Bus Zone' restriction (located on the north side of Phillip Street). The bus service providers have not raised an objection to the proposal.

**FINANCIAL IMPLICATIONS**

The Phillip Street 'Smart Streets' – Stage 2 currently has an allocated budget of \$5,396,508 under Council's Delivery Program and Operational Plan. The estimated cost of the proposed raised pedestrian crossing including related drainage works is \$450,000 and will be funded from the budget allocated for Phillip Street 'Smart Street' project.



Behzad Saleh

**Senior Traffic and Transport Engineer**

16/03/2022

**Attachments – 1. Concept Plan**





## CITY OF PARRAMATTA COUNCIL

**Parramatta Traffic Committee Agenda Item**

<b>ITEM NO:</b>	2203 A3
<b>SUBJECT:</b>	Parramatta River Foreshore, George Street, Noller Parade and River Road West, Parramatta – Proposed Pedestrian and Cyclist Paths in the eastbound direction
<b>APPLICANT:</b>	City of Parramatta
<b>REPORT OF:</b>	Senior Transport Planner
<b>WARD:</b>	Rosehill
<b>SED:</b>	Parramatta

Purpose

This report seeks approval for the installation of pedestrian and cyclist facilities on Parramatta River Foreshore, George Street, Noller Parade and River Road West, Parramatta. The purpose of this infrastructure is to improve regional walking and cycling connectivity, amenity and safety from the Parramatta Light Rail (PLR) Active Transport Link (ATL) from Carlingford, Alfred Street Bridge, Alfred Street Cycleway to the Parramatta CBD and foreshore paths.

**OFFICER'S RECOMMENDATION:**

1. That Council approve the construction of a separated bike path and shared path on the northern side of George Street, Parramatta as shown on the plan attached to the report.
2. That Council note the proposed construction of a shared path along the Parramatta River Foreshore between Alfred Street and Purchase Street, Parramatta.
3. That Council approve the construction of a contraflow bike lane and 2 Watts profile speed humps in Noller Parade, Parramatta as shown on the plan attached to the report.
4. That Council approve the relocation of the existing parking in Noller Parade, Parramatta from the northern side to the southern side of the street to facilitate construction of bike lane as referred to in recommendation 3 and shown on the plan attached to the report.
5. That Council approve the construction of a raised pedestrian and cyclist crossing in River Road West east of Alfred Street, Parramatta as shown on the plan attached to the report.
6. That recommendations 1 to 5 are subject to the funding being available for the entire project and the detailed design of the proposed works including sign and linemarking plans being approved by the Transport for New South Wales (TfNSW) prior to the commencement of construction.

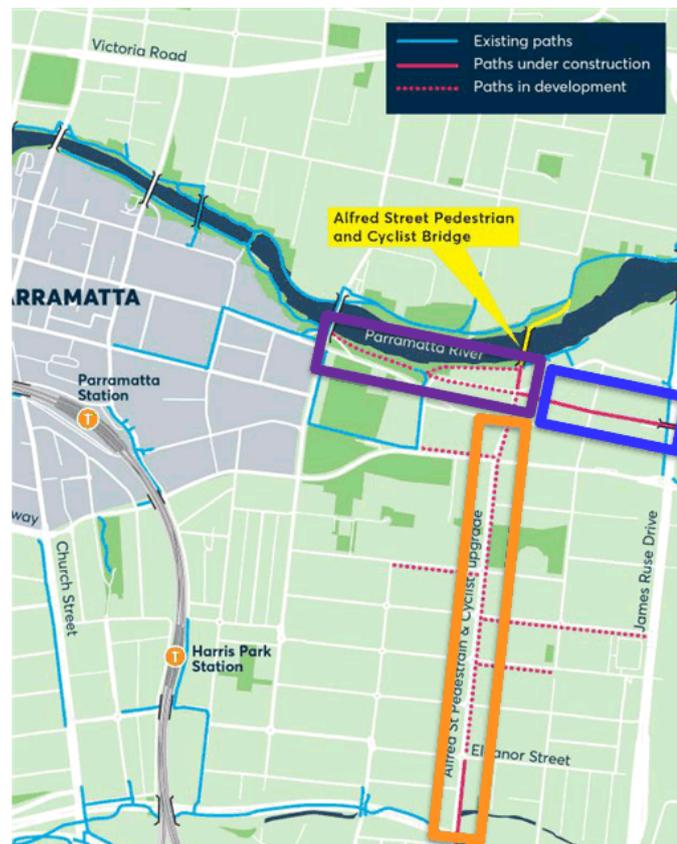
Background

In 2016, a design was prepared for the installation of a 3.0m wide shared path along the Parramatta River Foreshore through Queens Wharf Reserve between Harris Street and Alfred Street. However, the project was placed on hold to facilitate construction of Parramatta Light Rail (PLR) as well as the design and construction of the Alfred Street Bridge.

In the intervening time, Parramatta Escarpment Boardwalk and Subiaco Creek Cycleway have been constructed and there has been a significant increase in pedestrians and cyclists using the northern river foreshore as people have become aware of the high amenity experience of the Parramatta

River. To account for the significant increase in projected pedestrian and cyclist use, separated bike paths are proposed where space allows along the Parramatta River and particularly in this area. Between Harris Street and Purchase Street separated paths are proposed along the northern verge of George Street.

However, the section of the foreshore path between Alfred Street and Purchase Street, only has space for a shared path. Accordingly, it is proposed that cyclists who are confident in riding on road can use Noller Parade through a new eastbound contraflow bike lane. Two (2) watts profile speed humps are also proposed in Noller Parade to reduce vehicle speed. These speed humps are 75m apart and proposed to be located near existing street lighting. The proposal will also incorporate treated pine fencing in accordance with the TfNSW supplements to AS 1742.13 to ensure that the speed humps are not mistaken for pedestrian crossings. The location map of proposed and existing pedestrian and cyclist facilities is shown in Figure 1.



**Figure 1: Map showing the proposed separated and shared paths on Parramatta River Foreshore (north side of George Street East, outlined in purple). For context, the Alfred Street Pedestrian and Cyclist Upgrade (outlined in orange) and Alfred Street Bridge (yellow line) and the PLR Active Transport Link (ATL) from Carlingford (outlined in blue) are also shown.**

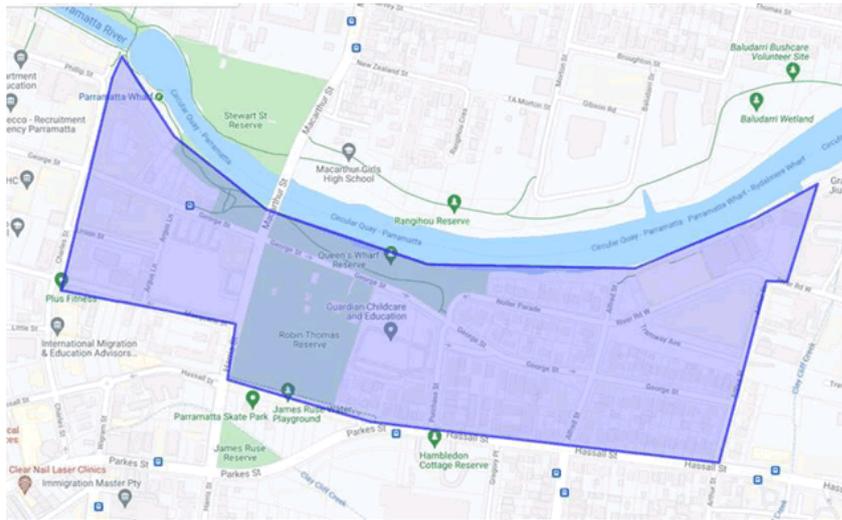
Council at its meeting on 27 September 2021, considered draft plans for the pedestrian and cyclist paths and resolved in part (as related to the George Street paths):

- b) That Council approve the attached draft George Street East pedestrian and cyclist paths at Attachment 2, for the purposes of exhibition.
- c) That the draft plans be placed on exhibition for a minimum period of 28 days.

- d) Further, that the outcomes of public exhibition of the plans be reported to Parramatta Traffic Committee, and in turn to Council.

Community Consultation

In line with Council’s resolution, letters were sent to local residents and businesses on 5 October 2021 inviting submissions on the proposal within 28 days. The consultation area is shown in Figure 2. On 12 October 2021, the proposal was also advertised in the local newspaper in accordance with the Roads Act 1993 and on Council’s website. “Phone a planner” sessions and remote meetings were also offered.



**Figure 2: Consultation area for the proposed pedestrian and cyclist facilities along Parramatta River foreshore, Noller Parade and River Road West, Parramatta**

A total of 13 responses were received from the community with 10 supporting, 3 supporting to an extent and none against the proposal. These responses are provided in detail in **Attachment 1**. All responses bar one were from within the Parramatta Local Government Area. The social media campaign reached just over 20,000 with 504 clicking through to the website with the project attracting 18 likes, 1 love, and 3 comments (refer to **Attachment 2**), only one of which was generally negative.

A summary of the key points of feedback and responses are summarised in Table 1 below:

Feedback	Council officer response
Separated walking and cycling paths are needed/supported.	Noted
Please install lighting and CCTV.	Lighting is included in the project and CCTV request has been referred to City Safe Team.
Acquire property in the area and move power poles.	Property acquisition and moving power poles are beyond the scope and budget of this project.
Provide more bike paths and remove parking.	The proposed facilities provide a shared path on the foreshore for the less-confidant riders and on road shared and separated bike paths in Noller Parade for more confidant riders.

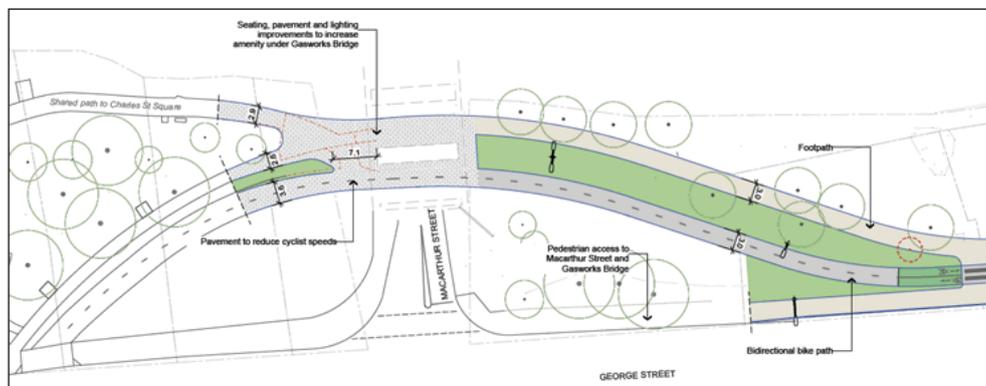
	These facilities are considered adequate to cater the current demand. However, if the demand increases in the future, consideration will be given to upgrade the facility.
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**TfNSW Consultation**

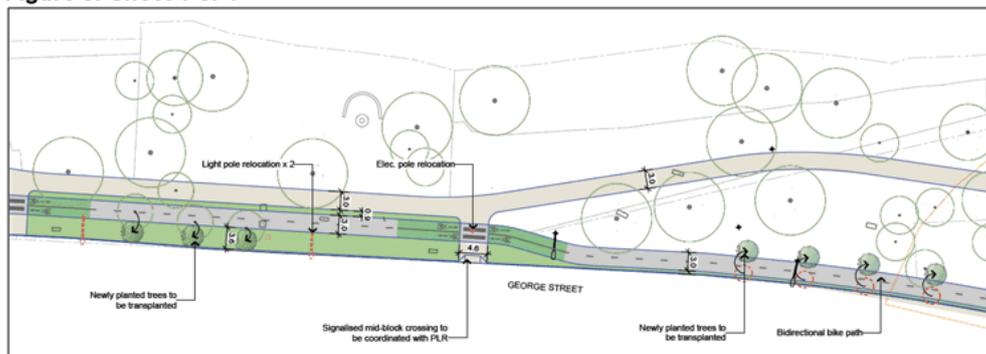
TfNSW Network and Safety have reviewed the concept plans and provided comments as detailed below.

Feedback	Council officer response
More detail is required on how the intersections of the shared/bicycle/footpaths are managed in terms of safety	Plans have been updated to give pedestrians clear priority over cyclists at crossing points. Where approach geometry does not allow this, increased width is provided.
How is the interface with PLR being managed, in particular the priority crossing over River Road West.	Should construction funding be secured, it will not commence until the start of 2023 when the Alfred Street Bridge and PLR have completed construction.
Project will be further reviewed in detailed design stage.	Noted
Should the buffer between contraflow and travel lane be 0.5m?	TfNSW Cycling Toolbox identifies 0.4m as a suitable buffer.

**Updated Plans**



**Figure 3: Sheet 1 of 4**



**Figure 4: Sheet 2 of 4**

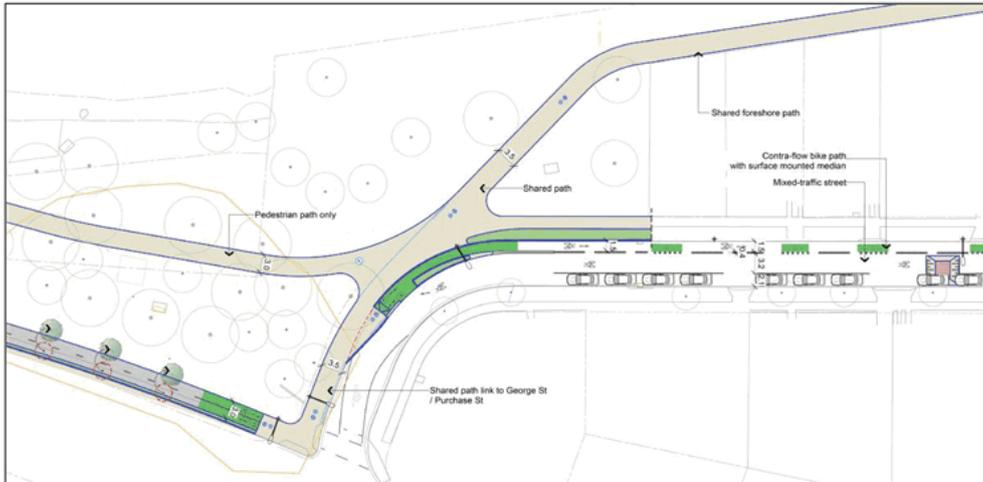


Figure 4: Sheet 3 of 4



Figure 5: Sheet 4 of 4

**FINANCIAL IMPLICATIONS**

The total estimated cost of construction of this project is \$3,125,963 and will be subject of a future application to the TfNSW Active Transport Program for 100% funding. It is intended to commence construction when the funding for the entire project becomes available.

*Mark Crispin*

Mark Crispin  
 Senior Transport Planner  
 16/03/2022

- Attachment 1.** Community Consultation Summary
- Attachment 2.** Social Media Consultation Summary
- Attachment 3.** Plans

George Street East Pedestrian And Cyclist Paths							
Street	Location	Yes	Yes, to extent	No	Unsure	Officer Response	
George Street	LGA	1				I believe this path definitely is required, but building the pedestrian and cyclist bridge above parramatta river to connect Baludareil Dr & Alfred street should be a top priority. This will help people to access to the tram station from the other side of the river. Once this has been constructed, the George street East Cyclist and Pedestrian Path proposal should proceed.	The Alfred Street Bridge is currently under construction.
Mayfield Street	LGA	1				This is a crowded area with both vulnerable and erratic pedestrians including young children walking and playing as well as people with dogs etc. moving about at times. Anything that can be done within the context of a very tight access site to separate cyclists and pedestrians and make both sides of the river available would be helpful as this is both a social place and also a lot of cyclists now get funnelled in there coming up the Parramatta valley cycleway. Further the Southern bank is presently underutilized compared with the northern and an additional crossing would be great. The additional section to the west heading to Parramatta park could also do with some attention. The stairs coming down adjacent to the ferry wharf (Queens Ave on the north side) are now obviously in need of realignment as they protrude into the thoroughfare. Options for separating pedestrians and cyclists there would also be good. Thankyou for looking at this project. I look fwd to improvements.	Support noted. The Queens Avenue Stairs have been adjusted recently to protrude less. Separated walking and cycling has been identified for the northern bank in the CBD as part of the Bike Plan, delivery is subject to funding and further consultation.
Elfrieda Street	LGA	1				We often ride along there and like the idea of separating where possible the cyclists and walkers. It is safer and better for both groups.	Support noted.
Not provided		1				Overall, this is an excellent proposal that compliments the light rail and strategy to activate the river foreshore. Things to consider: - River walk: install smart lighting from the Alfred St. Bridge along the river walk behind Noller Parade and thru to gasworks bridge. Similar to the Escarpment boardwalk, effective and ambient lighting will support the vision of a 24 hour city as well as promote river foreshore activation. Note during winter months the river foreshore becomes extremely dark in this area. - Acquire additional properties: 2-6 Noller Parade are owned by LAHC and within a significant flood risk area. By council acquiring these properties as part of this project, it will take responsibility of significant flood risk locations. Incorporating the land into this plan could include; children's playground, outdoor table facilities, filtered water stations, or ideally a bicycle hire facility. - Art and story telling: is there an opportunity to integrate art and story telling into the walk... Can council name the walk between Alfred St bridge and the ferry terminal? - Nature: This river foreshore area is home to a large flock of native Corellas and Rainbow lorikeets - it would be great to recognise this and support a destination on the east side of the CBD that celebrates Parramatta as a green city, in the same way Parramatta park does on the west side of the CBD. I support decisions that provide people a safe and quality area to exercise is a great idea. Having the walking and cycling parks separated as the council has done between Silverwater Bridge and Rydalmere Wharf would be fantastic.	Lighting is included in the design. Property acquisition is beyond the scope and funding for this project. Naming of the walk may be considered in the future once it has been constructed.
Blaxland Avenue	Rosehill	1				Paths for cyclists and pedestrians must remain separate. I do not agree with the yellow shared foreshore path. Cyclists blatantly ignore speed and fly through existing shared paths along the Parramatta river foreshore from Parramatta Park. They have no consideration for people walking their animals or small children and think they own the path. I on many occasions have seen so many close calls all due to cyclists in lycra. Keep them off walking paths as much as possible.	Support noted.
Pennant Hillis Road	LGA		1				The Noller Parade section of the paths is proposed to be faster and more direct than the foreshore, therefore attracting faster moving cyclists and reduce conflict.
Hammers Road	LGA	1				Would be great to have additional links to the Parramatta cycleway. However to improve use it would be great to also consider paving the short gravel section near Bankwest stadium.	Support noted. The decomposed granite section of path near Commbank stadium is within Parramatta Park, comment has been passed on to them.
Alice Street	Rosehill	1				Improvements to the active transport options into and around parramatta really improve engagement with the local community. It also provides great opportunities for recreation in the local area. Improving the link from the industrial area east of James Ruse in to the CBD and it's transport links will provide more opportunities for workers to leave their cars at home.	Support noted.
Murray Street	LGA	1					
Sinclair Street	Outside LGA	1				COVID has shown us that we need to create more safe spaces for people away from cars. This project is a good way to continue to build on the good work Parramatta Council has done so far.	Support noted.
George Street	LGA		1			The planning proposal is a good idea in the Noller Parade section but certainly needs work on the George Street kerb side. For years before PLR works began, people would always travel through the grass near the kerb of George Street (where you're new bike path is proposed) when continuing via Queens Wharf Reserve to/from George Street, thus leading to multiple 'desire paths' through the grass near the kerb. Since Parramatta Light Rail works began people have started using the new path as it is a more direct route, as apposed to the previous Queens Wharf Reserve route near the historical monuments. Turning this new and amazing pathway for pedestrians into a bike-only pathway will basically return Queens Wharf Reserve to what it previously was for pedestrians; one pathway that takes a massive detour on your route, just so you can walk on a paved footpath. If the kerb side pathway becomes bike only, desire paths through the landscaping will re-arise and pedestrians will not comply with the 'bike only' pathway as the only other option is taking a longer route. I also fear that if bikes are travelling through to Noller Parade or the new pathway for the Alfred Street bridge, they wont use the new bike path, as it would be quicker for them to use the previously existing footpath (red path on map) as it is a more direct route. I support the widening of footpaths and 'sprucing up' of the area but I propose that both the pathways just become shared zones (excluding the pathways that goes under the gasworks bridge, keep them separated bike path and pedestrian path). I have attached a diagram to further illustrate what I believe should happen and believe is the best option. I appreciate the new attention to Queens Wharf Reserve and revitalising it as a beautiful foreshore area. Thank you. IMAGES ATTACHED: Area 1: Verge the two pathways, much like what has been done on the other side of the river under MacArthur street, where the old pathway meets the new (Image also attached: IMG_4106-min (1).jpg), Area 2: If possible, combine the two pathways to make one big shared pathway instead of two different isolated pathways in the same area.	The community proposal was reviewed on site with the design team and has merit. However, when on site the footpath and bicycle path are in close proximity and pedestrian use of the bicycle path would only shorten travel distances slightly and is considered unlikely.



George Street East Social Media Summary

1 likes, 1 love

 **Ben Ross**  
Definitely need a dedicated cycle lane  
Like · Reply · 5w  5

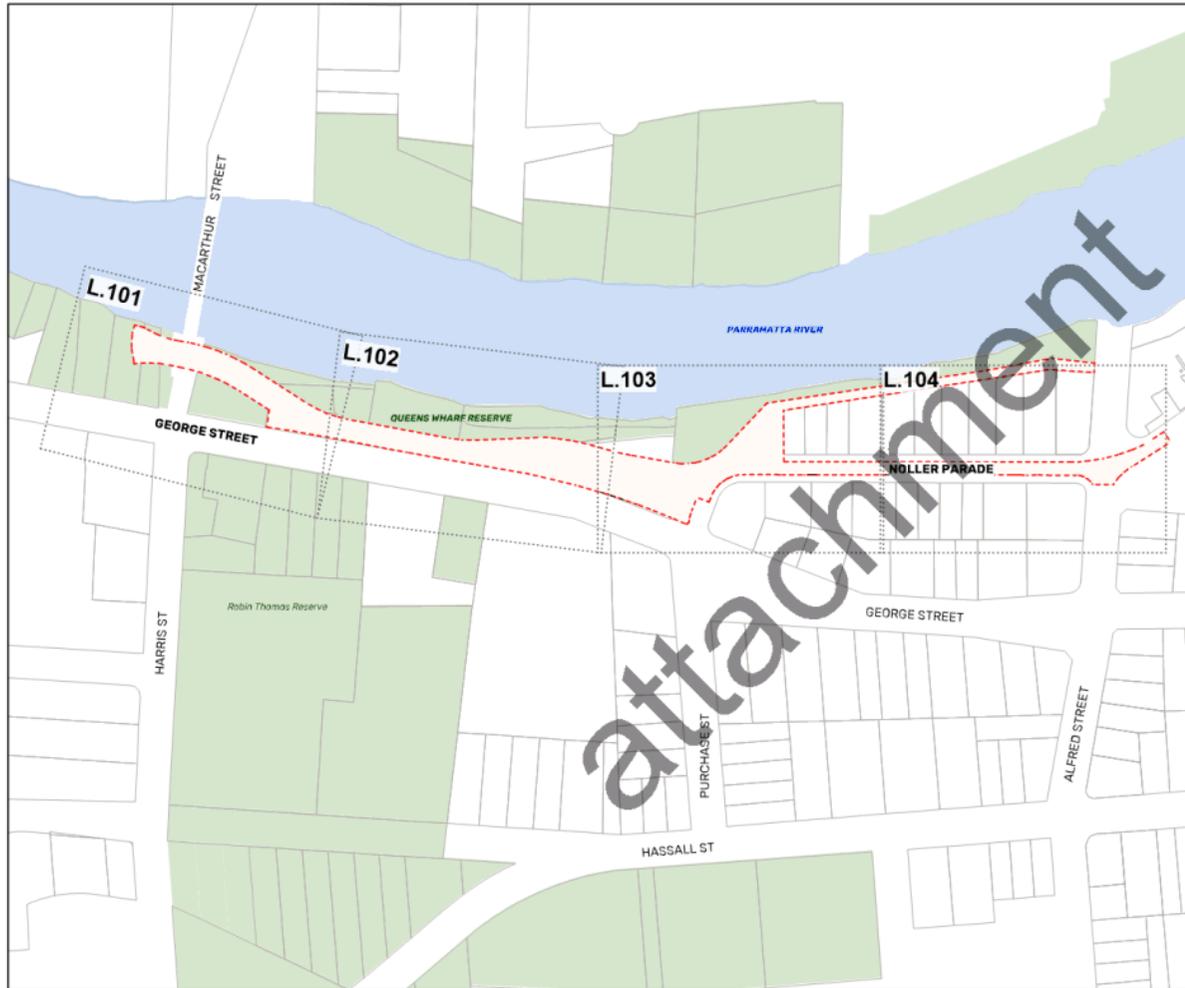
 **Fuzi S Buni**  
Can you install lights and CCTV pls.  
Like · Reply · 3w  1

 **Carol Simmons**  
You've got to be joking. Parra has been ruined

attachment

# Queens Wharf Reserve Pedestrian and Cyclist Paths

## GEORGE STREET EAST - MACARTHUR STREET TO ALFRED STREET



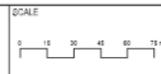
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L.101	CONCEPT PLAN	1:400 @ A3	C
L.102	CONCEPT PLAN	1:400 @ A3	C
L.103	CONCEPT PLAN	1:400 @ A3	C
L.104	CONCEPT PLAN	1:400 @ A3	C

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STUDY AREA



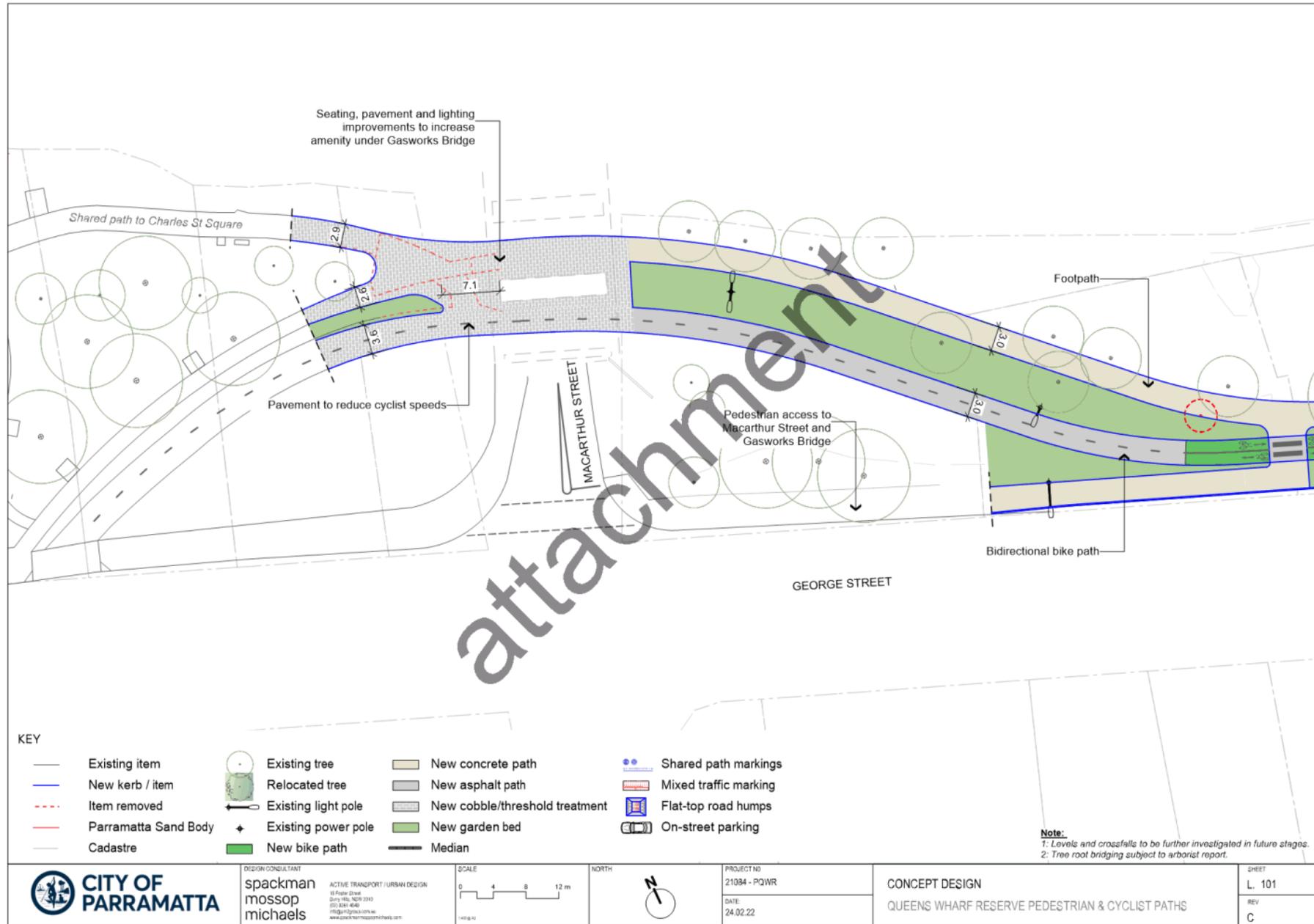
DESIGN CONSULTANT  
**spackman  
 mossop  
 michaels**  
 ACTIVE TRANSPORT / URBAN DESIGN  
 10 Poplar Street  
 Parramatta, NSW 2150  
 02 9639 4600  
 info@spackmanmossopmichaels.com.au  
 www.spackmanmossopmichaels.com

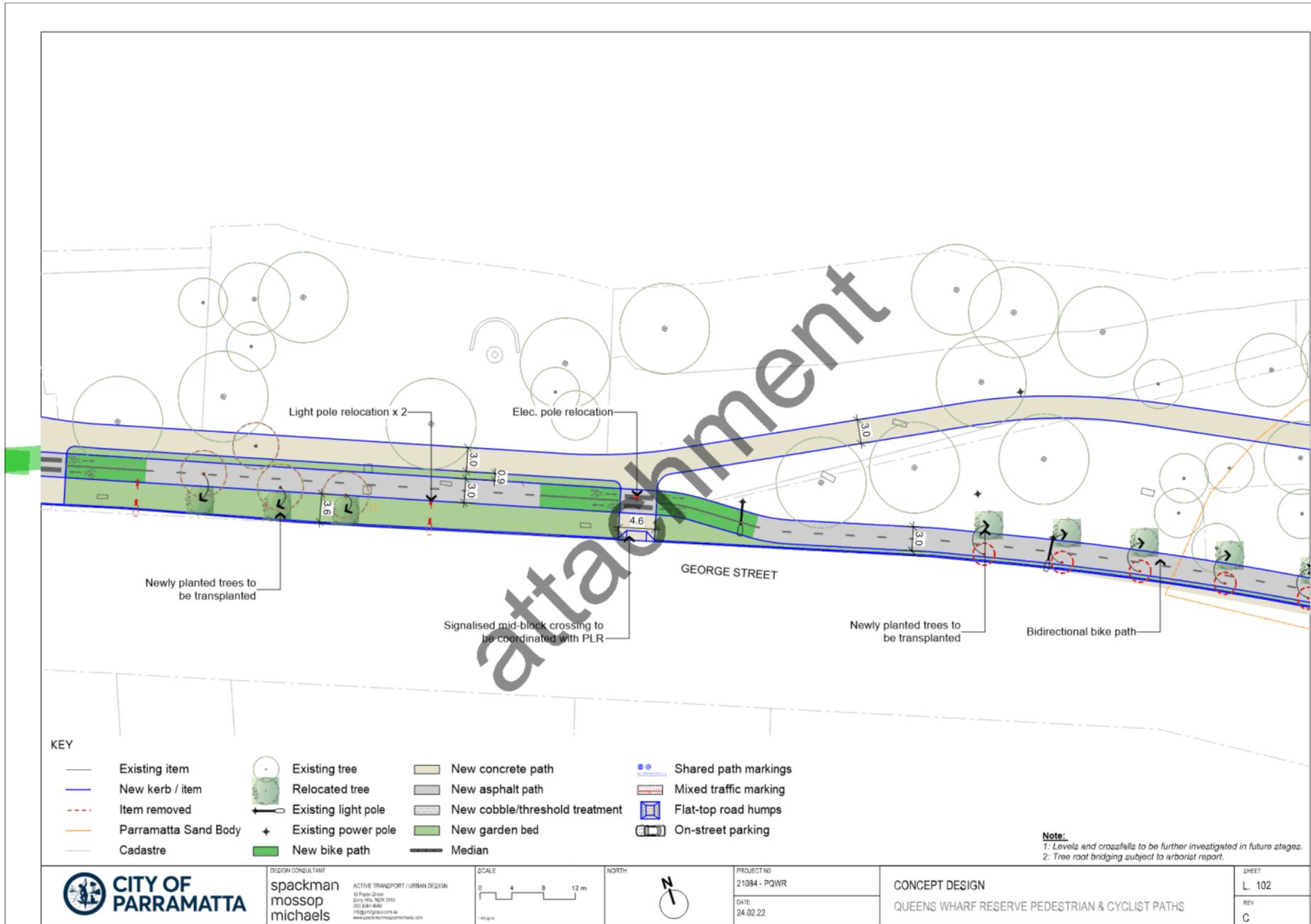


PROJECT NO  
21084 - PQWR  
 DATE  
24.02.22

CONCEPT DESIGN  
 QUEENS WHARF RESERVE PEDESTRIAN & CYCLIST PATHS

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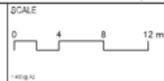
KEY

- |                      |                     |                                |                       |
|----------------------|---------------------|--------------------------------|-----------------------|
| — Existing item      | Existing tree       | New concrete path              | Shared path markings  |
| New kerb / item      | Relocated tree      | New asphalt path               | Mixed traffic marking |
| Item removed         | Existing light pole | New cobble/threshold treatment | Flat-top road humps   |
| Parramatta Sand Body | Existing power pole | New garden bed                 | On-street parking     |
| Cadastre             | New bike path       | Median                         |                       |

**Note:**  
 1: Levels and crossfalls to be further investigated in future stages.  
 2: Tree root bridging subject to arborist report.



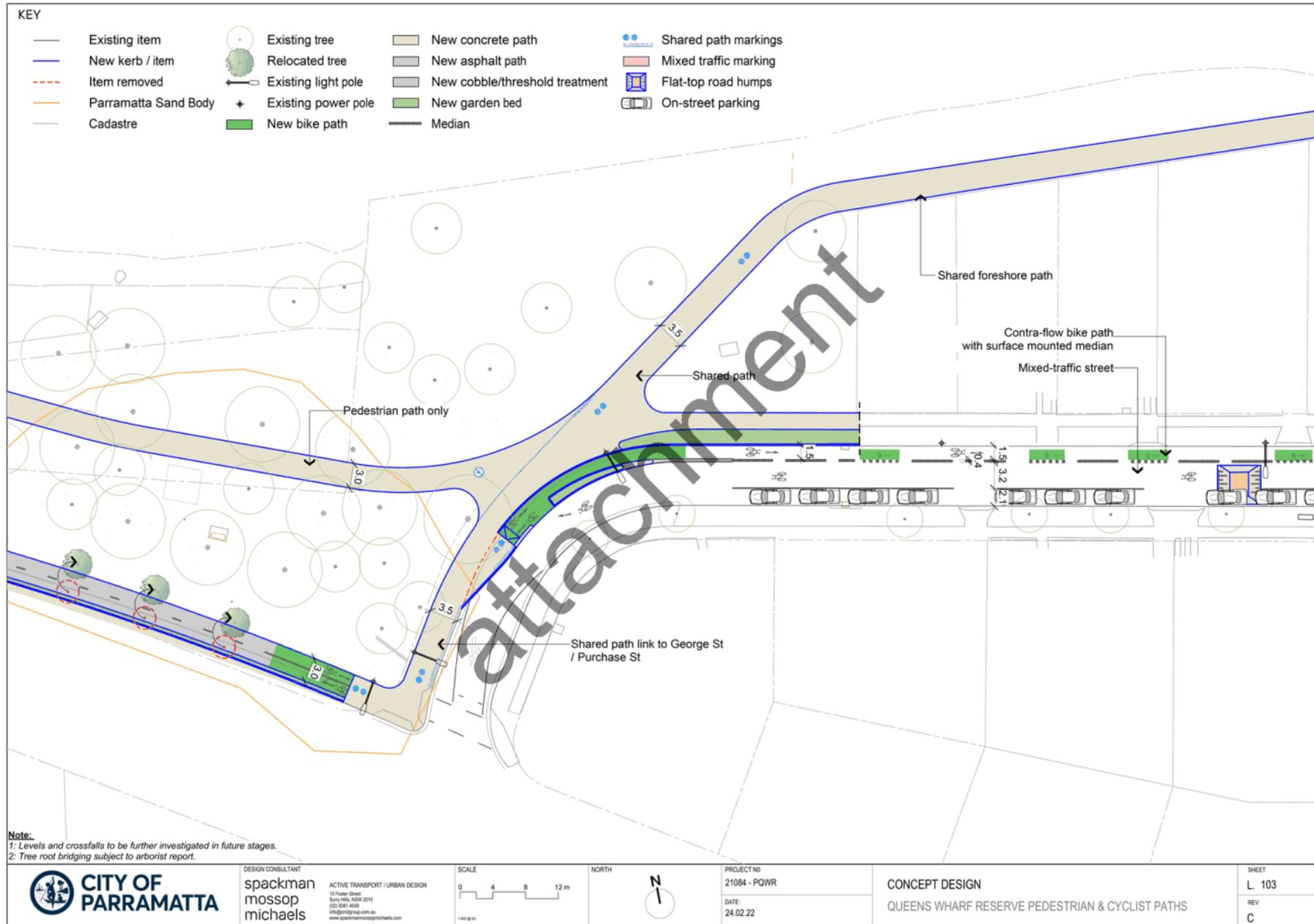
DESIGN CONSULTANT  
 spackman  
 mossop  
 michaelis  
 ACTIVE TRANSPORT / URBAN DESIGN  
 15 Poplar Street  
 Gully Hill, NSW 2150  
 (02) 9211 4600  
 info@spackmanmossop.com.au  
 www.spackmanmossop.com.au

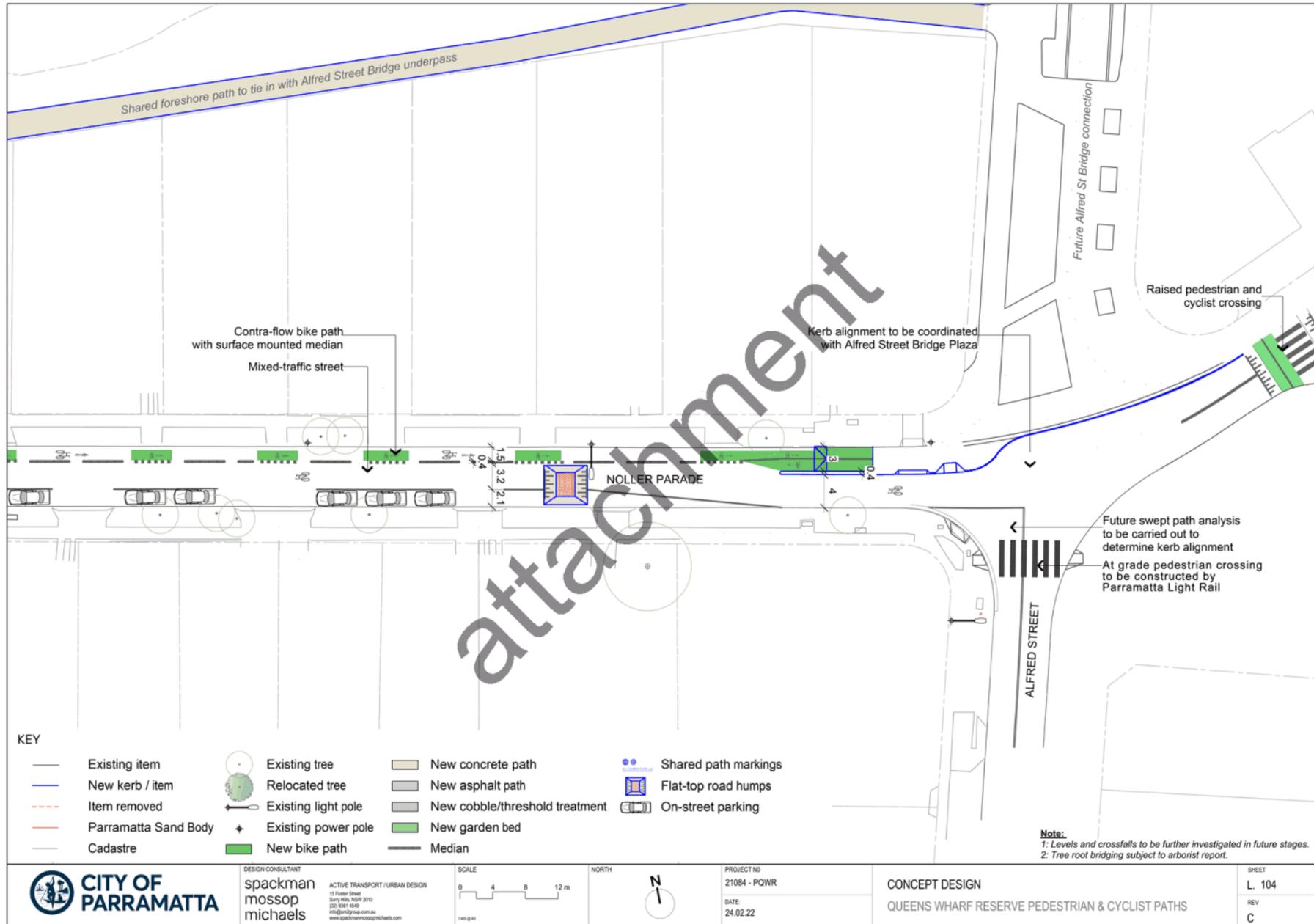


PROJECT NO  
 21084 - PQWR  
 DATE  
 24.02.22

CONCEPT DESIGN  
 QUEENS WHARF RESERVE PEDESTRIAN & CYCLIST PATHS

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**Attachment 3****Parramatta Traffic Committee meeting held on 23 March 2022****Consultation & Timing: Items A1 to A3****ITEM 2203 A1 PARK PARADE, PARRAMATTA – PROPOSED PEDESTRIAN CROSSING**Stakeholder Consultation

Details of the consultation undertaken with the Community and Agencies, including the staff response are provided below.

The Parramatta Traffic Committee agenda was emailed to the PTC mailing list on 17 March 2022 and the meeting was held on 23 March 2022. The comment below was received.

<b>Date</b>	<b>Stakeholder</b>	<b>Stakeholder Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
22 March 2022	Sergeant Jack Makhoul from Parramatta PAC (provided written submission prior to the meeting)	Acknowledged the need for pedestrian works at this location; however, did not support the current proposal. The comments expressed concern that the proposal will may cause queuing of vehicles especially during peak periods, which will impact on bus travel times. A signalised pedestrian crossing was suggested.	It is recommended that this report be deferred to the next PTC meeting and further consultation on the proposal be undertaken with Sergeant Jack Makhoul from Parramatta PAC.	Manager Traffic & Transport

D08416959

Councillor Consultation

The Parramatta Traffic Committee agenda was emailed to the PTC mailing list on 17 March 2022 and the meeting was held on 23 March 2022. Council staff did not receive any comments from Councillors on this matter.

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
23 March 2023	All	Nil	N/A	Manager Traffic & Transport

**ITEM 2203 A2: PHILLIP STREET AND CHARLES STREET, PARRAMATTA – PROPOSED RAISED PEDESTRIAN CROSSING**

Stakeholder Consultation

Details of the consultation undertaken with the Community and Agencies, including the staff response are provided below.

The Parramatta Traffic Committee agenda was emailed to the PTC mailing list on 17 March 2022 and the meeting was held on 23 March 2022. The comments below was received.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
23 March 2023	Ms Pam Kendrick from Parramatta Bicycle Committee & Bicycle NSW	Requested that PS2 bicycle logos be installed on both approaches to the raised pedestrian crossing in Charles Street.	It is recommended that the requested PS2 bicycle logos be included in the design.	Manager Traffic & Transport

Councillor Consultation

The Parramatta Traffic Committee agenda was emailed to the PTC mailing list on 17 March 2022 and the meeting was held on 23 March 2022. Council staff did not receive any comments from Councillors on this matter.

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Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
23 March 2023	All	Nil	N/A	Manager Traffic & Transport

**ITEM 2203 A3: PARRAMATTA RIVER FORESHORE, GEORGE STREET, NOLLER PARADE AND RIVER ROAD WEST, PARRAMATTA – PROPOSED PEDESTRIAN AND CYCLIST PATHS IN THE EASTBOUND DIRECTION**

Stakeholder Consultation

Details of the consultation undertaken with the Community and Agencies, including the staff response are provided below.

The Parramatta Traffic Committee agenda was emailed to the PTC mailing list on 17 March 2022 and the meeting was held on 23 March 2022. Council staff did not receive any comments from stakeholders on this matter.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
23 March 2023	PTC Members	Nil	N/A	Manager Traffic & Transport

Councillor Consultation

The Parramatta Traffic Committee agenda was emailed to the PTC mailing list on 17 March 2022 and the meeting was held on 23 March 2022. Council staff did not receive any comments from Councillors on this matter.

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
23 March 2023	All	Nil	N/A	Manager Traffic & Transport

**FOR COUNCIL DECISION**

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<b>ITEM NUMBER</b>	13.5
<b>SUBJECT</b>	Minutes of the Traffic Engineering Advisory Group meeting held on 23 March 2022
<b>REFERENCE</b>	F2021/00521 - D08385430
<b>REPORT OF</b>	Traffic and Transport Manager

**CSP THEME: ACCESSIBLE**

**WORKSHOP/BRIEFING DATE:** Nil

**PURPOSE:**

That Council consider the minutes and approve the recommendations of the Traffic Engineering Advisory Group meeting held on 23 March 2022.

**RECOMMENDATION**

- (a) **That** Council note the minutes of the Traffic Engineering Advisory Group meeting held on 23 March 2022, as provided at **Attachment 1**.
- (b) **Further, that** Council approve the recommendations of the Traffic Engineering Advisory Group meeting held on 23 March 2022 as provided at **Attachment 1** and in this report, noting the following financial implications of each item.

**i. ITEM 2203 B1 PROJECTS RECENTLY COMPLETED, PROJECTS CURRENTLY FUNDED, AND PROJECTS LISTS FOR CONSIDERATION OF FUTURE FUNDING**

There is no financial implication to Council as a result of this recommendation.

**ii. ITEM 2203 B2 PROPOSED TRAFFIC IMPROVEMENTS ON HILL ROAD, WENTWORTH POINT**

There is no financial implication to Council as a result of this recommendation.

**BACKGROUND**

1. The Traffic Engineering Advisory Group (TEAG) is similar to the Parramatta Traffic Committee, except that it only involves matters that do not invoke the Transport for NSW (TfNSW) Delegation to Councils. The TEAG does not have the formal voting process that Parramatta Traffic Committee has. It is primarily a technical review committee that advises Council on traffic related matters. TEAG also considers items where TfNSW maintains its control, such as speed limits, clearways and traffic signals, or items for which TfNSW does not have control such as planning of future projects.
2. The most recent meeting of the TEAG was held on 23 March 2022. The Councillors that attended the meeting were: Paul Noack (Chairperson), Henry

Green and Kellie Darley. The minutes of that meeting and the reports to that meeting are in **Attachments 1 and 2** of this report.

**ISSUES/OPTIONS/CONSEQUENCES**

3. The recommendations from the TEAG meeting are provided below.

**ITEM NO:**

**ITEM 2203 B1 PROJECTS RECENTLY COMPLETED, PROJECTS CURRENTLY FUNDED, AND PROJECTS LISTS FOR CONSIDERATION OF FUTURE FUNDING**

1. That the information regarding progress on currently funded projects be received and noted
2. That the Projects Lists for proposed traffic works be received and noted.

Unanimous support

**ITEM 2203 B2 PROPOSED TRAFFIC IMPROVEMENTS ON HILL ROAD, WENTWORTH POINT**

That the information be received and noted.

Unanimous support

**CONSULTATION & TIMING**

4. Details of the consultation undertaken with Agencies and Councillors for each item considered at the meeting are included in **Attachment 3**. No community consultation was required.

**LEGAL IMPLICATIONS FOR COUNCIL**

5. There are no legal implications for Council associated with any of the items in this report.

**FINANCIAL IMPLICATIONS FOR COUNCIL**

6. The financial comments for each item are provided below.

<b>Item No.</b>	
2203 B1	There is no financial implication to Council as a result of this recommendation.
2203 B2	There is no financial implication to Council as a result of this recommendation.

7. If Council resolves to approve this report in accordance with the proposed resolution, there are no unbudgeted financial implications for Council’s budget.

8. There are no financial impacts on the budget arising from approval of this report as summarised in the table below.

	FY 21/22	FY 22/23	FY 23/24	FY 24/25
<b>Revenue</b>				
Internal Revenue				
External Revenue				
<b>Total Revenue</b>	Nil	Nil		
<b>Funding Source</b>	N/A	N/A		
<b>Operating Result</b>				
External Costs				
Internal Costs				
Depreciation				
Other				
<b>Total Operating Result</b>	Nil	Nil		
<b>Funding Source</b>	N/A	N/A		
<b>CAPEX</b>				
CAPEX				
External				
Internal				
Other				
<b>Total CAPEX</b>	Nil	Nil		

Richard Searle  
**Traffic and Transport Manager**

Mark Leotta  
**Group Manager - Development and Traffic Services**

John Angilley  
**Chief Finance and Information Officer**

Jennifer Concato  
**Executive Director City Planning and Design**

Brett Newman  
**Chief Executive Officer**

#### **ATTACHMENTS:**

- |   |   |          |
|---|---|----------|
| 1 |  TEAG 2203 APPROVED Minutes for the Traffic Engineering Advisory Group meeting held on 23 March 2022 | 3 Pages  |
| 2 |  TEAG_2203_Agenda for the Traffic Engineering Advisory Group meeting held on 23 March 2022           | 20 Pages |
| 3 |  TEAG 2203 APPROVED Attachment 3 Consultation and Timing for TEAG meeting held on 23 March 2022      | 2 Pages  |

#### **REFERENCE MATERIAL**

**TRAFFIC ENGINEERING ADVISORY GROUP MEETING****WEDNESDAY 23 MARCH 2022****MINUTES**

**MINUTES OF THE TRAFFIC ENGINEERING ADVISORY GROUP MEETING HELD WEDNESDAY 23 MARCH 2022 AT 1.30PM. MEETING HELD IN PERSON AT COUNCIL'S ADMINISTRATION BUILDING, 126 CHURCH STREET, PARRAMATTA OR OPTIONAL ATTENDANCE VIA MICROSOFT TEAMS**

Traffic Engineering Advisory Group Chairperson Councillor Paul Noack declared the meeting open at 1:55pm.

**PRESENT**

Paul Noack	Councillor and Chairperson
Henry Green	Councillor
Kellie Darley	Councillor
Nazli Tzannes	Transport for NSW (TfNSW)
Senior Constable Raymond Yeung	Auburn PAC
Sergeant Leonie Abberfield	Ryde PAC
Sarah Thompson	Representative for Geoff Lee MP
Pam Kendrick	Representative for the Parramatta Bicycle Committee & Bicycle NSW
Michael Perrone	CDC Buses
Jonathan Nicholson	CDC Buses
Richard Searle	Traffic & Transport Manager, CoPC
Eva Farlow	Place Manager, CoPC
Tracey Holman	Road Safety Officer, CoPC
Behzad Saleh	Senior Traffic & Transport Engineer, CoPC
Zulfiqar Ali	Traffic & Transport Engineer, CoPC
Randil Pohorambage	Traffic & Transport Engineer, CoPC
James Goodman	Traffic & Transport Engineer, CoPC
Saniya Sharmeen	Council's Traffic & Transport Team Leader – Minute Secretary

**APOLOGIES:**

Donna Davis	Lord Mayor
Sergeant Jack Makhoul	Parramatta PAC (provided written comments)
Sandy Leung	Traffic and Transport Investigations Engineer, CoPC

**DECLARATIONS OF CONFLICT OF INTEREST:**

There were no declarations of conflict of interest.

**CONFIRMATION OF THE MINUTES OF MEETING HELD ON 9 FEBRUARY 2022:**

That the report of the Traffic Engineering Advisory Group meeting held on Wednesday, 9 February 2022 be taken as read and confirmed as a true record of the meeting.

**BUSINESS ARISING:**

Nil

D08451993

**SECTION B ITEMS:****ITEM 2203 B1 PROJECTS RECENTLY COMPLETED, PROJECTS CURRENTLY FUNDED, AND PROJECTS LISTS FOR CONSIDERATION OF FUTURE FUNDING**

**File:** F2022/00198

**Ward:** All

**State Electorate:** All

**Recommendation to Traffic Engineering Advisory Group:**

1. That the information regarding progress on currently funded projects be received and noted.
2. That the Projects Lists for proposed traffic works be received and noted.

**Recommendation from Traffic Engineering Advisory Group:**

1. That the information regarding progress on currently funded projects be received and noted.
2. That the Projects Lists for proposed traffic works be received and noted.

Unanimous support

**BUSINESS ITEMS:****ITEM 2203 B2 PROPOSED TRAFFIC IMPROVEMENTS ON HILL ROAD, WENTWORTH POINT**

**File:** F2022/00198

**Ward:** Rosehill

**State Electorate:** Auburn

**Comments**

City of Parramatta Council at its meeting on 14 March 2022 considered a report on proposed traffic improvements on Hill Road, Wentworth Point and resolved:

- (a) **That** a monthly update be provided to Ward Councillors regarding the status of the Federal Funding application under its Stimulus Program.
- (b) **That** should the outcomes of the Federal Funding be unsuccessful or not received by end of July 2022, that Council will endeavour to secure alternative funding for the traffic signal upgrade at Hill Road and Bennelong Parkway, to ensure these works are completed in the 2022/23 financial year.
- (c) **That** Council continue to contact the developer advising of Council's resolution calling for the urgent construction of the planned roundabout and street crossing at the corner of Hill Road and Burroway Road.
- (d) **Further, that** updates on both projects referred to in this report be provided to each meeting of the Parramatta Traffic Committee and included in the minutes reported to Council until the projects are complete

In accordance with Council's resolution (d), a standing item will be included in the future Traffic Engineering Group meeting until the projects are complete. It is to be noted that due to time constraints, a report could not be included in this agenda.

D08451993

**Recommendation from Traffic Engineering Advisory Group:**

1. That the information be received and noted.

Unanimous support

The Chairperson closed the meeting at 1:59pm.

**TRAFFIC ENGINEERING ADVISORY GROUP MEETING**

**WEDNESDAY 23 MARCH 2022**

**AGENDA**

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**APOLOGIES:**

**DECLARATIONS OF CONFLICT OF INTEREST:**

**CONFIRMATION OF THE MINUTES OF MEETING HELD ON 9 FEBRUARY 2022:**

**BUSINESS ARISING:**

**SECTION B ITEMS:**

**PURPOSE:**

That the Traffic Engineering Advisory Group consider the below items and recommendations to be referred to the Council meeting on 26 April 2022.

**ITEM 2203 B1 PROJECTS RECENTLY COMPLETED, PROJECTS CURRENTLY FUNDED, AND PROJECTS LISTS FOR CONSIDERATION OF FUTURE FUNDING**

**Ward:** All

**State Electorate:** All

**Recommendation to Traffic Engineering Advisory Group:**

1. That the information regarding progress on currently funded projects be received and noted.
2. That the Projects Lists for proposed traffic works be received and noted.

**BUSINESS ITEMS:**



## CITY OF PARRAMATTA COUNCIL

**Traffic Engineering Advisory Group Agenda Item**

<b>ITEM NO:</b>	2203 B1
<b>SUBJECT:</b>	Projects Recently Completed, Projects Currently Funded and Projects Lists for Consideration of Future Funding
<b>APPLICANT:</b>	City of Parramatta Council
<b>REPORT OF:</b>	Traffic and Transport Team Leader
<b>WARD:</b>	All
<b>SED:</b>	All

Purpose

This report provides information on traffic and pedestrian projects recently completed or currently funded and projects lists that City of Parramatta Council maintains for budget planning purposes.

**OFFICER'S RECOMMENDATION:**

1. That the information regarding progress on currently funded projects be received and noted.
2. That the Projects Lists for proposed traffic works be received and noted.

Recently Completed Projects

No projects have been completed since the last TEAG meeting.

Projects to be undertaken in 2021/22

Information regarding the progress on currently funded projects is provided at the start of the attachment to this report.

Future Projects

Traffic projects that are to be considered for future funding are categorised into one of four lists as detailed below:

*Development Contributions Plan List - outside the Parramatta City Centre*

Council adopted this list on 12 July 2021 as part of the City of Parramatta (Outside Parramatta CBD) Contributions Plan 2021 (refer to Tables 37 and 38 of the Plan via the link <https://cityofparramatta.co/3HaPxLw>). This list is prioritised in to three categories (high (5 years), medium (5 -10 years) and low (10-20 years). This work is proposed to be funded from Development Contributions, unless grant funding, a Voluntary Planning Agreement, or other source of funding is obtained.

The Development Contributions Plan is reviewed and set approximately every 5 years. Therefore, the lists shown in Tables 37 and 38 of the City of Parramatta (Outside Parramatta CBD) Contributions Plan 2021 would also be set and fixed every 5 years (approximately) at the same time the Development Contributions Plan is approved by Council.

These projects have a range of purposes such as improving pedestrian safety and amenity; improving sight distance (or reducing speed where sight distance is limited); upgrading an existing facility; reducing congestion; guard rail or barriers; and reducing illegal or unsafe driving. The list includes projects that would be on the Black Spot list except they have a low Benefit Cost Ratio and would not attract grant funds.

#### *Traffic Projects List – within the Parramatta City Centre*

This list includes projects that are located within the Parramatta City Centre. These projects will generally be funded from the Parramatta City Centre Developer Contributions Plan (known as Civic Improvement Plan, CIP), unless otherwise noted.

#### *Black Spot Projects List*

This list is for the projects where funding is being or is proposed to be sought, from the State or Federal Government under their Black Spot and Safer Roads Programs.

The Black Spot locations generally have a high number of collisions and the proposed work is forecast to have a significant reduction on accidents. Projects under Black Spot Program are ranked on Benefit Cost Ratio (BCR); whereas projects under Safer Roads Programs are ranked on Safety Performance Indicator (SPI). The individual funding programs also have different criteria regarding the number of accidents with injuries that have occurred. At present, a minimum of 2 injury accidents over a 5-year period is generally required for a project to be eligible for funding.

#### *List of Traffic Projects Supported by Community Petition*

This list includes locations where Council has received requests from at least 50% of households within the street for traffic calming to be installed in the street or part of the street. This support can be in the form of a petition or letters. Meeting this requirement demonstrates that the local community wants this treatment in the street. These streets often do not have a specific hazard, crash history, or concentration of vulnerable road users such as pedestrians. Often, in streets not on the list, many residents do not support traffic calming and have concerns regarding the installation of traffic calming, particularly in regards to perceptions of noise, loss of parking, and prioritisation of funds.

Development Contribution Funds are not suitable for these projects as these projects are not related to supporting growth in the area. These projects are generally unfunded.

#### *New Projects Included in the 2021/22 Traffic Projects List*

There are no changes since the last TEAG report.

#### *Applications lodged in February 2022 for State Government's Funding under its 2022/23 Active Transport Program*

- Rembrandt Street south of Milton Street, Carlingford Road – Replace the existing non-compliant pedestrian island with a raised pedestrian crossing (this is subject to Council approval)
- Orchard Road north of North Rocks Road and Plympton Road, Beecroft – Install a raised pedestrian crossing
- Alamein Avenue west of Bardia Road, Carlingford – Install a raised pedestrian crossing
- Avenue of Oceania at Louise Sauvage Pathway, Newington - Install a combined raised pedestrian and cyclist crossing

- John Ian Wing Parade at Louise Sauvage Pathway – Install a combined pedestrian and cyclist crossing
- Park Parade, Parramatta at railway underpass - Install a marked pedestrian crossing with kerb extension and speed cushions
- Victoria Street south of Bridge Street, Epping - Install a combined pedestrian and cyclist crossing
- M4 Cycleway at Good Street and Alfred Street, Granville - Install a combined pedestrian and cyclist crossing
- Intersection of Oxford Street, Langston Place, Cambridge Street and Pembroke Street, Epping – Modification to the existing Traffic Signal Plan to provide the missing right and/or left turn hold at the intersection and allow pedestrians to safely cross the road at the signalised crossing (Design Only)

*Applications lodged in December 2021 for Federal Government's Stimulus Program for 2022/23*

- Bulli Road at Bungaree Road, Toongabbie - Install a one-lane roundabout
- Ballandella Road and Burrabogee Road, Toongabbie - Install a one-lane roundabout
- Loyalty Road and North Rocks Road, North Rocks - Install a one-lane roundabout
- Melton Street North and Beaconsfield Road, Silverwater - Install a one-lane roundabout
- Gladstone Street at Brickfield Street and at Buller Street - Install two new one-lane roundabouts
- Redbank Road at Balmoral Road, Northmead - Install 4 speed cushions (concrete) at north and southbound approaches to the intersection
- Park Parade, Parramatta at railway underpass - Install a pedestrian crossing with kerb extension and speed cushions
- Alamein Avenue west of Bardia Road, Carlingford – Install a raised pedestrian crossing
- Rembrandt Street south of Milton Street, Carlingford Road – Replace the existing non-compliant pedestrian island with a raised pedestrian crossing (this is subject to Council approval)
- Orchard Road north of North Rocks Road and Plympton Road, Beecroft – Install a raised pedestrian crossing
- Avenue of Oceania at Louise Sauvage Pathway, Newington - Install a combined raised pedestrian and cyclist crossing
- John Ian Wing Parade at Louise Sauvage Pathway – Install a combined pedestrian and cyclist crossing
- Victoria Street south of Bridge Street, Epping - Install a combined pedestrian and cyclist crossing
- M4 Cycleway at Good Street and Alfred Street, Granville - Install a combined pedestrian and cyclist crossing

Methodology used for the ranking of the Highest Priority Projects from the 'Development Contributions Plans

There are 136 projects in total on 'Traffic Projects - outside the Parramatta City Centre' list with 47 of these projects categorised as high priority, 32 as medium and 57 as low priority projects.

Of the 47 high priority projects, 6 projects have received funding from State and/or Federal Governments, 2 projects are to be delivered by the Department of Education and 3 projects have already been funded by Council's Active Transport Program funds. The projects under the 2021/22 Active Transport Program are to be selected from the remaining 36 high priority projects on the Traffic Projects List (outside the Parramatta City Centre).

The 36 projects have been prioritised following a traffic engineering analysis using pedestrian volumes, vehicle volumes, crash history, land use, and compliance with current and relevant traffic engineering standards for existing facilities. Table 2 shows the factors are now used to rank the high priority projects from the 'Traffic Projects List - outside the Parramatta City Centre'. Consideration has also been given to high priority projects inside the CBD. Table 3 shows the top 10 projects based on this ranking process.

**Table 2: Factors used to prioritise traffic projects**

Criteria	Factors
Pedestrian Volumes	1 for every 20 pedestrians per hour (each child and elderly pedestrian were counted as 2)
Vehicle Volumes	1 for every 10,000 vehicles per day
Crash History	1 for every injury accident in last 5 years of available data that would be addressed by proposed treatment
Land Use	1 for nearby retail 2 for school or transport interchange
Speed Zone	60km/h = 1, add 1 for every extra 10km/h
Non-compliance with current standard of existing treatment or challenging site (e.g. gradient)	Minor non-compliance with current standards - 1 for motorists - 2 for pedestrians Significant non-compliance with current standards - 3 for motorists - 4 for pedestrians
<b>TOTAL</b>	Sum of the above factors

Table 3: Top 10 ranked projects in the Traffic Projects List

Ranking	Ward / SED	Description	Funding Status in 21/22	Estimated Cost – Design and Construction except where noted	Prioritisation Score
1.	Parramatta / Seven Hills	Park Parade south side of railway line at pedestrian underpass to Parramatta Park, Westmead - install a pedestrian refuge island or pedestrian crossing with street light upgrade. This project is in the CBD for Development Contributions Plan purposes.	Yes (design only)	\$500,000	27
2.	Epping / Epping	Alamein Avenue west of Bardia Road, Carlingford - Install a raised pedestrian crossing with street lighting	Yes (design only)	\$240,000	22
3.	Rosehill / Granville	Bold Street at Cowper Street, Granville – Proposal is to install raised thresholds and a concrete median Island between Railway Bridge and Parramatta Road, with a gap at Cowper Street.	No – proposed for Black Spot funding but project was not supported	\$400,000	10
4.	Parramatta & Rosehill / Granville	Good Street at Great Western Highway, Parramatta - Upgrade existing median island to a pedestrian refuge island or raised pedestrian crossing with street lighting	On hold due to TfNSW proposal for traffic signals	\$280,000	9
4.	Epping / Epping	Rembrandt Street south of Milton Street, Carlingford (rear of Carlingford Court Shopping Centre) – Remove the existing non-compliant pedestrian island and install a raised pedestrian crossing	Yes (design only)	\$280,000	9
5.	Epping / Epping	Intersection of Orchard St, North Rocks Rd and Plympton St, Beecroft - Upgrade the existing median island to pedestrian refuge island or raised pedestrian crossing	Yes (design only)	\$240,000	7
5.	Parramatta / Seven Hills	Darcy Road / Cumberland Highway, Wentworthville - Upgrade existing Traffic Signals (this includes land acquisition to provide left turn lane for westbound motorists on Darcy Road, Wentworthville (Stage 1 - Design)	No (funding in reserve is likely to be inadequate to undertake construction in the next few years)	\$100,000- Design Cost Only	7
6.	Epping / Epping	Ray Road west of Kent Street, Epping - Install a raised pedestrian crossing.	Yes (design only)	\$240,000	6.5
7.	Epping / Epping	New traffic signals, Carlingford - Carlingford Road/Hepburn Avenue, Carlingford - Install Traffic Signals	Currently under design	\$1,000,000	5
7.	Rosehill / Auburn	Avenue of Oceania at Louis Sauvage Pathway, Newington - Install a pedestrian refuge island	Yes (design only)	\$240,000	5

**FINANCIAL IMPLICATIONS:**

Council's Traffic and Transport Services maintains four (4) projects list with the funding options as detailed below:

- Development Contributions Plan list - outside the Parramatta City Centre:

These projects have been grouped into 3 categories of priority (high, medium and long term). It is proposed to deliver the high priority projects from 2021/22 to 2025/26) using Development Contributions fund for part, or all projects.

Applications are also lodged for State and Federal Government funding for projects that would meet the requirements of funding applications at the time of lodgment. Applications are generally lodged between August and October each year for consideration under these programs.

- Traffic Projects List – within the Parramatta City Centre:  
These projects will generally be funded from the Parramatta City Centre Section 7.11 Contribution Plan (known as Civic Improvement Plan, CIP), unless otherwise noted.
- Black Spot Projects List:  
These projects will generally be funded from the State or Federal Government under their Blackspot and Safer Roads Programs. Applications are lodged between August and October each year for consideration under these programs.
- List of Traffic Projects Supported by Community Petition:  
These projects could be funded from General Revenue. Councillors may wish to use part of the ward initiatives budget to deliver these projects.

Approved Funding for the 2021/22 Projects is detailed below:

*External Funding*

- Council has received a 100% funding offer totaling \$635,000 under the NSW Government Active Transport Program for the construction of a pedestrian refuge island and continuous footpath treatments in Wentworth Avenue at the laneways opposite Toongabbie Railway Station; and footpath and kerb ramps on Cooyong Crescent. This project is now complete.

It is to be noted that State Government has made changes to the guidelines for funding applications under this program. According to the new guidelines, eligible infrastructure projects including the construction of new pedestrian paths/routes that improve connectivity and livability associated with places. Eligible infrastructure projects must include the construction of either:

- New footpaths or widening of existing footpaths that are part of a wider place making project or provide a direct access to a school (within 200m of a school access point)
- Continuous footpath treatments, or
- Shared zones.

As part of the above eligible infrastructure projects, construction of new or upgrades to existing pedestrian crossing facilities and Traffic Control Signals (TCS) can be installed as part of a wider place making project. As a result of the new guidelines, many of the Council pedestrian projects are not eligible for funding under Active Transport Program.

- Council has received a 100% funding offer totalling \$4,230,000 under the Federal Government Stimulus Commitment on Road Safety Program (School Zone Infrastructure) for fourteen (14) traffic projects for the 2021/22 (Tranche 2 - Q1 & Q2; and Tranche 3 - Q3 & Q4) financial years. It is to be noted that the projects in Tranche 2 - Q1 (completion by December 2021) are now complete. Procurement for a Tranche 2 – Q2 (completion by June 2022) project is complete. Council is currently liaising with TfNSW to expedite the approval process for the Traffic Control Signal plan so that the project can be delivered in accordance with the funding agreement.
- Council has received a 100% funding offer totaling \$116,000 under the Australian Government Black Spot Program for two traffic projects for 2021/22.
- Council has also recently received a 100% funding offer totaling \$94,000 from TfNSW for the installation of on street railway commuter parking at Wentworthville Railway Station by 29 July 2022.

Applications Lodged for External Funding for the 2022/23 Projects

- Applications have been lodged to Transport for NSW (TfNSW) in September 2021 for two (2)

projects under the 2021/22 Federal and State Government's Stimulus Programs. The projects were Hill Road/Bennelong Parkway traffic signals and design for street lighting in Wentworth Street north of Martha Street, Clyde.

- Applications have been lodged to Transport for NSW (TfNSW) in September 2021 for seven (7) projects under the 2022/23 Federal and State Government's Black Spot and Safer Roads Programs. The outcome of the applications is expected to be available by June 2022. Refer to the attached Black Spot Projects List for details.
- Applications have been lodged to Transport for NSW (TfNSW) in December 2021 for fourteen (14) projects under the 2022/23 Federal Government's Stimulus Program (listed in the report). The outcome of the applications is expected to be available by June 2022.
- Applications have been lodged to Transport for NSW (TfNSW) in February 2022 for nine (9) projects under the 2022/23 State Government's Active Transport Program (listed in the report). The outcome of the applications is expected to be available by June 2022.

#### *Internal Funding*

- Council's Draft Delivery Program and Operational Plan generally allocates funding of \$1.5 million per year for the Active Transport Program over four financial years (2020/21 – 2023/24) for the delivery of traffic projects using Development Contributions Funds. Six (6) projects have been selected for design in 2021/22.
- New traffic signals have been constructed at the intersection of North Rocks Road and Alkira Road, Carlingford. This project has an approved budget of \$3,850,000, which is funded from Development Contributions Funds,
- New traffic signals are currently being designed at the intersection of Hill Road and Bennelong Parkway, Wentworth Point. This project has an approved budget of \$225,000, which is funded from Development Contributions Funds.



Saniya Sharmeen  
**Traffic and Transport Team Leader**

16/03/2022

**Attachments - Project Lists**

# attachment

## Projects for completion in 2021/22

Location	Treatment Type	Estimated Cost	Comments
<b>Ward: Dundas; SED: Parramatta</b>			
Parramatta East Public School	Brabyn Street, North Parramatta - Replace the existing childrens' crossing with a raised pedestrian crossing	\$220,000	Approved by Council on 8 November 2021. Civil design is in progress. This project is 100% funded by Federal Government under its Stimulus Commitments on Road Safety Program (School Zone Infrastructure).
<b>Ward: Epping; SED: Epping</b>			
Alamein Avenue west of Bardia Road, Carlingford	Design and cost estimate for a new raised pedestrian crossing	Design: \$18,000 Construction: \$222,000	Community consultation is complete. The Parramatta Traffic Committee on 9 February considered a report on this project and recommended for approval. Council on 14 March 2022 will consider this project for determination.  The design is 100% funded by Council through its Active Transport Program (from City of Parramatta (outside CBD) Development Contributions Plan 2021). There is currently no funding available for construction of this project. However, funding application has been lodged to TfNSW under Federal Government's Stimulus Program and State Government's Active Transport Program for construction in 2022/23.
Carlingford Road at Hepburn Avenue, Carlingford	Design and cost estimate for new traffic signals.	\$70,000	Traffic Control Signal (TCS) plan has been submitted to TfNSW for review and approval. This is 2019/20 project and 100% funded by Council.  Funding application has been lodged to TfNSW under Federal Government's Stimulus Program for construction in 2022/23.
Orchard Road north of North Rocks Road and Plympton Road, Beecroft However, funding application has been lodged to TfNSW under Federal Government's Stimulus Program and State Government's Active Transport Program for construction in 2022/23	Design and cost estimate for a new raised pedestrian crossing	Design: \$18,750 Construction: \$231,250	Community consultation is complete. The Parramatta Traffic Committee on 9 February considered a report on this project and recommended approval. Council on 14 March 2022 will consider this project for determination.  The design is 100% funded by Council through its Active Transport Program (from City of Parramatta (outside CBD) Development Contributions Plan 2021). There is currently no funding available for construction of this project. However, funding application has been lodged to TfNSW under Federal Government's Stimulus Program and State Government's Active Transport Program for construction in 2022/23.
Rembrandt Street south of Milton Street, Carlingford	Design and cost estimate to replace the existing non-compliant pedestrian island with a new raised pedestrian crossing	Design: \$21,000 Construction: \$259,000	Community consultation is complete. This report was referred to the Parramatta Traffic Committee on 9 February. However, the report was deferred for on-site meeting. This project is now expected to be referred to the May

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Location	Treatment Type	Estimated Cost	Comments
			2022 PTC meeting. The design is 100% funded by Council through its Active Transport Program (from City of Parramatta (outside CBD) Development Contributions Plan 2021). There is currently no funding available for construction of this project. However, funding application has been lodged to TfNSW under Federal Government's Stimulus Program and State Government's Active Transport Program for construction in 2022/23.
Ward Street, Epping (outside Epping West Public School)	Install raised pedestrian crossing	\$240,000	The Parramatta Traffic Committee on 9 February considered a report on this project and recommended for approval. Council on 14 March 2022 will consider this project for determination.  Construction is expected to commence in May 2022 upon completion of the major construction works at the school.  This project is 100% funded by Federal Government under its Stimulus Commitments on Road Safety Program (School Zone Infrastructure).
<b>Ward: North Rocks; SED: Baulkham Hills</b>			
North Rocks Road at Alkira Road, North Rocks	Construct traffic signals	\$3,850,000	<b>COMPLETE</b>  This project is 100% funded by Council from its Development Contributions Fund.
Murray Farm Public School	Murray Farm Road (east of Tracey Avenue), North Rocks - Raise existing pedestrian crossing	\$220,000	This project is approved by Council on 25 October 2021. Civil design is in progress.  This project is 100% funded by Federal Government under its Stimulus Commitments on Road Safety Program (School Zone Infrastructure).
Intersection of Oakes Road and Murray Farm Road, Carlingford	Install speed cushions at all approaches to the roundabout	\$16,000	This project is awarded for construction. Expected completion date is April 2022.  This project is 100% funded by Federal Government under its Black Spot Program.
<b>Ward: North Rocks; SED: Parramatta</b>			
Felton Road (east of Baker Street), Carlingford (outside James Ruse High School)	Raise existing pedestrian crossing	\$240,000	This project is approved by Council on 25 October 2021. Civil design is in progress.  This project is 100% funded by Federal Government under its Stimulus Commitments on Road Safety Program (School Zone Infrastructure).

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Location	Treatment Type	Estimated Cost	Comments
Karingal Avenue at Felton Road, Carlingford (near Carlingford West Public School)	Install raised pedestrian crossing and upgrade street lighting	\$220,000	This project is approved by Council on 25 October 2021. Civil design is in progress.  This project is 100% funded by Federal Government under its Stimulus Commitments on Road Safety Program (School Zone Infrastructure).
<b>Ward: Parramatta; SED: Seven Hills</b>			
Ballandella Road, Toongabbie (outside Toongabbie West Public School)	Upgrade existing pedestrian crossing	\$150,000	This project is approved by Council on 25 October 2021. Civil design is in progress.  This project is 100% funded by Federal Government under its Stimulus Commitments on Road Safety Program (School Zone Infrastructure).
Binalong Road, Pendle Hill (outside Pendle Hill High School)	Raise existing pedestrian crossing (zebra)	\$260,000	This project is approved by Council on 22 November 2021. Project is awarded. Construction is expected to commence during the April school holidays.  This project is 100% funded by Federal Government under its Stimulus Commitments on Road Safety Program (School Zone Infrastructure).
Fitzwilliam Road at Binalong Road and Reynolds Street, Old Toongabbie (Toongabbie Public School)	Install missing kerb ramps on the west leg and upgrade existing kerb ramps to current standards and install of channelised right turn treatment for motorists exiting Reynolds Street	\$1,000,000	This project is approved by Council on 25 October 2021. Tender process is complete. However, TCS approval has not yet received from TfNSW. Council Officer is liaising with TfNSW to expedite the process.  This project is 100% funded by Federal Government under its Stimulus Commitments on Road Safety Program (School Zone Infrastructure).
Westbound bus stop on Darcy Road, Westmead (east of Bridge Road) -	Expand concrete pad and install a bus seat	\$5,000	<b>COMPLETE</b>  This project is 100% funded by Council under 2020/21 Active Transport Program.
Wentworth Avenue, Barangaroo Road and Cooyong Crescent, Toongabbie (near Toongabbie railway station)	Install a pedestrian refuge island in Barangaroo Road at Wentworth Avenue; Continuous footpaths in Wentworth Avenue at the laneways on the north and south sides of 485 Wentworth Avenue; and Footpath and kerb ramps on Cooyong Crescent	\$635,000	<b>COMPLETE</b>  This project is 100% funded by NSW Government's under Active Transport Program. Note that this project is to be completed by December 2021.
Wentworth Avenue, Short Street and Water Street, Wentworthville	Install on street commuter car parking	\$94,000	Construction of commuter car parking in Wentworth Avenue, Wentworthville is in progress. This project is 100% funded by NSW Government.  Commuter car parking on Short Street and Water Street have been <b>CANCELLED</b> due to objections received from residents living in these streets.

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Location	Treatment Type	Estimated Cost	Comments
<b>Ward: Parramatta; SED: Parramatta</b>			
Villiers Street south of Ross Street, Parramatta (outside Our Lady of Mercy College)	Raise existing pedestrian crossing (zebra)	\$240,000	This project is approved by Council on 25 October 2021. RFQ process has commenced.  This project is 100% funded by Federal Government under its Stimulus Commitments on Road Safety Program (School Zone Infrastructure).
Villiers Street south of Grose Street, Parramatta (outside St Patrick's Primary School)	Raise existing pedestrian crossing (zebra)	\$240,000	This project is approved by Council on 25 October 2021. RFQ process has commenced.  This project is 100% funded by Federal Government under its Stimulus Commitments on Road Safety Program (School Zone Infrastructure).
<b>Ward: Rosehill; SED: Parramatta</b>			
Alfred Street south of Alice Street, Harris Park	Install a raised pedestrian crossing	\$440,000	<b>COMPLETE</b>  This project is 100% funded by Federal Government under its Stimulus Commitments on Road Safety Program (School Zone Infrastructure) and to be completed by December 2021.
Hope St west of Waratah St, Melrose Park (near Melrose Park Public School)	Replace existing pedestrian refuge island with a raised pedestrian crossing	\$280,000	Construction Commenced.  This project is 100% funded by Federal Government under its Stimulus Commitments on Road Safety Program (School Zone Infrastructure).
Parkes Street at Wigram Street and at Harris Street, Parramatta	Concept design for the installation of dedicated eastbound left turn lane at Harris Street; eastbound right turn bay at Wigram Street; and a dual right turn from Harris Street (southbound) into Parkes Street	\$200,000 (2019/20 & 2020/21)	Concept Design and traffic investigation is complete.  This is a 2-year project and 100% funded by Council under Civic Improvement Plan.
Waratah Street, Melrose Park (outside Melrose Park Public School)	Install raised pedestrian crossing	\$240,000	Project awarded. Construction is expected to commence in April 2022.  This project is 100% funded by Federal Government under its Stimulus Commitments on Road Safety Program (School Zone Infrastructure).
<b>Ward: Rosehill; SED: Granville</b>			
Good Street at Great Western Highway, Parramatta	Install a raised pedestrian crossing (Design Only)	Design: \$21,000 Construction: \$259,000	<b>ON HOLD</b>  TfNSW advised that it intends to construct traffic signals at this intersection.  The design received 100% funding from Council through its Active Transport Program (from Parramatta Section 94A Contributions Plan 2011 (Outside CBD) Funds).

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Location	Treatment Type	Estimated Cost	Comments
Parramatta Road at Marsh Street, Clyde	Construction of pedestrian/cyclist legs on existing signals at Parramatta Road-Marsh Street along with connecting shared paths along Parramatta Road between M4 Cycleway/Duck River/Parkline	\$1,039,222	Contractor selected through tender process.  This project is 100% funding by NSW Government's Active Transport Program for its construction in 2020/21.
<b>Ward: Rosehill; SED: Parramatta</b>			
Virginia Street, Rosehill (outside Rosehill Public School)	Install two speed humps	\$28,200 (shortfall: \$10,200)	<b>COMPLETE</b>  This project is 100% funded by Council through Ward Initiative Funds.
Park Parade south side of railway line at pedestrian underpass to Parramatta Park, Westmead	Install a raised pedestrian crossing (Design Only)	\$37,500	Community consultation is undertaken. This project was referred to the Parramatta Traffic Committee meeting to be held on 23 March 2022.  The design is 100% funded by Council through its Active Transport Program (from Parramatta CBD Development Contributions Plan 2007). There is currently no funding available for construction of this project. However, funding application has been lodged to TfNSW under Federal Government's Stimulus Program and State Government's Active Transport Program for construction in 2022/23.
<b>Ward: Rosehill; SED: Auburn</b>			
Avenue of Oceania at Louise Sauvage Pathway, Newington	Design and cost estimate for a combined raised pedestrian and cyclist crossing	Design: \$18,000 Construction: \$240,000	Community consultation is complete. The Parramatta Traffic Committee on 9 February considered a report on this project and recommended for approval. Council on 14 March 2022 will approved this project.  The design is 100% funded by Council through its Active Transport Program (from City of Parramatta (outside CBD) Development Contributions Plan 2021). There is currently no funding available for construction of this project. However, funding application has been lodged to TfNSW under Federal Government's Stimulus Program and State Government's Active Transport Program for construction in 2022/23.
Hill Road at Bennelong Parkway, Wentworth Point (subject to advice from PLR regarding Stage 2 alignment)	Design and cost estimate for new traffic signals.	\$250,000	Traffic Control Signal (TCS) plan has been submitted to TfNSW for its review and approval.
Newington Retail Precinct	Install a 40 km/h High Pedestrian Activity Area restrictions with traffic calming	\$100,00	This project is approved by Council on 22 November 2021. Contractor has been selected for the installation of speed cushions. Construction is expected to complete by April 2022.  It is to be noted that TfNSW will install signs and pavement markings for the

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Location	Treatment Type	Estimated Cost	Comments
			installation of 40km/h HPAA restriction. This project is funded by Federal Government's Black Spot Program.

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## Parramatta City Centre Traffic Projects List

Location	Treatment Type	Estimated Cost	Comments
Argyle Street at Church Street, Parramatta	Upgrade Kerb Ramps at existing <b>Traffic Control Signals (TCS)</b> to current standards	\$750,000	
Argyle Street at Marsden Street, Parramatta	Upgrade Kerb Ramps at existing <b>Traffic Control Signals (TCS)</b> to current standards	\$750,000	
Barrack Lane, Parramatta	Shared Zone for entire length	\$1,250,000	
Charles Street at Union Street, Parramatta	Install a pedestrian refuge island	\$250,000	
Church Street at Aird Street, Parramatta	Install continuous footpath	\$400,000	Subject to meeting TfNSW Technical Directions
City Ring Road	All other proposals that are part of the City Ring Road and not listed in this list.	TBA	Implementation of various projects along the route are currently being investigated.
George Street at Horwood Place, Parramatta	Improve pedestrian safety.	TBA	Treatment is subject to proposal for Horwood Place precinct redevelopment and Sydney Metro.
George Street at Freemason Arms Lane and Phillip Street at Andrew Nash Lane, Parramatta	Install continuous footpath	\$1,000,000	Application has been lodged for NSW Government funding under its Active Transport Program
Macquarie Street at Marsden Street, Parramatta	<b>TCS upgrades</b> - Upgrade Kerb Ramps at existing <b>traffic signals</b> to current standards	N/A	To be reviewed following Parramatta Light Rail works.
O'Connell Street at Hunter Street, Parramatta	Upgrade Kerb Ramps at the existing <b>Traffic Control Signals (TCS)</b>	\$950,000	
Parkes Street at Wigram Street and at Harris Street, Parramatta	Installation of dedicated eastbound left turn lane at Harris Street; eastbound right turn bay at Wigram Street; and a dual right turn from Harris Street (southbound) into Parkes Street	\$200,000 2019/20 & 2020/21	Design to determine concept plan and land reservation details has been completed.

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Location	Treatment Type	Estimated Cost	Comments
Smith Street, north of Macquarie Lane, Parramatta	Extension of the median island at Macquarie Lane to the north to restrict right turn entry into the car park of 75 George Street, Parramatta	\$50,000	Subject to a development proposal
Union Street at Charles Street, Parramatta	Install a Pedestrian Refuge Island	\$250,000	
Park Parade, Parramatta at Pedestrian tunnel near Domain creek)	Install a Pedestrian Crossing with kerb extension and speed cushion (drainage works are needed at the tunnel as part of this project)	\$500,000	<p>The design is 100% funded by Council through its Active Transport Program (from Parramatta CBD Development Contributions Plan 2007). There is currently no funding available for construction of this project. However, funding application has been lodged to TfNSW under Federal Government's Stimulus Program and State Government's Active Transport Program for construction in 2022/23.</p> <p>Community consultation has been undertaken. This project was be referred to the Parramatta Traffic Committee meeting to be held on 23 March 2022 for consideration.</p>

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## Black Spot Projects List

BCR	Location	Treatment Type	Estimated Cost	Injury Accidents (over 5-year Period) that can be treated by the treatment	Funding Status	Comments
20.3	Intersection of Caroline Chisholm Drive and Hillcrest Avenue, Winston Hills	Install speed cushions at all approaches to the roundabout	\$16,000	4	Not yet funded	Applied for funding under Federal and State Governments' Black Spot Programs in 2022/23
8.03	Intersection of Bulli Road and Binalong Road, Toongabbie	Install speed cushions at all approaches to the roundabout	\$16,000	2	Not yet funded	Applied for funding under Federal and State Governments' Black Spot and Stimulus Programs in 2022/23
6.18	Derby St at Wetherill Street North, Silverwater	Install speed cushions in Derby Street at both approaches to Wetherill St North	\$16,000	1	Not yet funded	Applied for funding under Federal and State Governments' Black Spot Programs in 2022/23
5.87	Asquith Street, Stubbs Street and Beaconsfield Street, Silverwater	<ul style="list-style-type: none"> <li>Install speed cushions, median islands and kerb blister islands in Asquith Street at Stubbs Street and at Melton Street N and</li> <li>Install speed cushions at all approaches to the roundabout at the intersection of Stubbs Street and Beaconsfield Street</li> </ul>	\$159,600	5	Not yet funded	Applied for funding under Federal and State Governments' Black Spot Programs in 2022/23
5.52	Redbank Road at Balmoral Road, Northmead	Install 4 speed cushions (concrete) at north and southbound approaches to the intersection	\$68,000	8	Not yet funded	Applied for funding under Federal Stimulus Program in 2022/23
3.37	Intersection of High Street at Raymond Street, Parramatta	<u>Option 1</u> : Install a raised pedestrian crossing in High St (north leg) and speed cushions at other 3 legs.	\$262,000	4	Not yet funded	Applied for funding under Federal and State Governments' Black Spot Programs in 2022/23

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BCR	Location	Treatment Type	Estimated Cost	Injury Accidents (over 5-year Period) that can be treated by the treatment	Funding Status	Comments
2.38		Option 2: Install a raised pedestrian crossing at the northern leg, speed cushion at the southern leg and raised thresholds at the eastern and western legs of the intersection.	\$375,000			
2.31	Carnarvon St at Melton St North	Install a chicane	\$215,000	3	Not yet funded	Applied for funding under Federal and State Governments' Black Spot Programs in 2022/23
1.82	Intersection of Ballandella Road and Burrabogee Road, Toongabbie	Install a roundabout	\$469,000	2	Not yet funded	Applied for funding under Federal Stimulus Program in 2022/23
1.58	Melton Street North and Beaconsfield Road, Silverwater	Install a roundabout	\$539,760	2	Not yet funded	Applied for funding under Federal Stimulus Program in 2022/23
1.32	Bulli Road at Bungaree Road, Toongabbie	Install a roundabout	\$645,000	2	Not yet funded	Applied for funding under Federal Stimulus Program in 2022/23
0.96	Loyalty Road and North Rocks Road, North Rocks	Install a roundabout	\$790,840	3	Not yet funded	Applied for funding under Federal Stimulus Program in 2022/23
0.63	Gladstone Street at Brickfield Street and at Buller Street, North Parramatta	Install two roundabouts	\$900,000	3	Not yet funded	Applied for funding under Federal Stimulus Program in 2022/23
Supported by Road Safety Audit	Intersection of Wentworth Street and Martha Street, Clyde	Install street lighting under the M4 bridge and raised thresholds in Marta St on	Design: \$20,000 Construction: \$544,000	N/A	Not yet funded	Applied for funding under Federal Stimulus Program for design in 2021/22 and construction in 2022/23.

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BCR	Location	Treatment Type	Estimated Cost	Injury Accidents (over 5-year Period) that can be treated by the treatment	Funding Status	Comments
		the both approaches to Wentworth Street				
--	Bold Street south of Cowper Street, Granville Ward: Rosehill SED: Granville	Install a raised threshold	\$180,000	4	Not yet funded	<p>Liaising with TfNSW to determine the appropriate treatment options for this location.</p> <p>Reviewed the crash history and noted that the appropriate treatments cannot be installed at the intersection due to following reasons:</p> <ul style="list-style-type: none"> <li>• In close proximity to two traffic signals (at Parramatta Road and at Railway Parade)</li> <li>• Required to maintain 3 travel lanes (including a bus lane) in the northbound and 2 travel lanes in the southbound directions.</li> <li>• Required to maintain right turn access between Bold Street and Cowper Street (west leg)</li> </ul>

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## Traffic Projects supported by Community Petition

Location	SED	Proposed Treatment	Year Included on List	Estimated Cost
<b>Ward: Epping;</b>				
Lexington Avenue at Raimonde Road, Eastwood	Epping	Concrete median islands	2014	\$20,000
George Street, Epping	Epping	Chicanes (2)	2020	\$90,000
<b>Ward: Parramatta</b>				
Ballandella Road between Fitzwilliam Road and Barangaroo Road, Toongabbie	Seven Hills	Raised Thresholds or Chicanes (2)	2015	\$150,000
Frances Street, Northmead	Seven Hills	Speed humps (3) or chicanes (2)	2021	\$90,000
Harris Street, Constitution Hill	Seven Hills	Speed Humps (3)	2015	\$20,000
<b>Ward: North Rocks</b>				
Barnetts Road, Winston Hills	Seven Hills	Chicanes	2011	\$900,000
<b>Ward: Rosehill</b>				
Alice Street between Alfred and Arthur Streets	Parramatta	Speed Humps (2)	2020	\$17,500
Deakin Street, Silverwater (between Stubbs Street and the cul-de-sac)	Auburn	Speed Humps	2018	\$20,000

**Attachment 3****Traffic Engineering Advisory Group meeting held on 23 March 2022****Consultation & Timing: Items B1 and B2****ITEM 2203 B1 PROJECTS RECENTLY COMPLETED, PROJECTS CURRENTLY FUNDED, AND PROJECTS LISTS FOR CONSIDERATION OF FUTURE FUNDING**Stakeholder Consultation

The Parramatta Traffic Engineering Advisory Group Agenda was emailed to the PTC/TEAG mailing list on 17 March 2022 and the meeting was held on 23 March 2022. Council staff did not receive any comments from agencies on this matter.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
23 March 2023	TEAG	See recommendation	Support recommendation	Manager Traffic and Transport

Councillor Consultation

The Parramatta Traffic Engineering Advisory Group Agenda was emailed to all Councillors on 17 March 2022 and the meeting was held on 23 March 2022. Council staff did not receive any comments from Councillors on this matter.

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
23 March 2023	All	Nil	N/A	Manager Traffic and Transport

**ITEM 2203 B2 PROPOSED TRAFFIC IMPROVEMENTS ON HILL ROAD, WENTWORTH POINT**

In response to Council's resolution dated 14 March 2022, this matter was raised as a business item at the Parramatta Traffic Engineering Advisory Group meeting held on 23 March 2022. Council staff did not receive any comments from the agencies present at the meeting.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
23 March 2022	TEAG members	See recommendation	Support recommendation	Manager Traffic and Transport

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	present at the meeting			
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#### Councillor Consultation

In response to Council's resolution dated 14 March 2022, this matter was raised as a business item at the Parramatta Traffic Engineering Advisory Group meeting held on 23 March 2022. Council staff did not receive any comments from the Councillors present at the meeting.

<b>Date</b>	<b>Councillor</b>	<b>Councillor Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
23 March 2022	Councillor Paul Noack (Chairperson), Councillor Henry Green and Councillor Kellie Darley	Nil	N/A	Manager Traffic and Transport

**NOTICES OF MOTION**

**26 APRIL 2022**

14.1 Parramatta Light Rail Stage 2 ..... 396

## NOTICE OF MOTION

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<b>ITEM NUMBER</b>	14.1
<b>SUBJECT</b>	Parramatta Light Rail Stage 2
<b>REFERENCE</b>	F2022/00105 - D08488196
<b>FROM</b>	Councillor Noack

### MOTION

**That** Council notes with concern the recent NSW Government announcement that major projects in Western Sydney including the Parramatta Light Rail Stage 2, are under review and accordingly resolves the following;

1. That the Lord Mayor write to the Premier and Minister for Transport calling on them to commit to this **important** infrastructure for our LGA, and calling for a meeting to discuss this matter
2. This project if delayed will further increase costs, and given the projected development of housing and increased population in the relevant Parramatta suburbs will further see transport infrastructure lag behind development, and the needs of our growing communities will be ignored
3. Council further notes this project will provide thousands of jobs for our local community, and will provide the connectivity our LGA needs

### BACKGROUND

1. No background information provided.

### STAFF RESPONSE

2. A written staff response will be included in the supplementary agenda and distributed to Councillors prior to the Council Meeting.

### FINANCIAL AND RESOURCE IMPLICATIONS

3. A written staff response will be included in a supplementary agenda and circulated to Councillors prior to the Council Meeting.

Paul Noack  
**Councillor**

Justin Mulder  
**Chief of Staff**

Brett Newman  
**Chief Executive Officer**

### **ATTACHMENTS:**

There are no attachments for this report.

**QUESTIONS WITH NOTICE**

**26 APRIL 2022**

15.1 Questions Taken on Notice from Council Meeting - 11 April 2022 .....398

**QUESTIONS WITH NOTICE**

<b>ITEM NUMBER</b>	15.1
<b>SUBJECT</b>	Questions Taken on Notice from Council Meeting - 11 April 2022
<b>REFERENCE</b>	F2022/00105 - D08489558
<b>FROM</b>	Business Governance Officer

**QUESTIONS TAKEN ON NOTICE FROM THE COUNCIL MEETING OF 11 APRIL 2022**

<b>Item</b>	<b>Subject</b>	<b>Councillor</b>	<b>Question</b>
13.1	Advisory Committees of Council	Bradley	<p>1. Do any of those committees have significant deadlines in terms of timing, like for Grants Committee, that we might need to give special consideration to in the timing of it going to the Policy Committee and determining the Terms of Reference?</p> <p>2. Is it intended that for the Bushland &amp; Environment Advisory Committee and the Light Rail Committee that the current reference to Terms of Reference be guidance until further notice from the Council?</p>
13.1	Advisory Committees of Council	Garrard	<p>3. Do the terms of reference that are currently for each of those committees stay in place until such time that the Policy Committee amends and reviews the terms of reference presented?</p>

**BACKGROUND**

- Paragraph 9.23 of Council's Code of Meeting Practice states:

*"Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the Council."*

**STAFF RESPONSE**Item 13.1 – Advisory Committees of Council*Question from Councillor Bradley*

During discussion on the motion moved by Councillor Garrard, Councillor Bradley asked the following questions:

- Do any of those committees have significant deadlines in terms of timing, like for Grants Committee, that we might need to give special*

*consideration to in the timing of it going to the Policy Committee and determining the Terms of Reference?*

2. *Is it intended that for the Bushland & Environment Advisory Committee and the Light Rail Committee that the current reference to Terms of Reference be guidance until further notice from the Council?*

*Chief Financial and Information Officer Response*

1. Other than the Grants Committee, staff are not aware of any critical deadlines for Advisory Committees, over the next 4 weeks. In relation to the Grants Committee, the Committee will convene to consider the 2022 Grants round, which closed in early March, as a decision of expenditure needs to be made prior to the end of FY21/22. Note the Committee will use the terms of reference for this Committee from the previous term of council, as guide if needed.
2. Yes. The Bushland & Environment Advisory Committee has a draft Terms of Reference considered by Council on 11 April and is subject to be reviewed by the Policy Review Committee. The Parramatta Light Rail Advisory Committee will use the terms of reference for this Committee from the previous term of Council, as guide if needed, until a new terms of reference is considered by the Policy Review Committee.

*Question from Councillor Garrard*

During discussion on the motion moved by Councillor Garrard, Councillor Garrard asked the following questions:

3. *Do the terms of reference that are currently for each of those committees stay in place until such time that the Policy Committee amends and reviews the terms of reference presented?*

*Chief Financial and Information Officer Response*

3. In general, Advisory Committees may use their respective terms of reference from the previous term of Council, as a guide if needed, to assist in governance and decision making until such time as Council resolves to approve a new terms of reference. The application of the previous terms of references for committees without community representation is viable.

However, where community representatives are members of a committee, the expression of interest process will be delayed until such time as the Council approves the new terms of reference due to:

- a. the possible impact the terms of reference may have on assessment and selection of community representatives.
- b. the terms of reference forming a part of advertising, assessment and recommendation of community representatives to Council.
- c. the terms of reference also form an agreement between Council and community members nominated onto the committee and to change this soon after a committee is convened creates the risk that members appointed may not be agreeable to the changes or no longer meet the criteria for membership.

Sahar Shahin  
**Business Governance Officer**

John Angilley  
**Chief Financial and Information Officer**

Brett Newman  
**Chief Executive Officer**

**ATTACHMENTS:**